



# **NWMHA**

**New Westminster Minor Hockey Association**

**P.O. Box 456**

**New Westminster, B.C.**

**V3L 4Y8**

## **New Westminster Minor Hockey Association (NWMHA)**

### **Managers Manual**

**[www.nwmha.ca](http://www.nwmha.ca)**

**This manual is to assist**

**Team Managers**

**With the day to day functions of their hockey team.**

# NWMHA Manager's Manual

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## **Role of Team Manager**

The team manager plays an integral part in organizing the team and helping to ensure that the players have an enjoyable season. This manual is meant to help you to organize your season and to make your time volunteering as informed as possible. Your roll is best summarized as “the team communicator and team organizer”.

You will have a Managers' Meeting at the start of the season with NWMHA, as well as another one with Pacific Coast Amateur Hockey Association (PCAHA). Many of your questions will be answered at these meetings; therefore, *it is important that you attend both meetings*. You will also have a Division Manager to answer your questions and to support you during the season. Providing up-to-date and accurate information to your team's parents and players is essential in this role. You are also the point of contact for the opposing teams. Please be both professional and respectful.

There are free tools to help you communicate game schedules with your team parents. There are on line sites such as Team Pages (free to use) as well as Team Snap (nominal cost). Any reasonable costs incurred while managing the team should be charged to the team.

The below duties are not an exhaustive list of your responsibilities – and many can be delegated to other team parents – but the team manager is responsible for coordinating the duties and overseeing that they are completed. Parents can co-manage, but only one parent can be the point of contact for PCAHA.

Organize a team meeting at the start of the season to ask for help with duties and to go over the expectations for the parents and the players for the season. Team purchases (such as clothing) and larger decisions (ie. number of tournaments the team will enter or whether the team will fundraise) will need to be agreed upon with the parents. The North Lobby at QPA is available free of charge for minor hockey purposes. Please contact the QPA office at (604) 777-5111 to book.

### **List of duties in no particular order:**

- |  |  |
|--|--|
| <input type="checkbox"/> Hand out jerseys and collect jersey deposit     | <input type="checkbox"/> Communicate schedule with parents     |
| <input type="checkbox"/> Establish team budget with team leaders         | <input type="checkbox"/> Assist the Coach as needed            |
| <input type="checkbox"/> Manage and track paperwork                      | <input type="checkbox"/> Manage team funds                     |
| <input type="checkbox"/> Arrange exhibition games                        | <input type="checkbox"/> Help organize fundraising (if needed) |
| <input type="checkbox"/> Ensure game schedule/Reschedule games as needed | <input type="checkbox"/> Organize wrap up party                |
| <input type="checkbox"/> Coordinate volunteers for game duties           | <input type="checkbox"/> Submit team budget at end of season   |
| <input type="checkbox"/> Complete game sheets and mail to PCAHA          | <input type="checkbox"/> Request and payment of referees       |
| <input type="checkbox"/> Organize entry into tournaments                 | <input type="checkbox"/> Enter games on Teamlink               |

### **Don't forget to delegate: *See if parents are willing to assistant you. Ask for help!***

If you cannot make it to a game you have to delegate to someone who knows what to do.

Delegate the below duties if possible:

- Someone to check on referees before the game and pay them
- Someone to lock and unlock the dressing room before and after games
- Fundraising
- Team Treasurer
- End of the year wrap up
- Tournament (booking hotels)
- 50 / 50 (young children should not be doing this)

## **Sample Binder**

Keep a binder with you for all games.

Sample  
Contents  
for your  
Manager's  
Manual

- Team's contact information
- NWMHA executive contact info
- Code of Conduct -parents, players and coaches
- Medical Information forms
- Injury Report form
  - All forms can be found under the coach/managers tab
- Rule book for the current season - for coach & manager (equipment manager or [www.pcaha.bc.ca](http://www.pcaha.bc.ca))
- Schedule of your league and exhibition games along with game numbers
- Extra score sheets - you will receive enough for home games at the beginning of the season from equipment manager
- Copy of this NWMHA managers manual
- Copy of Call Up policy, from NWMHA website and refer to rule book
- You will need to buy stamps & envelopes for mailing in your game reports. (Home games, exhibition games outside of PCAHA. Your league manager will clarify)

## **PCAHA - Coach and Manager Mandatory Meeting** all divisions

A representative from your team (Coach / Manager or both) **MUST** attend the Coaches / Managers meeting for PCAHA. At this meeting you will receive your team's schedule for the first part of the season. Your NWMHA Division Manager should let you know when the meeting will take place.

You will need to take a copy of your Team Roster to this meeting and give the roster to your League Manager in order to receive your schedule. You usually will not receive your schedule if you do not have your team roster. Depending on the league manager, they may ask for a team list or for an official Hockey Canada Roster (HCR).

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## **Team Player / Team Official List**

When your team is finalized make a list of all jersey numbers, player's names, parents name(s) address, phone number(s), and email address. Include your Team Coaches/Safety Person contact information plus home game and practice game day and time.

- This list should be sent to your Division Manager and the NWMHA registrar. Your team division and tier should be on this list, e.g.: New Westminster Pee Wee - C3 2014 -2015.
- Your League Manager will let you know what type of roster they require at the start of the season. It is either an Excel spreadsheet or they will ask for a HCR roster.
- The HCR roster is obtained from the NWMHA Registrar. To ensure that your team information is correct, please coordinate this request with your Division Manager. Your Division Manager will request the "official" HCR from the registrar. This HCR roster is often required for tournaments.

