



**Semiahmoo Minor Hockey Association
Team Manager Handbook**

2019-20



Semiahmoo Minor Hockey Association

Semiahmoo Minor Hockey Association

The Semiahmoo Minor Hockey Association welcomes you to your role as Team Manager. The Team Manager is a critical member of any hockey team and we want to thank you in advance for donating your valuable time to serve your team in this capacity.

The Team Manager is central to the efficient flow of communications between players, coaches, parents as well as support systems such as the Semiahmoo Minor Executive, Pacific Coast Amateur Hockey Association (PCAHA) and BC Hockey (BCHL). Ultimately, it is trusted the Manager will take care of all off-ice tasks either personally or through supervised delegation.

The purpose of this guidebook is to give you a sense of your responsibilities and provide you with information that should make your job easier. It is only a guide and we expect you will bring your own ideas and skills to the task.

IMPORTANT REQUIREMENTS: ADMINISTRATIVE, LEGAL & ACCREDITATION

As a volunteer working with children there are administrative, legal and accreditation requirements that must be met:

1. APPROVAL OF THE EXECUTIVE

Semiahmoo Minor Executive gives final approval to all Team Officials. This ensures our players are safe and are receiving appropriate guidance and role modeling.

2. CRIMINAL RECORD CHECK

As part of our risk management process we also require that all team rostered personnel and non-rostered volunteers who have contact with children undergo a criminal background check. Please complete your check online free (link below). Your result will be emailed directly to the association. All Coaches, Managers and Safety personnel must have a current criminal record check completed prior to the start of the season and it must be redone every three years.

Online Link: <https://justice.gov.bc.ca/eCRC/>
Access Code: 474NMQ6BQH

Any outside service providers (i.e. dry-land, power skating, etc.) you wish to hire must first be formally approved by the SEMI Hockey Executive and or Executive Director, and second, any of their instructors or company employees who interact with SEMI Hockey players must have a RCMP Criminal Record Check WITH a Vulnerable Sector Search done as the start of the current season.



3. CODE OF CONDUCT

SEMI Hockey takes its code of conduct very seriously. The Code of Conduct can be found in our Policy Manual (Sec. L) located under Resources on our website. SEMI Hockey expects players, officials and parents to conduct themselves in an ethical, appropriate manner at all times. As a Team Manager, you are not only responsible for upholding the code of conduct personally, but for being vigilant that the code is not being abused by your players, parents, and other team officials.

SEASON START: MEETINGS

In the first few weeks of the season, several meetings will require your attendance:

1. SEMI HOCKEY TEAM MANAGERS MEETING

Unless otherwise arranged, the SEMI Hockey Team Managers meeting is mandatory. There are separate meetings; one for Initiation/Novice, one for house and one for rep, dates to be communicated. In addition to a brief introduction to the season, being made aware of upcoming issues, you will receive:

- Team Manager Handbook (this one),
- Current PCAHA Constitution, By-Laws, Rules and Regulations Handbook,
- Game Sheets, and,
- Pertinent information on how to manage your team.

2. PCAHA TEAM MANAGER MEETING (NOVICE MINOR - MIDGET)

It is also mandatory that you attend PCAHA's Coach/Team Managers Meeting if you manage a team from H3 up. Please note there are different dates and times for different divisions and whether you are an "A", "C" or Initiation team.

All meetings are being held at the Surrey Sports and Leisure Center (Fleetwood). Dates and times for all meetings are located on the PCAHA Website and as follows:

- Bantam/Midget 'A' Sept 25th from 7:00pm-9:30pm
- Atom 'A' Sept 23rd 7:00pm-8:30pm
- PeeWee 'A' Sept 23rd 8:30pm-10:00pm
- Bantam/Midget 'C' Oct 2nd 6:30pm-8:00pm
- Atom & PeeWee 'C' Oct 2nd 8:30pm-10:00pm
- Novice Minor/Major – TBA

This meeting gives you an opportunity to meet PCAHA personnel, including the League Manager and Managing Director that you will be working with. You will also receive your game schedule, any changes in PCAHA policy and rules, and an introduction to HiSports.app and the new scheduling website: games.pcaha.ca.



