



**DIVISION/TEAM
MANAGER'S GUIDE
FOR U7 & U9**

Last Update August 2020



Divisional/Team Manager's Guide for U7 & U9

Division Manager Duties and Responsibilities

The Division Manager is an appointed/voluntary position that can be held by two people as Co-Division Managers. Should there be more than one team per Division, then each team will have a Team Manager appointed. Where there is only one team per division, the Division Managers fulfill all the following roles and responsibilities. The Division Manager provides liaison between the teams and PMHA Executive including; division communication, knowledge of the game, knowledge of rules and policies within the Association, and promotes fair play and good sportsmanship in accordance with the mission and goals the Association aims to achieve. The following primary duties can be split into specific roles and responsibilities between the Co-Division Managers best decided amongst each other.

Primary Duties of Division Manager(s):

1. Oversees the teams within the Division and the general conduct of individuals and standard of play within the Division including being the main point of contact for parents;
2. Supports the VP Hockey Operations with the recruitment of qualified Head Coaches and coordinates the recruitment and dismissal of officials (ie: Team Safety, On-Ice Helpers) for each team within the Division, ensuring all officials are qualified with the appropriate training before they are allowed to participate;
3. Ensures players are not permitted to participate until their registration is confirmed by the Registrar and coordinates the allocation and placement of players within the Division with consultation with the Head Coaches. Must also ensure ePACT is complete prior to taking the ice;
4. Presides over start-up meetings with parents;
5. Works with the Ice Allocator for additional ice as decided by team coaches;
6. Informs the Equipment Manager regarding Division equipment needs and coordinates equipment issue and return schedules;



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7. Communicates and coordinates with Team Managers and parents as required to ensure Association needs are met and brings forward issues needing resolution to the VP, Hockey Operations or Alternate;
8. Host and coordinates U7 & U9 Jamboree in accordance with Association *Tournament Guidelines*. (for further board discussion)
9. Approves all exhibition/interleague/tournament games ensuring equal opportunity for all teams.
10. Provides the Registrar and Volunteer Coordinator with the list of team officials with positions held and training completion confirmed (i.e.: Team Safety, On-Ice Helpers);
11. Ensures special event sanction forms and fundraising requests are submitted for approval in accordance with BC Hockey/VIAHA policy.

Seasonal Guide

The following duties are the responsibility of the Team Manager(s) unless otherwise stated. If there is no Team Manager, these can be fulfilled by the Division (co) Managers (this is most likely in the U7 Division). These roles will allow the Coaches to concentrate on on-ice activity while the Division/Team Manager handles Team administration. Any questions about the respective roles should be clarified by all Division and Team Managers. Outlining clear roles and responsibilities by all is key to good communication and a smooth season. See the attached Pre-Season and Wrap-Up checklists as a helpful tool to follow.

Pre-Season and Start-up Duties (see checklists under Extra Resources)

- Team Creation - The Division/Team Managers work closely with the Registrar in the off-season. The Registrar will provide the Managers with a spreadsheet of players registered for their division.



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- After the respective team Head Coaches have been recruited, a meeting will be convened to create groups of players and balance teams based on ability and experience under each Head Coach if more than one team per Division is required.
- Division/Team Managers will be responsible for communicating with all parents/players in their division regarding schedules, team rosters (if more than one team), and player expectations. This will be done through TeamSnap – see PMHA Team Snap Coordinator for training/questions.
- Division/Team Managers are responsible to ensure each team has a Safety Person with appropriate training. This is a vital requirement as teams are not permitted to play or participate in Minor Hockey without a qualified team safety. A training course is required, and all associated costs with the training are covered by PMHA. It is recommended to assign this role to more than one parent for appropriate coverage. *See PMHA Team Safety Guide for more defined roles and responsibilities.*
- Division/Team Managers coordinate mandatory parent meeting led by the Head Coaches that must be completed by October 15 as per BC Hockey requirements. Minutes are to be recorded and sent to the VP of Admin and to all parents. *See Meeting Template in Appendix 1* that can be edited as needed.
- The Division/Team Managers should work with their respective Division/Team Managers in nearby associations early in the season (Victoria, JDF, Sooke, Kerry Park and Victoria Racquet Club) to schedule inter-association games working closely with the Head Coaches. Note: BC Hockey does not allow U7 & U9 Divisions to play games before December
- The Division/Team Managers issue appropriate equipment – see more information below on equipment.
- Team Managers can choose to coordinate a Season Icebreaker event. This is a fun way to get the younger teams together to let the parents and players have a chance to get to know each other off the ice for team comradery. This is completely optional.