***NWMHA registrar will need to be advised ASAP of any changes, additions or deletions of players or team officials.*** Please communicate these changes with your Division Manager. S/He will contact the Registrar.

Your team contact list should be sent to all members of your team. Keep a team contact list in the first aid bag.

## **Carding of REP Teams**

ALL players MUST be carded by a certain date (see PCAHA rule book for date) – contact your Division Manager.

- Atom A1 team must sign physical cards. Contact NWMHA Registrar to arrange.
- Peewees to Juvenile – players are carded when they are added to the official roster. This is done by advising the Registrar.

## **TEAMLINK**

This is for H2 to Juvenile divisions.

- You must go to PCAHA "TeamLink" and register yourself as the "Team Official". Go to the Login Tab. It takes about 24 hours for Teamlink to be activated at the beginning of the season. [www.teamlink.ca](http://www.teamlink.ca)
- The "Team Official" is responsible for entering (HOME) game sheets after every game as well as mailing the game sheets to their League Manager, usually within 24 hours. If you do not enter your game or mail your game sheet you may not be awarded your point(s).
- In addition, the League Manager may want the game sheet emailed or faxed. They will let you know.
- This also applies to tournament games and all exhibition games played outside of our President's League and for Rep teams playing teams from another flight. Ask your League Manager if unsure.
- Not entering your game in TeamLink or not sending on your game sheets in a timely manner may result in your team not being granted a tournament permission number.

***It only takes about 10 minutes after your home game to enter the information.***

## **League Schedule**

For H2 to H4, you receive one league schedule for the season. All other divisions will receive at least three schedules during the season – one at the start of the season and one after each tiering break. Send your schedule, as soon as possible, to the Ice Allocator and send the home game schedule to the Referee Allocator.

When you receive your game schedule, carefully check it over. If it looks like you are not going to use your practice due to a late game the night before or a game the night of your practice, contact the Ice Allocator

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immediately. Unused ice times are monitored closely by the city and we risk losing ice if we do not manage this appropriately.

## Ice Allocation

### **If not using your ice for game / practice or if you have a conflict game:**

Notify the Ice Allocator at once at [iceallocator@nwmha.ca](mailto:iceallocator@nwmha.ca), and phone s/he if it is late notice. Late notice is anything close to 48 hours. (See executive list on web site). ***Do not assume you can have your game ice for a practice if your game is cancelled. You MUST check with the ice allocator.***

## Exhibition Games

If you are planning exhibition games you will need to contact your League Manager to get an exhibition number before the game can be played. Your League Manager will review this at the Coaches/Managers Meeting.

- The League Manager requires team names, date, time and place where the game is to be played. Include the other team on this email thread.
- This game number **MUST** be on the score sheet and the home team must enter the game into TeamLink.
- *If you are playing a team from outside our league (eg: Coquitlam), both teams need an exhibition game number and BOTH game #'s MUST be on the game sheet. Both teams must enter the game into TeamLink. If unsure, ask your League Manager.*

Referees must be assigned for any of these home games. Contact the Ref allocator for officials for your game. If an exhibition game is cancelled, please contact the League Manager, Ice Allocator and Referee Allocator.

## Exhibition Game Checklist



# Exhibition Game Checklist

- Ensure ice is available with ice allocator
- Make arrangements with other team
- Contact League Manager and obtain an game number
- If you are playing a team from outside our league, then both teams need a game number and both game numbers must be on the game sheet. Both teams enter game in TeamLink
- Contact Ref Allocator and book officials for your game
- Let the Ice Allocator know you have booked an exhibition game
- Communicate new schedule with parents
- If the game is cancelled, contact the league manager, ice allocator and referee allocator.

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## **Cancelling a game (Minimum 48 hours is needed)**

- Notify ice allocator: iceallocator@nwmha.ca
- Notify ref allocator that referee / linesmen are not needed: refereeallocator@nwmha.ca

**You need to give the ref allocator at least 48 hours' notice by email and a phone call.** If you do not notify the ref allocator with enough time to cancel the officials your team will be responsible for paying the officials out of team funds not money from NWMHA.

- Notify opposing team
- Notify League Manager

## **Confirming your Home or Away game**

- Notify the opposing team that you are confirming your scheduled game (at least 3 days before the game) e.g.: game # PW 2315 Saturday Nov 2, 3:00 pm at Queens Park Arena (QPA)
- Let them know your jersey colour.
- Ask that the coach / manager email you back to confirm the game.
- If you are the away team and you have not heard from the opposing team, email and confirm that the game is on and ask the same questions as above.
- You will be given contact information from the League Manager for all teams you are scheduled to play at the Coaches / Manager meeting. Often this is posted on TeamLink as well.

