



Team Manager's Handbook

Review and familiarize yourself with the RMMHA Manager's page, as it has a lot of the information and links you will need throughout the season:

<https://www.ridgemeanowshockey.com/managers/>

Team officials

You will need to have all your officials decided pretty quickly into the season. You have to have a head coach/assistant coach(es), a team manager, a Hockey Canada Safety Person (HCSP) and a team treasurer. You may also have on-ice helpers. The coaches, HCSP, and manager will all be "rostered" officials – only these rostered officials can be on the bench during a game.

Certifications/applications

Ensure all your officials have their certifications and Hockey Canada waivers up to date and submitted to the organization. You can find the necessary certifications and the application form links here: <https://www.ridgemeanowshockey.com/certifications/>

Once all of the certifications and waivers are submitted by each of your officials, you will need to give your division manager (DM) the official's names and positions, (as well as contact information for the coaches and manager) so the DM can submit your team jotform to the association for approval and rostering.

Bank accounts

You must open a new and separate account for the team funds each season – personal bank accounts cannot be used. You can open your bank account at any institution, but the association does have a partnership with Scotiabank. In order to open the bank account you will need to first get a permission letter from the association:

<https://form.jotform.com/212715739001045>

Both the manager and treasurer will be on the bank account as signatories, and will likely need to go to the account set-up appointment together to verify their ID with the financial institution.

Budgets

Prepare your draft budget with your treasurer and coaches. The association will have a template that must be used to complete your budget. Once your draft budget is complete, you will submit it to the VP of Admin (vpadmin@ridgemeanowshockey.com) and the Treasurer (treasurer@ridgemeanowshockey.com) via email for approval.

Items you will need to include in your budget:

- \$150 for gift basket costs which be given to the Association for use at tournaments
- \$300-500 for Rustler Cup fees (only applicable for C Division teams)
- Ref payment fees - the association will provide a cheque to cover these costs, but you will still need to include this in your budget, as well as account for these separately. You will be expected to return any unspent ref money to the association at year end.

- Official's certification/course costs - get receipts from any of your officials who had to update/complete certifications
- Team costs - these may include tournament fees, jersey name bar application/removal costs, team events, year-end gifts/party, etc.

Once your budget has been approved you can then collect your team fees. *Do not collect team fees until balancing is done and final teams have been settled.*

Fundraising

You can fundraise to offset the costs for the season – do not include any projected fundraising revenue in your team budget. Instead, you can use this to cover any additional costs that come up, or re-imburse families at the end of the season for the team fees they pay at the beginning of the year. The fundraisers you do will be up to you and your team – some common ideas are pub nights, purdy's chocolates, meridian meats, 50/50 draws, or raffles. Ensure that for any fundraising you do that that involves a game of chance (50/50, raffles, etc.) that you obtain the proper gaming license and report out on the event.

Information on applying for a gaming license can be found on the RMMHA site here:

https://www.ridgemeanowshockey.com/wp-content/uploads/sites/1430/2023/04/Applying-for-a-Gaming-License_2023.pdf and you can find information about different licenses and types from

Gaming here:

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising>

Jerseys

Game jerseys are provided by the association. The game jerseys come in sets of two - one white and one red. Each athlete will also receive one pair of socks. Jersey numbers generally increase in size with number - apart from the goalie jerseys which are typically #1 & #29.

Keep a record of jersey numbers and condition (if there is any existing damage) as you assign jerseys and give them to the athletes. There is a spreadsheet available to download for this in the RMMHA Manager's section under "Forms".

The provided jerseys are only to be worn for games. We are supposed to be in red jerseys whenever possible. White jerseys can be used if there is a conflict with the other team's colours.

Each athlete is required to have name bars starting in the 2024/2025 season (parents should have paid this cost as part of registration, or will have to pay for these on their own) – application and removal of these can be done by Bill's Skate shop, or by a team volunteer.

For practices, other jerseys must be worn. These can be existing jerseys that the players have, or the team can choose to get a matching set of practice jerseys if they include this as part of their budget and team fees.

PCAHA

Our association is under the Pacific Coast Amateur Hockey Association. Within PCAHA we are in the Fraser Valley North (FVN) league.

The PCAHA rulebook has a lot of the answers, but is very long! You can find the rulebook here:

<https://pcaha.ca/rule-book/>

Their website also has a lot of information on tournaments, spordle, game play, etc:

<https://pcaha.ca/>

Spordle

Once you have been rostered to your team, you can login to HiSport. From there you can edit your team jersey numbers, as well as find the information about your team and games. You will also use this to approve your pre-game line-up before each game. If you have updated the jersey numbers, then you will only need to amend these if a player is wearing a borrowed jersey, or they are an AP for your team.

<https://hisports.app/profile>

Spordle/Hi-Sport also gets used for scorekeeping. If you are the home team you need to ensure your scorekeeper has the game number and your team's HCR in order for them to login.

