



WVMHA Manager's Manual

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Managing a WVMHA Hockey Team

This manual is to assist **Team Managers** with the day-to-day functions of their hockey team.

Welcome, and thank you for volunteering to manage a WVMHA hockey team. This document is intended to be a reference guide and resource for you. If you are a first-time manager, do not hesitate to ask questions – there are many experienced volunteers within the association who are happy to help. If you are stuck and don't know who to turn, you can always email info@wvmha.ca and someone will get back to you.

1. Association Policies

Please familiarize yourself with our Association's policies. These are published every year under the "Resources" tab of our website: <http://www.wvmha.ca>

For quick reference, please see the following:

2. "Around the Rink" Policies

General Policies and Things You Need to Know!

Parents and Family

- **Parents, unless they are team officials, are not permitted on the bench or the ice at any time!**
- Siblings should not play in the dressing room and hallway or anywhere near the bench. Keep small children away from the dressing room doors.
- **Parents should not discipline or critique other players;** any on-ice or off-ice behavioral issues must be brought to the coaches' or manager's attention and can **only** be dealt with by team officials, the Director of Hockey or board members.
- Read and know the **Parent's Code of Conduct**
<http://www.wvmha.ca/parents/parents-code-of-conduct/>

WVMHA Equipment

- **Game socks are not to be worn during practices;**
- **Game jerseys are not to be worn during practices;**
- Our **blue rink dividers** are to be stored behind the players' benches after every use and **should not be used as seating or playthings.**

Timeliness

- Arrive at the rink at least **15 minutes** before practice – or earlier as per coaches' discretion.
- If you can't make a game or practice please let the team manager or coach know.
- Players are to be **fully dressed and ready at least 5 minutes before ice time.**
- **Players are not to go on the ice without a Coach.**

Dressing Room

- **No cell phones or cameras** in the dressing room.
- Dressing rooms must be **supervised** at all times by team officials or designated parents.
- Our dressing rooms are **nut aware**. Please avoid bringing or consuming foods with nuts or nut products in the dressing rooms.
- Players should never walk around the dressing room without skates or shoes on.
- Goalies must wear gloves when lying on the floor having their pads laced.
- Do not dress your child in the lobby, the stands or on the bench.
- Parents (unless they are team officials or supervisors) and siblings are not permitted in the dressing rooms at Peewee and above.
- For the younger players, once your child is fully dressed, parents and siblings must leave the dressing rooms and dressing room hallway.

Players' Conduct

- Players shall read the **Players' Code of Conduct** and abide by it.
<http://www.wvmha.ca/parents/players-code-of-conduct/>
- **Players are not to go on the ice without a Coach.**
- Players shall be respectful of coaches and teammates at all times.
On the ice, WVMHA players shall **"take a knee"** promptly when told to do so and **refrain from horsing around** and otherwise disrupting practices.

- Players should remember to volunteer to pick up pucks and equipment at the end of practice.
- Players should be mindful of thanking their coaches after each practice.

Personal Equipment

- **Neck guards are mandatory for all ages.** Players may not participate in on-ice activities without a neck guard.
- Skate laces should not be wrapped around the ankles as this inhibits proper movement and blood flow. Tuck extra long laces under the hockey socks.
- Helmets must be CSA approved and should be snug and remain in place when chinstrap is fastened. Facemasks should fit properly; chin should fit comfortably in cup of facemask.
- **Bring a water bottle** to each game and practice with a name clearly marked.

3. Players' Equipment Guide

WVMHA has published an Equipment Guide and it is available on our website:
http://www.wvmha.ca/my_files/WVMHA-Equipment-Guide.pdf

4. PCAHA Coach and Manager Mandatory Meeting

A representative from your team coach / manager or both **MUST attend the coaches / managers meeting for PCAHA**, usually held towards the end of September. At this meeting you will receive your team's schedule for the first part of the season. A Coach or Manager from each team MUST attend to receive your schedule. WVMHA will let you know when the meeting will take place.