## **Rescheduling a Home game**

- Notify the opposing team if there is a conflict on the league schedule (eg: tournament or lost ice time).
- Check with the opposing team. If there are more than 3 hours between games you can usually play 2 games on the same day. (Just like in a tournament)
- Ask ice allocator for a new time for the conflict game.
- Check with opposing team when you have a date and time. You may have to ask for several dates as the opposing team may have conflicts to reschedule as well.
- Make sure both teams agree on the date and time.
- Check with your league manager for approval.
- If issues arise such as the other team will not agree to your proposed time, look to your league manager to help mediate. If after 2 ice times are offered that do not conflict with league games, please contact your league manager via email and cc the NWMHA ice allocator.

## **Once you have agreed upon a date and time for your conflict game**

- Let ice allocator know both teams have agreed on the date & time given
- Send a rescheduled game form to league manager and opposing team.  
(see PCAHA web site) This is to be done by the team with the conflict.
- Request refs for your game from the ref allocator. At least 48 hours is needed to schedule referees.

## **Call-Ups**

Please follow the guidelines set out at the league managers meeting and outlined in the PCAHA rule book.

More information on NWMHA call up policy can be viewed at [www.nwmha.ca/pdfs/policies.pdf](http://www.nwmha.ca/pdfs/policies.pdf).

It is the responsibility of the Head Coach to ensure they follow the policy, but you can be there to help guide the process. Coaches have been suspended for not following the process.

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## **JERSEYS**

Team jerseys are provided by NWMHA.

- The team manager or a designated parent is to collect a \$75 postdated cheque (April 30 of next year) for each jersey assigned to players on your team. Please use jersey tracking form from this manual pg 19.
- This cheque should be returned to the player/parent when the jersey is returned in good condition at the end of the season.
- The team manager or designated parent will hold on to these cheques until the end of the season.
- The team manager or coach is responsible for collecting jerseys, making sure they have been washed and returned on the hangers provided. ***Do not give out the hangers as most times they are not returned.***

## **White Jerseys / Conflict colour**

- There is a list of jersey colours on the PCAHA web site and in the Rules & Regulations Book.
- PCAH- approved colour for New West jerseys are RED /black /white. You must have the PCAHA Managing Directors League approval if you use any other colour combination.
- Home team should change jersey colour to WHITE if there is a conflict in colour.
- If your team needs white jerseys contact the Equipment Manager at least **48 hours** before your game or when you know you will need white jerseys.
- Check with the other team managers in your division to see if they have a white set of jerseys if you cannot contact the Equipment Manager.
- Conflict jerseys are to be washed and returned to the Equipment Manager ASAP for the next team's use.

## **Care of Jerseys**

- Please ask parents/players to wash jerseys periodically throughout the season. Jerseys should be washed in cold water and hung to dry.
- Team jerseys are to be worn only during scheduled league games or exhibition games and NOT during practices; the exception being H1 who may wear their jerseys at every ice time.

**All jerseys MUST have a STOP sign on the top back of the jersey for any game(s) played.**

Name bars and "C" & "A's"- should be "hand sewn only" on jerseys. **DO NOT** glue, staple or machine sew anything to the jerseys.

**DO NOT use hockey tape for the C & A's. The tape will permanently stain the jersey.**

You can purchase the "C" & "A's" from the Hockey Shop for about \$3-\$4 ea. The Equipment Manager may have these available for you to use. Ask for C & A's when picking up jerseys.

- ***Please advise all team members of all the above regarding the jerseys.***

**After your last game of the season**, it is a good idea to collect all jerseys after the last game. All NWMHA equipment- this includes all goalie equipment, jerseys and first aid kit must be returned to the Equipment Manager at the end of the season.

**equipmentmanager@nwmha.ca**



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## **Name bars**

Name bars are optional. The name bar should match the jersey. These can be ordered from any vendor. This list is not an exclusive list:

**Sage Wear (preferred clothing vendor)** – Bud Sage [bud@sagewear.com](mailto:bud@sagewear.com) (604) 522 6048

**The Hockey Shop (preferred equipment vendor)** – 604 589 8299 135<sup>th</sup> St. Surrey

**MVP Athletics**- 604 525 8833 Trapp Ave Burnaby

**Rocket Rods Hockey**- 604 930 1747 Great Pacific Forum (under Alex Fraser Bridge)

The price is around \$8.00 each+ tax. Have a parent look after collecting names, money and ordering of the name bars. Don't forget to add this to your expense report.

- The name bar should be hand sewn only on the back of the hockey jersey.
- **DO NOT** glue or machine sew the name bar to the jersey.
- **DO NOT** cover the STOP sign.

## **Hockey Socks**

You will be advised if you are to be receiving hockey socks from NWMHA for all players on the team. The Equipment Manager will have these for distribution.

## **FIRST AID KIT**

- Team Manager or Coach must pay a deposit of \$40 postdated cheque (April 30 next year) before you receive your first aid kit.
- A first aid kit must be on the bench for games & practices.
- Please keep the ice packs in the zip lock bag provided in the first aid kit. If an ice pack breaks and leaks in the bag, all contents have been compromised by the chemicals and the bag is no longer usable. Keep ice packs separate from the first aid kit if needed.
- You have been provided with some zip lock bags in the event you run out of ice packs. Fill the zip lock with ice from the ice playing surface for an instant ice pack. You can add more zip lock bags if you use them up.
- This duty is also the responsibility of the Safety Person.
- Contact the equipment manager to replenish supplies during the season.

## **Goalie Gear**

For H1 to H4, gear is provided by the association and is available from the Equipment Manager.

