

North Delta Minor Hockey Association

Team Manual



This manual is intended as a guide only and is a living document.

www.ndhockey.com

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INTRODUCTION

The purpose of this manual is to provide guidelines that support NDMHA philosophy, policies and procedures. The manual is intended to assist the team in understanding the roles and responsibilities of the team's officials and parent volunteers.

Once team formation has been completed, everyone has a role to play to assist the whole team to function collectively.

The manual attempts to provide the team with the tools to function in a consistent manner throughout the divisions.

The manager is encouraged to provide a copy of each individual responsibility outline once designated for a position on the team.

As you review this manual, remember that you are a member of the Association, and every member is a volunteer. We are all here for the players and volunteers are vital to any hockey organization. They not only assist players in their development of hockey skills but as individuals as well.

The Team First philosophy that the North Delta Minor Hockey Association has adopted is based on the foundation that the team comes first, and collectively the team will function at a higher level when each member is contributing to the success of the team as a whole.

The principles of Team First are to promote fair play and respect for all participants within the Association. The expectation is for team officials, parents and players to sign a pledge as set by the Canadian Hockey Association and supported by North Delta Minor Hockey Association.

The NDMHA constitution, bylaws, policies, procedures and forms can be found on www.ndhockey.com



Overview of Divisional Officials

The line of communication within the Association is as follows:

Recreation

President
2nd Vice President
Divisional Manager
Coach/Manager
Parents

Rep Program

President
1st Vice President
Coach/Manager
Parent

If throughout the season there are any questions pertaining to policies, procedures or general information please ensure the line of communication is followed.

In addition there are other positions affiliated to all Divisions such as NDMHA Treasurer, Risk Manager, Tournament Director, Referee in Chief, Promotions, Director at Large (Goalie Development), Coach Coordinator and Parent Auxiliary.

Division Manager

The Divisional Manager is responsible for the overall coordination of a Recreation Division and they report directly to the 2nd Vice President. Some of the Divisional Managers responsibilities include:

- Organize coaches, assistants and families for the season start
- Arrange divisional parent meetings
- Acquires information from families to produce a roster list
- Develops a practice schedule by coordinating with ice scheduler
- Schedules coaches meetings and assists in the team formation
- Organizes and acquires exhibition game numbers prior to team formation
- Assists in the organization of Delta Cup.
- Communicate to all coaches, managers and team parents' divisional information.
- Assists with ND Divisional Tournament
- Attends monthly Executive Meetings
- Communicates with Pacific Coast Amateur Hockey Association and Fraser Valley West League Manager
- Answers questions regarding policies, procedures etc, or refers to 2nd Vice-President.

Divisional Tournament Coordinator

The tournament coordinator organizes the Divisional tournament. Some of their responsibilities include:

- Reports to the Association's Tournament Director
- Obtain names, phone numbers and email addresses of designated team tournament

representatives. Collectively this forms the tournament committee. Tournament committees must be made up of at least two parents from each home team participating in the tournament. Committee members are responsible for relaying all pertinent information to the team level.

- The team/divisional tournament committee is responsible for all other aspects of hosting a tournament. For example,
 - Setting the budget and establishing a bank account with 3 signors
 - Registering participants and ensuring all applications, payment and permission numbers are provided
 - Coordinating types of businesses to be solicited for prizes and advertising from local businesses to each of these volunteers.
 - Developing game and volunteer schedules
 - Organizing raffle table and appropriate licenses
 - Organizing player giveaways
 - distribute the game sheets and documentation following the tournament to PCAHA and BC Hockey.
 - Providing income/expense report to Tournament director and each of the ND participating teams.

Overview of Team Officials and Parent Volunteers

When team formation occurs, the coach will schedule a team meeting. During this meeting, parents will be asked to volunteer for a position on the team. Ideally every parent should have some sort of role on the team. Some positions can be shared* thus allowing all parents to participate. The following is a list of the positions to be filled during the first team meeting.

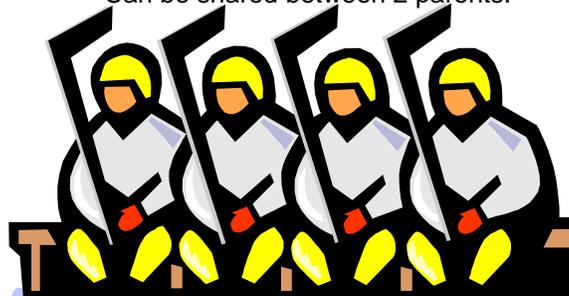
Team Officials

Coach
Assistant Coaches
Manager
Trainer

Parent Volunteers

Team Parent
Parent Aux. member
On Ice Parent Assistants
Treasurer
Fundraiser(s)*
Jersey Keeper(s)*
Recreational Tournament representatives (2)
Time and Score Keepers
Website person

*Can be shared between 2 parents.



Coaches Responsibility

At the beginning of team formation, the coach is the sole team member that must initially organize the rest of the team members. Coaching a hockey team goes beyond the on-ice activities. A well organized coach will empower team parents to assist him in the off ice functioning therefore leaving more time to concentrate on the player's skill development and team building.

The coach must attend the required coaching programs prior to the December deadlines. In addition to duties and responsibilities outlined in the coaching program, the coach also must ensure the following:

- Attend pre-season and season coaches meetings.
- Ensure adequate training acquired.
- Develop practice plans.
- Attend practice sessions and ensure practice plans are posted.
- Participate in team selection.
- Discuss roles, team goals and philosophies with coaching team prior to the team meeting.
- Communicate to assistant coaches in a timely manner of any absences so that adequate time is given to prepare for a practice or game.
- Acquire jerseys, goalie equipment, pucks and socks.
- Schedule a parent meeting during the first week of team formation.
- Prepare a draft budget to be discussed at the team meeting.
- Prepare a team roster and distribute to parents.
- Ensure volunteer's positions are filled.
- Discuss roles, responsibilities, and philosophy during the team meeting.
- Communicate with manager and team parent to ensure smooth functioning of the team.
- Communicate with divisional manager or 1st vice in a timely manner when issues arise.
- Communicate with fellow coaches.
- Ensure team first principles are adhered to.
- Contacts Head Coach for coach clinic dates and ensure appropriate levels are obtained prior to deadlines
- Ensure all team officials have speak out
- Ensures all coaching staff has submitted copies of their certification to the NDMHA Hockey office.

