

**Peninsula Minor Hockey Association**



# **Team Managers Guide**

Last Update: September 2018



## Team Manager's Guide

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Please note: This information including forms, templates etc. can be found on the [PMHA website](#).

### Team Manager

The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the Minor Hockey Association (MHA), Division Managers, League Managers, other teams, referees, officials, etc.

#### Team Manager – Role/Duties:

- Arrange a parent meeting at the start of the season. [The template for the first team meeting.](#)
- Arrange Team Staff - team treasurer, fundraising/sponsorship coordinator, score keeper/time keeper coordinator and safety person(s).
- Work with the treasurer/head coach to develop an operating budget for the team.
- Ensure that all training for staff and permissions for players are in place for the HCR. Submit an official team roster to the VIAHA Coordinator, within the deadline
- Complete game sheets and send in game reports.
- Utilize Team Snap to communicate with your team. Encourage Parents / Players to add any contacts they would like to receive team communication under the Player Roster option on Team Snap.
- Apply for Tournaments.
- Apply for Sanctions (Review BC Hockey Issue #2016-025 & #2016-026 for more info).
- Coordinate travel, accommodation, meals and facility rental for the team
- Communicate regularly with team parents re: practices, games, events, etc.
- Obtain equipment and supplies for the team as needed
- Arrange and attend meetings as necessary.
- Prepare a team schedule based on the information provided on Team Snap.
- Keep team Team Snap up to date.
- Ensure completion of medical information and Parent/Player Conduct forms via ePACT system.
- Ensure Treasurer submits a financial summary at the end of the season and any refunds are disbursed.

#### Other Key Team Volunteers:

**Team Treasurer\*** – Refer to the [Team Treasurer Manual](#) for information on Budgeting, Bank Accounts and PMHA Requirements with regards to Team Finances.



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**Team Safety Person (\*\*Required\*\* minimum of 1 per team, ideally 2 or 3) -** Refer to [Team Safety Person Manual](#) for complete details on Safety Person Responsibilities, Medical Forms, Injury Claims, Concussion Guidelines, Risk Management Issues and Emergency Action Plan.

### Other Potential Volunteer Positions

- Timekeeper and Scorekeeper Coordinator
- Fundraiser / Sponsorship Committee
- Travel Coordinator – Rep Levels, optional for recreational divisions. This person should book bus trips, accommodations and arrange for team events during road trips (must be coordinated with team Safety Person to ensure sanctioning is in place).
- Snack Coordinator, for younger divisions.

### Team Meetings:

Each team must have a parent meeting by October 15<sup>th</sup> as per BC Hockey Requirements. This meeting will allow for the coaches to address the parent group in discussing coaching philosophy, team budget, bench management, dress code, dressing room expectations, PMHA Policy and Procedures, Code of Conducts and time requirements to be observed before practices and games.

The [format required](#) for this team meeting is available on the PMHA website in the Managers Section. This template is available for the Team Manager and Coach to edit as needed based on the team. ***The areas that CANNOT be removed from the agenda as they are a BC Hockey Requirement are the following sections: Code of Conduct for Parents and Players, Team Budget and Team Operations section as it pertains to Locker Room Policies and Scheduling. Once this meeting has been held a copy of the final agenda used with details on the meeting date needs to be emailed to the Volunteer Records Coordinator volunteerrecords@pmha.bc.ca. Please save agenda as a word document titled team name and year and email no later than October 20<sup>th</sup>.***

We also suggest that the edited copy of the agenda be forwarded to all parents for their records. If there are any issues throughout the season this should be reviewed and re-circulated if needed.

Each team should consider a minimum of 2 or 3 team meetings over the course of the season – beginning of season, middle of season and end of year. It is also suggested that the coach schedule some time to meet with players individually throughout the season to provide feedback.

### Volunteer Requirements:

PMHA will pay for the cost of volunteer courses once the course is completed. When your volunteers have completed all of their required courses please have them complete the [Expense Claim](#) Form on the website for reimbursement. Reimbursement cut off dates are November 30<sup>th</sup> and January 31<sup>st</sup> each season. Refunds will be processed and e-transferred to the volunteers within 10 days. All requests for reimbursement for the current season must be received by January 31<sup>st</sup>.