Ask your goalies' parents to phone / email the Equipment Manager if they want to use equipment for Spring Hockey. They must return the equipment to the NWMHA Equipment Manager and have it signed out again. The Equipment Manager needs to make sure the goalie equipment is still in good condition.

## **Team & Individual Pictures**

Team and individual pictures (free of charge) are usually scheduled for November.

Please have your team fully dressed (without helmet) for picture day about 15 minutes prior to your scheduled picture time with the completed order form (to be handed out at a later date).

Additional photos may be purchased. Division manager will contact you as to your team's picture time.

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## **Team Personnel - Coaches, Team Manager & Safety Person**

All Team Personnel must be properly certified for the current season. All coaches and manager(s) must have "Respect in Sport" (on-line module) and all teams must have at least 1 HCSP safety person (on-line module). Both of the on-line modules can be found on the PCAHA site under clinics.

Usually coaches MUST have completed their specific course by the beginning of December (current season) or they will be suspended from coaching for the remainder of the current season.

[www.pcaha.bc.ca/clinics](http://www.pcaha.bc.ca/clinics) - dates & locations of clinic.

Costs for the coach clinics and on-line modules will be reimbursed by NWMHA once the course has been completed and passed. Receipts need to be forwarded to your Division Manager or the NWMHA Treasurer for reimbursement.

## **Forms**

### **Code of Conduct Forms**

- Print off copies of - Coach, Player & Parents Code of Conduct forms. Everyone on your team should sign and date these. You should keep the copies with you at all games.

### **Player Medical Information Form**

- Print off copies and have every player on your team fill in. These should be kept with the Safety Person and be available at all games and practices.

### **Injury Report Form**

- Print off a few copies and have these available to any parent who takes a child to the Emergency Room or Physician for treatment related to an injury received during a game.

*These forms are found on the NWHMA website under Coaches / Managers and at the end of this manual.*

## **Dressing Room Conduct**

- Absolutely NO cell phone, cameras, or video recording devices are allowed in any dressing room.
- A player / child should NEVER be left alone with an adult in a dressing room even if it is their own child. Ask a parent to stand at the door if needed.
- The Manager or Coach should be the last to check on the dressing room after a game / practice to make sure it is left tidy and no equipment has been left behind.
- Before locking the dressing room for a game, make sure everyone is out of the dressing room – don't forget to check the washroom.

Generally coaches prefer that players should be at the arena at least 30 minutes before a game / practice. Your coach will let your team know. Please use dressing rooms to change. Do not use the lobby of arena to change.

## **Practices & Game player safety**

Due to safety issues, no registered NWMHA player should be dropped at the arena and left without an adult designated to watch over them. (Hockey 1- Pee Wee). Accidents happen and a parent must be at the arena to deal with any situation. If parents cannot stay at the arena, they must make sure that they let the coach/manager know they are leaving and which parent is responsible for their child.

The coach is responsible for all players' safety and should not leave the arena until s/he knows that all players have been picked up.

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Keep a team list in the first aid kit (with parent's phone numbers) in case there is an emergency and the team manager is not around.

## **Arena Maps**

Access the following site to find out where arenas are located: [www.arenamaps.com](http://www.arenamaps.com) or [www.pcaha.bc.ca/maps](http://www.pcaha.bc.ca/maps)

## **Home Games Referees**

Check the referee dressing room 20 minutes before your game's start time. If no refs are at the arena 10 - 15 minutes before the start of a game, contact the ref allocator by phone. The number is found on the NWMHA Contacts under executive [www.nwmha.ca/executive](http://www.nwmha.ca/executive) .

*Bantam A and above have a separate PCAHA assigner for referees. It is NOT the NWMHA Ref Allocator. Check the PCAHA website for your contact.*

## **Referee payment report**

Keep track of all payments made to referees. This can be done on a spread sheet. All money should be accounted for at the end of the year. Any refereeing money left over at the end of the season is to be returned to the NWMHA Treasurer.

## **Money for Referees**

Fees are documented in the PCAHA Rule Book – fees may change year to year.

Ask your Division Manager for a cheque for officials for your HOME exhibition / league / playoff games. This is often given at the NWMHA Team Manager Meeting at the start of the season. If you run out of referee funds, contact your Division Manager and ask for more money for officials. You are responsible for keeping track of these funds.

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

## **Payment of Referees**

Referees are to be paid in exact cash and the envelope is to be given at the end of the game while they are still on the ice. At the start of the game, place the envelope at the scorekeeper's booth.

## **Game sheets**

These will be given out by the Equipment Manager. You should have more than enough for all your HOME games. If you need more game sheets contact the equipment manager. Moody Park Arena (MPA) and Queens Park Arena (QPA) will have some score sheets as well. You may need to contact arena staff if the Concession is closed.

## **Before the game – Game Sheet/ Score Sheet**

- Game number must be on game sheet (top right corner) e.g.: PL 2345.
- Date, time of game, arena, level e.g.: Pee Wee C.
- Team **MUST** be listed as e.g.: Vancouver C-1 vs. New West C-3 etc.  
Not team name example Mustangs vs. Royals.