Assistant Coaches Responsibility

The role of the Assistant coach is to provide support to the team coach. The coaching team will ensure that they have discussed roles and philosophies prior to the team meeting.

The assistant coach will assume the coaches responsibilities in the absence of the coach.

The assistant coach must obtain the required coaching levels as required prior to the December deadlines.

It is suggested that the assistant coach also attend the trainers coarse, as it is necessary to have a qualified replacement in the trainers' absence.

Certified Hockey Safety Person HCSP **(Trainer) Responsibilities**

The trainer is a qualified HCSP (Hockey Canada Safety Program) and has obtained the necessary training by attending the Trainers Course. In addition the trainer is mutually aided and therefore may assist with on-ice activities. There must two designated HCSP per team.

Responsibilities include:

- Commit to attending games and practices.
- Must be on the bench during all games. Must be in the building during practices.
- Ensure medical forms are completed and present at all ice times.
- Conduct regular check of player's equipment for safety and making necessary adjustments if able.
- Check the arena for hazards and safety. Reporting any unsafe conditions to the arena personnel.
- Implement an effective Emergency Action Plan with the team.
- Promote the values of safe and fair play.
- Maintain the first-aid kit.
- Promote proper conditioning and warm-up techniques as effective methods of injury prevention.
- Recognize the life-threatening and significant injuries.
- Manage minor injuries according to basic injury management principles and referring players to medical professionals when necessary.
- Completes Hockey Canada Injury report if injury occurs
- Notifies NDMHA Risk Manager of injuries that has occurred.
- Act as a Safety person for both your team and your opponents if only one Safety person is present.
- Attends Speak Out clinic and HCSP clinic.

Under no circumstances is the team allowed to step on the ice without a designated HCSP (trainer) in the building or on the bench during a game.

Managers Responsibilities

The team manager assists the coach and team parent in the overall coordination of the team management. The manager should have a good understanding of what everyone's responsibilities on the team involve.

The manager may or may not be an on-ice assistant. The manager must attend a Speak Out Clinic prior to the December deadline.

Manager Duties:

- Signing authority on team funds.
- Complete game sheets and ensure they are mailed to the League manager and entered into team link.
- Acquire game numbers for all exhibition games and ensure referee in chief and ice scheduler is notified of exhibition game.
- Ensure all Risk Management forms and bulletins are provided to each team member (code of conduct, medical form, and bulletins – (see risk management folder)
- Ensure all code of conduct and medical forms are returned. Completed code of conduct and medical forms to be store by the manager with a copy of the medical forms given to your teams HCSP (trainer).
- Ensure to follow up with all injuries and return to play policies as per HCSP requirements.
- Teams main contact person regarding schedules
- Ensure all needed team officials have mutual aid and speak out.
- Request a tournament permission number from the Fraser Valley League Manager for the North Delta tournament and any other tournaments entering.
- Make inquiries regarding entering outside tournaments.
- Complete all necessary outside tournament registration application processes including tournament permission number requests from the Fraser Valley League Manager for tournaments entered.
- Ensure proper travel documentation and insurance coverage is in place (see risk management or tournament folders).
- Attend team website training and ensure team website is initiated and maintained.
- Ensure Special Events Request Form is completed and submitted to BC Hockey 10 business days prior to off-ice team activities (team fundraisers, parties, dryland etc). A copy must be emailed to the hockey office.
- Complete referee reimbursement form and forward to NDMHA treasurer at years end.
- If a conflict is noted on League schedule as a conflict, the home team is responsible to re-schedule. If your team has a conflict (i.e. travel to tournaments) it is your responsibility to contact the opposing team and re-schedule the game. Team calling the conflict is responsible for the ice and referee payments.
- Submit completed electronic copy of Team Roster Positions form to ND Hockey Office within two weeks of team formation.

The Association will supply game sheets to you. If you require more game sheets they are located at the Sungod Office. Contact your division manager.

Team Parent Responsibilities

In conjunction with the Manager the team parent is a vital part of the team functioning collaboratively. They are a contact person for communications regarding team functions.

The team parent is strongly encouraged to attend a Speak Out Clinic.

Some of the team parent's duties include:

- Organize duty list for games (i.e. juice/50/50/time keepers).
- Purchase 50/50 tickets and acquire an ice cream pail for the 50/50.
- Ensure to print 50/50 documentation sheet (see gaming)
- Obtain a copy of licence from treasurer and to ensure the licence is at every game.
- Store and maintain the 50/50 bucket, copy of licence, 50/50 documentation sheet and tickets.
- Complete 50/50 documentation (tickets #'s, used/unused) at year end and submit to team treasurer.
- Can be a signing authority on team funds.
- Organize a year-end party for the team
- Purchase year-end gifts.
- Assist the fundraiser as necessary.
- Organize the team for Picture Day.
- Communicate with parents any information provided to you via your parent auxiliary rep (i.e. picture times), divisional (newsletters) or team newsletters.

Parent Auxiliary Representative

Parent Auxiliary

- member of the parent auxiliary
- reports to Parent Auxiliary Director
- responsible for disseminating information to the team from the parent auxiliary
- organize at least one of the parent auxiliary events (parent auxiliary fundraiser, picture day, food drive, cupcake sale, minor hockey week, parade, awards night, volunteer appreciation or a special event)
- organize team participation for parent auxiliary events (i.e cupcake sale, food drive)

Treasurer Responsibilities

The treasurer is responsible for setting up and managing the team funds at a local banking institution.

