

## QUICK Guide for Managers

[League Division Manager](#) is through PCAHA

[Division Manager](#) is through NDMHA

### Manager Access

1. Contact [Registrar](#), cc [VP1](#) (for Rep) or [VP2](#)(for House), [Risk Manager](#) and [NDMHA Division Manager](#)
  - a. Provide Name, BD, Phone #, Address, Team and Div you will be managing
  - b. Links and Instructions will be provided for Respect in Sports and Criminal Record Check by [Risk Manager](#).
  - c. Complete Concussion education
2. Get access to the [TeamSnap](#) account
3. Attend Manager's meeting with PCAHA
4. Attend Manager's/Treasurer's meeting with NDMHA
5. Familiarize yourself with [HiSports App website](#)

### Resources

- [NDMHA → About Us → Policies and Procedures](#)
- [NDMHA → About Us → Team Manual](#)
- [NDMHA → Forms → Management Forms](#)
- [Pcaha.ca → PCAHA Info → Rulebook](#)
- [Pcaha.ca → Playing the Game → Games-Standings-Schedule](#)
- [Pcaha.ca → Leagues → Fraser Valley West \(League Division Contact Information\)](#)
- [Hockeycanada.ca → Coaches and Officials → For Officials → Rulebook](#)
- [BC Hockey → Member Info → Regulations → BC Hockey Policy Manual](#)  
(provides most up to date guidelines for suspensions/rules and guidelines)

### Getting Started

1. Request any player [medical forms](#) missing from TeamSnap
2. Verify parent and player contracts signed
3. Prepare for parent Team Meeting
4. Create a rough draft of the [budget](#) by viewing previous years budget. This will be finalized after NDMHA manager/treasurer meeting
  - a. [Rec Team budget example](#)
  - b. [Competitive Team budget example](#)
  - c. [U7-U9 budget example](#)
5. Go over budget with Coach and Treasurer (if position already filled)

6. Complete [Parent Volunteer form](#), found on NDMHA website, under management forms. Send copy to VP2, Registrar, Risk Manager, Parent Auxiliary and your division manager
7. Treasurer or Manager to submit drafted budget to [Association Treasurer](#) for approval
8. Once approved, have team sign off on the budget (signed or emailed agreement accepted)

### **Regular Tasks**

- Update games, practices and events in TeamSnap
- Verify availability for games on TeamSnap, can send out reminders to players that have not yet replied.
- Assign clock and score keepers to Home games.
- Prior to the game, sign the team roster on HiSports with up-to-date information on the team. If you are still awaiting access to Spordle, can request Coach to cover roster validation until you have access.
- Review the game sheet after the game, especially if there were any major penalties. Follow these up with VP2, cc Division Manager, to see what the penalty entails (ie suspension and for how long)
- Email or cc your Division Manager with any communication going to VP, League Division Manager or any questions you may have along the way.

### **Release of League schedule**

Three release times, 1 for tiering (end of September, early October), 2nd for season games (end of October), 3rd for playoffs (end of January)

Ice Schedulers and PCAHA work together to create a schedule that takes into consideration tournaments, practices, etc. before the schedule is released.

Review the PCAHA games schedule for any possible conflicts. See section E09 of policies and procedures manual on how to manage conflicts.

Conflicts with practice times:

- 1st priority is to request a switch with the other teams in your division, always cc Division Manager
- If this is not possible, email ice scheduler to return ice. Greater than 7 days' notice needs to be provided otherwise your team may be charged with black ice if another team cannot pick it up.

If you are the home team and notice or have been notified of a conflict in any of the league games, you must

1. Notify Ice Scheduler
2. Cc Division Manager.

3. Ice Scheduler will provide optional dates and times.
4. You will discuss with the opposing team manager
5. Once conflict is resolved, notify League Division Manager, cc ice scheduler and Division Manager
6. League Division Manager will change it on the PCAHA schedule and update Spordle

**NOTE:**

*Exhibition games:* These games do not go towards STAT/standings. Game numbers will have an X assignment. Referee fees are paid out of the team budget. Teams to split the cost of the Officials' fees.

*Delta Cup games* are considered exhibition games by our association. As the association will pay the Officials' fees, these games are to be tracked on the same expense sheets as league games. Forms on NDMHA website

*Regular League games* have a L assignment to the game numbers. Results of these games affect a team's STATs/standings. Games are tracked on the association expense sheet. The Officials' fees are reimbursed by the association.

*Tournament games* have a T assignment to the game numbers. Results of these games affect a team's STATs/standings. The tournament committee tracks these games as well the Officials' fees

Game numbers with Z assignment are tournaments run within an association and results would affect a team's STATs/standing.

### **Applying for tournaments**

You need to do this as soon as possible as tournaments fill up quickly.

Go to BC Hockey tournaments web page

- a. Search for tournaments
  - i. C Division you would select no checking
  - ii. Filter according to division, location, dates, etc
- b. Select tournament(s) you are interested in
- c. Click the arrow in the box top left of page for application forms
- d. Submit application form

### **Tournaments**

#### **Local**

- Minimum 30 days prior to tournament start date email League Division Manager for approval, this includes the NDMHA tournaments, with following information
  1. Host Association
  2. Dates

3. Your Team Name (ie U18 C2 Sun Devils)
4. Association
5. Manager
6. Manager email
7. Manager phone number

- Once approved League Division Manager will provide you with a tournament approval number (TPN)
- Email the TPN to the appropriate tournament director, as well as, your association ice scheduler

#### Out of District/Lower Mainland

See page 3 of B06 Policies and Procedures Under NDMHA/About Us for details of paperwork required for approval and travel

#### **Requesting Game Numbers for Exhibition Games**

Game numbers are provided by your League Division Manager

The Home team manager is to:

- Email League Division Manager, cc association Division Manager, see note below for cc RIC
- Request game number
- Provide :
  - Location of the Game
  - Home Team Name and Division
  - Away Team Name and Division
  - Date:
  - Time:
  - Exhibition

Once League Division Manager provides game number and enters in Spordle, request for Ref Assignment will be sent out through HiSports

NOTE: If requesting a game with short notice, cc Referee in Chief (RIC) for your association to begin the process of finding officials for the game.

#### **Affiliate Players (call ups)**

Manager, or Coach, is to email the Division Manager, cc VP2 for house and VP1 for rep, for a request for affiliate players.

Once approved, your Division Manager will forward requests to the appropriate age group Division Manager for the affiliate players.

Once players confirmed, email League Division Manager with:

1. Player full name
2. Player birthdate
3. Player HCR ID
4. Game number they will be playing

League Division Manager will add affiliate players to the game day roster

### **Player Suspensions**

1. Any games with major penalties or ejections, follow up with NDMHA VP (VP1 for rep and VP2 for house)
2. NDMHA VP and Risk Manager will notify you of the suspensions and how they are to be served.
3. Notify the family and coach of their decision.
4. Keep track of the suspension through HiSports:
  - Go to the gamesheet player roster
  - Edit suspended player information by clicking on the pencil icon
  - Add note suspension game 1 of \_\_, for each game in the appropriate line item

### **Player Injury**

- HCSP to follow up with the family, RCSP and player
- There is 90 days to file paperwork if player is injured and needs to leave play for an extended period of time
- Make sure you are cc'd in the communication or aware of the situation

### **Fundraising**

Review gaming and fundraising portion of the Policies and Procedures.

Certain events require a gaming License or approval so players remain covered under the BC Hockey Insurance. If in doubt, email the [Gaming Director](#)