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For details on specific volunteer requirements for each position please refer to the [volunteer section](#) of the PMHA website.

If you have any questions on volunteer requirements please email the volunteer records at [volunteerrecords@pmha.bc.ca](mailto:volunteerrecords@pmha.bc.ca).

### **Player Medical Information – Parent and Player Code of Conduct/Responsibilities Forms:**

PMHA uses the ePACT system for completion of Player's Medical Information, Parent Code of Conduct and Responsibilities and Players Code of Conduct and Responsibilities. Please ensure all of your players and parents have completed the required information on this system – the volunteer records coordinator will advise team managers of outstanding records.. A regular review and reminder to parents should be done to ensure the medical information for each player is kept up to date. For more information on using the ePACT system, please visit their website at <https://www.epactnetwork.com/> . All managers and safety persons must have access to this site and have downloaded the player information on each team they are rostered for onto their smart phone. This information should be reviewed and all rostered persons should be aware of any health or safety issues for their players.

More information can be found in [Manager Resources](#) on the PMHA Website.

### **First Aid Kits:**

A complete first aid kit will be distributed by your divisional manager at the beginning of each season. It is the safety person's responsibility to carry this first aid kit to all practices and games and ensure it is adequately stocked. Extra supplies are available as needed, please contact your divisional manager first and if unable to contact them, the [Equipment Manager](#). At the end of each season Team Managers are responsible for returning this kit to the Equipment Manager, drop off times will be arranged.

### **Budgeting:**

See the [Team Treasurer Guide](#) for more details. The Team Treasurer\*, along with the Team Manager and Head Coach should work together to develop an initial team budget. Determine what expenses cannot be avoided, what additional activities the team would like to participate in and any other additional costs the team may incur. There should also be discussion on how the necessary funds will be raised and distributed.

The team budget should be discussed and approved by 66% of the parents at the beginning of the season to ensure that team and parent expectations are aligned. The invitation to parents for this meeting should include a heads-up that you will be collecting team fees.

Team finance related items for the initial parent's meeting include:



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1. General discussion of team costs and budget.
2. Discuss the proposed funding model for the team.
3. Collect the initial team 'start up' fees - for team use.

Inform parents:

1. What will be covered and what will not be covered by team fees
2. Payment options
3. Deadline for paying the team fees
4. Who the team fees cheques should be made out to [i.e. PMHA PEEWEE xx]

**Tip:** [Budget Template](#) that teams are required to use is available on the PMHA Website.

\*The Team Manager could also be the Team Treasurer, however there needs to be a second signatory on all team bank accounts and if the Team Manager and Team Treasurer are the same person, the team must appoint an overseer for secondary confirmation of all funds collected and expenses paid.

### Rosters:

In order to create the team's official roster in the HCR (Hockey Canada Registry), a list of all players, coaches, manager and safety (Full Name, Address, Phone Number and Date of Birth) must be sent to the PMHA Registrar [PMHAreistrar@shaw.ca](mailto:PMHAreistrar@shaw.ca). Once the Registrar receives all of this information, the official roster is created in the HCR.

The team manager must then request the official roster from the Registrar and forward it to the appropriate VIAHA Commissioner. The team manager must also keep a copy with them during all games in the event it is requested. No player, coach, manager, or safety should be listed on the game sheet unless they are on the team's official roster; doing so could result in a fine from VIAHA that is payable by the team. If you decide to AP a player to your roster, please notify the Divisional Manager and the Head Coach/Manager of the team they are on for their regular roster, so they are aware.

Should a team add or delete a player, coach, manager or safety person, that change must be e-mailed to the Registrar to update their roster in the HCR (please note that when a player or bench staff is deleted from the roster they have a release date in the released column of the roster and will not be removed completely from the roster). Managers must then forward the revised roster to the appropriate VIAHA Commissioner.

**Any fines from VIAHA for game sheet errors will be charged to the individual teams, so it is very important to ensure the roster is correct.**



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For More information on VIAHA Policies with regards to rostering, in particular Affiliated Players (AP) or Over/Under Age Exemptions please refer to the VIAHA website at <http://www.viaha.org/administration/index.php>.