Information on how to sign up/use Spordle can be found from PCAH for managers and scorekeepers here: <https://pcaha.ca/games-spordle/>

There is also a how to guide from Spordle that is helpful and can be found here:

<https://help.hisports.app/>

Conflict games

PCAHA is going to end up scheduling some conflict games when they release the schedules. These need to be sorted as quickly as possible by collaborating with the other team. (You can find the other team's manager/coach contact information in Spordle.)

If you are the home team you are responsible for getting a new ice time from the ice allocator (by emailing ice@ridgemeanowshockey.com), and then connecting with the other team's manager to ensure the new time will work for them. Once you have confirmation of a new game time, this information needs to go to the league manager so they can update the game in Spordle.

If you are the away team there is an expectation you will work with the home team and accept the new ice time for the make-up time.

Volunteers for home games

As the home team, you are responsible for ensuring there is a timekeeper and scorekeeper available for the game. You can add these as assignments in TeamSnap so that parents can

sign up for these roles, or you can line them up in another way that works for you. Volunteering for these roles count towards each families' required "team volunteer hours."

Referees

If you are the home team you are responsible for paying the refs before the game starts.

Current fees are found here: <https://pcaha.ca/resources/referee-info/>

Do not go into the ref's room – knock at the door and hand over the money before the game begins. This is often a job that your treasurer will take on, so ask them if they are able to do this piece of the work.

Ensure you track your ref fees on a separate form (you can find a "referee payment record" form on the manager's page). You will be given a cheque from the association at the beginning of the season to cover ref fees, and will be expected to track all fees paid, and return any unspent funds to the association at the end of the season.

Ice Times

If you are unable to use your ice time for any reason you must return it to the ice allocator (ice@ridgemeanowshockey.com). You also must confirm with them before using your "home" game ice time, as any that are not scheduled by PCAHA may get used for conflict games for other teams as first priority.

AP Requests

Affiliate Players (APs) can be requested when you need either a goalie or an extra skater.

To request an AP you will send the division manager the position needing to be filled, the game information (Game #/time/location) and, if specifically requesting an individual player, their name.

The division manager will then connect with the player's parents, coach, and VP of their division to get approvals for the AP request. Once these have been obtained, the request is forwarded to the league manager for approval.

The league manager will add the AP player to that game's roster in Spordle with a temporary jersey number. This number must get updated before the start of the game to the jersey number the player will be wearing.

Some AP requests can take extra time, so ensure you give as much notice as possible to your DM when putting in these requests.

Tournaments

The Hockey Canada Pathway suggests the numbers of games and tournaments that players can participate in throughout the season. This is what PCAHA will follow for game allocations.

Each team can decide when and what tournaments to register in, but there are permissions to obtain before each.

All C Division teams will also play in the Rustler Cup each season – an internal tournament between the teams in each division. There will be fees associated with the Rustler Cup that need to be worked into your team budget.

You will want to apply for your tournaments quickly into the season as these fill up very fast. When you are approaching your tournaments, you will need to get a Tournament Permission Number (TPN) from PCAHA and a roster from RMMHA to send to the tournament coordinator.

To get these you need to apply for a Tournament Permission Letter (TPL) from the association first. This can only be done at 30 days out from the tournament (RMMHA will not process them before this) by filling in this jotform: <https://form.jotform.com/232569036203250>

You will then get a TPL and roster from the association, which you will email to our league manager as attachments. Ensure any conflict games have been resolved, and any ice returned before emailing the league manager for permissions.

In the body of the email to the league manager you will need to put the following information:

FULL TEAM NAME: (ex. RMMHA U11 C1)

TEAM HCR#:

MANAGER NAME:

MANAGER PHONE:

MANAGER EMAIL:

HOST ASSOCIATION:

TOURNAMENT NAME:

TOURNAMENT SANCTION NUMBER:

TOURNAMENT LOCATION/ARENAS:

TOURNAMENT DATES:

Once the league manager approves this, they will email you the TPN. You can then email the TPN from the league manager and the official HCR roster from the association to your tournament director.

For tournaments not being hosted by PCAHA Associations, you will also need to fill out an additional form to send to the league manager. The Interdistrict Travel and Exhibition Game Sanction Form is for any tournament or exhibition game request that takes place outside of the PCAHA districts, but still within the Province of British Columbia. For any tournament outside of B.C. you will need to fill in the Out of Province and USA Hockey Tournament form. With these two types of TPNs, you still need to fill out the “regular” tournament requirements described above as well.

When the league manager creates your TPN for out of PCAHA tournaments, they will create a package that gets sent to BC Hockey. You will be cc'd on the email and then contacted directly from BC Hockey for their permissions.

Season Wrap Up

You will need to return any unspent ref funds to the association, finalize costs, return any unused team fees to the families, and submit your final budget to the association by March 31.

Once your final payments and repayments have been done you can close your team account. Don't forget to also close any fundraising accounts associated with the team.

Jerseys will need to be collected, washed, and returned to the association. Ensure you note any damages on the jerseys when they are returned on the form you used when handing out the jerseys at the beginning of the season.