



## Team Managers – Standard Operating Procedures (SOP)

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## Welcome

Welcome to the WVMHA management team! Thank you for volunteering for the team manager 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 Team 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.

## Overview

This Standard Operating Procedures (SOP) document has been developed by managers for managers. It is the collective work of volunteers like you who want to set you up for a successful season, every season. Having SOPs in place removes the need for you to 'reinvent the wheel' and it provides consistency across all age levels of the association.

This document is open for feedback annually and is continuously updated from season-to-season by the Manager Mentor. As you go through your season, please make note of any changes that need to be made and simply send those through as/when you can.

## FYI

- There will be a manager meeting held at the beginning of the hockey to go over these SOPs and answer any other questions you may have.
- 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.
- Our WVMHA website has a lot of Information on it: [www.windermerevalleyminorhockey.com](http://www.windermerevalleyminorhockey.com) This includes most forms and policies you need at the association level.
- It is a good idea to generate a Team List of emails and cell numbers at the outset of the season to keep with you always, especially on the road. Team Snap has them as quick reference certainly and everything can be done from Team Snap; however, there may be times where having a team list is very helpful.
- You can rent out the mezzanine at the arena for hockey events and parties. To do this, contact the Ice Coordinator and they will book it, provided it is available. This is free to minor hockey teams, but we MUST be respectful of the space and clean up after we are done.
- Any activities the team is considering doing 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>

## Pre-Season – Before Practices Start

Once you have taken on the role as manager, this SOP manual has hopefully been forwarded to you asap so you can get a broad overview of what needs to be done. Even though hockey doesn't technically start for players until the first week in September, knowing about and taking care of these pre-season tasks will make a BIG difference to a smooth/less stressful start to the school year and hockey season. If you receive this manual and the season is already underway – fear not! – we've got you covered. Read on for more...

### ***Complete necessary training (i.e. Respect in Sport Leader)***

As the team manager, in addition to your own training, you may need to follow up with parents to encourage more coaches, trainers, and/or safeties get qualified for the upcoming season. In conversation with the coaches, you want to ensure that the team will have enough people in all the roles to account for possible illness, injury, or other absences that inevitably pop up throughout the season.

Touch base with the association's Registrar who can tell you which parents have current qualifications, for which roles, and alert you if additional people are likely needed for the season to run successfully. You may need to approach parents to volunteer.

These are the big picture things to be aware of for certifications:

- 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 people 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 (U13 and older only) must have all qualifications by December 1<sup>st</sup>. All other coaches and team officials must be qualified by December 15<sup>th</sup>.
- All Team Officials need to read WVMHA Policies and Constitution. Available at [www.windermerevalleyminorhockey.com](http://www.windermerevalleyminorhockey.com)
- Any Team Trainers 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.

Here is a list of the qualifications needed per position/level as well as the links needed to sign up.

#### *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>

### ***Get secondary team roles established***

Depending on your inclination and availability, you may want to establish secondary team roles at the outset so that everything does not “fall on your shoulders.” Role recommendations for U11 and above include:

- consider appointing a co-manager – assist with manager tasks outlined in this manual
- treasurer – is the main bookkeeper for the team – busiest at start of season, some end of season tasks
- jersey coordinator – U9 and up – responsible for washing jerseys; cold water...no dryer...do not give to players to take home; bring to games/tourneys; older teams often just give both jerseys to players and make them responsible for washing and thus removing need for a coordinator
- tournament coordinator – to take the lead on many tournament task coordination

### ***Get access to team email, TeamSnap manager, Spordle***

Team email account – The association has team Gmail accounts set up for every team so that you don’t have to use your personal account. This team account is also set up for interac e-transfers so that parents can transfer any fees to this account for deposit into the team bank account. The manager/treasurer is responsible for monitoring this email. Please check this email frequently so your team does not miss out on tournament opportunities. A listing of all the team email addresses is located on the WVMHA website. 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.

**TeamSnap** – The association typically populates initial practices and powerskating but it is part of your job to update TeamSnap will all practices, games, tournaments, volunteer needs for positions, etc. You will also need to communicate via email from TeamSnap with parents to keep them informed of all the team goings-on so that everyone stays informed. As a manager, you have enhanced access to TeamSnap that allows you to add/delete events, etc. Note that if you are sending emails that require attachments, you must do it from an internet browser connection because the app does not have that functionality. It is recommended that you talk to parents at the beginning of the season about TeamSnap expectations for inputting availability (do it regularly!) and for the chats, response times, etc. It is recommended for important communications that you always email instead of just using the chat because the chat does not allow for a Search feature and messages get missed/lost easily.