You will need to take a copy of your official team roster to this meeting and give the roster to your League Manager in order to receive your schedule. You usually will not receive your schedule if you do not have your team roster.

Teams can submit names of their players to WVMHA Registrar and get an **official team roster** back by email.

Please refer to PCAHA rulebook for carding date for REP players (Atom players only). An official roster may be needed for tournaments.

5. Jerseys

Game jerseys are provided by WVMHA. The team manager or a designated parent is to collect a \$250 postdated cheque (March 1 of next year) for each set of jerseys assigned

to players on your team. This cheque should be returned to the player/parent when the jersey is returned in good playing condition at the end of the season.

The team manager or designated parent will place jersey cheques into one envelope and hand in to the Associations Treasurer (please ensure each cheque has players' name and jersey number written on it). As team manager or coach you are responsible for collecting jerseys, making sure they have been washed and returned on hangers and are in good condition and back into the allocated team locker. Do not give out the hangers, as most times they are not returned.

Name bars and "C" & "A's"- should be "**hand sewn only**" on jerseys. **DO NOT glue, staple or machine sew anything to the jerseys. DO NOT use any colour of hockey tape for the C & A's.**

If you need to order "C's" & "A's" please speak to the Equipment Manager.

Please ask parents/players to wash jerseys ritually throughout the season. **Team jerseys are to be worn only during scheduled league games or exhibition games. NOT during practices.** All jerseys MUST have a STOP sign on the top back of the jersey for any game(s) played.

6. Game Socks

To keep registration fees down we only order a minimum number of socks each year, therefore there are not enough for every player in the Association, if you need socks for players, please contact the Equipment Manager. **Game socks are not to be worn during practices.**

7. First Aid Kit

The team's first aid kit must be on the bench for ALL games & practices. Please keep the ice packs in the zip lock bag provided in the first aid kit. If you are running low on items, and need to be stocked up please contact the Equipment Manager.

After your last game of the season, it is a good idea to collect all jerseys. All WVMHA equipment – this includes all goalie equipment (H2, H3, H4) – jerseys and first aid kit must be returned to your designated locker at the end of the season.

8. Team Player / Coach List

When your team is finalized, make a list of all jersey numbers, player's names, parents name(s) address, and phone number(s), email address as well as your team coaches contact information plus home game and practice game day and time.

This list of players names should be sent to the WVMHA registrar (registrar@wvmha.ca). Your full team name should be on this list, e.g.: West Vancouver Pee Wee – C1.

While not mandatory, we encourage the use of TeamSnap (www.teamsnap.com) to help keep your team organized and facilitate communications with your team.

As a manager it is your responsibility to register all players' names and jersey numbers as well as team officials with the league. This registration is done immediately at the beginning of the season through the league's web site TEAMLINK. The league will provide you with more details about how to access TEAMLINK – see the PCAHA web site for more information.

- Keep a copy of your teams contact information with you for games. You may have to call parents on the road to a game or if someone is a no show or late for a game (maybe gone to wrong arena etc...). As indicated above, TeamSnap is useful for this.

9. TEAMLINK

You must go on line to PCAHA “TEAMLINK” and register yourself as the “Team Official”. It takes about 24 hours for TEAMLINK to be activated at the beginning of the season.

The “Team Official” is responsible for entering (HOME) game sheets after every game as well as mailing the game sheets to their League Manager usually within 24 hours it only takes 5-10 minutes). The League Manager may want the game sheet emailed or faxed as well. They will let you know. If you do not mail your game sheet you may not be awarded your point(s)

Entering the score sheet on TEAMLINK updates the PCAHA standings. Also white and yellow sheets are too mailed to your League Manager within 48 hours of your game. If you do not send your game sheets to your league manager may not award you your points for a win or tie.

WVMHA registrar will need to be advised ASAP of any changes, additions or deletions of players or team officials.

It only takes about 10 minutes after your home game to enter the information!

