



**DIVISIONAL MANAGER'S
GUIDE - U-11 DIVISION & UP**

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Divisional Manager's Guide

Division Manager Duties and Responsibilities

The Division Manager is an appointed/voluntary position. The Division Manager oversees the teams in their Division. 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. Most of the work of the Division Manager is done during team formation during the first two months of the season.

Primary Duties

1. Oversees the Recreation League and Representative teams within the Division and the general conduct of individuals and standard of play within the Division.
2. In consultation with the coaching coordinator oversees the appointment or dismissal of team officials and coordinates the recruitment of qualified Head Coaches and officials for each team within the Division. Ensures all officials are qualified 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. Must also ensure ePACT is complete prior to taking the ice.
4. Presides over start-up meetings and coordinates the creation of competitive divisional teams.
5. Working with the Ice Allocator, organizes start-up and assessment game schedules.
6. Oversees assessments, including organizing parent volunteers, ensuring assessors are not subject to outside pressure and recording the results of assessment teams.



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7. Informs the Equipment Manager regarding Division equipment needs and coordinates equipment issue and return schedules.
8. Communicates and coordinates with Team Managers and parents as required to ensure Association needs are met and brings forward issues needing resolution to the 1st VP, Hockey operations or alternate.
9. Approves all out of town exhibition/interleague/tournament games, ensuring equal opportunity for team travel in accordance with Association policy.
10. Provides the Registrar and Statistician with the list of team officials with positions held and the lists of players, team assignment and jersey numbers.
11. Ensures special event sanction forms and fund raising requests are submitted by Team Managers for approval in accordance with BC Hockey/VIAHA policy.

Receipt of Registered Players:

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The Division Manager will work closely with the Registrar in the off-season. The Registrar will provide the division manager with a spreadsheet of players registered for their division, separated out to players that are trying out for a representative team and those who will be playing recreational hockey.

Team Creation Constraints

The Division Manager will review the number of players and in consultation with the registrar and 1st VP to determine the number of teams which will be required to spread the players equally. The number of players is usually 13 to 15 players per team although the number can be as low



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as 12 and as high as 18 depending on total registration and ice availability. The Division Manager must work closely with 1st VP when determining team distribution because of ice availability constraints.

Recruiting Head Coaches

- The Division Manager will be available as a resource to the Coaching Coordinator and PMHA executive as the representative team coaches are chosen.
- The Division Manager will also work to recruit and review those candidates for recreational team coaches and using the help of the Coaching Coordinator to select the coaches for all recreational teams.

Team Creation and Start-Up

- After the respective Team Head Coaches have been recruited a meeting will be convened by the Division Manager to create groups of players under each Head Coach which will be fine tuned into competitive teams during the start-up month of league play.
- This will involve creating assessment teams, procuring assessment jerseys from the equipment manager, and putting together assessment binders for the assessors. The assessors will only know the players by their jersey colour and number. It is vital that players keep their jersey colour and number throughout the assessment process.
- The Division Manager will be responsible for communicating with all parents/players in their division regarding schedules, assessment team rosters, and player expectations. This will be done through TeamSnap. Essentially, the Division Manager is considered a team manager until any team is set and has its own manager.
- Once representative team skills assessments and assessment games are completed - there will be meeting with the independent assessors and coaches to receive the results of the assessments. The assessors will provide their consensus of players that should be



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placed in an "A pool", "B pool" or who should be released to recreational teams. The assessment process will follow the PMHA policy document for assessments.

- Coaches have limited say in this - but they can provide their opinion if a decision is too close to call from the assessors.
- It is important that the Division Manager keep a record of these decisions as it could be used in case an appeal of assessment is made.
- Once pool teams are created, the Division Manager should work with their respective division managers in nearby associations (Victoria, JDF, Sooke, Kerry Park and Victoria Racquet Club) to schedule inter-association assessment games to allow coaches to make final decisions on teams.
- The final decisions of the coaches should be delivered in person to the players, with the opportunity for the player to give and receive constructive feedback. The division manager should be available to help organize the player meetings and sit in on the meetings to record information in case of appeal and, if necessary, to act as an intermediary. These can be stressful moments for players and coaches - and it is important to be a calming influence. Players should be entering through one entrance, and leave through a separate exit, and there should be no congregation of other parents or players as they exit, to respect how each player processes these decisions differently.
- Recreational hockey includes a full range of skill level from beginner players who may not know how to skate to advanced players who could play competitively at the Tier 1 or Tier 2 level if they chose. It is therefore important to place players with such diverse skill sets as evenly as possible among the respective groups (teams) which will become teams by the end of start up month.