**Team Rosters** - Once you receive your team roster and contact information, send out a welcome email introducing yourself and the coaching team.

- You will see your official team roster on Team Snap
- Record each player’s jersey number (once it is known) and submit it to the Manager Mentor before October 15<sup>th</sup>; you also need to enter these numbers into Spordle
- Team Managers must send any Roster changes to Manager Mentor and Registrar asap

**Spordle** – U11 and up – Spordle and hisports.app are used regularly by the manager to accept the rosters before each league game and BC sanctioned tournament play. Set up your login if you haven’t already. You may need to liaise with the Registrar for assistance in doing this and to get your team HCR number – it is needed to complete registration. Once jersey numbers are

known, you will also need to input these here for the season so that they pull into the gamesheets. More information is available at the end of

### ***Get a team treasurer and yourself set-up with team bank account access***

The WVMHA has a main account and team sub-accounts set up with the Kootenay Savings Credit Union. All monies collected by each team on behalf of the association get routed through these sub-accounts, never through personal bank accounts.

In the event that your team needs an advance to cover tournament fees before you have received enough parent tournament fees, you can request this temporary transfer from the association treasure so that you don't need to pay out-of-pocket.

Here are the steps to getting set up:

- The WVMHA website has the bank account request form you need to fill out with your name and whomever the team treasurer is going to be.
- Once this form is filled in, send it to the association treasurer.
- From here, the association treasurer needs to present a motion at a board meeting for the Board to accept all the team managers/treasurers as being allowed to get access to the team sub-accounts.
- Once this happens, the association treasurer sends communication to the bank that you are authorized to be on your team's sub-account
- Then you and your team treasurer can head into the branch (okay to go separately) to be added as a signatory.
- The bank has not been super forthcoming about online banking set-up, which needs to be done you can accept money coming in and send money out for away tournaments, etc., so you likely need to ask them: can you set me up with the online banking for approving transactions?
- The bank will send you a temporary passcode that allows you to sign in to online banking for the first time, but before you can actually get in, the association treasurer has to approve you online via an auto-transmitted message/link they receive when you try to sign in the first time. NOTE: if this doesn't happen within 24 hours, the passcode won't work and you will have to get ahold of the bank to do it all again – super timing consuming
- Once this is all in place, the team treasurer or manager can approve funds coming in. For funds being sent out of the team account, one person initiates the debit and the other person has to approve it – it cannot be the same person for safety reasons. NOTE: in the event that it is needed, the association treasurer can send/receive/approve for all team sub-accounts, so just reach out for assistance
- From the WVMHA website, also download the team bank budget and tournament spreadsheet templates and take a look/start to get familiar with

### ***Bank Accounts Overview***

- 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>

***Budgeting Overview***

- 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 30<sup>th</sup>** – Team Budget must be submitted to the WVMHA Treasurer

**December 15<sup>th</sup>** – Team Funds Tracking spreadsheet with transactions entered up to November 30<sup>th</sup> 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 31<sup>st</sup>** – 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.



### ***Pick Up technology***

Team Tablets are available for U11 – U18 to report game scores during home league games and home tournaments through the Hisport app. Please stop by Prime Bookkeeping 1006 7<sup>th</sup> Ave, Invermere, BC to sign out your team tablet.

### ***Find existing name bars for jerseys***

U11 and up – Kids in these age groups will need 2 name bars to be sewn onto the back of each jersey (home and away). Cost is \$20 (\$10 for the bars and \$10 to sew it on) and you can let parents know that the bars stay with the player for their whole hockey career. Peacock Embroidery can sew these on to the jerseys, just in get contact to arrange. First year U11 parents won't know anything about this and it can be an easy detail to forget as manager, so arrange with Peacock to drop off the jerseys asap so that you will have them in time for the first games of the season. NOTE: Second year U11 and older players who played in previous seasons with our association would already have name bars so locate these – either on the jerseys already or with the player's family.