10. Team Personnel - Coaches, Team Manager & Safety Persons

All coaches must be properly certified for the current season. All coaches and manager(s) must have "**Respect in Sports**" and a Background check. All teams must have at least one Hockey Canada Safety Person (HCSP). All of the above must have completed the BC Hockey courses that are on the BC Hockey website. Book early as they fill up fast. Usually coaches MUST have completed their specific course by the beginning of December (current season) or they will be suspended from coaching for the remainder of the current season.

The course cost will be reimbursed by WVMHA once completed and passed. Receipts need to be forwarded to the WVMHA Treasurer for reimbursement.

11. Dressing Room

Absolutely **NO** cell phones, cameras, or video recording devices are allowed in any dressing room. A player / child should NEVER be left alone with an adult in a dressing room that is not their own child. Ask a parent to stand at the door if needed.

Manager or Coach should be the last to check on the dressing room after a game / practice to make sure it is left tidy and no equipment has been left behind. Before locking the dressing room for a game, make sure everyone is out of the dressing room; don't forget to check the washroom.

Generally coaches prefer that players should be at the arena at least 1 hour before a game / practice. Your coach will let your team know. Please use dressing rooms to change. Do not use lobby of arena to change.

12. Practices & Game Player Safety

(Hockey 2 to Pee Wee) Accidents happen and a parent must be at the arena to deal with any situation. If parents cannot stay at the arena, they must make sure that they let the coach/manager know they are leaving and what parent is responsible for their child.

The coach is responsible for all players' safety and should not leave the arena until he / she knows that all players have been picked up from the arena. Keep a team list in the first aid kit (with parent's phone numbers) in case there is an emergency and the team manager is not around. Alternatively, we recommend the use of TeamSnap (www.teamsnap.com) so that all team members have each other's contact info on their phones.

13. Game Sheets

These are available in the Equipment Locker room directly beneath the team correspondent boxes. Please take 1 for each home game your team will be playing. You are to complete the game sheet and enter the game into TEAMLINK for home games only. **It is good practice to take a photo of the game sheet immediately after the game to keep an electronic record of it.**

When you are the visiting team, the home team completes the game sheets and gives you a copy (blue) after the game is played.

Before the Game - Game Sheet

- Game number must be on game sheet (top right corner) e.g.: PL 2345
- Date, time of game, arena, level e.g.: Atom C
- Team **MUST** be listed as e.g.: West Van. Atom C-1 vs. North Van Atom C-2 etc.
- NOT team nickname i.e. Mustangs vs. Royals.
- Make sure you have all players' numbers and names on game sheet. Cross off players that will not be playing. Most teams are using labels instead of writing out the names for every game. These can be purchased at Staples.
- All qualified coaches, manager and safety person must be listed on game sheet.
- Coaches and manager(s) **MUST** have "Respect in Sports" formally "Speak Out"
- Make sure referee / linesman sign score sheet
- Score keeper and time keeper must print names on score sheet.
- Make sure a team official (coach / manager) has signed the score sheet to verify the roster.
- Start a duty rotation at the beginning of the season. Score keeping and timekeeping is done for home games. As a courtesy any family who is a coach or manager should not be on the rotation list. They already do enough for the team.

After the Game - Game Sheet

Make sure everything is filled in properly on the score sheet before tearing it apart.

Visiting team gets blue copy home team gets pink copy. (Marked on bottom right side of each sheet)

Referee will take white copy if game report has to be filled in. Mail or send by email/fax the white and yellow copy to your League Manager. (You will know who your league manager is when you get your schedule). It might be a good idea to keep an extra mailing envelope with a stamp and league manager's address, you could give it to the

ref if a game report has to be written up. Not all refs know who the league managers are.

It is good practice to take a photo of the game sheets immediately after the game to keep an electronic record of it.

14. Exhibition Games

If you are planning exhibition games you need to contact your League Manager to get an exhibition number before the game can be played. This number **MUST** be on the score sheet. Referees must be assigned for any of these games.

