

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. Your Division Manager is your first point of contact and there are many experienced volunteers within the association who are also happy to help.

1. The Hockey Team Manager

According to Hockey Canada, "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, Division Managers, League Managers, other teams, referees and officials. By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences."

Managing a hockey team involves *organizing, planning and overseeing the team's activities*. To do this effectively it is beneficial to take advantage of the resources found on the PCAHA website and Hockey Canada's official Team Manager's manual.

The official Team Manager's Manual is available as a free download from the Hockey Canada website, and can be found under the minor hockey / volunteer section (www.hockeycanada.ca).



2. Parent Volunteers

Thanks to fundraising, sponsorship and parent volunteers WVMHA is able to provide high quality hockey programs for girls and boys in West Vancouver.

Parent support is essential to our success, and we encourage all families to volunteer, to get involved, and to make a difference. Volunteering is also a great way to connect, build community and share team responsibilities.

The Team Manager role is by far the most involved. However, it is important Team Managers realize that while they are responsible for coordinating team activities, they are **not responsible for taking on** <u>all team responsibilities alone</u>. The team will require support from all team parents throughout the season. Some important parent / volunteer jobs include:

- Team Manager
- Team Treasurer
- Team Safety / HCSP
- Time-keeper
- Score-keeper / HiSports
- Team DJ
- Tournament Coordinator
- Fundraising Coordinator
- Team Event Coordinator
- Live-stream / game recording Coordinator
- Dressing Room Monitor

Parent volunteers are *always* needed and there are many ways to get involved. Let the team parents know you will need their help. They can choose to volunteer, or they will be volun-told (assigned).

3. Team Manager - 10 Key Responsibilities

Coordinating team meetings/activities Coordinating Volunteers (team parents) Organizing games / resolving "conflicts" Keep up to date with PCAHA rules Team record keeping (penalties etc)

Applying for tournaments
Organizing travel/accommodations
Completing PCAHA travel forms
Paying referees
Team finances / budget

Note: Many of these responsibilities can be managed by parents other than the Manager.



4. New Team Manager: Tips for getting started!

Get Organized! Bookmark following pages:

WVMHA.ca - West Vancouver Minor Hockey Association; ice schedule, policies, more.

PCAHA.ca - Pacific Coast Amature Hockey Association; Rule Book, schedules, more.

HiSports.app (now called SpordlePlay) - This team management tool is used to view official PCAHA game schedules, official team roster, game officials, scorekeeping and more.

TeamSnap.com - This communication tool is used for team coordination, parent contacts, volunteer coordination, game/practice schedule and more.

Get Familiar with HiSports (now Spordle Play)

This app is an important hub of hockey information, and it has 2 main functions:

- 1) **Member/Admin App** This is where the Team Manager will find game schedules, Hockey Canada Registry/Roster (HCR), referees' info, contact info for opposing teams and more.
 - To login you will require your team's Hockey Canada Registry/Roster (HCR) number and your personal HCR number. This information will be provided to you by the WVMHA Registrar.
- 2) **Scorekeeping App** Every team in the PCAHA is required to complete game scoring reports (game sheets) via HiSports/Spordle for every game played <u>no exceptions</u>.
 - In the event of technical glitch, paper game sheets (or HiSports ScratchPad) should be used during the game and must be uploaded to HiSports/Spordle within 24-hours of completion.
 - The volunteer logging in as scorekeeper will require the PCAHA assigned game number (UXQ1234) and the home team's Hockey Canada Roster (HCR) number.

Know the Key People / Important Contacts

- WVMHA Division Manager (DM) this person is your main point of contact within WVMHA
- PCAHA League Manager (LM) this person is your main point of contact for the PCAHA
- WVMHA Ice Coordinator Manuel Fonseca manuelfonseca@shaw.ca
- WVMHA Referee in Chief Mike Richards mikerichards0729@gmail.com
- WVMHA Treasurer Helen Perry treasurer@wvmha.ca
- Managers of opposing teams in your flight / group
 This contact information is located in HiSports.app; login as the MEMBER/ADMIN; go to the
 TEAMS tab; select the team and then select the SCHEDULE tab; then click on SCHEDULES &
 CONTACTS.