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Atom and up: the game schedule you receive at this meeting will most likely only go until the Christmas break. A new schedule will be issued after that for the remainder of the season. Check your schedule immediately for conflict games (they will be highlighted on the schedule). These conflict games must be re-scheduled promptly.

Initiation Major & Novice: Typically, Initiation Major teams will just play in-house. If you end up having available ice, you may invite an outside team to play you on our home ice (after Jan 1st). Novice teams will have available ice after December 1st to invite teams to play. You may also seek out 'away' games from other associations in reciprocation of having them play on our ice. We have chosen to not have PCAHA schedule our games for us in the Novice divisions as there ends up being too many conflicts with our Saturday skill sessions and Sunday practice times.

3. FIRST PARENT MEETING & DELEGATION OF DUTIES

Team meetings are essential in the development of formal communication amongst a team and they encourage participation from all members. An initial meeting should be set up shortly following the formation of the team – for many, this will be the first time they meet other players, parents and coaching staff. Ideally, the Manager should be in place before the initial team meeting, which should also discuss the seasonal plans and preliminary budget. This helps to ensure that all parents understand the commitment, both time and financial (including tournaments), up-front and before the season commences. Also, the importance of a qualified Treasurer should be noted and team rules and safety should be introduced for discussion. During this meeting, have the coaches set their expectations for the team and parents and provide an opportunity for the parents to provide their expectations as well.



Be sure that minutes from the initial meeting are taken and distributed to parents. These minutes may be useful when dealing with disputes or concerns later in the season. As well, circulate copies of any handouts or forms, such as the following:

- Player Code of Conduct form,
- Parent Code of Conduct form,
- Coach Code of Conduct form,
- Medical information form, and,
- Criminal records check access information (for those volunteering),
- Volunteer cheques (see next page)

This meeting is also a good time to assign non-rostered volunteer duties to parents. You may need volunteers for the following:

- **Treasurer:** creates budget, sets up and manages the team bank account at Envision Financial, pays invoices, withdraws money for referees.
- **Team Wear/Equipment Manager:** orders tracksuits and socks (if applicable). Picks up equipment at start of season and returns washed jerseys and equipment at end of season.



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- **Game Day Operations:** Ensures score sheets are completed, pays referees, enters game sheets into TeamLink. Can be split between a maximum of 4 Parent Volunteers for the season.
- **Tournament Coordinator:** Applies for and is the main contact for tournaments, books hotels and team events.
- **Volunteer Coordinator:** Please ensure a clear record is kept of all parent volunteer hours contributed to the team via the Volunteer Tracking Template: <http://semihockey.ca/resources/forms>. A good resource to use is www.volunteersignup.org.
- **Ice Manager:** Resolves ice conflicts, updates the TeamSnap calendar with practice and game times, requests referees for home games, and assigns parent volunteers to complete the score sheet and operate the time clocks.
- **Fundraising Coordinator:** Your team may decide to do various fundraising activities throughout the season. If so, please ensure you get the appropriate approval/license through the BC Gaming Licensing Department.
- **Snacks**

Volunteer Cheques: The association requires that each family volunteers a minimum of 5 hours throughout the season. Please collect volunteer cheques from each family at your parent meeting and hang onto them until the end of the season. There is no need to collect from full time Coaches or Managers. At the end of the season, you will be asked to submit a spreadsheet that lists each family and their volunteer hours. If a family hasn't completed their minimum number of hours (5), **please attached their cheque to your spreadsheet and drop off or mail to the SEMI Hockey office no later than March 31, 2020.** Here is the information we need on the cheque:

- Dated: March 1, 2020
- To: SEMI Hockey
- Amount: \$250.00
- Memo: Child(ren) first and last name
- *If the family has more than one child playing, please have them submit their cheque with their oldest child's team.*

Once the First Parent Meeting has taken place, team meetings can be set based on the team's need and desire for more meetings. Many sub-committees will form following the first meeting as well. Every Team Manager must delegate, it would be virtually impossible to perform all tasks alone. However, the Team Manager should be aware of or involved in the operations of these sub-committees and should pass along updates to the rest of the team. Should a volunteer not carry through with their tasks, this supervision and monitoring will ensure the problem is caught early on and dealt with based on team policy. Many of the duties covered in this manual will actually be carried out by the parent volunteers and not directly by the Team Manager.

