

# **AMHA MANUAL**



**FOR COACHES & MANAGERS**

Revised 2017

# **AMHA Coach/Manager Manual**

This manual is designed to assist Team Managers and Coaches in the execution of their duties. This manual may not contain the answers to all of your questions, so we would welcome your feedback.

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## **Important Document Forms Found on the AMHA Website:**

- BC Hockey Canada Injury Report
- Team Injury Log
- Hockey Canada Return to Play Form
- Referee Sign in Sheet
- Financial Statement
- Expense Reimbursement Form

## **Calendars Available on the PCAHA Website:**

- PCAHA 2016-2017 League Schedules – week by week
- Important Dates 2016-2017

## **Introduction**

Welcome to another hockey season. On behalf of the Abbotsford Minor Hockey Association, **thank you in advance for the many hours that you will be committing to our young players.**

This manual has been prepared in order to provide you with important information and to answer some of your questions. It is our hope this will aid and help guide your season. In no way is this manual meant to cover all of the information that you as a Coach or Manager will need. Additional information can be obtained from the AMHA Policy Manual (available on the AMHA website), the PCAHA website, the BCAHA website or Hockey Canada's website.

Please review this manual and refer to the AMHA Policy manual throughout the season. New policies are adopted and some policies are amended from time to time. As a result, the Policy Manual is updated and posted on the website. Every effort is made to ensure that the website is as up to date as possible.

## **1. The Structure of Minor Hockey**

The Abbotsford Minor Hockey Association (AMHA) has over 800 participants. The AMHA is a member of the Pacific Coast Amateur Hockey Association (PCAHA) and through it, BC Hockey and Hockey Canada. These governing bodies provide the regulatory framework in which minor hockey is played.

The AMHA develops policies in order to manage the Association in accordance with the guidelines and rules established by our governing bodies and the Societies Act. The purpose of this is to ensure that all players registered with AMHA are treated as fairly as possible and are provided with the same opportunities.

The AMHA is governed by A board directors, referred to as the AMHA Board of Directors. The Board of Directors is elected by the Association membership at the AMHA Annual General Meeting. The AMHA Board of Directors serve a two-year term and each year, half of the AMHA Director positions are open for election. The AMHA Board of Directors is responsible for the management of the AMHA. The following is a list of the elected members:

- President
- 1st Vice-President
- 2nd Vice-President
- Past President
- Treasurer
- Secretary
- Directors

In addition to the elected members, there are several appointed positions. AMHA members are appointed to these positions by the AMHA Executive and perform specific duties. These positions include:

- Risk Management / Harassment Officer
- Registrar
- Referee-in-Chief
- Head Coaches
- C Division Coordinators Tournament Coordinator
- Equipment Manager
- Fundraising Coordinator
- Communications Coordinator
- Website Manager

Beginning August 2011, AMHA hired an Office Administrator.  
Beginning June 2014, AMHA hired Hockey Operations Personnel.

## ABBOTSFORD MINOR HOCKEY ASSOCIATION

PH: 604-852-8295

amha@abbotsfordminorhockey.ca

### Board of Directors:

President	Janine Rizzo	president@abbotsfordminorhockey.ca
Director, Special Projects (1st VP)	Mike Oddy	specialprojects@abbotsfordminorhockey.ca
Director, Volunteers (2nd VP)	Rick Barkwell	volunteers@abbotsfordminorhockey.ca
Secretary/Treasurer	Vickie Heese	treasurer@abbotsfordminorhockey.ca
Director, H1-4	Jason Weinberger	h2-4@abbotsfordminorhockey.ca
Director, Atom	Mandy Gill	atom@abbotsfordminorhockey.ca
Director, Pee Wee	Jamie Young	peewee@abbotsfordminorhockey.ca
Director, Bantam	Jodi Visco	bantam@abbotsfordminorhockey.ca
Director, Midge/Juvenile	Parm Kooner	midget@abbotsfordminorhockey.ca
Director, Historian	Lochie Bell	historian@abbotsfordminorhockey.ca
Past President	Trevor Bamford	pastpresident@abbotsfordminorhockey.ca

### Appointed Positions:

Equipment Manager	Mat Doull	Please text 604-329-5789
Assistant Equipment Manager	Dan	equipment@abbotsfordminorhockey.ca
Fundraising Coordinator	TBA	fundraising@abbotsfordminorhockey.ca
Privacy Officer	Kolin Kriitmaa	execdirector@abbotsfordminorhockey.ca
Referee In Chief	Shawn McCaskill	ric@abbotsfordminorhockey.ca
Risk Manager	TBA	risk@abbotsfordminorhockey.ca
Coordinator, H1-4	Michelle Dominato	h1-4@abbotsfordminorhockey.ca
Coordinator, Atom	Pawan Dhillion	atomcoordinator@abbotsfordminorhockey.ca

Coordinator, Pee Wee	TBA	peeweecoordinator@abbotsfordminorhockey.ca
Coordinator, Bantam	TBA	bantamcoordinator@abbotsfordminorhockey.ca
Coordinator, Midget/Juvenile	TBA	midgetcoordinator@abbotsfordminorhockey.ca