5. WVMHA Policies

All Managers (and parents) should be aware of all WVMHA policies which can be found under the "Resources" tab on the website: www.wvmha.ca

General Policies for "Around the Rink"

Info for Parents and Families

- Only team officials are permitted on the bench or the ice at any time!
- Parents should not discipline or critique other players; any on-ice or off-ice behavioural
 issues must be brought to the coaches' or manager's attention and can only be dealt with by
 team officials, WVMHA Director of Hockey, or WVMHA President.
- Parent's Code of Conduct http://www.wvmha.ca/parents/parents-code-of-conduct/

Zero Tolerance Policies

- WVMHA is committed to cultivating a safe and productive sports environment that ensures a
 culture of respect for all. We expect the highest standards from our players, coaches, team
 officials, parents and volunteers at all times.
- WVMHA has Zero Tolerance Policies for drugs, alcohol, bullying, abuse or vandalism. Zero tolerance means that behaviour involving any of the above will not be tolerated at any WVMHA event and will be immediately sanctioned.

Timeliness

- Players are expected to arrive at the area at least 1-hour before games and 15-minutes before practices; or as per coaches' discretion.
- Players/parents must notify the Team Manager or Coach if he/she will be late or absent.
- Players are to be fully dressed and ready at least 5 minutes before ice time.
- Players are <u>not</u> permitted on the ice without a coach.

Dressing Room

- No cell phones or cameras permitted in the dressing room.
- Dressing rooms must be supervised by team officials or designated parents.



- Our dressing rooms are nut aware please check with your team before 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.
- Players are not to dress in the lobby, the stands or the benches.
- U6-U9 parents and siblings must leave the dressing rooms once your player is dressed.
- U13+ parents (unless they are team officials or supervisors) and siblings are not permitted in the dressing room.

Players' Conduct

- Players' Code of Conduct http://www.wvmha.ca/parents/players-code-of-conduct/
- Players are <u>not</u> permitted 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 <u>"take a knee"</u> promptly when told to do so and refrain from horsing around and otherwise disrupting practice.
- Players should help pick up pucks and equipment at the end of every practice.
- Players should be mindful of thanking their coaches after each practice.

WVMHA Equipment

- Game jerseys and game socks are <u>not</u> to be worn during practices, only games!
- Blue rink dividers are stored behind the players' benches after every use and should not be used as seating or playthings.
- Cross-ice dividers are stored and secured at the south-east corner of the rink after each use.
 They should be stored as you found them.

6. 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



General Equipment Checklist:

- Hockey bag
- Hockey stick (and back-up stick for U15+)
- Jock for boys and Jill for girls
- Shin pads
- Hockey pants (no shells)
- Skates
- Gloves
- Shoulder pads
- Elbow pads
- Neck guard
- Helmet with full cage or shield (black required)
- Jersey and hockey socks for practice
- Water bottle
- Stick tape

Personal Equipment: Safety Requirements

- Neck guards are mandatory for all ages; players are not permitted on-ice without one.
- 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 fit snugly when the chinstrap is fastened. Facemasks should fit properly; chin should fit comfortably in cup of facemask.
- Bring a water bottle to each game and practice; name clearly marked.

7. Team Manager Responsibilities 101

Update TeamSnap

- Once you have been added to TeamSnap as Team Manager, write an email to your team introducing yourself.
- Use TeamSnap to communicate messages, games, and events with team parents.



- Once WVMHA Registrar finalizes your team roster in TeamSnap, ensure all of your player/parent contact information is correct and that accurate jersey numbers are listed.
- Update all practice and game times; use the repeat function. Ask your coach to review.
- Add confirmed games against specific teams to TeamSnap after they have been officially scheduled/posted on the PCAHA website and/or HiSports.app/Spordle

Distribute Team Jerseys

At the start of the season, the WVMHA Equipment Manager will stock your team locker with game jerseys and socks. You are required to distribute the jerseys to your players.

Be sure to keep track of jersey numbers and to collect a jersey deposit cheque (\$250) from every player. Cheques should be post-dated for March 31 of the next year and made payable to WVMHA. Managers are required to hold these cheques for the season and return/destroy them once jerseys are returned at the end of the season. Jerseys must be returned in good playing condition.

At the end of the season all team jerseys must be collected, cleaned, and hung in the team locker. This can be assigned to a parent volunteer.