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- Make sure you have all players' numbers and names on game sheet. Cross off players that will not be playing. Most teams are using labels instead of writing out the names for every game. These can be purchased at Staples. Your League Manager will let you know how they want the roster to look on the game sheet.
- All qualified coaches, manager and safety person must be listed on the game sheet.
- Coaches and manager(s) MUST have "respect in sport" (formally "speak out").
- Make sure the referee / linesman sign score sheet.
- Scorekeeper and timekeeper must print names on score sheet.
- Make sure you have signed the score sheet to verify the roster.

***Start a duty rotation at the beginning of the season for scorekeeping and timekeeping. As a courtesy, any family who is a coach or manager should not be on the rotation list. They already do enough for the team.***

## **Player Suspensions**

Contact your League Manager if you think a player on your team may have been suspended. If you are unsure, sit the player until you hear from the League Manager.

- Suspended game (s) **MUST be noted on all game sheets.** 1of 2 games, 2of 2 games etc.
- The suspended player's name must be crossed off on the roster if pre- printed or write the roster in without their name.
- A suspended player **is not** allowed near or on the bench at any games until the suspension is finished.
- A suspended player **must not** be in the dressing room at all before and after a game(s).
- The suspended player **is** allowed to practice with the team.

## **Player Injuries**

- If an injured player is on the bench, they must have a helmet on at all times. If the player needs to take off their helmet they have to leave the bench.
- If an injured player is not playing in a game s/he can be on the bench but MUST have a helmet on at all times.
- If an injury occurs during a game, a "player / team injury log report" must be filled in (see PCAHA website [www.pcaha.bc.ca/forms/Team\\_Injury\\_Log.pdf](http://www.pcaha.bc.ca/forms/Team_Injury_Log.pdf)).
- If a player goes to the hospital or misses a game because of an injury on the ice s/he must have a doctor's note before returning to play (see PCAHA website [www.pcaha.bc.ca/forms/Hockey\\_Canada\\_Injury\\_Report-2010.pdf](http://www.pcaha.bc.ca/forms/Hockey_Canada_Injury_Report-2010.pdf))
- The injured player must have a "*Hockey Canada Return to Play*" form filled in before they are allowed to play again. [www.pcaha.bc.ca/forms/Return\\_to\\_Play\\_Letter.pdf](http://www.pcaha.bc.ca/forms/Return_to_Play_Letter.pdf)
- Your team safety person should look after the above documentation, but you should keep the copy with you at games. Keep a copy of the injury report in the team's first aid kit; this will insure a report is available if the team manager or safety person is absent.

*Ask your NWMHA division manager for direction.*

## **During the Game**

### **Penalties**

Per – Period which the penalty occurred

No. - Player jersey number

Serv – player number serving penalty

Offence – abbreviation what penalty was for e.g.: sl = slashing, hook = hooking etc.

Min – length of the penalty e.g.: 2 (this is the usual penalty length)

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Off – time the penalty occurred eg: 5:27

Start – time the penalty started e.g. 5:27

On - time to go back on the ice eg: off at 5:27 on at 3:27

## Scoring

Per – Period the goal was scored

Time - time the goal was scored

SC – player jersey number who scored

Asst – player jersey number(s) who assisted on the goal

## After the game - Game sheet / Score sheet

- Make sure everything is filled in properly on the score sheet before tearing it apart.
- Visiting team gets appropriate copy. (Marked on bottom right side of each sheet)
- Referee will take white copy if game report has to be filled in. Mail the white and yellow copy to your League Manager. (You will know who your league manager is when you get your schedule)
- It might be a good idea to keep an extra mailing envelope with a stamp and league managers address, you could give it to the ref if a game report has to be written up. Not all refs know who the league managers are.

## Tournament(s)

Check the PCAHA website for tournaments for your division. Register early as the spots fill up quickly.  
[www.bchockey.net/Tournaments](http://www.bchockey.net/Tournaments)

***You cannot play in a tournament without a permission number and this is obtained from your League Manager.*** This applies for playing a tournament in New Westminster as well. Usually the Tournament Coordinator will ask for the permission number with the team roster.

- Let the League Manager know the dates, arena, and who is hosting the tournament. Your League Manager will then provide you with a tournament permission number.
- C division (recreational) teams cannot play up in a tournament e.g. Tier 4. You must play within your division. Check to see if a tournament is body checking or body contact. (NWMHA is body checking only for rep teams Bantam and up). If you are unsure, ask the tournament organizer.
- Allow enough time (two weeks) to get your permission number before your tournament. You should receive the permission number by email a few days after you send the email.
- NWMHA usually gives each team a set amount of money to be used towards a tournament for the season (check with your division manager for the current season). This is only if NWMHA financial situation allows for this and is determined on a year to year basis.
- For payment, you can ask the treasurer to write a cheque for the tournament to which you have entered. It will be made out to the association who is hosting the tournament. Let your division manager know that you need a cheque for a tournament. If you are playing in the local tournament (which is mandatory for any team in that division) the treasurer can make the cheque out to our association.
- Another option, you can send a personal cheque to secure your spot and ask to be reimbursed by the treasurer. Booking an out of town tournament is a great way for a team to bond together, and for parents to get to know one another. **Remember you will have to reschedule any league game(s) if you have any scheduled games during a tournament.**

***As of 2014, more than one out of town tournament will have to have approval from the NWMHA Executive.***

# NWMHA Manager's Manual

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## **NWMHA Tournaments**

All parents on these division teams (below) are expected to participate with parental duties Raffle table, 50 /50, score keeping and time keeping. Let parents know of your tournament early in the season. There will be Tournament Committee Meetings once the season gets under way.