- Players going from their first year at a particular age level into their second year at the same age level can leave their name bars on their jersey over the summer since they will return the following season.
- Players moving up an age level, while they will already have a name bar, it needs to be removed from their current jersey (player's family should hold onto over the summer break) and they can bring it to you at the first practice(s) to get sewn on. The cost for the sewing only would be \$10.
- U7 and U9 – don't use name bars

### ***Input practice times to TeamSnap***

Enter all your practices, any exhibition games, or known tournaments into TeamSnap as soon as you know them so parents can pre-plan.

### ***Print blank Medical Forms and any other forms the Association requests***

At your first parent meeting, you will want to hand out these medical forms and any other association-requested forms for signature.

- 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 first aid kits)
- 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 within 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.

### ***Key board members and typical interactions***

There are other board members (Registrar, Treasurer, Purdy's Coordinator, etc.) not included in this list as your interaction with them is detailed in other places of this manual.

### **Ice Scheduling Coordinator**

This person manages all of the WVMHA ice times. They will give you your practice times, inform you if there are any issues i.e. conflict with a Rockies game, and offer extra open ice slots as they become available that you, as the manager, can book after chatting with your team's coaches to see if/what they want.

#### **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

### **Referee Coordinator**

This person ensure the association has enough trained referees for games and tournaments throughout the season. They arrange for training of new referees, schedule the refs for games, and ensure the refs get paid. You need to include this person on your correspondence when booking the ice for games and tournaments to ensure that you will have refs. You do *not* need to reconfirm refs or do anything else – refs “magically” appear at the right time because of the Referee Coordinator's efforts!

### **Manager Mentor**

This person is your go-to with any manager-type questions. They will send you information about photo day, Rockies-branded apparel order forms, and more. They are here as a point person so you always have someone to chat with which can be especially helpful if you don't have many experienced hockey parents on your team.

### **President and Vice-President**

These people do much for the association and would be too numerous to list out here. Your interactions would typically be for assistance or if questions about league play, discipline (player), complaints (parent), or larger-type issues or anything to do with EKMHA.

## **Early Season – Once practices are underway**

### ***Meet with the coaches***

Meet with the head coach to make a brief plan for the year.

### ***Schedule the first parent meeting***

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 and attendance tracker 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 Coordinator
  - Remind all parents that there will be lots of requests for volunteering throughout the year.

### ***Start to look at tournaments***

Tournaments book up fast! Tournament Fees are collected by the Association and funnelled into team accounts so that you can pay for tournaments that we get accepted to via e-transfer to those associations. After the parent meeting, request player confirmation for each tournament that looking at and book them ASAP. Contact hotels to block off rooms as these book up fast too!

### ***Understand whether the team is large enough to split into rec and development teams***

For U11 and above, when player numbers are 25+, teams are split into 2 teams by skill level. If your team is in this situation of having a huge roster, the association or head coach needs to communicate that this will happen via player evaluations. See Team Structure below

## **Team Structure – Play evaluations**

U11 and above if applicable – In situations where player numbers allow for a split of the roster into 2 teams, the association will organize player evaluations in keeping with the Player Evaluation Policy on the WVMHA website. Essentially, 3-4 independent evaluators will watch 2-4 practices to determine the 2 teams. Evaluations cannot happen until all players have been offered a minimum of 4 ice times. Decisions must be made prior to September 30 of each year so that there is time to organize coaches and managers and practice as a team before league play starts.

## **Team Structure – Jersey numbers and Detailed Spordle/Hisports Info.**

U11 and above – once your team structure is known, coaches will ask players for jersey number preferences and once those are confirmed, you will need to enter in jersey numbers per player into Spordle. It is also helpful to input into TeamSnap but please note, nothing pulls between TeamSnap and Spordle so you would have to input in both systems.

There are several 'Spordle' entry points and it can be confusing at the beginning, so here it is 'demystified:'