Attend PCAHA Manager / Coaches Meeting

- This meeting is held at the start of every season and every Team Manager and/or Coach must attend. PCAHA Directors review key dates, rules and/or rule changes, the tournament application process, and various policies for the season.
- All information is also available on the PCAHA website under the RULE BOOK tab.
- WVMHA will let Team Managers and Coaches know when their assigned meeting will take place.

Complete BC Hockey Team Official Qualifications (Coaches, Managers & Safety)

The WVMHA Registrar will inform every team official of the qualification requirements for each role; some or all of the requirements include:

- Online course: BC Hockey / Respect in Sport (RIS)
- Online course: BC Hockey / Concussion Awareness Training Tool (CATT)



- Criminal Record Check (CRC)
- Hockey BC Coaching Certifications / various levels

There is a deadline by which all certification courses <u>must</u> be completed (approximately December 1st); please refer to the PCAHA Rule Book. Failure to complete specific courses in time could lead to a coaching suspension or make the team ineligible for playoffs.

Schedule Exhibition Games

- Managers and/or coaches schedule exhibition games.
- To arrange an exhibition game simply email teams from other associations and arrange a
 game during one of your team's "game" ice times. You can find contact information on
 association websites, on the PCAHA website or on HiSports.app/Spordle.
- The <u>home team</u> is responsible for obtaining the Exhibition Game Number from their League Manager but both teams require permission from their respective league managers to participate in exhibition games.
- Each division has specific dates when exhibition games are permitted to be played; check the PCAHA Rule Book for more info.
- If playing a team from outside the Lions Gate League, then both teams will need an exhibition game numbers and BOTH game #'s must be on the game sheet; if unsure, confirm with your League Manager.

Organize Parent-Coach Meeting

At the beginning of the season, it is important to hold a parent-coach meeting so the coach can introduce him/herself and set parent expectations for the season. These meetings are usually held in one of the spare dressing rooms before a practice/game and typically run for approximately 30-40 minutes; confirm the time/date with the coach.

Tournaments

Participating in hockey tournaments is the ultimate bonding experience for the players and their families. Tournaments promote team building, player development and fun! Through tournaments your team will create memories that will last a lifetime!



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

- All WVMHA teams are required to enter tournaments every season; these requirements vary between divisions.
- U7-U9 and C Teams: These teams are expected to enter a minimum of 1 (one) local tournament and/or jamboree; it is permissible to enter additional tournaments based on team and coach interest. Speak with the coach to gain a clear understanding of his/her goals and suitable timing/dates.

Note: C division teams cannot play "up" in a tournament. As WVMHA is a Tier 3 Association, these teams must play Tier 3 tournaments.

- U11-U18 Rep Teams: Rep teams are required to enter a minimum of 2 (two) local and/or travel tournaments per season. It is possible to enter a 3rd tournament based on the team budget and/or team level of interest. Speak with the coach to gain a clear understanding of his/her goals, to confirm the appropriate level of play, proper tournament level (ie tier) and suitable timing/dates.
- Team Managers need to:
 - Investigate/source tournament options
 - Apply for tournaments
 - o Obtain PCAHA permission
 - If travelling, then arrange accommodations for the team
- To investigate tournaments options, use the following websites:
 - BC Hockey tournaments can be found on the BC Hockey website www.bchockey.net/member-info/tournaments
 - American/travel tournaments can be founds on the US Hockey Website <u>www.usahockey.com/tournaments</u> for travel tournaments in the USA.
 Note: the Pacific District (Washington) has some good drivable options.
- Start by emailing tournament coordinators regarding availability. For example;



Hello, I am the manager for the West Vancouver MHA UX team and was wondering if you have availability in your upcoming UX tournament on (date). I look forward to hearing from you soon. Thanks!