### Game Sheets/Game Reports:

Refer to PMHA Website link for information on completion and requirements  
<https://pmha.bc.ca/teammanagers/>

Note: Novice does not need to submit game reports or game sheets to VIAHA

### Tournaments:

Teams participating in any Island tournaments will not be required to obtain game numbers from their commissioner. For off island tournaments, teams are required to get game numbers from your VIAHA Commissioner (and you need to add it to the game sheet before the game starts i.e. there will be two game numbers on the game sheet) and obtain permission if it is during league/playoff weekends, other than a blackout weekend. You will also need to mail an original copy of the game sheet to your VIAHA commissioner upon return from the tournament (off island only).

Please ensure that any teams or divisions, within your MHA, that are hosting tournaments obtain game numbers for all of the games within the tournament.

Tournaments must be approved by VIAHA. Once approved, VIAHA will forward to BCAHA for sanctioning.

**Travel to the U.S.** - Make sure you have all information when filling out/applying for forms: association, US sanction #, address of arenas used. If Seattle Junior Hockey League (SJHL) is hosting, all info is usually on their website. An Inter-district & USA Hockey Tournament Travel/Exhibition Game Sanction Request Form is needed. This form needs to be completed by all teams, sent to the President who signs and sends it to the District Director. This form requires 7-10 days minimum for processing. Travel Insurance should be purchased and tracked by the manager to ensure all families have secondary insurance. For copies of the form and more information go to VIAHA site: [Inter-district Travel Sanction Form Link](#)

### Team Activities/Sanctioning:

\* (Review BC Hockey Special Event Sanction Guidelines PDF, available at the link below, for more info on special events and requirements for outside/private instructors).

When organizing team activities, note that some on-ice and off-ice activities (i.e.: dryland training, 3/3 at ICE, fundraising etc.) need to receive approval from the association as a sanctioned event to insure insurance coverage. A Special Event Sanction Request Form will be required. You can



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complete this form online directly on the BC Hockey website. This form is located at <http://www.bchockey.net/RiskManagement/SpecialEvents.aspx>.

### Ice Allocation and Costs:

Extra Ice is only allocated to teams that request it. No team will be allowed to book all the available ice. All requests must be made by email through the [Ice Allocator](#).

There is to be only one contact person per team, normally the team manager.

The charge for extra ice is set by Panorama Recreation Center @ \$120.00/hour. There is a 10 minute ice clean after each session that is paid for by the team at a cost of \$20 i.e. a 60 minute practice plus 10 minute ice clean has the team paying for a 70 minute session. (Price as of 2016/2017 season, subject to change)

Example:

1 hour = \$120.00 + \$20 = \$140.00

1 hour 30 minutes = \$120.00 + \$60 + \$20 = \$200.00

2 hours = \$240 + \$20 = \$ 260.00

This is only the ice cost, Referee costs will be added for game times, they vary for each division and for the different levels. The Referee costs will be added when scheduled practice times are used for games.

### Ice Reconciliation:

Email Contact (Ice Accounts): [iceaccounts@pmha.bc.ca](mailto:iceaccounts@pmha.bc.ca)

Each year PMHA spends over \$210,000 on ice rentals with Panorama Recreation Center. Most of this ice is paid for with player registration fees. **Any additional ice that is purchased for practices, games, or tournaments must be paid for by the team or group that has used the ice.** Any ice that is used for Minor Hockey purposes MUST be purchased through PMHA (see Ice Allocation), this is an insurance requirement. The job of ice reconciliation is to make sure that PMHA is reimbursed by the appropriate team or group that has used the ice.

In general this is how it works. Each team has a cost spreadsheet and is credited for weekly practice and game ice, including referee costs; this is covered by registration fees. The weekly ice schedules are used to update the cost spreadsheet for each team. The Representative teams are invoiced in December for approximately half of their estimated ice usage for the year.

In March, the actual ice usage for each Representative team is compared against what they paid in December and they are either charged or refunded depending on the final balance of their account. The Recreational teams are invoiced in March for any extra ice used during the year.