- **Myaccount.spordle.com** – this is where you login in with your own personal HCR# (Registrar can get for you if you don't remember). You use this part of the site to sign your own [manager] waivers, to link your player to your account and sign their waivers each season, and where you can view your credentials i.e. RISL, CATT, CRC, etc.
- **Page.spordle.com** – this is where you can go to view the “Windermere Valley” Association teams, showing all team (and you filter for yours) rosters and schedules. You can see your league and tournament game numbers assigned by EKMHA (but not HCR#s). When you select one of your games, you will see buttons called “Head-to-Head” which will show you the game scores and who scored, penalties, etc. in real-time during the game (helpful if you can't be there and are curious). You will also see a “Game Admin” button that is a shortcut to play.spordle (see next bullet point) for signing rosters if needed. In this area of Spordle, you can also search for other associations, their teams, rosters, and coaches/managers
- **Play.spordle.com AKA hisports app** = these are the same thing (Hisports was bought by Spordle some years ago and so people who have been around awhile use the hisports name but they are referring to this play.spordle.com for scorekeeping). This is what you want to bookmark on your team's iPad browser and/or download the app on the iPad (and your phone if you want) so that parents on your team can rotate through keeping score as one of the volunteer options for your home games. On the home screen, you will be presented with 2 login options “Member/Admin” or “Scorekeeper” and these are explained in more detail below.
  - **Member/Admin** – this area is for you as the team manager to do several things. Of critical importance is accepting your team roster before each and every game played (more information in a few sentences) but also to view your team, and other team's, HCR #s (sometimes referred to as Team ID) and input Jersey numbers
    - When you first login into this section, you will need to select your team, which should show Windermere Valley and your team name. If you don't see this, ask the Registrar to assign it to you
    - **Jersey Numbers** - Across the top, you'll see Summary, Roster, and Schedule appear as options. Select Roster to see your players. Select each player, click on Number and input their Jersey # for the season, select Save and continue for each player. This ensures that all of your games will populate with the correct player jersey numbers. IF you don't input these in this section at the beginning of the season, you will have to manually input jersey numbers before each game = painful. IF you affiliate players during the season, you will have to do this step before each game that they play for you – these one offs can be done on the game roster.
    - This is also where you can accept the rosters before each game. Select Schedule, find your game, click the double heads icon on the right. Select All or the individual players for that game [only] plus the bench staff for that game and sign it or have the head coach sign it. It is very important that only the players/coaches who are going to be on the bench for that one game are selected – do not select players who are absent for example. If you don't remember to accept the rosters before the game, the electronic scorekeeping cannot be done.

- **Scorekeeper** – this area is for keeping score for all games and must be input electronically. Train your parents at the beginning of the season for how to do this so everyone can help. TIP: have a system for communicating what the Game # is for whoever will be keeping score in a given game
  - Input Game # - this is found on page.spordle.com or east.kootenay.hisports.site and looks something like this many digits: EKV11CL-34
  - Input the Home Team ID (same as Team HCR #) – this is found in the play.spordle.com<Member/Admin section. Note that most of the time it is your team’s HCR # that you’re inputting BUT not always. For example, if you are playing 2 games (home/away) against the same team in your arena, then you will need the Team ID/HCR # of the other team when it’s technically your Away game. Find that in the Member/Admin section. This will also be the case during your home tournament when there are many teams playing – it is always whoever is listed as the Home team, their HCR# that is needed to start keeping score
  - As the manager, you will get an electronic copy fyi of the game sheet afterward showing all the players, goals, assists, and penalties (so will the head coach). If you are keeping team stats, then you can use this information to input those in TeamSnap.
- **Eastkootenay.hisports.site** – this is where you can view the general schedule for your league play for the season and any sanctioned tournaments. You can also send links to your parents to be able to follow league standings if they are interested and during your home tournament to the team managers for checking standings within the tournament.
  - Select Division, Gender ID, and Schedule for what you seek. Depending on which schedule you input, then you’ll be able to see the overall standings including GP, W, L, T PTS, etc.. You can also further select each team to see their record for the selected schedule (league, tiering, tournament) to see how they have done in each game/overall and what they have coming up

### **Scheduling league games – all at once**

We belong to the East Kootenay Minor Hockey Association (EKMHA) League and they hold what is called a scheduling meeting the last weekend in October (one afternoon, not the whole weekend) at the Cranbrook College of the Rockies campus in the cafeteria to schedule the entire season’s league games. Our U11 teams and older play in this league so if you are a manager of a u11 or older team, then you will need to plan to attend this meeting. The exact date/time get emailed to our WVMHA president who then shares with you and the Ice Coordinator.

The Ice Coordinator will put together a list of dates and ice times available for your individual team (and yes, if there is an A and a B team at any level, there are separate dates/times given) and send to you via email. You will want to print/have these on hand for the scheduling meeting.