Contact the Ref allocator for officials for your game. ***If you are playing a team from outside the Lions Gate League (i.e. a team from Vancouver), both teams need an exhibition game number and BOTH game #'s MUST be on the game sheet.***

15. Referees

Check the referee dressing room 20 minutes before your game. If no refs are at the arena 10 - 15 minutes before the start of a game contact the ref allocator immediately. Verify who the WVMHA's ref allocator is and what their contact info is at the beginning of the season.

Bantam A, Midget A and Midget C have a PCAHA assignor check PCAHA website for your contact.

The manager is responsible for paying all of the referees and linesmen immediately following the game, WVMHA will provide all managers with a cheque for paying the referees and linesman for all your HOME exhibition / league / playoff games at the beginning of the season (October). Any monies left over at the end of the season must be reimbursed back to the Association. If you run out of referee funds contact the WVMHA Treasurer and ask for more money for officials. You are responsible for keeping track of these funds on your expense report.

Pay them at the scorekeeper's box using exact amounts for each official. Referees cannot make change; you must bring the exact amount for each official.

Money for Referees: see PCAHA Rule Book – fees may change year to year.

NOTE:

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

Referee Payment Report

Keep track of all payments made to referees. This can be done on a spread sheet. All money should be accounted for at the end of the year. Any refereeing money left over at the end of the season is to be returned to WVMHA treasurer.

16. Confirming your Home or Away Games

Notify the opposing team that you are confirming your scheduled game (at least 3 days before the game)e.g.: game # PW 2315 Saturday Nov 2, 3:00 pm at West Vancouver Arena (WVMHA) and let them know your jersey color. Ask that the coach / manager email you back to confirm the game.

If you are the away team and you have not heard from the opposing team, email and confirm that the game is on and ask the same questions as above. You will be given contact information from the League Manager for all teams you are scheduled to play at the Coaches / Manager meeting.

17. Cancelling a Game or Practice

48 hours' notice is required. Notify ice allocator at once, the ice allocator may be able to reschedule a conflict game for another team. You will probably get a replacement ice time at a later date.

Do not assume you can have your game ice for a practice if your game is cancelled. You MUST check with the ice allocator.

When cancelling either practices or games:

- Notify ice allocator

When cancelling games only:

- Notify ref allocator that referee / linesmen are not needed.
- You need to give the ref allocator at least 48 hours notice by email and a phone call. If you do not notify the ref allocator with enough time to cancel the officials your team will be responsible for paying the officials out of team funds not money from WVMHA
- Notify opposing team
- Notify League Manager

18. Rescheduling a Home Game

- Notify opposing team if a conflict on the league schedule (eg: tournament or lost ice time)
- Ask ice allocator for a time for conflict game.
- Check with opposing team when you have a date and time. You may have to ask for several dates as the opposing team may have conflicts to reschedule as well.
- Make sure both teams agree on the date and time.
- Just because a game is marked as a conflict on your schedule it does not always mean it is a conflict.
- Check with the opposing team. If there are more than 3 hours between games you can usually play 2 games on the same day. (Just like in a tournament)
- Check with your league manager for approval.

Once You Have Agreed Upon a Date and Time for Your Conflict Game:

- Let ice allocator know both teams have agreed on the date & time given
- Send a rescheduled game form to league manager and opposing team. (see PCAHA web site) This is to be done by the team with the conflict.
- Request refs for your game from the ref allocator. At least 48 hours is needed to schedule referees.

19. Tournaments

All BC tournaments are listed on the BC Hockey website:

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

Initiate your tournament search as immediately at the beginning of the season – tournaments fill up quickly!

You must have a permission number from your League Manager to play in a tournament even for a tournament that WVMHA hosts. Usually the tournament coordinator will ask for the permission number along with the team roster.

You cannot play in a tournament without a permission number. Let the League Manager know the dates, arena, and who is hosting the tournament.

- C division (recreational) teams cannot play “up” in a tournament e.g. Tier 2. You must play within your tier.