Duties include:

- Email your contact information to the NDMHA treasurer as soon as you have been appointed to this team position. Ensure to include what team you represent.
- Read all NDMHA policies and procedures regarding budgets and financials
- Read all Class D gaming licence policies and procedures
- Obtain 50/50 or raffle licences as required.
- Open an account in conjunction with the **manager and team parent or coach (3 signers)**
- Have budget and fundraising plan signed by one parent of each player (see NDMHA policies and procedures for process)
- Provide a copy of the signed budget to the NDMHA Treasurer, Division Manager (Recreation) or 1st Vice President (Rep) by policy deadline
- Collect money from parents and notify coach of any families who have not paid by the specified deadline.
- Provide a financial update to the team end of December and at the end of the season.
- Write cheques and make deposits. Ensure to document all cash receipts and payments. Provide a receipt immediately if given cash.
- Provide gaming income statement and team financial statement to NDMHA treasurer at year-end.
- Close account and disperse all leftover funds equally among team families at the end of the season. Note: the amount leftover can not exceed the amount that parents directly contributed for team fees during the season (does not include fundraising)
- Prepare envelopes for referee payment. Referees are to be paid in cash and are to be prepared before start of the game, with each referees portion in a separate envelop. Change is not permitted to be given to the referees unless it is needed to make the fee accurate. (see how to pay the referee)
- Deposit referee fee reimbursement and jersey return from the Association.
- Act as tournament treasurer if you are the treasurer on a Rep team that is having a tournament.
- Provide a income/expense statement to all teams members in December as an update.
- Provide an income/expense statement to all teams members with account closure. As well as send this report to the NDMHA Treasurer, Division Manager (Recreation) or 1st Vice-President (Rep).

Fundraiser Responsibilities

The fundraiser is responsible for coordinating the team fundraising activities. During the initial team meeting, agreement must be reached by the families whether or not fundraising will take place. If the team agrees to fundraise, then as a part of the budget process, a fundraising plan must be developed and the type of fundraisers must be agreed upon by the majority during the budget team meeting. (see sample plan).

All parents must be informed that if for some reason they cannot attend the fundraiser nor do not wish to participate than a % or set amount will be requested from the non-participating families. (Documented on budget prior to budget being signed OR have all parents sign fundraising plan)

Suggested types of fundraising that have been successful in the past:

- Bottle drive (\$400—\$600)
- Chocolate Sales (raises approx. \$750—\$1000.00)
- Cookie dough sales (\$250.00—\$500.00)
- Bowling Nights (\$1000.00)
- Raffle (\$1000)
- Meat draws (\$400.00)

When a fundraiser elicits the player's assistance or involves the players then a special events request form must be completed by the team manager at least 10 days before the event. The form must be signed by the Association's President and faxed to PCAHA prior to the event. The purpose of this document is to provide off ice insurance coverage for the players while attending a team function. If the fundraiser is an adult event, this form is not to be completed.

If a fundraiser is gaming then the appropriate licence(s) must be obtained (see NDMHA Policies and Procedures "gaming". The team treasurer acquires the licence so ensure to give the treasurer at least 5 business days to obtain.

Fundraiser Duties:

- Coordinate the fundraiser
- Collect all needed supplies for the event
- Hold the event
- Ensure to have treasurer to acquire all gaming licences for the event including documentation sheets for winners' signature.
- All funds are collected by the treasurer (or manager) as these are the individuals with signing authority

Tournament Representative

Our North Delta Tournaments are held during various times of the year. Location is usually North Delta Recreation Centre, Sungod Arena or GPF (Great Pacific Forum).

Christmas Tournaments

Hockey 2-4, Atom Tier 1, Pee Wee Tier 1

Spring Break Tournaments

Atom, PeeWee, Bantam and Midget (Recreation)

Rep A tournaments will involve the whole team(s) with one individual taking the lead role as the tournament coordinator.

For Recreation tournaments, the team's two tournament representatives will be working with the Divisional Tournament Coordinator. These representatives will assist the division tournament coordinator in organizing the tournament. The reps from each team are the necessary liaison between the coordinator and the individual team. All teams to have 2 such representatives. Each team will be required to have every parent volunteer approximately 3 to 4 hours during the tournament.

Pre-tournament

- For Recreation, forward your tournament rep name, number and email address to division tournament coordinator.
- For Recreation, collectively all team representatives and the coordinator make up the divisional tournament committee
- For Rep A, the manager is to forward the name of the tournament coordinator to the Tournament Director.
- For Rep A, the entire team is considered to be the tournament committee.
- The team/divisional tournament committee is responsible for all other aspects of hosting a tournament. For example,
 - Setting the budget and establishing a bank account with 3 signors (not necessary for Tier A as your team account can be used)
 - Coordinating types of businesses to be solicited for prizes and advertising from local businesses to each of these volunteers.
 - Completing team volunteer schedules
 - Organizing raffle table prizes and player giveaways
 - Communicating & providing income/expense report to team

Tournament Parent Volunteers

Each parent on the team will be required to work 3-6 hours during the North Delta Tournament. Prior to the tournament, your team tournament representatives will be requesting your assistance with donations, advertising and signing up for volunteer duties.

Specific tournament duties include:

- Selling Raffle tickets
- Selling 50/50
- Timekeeping and Scorekeeping
- Assisting in tournament office
- Decorating or clean up

All monies raised by the tournament committee are split equally among the divisional participating teams.

Jersey Keeper

The Jersey Keeper is responsible to wash, store and deliver the jerseys to the dressing room for each game. Jersey's are to be washed in cold water and hung to dry.

This duty can be shared between two families. This task is very important for the jersey keeper to ensure that they arrive early to the rink on game day.

Jerseys are not to be taken home by individual players.

No player or sponsor namebars are permitted on the jerseys.

RISK MANAGEMENT

The Association Risk Manager for NDMHA is responsible to be the “Conscience” of our Association. The Risk Manager’s goal is to remind people to make decisions and take actions that reflect good common sense and to recognize the necessity to provide a safe environment for the participants within the rules and regulations (authority) of NDMHA and the BCH / HC. The Risk Manager ensures that our Association provides fairness, responsibility, and safety in the operation of hockey within our community.

1. Provide all your parents with the attached “**Hockey Rink Etiquette for Parents**”
2. Each Parent must sign a **Parent Contract** (kept with the Team Manager)
3. Each Player must sign a **Player Contract** (kept with the Team Manager)
4. Each Player must fill out a **Medical Form** (original kept with team manager and photocopy kept with the Team Medical Bag- **HCSP**)
5. Each HCSP must have emergency action plan documents, copy of medical form for each player, injury log, and accident injury form.