- When communicating with tournament coordinators and assessing suitability, it is helpful to
 acquire the following info (if possible): names/level of other teams participating in the
 tournament, how many spots available, if there is a waitlist. This info will help determine
 which tournaments are the right fit for the team.
- As tournaments fill up fast and it is important to make decisions quickly. It is beneficial to
 create a shared GoogleSheet to track which tournaments have been contacted and track the
 status of the applications; share this link with the coach and evaluate options together.
- Register for tournaments via the host association's website and pay the registration fee to
 confirm your team's spot in a tournament. Be sure to also understand the <u>cancellation policy</u>
 in case your team cannot attend or if you choose to withdraw.
- WVMHA can lend teams money to pay tournament registration fees. These funds must be repaid to the Association. Contact WVMHA Treasurer should your team need a loan.
- All teams are required to obtain a PCAHA tournament permission number to play a
 tournament/jamboree. <u>Teams cannot play in a tournament without a permission number</u>.
 To acquire a permission number send the necessary forms to your League Manager. All
 necessary forms can be found on the PCAHA website. Here is a list of some/all of the
 required forms:
 - PCAHA Tournament Checklist Form
 - PCAHA Tournament Application Form
 - PCAHA Interdistrict Travel Form
 - PCAHA Out of Province & USA Hockey Tournament Travel Form
- At a minimum the PCAHA Tournament Application Form must be completed, signed by the WVMHA President, submitted to the PCAHA League Manager, and <u>approved</u> prior to departing for any tournament.
- All tournament forms should be sent to the PCAHA no more than 30 days in advance and no less than 2 (two) weeks in advance. Without the correct forms, teams will not be permitted to travel or participate.
- In the month before a tournament coordinator will request the following:
 - o PCAHA approve number / form
 - A copy of your team HCR; you can get this from the WVMHA Registrar



 Finally, remember to reschedule any league game(s) that are scheduled during a tournament.

Out of Province / Country Tournaments

Teams travelling outside of the PCAHA to another province, or the USA require a special permission number from BC Hockey and the PCAHA. Additional forms must be completed and approved. If unsure which forms are required, confirm with your League Manager.

Teams travelling outside the province/country are required to purchase extra medical insurance for sports related injuries. For clarification on travel insurance please contact your WVMHA Division Manager.

Hockey Canada Registry (HCR) and Team Rosters

HCR is a platform for managing all Hockey Canada Participant registrations. Once your team a finlaized (after try-outs in U11-18), the WVMHA Registrar will officially upload the team roster to this system.

This official list includes all team players and team officials (including Team Manager, Coach, Assistant Coach(es), and HCSP).

- When submitting tournament forms to the PCAHA, you will be required to submit your *most* current HCR; you will need to request the official HCR from the WVMHA Registrar.
- The WVMHA Registrar <u>must</u> always be notified if there are <u>any</u> changes to this official list.
- This list will also be used when submitting your team's lineup before every game in HiSports.

Game Schedules

After tryouts are completed and teams are finalized, the PCAHA will release regular season or placement round schedules. This process usually starts with U18 teams in early October and works down to younger teams who have shorter seasons. Check the PCAHA Rule Book for specific division dates.

- Team schedules are released in 2 places
 - o Pcaha.ca under the GAMES-STANDING-SCHEDULES tab
 - Hisports.app/Spordle under the SCHEDULE tab



- U11-U18 Rep Teams Placement games are typically played in the month of October. After
 the placement schedule is completed, the PCAHA will place teams into regular season
 FLIGHTS. Flights are re-evaluated in December after the first half of the season is
 completed. At this point teams can be moved up or down into different flights based on their
 performance in the first half of the regular season.
- U7-U9 and C Teams These teams go directly into the regular season and game schedules
 are released in descending order starting with U11-18 in October, U8-U9 in December, U7 in
 January. Note U6 does not play games as focus is on skill development.

Confirm all Home and Away Games

After your team's game schedule is released the Team Manager must confirm <u>all</u> home and <u>all</u> away games.

To do this, email the opposing team managers; specify the game number in the title (UXXQ1234) and ask the coach / manager to confirm their availability to play the game as scheduled.

Once confirmed, inform your team! Enter all confirmed game(s) into TeamSnap. It is a good idea to include the game number under the EXTRA LABEL as this helps the score-keeper; you can also include a list of "assignments" for parent volunteers. Assignments or volunteer jobs needed to be covered at <u>all</u> home games, and they include:

- o CLOCK
- SCOREKEEPING/HISPORTS
- DJ (optional depending on age/level)
- LIVE-STREAM (optional depending on age/level)

Resolve Conflict Games

A "conflict" game is any game that cannot be played at the scheduled time. However, just because a game is marked as a conflict on your schedule does not always mean it is a conflict. Always confirm a conflict game with the opposing team.

