

***WVMHA Manager Outline***

Welcome to the WVMHA management team! Thank you for volunteering for the management role. The management role within the hockey team is a very important and rewarding one. There is a learning curve to this role but once you have a few months under you it will start to feel like you have been doing it for years!

We want you to know that you have a manager mentor on the board that directly supports you and your success as a manager. Also the entire board supports in other ways to ensure you and your team's success. We encourage you, your team of parents and players to reach out to any one of us if you need anything.

The board has also appointed liaisons at each team level to be there for your team as a direct communication line to the board. We encourage all players/families and coaches to know who their liaison is. Liaison info will be announced at the beginning of each year and sent to managers to send to families.

Here are some ideas to get you started:

* Once you receive your team roster and contact information, send out a welcome email introducing yourself and the coaching team.
* Meet with the head coach to make a brief plan for the year.
* Organize a parent meeting ASAP to discuss:
  + The coaches plan for the year. Ie how many tournaments do you want to do, costs for the year, etc.
  + Before the meeting collect as much information as you can on tournaments around the valley.
  + Introduce TeamSnap to everyone and clarify the importance of this app and using it as a communication tool for the year.
  + Remind all parents no cell phone use in the dressing rooms.
  + Hand out the medical forms for all parents/players to fill out.
  + Remind all families to read through the WVMHA policies on our website. There is very important info in here that all hockey players and parents should know about.
  + At this meeting is a good time to talk to parents about volunteer positions that need to be filled for the year:
    - All teams need a Purdy’s Chocolate Person - responsible for organizing the Purdy’s Chocolate order forms.
    - All teams need a Treasurer - responsible for filling out the team and tournament spreadsheets and budgets
    - U9 and up need a Jersey Washer!
    - Remind all parents that there will be lots of requests for volunteering throughout the year.
* Tournaments book up fast! After the parent meeting, request player confirmation on each tournament and book them ASAP. Contact hotels to block off rooms as these book up fast too!
* Enter all your practices, exhibition games, tournaments into TeamSnap as soon as you know about them.
* As an association we only do one big Fundraiser a year! It is the Purdy’s Chocolate Fundraiser and it is completed in Oct/Nov - just in time for Christmas. There are fun incentives for players to reach certain sales goals to earn gift cards! (Essentially the more you sell the more you get) More info on this will be sent to you soon.

**Qualifications for Coaches, Trainers, Managers, Safeties:**

*On Ice Helper For all levels*  
- CATT (Concussion Awareness Training Tool)  
- Respect In Sport  
- Criminal Record Check  
  
*Safety Person*   
- Respect In Sport \*For Activity Leader\*  
- Criminal Record Check  
- HU Online Safety  
- CATT (Concussion Awareness Training Tool)  
  
*Head & Assistant Coach at U7 and U9  
-* Respect In Sport \*For Activity Leader\*   
- Criminal Record Check  
- CATT (Concussion Awareness Training Tool)  
- HU Online Coach1 / Coach2  
- Coach1- Intro to Coaching

*Head & Assistant Coach at U11, or Recreational teams at U13, U15, and U18 \*Not Carded\**

- Online Checking - \*\*Head Coach Only\*\*  
- Respect In Sport \*For Activity Leader\*  
- Criminal Record Check  
- CATT (Concussion Awareness Training Tool)  
- HU Online Coach1 / Coach2  
- Coach 2  
  
*U13 Carded*  
- Respect In Sport \*For Activity Leader\*  
- Criminal Record Check  
- CATT (Concussion Awareness Training Tool)  
- Development 1   
- Online Checking

*Head & Assistant Coach U15, U18, AAA, or Junior A/B/C \*\*Carded\*\*  
-* Respect In Sport \*For Activity Leader\*  
- Criminal Record Check  
- CATT (Concussion Awareness Training Tool)  
- Development 1  
- Online Checking  
  