Contact the NWMHA Tournament coordinator or the NWHMA website for tournament dates.

Midget (Rep and C divisions) Herb House Tournament

Atom "C" Bobby Love Tournament

Pee Wee "C" Al Hughes Tournament

## **Out of Province / Country Tournaments**

If you are going out of province or country (USA) you will need a special permission number(s) from your League Manager, and possibly a letter from the NWMHA President. Check with the League Manager and the PCAHA website. [www.pcaha.bc.ca/forms/BCH\\_Interdistrict\\_&\\_USA.pdf](http://www.pcaha.bc.ca/forms/BCH_Interdistrict_&_USA.pdf)

Extra insurance would be a good idea, especially if traveling to the USA. Let the parents know they will have to provide travel insurance. Insurance can be purchased at BCAA.

## **Playoffs / Championship Day (Atom C to Midget C)**

At the end of your regular season (usually in January) the League Manager will divide teams into divisions for playoffs, usually Blue, Red Gold, etc. You will play home & home games against all of the teams in your division. The top two teams with the most points at the end of the playoff schedule will play on "Championship Day" for a banner. The date is usually late March. The winner of the game wins the blue banner and the runner up will win the white banner.

## **Hockey 1 Mandatory Jamboree**

On the same weekend as the "Championship Day" in late March, ALL H1 teams must participate in this **one game** mini jamboree. The participation is mandatory for all Hockey 1 teams in the PCAHA. Your team could be fined by the PCAHA if you do not show.

Usually any team involved on "Championship Day" will be asked to help with 50/50 or assist at the front table for a shift.

## **Special Event Form**

To be filled out for such events as mini-games played during intermissions or for "fun skates". Please submit 7 to 10 days before event.

[www.bchockey.net/applicationforms/specialeventsanction](http://www.bchockey.net/applicationforms/specialeventsanction)

Fun Skates: if siblings registered in NWMHA are on the ice for a fun scrimmage (such as a practice slot being used for a season-end party) this form would need to be submitted. Please remember that if a game slot is not being used, you need to ask for permission from the Ice Allocator to use this slot as a practice slot.

# NWMHA Manager's Manual

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## **Individual Team Gaming Licenses**

Please refer to NWMHA policy 4.6 [www.nwmha.ca/pdfs/policies](http://www.nwmha.ca/pdfs/policies). This is on the website under documents/policies. In summary, if you are applying for a gaming license while fundraising for your team, you must advise the President and the Treasurer of NWMHA that you are doing so. You cannot apply as NWMHA; you would apply as your team name, for example "NWMHA Atom C3 2014-2015".

## **Team Sponsorship**

H1 to H4 are already sponsored by Tim Hortons and no other advertising is permitted on the jerseys. Other divisions may have a sponsor assigned to them and this can only be organized through the Executive.

## **Local Newspapers**

The local papers (The Record Now, The Burnaby Now and The News Leader) will publish game summaries in their Sports Sections, space permitting. Contacts are: these may change year to year

The Burnaby Now	604 525-6306
The News Leader	604 438-6397
The Record	604 444-3451

## **Year End Parties**

Generally this is your last function of the season. It is when the team recognize your coaches and any other parents that volunteered throughout the season and the goal is to just have a good time. It is often a good idea to delegate the planning of the party to another parent. Book a pool; go bowling, have a pizza party, laser tag.....

Any money raised during the season must be spent or returned to parents.

This is also a good time to secure any unreturned jerseys as it is likely the last team function.

## **Trophies Clothing/Banners/Gifts**

**Hyack Trophies:** Brad Garisto located at 944 - 12th Street in New Westminster.  
Phone 604-525-2350.

**Sage Team Wear:** Bud Sage phone 604 522 6048 Fax 604 52 6433 [bud@sagewear.com](mailto:bud@sagewear.com)  
clothing, towels, embroidery, window clings, pins etc. Serving BC for over 40 years

### **Ideas for end of year gifts:**

hoodies, pillow case, shorts, track pants, water bottles, street hockey stick, jackets, ball caps, back pack, etc.

## **Queen's Park Arena (QPA) and Moody Park Arena (MPA) Arena Guidelines**

- Do not go on the ice without a coach. Coach must be first on the ice.
- Make sure the Zamboni doors are securely closed before going on the ice.
- Players' helmets are to be on at all times when on the ice.
- Bring your own lock for the dressing room.
- All coaches on the ice MUST be wearing a helmet.
- Coaches never leave players on the ice.
- A coach is never to leave the arena before all players have left.
- NO shooting of pucks off of the ice - this includes in the lobby, hallways, doors, against the boards and/or in the dressing rooms of either Moody Park or Queen's Park Arenas.
- Do not go on the ice if the lights are off.
- Respect all arena staff.

# NWMHA Manager's Manual

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- There is appropriate conduct that should be followed in all arenas. There should be no verbal abuse of coaches or players, the opposing team, or the officials on the ice.
- Suspensions may occur if an official hears profanity or abusive language and a game report is written up.
- Do not dress in the lobby of arenas. Please use the dressing room only.