Conflict games typically occurs when:

- When 2 games are scheduled for the same time or day (too close together)
- When one of the teams is away at a tournament
- When there is a timing or ice availability issue at one of the arenas



Steps to Resolve a Conflict Game

- Confirm the conflict. Email the opposing team's Manager; indicate the game number and CONFLICT in the title (ie UXXQ1234 - CONFLICT) and explain the reason e.g. team will be away at a tournament or lost ice time etc.
- The home team is responsible for resolving the conflict.
- If your team is the home team, then email the WVMHA Ice Coordinator; again put the game number and CONFLICT in the title; explain the situation and ask for options to reschedule.
- Email the opposing team's manager with the new game time option(s).
- Once new game time has been confirmed with both teams, email your PCAHA League
 Manager to confirm the new game time. His/her contact info can be found on the PCAHA
 website. Again, include the game number in the title and CONFLICT RESOLVED; CC the
 opposing team's manager. Below is an example of what to write to your LM:

	ote that game UXQ1234 is a d time information:	conflict and it h	as been resol	ved. Please upda	ate the schedule to indicat	te
UXXQXXX _	@ West Van UXXX	NEW DATE	TIME	LOCATION		

Upon receiving this notification, the League Manager should send you a confirmation email and update the schedule on PCAHA/HiSports/Spordle.

- Notify the WVMHA Ice Coordinator that the conflict has been resolved; he will update the WVMHA ice schedule online.
- If for some reason a conflict game is not easily resolved, your League Manager should be notified so that CONFLICT can be noted on the PCAHA/HiSports schedule.
- All conflict games must be resolved but don't stress it always works out!
- Finally, update your team via TeamSnap.



Manage the Team Budget

The Team Manager may take on the role of Team Treasurer or ask a team parent to volunteer.

- **U7-U9 and C Teams** The budget is straightforward and involves balancing any team expenses (i.e. tournament fees) equally among all team players.
- **U11-U18 Rep Teams** The budget is more detailed as it includes more expenses and potentially some fundraising revenue to help off-set team costs.
- Rep team fees are collected in two "Cash Calls" in October and January.
- Cash Call #1 is approx 60% of estimated team fees; Cash Call #2 is the remaining balance; both divided equally among the total number of players on the team.
- At the end of the season submit your completed treasury report / budget to the team parents and to the WVMHA Treasurer.
- A sample budget is available in a google-sheet template; please ask your WVMHA
 Division Manager for the link. Below is an example of a typical REP Team budget.

Category	Description	Estimate	Actual
Coaching Fees - Name Coach 1	Payment amount / date	\$XXXX.XX	
Coaching Fees - Name Coach 2	Payment amount / date	\$XXXX.XX	
Practice Jerseys	15 @ \$20 (estimate)	\$300.00	
Tournament 1 - Name	Tournament Entry Fee / date	\$1,500.00	
Tournament 2 - Name	Tournament Entry Fee / date	\$1,500.00	
Tournament 3 - Name	Tournament Entry Fee / date	\$1,500.00	
Coach Accommodations / Per Diem	\$500 x 3 tournaments (estimate)	\$1,500.00	
Dryland	\$200 x 20 sessions	\$4000.00	
Sports Psychology Training	\$100 x 10	\$1000.00	
Float (team dinner, fundraiser, gifts xmas / end of season)	15 @ \$30	\$450.00	
TOTAL ESTIMATED TEAM FEES		\$XXXX.XX	
TOTAL DIVIDED BY THE TOTAL NUM	IBER OF PLAYERS	\$XXX.XX per ¡	olayer



8. Hockey Canada Safety Program

Team Safety Person(s)

- In following the Hockey Canada Safety Program (HCSP), every team must have a minimum of 1 (one) or ideally 2 (two) safety people.
- The team safety person is a volunteer who has become HCSP certified; the WVMHA Registrar will arrange for all official requirements to be completed.
- Teams are not allowed on the ice without a safety person.
- The safety official does not need to be a medical professional, but someone who is comfortable implementing an Emergency Action Plan for the team and is prepared to react in the event of accidents, injuries, and medical emergencies.

First Aid Kits

A first aid kit must be on the bench for ALL games & practices; this will be kept in the team locker. Either the Team Safety Official or Coach is responsible for carrying the first aid kit.

The first aid kit must be returned to your team locker at the end of the season.