We have signs in **Sungod** and **NDRC Arenas** that reinforce the **Hockey Rink Etiquette for Parents**, to remind us about inappropriate behavior and the Associations expectations. Under no circumstances, will we allow any abuse towards any hockey player, ice official, coaching staff or parent from either team. To make this enforcement easier for you as the Team Manager, the risk manager will provide you with “**Yellow Cards**” that can be handed to the offending persons that will not adhere to proper conduct or behavior. These cards will only be handed out by the Team Manager if the behavior doesn’t stop. This is only a tool to assist you in a difficult situation and therefore should not be used carelessly. Please don't hesitate to contact risk manager (riskmanager@ndhockey.com) if you have any concerns or incidents that you feel I should know about.

NDMHA provides clinics for the following courses:

Respect in Sports:

An on-line educational program to impact the attitudes, skills and knowledge of persons in contact with players that will result in a safe and sportsmanlike environment for all. This program is recommended for all Coaching Staff, HCSP (Hockey Canada Safety Person), Team Managers and Team Mom’s (Dad’s). NDMH strongly recommends all persons in contact with any minor hockey player to take this course.

HCSP Clinics (Team Safety Person):

Two trainers per team (One for backup) should be identified on your team roster. The HCSP is on on-line clinic which utilizes a proactive, preventative, common sense approach to keeping our children safe. Team player safety is the first priority at all times, both on and off the ice. The HCSP is responsible for all injuries of players and ensure proper procedures are in place and must assume a leadership role in promoting the values of safety, fair play and integrity. The certificate is valid for 6 years.

Dates and registration details available on the NDMHA Risk Manager web page and BC Hockey web page.

Insurance Requirements for On the Bench and Ice For Volunteers

Normally only personnel identified on the Team Roster as Head Coach, Asst. Coach, and HCSP (trainer) shall be allowed on the bench during a game. Maximum of 4 certified person may be on the bench at one time. Insurance will be provided for up to 5 team officials. Any teams requiring extra people to be rostered for insurance (i.e. on ice practice helpers), will be charge an amount to cover the cost.

Under extraordinary circumstances, a manager or parent can step in to help out only if they have Speak Out as there are going to be situations where you are short help on the bench due to an illness, work commitments or suspensions.

No injured player (not playing) shall be allowed on the bench at any time whatsoever. (Not even if they wear a helmet). If the injured player wants to support the team they can stand behind the glass at the side but not on the bench.

Assistant coaches must be at least 16 years old (for Respect in Sports) and they must have their required coaching clinics. No longer can big brother help out with the gates on little brother's team unless he is identified and qualified as an Asst. Coach on the team roster.

For on ice practices: If you have someone under the age of 16 helping out on the ice that is not registered on the team **AND** they are registered on another North Delta Hockey team, they too must be in **full hockey gear** for **insurance** purposes. However, players of a younger team cannot help out on the older siblings' team.

All volunteers, whether they are Head Coaches, Asst. Coaches, Trainers or parent helpers (with Respect in Sports) must wear helmets at all times.

Police Checks

All coaches, HCSP and managers must complete a police check every 3 years. All forms can be obtained from the ND Hockey website accompanied by an official letter from ND Hockey identifying you as volunteer for our Association. The completed police check returned by the Police Department must be submitted to ND Hockey office by December 1. Attention to the Risk Manager. (Allow 6-8 weeks for the police department to process).

Team Travel Approval for any Games Outside of the Lower Mainland

All teams traveling outside the lower mainland for tournaments must complete a Team travel approval form and travel roster. Completed forms submitted to ND Hockey Administrator 1 week prior to departure date.

Yellow Cards

We all get frustrated at times and often all we need is someone to remind us about how our conduct is unacceptable. Most parents and fans will be able to control their emotions – some will not. For the latter group, ND Hockey has created a "YELLOW CARD" which will be handed to fans who have 'crossed over the line'. **A team official will present the offending fan with the card, which states the following:**

“Your conduct is not acceptable in a minor hockey arena. Please consider the example you are setting for our children. North Delta Minor Hockey asks that you provide a better example for our children. If you are unable to curb your behavior, then please leave the premises immediately. Any recurrence of your behavior will result in a complaint to the North Delta Minor Hockey Discipline Committee”.

Each team manager has been given a number of these cards and we hope that they don't ever have to be handed out to fans. Reality suggests that they will be handed out at some time. Managers will discretely hand the card to an unruly fan and the fan will hopefully appreciate that they are not acting appropriately and then modify their behaviour. The team manager will not enter into any debate or dialogue with the fan or anyone else for that matter. Any behavioral issues that arise with any fan, parent, player, coach or official will be reported to the Risk Manager and dealt within the ND Hockey mandate of fairness, a zero tolerance of bullying and harassment and most of all the safety of our hockey players, referees and volunteers.

Player/Parent Contract/Medical Forms

Once teams are formed, managers are to distribute the player/parent contracts and medical forms (see forms under website). All players/parents must return to the manager for safe keeping. Photocopies of the medical forms are given to the HCSP.

Hockey Rink Etiquette

All managers are encouraged to email the “Hockey Rink Etiquette” to all parents.

Rules Emphasis

• Shared Respect

The “Shared Respect Initiative” calls for the participants in the game to respect one another. The intent of Hockey Canada is to enforce a standard of play that promotes an exciting and fun game for all its partners. All partners share an equal responsibility to ensure the integrity of the game is upheld. Through this process of change, the onus is not only on our game officials but all its participants.

Positive changes in our great game can only happen through this improved standard of play.

We **all** play a role in supporting the improvement of our game.

• **Checking to the Head** – contact physically or with a stick to another players' head area
Deliberate checks to the head remain to be a major problem in today's game. Concussions not only deprive players of playing time, they end players' careers and can have long term effects. Checks to the Head demonstrate a lack of respect and fair play and must be penalized. Any moderate or severe blow to the head must be penalized with a Minor Penalty and a

Misconduct or a Major penalty and a Game Misconduct for Checking to the Head as concussions and other head injuries are having a major impact on the game. A Match penalty could also be assessed under this rule. These are aggressive fouls and must be called at **all** occurrences during the hockey game, including shorthanded situations.