*Please make sure all parents and players know of the above guidelines at the arenas.*

## **Pacific Coast Amateur Hockey Association** – PCAHA

**www.pcaha.bc.ca**

You can find the following information at this site:

- League standings
- Team link
- Managers information
- Forms
- League manager contact information

Always check the PCAHA Rule Book or Contact your Division Manager if you have questions.

**It may look like a lot of things to do and to remember, but after a while it does get easier.**

Ask other team managers for direction; there are several with experience that would be willing to help you out.

## **Expense Reports/Financial Statements**

You are responsible for submitting an expense report to the NWMHA Treasurer and to all the players' parents on the team. Please see policy 4.4 (pg 14) [www.nwmha.ca/pdfs/policies](http://www.nwmha.ca/pdfs/policies).

- The team manager/treasurer must keep a record of all incoming and outgoing money, including but not limited to 50/50 money, money from NWMHA, and fundraising money. Keep receipts for all expenses. See example on next page or the website for a template.
- As per policy, team monies are to be kept separate from personal funds by means of a cash box, bank account or envelope. It is recommended that you open a separate bank account for your team funds.
- Start your team budget early in the season. Plan on raising enough money to cover all agreed upon expenses. If clothing is to be purchased, a vote of the parents must be taken. This is the case for all major purchases.
- All money should be used up by the team for the current season.
- If money is left over, it should be divided up amongst all the players/parents. The parent group can agree with a majority vote to donate the money back to NWMHA, or a charity.
- It is a good idea to keep an expense report updated regularly throughout the season and have a second parent aware of the budget.
- This financial report must be submitted a minimum of 10 days prior to the Annual General Meeting (AGM).

**Note:** Referee expenses must be tabulated on a separate report. Remember: Any referee money leftover at the end of the season is returned to the NWMHA



# NWMHA Manager's Manual

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## **Team Financial Statement Example**

See website for excel spreadsheet for template.

*This statement must be sent to each parent on the team as well as the NWMHA Treasurer 10 days prior to the AGM which is around the end of April.*

Expense report for

Team: \_\_\_\_\_ Date: \_\_\_\_\_

Money In (Revenue)	Money Out (Expenses)	
50/50 from home games (keep track of each game)	Cost of tournament(s) list each one	
Monies collected for clothing	Purchase of clothing	
Monies collected for tournament (this includes money from NWMHA)	Cost of supplies such as bank account, stamps, labels, team snap lock for dressing room, 50/50 tickets, ect (keep receipts)	
Name bars	Name bars	
Donations- Parents, Grandparents (Note: NO advertising on Jerseys permitted)	Year-end party	
Wine raffle	Gifts for coaches	
Vancouver Giants ticket sales	Player rewards	
TOTAL Collected	TOTAL Costs	

## **Referee Log**

This report must be sent to the Treasurer of the NWMHA along with any referee money left over. See website for excel spreadsheet for template.

Team name

Manager

Cheque Amount

Date	Game#	Opponent	Referee	Amt Pd	Linesman	Amt. Pd

## **MOODY PARK ARENA TIME CLOCK OPERATION**

### **HOW TO SET TIME FOR CLOCK**

- Flip switch to “ON” located at the back left-hand side of the console
- Then press “ENTER” = YES
- Then press “CLEAR” = NO
- Then press “SET MAIN CLOCK”
- Then use number pad to select desired time (for fifteen minutes press “1”, “5”, “0”, “0”, )
- Then press “ENTER” = 15:00 on score clock will show up.

### **HOW TO ENTER PENALTIES – MAJOR AND MINOR**

#### **Minor Penalties**

- Press “PLAYER PENALTY” Guest or Home
- Press player’s jersey number (two digits) on the number pad, then press “ENTER”
- Press “MINOR PENALTY” then “ENTER” then “ENTER” and a 2:00 minute penalty will show on the score clock.

#### **Major Penalties**

- Repeat step #1 and #2 above
- Press “MAJOR PENALTY”, then “ENTER”. A five minute penalty will show up on the scoreboard.

#### **Specific Penalty Times**

- Repeat steps #1 and #2 as for other penalties.
- Press specific time on number keypad, then “ENTER”.

### **TO SWITCH BETWEEN SCORECLOCK AND TIME OF DAY**

#### **To Set Time of Day**

1. Press **MENU**
2. Press ↓ and select **TOD**, press **ENTER** button
3. Press **1** for 12hr, **2** for 24hr clock
4. Input TOD using number pad, hit **ENTER**
5. Press **2** for TOD

#### **To Switch to Score clock**

1. Press **MENU**
2. Press ↓ and select **TOD**, press **ENTER** button
3. Press **1** or **2** or **ENTER**
4. Hit **ENTER** when screen displays “**Menu-Time of Day**”
5. Press **1** to go to score clock

## QUEEN'S PARK ARENA SCOREBOARD OPERATION

**Scoreboard Code** 4402

### **Power**

- Turn "on" power switch located on the rear of control panel
- Control panel screen will illuminate
- Control panel screen will read "RESUME GAME?"
- Press the <**CLEAR / NO**> key
- Control panel screen will read "SELECT CODE / CODE 4402?"
- Press the <**ENTER / \* / YES**> key