Player Safety (U6-U9)

Accidents happen and we recommend that a parent or guardian be at the arena for all games/practices. If a parent guardian is unable to be present, we ask that they arrange for another team parent to be able to attend to their children (if necessary).

Player Injuries

- If an injured player is on the bench, he/she must have their full equipment and a helmet on at all times. If a player needs to take off his/her helmet they have to leave the bench.
- If an injury occurs during a game a "player / team injury log report" must be filled on the PCAHA website.
- 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. The team safety should look after the above documentation, but managers should also follow this process and keep a copy of the injury report.



Dressing Room Protocol

- Absolutely <u>NO</u> 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 person to check on the dressing room after a game/practice to make sure it is left tidy and no equipment has been left behind.
- Players should arrive at the arena and proceed to their assigned dressing room 1-hour before a scheduled game and 15-minutes before a practice. Players must use assigned dressing rooms and players are not permitted to dress in the lobby or the benches.

9. Game Sheets

- The completion of a game-sheet is always required for EVERY game.
- Each game sheet must accurately record the names of all players, team officials, off-ice
 officials, and on-ice officials (referee/linespersons) participating in the game; goals and
 assists scored during the game for those divisions in which scores are recorded; and all
 penalties.
- PCAHA uses HiSports/Spordle Play as an electronic game sheet. These e-gamesheets are automatically emailed to Team Managers and League Managers after every game.
- Not all associations use HiSports/Spordle Play. If your team is playing in a tournament/game outside the PCAHA you may be required to submit a physical (paper) gamesheet.
- The Team Manager is responsible for ensuring paper game sheets are submitted to their League Manager. To do this scan/photograph and email paper game sheets to the League Manager within 24-hours of a game completion.
- Note: Completing game sheets and scorekeeping in HiSports/Spordle Play (or other) is not specifically the Manager's role and other team parents need to learn how to use this intuitive and user-friendly app.



10. Game Officials (Referees)

PCAHA assigns game officials (referees/lines-people) to all games loaded into the system. Managers need to confirm that game officials have been assigned for every scheduled game.

To do this log into HiSports.app/Spordle Play as Member/Admin and find the OFFICIALS tab. Confirm 2-3 officials have been assigned to your game. If not, then contact WVMHA Referee in Chief immediately.

Game-Official (Referee) Payment Process

- At the beginning of the season the WVMHA Treasurer will estimate your team's total number of games and provide you with a cheque/e-transfer to cover the referee payments.
- Cash the payment into denominations useful for ref payments. Note: not all game
 officials receive the same rate. Updated game official payment rates can be found on the
 PCAHA website; check the Rule Book to confirm.
- Prepare referee and linespeople payment envelopes in advance so that you are not rushing around on the day; some people do all the envelopes at the beginning of the season. Ref payments must be <u>exact</u> as per the payment schedule. No tipping allowed.
- Before the start of every home game, give referee payment envelopes to the scorekeeper;
 or the Manager can also pay the refs if preferred.
- Referees are paid after the game, once they have reviewed the HiSports game-sheet.
- All "no shows" referees must be reported to your Association Referee-in-Chief.
- Important note: It is good practice to check the referee dressing room 20-minutes before
 every home game. If there are no referees at the arena 10-15 minutes before the start of
 a game, contact the WVMHA Referee in Chief immediately.
- Keep track of all payments made to referees. This can be done on a spreadsheet. 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.



Referee Rates (2022/2023 Hockey Season)

	3-Officia	l System	2-Official System
		Each	
Division	Referee	Linesperson	Each Referee
U9 and below	\$20.00	N/A	N/A
U11 "C"	\$40.00	\$31.00	\$40.00
U11 "A"	\$42.00	\$33.00	\$42.00
U13 "C"	\$45.00	\$35.00	\$45.00
U13 "A"	\$50.00	\$37.00	\$50.00
U15 "C"	\$52.00	\$39.00	\$52.00
U15 "A"	\$55.00	\$41.00	\$55.00
U18 "C"	\$58.00	\$43.00	\$58.00
U18 "A"	\$65.00	\$47.00	\$65.00
U21	\$70.00	\$50.00	\$70.00

11. Cancelling a Game or Practice

WVMHA Ice Coordinator <u>must</u> be notified every time your team cannot use a scheduled icetime. WVMHA is very limited for ice as we only have one arena; cancelled ice times <u>must</u> be offered to other teams.