**Staff:**

Executive Director	Kolin Kriitmaa	execdirector@abbotsfordminorhockey.ca
Hockey Director	Mike Gerrits	hockeyops@abbotsfordminorhockey.ca
Administrator/Registrar	Rhonda Bencze	amha@abbotsfordminorhockey.ca

## 2. Job Description for Team Manager

Most Coaches will agree that the difference between a good hockey team and a great hockey team is the quality of team management. The Team Manager is the liaison between the parents and the coaching staff and is responsible for ensuring the wellbeing of the players. The Team Manager's Job includes but is not limited to:

- a) Communicating with AMHA Division Director / Coordinator for schedules, tournaments, etc.
- b) organizing timekeepers, scorekeepers; paying officials and keeping a record of payment using the ref sign in sheet;
- c) completing and processing the game sheets;
- d) maintaining the team jerseys;
- e) rescheduling conflict games and dealing with any other changes as required;
- f) preparing team phone lists and schedules, communicating with parents;
- g) keeping team bank account and tracking team finances;
- h) submitting team financial statement with backup at the end of the season
- i) scheduling tournaments for the team and arrange for travel and accommodation, etc.;
- j) assign a tournament representative to coordinate the team's duties for the AMHA tournaments;
- k) attend the Team Manager's meeting at the beginning of the season;

PCAHA requires Managers to take the Respect in Sport course and CATT. These are done online. You must print your certificate at the end of the course to be valid. (Valid for 5 years).

Managers must undergo a Criminal Record Check; online process effective Dec. 2013

The AMHA Executive must approve the appointment of the Team Manager. Team Managers report to their team's Head Coach and the Head Coach is responsible for all team operations.

## 3. Team Communication Guidelines

The purpose of this policy is to provide a positive and productive forum for parents/guardians to express a grievance without inhibiting a coach from fulfilling his coaching responsibilities. Parents / guardians wishing to meet with a coach to discuss a grievance must follow the below guidelines:

- a) Parents/guardians will not approach coaches immediately after a game to air a grievance. To prevent further escalation and poor communication, parents and team officials must observe a **24 hour rule** for a "cooling off" period.
- b) AMHA is firm on the observance of a 24 hour rule "cooling off" period. Individuals in violation of this may be brought before the Disciplinary Committee and may

- face suspension or expulsion from AMHA.
- c) Contact the Team Manager to arrange a meeting with the coach to discuss your grievance.
  - d) Complaints and/or grievances must be forwarded to the Board of Directors in writing; in order to be addressed.

The following “Lines of Communication” shall be followed by members of the Association who wish to have an issue resolved:

- a) Speak to the Team Manager. The Team Manager is the liaison between the coaching staff and the parents;
- b) If this fails to satisfactorily resolve the issue, speak to the Head Coach;
- c) If at this time the issue is still unsatisfactorily resolved, the issue may be forwarded to the Division Coordinator; if the issue is unsatisfactorily resolved it may be forwarded, in writing, to the Director in charge of the division. Issues forwarded to the Board of Directors that are not in writing may not be addressed;
- d) If the issue is still unsatisfactorily resolved the issue may then be forwarded in writing to the AMHA Executive who, if necessary, will make a final resolution of the matter.

Where a team or Team Official has an issue that requires resolution the following “Lines of Communication” will be strictly followed:

In the case of Recreational teams:

- a) The Head Coach will discuss the matter with the Division Coordinator;
- b) If the issue is unsatisfactorily resolved the Head Coach may direct the issue to the Director responsible for that division in writing;
- c) If the issue is still unsatisfactorily resolved, the Head Coach may forward the issue to the AMHA Board of Directors for final resolution.

In the case of Representative Teams:

- a) The Head Coach will discuss the matter with the Director responsible for the division;
- b) If the issue is still unsatisfactorily resolved, the Head Coach may forward the issue, in writing, to the AMHA Board of Directors for final resolution.

Any decision by the AMHA Board of Directors on the issue will be made with regard to the policies of the AMHA (which comply with PCAHA, BC Hockey and Hockey Canada guidelines). Where the policies of AMHA do not cover the issue reference will be made to PCAHA, BC Hockey and Hockey Canada Regulations and policies. Where necessary, policies may be modified or up-dated. All decisions made by the AMHA Board of Directors are considered final. There is no appeal process to this decision. Any Team Official that circumvents or disregards this policy, may be suspended and dealt with in accordance with the AMHA Disciplinary Process.

## **5) Conduct At The Arena**

The Team Manager and other parents are responsible for the behaviour of the fans – this may include one of your team's parents. If one of the fans is behaving inappropriately, you may wish to engage them in conversation or redirect their behaviour in another way. It is possible that they do not understand the On-Ice Officials' call in which case some explanations/education may be in order. If the problem persists, discuss the problem with the Coach and/or Division Director.