Whether it is elbowing, high sticking, roughing or cross-checking, hits to the head are an intentional act of violence and must be treated with zero tolerance on the part of the official at all times.

• **Checking from Behind**

We want to continue to work to eliminate any contact from behind, as the resulting injuries, especially to the head and neck can be catastrophic. It is a dangerous and cowardly act. It is imperative that coaches instruct their players to **stop** and eliminate all checking from behind. Strict application of this rule is needed to remove this foul from our game.

Injury Record Logs/Accident/Incident Information & Forms

Record Logs

Injury Logs should be with the HCSP at all times to document any injury whereby a HCSP required to go onto the ice regardless if player was provided professional medical treatment.

Hockey Canada Injury Report (Accident Report):

The purpose of this form is to document when a player is injured and requires medical attention. All forms can be found on our website, or use the forms in the appendix of this manual. **All claims must be submitted to BCAHA within 90 days.** Complete Page 1 of HC Injury Report and photocopy. Keep a copy of the first page for your files and email a copy to the risk manager for statistical purposes. Original Page 1 and blank page 2 is given to the parent for completion and then sent to the BC Hockey.

Complete the following:

- Hockey Canada Injury Report Form
- BC Hockey Injury Log

A letter must be received from the doctor to the team manager prior to the player returning to the ice. A player must practice first before going into a game situation. A copy of the letter must be sent to the NDMHA Risk Manager.

Incident Form:

The purpose of this form is document behavior type incidents that may occur on or off the ice. It is important to document types of behavior that do not conform to our Team First philosophy. Even players at this young of age may require disciplinary measures and on-going issues need to be documented.

This form is also for off ice Incidents that require the attention of the Risk Manager/Division Manager.

Report all incidents to the division manager and cc: NDMHA Risk Manager.
Complete incident report.

Emergency Action Plan

Each HCSP is required to develop an emergency action plan for each arena that the team attends.

Dressing Room Mandate

Each team manager is responsible to ensure that TWO adults (either coaches or parents) are in the dressing room TOGETHER whenever the players are in the dressing room. This includes the time from the beginning of the event until the last player leaves the dressing room.

In the event that there is only one player in the dressing room, (such as after a player eviction from a game or practice, or if the player is the first or last player in the dressing room), then that player's parent may be allowed to be the sole adult in the dressing room.

For Pee Wee and above parents are not allowed in the dressing room with the exception of the designated "dressing room parents". Any assistance required by the player (i.e skates requiring tying or tightening), either the coach or designated dressing room parents can assist the player(s).

Any female player(s) on either team must be provided a separate dressing room. The manager is responsible to arrange for this prior to the game. If traveling, the manager must inform the opposing manager that they have a female that requires a separate dressing room.

If an incident occurs (i.e. hazing) the manager should report directly to the coach and/or Division Manager (Recreation) or 1st Vice President (Rep A). An incident report is to be completed and submitted as required. (see Risk management).

There are no photo devices allowed in dressing rooms including cell phone cameras.

FINANCIAL

The treasurer is responsible to understand the NDMHA policies with respect to team financials.

All teams must create a budget. Sample budgets for Competitive or Recreation team are available on the website. The treasurer must ensure a team budget is signed and submitted to the NDMHA treasurer within one month of team formation. A year end copy must also be sent to the NDMHA treasurer (treasurer@ndhockey.com)

Treasurers are encouraged to have parents/coaches/managers etc. complete a team requisition sheet if requiring re-payment of expenses incurred. Receipts must be provided for any expenses incurred.

Any cash received (i.e. parent paying in cash for team fees) must be provided a receipt.

The treasurer must ensure that the team adheres to all BC Gaming Regulations. A Gaming Income Statement must be sent to the NDMHA treasurer at year end.

The treasurer must submit to the NDMHA treasurer at the completion of playoffs a completed "Referee Reimbursement Form".

How to Pay Referees

The home team is responsible for ensuring that the referees are paid. At the end of the game either the timekeeper or scorekeeper must ensure that each referee is paid.

- Each referee is to be paid according to the PCAHA rulebook.
- The treasurer is responsible for preparing an envelope marked Referee Fees with the fee enclosed.
- The referees must be paid in cash only and no coin is permitted unless it is required to make the payment accurate.
- The treasurer provides the manager with the fee envelope
- The referee fee envelope must be at the timekeeper bench at the start of play with the game sheet.

For all home tiering, league, playoff and Delta Cup games, the Association will reimburse referee fees. The team manager is to complete a Referee re-imbusement form at the end of the season and forward to NDMHA treasurer. This form can be found on the website. No exhibition games are reimbursed.

Note: If one referee does not show (2 of 3 present), each of the remaining referees will be paid the higher amount. Under no circumstances shall the referees be paid the entire amount.

Submitting BC Hockey Clinic Claim Forms

All designated team officials (coaches, assistants, HCSP, and managers) completing required clinics (Respect in Sports, HCSP, Coaching Levels etc) are to submit a copy of their receipts to the team treasurer for re-payment. Once the treasurer has received all receipts, the treasurer is to complete a payment requisition form and submit to the Hockey office with a copy of all receipts. Payment will be issued to the team.

Fundraising & Team Events

Team Event

For any team events that are planned and include the players, a BC Hockey Special Event Sanction Request must be completed.

This includes:

- fundraisers such as bottle drives
- team parties
- dryland training

The form must be submitted to BC Hockey 10 business days before the event. A copy must be forwarded to the Hockey office.

How to Organize Fundraisers

There are many types of fundraisers that a team may choose to do. This manual will attempt to give some guidance on the most popular but is not an all-inclusive list.

Ensure that a fundraising plan is generated with the team budget at the beginning of the year, which should include a set amount that a non-participating family must give to the team. For instance, take a percentage of the money raised per family at the bottle drive or set an amount of \$30.00. At the bowling night, if you require each family to sell 6 tickets and your profit was \$10.00/ticket, then ensure the non-participating family gives you \$60.00. This is what they would have raised if they had sold the required 6 tickets.

Bottle Drive

The best dates for a bottle drive are the weekend following Grey Cup, New Years or Superbowl.