*\*\*LINKS FOR COURSES\*\**  
  
<https://www.bchockey.net/coaches/be-a-coach>  
  
<https://register.hockeycanada.ca/clinics>

* if you have to pay fees for any of these courses the board will reimburse you once we see that you have passed your course
* We recommend if there is a female player on the team that there is a female safety at games so that they can help this player if hurt.
* We recommend there are many safety’s on a team - at least 3! If we don't have a safety person at every game we will incur fees.
* All Carded Team Coaches must have all qualifications by December 1st. All other coaches and team officials must be qualified by December 15th.
* All Team Officials need to read WVMHA Policies and Constitution. Available at [www.windermerevalleyminorhockey.com](http://www.windermerevalleyminorhockey.com)
* Team Trainer will also need HSCP Certification (Online Course)
* All on ice helpers must wear certified helmets. Minor Hockey Players who want to be on ice helpers:
  + U15 and below need to be approved by the WVMHA. Once approved they are required to wear full gear.
  + U18 need to be approved by the WVMHA are required to wear helmets and neck guards.

1. **Team Rosters:**

* You will see your official team roster on Team Snap
* Record each player’s jersey number and submit it to the Manager Mentor before October 15th.
* U9 and up - assign a jersey parent to wash jerseys; cold water…no dryer…do not give to players to take home.
* Team Managers must send any Roster changes to Manager Mentor and Registrar asap

1. **Medical Forms:**

* Managers must have a copy of each players Medical Form in their First Aid Kit.
* First Aid kits must be on the bench for all games and practices. (Coaches are responsible for this)
* Managers should have a blank copy of Injury Reports in First Aid Kit. If a player goes to hospital by Ambulance you send Injury report and the copy of their medical form with them. If the player goes with a trusted adult you send just the Injury Report with them.
* Completed Injury forms must be submitted with in 30 Days to BC Hockey.
* Safety Person needs to keep an injury log of all on ice injuries.
* Managers must make sure every parent has signed the parent contract form before Oct 15th.

1. **League Play U11 and above:**

* Tiering dates for each division will be announced to you by the WVMHA board. Each team is responsible for collecting money from their team to pay for team’s portion of Ice and Ref Fees for this tournament. (Hosting team will let you know that cost)

U11 and above

* scheduling for league hockey is in October/November. EKMHA will give you their guidelines and requests at this meeting that you must follow.
* Home League games – The WVMHA Ice Scheduler will give you your list of ice times. It is the managers job to let him/her know who you are playing during those ice times. The ice-scheduler will pass those times onto the Referee Scheduler and the arena management.
* If you have Overage Players, you must submit a request form to EKMHA. Form link is located under Manager Tab on WVMHA Website.
  + Overage Player - a player playing down a division (U13 to U11)
* EKMHA website is: [East Kootenay Minor Hockey Association - Powered By esportsdesk.com](https://www.esportsdesk.com/leagues/front_pageFree.cfm?clientID=6930&leagueID=33525) has league schedule listed. It is good to verify they have your league games correct. Contacts can be found there.

1. **Ice:**

* Cancel Ice 1 Week Prior for Games or Practices
* Cancel Ice 1 Month Prior to Tournaments
* Arena needs tournament block one month prior to tournament. Fine tuned schedule one week prior
* Book ice times in 15 Minute intervals