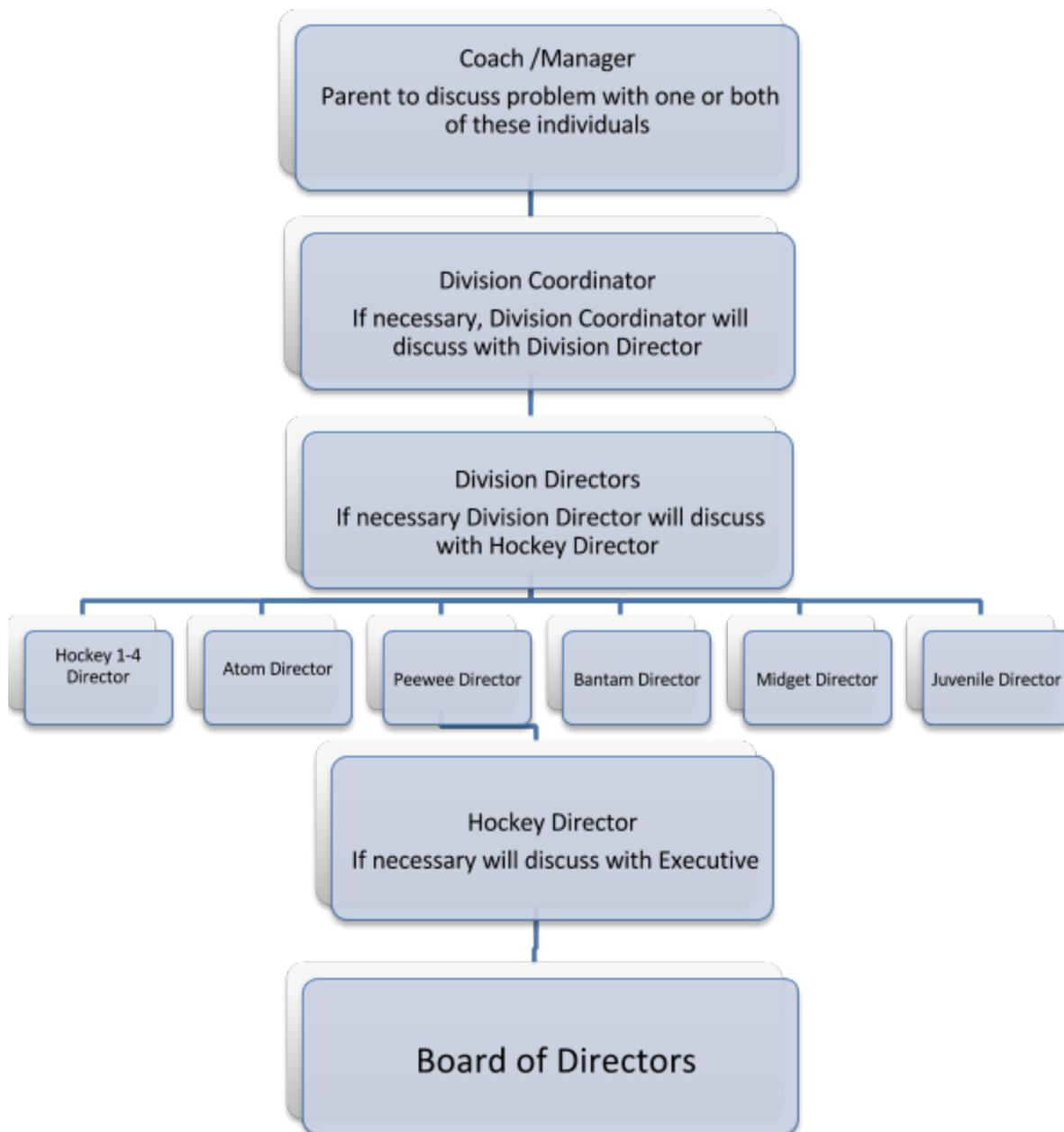
Sometimes it is a parent on the opposing team that is demonstrating inappropriate behaviour. It is generally a good idea to try and introduce yourself to the Manager of the opposing team, and then you can dialogue with them further if you need to enlist their help in talking to someone who is harassing the an On-Ice Official, the coach or players.

## **6) Team Communications**

As the Team Manager, you are responsible for team communications. This involves communications about schedules, practices, changes of times, fundraising, social events etc. The easiest method of communication is group e-mails. This works well when there is lots of lead-time. On short notice, parents and players will need to be called personally.

If a parent has a concern about their player, the Team Manager is the liaison between the Coaches and the parents. Refer to the AMHA policy manual for the Communications Policies.

## 7) AMHA Communication/Complaint Procedure Chart



## **8) Team Safety**

Safety of all players is the first priority at all times. For the safety of all players and on-ice participants, absolutely no person is permitted on the ice prior to the iceman closing the Zamboni gates.

### **First Aid Kit**

The team First Aid Kit is supplied by AMHA. The team HCSP should routinely check the First Aid Kit and replenish items used or missing. It is the responsibility of each team to maintain their first aid kit. Add copies of the player medical forms to the First Aid Kit as a back up to the online EPact system. They should be kept in a Ziplock bag along with blank injury claim forms.