If you are required to cancel a game less with than 48 hours you must notify the following:

- Opposing Teams Manager to confirm the cancellation and reschedule the game as all PCAHA scheduled games must be played.
- WVMHA Ice Coordinator to ensure the ice-time is returned and made available to teams in the association.
- PCAHA League Manager to update the schedule and ensure it is accurate; failure to do this could lead to your team forfeiting a game.
- If a game is cancelled and the PCAHA schedule has not been updated in a timely manner, then contact the WVMHA Referee in Chief to cancel game officials or your team will be responsible for paying the officials out of team funds.

12. Determination of Standings

Team standings are listed on the PCAHA website. Points for games are as follows: 2 points for a win, 1 point for a tie, and 0 points for a loss.



There is an additional point called the *Sportsmanship Point* which shall be awarded to a team qualifying, should it achieve low penalty minutes:

- U11 6 minutes or less.
- U13 8 minutes or less.
- U15 (non-body checking) 10 minutes or less.
- U15 (body checking) 16 minutes or less.
- U18 (non-body checking) 12 minutes or less.
- U18 (body checking) 18 minutes or less.

Standings will be determined as follows: (a) Most points obtained. (b) If two or more teams are tied, standings will be determined based on most wins. (c) If still tied then standings will be determined on the basis of least losses.

13. Player Penalties/Suspensions

PCAHA monitors team and individual penalty minutes. Teams or individuals who incur excessive penalty minutes or incur serious penalties repetitively will be subject to further disciplinary action.

- Managers are responsible for keeping track of their team's penalties and must ensure players serve their total game suspensions according to Hockey Canada, BC Hockey, and PCAHA rules.
- Contact your League Manager if you think a player on your team may have been suspended. If unsure, sit the player until you hear from the League Manager.
 Failure to comply with the rules may result in disciplinary action.
- Head contact penalties are an accumulation penalty. If a player reaches 20 mins, they will receive a 1 game suspension, 32 mins is 3 games, and 40 mins is an indefinite suspension.
- All suspended game(s) must be noted on all game sheets.
 - 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).

14. Affiliate Players

If your team is going to be short players for a game, you may apply for permission to temporarily use a player from the next lower division/team within your Association; this person who is "playing up" is referred to as an "Affiliate Player" (AP). Team officials should check with their Division Manager about Association policies regarding APs.

AP's must be added to the roster via the WVMHA Registrar, otherwise they will not show up in HiSports/Spordle. APs must be marked on the scoresheet with the notation "AP".

15. White Jerseys - Conflict Colour

PCAHA approved colours for West Vancouver jerseys are Blue / White. Home team should change the jersey colour to WHITE if there is a conflict in colour.

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

16. Name Bars

Name bars on the back of jerseys are optional and are to be used at the discretion of the coach. WVMHA name bar rules are as follows:

- 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 (or Captain/Affiliate Captain letters) to the jersey.
- Never cover the STOP sign.

17. Team & Individual Photos

WVMHA team and individual player pictures are usually scheduled for October/November. Managers will receive a Photo Day schedule with their team's specific photo time.



Teams must be fully dressed (without helmet) 15-minutes prior to their scheduled photo time.

18. 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.

Merchandise is available online at wvmha.ca website or shop in person at Larry's Sports Shop located at the Westview Shopping Centre in North Vancouver.

Apparel sales are an important fundraiser for WVMHA. Please show your support.

GO THUNDER!

19. Year End Parties

Generally this is your last function of the season and an opportunity for the team to recognize the coaches and parents who volunteered throughout the year. This is usually coordinated by a team team parent and not the Manager. Some popular ideas are to book a pool, go bowling, have a pizza party, go rock climbing or something else your team will enjoy. This is also a great opportunity to do the final end of season team jersey collection.

If you have any questions regarding the Team Manager role, please reach out to your Division Manager. Thank you again for taking this on - we could not do it without volunteers like you!

Have a fun hockey season!

Go Thunder!