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Key Volunteer Positions

PMHA will fully reimburse volunteers for completed courses. When volunteers have completed all their required courses, please have them fill out the Expense Claim Form on the website. Reimbursement cut-off dates are November 30th and all requests for reimbursements for the current season must be received by Jan 31. Reimbursements will be processed by the PMHA Treasurer and e-transferred to the volunteers within 10 days.

- **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.
- **Team Treasurer** – Refer to the *Team Treasurer Manual* for information on Budgeting, Bank Accounts and PMHA Requirements with regards to Team Finances. Although U7 & U9 don't do a lot of travelling or take extra ice allocations, it is strongly recommended to use a team bank account if the team will be entering more than one tournament to easily track, transfer or refund funds if necessary.
- **On-Ice Helpers** - This role is unique to the U7 & U9 Divisions. The number of volunteers is determined by the head coach and is usually based on the size of the teams. These are parent volunteers who assist the head coach on-ice with stations, drills, retrieving and putting away on-ice equipment each practice and any task assigned by the head coach. These helpers are not officially rostered as coaches, but they still require a criminal record check, Respect in Sport for Leaders, and Concussion Awareness Training Tool(CATT) Certificate. On-ice helpers are required to wear helmets, gloves and appropriate attire.
- **Team Events Volunteers** – 3 members from each team. PMHA holds a number of events throughout the season – Tailgate Party, Spirit Rally etc. Each team is required to have three volunteers from their team help in these events. This could include such things as handing out food, set up/take down, organizing required before and after the event. These volunteers will not be required to plan these events, unless they are



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interested in being part of our PMHA social committee (which is always looking for volunteers), but they will need to be available to help at one or more of the PMHA events throughout the season. Once they are chosen please email the PMHA Secretary with your team name and their contact information including name, email and cell phone #. Email to: secretary@pmha.bc.ca.

- **Team Photographer (s)** – PMHA continues to work to increase their social media and web presence, we are asking every team to have a team photographer that takes pictures at games, events etc. (please be sure to check the ePACT photo confirmation for your team first to see if there are any parents that don't want pictures taken of their child) and forward to our webmaster at website@pmha.bc.ca. Written details on the pictures should also be submitted, i.e.: where they were taken, team and what is happening.
- Other potential Volunteer Positions that are not mandatory but helpful to have in place: Timekeeper for games, Music Coordinator for games, Snack Coordinator if necessary.
- 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 volunteerrecords@pmha.bc.ca.

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 - registrar@pmha.ca.ca. Once the Registrar receives all this information, the official roster is created in the HCR.
- The Division/Team Manager must keep a copy of the roster 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.



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- 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 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).

Player Medical Information and Parent/Player Code of Conduct 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 players and parents have completed the required information on this system – the divisional manager will advise team managers of outstanding records. Players are not allowed to be on the ice until this is completed so please advise parents of this. 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

Tournaments

- The Division Managers can, with the agreement of the coaches and the Association, apply for tournaments on behalf of their teams. Applications for some tournaments need to be submitted as soon as the season starts and obligations for tournaments need to be made clear to parents that will be joining that team. If there is a person on the PMHA board in charge of tournaments all of these applications should be done in conjunction with this person.
- Not all parents realize that tournaments are extra costs outside of their PMHA fees, tournaments are completely optional for all players. If fees have already been paid for a tournament and families decide to cancel, they will not receive a refund.



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(There are currently no PMHA hosted U7 & U9 tournaments, but in the event one should be scheduled, the below points are only if there is no tournament coordinator on the PMHA Board).

- The Division Managers will also be responsible for collecting applications of interest for PMHA hosted tournaments in their division and providing that information to the tournament coordinator. The Division Manager may choose to coordinate the Division Tournament or delegate such coordination to a volunteer Tournament Committee Chair (if a volunteer can be identified). Regardless of whom carries out the task the job must be done and it will fall to the Division Manager if no one else will step up. Tournament coordination includes budgeting for the Tournament, recruitment of inter-association teams and out of town teams, sending them Tournament information such as dates, format for Tournament, rules and cost etc.
- The Division Managers should establish a Division Tournament Committee. The Tournament Committee is usually composed of two volunteers from each team which will be recruited and identified by the Team Managers. This group will be a vital asset in coordinating and supervising the details of the Tournament. Many volunteers with PMHA will have served on previous Tournament Committees and will offer a wealth of experience.