### **Medical Forms**

Each parent/guardian must fill out the EPact medical form online. Please ensure that you have an up-to-date medical accounts for each team member. Remind your parents it is their responsibility to update their child's EPact account on an ongoing basis. A copy of these forms should be kept in alphabetical order in a Ziplock bag in the First Aid Kit. The HCSP must ensure that the coaches are aware of any player medical conditions such as allergies or asthma. If there are players with food allergies, advise the team of snack restrictions.

### **Stop Signs**

Stop Signs are required on the back of every game jersey. They are provided on each jersey and may not be moved or covered. Spare Stop Signs should be kept in the first aid kit in case one is required.

The "Stop Signs" are intended to reduce injuries to players due to contact from behind. In order to enhance the effectiveness of these signs, name bars may not be sewn onto team jerseys unless authorized by the AMHA Executive.

### **What to do if there is an injury**

- a) The HCSP on your team should take charge in the event that a player is injured and an ambulance is required.
- b) There must be at least 2 adults with a player in the dressing room at all times, never leave an injured player alone;
- c) If a player is injured and their parents are not at the game, contact them as soon as possible;
- d) Injured players cannot be given any medication, including aspirin, Tylenol etc., except by their parents, guardian or a doctor;
- e) Provide every injured player an Injury report form that they can take with them and have completed by their doctor;
- f) Refer to the policy manual for more information regarding injuries, reporting and players returning following an injury.

Injury reports are included with this manual. A copy of the Injury Report Form must be

forwarded to the Risk Manager or division director within seven (7) days. The completed form will be mailed in as per the instruction on the forms as soon as possible by the Risk Manager. The reason is to ensure that our insurance is valid in case it is needed in the future. Claims must be received by the insurer within 90 days of the injury in order to be accepted. It is the Team Manager's responsibility to ensure that the forms are complete and forwarded to the Risk Manager.

Insurance coverage assists player's families that do not have extended health care benefits. PCAHA supplemental Insurance coverage includes catastrophic injury insurance and limited US travel.

## **9) Team Financial Information**

The Head Coach is held accountable by the Association for the team finances. This duty is routinely delegated to the Team Manager who then becomes responsible for the team finances. You may wish to appoint a Team Treasurer to assist you and together you must open a bank account. The bank account **must** have 2 signing authorities (one of which must be the head coach) and be opened under the official team name. For example "AMHA Peewee C4" or "AMHA Midget A1". Contact our Executive Director for a bank letter required to open a bank account.

All monies collected by the team are to be spent on the team, team expenses, and team activities. All team expenditures must be approved in a democratic manner (secret ballot is strongly recommended). At the beginning of the season a team startup fee can be collected from each player (parent). This amount usually starts at \$100.00. This fund would help cover startup costs of the team ice/jersey deposit, team clothing, etc.

### **Year end financial report**

At the end of the season you will be required to submit:

- a) Team Financial Statement (enclosed)
- b) Parent payout listing of leftover funds
- c) Referee sign in sheet (enclosed)
- d) Most current bank statement
- e) Copies of logo'd merchandise purchases

These reports are due by March 31st. Reports not submitted on time will be subject to a \$50.00 per month late fine after April 30th. The AMHA Treasurer will reconcile referee fees, verify that all equipment has been returned and check for any ice forfeitures. Once all above items have been met a refund of the ice / jersey deposit plus / minus any referees fees will be paid out to the team.

Do not close out your bank account until this refund is received. The cheque will be issued in the team name for accounting auditing purposes.

The financial statement, the referee sign in sheet can be found on the AMHA website

under the Forms tab on the top of the page.

## **10) Team Official Reimbursement**

Teams Officials will be reimbursed for:

- a) HCSP – required by safety person.
- b) Respect in Sport – required by all team officials.
- c) 3 Coach development and coach hybrid courses – required by volunteer coaching staff.

To receive a reimbursement from AMHA, fill out the Expense Reimbursement Form (on AMHA Website) and attach receipts and submit to the AMHA Hockey office at AC Arena. Submit coach courses on a separate expense form as they will be paid out once they have completed their homework and have submitted to the coach coordinator or BC Hockey. Once approved by BC Hockey or coach coordinator funds will be reimbursed.

Make sure full addresses are written on the form as well as the name of the payee the cheque is to be written out to.

## **11) Security Deposits**

### **Team Deposit**

Head Coaches are required to submit a \$250 deposit, payable to the AMHA, postdated to Nov.1st at the start of the season when uniforms and other equipment is picked up. There will be a \$100 deduction for each jersey not returned to AMHA. Please ensure all players turn in jerseys on the last ice time to avoid this deduction. There will be a \$100 charge per ice slot not used as assigned to the team.

The deposit will be refunded at the end of the season provided that the equipment is returned in suitable condition and all team financial reports have been submitted as required by policy.