20. Team Manager Game Day To-Do List

- CONFIRM GAME DETAILS Log HiSports.app/Spordle as Member/Admin and find the game on your team schedule. There are 3 tabs: SUMMARY, OFFICIALS, ROSTER. Find the SUMMARY tab and review all game details to ensure everything is correct including time, location, rink, address, team info.
- CONFIRM REFEREES Ensure referees have been assigned to your game. To do this log into HiSports.app/Spordle and find the OFFICIALS tab. Confirm 2-3 referees/officials have been assigned to your game. If not, then contact the WVMHA Referee in Chief immediately.
- SUBMIT TEAM LINE UP A team official (usually the Manager) must submit the game line-up
 no later than 1-hour before a scheduled game. This provides the PCAHA with an official and
 accurate list of all team players and officials; this is also how the PCAHA keeps track of
 player penalties.

To do this log into HiSports.app/Spordle go to the SCORESHEET tab, then select all of the players' names and confirm their numbers are correct.

The team line-up can also be submitted via HiSports/Spordle via the SCOREKEEPER login. The app will not allow the game to commence until both teams have submitted their line-ups.

- PREPARE REFEREE PAYMENT ENVELOPES Ensure you have the referee/linespeople payment envelopes prepared with the exact amounts.
- CONFIRM VOLUNTEERS Depending on the team division, some/all of the following responsibilities <u>must</u> be covered for all home games:
 - Parents to install the cross-ice dividers before games (U7-U9)
 - Timekeeper/Clock (every team)
 - Scorekeepers (every team)
 - DJ (U11-U18)
 - Live-Stream/Videographer (U11-U18)
 - Dressing Room Monitor (U15-U18)



21. Team Manager One Hour / Pre-Game To-Do List

- Confirm volunteers in place
- Confirm refs/officials are on-site
- Confirm jersey colour; usually white for home and dark for away, but this is variable.
- Confirm there are no changes to the line-up
- Give the scorekeeper the referee payment envelopes; these will be handed to the referees at the end of the game *after* they have reviewed the game-sheet in HiSports/Spordle Play
- Have the scorekeeper log into HiSports/Spordle Play approx 15-minutes before scheduled game-time.

To do this he/she will need the Team HCR number and the PCAHA game number.

- HiSports ScratchPad printed (U11-U18)
- Both teams have submitted their game line-ups
- Input names of the off-ice officials (Scorekeeper and Timekeeper)
- Input the names and Hockey IDs of the Referee and Lines-people
- Set set correct period times
- Start the game

NOTE: When scorekeeping U7-U9 only input lineup and time/periods; no goals/penalties

• Referees will confirm all information post-game



Jerseys Deposit Tracking Sheet

Team:	Manager:
	3 ————————————————————————————————————

Player Name	Jersey #	Phone	Deposit Rec'd	Jerseys Returned



DATE: ARENA:

LEAGUE: GAME NOTES SCRATCHPAD

GAME #:

SCOREKEEPER:

TEAM NAME: GOALS TEAM							AME:			NO	TES
Home Scoring Visitor Scoring							H ROSTER #:	V ROSTER #:			
No.	Period	Time	Goal	Assist	No.	Period	Time	Goal	Assist		
1					1						
2					2						
3					3						
4					4						
5					5						
6					6						
7					7						
8					8						
9					9						
10					10						
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						PENA	LTI	IES						
			Home Penaltie	5							Visitor Penal	ties		
Per	#	Serv	Offence	Min	Start	On		Per	#	Serv	Offence	Min	Start	On
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22. Timekeeper / Clock Instructions

- 1. Press < Menu>
- New Game? (If you don't see this menu option right away, use the down arrow to find it)
- Press <Enter/Yes>
- 2. Press <Set Main Clock>
- Entire desired number of minutes
- 3. Penalties:
- Press <Player Penalty> for home or visitor team (green/left section is home; red/right section is visitor)
- Enter player number
- Press <Enter/Yes>
- Press <Enter/Yes> again (if penalty is 2 minutes)

Note: Entering goals and changing the period number are quite easy as there are clearly labelled buttons for each of these actions, so I didn't include those in these instructions.

Warm up: 5 minutes

1st period: 15 minutes

Between periods break: 1 minute

2nd period: 15 minutes

Between periods break: 1 minute

3rd period: Half of remaining ice time (refs will confirm)

How to Return to Time of Day Clock

- Press < Menu>
- Press the down arrow to scroll through menu options Select TOD? press <Enter/Yes>
- Press <1> for 12 hour clock
- Press <Enter/Yes>
- Press <2> for TOD (Time of Day)
- Press <Enter/Yes>