At the meeting, you will receive a paper sheet for your team that you are responsible for filling out your **away** games [only] and submitting BUT you will want to have your own paper with you to write down ALL of your home/away games. They will tell you before or at the meeting who is in your conference (if there are a lot of teams) and how many home/away games total that you need to schedule in total per

team. Before you leave your age group's meeting, you are supposed to hand in your completed away games sheet to the EKMHA representative on hand (TIP: take a picture before you hand it in). EKMHA then inputs all league games for all age levels into Spordle with official game numbers – it is these game numbers (and your team HCR number) that are needed to accept rosters prior to each league game to have them 'count' toward league standings. *You will want to double-check Spordle in the days following the meeting to confirm that all the dates/times entered are correct.* You will be able to see all home and away games in there.

The meeting itself seems to be a free-for-all – think stock market 'scrum' where you introduce yourself to other team managers and barter for dates/times that work for you both, which gets harder to do as the meeting goes on. If you plan to attend any tournaments of teams in the league, you can schedule some of those tournament games to count as league games, but only IF both teams agree to it at this meeting. NOTE: there is hope in future seasons that we can take a jamboree-type approach to scheduling league games so we play multiple teams and league games over the course of a weekend or two instead of being on the road for one game so many weeks throughout the season saving both money and time for parents and thus allowing additional sports/family time. This will depend on ice availability and the willingness of other associations to do as well.

## **Rest of Season –**

### **League Play – EKMHA Games**

U11 and above

- After your scheduling meeting, you need to let the Ice Coordinator know which ice times are being used and which teams you are playing when as well as any unused dates/times so they can go back 'into the pot' for other teams' use. The Ice Coordinator 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](http://EastKootenayMinorHockeyAssociation.com)
- 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, the EKMHA Secretary. If we play a player because we didn't hear from Leann, the coach can be suspended.
- No cancelling games (because not enough players, etc.) or we get fined \$1000 unless roads are closed or the other team agrees to reschedule.
- For each home/away game, there has to be a parent volunteer to run the clock, someone to keep score, and someone for the penalty box. At a home game, we typically do each of these volunteer roles except for the visiting team's penalty box, they are responsible for providing someone for their own box. And then when we go for an away game, we have to make sure we have someone for our penalty box [only]. At some of the older levels, sometimes they want to split roles further and have the home team do the score and one penalty box and the away team to do the clock and one penalty box but there is nothing official (that we know of) that mandates it. Some teams will also elect to have someone designated to do music and/or film the games for those who can't be present; however,

these are voluntary and should check on parental preferences at start of season before asking for 5 volunteers at each game. *Tip: schedule clock and scorekeeping training for your parents during practice times before games start so that everyone can comfortably volunteer during games.*

- Score must be kept on electronic game sheets which are accessed via Spordle (see above section for detailed Spordle info) – this is what the majority of your iPad gets used for fyi. The association typically bookmarks the Spordle page in the web browser for the start of the season but you can also add in. The Home team is responsible for scorekeeping, so that's when you need to make sure either you or other parent volunteers are present/trained on doing this. TIP: show parents at the beginning of the season how to keep score.
- To “start” each game, login in to Spordle using your team's HCR number and the game number (which is found on the EK site – see reference info in other section). Both your Home team and the team you are playing against will have rosters already input and it is your or the coaches job to select each player from the team that is present [only] and then accept the roster and sign electronically. Note: only manager or coaches can sign the roster – you will see the official names already input to select, same as the player roster. You also need to double-check that the Away team has signed their roster and if they have NOT, you have to go to their changeroom, find the coach or manager, and get them to sign off on the roster. This can be a bit time consuming especially at the beginning of the season because managers/coaches if they are new may not know about all of these extra steps to take. Once the rosters are signed, you or a parent volunteer will need to enter the names (and get electronic signatures) for each of the score keeper, clock person, and the refs when they come out. Only after all of these items are completed, can you get access to start keeping score.
- A note on players and non-rostered players: There may be times during the season (see the website and speak to any coaches/member of the board) when your team needs another player for a league game. As long as we meet the parameters (again see website policy), then you need to request/notify the association president and registrar. There is a form to fill out, the president signs, and then it gets officially approved (or not) by the league, at which point the additional player can get added to the roster for your team for that game [only]. This means that when the coach approves the roster, this additional player will appear for them to select as being dressed to play that game. If the approval process hasn't been gone through, the player's name won't appear in Spordle and they *cannot play under any circumstances – this is very important*. TIP: check Spordle well in advance of your game to ensure the non-rostered player is appearing for that game and get ahold of our registrar if/as needed who can apply pressure to the EKMHA to get done. ADDITIONAL NOTE: If you have a non-rostered player playing for a whole tournament, you must request they be added for each game. If you don't do this, they will appear for the first game [only] = super stressful.
- The score keeping itself is fairly straightforward. When someone scores or gets a penalty and the clock stops, you record the period, time, and player(s) involved. The ref always skates over to tell you the player numbers and whether it's a score/assist or penalty and what the call is. TIP: For parents new[er] to this, it can be very helpful/take the stress out