SEASON START: IMMEDIATE DUTIES

There are a few duties Team Managers need to accomplish immediately upon the start of the season, which are in addition to general ongoing duties:



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1. TEAM REGISTRATION, ROSTERS & ROSTERED VOLUNTEERS

While SEMI Hockey's Volunteer Registrar is responsible for team registration, the Team Manager plays a critical role in the process. Registration is completed in conjunction with Hockey Canada, therefore, deadlines are absolute and out of our association's hands. It is imperative that the Registrar, Division Manager and Team Manager work together to ensure the teams are rostered in a timely manner.

Division Managers will provide rosters to the Registrar throughout the evaluation process. Once all changes are finalized, the Registrar will send you an updated roster for your team as it appears in the Hockey Canada Registrar (HCR). It is the Managers responsibility to review the roster and advise the Registrar immediately of ANY changes that need to be made.

Rostered Volunteer Course Reimbursement:

- The **Respect in Sport for Activity Leaders** course is pre-paid by the association. Please direct your rostered volunteers to the RIS ACCESS document on the SEMI website under 'Resources'.
- **Safety Course:** Please have your safety person fill out a cheque reimbursement form (found under resources on our website), attach receipt and either drop off or email the SEMI Hockey Administrator.
- **Coaching Courses:** Please have your coaches fill out a cheque reimbursement form and attach receipts and either drop off or email the SEMI Hockey Administrator. Please note that coaching courses are only reimbursable AFTER the POST-TASK assignment is completed.
- **Concussion Awareness Training Tool (CATT):** This is a free online course (20 min) that must be completed by every Coach, Manager and Safety person prior to the start of the season.

2. CONTACT LIST & TEAMSAP

TeamSnap is SEMI Hockey's chosen method of communication and team management application. At the start of each season, Division Managers report rosters to the Association Administrator. Once team rosters are available, the Association will in turn set up TeamSnap accounts for each team and send out the invitations via email to join. **Do NOT set up your own team account.**



3. JERSEY & EQUIPMENT DISTRIBUTION

We suggest that all teams include \$150 in their budget for lost or damaged jerseys.

All teams will receive:

- Jerseys
- Goalie Equipment (Initiation & Novice only)
- First Aid Kit
- Pucks & Puck Bag



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Care of Jerseys

Jerseys must be hung to dry after washing. **Name bars are not allowed on jerseys** (exception: *TimBits initiation/novice and Atom 'C' ORANGE jerseys*). "C's and "A's" can**NOT** be ironed onto the jersey. They may be gently stitched on and will have to be taken off at the end of the season. If a player's jersey is returned damaged or torn, the family will have to pay to replace the jersey.

Note: Please do not add any other badges of any kind to the SEMI Hockey Jerseys.

NameBars Initiation/Novice, Atom - Black: Once you receive your Jerseys, you can order namebars through Dockstader or other provider.

Initiation, Novice & Atom 'C' Socks: Socks are issued with the jerseys. Atom C just get one black pair of socks per player that match the new black set of jerseys.

****NEW** Atom Rep & up:** Team socks will be available for purchase along with other teamwear from [Cyclone Taylor Sports](#).

ICE

Ice is expensive!! Arena return policies are restrictive, and we get docked future ice allocation if we have too many unused ice sheets. Ice costs are the biggest line item in SEMI's and individual team's budgets. With this in mind, some procedures are in effect to best manage it. Ice returned without a minimum of 15 days' notice will not be credited*, therefore please follow these steps to trade or otherwise maximize ice usage.