## **12) Game Officials**

### **Payment of Referees**

Referee payments will be made in full at the beginning of the year to each team. The cheque will be issued under the team name. (i.e. AMHA Peewee C4). The Team Manager is responsible for the referee payment.

If it is a home game, the Team Manager will ensure that On Ice Officials (Referees) are paid before each game.

They should be given exact change, and paid cash (folding money).

Referee forms must be filled by the refs each game, this form becomes part of your financial package that is sent in at the end of the year. A ref form is attached for your convenience. You can also find this form on the AMHA website under the Forms tab

The Association pays for all league and playoff games as well as two (rep) and one (C) exhibition games. Until these cheques are received, a team official may be required to front this money. A record of all referee payments must be kept on the appropriate AMHA tracking form. This form will also be back up to the financial statement submitted at season end.

During tournaments officials will be paid cash by the tournament organizers prior to the game. A cheque will be provided by AMHA to the tournament chair who will then divide the funds up for individual payment.

If all or some of the officials do not show, you need to report this to the Referee Coordinator within 24 hours. Do not pay out any more than the specified amount for the number of officials in attendance. (Refer to the PCAHA handbook for rates).

In the event that referees were booked for a game and do not show, make every effort to play the game. Refer to the PCAHA handbook for this procedure or refer to Hockey Canada Rule 41.

To arrange exhibition games please see following section on "Exhibition games and Away Tournaments.

### **13) Rep Team Carding and Rosters**

#### **Carding fees:**

Atom/Pee Wee = \$300

Bantam/Midget = \$350

#### **Team Rosters:**

All rep team rosters are to be submitted to the Registrar. (Including Team Officials and Team Level Volunteers) potential changes can be made up to freeze date but must be transmitted to the Registrar immediately.

Rosters will be frozen as of the last Saturday in September until Carding Day.

### **14) League Games**

The first series of games are the tiering round (not including Novice). The Team Head Coach and Team Manager must go to the PCAHA division meeting to obtain the schedule. These meetings are generally in early October.

Once teams are tiered, the next series of games are the regular League games. The

League Manager will provide the schedule.

The final set of league games will be playoffs.

## **15) Game Sheets**

Hockey has a lot of paperwork, and as Manager you will be responsible for this. Each game your team plays must have a "Game Number" that is obtained from or assigned by the League Manager. At the end of the game you will collect the score sheets, distribute the blue and pink copies to the visiting and home team respectively, and mail the yellow and white copies to the League Manager within 24 hours. All game sheets must be inputted into Team Link ([www.teamlink.ca](http://www.teamlink.ca)) within 24 hours of play. Tourney permission #'s will not be supplied if the game sheet entries are not up to date.

If there is an incident involving a major penalty or misconduct during the game, the referee may retain the white sheet and write a report on the game. The referee will send in the white sheet including the report. You must still send the yellow sheet. In these cases the game sheet should be faxed to the League Manager immediately.

## **16) Team Statistics**

Although not required, your Coach may wish you to keep up-to-date records on team standings and individual player statistics. This information can be very useful to a Coach. You must make the decision as to how you will keep them. Often posting the statistics for parents and players can cause controversy.

The Team Manager must track all penalty records. All misconduct and major penalties must be reported to the Division Coordinator or the Division Director. To keep track of penalty minutes, keep a ledger and record the major penalty minutes given to each player from the information on the game sheets. In the event that a player is assessed a Match or Gross Misconduct, the player must sit out a minimum of three (3) games or seven (7) days and may be subject to further suspension by BC Hockey, PCAHA or AMHA. Please refer to bulletins from BC Hockey and PCAHA on their websites. It is the Team Manager's responsibility to ensure that all suspensions are served immediately. Failure to do so could result in a player or team official receiving an additional suspension.

## **17) Managing the Game**

- a) The home team provides the scorekeeper, timekeeper, and game sheet and sends the score sheet to the League Manager. In Hockey 1, 2 & 3 do not post the score. The clock is used with the two-minute buzzer.
- b) Referees are paid by the home team before the game (refer to the section on game officials for details). Have the exact change for each official. (see PCAHA

- rulebook for rates);
- c) Games are three periods. (see PCAHA rulebook for times)
  - d) If the game officials are not at the rink 15 minutes before the game starts, call the referee assignor and confirm the officials were booked. If you cannot contact anyone and the officials still have not appeared, the game may still be played provided that the two coaches can agree on an alternate referee (coach, older sibling...). A player from each team may be appointed to be the linesmen.

League games can only be rescheduled if there is a conflict on the original schedule and for tournaments. You must have permission from the League Manager to reschedule the game. Games cannot be rescheduled for convenience reasons such as, too many players or coach away. Games cannot be forfeited. If your team is short players, players from a lower division are permitted to play subject to PCAHA rules and the AMHA policy on the Use of Affiliated Players. Contact your Division Director or Coordinator.