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All ice bills MUST be paid to PMHA, not Panorama. If you pay Panorama directly for any ice that PMHA has contracted for, Panorama does not know which contract to credit and it becomes an accounting nightmare. This includes ice for tournaments, and other divisions, i.e. Major Midget. Charging for ice usually starts the second week of September, once the basic teams have been formed.

Registration fees are based on a 26 week season, ending on the first weekend of spring break in March. Included in registration: one half ice practice per week (excluding the Christmas break) and 12 home games.

Extra ice fees for the Representative teams vary from year to year. These are the amounts you can expect by division based on the last two seasons:

Team	2014/15	2015/16
Atom A	\$6,110.00	\$4,566.00
Atom B	No Team	\$4,686.00
Pee Wee A	\$7,580.00	\$6,042.00
Pee Wee B	\$5,460.00	\$4,927.00
Bantam A	\$7,420.00	\$7,000.00
Bantam B	\$5,020.00	\$5,450.00
Midget A	\$2,576.00	\$4,284.00
Midget B	No Team	\$5,330.00

Remember, if your team is very keen and purchases significant amounts of extra ice, the costs will be higher. Also, there is a big jump from Atom to Pee Wee. First year Pee Wee parents and coaches are often shocked at the extra costs for Pee Wee. This is due to the fact that the Pee Wee games are longer, and the referee charges are more.

### Referees:

Email Contact (RIC): [refereeinchief@pmha.bc.ca](mailto:refereeinchief@pmha.bc.ca)

Please follow these guidelines to ensure refs are booked for your game.

Every Sunday night the RIC will take the ice schedule off the PMHA website. All ice times listed on Saturday or Sunday automatically get refs assigned. An email will be sent for your confirmation for the upcoming week.

Refs are not assigned to unallocated slots. If you pick up an open slot, you will need to email the RIC (address above) and confirm that refs are needed; otherwise the RIC will assume it is a practice slot.

If you ask for refs later than 9pm Wednesday, you should also confirm that the RIC has received the email and has assigned refs.





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If you have a game that is cancelled, please let the RIC know before 8pm on Thursday so that they can cancel the refs so your team will not be billed. If you have not done this, your team will be charged for the refs.

If you are having a game between Monday and Friday, the RIC will also need to know, as these are normally practice slots and refs aren't assigned. The rep games that are scheduled for a week day are the games that usually get missed. Please email and confirm all weekday games.

### Jerseys:

#### Jersey deposits, Distribution & Collection

Managers are required to collect a \$100.00 cheque for EACH JERSEY handed out (Atomic jerseys do not require a deposit cheque). Cheques should be dated April 1<sup>st</sup> of the upcoming year (example: April 2019 for the 2108/19 season). The [Jersey Control](#) sheet can be utilized to keep track of team jerseys. Please inform players and parents that cheques will be cashed if there is significant damage to a jersey (outside of expected wear and tear) or if the jersey is not returned at the end of the season. Two jersey return dates will be announced at the end of the season; these dates will coincide with Equipment and First Aid kit returns. Jerseys must be returned washed, in numerical order, on the provided wire hangers and be placed back inside the provided team jersey bag. Jerseys will only be accepted back as a set and cannot be handed in individually.

FYI: JERSEYS ARE ONLY TO BE WORN FOR GAMES. NOT FOR PRACTICES, DAILY WEAR AND MOST CERTAINLY NOT TO BE USED FOR HALLOWWEN COSTUMES.

#### C & A Letters

C & A letters will be provided by PMHA and are required to be SEWN onto the jersey – no tape, magnets or other adhesion methods are acceptable due to jersey damage in the past. \*\*Other forms of attachment will likely result in the loss of the jersey deposit. Letters are to be carefully removed and placed into the front pocket of the provided team jersey bag at the end of the season.

If using name bars, they are to be SEWN on only and need to be carefully removed at the end of the season. Keep in mind that if there is damage to the jerseys due to name bars or letters, deposit cheques will be cashed.

PMHA recommends Garden Stitches for professional sewing. Wendy from Garden Stitches will also remove the letters/name bars at the end of the season for a minimal fee.