- Set date and time
- Set place of where everyone will meet to sort bottles
- Arrange with recycling depot for pick up and supplies
- Copy flyers and give 50 to 100 per player
- Deliver flyer to neighborhood approximately 4—7 days prior
- Conduct bottle drive
- Sort bottles for pick up

Note the recycling depot will give you a cheque on pick up.

Consider either SunGod for sorting or better yet someone's home. Consider making the bottle drive a team-building event and organize lunch for all.

Cookie Dough

- Acquire order forms from cookie dough organizations
- Sell cookie dough to family and friends
- Profit is approximately \$2.50 per slab/bucket of dough sold.

Gaming fundraisers

Ticket Raffles, 50/50, meat draws must have a gaming licence.

Gaming

For all events that are gaming related, the team must complete a gaming approval form and submit to the NDMHA Gaming Director (gamingdirector@ndhockey.com).

All documentation must be completed for the event.

For raffles, tickets must be made in accordance with the Gaming ticket regulations.

Note all forms and sample documentation sheets can be found on the website under "team manual" tab.

How to conduct a 50/50

Selling 50/50 during your home games enables the team to fundraise during each of these home games. Each team is responsible to acquire appropriate gaming licence, tickets and a pail.

The team parent will develop a schedule of 50/50 duties. Each team member will take a turn throughout the season during home games.

The licence must indicate which rinks the team will be selling 50/50. The licence must be on site during the draw.

Commercial tickets may be used; however there must be a different color for each price. We strongly suggest the team limits to two prices.

Winners names, addresses, signature must be documented with the winning ticket and drawn ticket. (See sample documentation sheet)

Procedure:

- Sell Tickets before and during the game.
- Tickets are sold at the price designated on the gaming licence. (Normally (3 for \$2.00, 15 or 20 for \$5.00)
- Count money and put 50% in a winner envelop and 50% in a team envelop given to the treasurer.
- Draw ticket and find winner.
- Complete documentation sheet with winner and give winners portion
- Return pail, documentation sheet and tickets to team parent.

Roster Information

The manual provides you with two roster formats and are located on website under “team manual” and forms.

Teams Rosters and Positions

No later than two weeks after team formation or 4 days prior to the FVW coach/manager meeting, the position sheet roster must be completed and emailed to:

1. President (president@ndhockey.com)
2. Registrar (registrar@ndhockey.com)
3. Division Manager (Recreation) or 1st Vice President (Rep A)

The purpose of this roster is to allow for the official record keeping for NDMHA. The registrar requires the above information in order to complete the BC Hockey Roster.

Official Hockey Canada Roster

Obtain the Hockey Canada Roster from the registrar as you will need to present this at the PCAHA/Fraser Valley West Coach and Manager meeting.

Ensure to make some copies of the roster as you can use this official roster when entering tournaments.

Promotions Program

To assist in promoting our Associations profile in the community two activities have been identified in order to achieve this goal:

Promoting the ND Hockey “Brand” – We are continuing our efforts in profiling the ND Hockey brand. We have appointed three vendors as exclusive suppliers of hockey related, clothing and award/recognition type goods to ND Hockey. There are tangible benefits to our association: LOWER prices on goods we buy (team items, association jackets etc, and tournament items). By consolidating the association’s and individual team purchases, we have negotiated very attractive pricing from our exclusive vendors. Please help support ND hockey in this strategic initiative by directing your team’s purchases to our partner suppliers.

The NDMHA logo is not sanctioned to be used by any suppliers other than our designated suppliers.

For order information, guidelines and conventions and list of suppliers refer to the “promotions” webpage.

Tournaments

As the manager, your responsibility is to apply to tournaments for your team.

Applying for Outside Tournaments

For travel tournaments ensure to apply to tournaments very early, including Lower Mainland tournaments. All tournaments throughout the province fill up fast. Some associations will have a deadline and then choose which teams they will accept. Other Associations accept your application when all documentation and cheque have been submitted.

Please see the BC Hockey's website for the list of sanctioned tournaments throughout the province and the respective contact person. <http://www.bchockey.net>

Your League Manager for any tournament regardless of location must grant the team permission to attend any tournament.

If you are attending a tournament in the USA you need additional approval from BC Hockey.

If a tournament conflicts with your league schedule, you as the manager are responsible to arrange for alternate ice time with our Ice Scheduler and the opposing team. For all changes you must notify your League manager.

Team Travel Approval for any Games Outside of the Lower Mainland

All teams traveling outside the lower mainland for tournaments must complete a Team travel approval form and travel roster. Completed forms submitted to ND Hockey Administrator 1 week prior to departure date.

NDMHA Tournaments

NDMHA tournaments include: Hockey 2-4, Atom Tier 1, and Pee Wee Tier 1 at Christmas and 4 at Spring (Atom to Midget Recreation).

All ND teams must complete the required documentation for tournaments.

- Permission from League manager
- Tournament application
- Cheque

Applications and payment must be submitted by deadlines stated on application form.

Please ensure to assist your team tournament representatives to communicate with all team members. Please ensure that the head coach, tournament representatives and you are familiar with our NDMHA tournament policies (see Policies and procedures on website).

If you have any questions regarding tournaments please contact tournaments@ndhockey.com.

Website

A support team has been created to assist the NDMHA board, team managers, and team website administrators in being successful in using the website.

Each team has their own web page to administer. On team formation the support team will provide the coach with the log on and password information in order for teams to access their page.

Questions with respect to the website are to be sent to support@ndhockey.com

Equipment

Required Per Player

- Athletic support (Jock/Jill)
- Socks (practice)
- Elbow Pads
- Gloves
- Pants (knee length)
- Helmet (full cage or visor)
- Stick (chin level)
- Tape (for stick)
- Garter Belt
- Shin Pads
- Shoulder Pads
- Jersey (practice)
- Neck Guard
- Mouth Guard (recommended)
- Skates

Required Per Team

- Matching Socks (purchased by team funds)
- Pucks (supplied by the team/coach)
- Jersey Bags - All jerseys must be transported in the bags and washed by one team member).
- First Aid Kits - restocked by team funds through the year
- Goalie Equipment (rented by the team through the Association as necessary)
- Door locks (purchased by team or coach)
- C's and A's for Atom and up (purchased by team or coach)

Referees/Time & Score Keeping

How do I get Officials for my Game?