## **18) Penalties and Game Misconducts**

It is the responsibility of the Team Head Coach and Team Manager to ensure suspended players do not play in games. It is recommended that the Team Manager sign all game sheets, not the Head Coach. A player is considered to have played in a game if his name appears to a game sheet. Players who received game misconducts during the last 10 minutes of play cannot play in the next game. The Team Manager must record all major penalties and suspensions and report them to the Division Coordinator or Division Director.

### **Penalty Free Games**

The "Penalty Free Game" is an event that all teams are eligible for. During Minor Hockey week teams that have penalty free games may send their game sheets in and win prizes. Specifics of this program can be found on the BC Hockey website. BC Hockey runs this program and it changes slightly each season.

## **19) Game Conflicts and How to Re-Book a Game**

When you receive your team's schedule, there may be game conflicts such as two games on the same day or a home and away game on the same night. If this happens it is up to the Home team or team designated by the League Manager to reschedule their game. Reschedule conflicts as soon as you receive the schedule. If you wait, it becomes very difficult as there are typically few options remaining. The league provides an extra week after tiering games and an extra week after regular season league games for makeup and conflict games. If your team is the visiting team and the home team does not call you within a week of the schedule being issued, call them.

**For C Division Teams:** contact your division coordinator to arrange to have the game rescheduled and advise the league manager.

**For Rep Teams:** It is the Team Manager's responsibility to resolve these conflict games. There are 3 steps that must be taken:

- a) If you have weekday (after 6pm) or weekend practice ice (see PCAHA rulebook Section G), you may be able to use your practice ice to resolve a game conflict.
- b) If you do not have a suitable practice ice, call the Ice Coordinator to check the options for rescheduling your game. This typically means trading your conflicting home ice time for some other time.
- c) After the Ice Coordinator gives you some options, call the Manager of the visiting team and offer the alternative(s) that are available.
- d) When a rescheduled time is agreed on, confirm the change with the Division Coordinator or Ice Coordinator.
- e) The League Manager must be informed of the schedule change. For C division teams, the Division Coordinator will do this. The Team Manager for Rep teams must contact the League Manager to advise them of the change. Note: if you have offered three options to the visiting team and they have not accepted one of the times, contact the League Manager and advise them of the situation. The onus may then be put on the visiting team to provide a game slot.
- f) Call or send an email to the Referee-in-Chief and arrange to have referees for the rescheduled game time. A minimum of 72 hours is required.

In most circumstances the Home team is responsible for rescheduling a conflict; however, the League Manager who makes up the schedule may occasionally designate the Visitor as the team that must resolve the conflict. This is sometimes done to equalize the rescheduling burden. The League Managers generally use an asterisk or some other mark to note which team has to reschedule: check these and do not automatically assume that if you are the Home team the conflict is your problem or vice versa.

## **20) Exhibition Games and Away Tournaments**

If your team wishes to book an Exhibition Game, the game can be booked on the team's regular game time or a practice time as long as there is not a league game scheduled. League games include tiering, regular season and playoff games. Once you have secured a suitable ice time, you can contact the other Team Manager to line up the game. Team coaches or contacts can be found by contacting the division League Manager or looking in the PCAHA website for Association Member websites. Several associations' list contact phone numbers.

The Team Manager is responsible for getting the game numbers for Exhibition Games and Tournament Permission Numbers for home and away tournaments. These are available from your League Manager. Contact your Division Coordinator or Director to obtain this on your behalf. In addition to a Tournament Permission number, AMHA teams are required to obtain written permission from AMHA to attend outside tournaments. The tournament permission process is available on the AMHA website.

Please follow these steps. If you are hosting an exhibition game, please remember to request referees.

## **21) Home Tournament**

The AMHA hosts tournaments for every division. All teams must participate in the AMHA tournament for their division. Each team must provide at least two people to work on the tournament committee to ensure a successful tournament. All parents are required to assist in some way, timekeeper, sell 50/50, get donations.

The association collects the registration fees for all tournaments and cover the major expenses for the tournament. These expenses include:

- a) Ice costs
- b) Referee costs
- c) PCAHA & BC Hockey Sanctions
- d) Trophies – 1st & 2nd place only
- e) Program

Ice scheduling will also be completed by AMHA's ice scheduler; these schedules will be given to the Tournament Chair.

Rules will be supplied by the Tournament Director.

Each tournament will still be required to have a Tournament Committee.

All Tournament Committees need to be formed by October 31st. Each team must be represented on the committee. Teams will not be given approval to enter any tournaments until all committees are formed. Their responsibilities will be:

- a) 50/50 licence and follow up report (In the tournament name, NOT AMHA name.)
- b) Raffle table prizes
- c) Any food or beverages for the players
- d) Any gifts for the players
- e) Organizing volunteers for rink managers, scorekeeping, timekeeping, host/hostess's, etc.
- f) Payout referee funds supplied by TSC
- g) MVP medals

All funds raised by Tournaments will be considered a fundraiser for the AMHA teams that participated. The money would then be divided amongst the teams by the formulas decided by the Tournament Committee in consultation with the Tournament Director.