Contact	Pricing
Garden Stiches Wendy Vanderford 1203 Garden Gate Dr.	Name bars \$4.00 per jersey  Letters \$3.00 per jersey



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Brentwood Bay, B.C V8M 2H6 250-652-9060 gardenstiches@shaw.ca	Removal \$1.00 per item
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### Socks

At the beginning of the season each team will receive 1 pair of socks per player. Replacement socks cost \$18.50. PMHA does not keep a huge surplus of extra socks on hand. Team managers should plan ahead for sock orders (example: at playoff time, ripped socks are not permitted) to allow sufficient time for orders to be filled.

Teams interested in ordering yellow socks should contact [Home Town Apparel](#) directly and speak to John.

### PMHA Apparel, Stickers & Logos:

- PMHA Apparel can be purchased through [HomeTown](#). 2018/19 Apparel Catalogue:

[P](#)  
[a](#)  
[g](#)  
[e](#)  
[1](#)  
[P](#)  
[a](#)  
[g](#)  
[e](#)  
[2](#)  
[P](#)  
[a](#)  
[g](#)  
[e](#)  
[3](#)  
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[a](#)  
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[4](#)  
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[e](#)  
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- For PMHA Vehicle Decals & Helmets Stickers please contact the [PMHA Jersey Coordinator](#).



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**Important information regarding helmet stickers:** Hockey Canada recommends referring to the helmet manufacturer's instructions to confirm the type of adhesive being applied will not jeopardize CSA certification and/or the manufacturer's warranty. It is the sole responsibility of the equipment user to ensure that they are not applying adhesives or other materials that may affect the integrity of the helmet and ultimately void the CSA certification and/or the manufacturer's warranty.

- PMHA logos are available on the website under the [Team Manager Resources](#). Only current Logos can be used, and unless permission is given, logos cannot be altered in anyway.

### Sponsorship:

Each team is able to solicit their own sponsorship, these funds stay within the team and can be used towards the purchase of extra ice, tournament fees and team expenses related to player development or player needs. Teams are not allowed to place sponsors names or logos on PMHA jersey's, team jackets or track suits. They are permitted to place team sponsorship logos on banners, practice jerseys, team t-shirts, or other team specific apparel.

Sponsor cheques can be made out directly to the individual team, and each team is responsible for the administration of those funds, including acknowledging receipt of funds with sponsors and thanking sponsors with a team photo or card.

### PMHA Sponsorship Letter:

- [Sponsorship Letter \(PDF\)](#)
- [Sponsorship Letter \(word\)](#)

### PMHA Sponsorship Thank You Letter:

- [Sponsorship Thank You Letter \(word\)](#)
- [Sponsorship Thank You Letter \(PDF\)](#)

### Logo Specifications:

- please submit a jpeg or a gif ONLY at the sizes listed below

#### 1. WEB PAGE

**FRONT PAGE OF WEBSITE - GOLD SPONSORS : size - 150 px width (max) x 150 px height max**

\* 150 px width maximum for web placement for gold sponsors (they should modify their ad for this)

\* for best results - logo and name (there will be a link to your website)



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### 2. SPONSOR PAGE: ALL SPONSORS

- 300 px width for sponsor page

### 3. ARENA SPONSOR BOARD 4ft x 6 ft

- high resolution file required for sponsor board. Minimum size requirement - no less than 6 inches width

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Extra Resources:

Hockey Canada <https://www.hockeycanada.ca/en-ca/Hockey-Programs>

Hockey Canada Team Managers Manual [https://az184419.vo.msecnd.net/hockey-canada/Hockey-Programs/MHA/Downloads/managers\\_manual\\_2013\\_e.pdf](https://az184419.vo.msecnd.net/hockey-canada/Hockey-Programs/MHA/Downloads/managers_manual_2013_e.pdf)

VIAHA Policies and Procedures <http://www.viaha.org/administration/index.php>

BC Hockey <http://www.bchockey.net/>

Visit the BC Hockey.net website regularly to view important current and historical Hockey Action Bulletins: <http://www.bchockey.net/Administration/Bulletins.aspx>