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- Different approaches can be used in this process, but a common method ensures that the startup groups are created as evenly as possible by evaluating the players on the ice. Evaluations for U7 and U9 are initially conducted by Hockey Operations. The final team balancing is conducted by Coaches and Division Managers. There are no independent assessors for recreational assessments.
- A common approach includes evaluation of player skills in terms of skating ability including tight turns, crossover turns, backward skating, stopping and speed skating in addition to puck handling and puck control. A skill set scale is usually employed which assigns skill ratings to each player; such as 1 for beginner or needs development, 2 for developing but below average, 3 for average, 4 for above average 5 for advanced (could play higher Tier level). These ratings can be further separated by adding plus or minus to the skill level.
- Once each player's skill level has been determined and the ratings are identified on a spread sheet, the task of assigning players as evenly as possible to each start-up group becomes very straightforward. Complications occur, such as ride share requests or assignment of coach's children to the coach's team.
- A coach's child must obviously be assigned to dad or mom's team; however, the Division Manager and coaches may find that in trying to accommodate non essential requests such as ride share team competitiveness may become an issue and team competitiveness should be the primary consideration.
- Other complications include late placement of released representative team tryouts which can last several weeks into Start-up play and the requirement for a qualified safety person on each team which may necessitate player placement.
- Placement of coaches children is a given as is distribution of players whose parent is HCSP (Safety person) qualified. Each team must have a qualified safety person otherwise that team is not allowed to participate.



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- Other considerations may include distribution of player's parents who are willing to manage a team.
- There will always be requests for friends to be placed together on recreational teams and there will be requests for players not to be placed together for various reasons. These need to be taken into consideration - but they should not affect team equality.
- The established start-up groups commence start-up play usually in mid September through early October. The start-up groups play a series of scrimmages to evaluate Team and Division competitiveness. This may mean that players will have to be traded between groups in the interest of competitiveness. In consultation and agreement with the coaches the Division Manager will negotiate such trades and endeavour to ensure the start-up groups are as competitive as possible prior to the final formation of Teams and beginning of regular season play.
- Jerseys will be issued during start-up. Socks are normally issued at the commencement of the regular season.

Liaison with Head Coaches

- Once the teams are formed up and regular season play has commenced Division Managers must ensure that coaches recruit a willing safety person from within his/her team. Hopefully this issue will have been resolved by player placement during start-up. This is a vital requirement as teams are not permitted to play or participate in Minor Hockey without a qualified team safety person.
- In addition the Division Manager should encourage the Head Coach to recruit a Team Manager as quickly as possible as this will allow the Coach to concentrate on on-ice activity while the Team Manager handles Team administration. Once Team Managers have been appointed much of the contact with the teams by the Division Manager will be through the Team Managers.



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Tournaments

- The Division Manager can, with the agreement of the representative coaches and the Association, apply for tournaments for representative teams. As applications for some tournaments need to be made before teams are set - this can be challenging and these obligations for tournaments need to be made clear to players and 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.

(Below points are only in the event of no tournament coordinator on the PMHA Board).

- The Division Manager will also be responsible for collecting applications of interest for PMHA hosted tournaments in their division and providing that information to the tournament coordinator - once that position is filled after assessments. 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 out of town teams, sending them Tournament information such as dates, format for Tournament, rules and cost etc.
- Recruitment of competitive out of town teams is an important consideration; therefore the Tournament Coordinator must ensure that each out of town candidate is compatible in terms of skill level. Our Association and most VI Associations include all skill levels in Recreation C but there are a few who maintain travelling teams of a higher caliber and some may separate less developed players from their more skilled players.
- Once out of town team recruitment for the Tournament is under way, the Division Manager 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 will have served on previous Tournament Committees and will offer a wealth of experience.



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Equipment

- The Division Manager coordinates the issue and return of equipment such as jerseys, hockey socks, coach bags and goalie equipment each year through the Association Equipment Manager.

Supporting Association directives and administrative policies

- Various issues such as player or coach suspensions, player placement between Tiers , and other matters of administrative interest are decided at Association Executive level and passed to the Division Manager to coordinate and oversee the application. The Division Manager 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 Manager 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 Manager 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

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