WVMHA MANAGER'S MANUAL



Updated September 2026

INTRODUCTION

Thank you for volunteering your time as a WVMHA Team Manager!

WVMHA provides minor hockey programs for players from U7 through U18 in West Vancouver. The association offers two streams of hockey: **House (C)** and **Representative (Rep/A)**.

House (C) Hockey is WVMHA's recreational stream, focused on skill development, teamwork and enjoyment of the game. House teams compete in the **PCAHA Lions Gate C League**, playing primarily against other North Shore and Sea-to-Sky area associations.

Rep (A) Hockey is WVMHA's competitive stream. Beginning at U11, players participate in evaluations and are selected to Rep teams based on skill and readiness. Rep teams compete within the **Pacific Coast Amateur Hockey Association (PCAHA)** system against teams from across the Lower Mainland, with additional practices and development opportunities.

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 as there are many experienced volunteers within the association who are happy to help. For any immediate questions for the 2026/27 season, please contact Kirsty Pappas at kirsty.pappas@gmail.com or 604.213.3206. There is also a WhatsApp group for managers that you can be added to.

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ROLE OF A TEAM MANAGER

The Team Manager is a central figure in the success of a hockey team. 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.

The below duties are a sample list of your responsibilities and many can, and should, be delegated to other team parents. The team manager is responsible for ensuring they are completed. Parents can co-manage, but only one parent can be the point of contact for PCAHA.

- Communications Coordinator
    - Point of contact for the coach and assist as needed
    - Communication lead for parents
    - Point of contact for opposing teams and PCAHA League Manager

- Finance Coordinator
    - Establish team budget and manage funds
    - Collect jersey deposits
    - Payment of referees on home game days
    - Payment of tournament and any other additional fees
    - Collect cash calls as needed to cover costs

- Schedule Coordinator
    - Keep TeamSnap up to date
    - Resolve game schedule ‘conflicts’

- Tournament Coordinator
    - Organize entry into tournaments
    - Organize travel/accommodations
    - Complete PCAHA travel forms

- Activities Coordinator
    - Set team meetings as requested by coach
    - Organize team building activities
    - Support the association in annual fundraising activities

- Game Day Coordinator
    - Know your team’s HCR number and ensure roster is loaded and verified in Spordle
    - Arrange parent volunteers for Safety, score keeping, time keeping, etc.
    - Keep up to date with PCAHA rules and record keeping of penalties and suspensions

REQUIRED COURSES

As a volunteer working with children there are administrative, legal and accreditation requirements that must be met by Hockey Canada and WVMHA. Please complete the following:

1. **Hockey Canada ID**

   Send registrar@wvmha.ca the following information so they can set you up with a Hockey Canada Registry ID, which is needed in order to complete the required courses and to get access to Spordle:

   - full name
   - date of birth
   - country of birth
   - telephone number
   - home address

2. **Criminal Record Check (CRC) - Valid for 3 seasons**

   WVMHA participates in the Criminal Records Review Program run by the Province of BC. There is no cost to the applicant, and the process is easy, fast, and private. To submit your CRC request visit https://justice.gov.bc.ca/criminalrecordcheck and use our association code 88R69N4MJM

   - You MUST use the BC Services App/BC Services Card login to submit your CRC request. We cannot verify applicant identities. If an unverified application comes through, it will not be processed.

3. **The Shift Program**

   Every Team Manager, along with coaches and safety must complete the Shift Forward course. The program will cover a variety of topics focused on shifting hockey's culture forward. The modules within the program will cover the following themes: hockey culture, being an active bystander, how to have crucial conversations, autonomy, individual rights, grooming and consent.

4. **Concussion Awareness Training Tool (CATT)**

   All Team Officials are required to be qualified in the Concussion Awareness Training Tool (CATT) prior to participation in practices or games. CATT is the global standard for raising awareness of concussion events, assessing individuals that may be showing symptoms, and coordinating their safe recovery with parents, medical professionals, educators and team officials.