1. Email Team Managers within your division seeking specific help resolving game/practice conflicts. What are you willing to trade, what specifically do you need to resolve your ice issue. CC your Division Manager on this email.
2. If no response within 24 hours of request to Team Managers – Contact your Division Manager to follow up on assisting in resolution of your ice issue. CC ice@semihockey.ca
3. If no resolution possible via Division Manager, then please email Ice Allocator directly.
4. Please utilize the link on the Team Managers Resource page called '[Ice Cancellation Request Form](#)' to return any ice that you cannot reallocate in your division:

** Exceptions apply in the immediate days following schedule releases.*

SEMI charges out ice costs at a "Blended Rate" which averages the hourly costs at each facility into a standard rate. In the past few years this has come it at roughly \$250/hr.

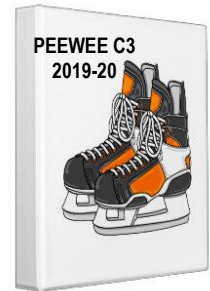


REGULAR SEASON MANAGEMENT: THE BASICS

1. RECORD KEEPING

The Team Manager is responsible for keeping the team's personal information. It is a good idea to create a binder with all the forms and documentation handy. Documents to include in a binder are:

- ✓ Roster & TeamSnap Login information
- ✓ Contact Lists – SEMI HOCKEY, PCAHA & Other Associations
- ✓ Hockey Canada Medical Information Forms (confidential)
- ✓ Game Sheets
- ✓ Injury Report Forms
- ✓ Schedules (practices, games, parent volunteers etc.)
- ✓ Notices
- ✓ Arena Information
- ✓ Banking Information



2. MEDICAL INFORMATION



Each player must have a medical form filled out. This information could be critical in the event of an injury or a medical emergency. It should be your goal to have the forms collected as early as possible. While it is recommended that one parent always be in the rink while their player is on the ice, this isn't always the case however, a parent's authority for treatment will be necessary if a child must be taken to emergency, so accurate contact information is critical. Coaches should also fill out this form as they are on the bench and ice where injury is just as likely to occur. It is also a good idea for the HCSP or Coach to have a copy of each form with them at all times in the event that an injury occurs in your absence. Be sure to point out children with chronic health issues (i.e. asthma, seizures, etc.) to your Head Coach and all bench staff. If there is someone with a nut or other food allergy on your team, please let all the other families know to ensure the safety of those people.

3. CONCUSSION TESTING & PROTOCOL – NEW!



Beginning with the 2018-19 season, SEMI Hockey has partnered with HeadCheck Health to provide access to their concussion App and additional training for our team safety person.

The HeadCheck app allows qualified professionals to run today's most well-researched and highly regarded concussion tests at any time or location. They can manage and access the concussion history of all their athletes easily through the app to help them make more data-driven and objective return-to-play decisions.

- Track concussion testing history through athlete & team profiles
- Run the consensus best tests for assessing a suspected concussion
- Instant comparison help monitor progress and aid in data-driven decisions



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- Test anywhere, anytime with Wi-Fi, data or offline mode
- Securely share test results with authorized individuals via web link or PDF
- Attach additional notes including Medical Clearance Notes for return-to-play

For more information on HeadCheck please refer to <https://www.headcheckhealth.com/>

Contact teams (Bantam and Midget Rep) will also be offered a baseline testing session.

4. PRACTICE & GAME SCHEDULES

The Team Manager or designated person should create and provide parents/players with a practice and game schedule at the beginning of the season. If a change is made, it is important to notify parents/players immediately.

Utilize the scheduling and messaging functions of TeamSnap for this task. Do not delete the cancelled game or practice, but rather click the 'show this event as cancelled on the schedule' button.

5. TEAM FINANCES

The Team Manager is also responsible for team finances; however, you should appoint a Team Treasurer. SEMI Hockey opens all bank accounts at Envision Financial at SouthPoint (Save on Foods). The person responsible for the finances collects, banks and distributes all the funds. The bank accounts are set up with two signers. The Envision Financial SEMI Hockey Team Account form (located under forms & links on website) should be completed and emailed to the branch so an appointment can be confirmed prior to visiting the branch.

6. PICTURE DAY

SEMI Hockey organizes the association's annual picture day for all teams. All players receive a Memory Mate (1 individual and 1 team photo) at no cost. Various additional packages are made available for purchase. Have parents fill out the picture request forms in advance as there will be no time to organize this at the event.