of the experience to also have a paper gamesheet onhand. It records the same information but many parents find it helpful to write it on paper first when the ref comes over and then once play resumes to input it electronically. It's not required to do both but as mentioned, gives extra comfort level.

- Make sure the refs sign off on the electronic game sheet at the end of each game or they may not get paid and the game may not get closed off and completed.
- NOTE: For league games played at a home tournament – the EKMHA will assign 2 game numbers in these situations, 1 for the tournament game in sequence with the other tournament games and 1 for the league game in sequence with your other league games. During the actual game, the score should be kept on the league game scoresheet and completed. After the game, if you redo all the information onto the tournament game number, then your standings will appear correctly for the tournament. If you don't do this extra step, the electronic standings won't update fully.

## Exhibition Play

- 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 WVMHA 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](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 own team tournaments. If left too late, the tournaments may be full. Payment for tournaments is usually required at the time of registration, but wait until the host team responds that you are "in" before sending money as sometimes you get denied or waitlisted for tournaments.
- 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.



- U11 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. Having said that, it's still a best practice for our home tournament to request official rosters from every team attending and include those for Leann with the tournament game schedule.
  - 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 HiSport OR you can also update the 'TBD' names for semifinals and finals by logging in from an actual computer (the functionality does not exist on the app fyi = super annoying but good to know)
- 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 as it's lots of driving, etc. for parents. 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.

## **Tiering tournament**

In U11 teams and older, there is a typically what is called a tiering tournament that happens somewhere in our region where all teams in the age group play one another to determine the level of hockey where everyone will be successful. That means, there may be levels A, B, C, and D teams at the end depending on how many teams there are at the age group. Some years and age groups, there is just level A and B and sometimes, there aren't enough teams or a big enough skill split to level teams at a certain age group and in these situations, your team may not have to play a tiering tournament. The WVMHA president should let you know if you will be playing a tiering tournament or not.

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. The hosting team will let you know that cost and you e-transfer that amount from the team bank account to the host team's email. There should be enough monies already collected from parents for tournament fees to cover this i.e. you don't have to ask for more money.

If we are hosting the tiering tournament, please note that it is considered a 'no frills' tournament and is no 50/50 sales or fundraising allowed at tiering (this is also the case for any banner tournaments). Also, if we are hosting, confirm with the Ice Coordinator that you've got ice that weekend and what times are available from on Friday and until when on each of Saturday/Sunday. You will need to know how many teams are participating, do up a schedule, send it to our Ice Coordinator (so they can book refs/arena staff), and send the schedule to Leann at EKMHA so it can be input to Spordle, and communicate with the all teams coming what the costs are for the ice/refs so they can e-transfer the

funds. Double-check with the main WVMHA treasurer whether the funds should go in your team account or the main association account.

## Rockies Apparel

Rockies branded apparel is available to purchase from Peacock Embroidery. It is not mandatory for families to purchase; however, many families order jackets, hats, pants, socks and more – especially in time for the holidays. Items can also be personalized with player names, last names, and/or numbers which the kids really enjoy having. Generally, the association receives updated forms (for current year pricing) and in turn, the Manager Mentor will share those with you (or on the put on the website) in September each year for the whole association to order through.

## Fundraisers

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.

The other fundraising that comes through is from each team's home tournament proceeds after all costs are subtracted.

## Team Photos

The association contracts a photographer to come and take both team and individual photos every season. It typically happens some time in October to ensure photos arrive before Christmas. On your team's day, you will need to ensure players are wearing their game jersey and depending on the year, you may have to get the kids lined up by name or number. Parents can order directly from the photographer's website and photos get shipped directly to each family's mailbox. The Manager Mentor will send you all the information once dates are confirmed with the photographer.