QUICK LINKS

Please bookmark these websites, as you'll frequent them throughout the season and they are referenced below.

wvmha.ca - West Vancouver Minor Hockey Association website - policies, clinic info, etc.

wvmha.ca/ice - Home ice schedule for all WVMHA teams

pcaha.ca - Pacific Coast Amateur Hockey Association site - access rule book, calendar, etc.

games.pcaha.ca - Access to all games happening under the Pacific Coast Amateur Hockey Association. There are various viewing options (by team, by division, by age)

play.spordle.com - Team management tool that is used to view PCAHA game schedules, official team roster, game officials, scorekeeping and more.

myaccount.spordle.com - Set up your Spordle account

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

IMPORTANT CONTACTS

WVMHA Division Manager - this person is your main point of contact within WVMHA

- U7/U9
- U11/U13
- U15/U18

PCAHA League Manager - this person is your main point of contact for the PCAHA

- Lions Gate C League
- U18A
- U15A
- U13A
- U11A

WVMHA Ice Coordinator

- Manuel Fonseca

WVMHA Treasurer

- Helen Solis

WVMHA Referee in Chief

- Mike Richards

WVMHA Registrar

- Kim Spicer

PCAHA

The Pacific Coast Amateur Hockey Association (PCAHA) is the governing body for minor hockey in the Lower Mainland and surrounding areas of British Columbia, overseeing leagues, scheduling, rules, and competition for member associations, including West Vancouver Minor Hockey Association.

Team Manager Meeting

The PCAHA holds a Team Manager meeting at the start of every season. It's important that every Team Manager and/or Coach attend. PCAHA Directors review key dates, rules and/or rule changes, the tournament application process, and various policies for the season. WVMHA will let Team Managers and Coaches know when their assigned meeting will take place.

Season Calendar

The official season for both rep and house starts in early October. You can refer to the PCAHA Action Calendar for specific dates.

Rule book

The PCAHA Rule Book outlines the rules, regulations and guidelines that govern minor hockey in the Pacific Coast Amateur Hockey Association and is an essential reference for all team managers.

Suspension Guidelines

The BC Hockey Suspension Guidelines provide managers with a clear reference for understanding suspension requirements, tracking served games and ensuring players and team officials meet their obligations.

PCAHA will email Team Managers with any changes or updates that occur during the season in regards to the rules and regulations governing the PCAHA league.

BEFORE THE SEASON STARTS

The start of the season is busy, but getting a few key things organized early will make the rest of the season run much more smoothly. Use the checklist below to make sure your team is set up and ready to go, then refer to the detailed sections for guidance on each task.

- ☐ Set up and update TeamSnap
- ☐ Organize a parent-coach meeting
- ☐ Review equipment and safety requirements with parents
- ☐ Review WVMHA policies and reporting procedures with parents
- ☐ Assign parent volunteer roles
- ☐ Confirm team officials have completed required certifications
- ☐ Confirm your team's HCR roster and team officials
- ☐ Review safety requirements and create your Emergency Action Plan (EAP)
- ☐ Get access to your team locker
- ☐ Distribute jerseys and collect jersey deposits
- ☐ Submit name bar and team apparel orders
- ☐ Get familiar with Spordle
- ☐ Arrange exhibition games, if applicable
- ☐ Begin planning tournaments and team events

Set up & update TeamSnap
Once the registrar has given you access and you have been added to TeamSnap as Team Manager:

Get your team set up
- Send an introductory email/message to your team.
- Confirm all player and parent contact information is correct.
- Add all practice and game times and use the repeat function where appropriate.
- Add confirmed exhibition games once they have been officially scheduled.

TeamSnap should be your primary tool for communicating team information, including:
- Practice and game reminders
- Team events
- Volunteer schedules
- Tournament information
- Team announcements

Organize a parent-coach meeting
At the beginning of the season, the coach should hold a parent-coach meeting to introduce themselves, outline expectations and provide an opportunity for parents to ask questions.

These meetings are typically held in one of the spare dressing rooms before a practice or game and usually take approximately 15 - 30 minutes. Confirm the date and time with the coach and communicate the details to parents through TeamSnap.

This is also a good opportunity to:

- Review team expectations and communication procedures
- Introduce the Team Manager and other team volunteers
- Explain parent volunteer responsibilities
- Review relevant WVMHA policies and the Code of Conduct
- Discuss tournaments, exhibition games and other planned team activities

Review equipment & safety requirements

Direct parents and players to the WVMHA Equipment Guide and remind families of the following requirements:

- Neck guards are mandatory for all players. Players cannot go on the ice without one.
- Skate laces should not be wrapped around the ankles, as this can restrict movement and blood flow. Tuck excess lace under the hockey socks.
- Helmets must be CSA approved and should fit securely with the chinstrap fastened.
- Players should bring a clearly labelled water bottle to every practice and game.

Managers should encourage parents to review equipment regularly throughout the season to ensure it remains properly fitted and in good condition.