1. **Exhibition Games:**

* The Home Team is responsible for scheduling ice through WVMHA Ice Scheduler. This Contact is available on WVMHA website.
* All Exhibition games played home or away we must fill out an Interdistrict and US travel form and send it to the president of the WVMHA to get approval. Once approved the president passes this info on to East Kootenay Minor Hockey board (EKMHO) for approval and to get entered into High Sport (High Sport is the platform used to electronically record the game sheets - if not entered into High Sport no game happens)
* There is a link under the Managers Tab on WVMHA Website. (Form must be submitted 7-10 days prior) If you fail to fill out the form and submit fines or suspensions will occur (First Offence is Coach Suspension, Second Offence is no travel permits for the team, third offence is no travel permits for the association)
  + Please note if you are hosting an exhibition game and playing a team from outside the East Kootenay area you will need to send their complete roster to the coordinator of the HighSport account. Current contact is Leann Smith at [ekmho@bchockey.net](mailto:ekmho@bchockey.net)
* A very important website to get familiar with is the EKMHO website: <https://esportsdesk.com/leagues/front_pageFree.cfm?clientID=6930&leagueID=33525> In here under the Important Forms and Documents is all the forms you will need to fill out plus much more information regarding game play, tournaments, ect.
  + Tournament Info and forms can also be found on this website.
* Teams are responsible for registering your team tournaments. Teams are responsible for collecting money from parents for tournaments. If left too late, the tournaments may be full. Payment for tournaments is usually required at the time of registration.
* Tournaments are listed at BC Hockey, Alberta Hockey, and Calgary Hockey (Links are under manager tab on WVMHA Website). You can also watch association websites. All tournaments you travel to require an exhibition travel form.
* U 11 and up:
  + We do not need complete rosters from BC teams attending our tournaments. Leann can get those, but she can’t get Albertan team rosters so they must be submitted in full. Or US teams unless they are whitefish teams.
* Home tournament schedules need to be sent to Leann. Any tournament semifinal games and finals that are TBD teams need to be sent to her asap so that she can submit into HighSport
* If we play in Alberta, they still use paper copies of game sheets and we have to send them in to Leann so she can review for suspensions, ineligible players or coaches, etc.
* Avoid booking Canal Flats for games unless our ice is completely full. If you do, you must let the ice coordinator and ref coordinator know so they can approve the invoice for ice and book the refs.

1. **Team Tablets (U11-U18):**

Team Tablets are available for U11 – U18 to report game scores through Hisport. Please stop by Prime Bookkeeping 1006 7th Ave, Invermere, BC to sign out your team tablet.

1. **Team Email Accounts:**

* Each team has their own email account posted on the website. The manager/treasurer is responsible for monitoring this email. Please check this email frequently so your team does not miss out on tournament opportunities.
* Please contact the [secretary.wvmha@gmail.com](mailto:secretary.wvmha@gmail.com) for login information. The email account is set up on the team tablet for U11 – U18 as well.

1. **Team Bank Accounts:**

* Each team has a bank account set up at Kootenay Savings Credit Union.
* See ‘Team Bank Accounts’ under Manager Forms on our website. This form must be submitted to the WVMHA Treasurer to add signers to the team account at KSCU. You will want to send this form ASAP as it requires board approval.
* Each account is set up with the Community Plus plan at KSCU. WVMHA keeps the required minimum balance in each account to avoid monthly fees.
* TEAM BANK ACCOUNT SIGNING AUTHORITY REQUEST FORM:
  + Each team bank account requires a minimum of two signers on the account, and out of the two signers, one must be the team treasurer. The second and/or third signer does not necessarily need to be the manager or coach, it can be another parent volunteer on the team.
  + All signing officers require WVMHA board approval to be listed as a signer on the account.
  + Please submit the form below to start the approval process. Once approved, the team treasurer will receive a letter of approval from WVMHA. The signing officers will need to set up an appointment with Kootenay Savings Credit Union, (250) 342-6961, and present this letter to the branch employee.

**Account fee Information**

* $2.50 monthly fee
* No monthly fee with minimum $250 monthly balance
* 10 free transactions\*
* Please follow the link for additional account fee information:

<https://www.kscu.com/assets/pdfs/Community%20Plus-LEARN%20MORE.pdf>

1. **Team Budgeting:**

* See ‘Team Budget and tournament reporting guidelines’ posted on the website under Manager Forms. This document has detailed instructions on how to manage team funds and report them to the WVMHA Treasurer.
* See ‘Team Budget and Tournament Reporting Spreadsheet’ posted on the website under Manager Forms. This spreadsheet has several tabs that need to be completed by the team treasurer or Manager, whoever has experience with Excel. This spreadsheet needs to be filled out and emailed to the WVMHA Treasurer.

**Reporting Dates to remember:**

**October 30th –** Team Budget must be submitted to the WVMHA Treasurer

**December 15th –** Team Funds Tracking spreadsheet with transactions entered up to November 30th submitted to the WVMHA Treasurer for review.