## Home Tournament

- The association should tell you when your home tournaments dates are but if you haven't heard, just ask. The association sets the dates and the fees that other teams are supposed to pay for them. These dates/fees should be on the website once known. All monies made at Home tournaments go back to the association to keep our yearly costs per player down.
- Once you know the dates, you need to apply for a sanction number with BC Hockey (U11 teams and older): <https://www.bchockey.net/applications/tournament-jamboree-host-application>.
- You need sanction numbers for both your home tournament and to include on your travel request forms to EKMHA for any away tournaments. All sanction numbers are listed on that 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.

- Update Tournament Forms if/as needed – currently on the WVMHA website – and ensure your team’s tournament information is showing and correct on our website so that other teams can find and register!
- Get back to interested teams and make decisions on who will attend. Inform successful teams that they are ‘approved’ to attend and it will be confirmed once payment is received. You will also want to send a copy of the tournament rules with these confirmations. The WVMHA is working on an association-wide/standard set of tournament rules depending on age group, so if this is ready, use that and otherwise touch base with previous managers or the manager mentor to get a copy of theirs and ensure that your coaches have seen/verified as well.
- Once all teams have accepted and paid, fill out the EKMHA Home Tournament form with your tournament sanction number and include all rosters along with the schedule to the EKMHA Secretary – see next bullet
- The tournament schedule – use existing Excel templates from previous managers if you can for 4, 6, and 8 team schedules including both cross-ice and full-ice versions. The hope was to include in an appendix for you but we don’t yet have them ready. After you’ve spoken to coaches about tentative schedules, be sure to verify with the Ice Scheduler that all your game times work in conjunction with other user groups. For example, if you want Friday night games, it may or may not be possible depending on other team practices and/or whether the Rockies have games.
- The dressing room assignments – this is done in conjunction with the tournament schedule and the ice scheduler will need this information as well to share with the arena staff for getting info. on the arena TVs. It is best/easiest if you can have teams be able to leave their gear in the dressing rooms but depending on how many teams, etc. it may not be possible. Note that you can assign Room 6 on the other side of the ice for changing of our Rockies teams. Generally, use rooms 1-4 for whole teams and keep room #5 as the alternate changeroom for whomever may need or request it.
- Major Volunteer Roles needed – ask your parent group for help to look after
  - Raffle baskets – need one person to be in charge but many others to get/put together baskets. In addition, need to decide what you put everything in/how it gets presented on tables in the lobby, whether to get them wrapped or not. Think also about boxes with slits for putting tickets in (minor hockey room-check before making), ticket stock for raffles (check minor hockey room first before buying)
  - Silent Auction – if decide to do one, need someone to be in charging of getting/receiving those, doing bid sheets up, etc.
  - Money – need someone to be point person to pick up Square for card payments (managed by association treasurer), use our tablet to record transactions, and train/show volunteers what to do. Also need a cash float picked up from Kootenay Savings. Need an actual cash box to put float/cash into (check minor hockey room first).
  - 50/50 – we do electronic 50/50 draws. It is managed at the board level, but we need a point person to receive the info/posters for printing, templates, share information, etc.
  - Medals – sourcing, ordering and getting ready