Review WVMHA Policies & Reporting Procedures

All Managers and parents should be familiar with the WVMHA Policies and Procedures, which are available under the Policies & Manuals section of the WVMHA website.

Policies include, but are not limited to:

- Around the Rink policies, including parent/family behaviour, the 24-Hour Rule, dressing room conduct and interaction with on-ice officials
- Social media guidelines
- Zero-tolerance policies relating to drugs, alcohol, bullying, abuse and vandalism
- Code of Conduct requirements

All parents and players agree to a Code of Conduct at the beginning of the season that references these policies.

Managers should provide parents with a reminder of the policies at the beginning of the season and direct them to the full WVMHA Policies and Procedures document for details.

Assign Parent Volunteer Roles

A successful team relies on support from the entire group of parents. Assign volunteer roles early in the season and, where possible, have more than one parent trained for important positions so there is always coverage.

Safety Person

Every WVMHA team must have a designated Hockey Canada Safety Person (HCSP) who has completed the required Hockey Canada/BC Hockey Safety Person training. A qualified Safety Person must be assigned/present at all practices/games as required by Hockey Canada/BC Hockey. 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.

It is recommended that teams have more than one parent trained as a Safety Person.

The Manager should:

- Confirm that the Safety Person has completed the required certification.
- Ensure the Safety Person is properly rostered with the team.
- Confirm that the Safety Person is available for games and team activities.
- Ensure the team's Emergency Action Plan is in place.

Direct your Safety Person(s) to the WVMHA Registrar for information about required courses and roster requirements.

Timekeeper / Game Clock

The Timekeeper operates the game clock during home games, including:

- Starting and stopping the clock
- Tracking penalties as directed by the officials
- Ensuring the correct game time is displayed

Arrange a qualified parent volunteer for each home game and ensure they arrive early enough to be ready before puck drop.

Instructions for operating the game clock are located in the box at the WVMHA rink. Please refer to Section G. of the PCAHA Rule book to confirm period lengths for your division.

Scorekeeper

The Scorekeeper is responsible for recording game information in Spordle, including:

- Goals
- Assists
- Penalties
- Other required game information

Arrange a volunteer for each home game and ensure they are familiar with the scoring system before the game begins.

Instructions on using Spordle as a scorekeeper can be found here.

Game Day DJ

The Game Day DJ helps create a fun and welcoming atmosphere at home games by playing music during warm-ups, stoppages in play and other appropriate times. Managers should arrange a volunteer for each home game and remind them that all music must be appropriate for a family-friendly hockey environment.

- An adapter is required to connect a phone to the arena sound system.
- No sound? The arena sound system may not be turned on. Contact the arena custodian, who can turn the system on from the office.

Live-Stream Game Recorder

Some U11 - 18 teams choose to live-stream their games using the WVMHA Vimeo live-stream system. Important: WVMHA does not provide the equipment required to live-stream games. Teams choosing to live-stream are responsible for providing their own equipment.

Confirm Required Certifications

The WVMHA Registrar will advise team officials of the qualification requirements for their specific roles. Requirements may include:

- BC Hockey / Shift Forward
- Concussion Awareness Training Tool (CATT)
- Criminal Record Check (CRC)
- Hockey Canada / BC Hockey coaching certifications

There is a deadline for completing required certifications, typically around December 1. Always refer to the current PCAHA Rule Book for the applicable deadlines and requirements. Failure to complete required certifications by the deadline may result in a coaching suspension or affect a team's eligibility for playoffs.

Confirm Your Team Roster & HCR Team ID

The Hockey Canada Registry (HCR) is the system used to manage Hockey Canada participant registrations and official team rosters. Once your team is finalized (following rep tryouts for U11–U18), the WVMHA Registrar will officially upload the team roster. The official roster includes all players and team officials, including the Team Manager, Coach, Assistant Coaches and Hockey Canada Safety Person (HCSP). Each team is given a Home Team ID (HCR#) that is used for scorekeepers to log in to Spordle.

As Manager, you need to:

- Request the most current official HCR from the WVMHA Registrar when required.
- Use the current HCR when submitting tournament applications or other documentation requiring an official roster.
- Notify the WVMHA Registrar immediately if there are any changes to your team’s official roster or team officials.
- Ensure the correct roster information is available when completing game lineups in Spordle.

Important: Do not make changes to the official HCR roster yourself. All roster changes must go through the WVMHA Registrar.