**One week before the home tournament –** Pick up the Tournament tablet and Square reader.

**Tuesday after the home tournament -** Return the tournament tablet, Square reader, and cash from the raffle sales.

**Two weeks after the home tournament –** Tournament Report, Raffle Basket, and Silent Auction spreadsheets must be completed and emailed to the WVMHA Treasurer. All tournament funds collected through the team account must be paid to WVMHA. All receipts from the tournament must be submitted.

**March 31st –** The final team budget report submitted to the WVMHA Treasurer for approval before parent refunds are paid.

* WVMHA will lend teams up to $2,000.00 to cover early tournament fees. The funds must be repaid in full within 30 days once parents have paid their annual tournament fees to the team account.
* Socks – Available to purchase from Peacock Embroidery, parents purchase through the order forms printed off the WVMHA website.
* Name Bars can be purchased through Peacock Embroidery and attached to the jerseys.

1. **Score, Time and Penalty Box:**

* Completed Forms need to be signed and filed in the Minor Hockey Room.

1. **Team Snap:**

* Managers have full access but only them. If you require a coach to have access as well let us know and we can add. All scores and schedules will be uploaded to the website automatically.

1. **Tournaments:**

* Costs per team: U7 $900

U9 $900

U11 $1200

U13 $1300

U15 $1300

U18 Males/Females $1300

* All money made at Home tournaments goes back to the association to keep our yearly costs per player down.
* We don't solicit in town for tournament donation requests for our raffle tables.
  + You may do this with the parents on your team only.
* Do not save signage from Tournaments as they are not reusable.
* You will need to apply for a sanction number from the BC Hockey. Please use the below link:
  + <https://www.bchockey.net/applications/tournament-jamboree-host-application>
* All sanction numbers are listed on the BC Hockey Tournament website. Any emails sent to the email through the BC Hockey website will be forwarded to the appropriate Manager as they come in.

1. **Ref Costs (per ref):**  please reach out to the ref coordinator for the most current referee fees.

**Helpful Hints:**

* Our website has a lot of Information [www.windermerevalleyminorhockey.com](http://www.windermerevalleyminorhockey.com) (Each Manager will be given a password from the treasurer to manager their team email account)
* Make Sure your team rosters are correct. You can add games and tournaments; Player stats and more.
* Team Managers should generate a Team List of emails and cell numbers that they keep with them always, especially on the road. Team Snap has them all now if you are happy having it that way.
* You are always invited to attend WVMHA Monthly Meetings. It is a great way to learn and keep informed of what is going on in our association, BC Hockey and Hockey Canada.
* U11 Team is the host/planners for Year End Banquet
* All Forms you need (Game Sheets, 50/50 etc.) will be available in the minor hockey room or on the website.
  + Reminder that anytime you have a game with another team you must fill out paperwork! This will ensure we have a paper trial just in case we ever needed to go back and look at this.
* You can rent out the mezzanine at the arena for hockey events and parties. To do this contact the Ice Coordinator and he will arrange with the arena staff. This is free to minor hockey teams but we MUST be respectful of the space and clean up after we are done.
* Rockies apparel forms will be sent out in September for the whole association to order through - Manager mentor will send you this info at the start of the year.
* Photo day - will happen sometime in October to ensure photos arrive before Christmas - manager mentor will send you this info.
* There will be a manager meeting held at the beginning of the year to go over this outline and any other questions you may have.
* Any activities as a team that is not hockey in an arena needs to have a special event sanction sent into BC Hockey and approved. They are quick to get and online. Here are the guidelines.

<https://cdn-ca.aglty.io/bc-hockey/image-gallery/memberinfo/2021-2022-HC-Sanctioning-Guidelines.pdf>

* Managers need to know the suspension guidelines as well as coaches. A good rule is to always sit a kid if they receive a major or match penalty and wait for official correspondence from Leann Smith. If we play a player because we didn't hear from Leann, the coach can be suspended.
* No 50/50 sales or fundraising allowed at tiering or banner events.
* No cancelling games or we get fined unless roads are closed or the other team agrees to reschedule.
* Make sure the refs sign off on the game sheet or they may not get paid and the game may not get closed off and completed.