- Allow enough time to get your permission number before your tournament. You should receive the permission number by email a few days after you send the email.
- WVMHA can lend a team money for the initial payment for a tournament, which must be paid back to the Association. Contact our treasurer should you need a loan from WVMHA.
- Booking an out of town tournament is a great way for a team to bond together, and parents to get to know one another.
- Remember you will have to reschedule any league game(s) if you have any scheduled games during a tournament.

Out of Province / Country Tournament

If you are going out of province or country (USA) you will need a special permission number(s) from BC Hockey and the PCAHA and a permission letter from the WVMHA President. Check the PCAHA website.

Ensure that your team members are covered by their medical insurance for sports injuries when travelling to the USA.

20. Player Injuries

- If an injured player is on the bench, they must have a helmet on at all time. If the player needs to take off their helmet they have to leave the bench.
- If an injured player is not playing in a game he/she can be on the bench but MUST have a helmet on at all times.
- If an injury occurs during a game a “player / team injury log report” must be filled in (PCAHA website – Your Safety Person should also have this available).
- If a player goes to the hospital or misses a game because of an injury on the ice he / she must have a doctor’s note before returning to play (see PCAHA website)
- The injured player must have a “*Hockey Canada Return to Play*” form filled in before they are allowed to play again.
- Your team safety person should look after the above documentation, but you should keep the copy with you at games. Keep a copy of the injury report in the team’s first aid kit; this will insure a report is available if the team manager or safety person is absent.

21. Player Suspensions

- Contact your League Manager if you think a player on your team may have been suspended. If you are unsure, sit the player until you hear from the League Manager.

- Suspended game (s) ***MUST be noted on all game sheets.*** 1 of 2 games, 2 of 2 games etc.
- A suspended player is **not allowed near or on the bench** at any games until the suspension is finished.
- A suspended player **must not** be in the dressing room at all before and after a game(s).

22. White Jerseys - Conflict Color

PCAHA approved color for West Vancouver jerseys are Blue / White. **Home team** should change jersey color to WHITE if there is a conflict in color. You must have PCAHA Managing Directors League approval if you use any other color combination.

If your team needs white jerseys contact the equipment manager at least **48 hours** before your game or when you know you will need white jerseys. Check with the other team managers in your division to see if they have a white set of jerseys if you cannot contact the equipment manager.

There is a [list of jersey colors on the PCAHA web site and in the Rules & Regulations Book.](#)

If using borrowed jerseys they are to be washed and returned to the equipment manager ASAP.

23. Name Bars

Name bars on the back of jerseys are optional. The name bar should match the jersey. The name bar should be **hand sewn only** on the back of the hockey jersey.

DO NOT glue or machine sew the name bar to the jersey. DO NOT cover the STOP sign.

24. Team & Individual Pictures

Team and individual pictures are usually scheduled for the beginning of December.

Please have your team fully dressed (without helmet) for picture day about 15 minutes prior to your scheduled picture time with the completed order form (to be handed out to teams by photo day coordinator).

25. WVMHA Apparel

A variety of WVMHA jackets, track suits, dry fits, hoodies, tees and hats will be available for purchase in your choice of either the Thor or Classic logo. All items are competitively priced.

Visit <http://www.wvmha.ca/merchandise/> for more information.

Apparel sales are a fundraiser for the WVMHA - please show your support. Go THUNDER!

26. Year End Parties

Generally this is your last function of the season when the team recognizes your coaches and parents that volunteered throughout the season and just have a good time. It is often a good idea to delegate the planning of the party to another parent. Book a pool; go bowling, have a pizza party, laser tag...

Remember ALL MONIES must be spent or given back to parents.

Remember to fill out your expense statement /report, send to the parents on your team and to the WVMHA treasure. This is also a good time to get back jerseys you have not collected as it is usually the last team function.

27. Pacific Coast Amateur Hockey Association

PCAHA www.pcaha.bc.ca

You can find the following information at this site:

- ✓ League standings
- ✓ Team link
- ✓ Managers information
- ✓ Forms

It may look like a lot of things to do and to remember but after a while it does get easier. Ask other team managers for direction; there are several with experience that would be willing to help you out.

**Remember to have FUN.
Have a great hockey season.**