Create Your Emergency Action Plan
Every team should have an Emergency Action Plan (EAP) in place before the season begins. Work with your Safety Person to ensure the team knows what to do in the event of an injury or other emergency. Identify the three key roles:

- Charge Person – takes charge of the injured player and provides first aid.
- Call Person – calls 911 and provides the necessary information.
- Control Person – manages the area, directs people and meets emergency responders.

Make sure everyone involved understands their role and knows where the emergency equipment and first-aid supplies are located.

Get Access to Your Team Locker
Each team has a locker located in the equipment room. It will contain your team's:

- Game jerseys
- Puck bag
- Team safety kit

Contact the WVMHA Equipment Manager to obtain access.

The team locker and equipment room are only to be accessed by the coach and Team Manager. Do not share access information with other team parents.

Distribute Team Jerseys
Managers are responsible for distributing game jerseys to players and collecting deposits at the beginning of the season.

- Collect a $250 jersey deposit cheque from each player.
- Cheques should:
    - Be made payable to WVMHA
    - Be post-dated to March 31 of the following year
    - Be held by the Team Manager for the duration of the season

Once all jerseys have been returned in good condition at the end of the season, the deposit cheques should be returned or destroyed according to WVMHA direction.

Maintain a list of each player and their jersey number. You will need this information when completing game rosters and other team records.

Important: Game jerseys and game socks are for games only and should not be worn for practices.

Order WVMHA apparel and name bars.
A variety of WVMHA jackets, track suits, dry fits, hoodies, tees and hats are available for purchase. Check with your coach to confirm what apparel he would like the team to wear. Most teams purchase track suits and/or hoodies with numbers on them. Merchandise is available online at wvmha.ca/shop 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.

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.

Get Familiar with Spordle
Once you have completed the required courses, set up an account in Spordle and ask the Registrar to connect your team to your account. Spordle is an important hub for team and game information. You can access detailed training on Spordle by visiting the PCAHA Spordle training page.

Team Managers will primarily use two areas of the system:

1. Member / Admin
   The Member/Admin area provides access to information such as:
   - Game schedules
   - Hockey Canada Registry (HCR) information
   - Referee information
   - Opposing team contact information
   - Team information

2. Scorekeeper
   All PCAHA teams are required to complete game scoring reports electronically through Spordle for every game. The home team is required to complete the game score report, but both teams must verify their roster before each game.

   If there is a technical issue and a paper game sheet must be used:
   - Complete the paper game sheet during the game.
   - Scan and email to the League Manager within 24 hours of the game.

   The volunteer completing the scorekeeping will need the PCAHA game number and the home team's HCR number (Home Team ID).

Arrange Exhibition Games
Managers and/or coaches are responsible for arranging exhibition games.

A typical process is:

1. Contact teams from other associations to find an opponent.
2. Coordinate a game during one of your team's designated home game ice times.
3. Obtain permission from the appropriate league managers.
4. The home team must obtain an Exhibition Game Number from the PCAHA League Manager.

Team contact information can be found through association websites, the PCAHA website or Spordle.

Begin Planning Tournaments
Participating in hockey tournaments is the ultimate bonding experience for the players and their families. Start discussing tournaments and team events with the coach early in the season as they fill up quickly.

- WVMHA teams are required to enter tournaments every season; these requirements vary between divisions.
- U7-U9 and C Teams: It is recommended that these teams enter a minimum of 1 (one) local tournament 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
  - If travelling, then arrange accommodations for the team

- Team managers must follow all PCAHA tournament rules and submit required information and forms as found on the PCAHA website.

- Once approved, teams will receive a PCAHA tournament permission number. This must be provided to the tournament organizer, along with your HCR Roster (obtained from the

Registrar). All teams are required to obtain a PCAHA tournament permission number to play a tournament/jamboree. Teams cannot play in a tournament without a permission number.

- 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.

  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 found on the US Hockey Website www.usahockey.com/tournaments for travel tournaments in the USA.

  Note: the Pacific District (Washington) has some good drivable options.

- Start by emailing tournament coordinators regarding availability.

- 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 cancellation policy 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.

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

GAME DAYS, SCHEDULES + SPORDLE

Once the season is underway, the Manager's role shifts to keeping the team organized, informed and running smoothly, especially on game days. Use the checklist below to stay on top of key responsibilities:

- ☐ Confirm game schedules
- ☐ Resolve conflict games
- ☐ Confirm game set up in Spordle
- ☐ Complete game sheets
- ☐ Referee payment
- ☐ Cancel practices as required
- ☐ Call up affiliates when needed
- ☐ Keep track of penalty minutes and be aware of player suspension guidelines
- ☐ Track standings

Confirm game schedules
After tryouts are completed and teams are finalized, the PCAHA will release placement round schedules (rep) or 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.