After all revenue and expenses have been processed by AMHA reconciliation will be completed to determine the profit earned. This amount will be compared to the revenue

that has been set in the AMHA yearly budget. If this amount exceeds the budget a formula will be used to determine the amount of a profit sharing cheque to be given to the tournament chair to be distributed between the participating teams.

Teams must have a tournament permission number to participate in any tournament, including the AMHA tournaments. If your team wishes to participate in additional tournaments, you will need to organize this as a team. You will need permission from the AMHA Division Director or Coordinator and a tournament permission number. You must resolve any conflicts with league games first. All game sheets need to be entered into teamlink before permission # is given.

Tournaments can be found on the BC Hockey website.

## **22) Extra Insurance for Tournaments**

All tournaments must be sanctioned and the team must obtain a permission number before entry. USA Travel Medical Insurance is available and provides coverage for; individuals, volunteers, parents and, immediate family members who travel with the team to sanctioned league, exhibition, or tournaments in the USA. This is coverage for costs above the BC Medical should someone require medical attention or hospitalization during the trip (refer to the PCAHA rulebook under US Travel Insurance).

If you wish to participate in an out of province tournament you must complete the "Out of Province form" available through BC Hockey (see the tournament travel permission process on the AMHA website).

Mutual Aid Insurance will not cover non-sanctioned tournaments, particularly those in the United States. You are not permitted to participate in a non-sanctioned tournament as an AMHA team.

PLEASE NOTE: THE INSURANCE COVERAGE IS VERY LIMITED AND IT IS ADVISED THAT ADDITIONAL MEDICAL INSURANCE BE PURCHASED PRIOR TO ANY OUT OF COUNTRY GAMES/EVENTS.

## **23) Travel**

If your team travels out of town, ask the parents to have another team parent be responsible for their child if they are not travelling with the team. Know who that parent is.

For out of province travel the new permission form available through BC Hockey must be completed and signed by our Executive Director.

## **24) Team Clothing**

Teams wishing to purchase team clothing (jackets, hats, t-shirts, ex....) may do so provided AMHA policy is followed. All clothing purchased for the team must have the AMHA name and/or logo. Please make sure to use the current AMHA logo. (Hawk with stick in beak.) All logo'd merchandise receipts must be copied and are to be submitted to AMHA with your financial statement at the end of the season.

## **25) Equipment**

All players are required to wear equipment as required by Hockey Canada rules. All Players are to wear approved neck guards with a protective bib. The team may not offer any benefit to the giver such as advertising in exchange for the donation.

Any team making a purchase of "team equipment" must ensure that the equipment purchased provides, at minimum, the same level of protection of the equipment currently used by each player.

"Name Bars" are not permitted to be displayed on team jerseys unless approved by the Board of Directors. Team jerseys are provided by AMHA. These jerseys display the approved and required "STOP" sign in the required location.

## **26) Jerseys**

Red jerseys (except for those teams with business sponsored jerseys) must be worn during all games unless the "home" AMHA team has a conflict in colors then the "home" AMHA team may wear their conflict jerseys.

Under **no circumstances** is the member permitted to move the Stop Sign. The Stop Signs have been ironed onto the jerseys by a professional company at a cost to the Association in accordance with the guidelines of PCAHA and BC Hockey.

Washing of jerseys must be done with care, **avoiding high heat**, particularly when drying. Excessive heat will permanently shrink all or parts of the jerseys, rendering them totally useless to the team.

Players participating in AMHA approved team tournaments may keep their gear until the tournament concludes. AMHA must be notified in writing by March 1st if equipment is going to be kept beyond the return deadline.

Any piece of equipment or jersey that has blood on it may not be worn during play. Any player that has blood on their equipment or jersey shall be removed from competition until the equipment is properly cleaned or replaced. Proper cleaning requires more than simply rinsing the equipment off. All blood must be removed and will likely require washing in hot water.

## **27) Team Sponsors**

The Association, for the benefit of the entire Association, arranges all sponsorship and advertising. This does not preclude teams from accepting donations to their team, however, a team will not provide acknowledgement to the donor in any form of advertising.

## **28) Team Social Events**

Many kids enjoy hockey for the social aspect of the team. You are the “Minister of Social Affairs”. An early meeting or event will ensure that good communication is established for your team and it will provide a time for questions and answers or explanations. Before you know it the holiday season has arrived, and many teams want a social event. Then there is the final wrap-up party to arrange!

Teams are encouraged to get together to do some team building. Any team gathering or function will require a “Special Event Permission Form” and this can be done from BC Hockey’s website.

## **29) Fundraising**

In general, teams raise money by doing a 50/50 raffle, bottle drives, burger & brews, etc., which involves selling the tickets during the first and second period, dividing up the tickets, and drawing the number at the intermission between second and third period. Licenses for 50/50 sales must be obtained by the individual teams through BCLC in order to run 50/50 sales throughout the season.

Alternatively you can collect money (usually starting at \$100.00, depending on the number of tournaments your team wants to participate in) from the team members in lieu of or in addition to doing 50/50 and other forms of fundraising to cover team expenses such as team socials, end-of-year trophies, tournament expenses etc.