Officials for Bantam "A1" and above

Referees are booked through the Referee Assigning Centre. The Team Manager or Coach will contact their Managing Director or League Manager to obtain a game number. The Managing Director or League Manager will forward a Game request form to the Referee Assigning Centre to Book referees for that game.

For all no shows complete the PCAHA Referee No Show Form.

<http://www.pcaha.bc.ca/referees/refereesnoshow.html>

Officials for Hockey 2 through Bantam "C"

Referees are assigned through our own association.

Contact the Referee in Chief directly via email (email: ric@ndhockey.com) for any exhibition games. League games and Tournament games the RIC will be provided a schedule by ice scheduler or tournament director.

Please be sure to email your request within 72 hours of the game.

Procedure Hockey 1-4 and Recreation:

The team manager will contact the appropriate Division Manager via email with the date, time and location of all exhibition and rescheduled games. The team manager will contact the appropriate League Manager for the game number and the Division Manager for referees. The division manager will then contact the Referee in Chief for the appropriate number of referees and provide the team manager and the ice scheduler with confirmation. If a referee does not show contact Referee In Chief.

Note: for all exhibition games **both teams** will need game numbers if they have two different League managers. This includes playing a North Delta team. The games sheets must be distributed to each League manager and team link must be completed.

Each team Atom and above is strongly encouraged to have a set of parents who volunteer to be the teams time and score keepers. It is strongly recommended for your designated score and time keepers take Respect in Sports.

The scorekeeper and timekeeper are considered an off-ice official. They are entitled to be treated with courtesy by the participating team, spectators and fellow on ice officials. By the same token, off-ice Officials should conduct themselves in a professional manner which includes refraining from cheering or criticizing the work of any of their fellow officials.

Game Sheets

All game sheets will be provided to each team by the Division Manager or through the NDMHA Hockey Office.

The managers must complete the game sheet prior to each game. One of the coaching staff must sign and verify the game sheet. Manager's name cannot be listed on the game sheet and they may not sign the game sheet. The home team is responsible to bring the game sheet to the

game and ensure that the visiting team has completed. A team official from each team must sign the game sheet.

If a player is not at the game at the time the game starts but is expected to arrive, leave the player's name on the sheet. Players cannot be added from the score sheet after the game is started. Do not list players who are definitely not attending. Once completed provide the game sheet to the scorekeeper.

Ensure all copies are distributed appropriately. The home team manager is responsible to mail the white and yellow copy to the league manager. If an incident occurs and the referee takes the white sheet, then ensure to copy the pink copy (for your records) before mailing the pink copy to the league manager.

Team link must be completed for all exhibition, league and tournament games and mail game sheet to league manager within 24 hours.

Team Link

Managers must create an account in team link. Go PCAHA website at <http://www.pcaha.bc.ca/>.

Create a team link account.

For assistance please refer to the document named "Team Link" – a user guide for managers. The document is posted on the "team manual page."

How to be the Scorekeeper

Ensure the "Official Game Report" (score sheet) is properly filled out by the participating teams, including: 1) the date, location, game number, names of participating teams and other information at the top of the sheet and 2) the names and numbers for all participating players and 3) the names of team officials for the participating teams 4) game sheet is signed by a team official (manager cannot sign game sheet).

- Ensure that time the game started and ended is listed on the game sheet.
- Enter an accurate record of the goals scored including 1) the time of goal, 2) the number of the player who scored the goal and 3) the numbers of players to whom assists are to be credited, if any.
- Keep an accurate record of all penalties assessed, including 1) the number of the penalized player, 2) the infraction, 3) the duration of the penalty and 4) the time the penalty was assessed.
- Advise the Referee when the same player has received his/her second 5 minute penalty major of the game, second 10 minutes misconduct of the game or third stick infraction penalty of the game.

At the end of the game, summarize the score sheet information, sign the sheet and present it to the Referee for verification and signature. Give the visiting team their copy of the score sheet and return the rest of the sheets to the home team manager.

How to be the Timekeeper

Time Keeper Duties

- Be familiar with the operations of the arena score clock.
- Ensure the time of the game is accurately kept.
- Ensure that the clock starts each time play commences.
- Ensure penalized players serve their correct penalty time and return to play when entitled to do so after the expiration of their penalty. Report to the referee if a player leaves the penalty box before he/she is entitled to do so.
- Ensure the score of the game and penalties are accurately displayed on the score board.
- Keep the penalty bench and the immediate area free of spectators.

Affiliate Players/Call ups

Player movement rules are outlined in PCAHA rule book. In addition to these rules, NDMHA has implemented the following process.

Rep A1 and A2 - Affiliated Players Tier 1 and 2 - PeeWee and Above

Teams are only permitted to affiliate a **maximum of nineteen (19)** specially-affiliated players per team, per season. Affiliates are only permitted up to a higher division. If a player is added to a team as an affiliate and has been approved by BC Hockey, this player can be released from the team as an affiliate however this AP spot cannot be used by another player (i.e. if you have one affiliate player and he is released, you can only affiliate a total of 18 more players to that team). After team rosters have been set we will have a scheduled time for the selection and approval of affiliates for each team. At the scheduled times the 1st Vice-President, Head Coach, Registrar and Team coaches will be present to create the specific team affiliate preferences.

1. North Delta Minor Hockey Association's primary purpose of player affiliation is to ensure that teams have sufficient available players for fair and safe play in cases of illness, injury, or other unavailability. The affiliation agreement is to fill the original compliment of players to an affiliating team. The affiliation agreement is not to be used to add to the original players signed to a team.
2. The affiliated player's first obligation is to his/her assigned team. An affiliated player shall not be permitted to miss a regular season; playoff or tournament game with his/her assigned team in order to play/practice with the team to which he/she is affiliated.
3. Affiliation is not intended to be used as a means by which the affiliated player can play on a regular basis with the non-assigned team.
4. We understand and acknowledge that the coach requiring the use of an affiliated player shall first obtain the approval of the assigned team (coach) and secondly, contact the affiliated player's parents. Under no circumstance may the higher level team contact the affiliated player first.
5. All registered "AP" players must be noted on all Game sheets ie. Wayne Gretzky "AP"

* Atom Rep Teams - The Affiliate Player rule shall not apply to Atom Rep. Atom Rep teams shall not draw players from the Novice division. Atom A1 may draw from either Atom A2 or Recreation. Atom A2 may draw from Atom Recreation. All players called up for a game must be listed as A/P.