- Team schedules are released in 2 places
    - pcaha.ca under the GAMES-STANDING-SCHEDULES tab Pacific Coast Amateur Hockey Association
    - 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, U9 in December, U7 in January.

Resolve conflict games
A "conflict" game is any game that cannot be played at the scheduled time.

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

- The home team is responsible for resolving the conflict.
- 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 and that you will be in touch about rescheduling options.
- 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. 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 league manager:

  Hello! Please note that game UXQ1234 is a conflict and it has been resolved. Please update the schedule to indicate the new game time information: 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//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.
  - Finally, update your team via TeamSnap.

- All conflict games must be resolved - but don't stress - it always works out!

Confirm game details on Spordle

On game days it is important to ensure that everything is completed in Spordle and ready for when the game begins

1) CONFIRM GAME DETAILS - Log 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.

2) CONFIRM REFEREES AT HOME GAMES- Ensure referees have been assigned to your game. To do this log into 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.

3) 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 Spordle go to the SCORESHEET tab, then select all of the players' names who are playing (including APs, if necessary) and confirm their jersey numbers are correct. The team line-up can also be submitted via Spordle via the SCOREKEEPER login. The app will not allow the game to commence until both teams have submitted their line-ups. If you are the home team, ensure that the visiting team has completed their line up before the game is about to begin.

You can access detailed training on Spordle by visiting the PCAHA Spordle training page.

Complete game sheet
The completion of a game-sheet is required for EVERY game and is the responsibility of the home team. 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 Spordle Play as an electronic game sheet. These e-gamesheets are automatically emailed to Team Managers and League Managers after every game.

Referee Payment
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.

PCAHA assigns game officials (referees/lines-people) to all games loaded into the system. Ensure you have the referee/linespeople payment envelopes prepared with the exact amounts in cash, based on the number of officials listed in Spordle for that game. Current rates for referees can be found on the PCAHA website or below. No tipping is allowed.

Referees are paid after the game, once they have reviewed the Spordle 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.

Division	4-Official System		3-Official System		2-Official System
	Referee	Each Linesperson	Referee	Each Linesperson	Each Referee
U9 (Cross-ice) and below	N/A	N/A	N/A	N/A	$20.00
U9 (Full-ice)	N/A	N/A	$35.00	$30.00	$35.00
U11 “C”	N/A	N/A	$40.00	$35.00	$40.00
U11 “A”	N/A	N/A	$45.00	$35.00	$45.00
U13 “C”	N/A	N/A	$45.00	$35.00	$45.00
U13 “A”	N/A	N/A	$55.00	$40.00	$55.00
U15 “C”	N/A	N/A	$55.00	$40.00	$55.00
U15 “A”	N/A	N/A	$60.00	$45.00	$60.00
U18 “C”	$60.00	$50.00	$65.00	$50.00	$65.00
U18 “A”	$65.00	$50.00	$75.00	$50.00	$70.00
U21	$70.00	$55.00	$80.00	$55.00	$75.00

Cancelling a practice or game
The WVMHA Ice Coordinator must be notified every time your team cannot use a scheduled ice-time. WVMHA is very limited for ice as we only have one arena; cancelled ice times must be offered to other teams.

The PCAHA will not let you cancel a game unless you have prior approval (ie. tournament). Teams are also not able to simply forfeit games. Please contact your PCAHA League Manager for any questions.

If a game is cancelled for a legitimate reason 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. You should also notify the opposing team manager.

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 Spordle. APs must be marked on the scoresheet with the notation "AP".

Current PCAHA rules impose restrictions on when an AP can be used and distinguish league/playoff games from exhibition/tournament games. Please refer to the rule book.

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.
- 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).

Please refer to the rule book and player suspension guidelines on the PCAHA website.

Keep track 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.

The point is subject to the no Major/Misconduct/Game Misconduct/Gross Misconduct/Match penalty conditions.

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.

SAFETY, INJURIES AND RETURN TO PLAY

Managers play an important role in keeping players safe throughout the season. Use the information below to understand what to do when an injury occurs, what needs to be documented, and the steps required before a player returns to play.

- ☐ Follow dressing room protocol
- ☐ Ensure team safety is adhered to
- ☐ Deal with player injuries
- ☐ Ensure return to play protocol is followed
- ☐ Insurance coverage and non sanctioned events

Dressing room protocol
WVMHA teams must follow Hockey Canada's Rule of Two and dressing room policies to help ensure a safe and respectful environment for all players.