Picture day is often chaotic given the number of players and teams within SEMI Hockey. Please have players arrive at least 15 minutes prior to their scheduled time. There are **NO** bags or helmets allowed in the arena on picture day so please tell your players to arrive already dressed with a stick and gloves. Please have your teams organized and lined up in order of height. You will be contacted at a later date to pick up the photos for your team and to distribute them.

This year picture day is **Sunday, October 20th from 7:30am-2:30pm.** They will be taken at Centennial Arena. The SEMI Hockey Administrator will email a sign-up link approximately 1-week prior to photo day. You must sign up your team for a time.



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7. ASSOCIATION WIDE ACTIVITIES

SEMI HOCKEY ANNUAL PARENTS NIGHT OUT: SEMI Hockey is having our annual fundraising party on **Thursday, October 24th at the TownHall South Surrey**. Last year, this evening was sold out and everyone had a great time. Teams are not required to donate gift baskets this year, but if you have anyone wishing to donate items for our LIVE auction, please let us know! Tickets will be going on sale in late September. **Tickets are only \$40 each in advance (\$50 at the door) and include unlimited appetizers and two drink tickets.**

SEMI HOCKEY ANNUAL GENERAL MEETING: SEMI Hockey is having its' Annual General Meeting on **Monday, September 30th, 7:45pm**, at Centennial Arena Hall. It is required that each team sends a minimum of 2 parents to the AGM in order for the association to have representation from every division. Parents who attend do NOT receive volunteer hours. If you are interested in taking on a role with the Executive, please contact our office at admin@semihockey.ca

SEMI HOCKEY ANNUAL ATOM & PEEWEE HOUSE CHRISTMAS TOURNAMENT: If you are managing an Atom or PeeWee House team this year, you are strongly encouraged to volunteer at and participate in our home tournament. If your team chooses not to participate, you are asked to find an outside SEMI team to take your place. Contact admin@semihockey.ca for more info.

NOVICE MARCH MADNESS TOURNAMENT: SEMI is hosting the 3rd annual novice small ice tournament at Excellent Ice from March 6th-8th, 2020. This tournament was a sell out event in 2018 and 2019! If you are interested in being on the organizing committee, please email admin@semihockey.ca

8. WORKING WITH YOUR COACHES

It is important the Team Manager develop good rapport with the Head Coach and Assistant Coaches, as well as the parents. The clearer the communication between you and your Head Coach, the clearer it will be to the parents and players.

The Team Manager should discuss with the Head Coach when they will be doing an equipment check of the players. The following are our recommended (and in some cases, mandatory) list of equipment for the players.



PLAYER EQUIPMENT CHECK LIST

SEMAHMOO MINOR HOCKEY ASSOCIATION [RAVENS] PLAYER EQUIPMENT LIST

- ___ CSA Certified Helmet* w/ Cage
- ___ BNQ Approved Neck Guard
- ___ Shoulder Pads
- ___ Elbow Pads
- ___ Hockey Gloves*
- ___ Athletic Supporter & Cup
- ___ Garter Belt
- ___ Hockey Pants*
- ___ Shin Pads
- ___ Skates (sharpened)
- ___ Stick
- ___ Tape
- ___ Equipment Bag
- ___ Practice Jersey
- ___ Practice Socks



*Preferably these items are [black] in colour.

- BNQ Approved Neck Guard is mandatory or player cannot go on the ice

Coaches and Safety personnel need to communicate with parents any missing or ill-fitting equipment.