### **Set Main Time**

- Press <**SET MAIN CLOCK**> key
- Control panel screen will read "MAIN CLOCK -SET CURR --:--.-"
- Enter the desired time using the keypad and add an extra 0 for the 10<sup>th</sup> of seconds
- Press the <**ENTER / \* / YES**> key

### **Start and Stop Time**

- Press the green <**START**> key
- Clock will run
- Press the red <**STOP**> key
- Clock will stop

### **Set the Period**

- Press the <**PERIOD +1**> key until desired number is displayed
- The numbers 0 – 9 can be displayed

### **Set the Goals**

- See green key cluster for "HOME" and red key cluster for "GUEST"
- Press appropriate <**SCORE +1**> or <**SCORE -1**> key until desired number is displayed

### **Shots on Goal**

- See green key cluster for "HOME" and red key cluster for "GUEST"
- Press appropriate <**SHOTS ON GOAL +1**> or <**SHOTS ON GOAL -1**> key until desired number is displayed

### **Set a Penalty**

- See green key cluster for "HOME" and red key cluster for "GUEST"
- Press appropriate <**PLAYER PENALTY**> key
- Control panel screen will read "PLYR / PEN 1 P -- PN --:--"
- Enter the jersey number of the penalized player
- Press the <**ENTER / \* / YES**> key
- Enter the penalty time or accept the default time of 02:00 minutes
- Press the <**ENTER / \* / YES**> key
- The score clock will store up to 6 penalties per team

### **Delete a Penalty**

- See green key cluster for "HOME" and red key cluster for "GUEST"
- Press appropriate <**DELETE PENALTY**> key
- Control panel screen will read the first penalty assessed
- Scroll thru penalties using the large UP and DOWN around the <**MENU**> key to locate desired penalty
- Press the <**ENTER / \* / YES**>

# NWMHA Manager's Manual

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## Tracking Jerseys & First Aid Kit

**Team:** \_\_\_\_\_

**Tier** \_\_\_\_\_

**First Aid Kit #:** \_\_\_\_\_

**Cheque #:** \_\_\_\_\_

	Players Name	RED Jersey #	Phone	Deposit received date	Deposit returned date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Please print and send to NWMHA Equipment Manger when complete  
**equipmentmanager@nwmha.ca** or leave under equipment door at QPA



# NWMHA

New Westminster Minor Hockey Association  
P.O. Box 456 New Westminster, B.C. V3L 4Y8  
[nwmha.ca](http://nwmha.ca)

## PLAYER CODE OF CONDUCT CONTRACT

It is the intention of this contract to promote fair play and respect for all participants within the New Westminster Minor Hockey Association. All players must sign this contract stating that they will observe the principles of the Fair Play Code before being allowed to participate in hockey.

### FAIR PLAY CODE

I will play hockey because I want to, not because others or coaches want me to.

I will play by the rules of hockey and in the spirit of the Game.

I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.

I will respect my opponents.

I will do my best to be a true team player.

I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.

I will acknowledge all good plays and performances - those of my team and my opponents.

I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

---

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by the New Westminster Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions as set by the New Westminster Minor Hockey Association.

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE:  
PLAYER \_\_\_\_\_ TEAM NO. \_\_\_\_\_



# NWMHA

New Westminister Minor Hockey Association  
P.O. Box 456 New Westminister, B.C. V3L 4Y8  
nwmha.ca

## PARENT CODE OF CONDUCT CONTRACT

It is the intention of this CONTRACT to promote fair play and respect for all participants within the New Westminister Minor Hockey Association. All parents must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

### FAIR PLAY CODE

I will not force my child to participate in hockey.

I will remember that my child plays hockey for his or her enjoyment, not mine.

I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.

I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.

I will make my child feel like a winner every time by offering praise for competing fairly and hard.

I will never ridicule or yell at my child for making a mistake or losing a game.

I will remember that children learn by example.

I will applaud good plays and performances by both my child's team and their opponents.

I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.

I will support all efforts to remove verbal and physical abuse from children's hockey games.

I will respect and show appreciation for the volunteers who give their time to hockey for my child.

---

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by the New Westminister Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions as set for the New Westminister Minor Hockey Association.

PRINT NAME(S) \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME(S) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURES:

PARENT \_\_\_\_\_ PARENT \_\_\_\_\_



## NWMHA

New Westminister Minor Hockey Association  
P.O. Box 456 New Westminister, B.C. V3L 4Y8  
[nwmha.ca](http://nwmha.ca)

### COACHES CODE OF CONDUCT CONTRACT

It is the intention of this contract to promote fair play and respect for all participants within the New Westminister Minor Hockey Association. All coaches must sign this CONTRACT before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

#### FAIR PLAY CODE

I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.

I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.

I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.

I will not ridicule or yell at my athletes for making mistakes or for performing poorly.

I will remember that children play to have fun and must be encouraged to have confidence in themselves.

I will make sure that equipment and facilities are safe and match the athlete's ages and ability.

I will remember that children need a coach they can respect.

I will be generous with praise and set a good example.

I will obtain proper training and continue to upgrade my coaching skills.

---

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by the New Westminister Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions as set by the New Westminister Minor Hockey Association.

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE:  
Coach: \_\_\_\_\_ TEAM NO. \_\_\_\_\_

Eg: Atom C1