- **Rule of Two:** At least two trained and screened adults must be present in or immediately accessible to the dressing room whenever players are present. A single adult should never be alone with a player.
- If two adults are supervising from outside the dressing room, the door should remain open so the adults can maintain visibility and accessibility.
- Team officials and volunteers supervising players must have completed the required screening and safety requirements.
- **No cell phones, cameras or video recording devices** are permitted in the dressing room.
- Players should use their assigned dressing room and should not dress in public areas such as the lobby or arena benches.
- Managers and coaches should ensure the dressing room is left clean and tidy after each use and that no equipment or personal belongings are left behind.
- Parents should follow the team's established dressing-room procedures and respect the privacy of players. Managers should communicate any team-specific expectations at the beginning of the season.

Team safety and 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.

For U7/U9 players, accidents can 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).

Dealing with player injuries
If an injury requires medical attention, hospitalization, or sidelines the player, an official Hockey Canada Injury Report Form must be completed by the HCSP and submitted by the Team Manager within 90 days of the injury.

While the HCSP usually fills out the medical details, the manager ensures it is signed and submitted to the local Minor Hockey Association (MHA) Risk Management Director
HOCKEY CANADA INJURY REPORT
https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/injury_log_e.pdf

Provide Player Medical Forms: If the EAP is in motion, retrieve the injured player's Hockey Canada Medical History Form or pull up their digital health profile to hand off to any emergency personnel

Return to play protocol
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.

If an injured player is on the bench to watch, 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.

Insurance & sanctioned events
A sanctioned event is any official hockey activity, game, tournament, or team gathering that has received formal approval from the WVMHA and its governing bodies, which includes:

- On-Ice Activities: All regularly scheduled league games, exhibition games, tournaments, official practices, player development clinics, and team tryouts
- Dryland training sessions, team meetings, official fundraisers (like Thunderfest), and association-approved team social events

Hockey Canada's national insurance program only covers players, coaches, and volunteers while they are participating in a sanctioned event.

Every sanctioned event requires a certified Hockey Canada Safety Person (HCSP) to be present. Check with your division manager if you are uncertain whether or not an activity is sanctioned or not.

TEAM + ASSOCIATION EVENTS

Throughout the season, there will be opportunities for teams to get together, celebrate milestones and take part in WVMHA events. Use the information below to help your team make the most of these events.

Team events
Team events are a great way to build team spirit and strengthen relationships throughout the season. Managers can help coordinate activities such as team dinners, bowling, Canucks games, holiday gatherings, pool parties or other age-appropriate outings. Keep events inclusive, affordable and optional, and communicate the details to families well in advance. Parent volunteers can be a great help with organizing and coordinating activities.

If a team organizes an unapproved scrimmage or independent event, such as a player vs. parent game, additional insurance needs to be purchased.

Team & Individual Photos
WVMHA team and individual player pictures is scheduled for **Thursday, October 22nd.** 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.

ThunderFest
Thunderfest is WVMHA's annual fundraising celebration, featuring a week of events and activities that bring our hockey community together while raising funds to help cover costs for the association such as new jerseys, additional ice times and coaches fees.

Teams and families are encouraged to participate throughout the week, with activities designed to be fun, inclusive and community-focused.

Managers will receive information about upcoming Thunderfest events, team participation and any volunteer requirements in advance, so please share details with your team and encourage families to get involved.

This year, the shoot-a-thon and 3 on 3 tournament will take place on **Saturday, November 7th.**

Year End Celebration
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.

TEAM FINANCES

The Team Manager may take on the role of Team Treasurer, however it is recommended that a team parent lead or support the manager. This is also recommended for dealing with the ref fees.

While WVMHA takes care of coaching fees, ice rentals, jerseys and referee costs, it is the responsibility of each team, and ultimately each player to cover any additional costs that are incurred, such as tournament entry fees, rep coaches travel costs, team apparel, team meals or events, etc.

- 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 typically 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.
- Below is an example of a typical Rep Team budget.

Category	Description	Estimate	Actual
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	
Float (team dinner, fundraiser, gifts xmas / end of season)	15 @ $30	$450.00	
TOTAL ESTIMATED TEAM FEES		$XXXX.XX	
TOTAL DIVIDED BY THE TOTAL NUMBER OF PLAYERS		$XXX.XX per player	