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CERTIFICATIONS

1. The online **Respect in Sport – Activity Leaders** program is required for ALL rostered team personnel. Please ensure that you are taking the 'RIS for Activity Leaders' program rather than the 'Parent' program. The RIS Access Form is located on 'Forms & Links on the SEMI Hockey website. Please ensure you utilize the pre-registration code that is provided on the access form. You must ensure you are also selecting 'Semiahmoo Minor Hockey Association' from the list of associations. If you are unsure if your Respect in Sport is current or expired, you can login to your eHockey account: <https://ehockey.hockeycanada.ca/>.
2. The online **Concussion Awareness Training Tool (CATT)** must be completed prior to participation. All Team Managers, Coaches and Safety personnel must take this course. It is free and quick: <http://www.cattonline.com/>
3. Please refer to the current [2019-2020 Pacific Coast Amateur Hockey Association \(PCAHA\) Rules & Regulations](#) booklet for the current **Coaching Requirements** for your division (page 70). If your rostered Coaches do not have the required courses by the deadline listed, PCAHA will release them from your team and they will not be able to coach. If you have any questions regarding the qualifications, please contact the SEMI Hockey Administrator: admin@semihockey.ca or Dave Newson – Executive Director: dnewson@semihockey.ca. Register and take the Coaching courses here: <http://www.bchockey.net/Clinics/clinics.aspx>.
4. Each team MUST have at least one (1) qualified safety person. Teams without a qualified and rostered Safety Person *by December 1, 2019*, may face fines as well as disqualification from playoffs from PCAHA. This person must have a current safety course, CATT, RIS-Activity Leader and CRC. Register here for the safety course: <http://www.bchockey.net/Clinics/clinics.aspx>.

All rostered team officials (Team Manager, Head Coach, Assistant Coaches and the certified Safety person MUST complete the RIS-Activity Leader & CATT courses online.

TEAM MANAGER WORKSHEET FOR TEAM PERSONNEL

Please use the below as a worksheet for your own use. If your team personnel completed any of the requirements in a previous season, please write the season in the box. Boxes that are shaded grey are not required.

ROLE	NAME	CRIMINAL RECORD CHECK CRC	CONCUSSION AWARENESS TRAINING TOOL CATT	RESPECT IN SPORT RIS-Activity Leaders	ONLINE COACHING COURSE HU – Online Coach 1/2	IN-PERSON COACHING CLINIC Coach 1, Coach-2 or Dev. 1	CHECKING QUAL. Head Coaches in Atom & up	SAFETY COURSE HU – Online Safety
	DUE DATES →	Before season	Before season	Before season	Before in-person coaching course	DEC 1, 2019	DEC 1, 2019	DEC 1, 2019
MANAGER								
HEAD COACH								
ASST. COACH								
ASST. COACH								
SAFETY								

***Head Coaches and Assistant Coaches coaching an 'A' team in PeeWee or above, must complete the Development 1 or HP1 course. In order for Development 1 to remain valid, the Making Ethical Decisions online course is also required.
 Register here: <http://www.bchockey.net/Clinics/clinics.aspx>. ***

TEAM MANAGER WORKSHEET FOR ENTERING INTO TOURNAMENTS

Please ensure you are following the guidelines on page 110-111 of the PCAHA Constitution, By-laws, Rules & Regulations booklet. You can find the tournament request template and BC Hockey travel form on 'Forms & Links on the SEMI Hockey website.

General Tournament Request Steps:

<http://www.semihockey.ca/get-involved/team-manager-resources/>

TEAM MANAGER BUDGETING WORKSHEET

<http://www.semihockey.ca/get-involved/team-manager-resources/>

FUNDRAISING AND SPONSORSHIP

Funds can be raised via many activities including sales (chocolates, entertainment books, car washes, bottle drives, sponsors and 50/50). It is imperative that one conveys a positive image of Semiahmoo Minor when raising funds. The VP Administration must approve all fundraising initiatives. All fundraising activities must be well supervised and monitored. All individual teams must apply for a Class "D" license from the BC Gaming Policy and Enforcement Branch if they wish to sell 50/50 tickets or similar raffles. This is easily obtained by applying online: <https://www.gaming.gov.bc.ca/licences/classD.htm>. Limitations and guidelines for the Class "D" license are clearly outlined.

Before pursuing any fundraising activity, please read the appropriate section in SEMI Hockey's Policy.