All players must have tried out for Rep hockey at the beginning of the season. Under no circumstances will a player be used beyond the required allotment past Jan 10 of any one season.

Recreation C

PCAHA rulebook specifies that players can only be called up when 12 or less skaters are available or has NO goaltender available. The team can only call up to 13 skaters and 1 goaltender. See page #75 – section 39.

Player movement to a higher division will be completely managed at the discretion of the Division Managers of the involved divisions. The Division Managers will maintain a list of the top 5-6 second year players from each team that are deemed eligible to play up and this will be controlled in the following manner.

Coaches will contact the division manager in the next lower division for player movement. The Division Manager will select the player(s) by rotation, based on position (no special request will be entertained) whoever is next on the list will be asked to go up providing the game does not interfere with the player's team schedule. The lower division manager will check with the lower division coach for conflict games and approve the request for movement.

Once approval is granted by the lower the Division manager, approval must be obtained from the appropriate the PCAHA League Manager. This is the responsibility of the coach or manager of the proposed team calling a player up.

Lower division manager will keep track of number of games played up. Under No circumstances will a player be permitted to play enough games in the above division where he is in a position that he now must be permanently moved up. Please refer to Rule #38 and #39 of the PCAHA Handbook.

Under no circumstances is the coach or manager to contact the lower division directly.

Coaches Please refer to your PCAHA Handbook at all times!

Pacific Coast and Fraser Valley West

Governing Bodies

Hockey Canada ⇨ BC Hockey ⇨ Pacific Coast ⇨ Fraser Valley West ⇨ NDMHA

FVW is the governing body of Pacific Coast Amateur Hockey Association for our geographic area. It encompasses all Rep 'C' teams from South Delta in the West, south of the Fraser River, and East to Aldergrove. The members included Aldergrove, Cloverdale, Langley, North Delta, Semiahmoo, South Delta, Surrey and Whatcom County,

The home team manager is responsible for the following:

Game Sheet Procedures

- Supplying game sheet and listing the team roster for that game. Sticky labels are a great way to provide legible info on the last copy.
- Providing Scorekeeper and Timekeeper. These volunteers are "off-ice Game Officials. They must remain neutral throughout the contest. Just like the "on-ice officials" It is inappropriate to display excessive enthusiasm during the game. Standing on the time bench and "coaching" is not acceptable.
- The original completed game sheet must be sent to the appropriate FVW League Manager within 24 hours of the competition of the game. Recommend that the team manager have a pre-address and stamped envelope at the game and deposit in a Canada Post box on the way home.
- The team manager is required to enter the game results at <http://www.teamlink.ca>.
- See the PCAHA Rule Book Section F Game Reports (Scoresheets) for additional information

League Schedules

- Balancing round schedule will be available at the Coach and Manager Meeting in early October, prior to the beginning of League Play.
- Hockey 2 to 4 will be contacted in November with scheduling information.
- League and Playoff Schedules sent out to the President and available at <http://www.teamlink.ca> .
- The home team is responsible for the rescheduling of all conflict, game cancellations. The Home Team Manager must work with the opponent to find an agreeable reschedule date and time. This information must then be communicated to your FVW League Manager as soon as possible.

Game Numbers

- Balancing Round, League Play and Playoff game numbers are included with the schedule.
- Exhibition Game numbers are to be obtained from your FVW League Manager. Please allow 4-5 days to receive your exhibition game number. Your League Manager will require the visiting team name, game date, time and arena. If the team is from outside the PCAHA, then additional approval will be required from BC Hockey. See the PCAHA rule book Section L for addition instructions.
- Games are not to be played without a game number assigned by the FVW League Manager.

Game Officials

- Atom thru Bantam C teams must provide their ND Hockey referee assigner a copy of their schedule (Balancing, League and Playoff) Request for “on-ice officials” for Exhibition games must be communicated to your ND Hockey referee assigner 48 hours prior to game time (Atom and Pee Wee Tier 1 or 2) or your Division Manager (Recreation).
- Bantam Tier 2 and up are through the referee assigner.
- The FVW League Manager will arrange for all Midget Rep ‘C’ games. For Midget exhibition games there is a 72 hour notice requirement to request on-ice officials.
- The expense allowance for Officials shall be reimbursed per PCAHA Rule book - Section I 8(a)
- Please ensure that you have exact change for each official in a marked envelope and left with the scorekeeper/timekeeper PRIOR to the start of the game. (See how to pay referee under financials).
- Should only two on-ice officials be in attendance, they shall both receive the allowance for a referee.

Tournaments

- A Tournament permission number MUST be obtained from your League Manager prior to attending ANY tournament.
- Traveling to the USA, a BC Hockey permission must be granted and the paperwork completed. See BC Hockey website under “tournaments” for forms. Complete North Delta travel approval form if traveling to tournaments outside lower mainland.
- Following the tournament, copies of tournament game sheets must be sent to your League Manager.

Sponsorship

North Delta Hockey is a community organization, which offers its members exciting team programs. While our Association has excellent commitment through the parents and volunteers, sometimes we must rely on outside sources to sustain our quality programs. Without the support of residents and businesses throughout the community, the players would be at a disadvantage.

Please inform your team of the program. If there is any team member with potential interest for providing your team a sponsor or tournament advertising please provide them with the application (see "forms" tab on website)

Applications can either be printed from our website www.ndhockey.com or photocopies can be made from the sample form.

The form and payment (payable to NDMHA) is to be completed and either mailed or delivered to NDMHA: Attention: Sponsorship Programme. The company's logo must be high resolution and emailed to advertising@ndhockey.com

The treasurer will notify you when your cheque is ready for reimbursement of your team sponsor funds.

Note: All banners remain the property of NDMHA and must be returned to the hockey office at the end of the season.

Bulletins

Every year new bulletins or updated bulletins are provided to the Association from BC Hockey and Pacific Coast.

Please check the link to BC Hockey and PCAHA websites frequently for all current bulletins.