Game Sheets/Game Reports:

- Division U7 & U9 does not need to submit game reports or game sheets to VIAHA. Please familiarize yourself with the U7 & U9 Player Pathways so you are aware of rules for cross-ice play <https://www.bchockey.net/Content.aspx?id=259>

Equipment

- The Division/Team Managers coordinates the issue and return of equipment such as; jerseys (see below for more info on jerseys), coach bags, first aid kits and goalie equipment each year through the Association Equipment Manager.



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- At the beginning of the season, each team will receive one pair of socks per player. Replacement socks cost \$20. PMHA does not keep a huge surplus of socks on hand. Team Managers should plan ahead for sock orders if needed to allow sufficient time for orders to be filled.
- Team Managers should keep the game jerseys for the entirety of the season and only hand out to players during games and retrieved immediately after the games (this can also be delegated to another parent). This prevents the need to collect jersey deposit cheques for damages from each player. **Jerseys are only to be worn for games, not for practices, daily wear and most certainly not to be used for Halloween costumes.**
- Jerseys must be returned at the end of the year washed, in numerical order on the provided wire hangers and placed back inside the provided team jersey bag. Jerseys will only be accepted back as a set and cannot be handed into the Equipment Manager individually.
- 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.

PMHA Apparel

- PMHA Apparel can be purchased through [Home Town Team & Corporate Sales](#). They have an online catalogue of PMHA approved apparel and it is recommended parents/players place their own purchases directly through Home Town's website as there are no discounts for large orders – items are already discounted for PMHA. **For any apparel that is not shown on our PMHA approved apparel list, please email**



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the PMHA President at president@pmha.bc.ca to obtain the necessary review and approval.

Referees

- There are no referees for U7 games. Referees may be assigned by the Referee in Chief (RIC) for U9 games if games are listed on PMHA's website. This is more for the purpose of giving learning Ref's an opportunity to gain more experience and the RIC will send out an email to the Head Coach/Div Manager to let them know a Ref will be present for their game.
- If you have a game that is cancelled, please let the RIC know before 8pm on Thursday (for Sat/Sun games) so that they cancel the Refs.

Supporting Association Directives and Administrative Policies

- Various issues such as player or coach suspensions, disciplinary actions and/or other matters of administrative interest are decided at Association Executive level and passed to the Division Managers to coordinate and oversee the application. The Division Managers acts as a conduit in this regard and passes information along to Head Coaches and or Managers and then follows up to ensure compliance.
- The Division Managers may also be asked to help with disciplinary matters within a team. If a player or parent has an issue with a coach - the Division Manager is the person that should be contacted to deal with the situation. The Division Managers should speak in confidence with all parties and attempt to find common ground and a resolution - if this is not possible, it should be brought to the PMHA President or VP of Operations for advice and further follow-up.

PMHA Board Meetings & Resources

- Division Managers are encouraged, but not required to attend monthly PMHA Board meetings. They are not voting members of the board.



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- For any questions on any of the roles or responsibilities above, do not hesitate to contact a member of the board or your fellow Division Managers. Contacts found on the PMHA website.

Extra Resources

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

- **BC Hockey** <http://www.bchockey.net/>
- **VIAHA Policies and Procedures** <http://www.viaha.org/administration/index.php>
- **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

*For any additional suggestions to add to this manual, please contact the VP Admin on the PMHA.



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Pre-Season Checklist

- Support VP Hockey Operations with Head Coach selection;
- Receive list of players from Registrar – ensure Team Snap matches spreadsheet received;
- Send out welcome email to families/players;
- Encourage Head Coach to select Team Manager (if more than one team). If a Team Manager is not assigned, all associated duties fall onto the Division Manager;
- Select Team Officials (Team Safety's, On-Ice Helpers, Treasurer) to complete required courses and send list of names to Volunteer Coordinator;
- Coordinate Parent Meeting and distribute Agenda;
- Coordinate Season Icebreaker Get-together (optional)
- Send Minutes from Team Meeting to VP Admin and parents;
- Ensure parent completion of ePact for medical information and Parent Code of Conduct online course;
- Set-up tournaments for all teams as early as possible;
- Search out all other Division/Team managers from surrounding associations to co-ordinate games.

Season Wrap-Up Checklist

- Arrange for return of equipment (jerseys, first aid kits, coach bags and goalie equipment);
- Send in year-end written report to VP Admin after last game;
- Coordinate Team Wrap-Up with Head Coach and any desired medals/thank-you's (optional)