TEAM ACTIVITIES

You will find over the years that some teams you are a part of want to do it all; fundraising, tournaments, parties etc. while others are lower key. It's important to take the pulse of the group at the start of the season to see what the consensus is. As the Team Manager, there are many activities you may want your team to participate in and it is important to discuss any activities with the Head Coach for approval. Depending on the age of your team, there are many activities you can arrange to help with team building, relationships and fun outside of hockey. Activities could include the following:

Ideas for Initiation Teams:

- Intermission Mini-Games at the Surrey Eagles home games. Contact info@surreyeagles.ca
- Intermission Mini-Games at the Vancouver Canucks home games. Sign up here: <http://canucks.nhl.com/club/page.htm?id=39600>
- Intermission Mini-games at the White Rock Whalers Junior B home games. Contact gameday@whiterockwhalers.ca
- Other: bowling party, icebreaker games/party at beginning of season, yearend wind up party. What you decide to do is entirely up to the Head Coach, Team Manager and the team.



INSURANCE CONSIDERATIONS FOR TEAM ACTIVITIES

The Hockey Canada Insurance Program is extended to all registered players and officials. Please note, however, events that fall outside of “regular hockey programming”, are, for insurance purposes, considered “*Special Events*”. For each of these events, teams must ensure that a *Special Event Sanction Request Form* is submitted to the BC Hockey office at least 7 to 10 days prior to the start of the event in order to request to have Hockey Canada Insurance Program coverage extended to the event. This includes additional dry land training, whether that be weekly or twice yearly visit to the Grouse Grind. Be sure you and your HCSP person are aware of all the insurance issues for you team. Most parents are unaware of what the Hockey Canada Insurance Program covers and will expect their coaches and manager to have that information. <http://bchockey.net/RiskManagement/SpecialEvents.aspx>

REGULAR SEASON MANAGEMENT: ORGANIZING LEAGUE GAMES

Your job as Team Manager is to ensure games run as smoothly as possible. You will be involved in pre-game prep and at the game organization. The following is a quick guide to what you will need to do for each game:

Pre-Game

- Secure affiliates if necessary on Head Coach direction
- Ensure you have volunteers for game clocks & the game sheet (home games only)
- Ensure game sheet filled out (all games)

At the Game

- Ensure money to pay the referee/linesman fees is at the scorekeeper’s bench (home games only)
- Ensure jersey colors do not conflict
- Ensure your game sheet information matches the players who have been dressed
- Monitor off ice conduct of parents and players

Post-Game

- Ensure the dressing rooms are left clean
- Submit game sheet to League Manager and enter information into Teamlink

For away games, your responsibility is to ensure all players arrive on time and at the right arena. Arena maps can be found on the web. TeamSnap allows you to populate this information when scheduling games and team events and will save each new location added so you only have to enter it one time.

Affiliate Players

An affiliate player is defined as a registered player who is temporarily included on the playing roster of a team in a higher division or category within SEMI Hockey. Before arranging an affiliate, please read the PCAHA handbook carefully.

Affiliates must be marked “AP” on the game sheet.



Score Clock

It is important the people you assign to this task are familiar with how to operate the score clock. Please let your volunteers know that the instructions on how to operate the score clock are posted in the scorekeeper's box at all the home arenas. Most people find the score clock intimidating so ask them to practice with it prior to the game if possible so they can become comfortable with it. **(scores are not kept in Initiation or Novice)**

NEW Game Reports Atom & Up

Please follow the instructions to take part in the new online gaming reporting system. We have officially phased out paper game reports.

<http://www.bchockey.net/Content.aspx?id=304>

Game Reporting Initiation Major & Novice

Home teams - please fill out the [PCAHA Game Record Form - Initiation & Novice](#) found on the Team Manager Resource page of our website for all Exhibition and League games and send to your PCAHA League Manager at the conclusion of the game.

League Manager Listing: https://pcaha.ca/league_FVW/FVW_League_Managers.pdf

How to Book Game Officials (Referees)

Balancing, Tiering and League Schedules are automatically entered in the PCAHA zones and in the association zone (if they are part of our assignr system), once they are submitted to teamlink. Tournament schedules are the same, but all go into the association zone.