- Signage – sourcing, ordering, and getting ready – if you decide to have a big scoreboard showing teams, standings, etc. you'll want a point person to do this. You may also want signs for dressing room doors, etc.
- Swag Bags – sourcing, ordering and getting ready – are there things we can get donated vs purchasing; remember that you need actual bags or something to put the items in
- A note on getting items for raffle baskets, silent auction, and swag bags: We don't officially solicit in town for tournament donation requests so that businesses aren't inundated every month with donation requests. You may do this with the parents/their contacts on your team only. Do not save signage from Tournaments as they are not reusable.
- Food – ask the association if the concession is supposed to be open. If it is not, then decide whether to offer coffee, treats, etc. yourselves including whether it will be included (free) within tournament costs or charging as part of fundraising. You'll want a point person for this if you are doing coffee, etc. to arrange but volunteers may be needed for this as well if charging
- Volunteer Schedule – point person to create, share, and follow-up to ensure all volunteer roles are filled over the tournament. You can ultimately do your volunteer schedule however you like; however, we recommend using an electronic option, like Sign-Up Genuis to make it easy to see everything in one spot. For u7-u9, you'll want people in shifts to look after the raffle tables, 50/50, and keep time (music opt'l) and bumpers if you are half ice. For u11 and older, you also need people for clock, scorekeeping, music, and penalty box. As part of your sign up, include a brief description of what is expected of volunteers when they sign up for that shift-type, ask them to arrive 5-10 minutes before shift start so there can be a handover. Generally, at the start of each tournament day, you'll need volunteers to arrive 45-60 minutes ahead to help set up tables, get baskets organized and on tables, etc. It takes a little less time at the end of the days but you still want people to help so it's not just a couple of you having to do it all.
- Within a couple of weeks from your tournament start date, double-check Spordle to ensure all the tournament games are correct and email the EKMHA Secretary to have fixed if it's not.
- For U11 and older: Do up a list of all team's HCR numbers and game numbers for the whole tournament and have it printed out in the score box as well as send it to all the managers of all attending teams. This is because whomever is listed as the 'home' team is what Spordle needs, along with the game number, in order to access the each gamesheet. It's not an issue when our team is playing but there are games where our Rockies aren't playing and scorekeepers won't have any idea what the other team's HCR numbers are.
- A note on scorekeeping for U11 and older home tournaments: the EKMHA will load all initial games/teams into Spordle, but the final playoff games will show as 'TBD' for team names. So on Saturday night, or whenever you know the playoff game schedule, you can access the Hisport.app on a computer and change the 'TBD' to the team names that should be playing. Note that the functionality to do this doesn't seem to be available on the phone app, so do it

from an actual computer. IF you don't do this step, even though the standings will show who should play when, the team names won't update automatically and EKMHA doesn't do it either and you will end up with team managers emailing late at night wondering when they play and then on Sunday no one can keep score because no teams have been assigned = not fun.

## **Away Tournaments**

Tournaments book up fast! After the parent meeting, request player confirmation on each tournament and book them ASAP in conversation with your coaches. Contact hotels to block off rooms as these book up fast too! For each tournament that you plan to attend, you need to fill out the Exhibition Travel form from EKMHA and send first to our association president and then they or you forward to EKMHA for approval – do this well in advance of actually leaving esp. if out of province or country as it takes time to be processed.

## **Banner Tournaments**

U11 and up – at the end of every hockey season, our teams play for “the banner” – the kind that can be hung from the ceiling of the arena for their age group. Every team participates in banner, not just the top league teams. In some cases, where there is a quite a split of skill-level, as shown during league play, the EKMHA may have B and/or C banner division tournaments as well. Placement at the respective tournament is determined though by overall standings in league play. We can apply to host banner tournaments, but usually it ends up being another away tournament. In the event we are hosting, it runs like a tiering tournament (no frills tournament) but the generic game schedule and rules are pre-determined by EKMHA and available from their website in a bunch of different formats depending on whether it's a 4-team – 9-team banner. This generic schedule and rules are always available, but the actual input of team names cannot happen until after all league games have been played following the Family Day Long Weekend each year. You should receive communication from EKMHA via our association President along the way.

## **End of Season – Wrap-up**

In most seasons, teams decide to do a general wrap-up for their season. There is nothing mandated that has to be done and you will want to talk with your coaches, etc. to determine what, if anything, you want to do. Some teams do a final dinner at one of their last tournaments, others do a dinner at a last practice, sometimes it's just a quick meet-up to say thank you to everyone for a great season with some treats for everyone – it is team-dependent. Often at the u7-u11 levels, coaches put together special/funny award certificates for each player but again is not required. Managers, or another parent volunteer will also typically get a gift to thank coaches for volunteering their time for the season and present these at the wrap-up. Sometimes there are monies still to cover this and sometimes a separate collection of \$10-20 per player is collected to fund these gifts. If you have further questions on this, ask the manager mentor

## **Association Awards**

Our association has an annual awards presentation that happens after the season ends. The timing is not set as a particular time each year, it can vary – so in mid-January, if you haven't heard anything, reach out to the manager mentor and/or the association president to understand the dates and which

Board members and/or teams are helping to organize for the current year. This section still needs to be added to but at a minimum, make sure to ask for:

- dates
- who does what
- how far in advance the planning needs to happen
- who to contact to book space, order awards, etc.
- what the awards are,
- how the voting process works,
- who votes for which awards

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