However, refs for exhibition games or for rescheduled games must be arranged directly by Team Managers as follows:

- Bantam C and below - Email SEMI Referee in Chief Phil Linklater: philiplinklater@gmail.com
- Games for Bantam A and above – any changes or reschedules must go from the team to their League Manager. The League Manager then sends the RAC Region Manager a game request form: rac@pcaha.ca



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Referee/Linesmen Fees:

It is the responsibility of the Home Team Manager to pay the referees/linesman fees. Make sure fees are in individual envelopes and in exact denominations. The payment must be at the timekeeper's bench before game start.

Division	Referee/Linesman Expense Allowances 3-Person System	Referee/Linesman Expense Allowances 2-Person System
Novice	Not applicable	\$18.00/\$18.00
Atom	\$25.00/\$18.00/\$18.00	\$25.00/\$25.00
PeeWee	\$32.00/\$20.00/\$20.00	\$32.00/\$32.00
Bantam	\$42.00/\$30.00/\$30.00	\$42.00/\$42.00
Midget	\$48.00/\$33.00/\$33.00	\$48.00/\$48.00
Juvenile	\$55.00/\$37.00/\$37.00	\$55.00/\$55.00

Icetimes of 2 hours and greater (additional allowance)	\$10.00/\$10.00/\$10.00 (*)
Icetimes of 2½ hours and greater (additional allowance)	\$13.00/\$13.00/\$13.00 (*)
(*) Applicable to the PeeWee, Bantam, Midget, and Juvenile divisions only	

Note 1: If only one official shows up, only the first figure (e.g. Atom 1-man \$25.00, Bantam 1-man \$42.00) is applicable

Note 2: No rates in excess of the above schedule shall be permitted (including all exhibition, league, playoff, and tournament/jamboree games).

Note 3: Where fewer than the required number of on-ice officials appears for a game, those official(s) in attendance shall be paid a single referee's expense allowance.

Note 4: Please ensure that all team officials within your Team understand that no rates in excess of the above schedule may be paid for any game, and no "tipping" of officials is permitted.

Who Pays for the Fees

You will receive a direct deposit from SEMI Hockey for your referee fees at the start of the season. This will cover 6 games for the first half of the season. A second cheque will be provided at season end to cover another 6 games (12 games worth of fees total). Referee fee disbursement should be kept track of as part of the duties of the Treasurer or Team Manager.

Tournaments & Exhibition Games (PCAHA Policy Sec. L)

Game numbers for in-league exhibition games (i.e. FVW) are required. In addition, exhibition games vs. teams outside of the FVW league (i.e. FVN) require both teams to seek separate game numbers. Contact your PCAHA League Manager for information.



Semiahmoo Minor Hockey Association

2018-19 SEASON CONTACT LIST

2019-20 Executive Team – Changes coming post AGM (Sept 30th)		
President	Andrew Grieve	president@semihockey.ca
VP	Jim Barron	vpadmin@semihockey.ca
Treasurer	Mike Anderson	treasurer@semihockey.ca
Director - Secretary	Scott Ackerman	sackerman@emprisecapital.com
Director	Todd Hilditch	todd@rockmgmt.ca
Director	Sean Peach	sean.peach@sunlife.com
Director	Jared Harman	harmanjared@gmail.com
Director (C Hockey)	Marty Friedel	maximmotorsports8@gmail.com
Director	Mark Burgin	info@markburgin.com
Director	Brent Cyr	brentcyr11@gmail.com
Director	Ryan Burns	ryanburns82@gmail.com
Non-Executive Roles		
Referee in Chief	Phil Linklater	philplinklater@gmail.com
Equipment Manager	Manny Billan	equipment@semihockey.ca
Atom/PeeWee Tournament	TBA	TBA
Novice Tournament	TBA	TBA
Contract Positions		
Executive Director	Dave Newson	dnewson@semihockey.ca
Administrator & Registrar	Suzanne Cyr	admin@semihockey.ca
Ice Allocator	Chris Bailey	ice@semihockey.ca
Player Development Lead	Shane Kuss	kusshockey@gmail.com
Player Development Lead	Matt Erhart	coacherhart@gmail.com
Player Development Lead	Topher Plonka	cplonka14@gmail.com