Teams running 50/50 are required to take out the licence in the team name. The team must file the Event Revenue Report with BC Gaming as required. Teams are NOT permitted to use the AMHA gaming licence without prior permission from the Association Treasurer.

## **30) Photo Day**

Photo day is usually for the first Sunday in November. You will be notified prior to the exact date and time. Please ensure that photo package order forms are handed out in advance. Bring a pen on Photo day. Teams will be assigned a photo time and advised of the location. Please ensure that your team is there and ready on time.

If there is a conflict with the time your team is assigned, it is the Team Manager's responsibility to advise the Photo Day Coordinator. ONE alternate day will be arranged at a later date if necessary for retakes of individuals and those teams who were unable to attend on the original day and time. There will be no team photos taken at team practice times. No team photos will be retaken for missing players or changes made to rosters after photo day!

## **31) Coaching Certification Requirements**

Hockey Canada, BC Hockey, PCAHA and AMHA require coaches to obtain and maintain Coaching Certification. The following are the requirements for each level of play.

### **All Recreational Teams**

All coaches must have their Hybrid Certification (formerly Coach level)

At least one team official must have the HCSP Certification,

All team officials must have their Respect in Sport Certification

All team officials must have CATT

All team officials must have a criminal record check completed every 3 years (active CRC will be accepted from other organizations but will expire 3 years from date originally completed)

### **All Rep Teams**

All Coaches must have their Development 1 Stream Certification (formerly Intermediate). (Atom Rep excluded—must have Hybrid.)

At least one team official must have HCSP Certification,

All team officials must have their Respect in Sport certification

All team officials must have CATT

All team officials must have a criminal record check completed every 3 years (active CRC will be accepted from other organizations but will expire 3 years from date originally completed.)

**Hybrid (Coach Stream) and Development 1** Certification must be attained before December 1st in order for the team to be eligible for playoffs. Failure to attain this certification may result in a coach being suspended or the team being disqualified. HCSP Certification is required at all times a team is involved in a team function. Failure to attain this certification may result in a team being disqualified.

Respect in Sport Certification is required by all Team Officials. Failure to attain this certification may result in team official being suspended or team being disqualified.

The costs for these coaching clinics are refunded to the team official upon successful completion of the clinic. For refund of these expenses, please forward your receipt along with an AMHA Expense Reimbursement Form (on website) that contains the date, location and name of clinic within 60 days of the clinic. Refunds will only be issued

once verification has been received from BC Hockey that qualifications have been met. To find information on any of these clinics, please go to the BC Hockey website.

## **32) Codes of Conduct**

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus, how an athlete regards his/her sport is often dependent on the behavior of the coach.

- a. In the case of minors, communicate and co-operate with the athlete's' parents or legal guardians, involving them in management decisions pertaining to their child's development.
- b. Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional and spiritual aspects of their lives and conduct practices and games in a manner so as to allow optimum success.

### **Coaches Must:**

- a) Ensure the safety of the athletes with whom they work.
- b) At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
- c) Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
- d) Never advocate or condone the use of drugs or other banned performance enhancing substances.
- e) Never provide under age athletes with alcohol; never encourage its use.

### **Fair Play For Coaches**

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 and opponents.

I will ensure that all athletes get equal instruction, support and playing time.

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

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

I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.

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

I will be generous with praise and set good example.

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

### **Fair Play Code for Parents/Supporters**

I will not force my child to participate in sports.  
I will remember that my child plays sports for his or her enjoyment, not for mine.  
I will encourage my child to play by the rules and to resolve conflicts 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 a game or event.  
I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.  
I will never ridicule or yell at my child for making a mistake or losing a competition.  
I will remember that children learn best by example.  
I will applaud good plays/performances by both my child's team and their opponents.  
I will never question the official's' judgment or honesty in public.  
I will support all efforts to remove verbal and physical abuse from the children's sporting activities.  
I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

### **Fair Play Code for Players**

I will participate because I want to, not just because my parents or coaches want me to.  
I will play by the rules, and the spirit of the game.  
I will control my temper; fighting and "mouthing off" can spoil the activity for everybody  
I will respect my opponents.  
I will do my best to be a true team player.  
I will remember that winning isn't everything and that having fun, improving skills, making friends and doing my best are also important.  
I will acknowledge all good plays and performances, both 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.

### **Principles and Ethical Standards**

- Respect for Participants
- The principle of respect for participants challenges coaches to act in a manner respectful of the dignity of all participants in sports. Fundamental to this principle is the basic assumption that each person has value and is worthy of respect.
- Acting with respect for participants' means that coaches:
  - a) Do not make some participants more or less worthy as persons than others on the basis of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socioeconomic status, marital status, age or any other conditions;
  - b) Have a responsibility to respect and promote the rights of all participants. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and shared decision-making (right to self-determination – athletes' rights), and fair and reasonable treatment (right to procedural fairness). Coaches have a special responsibility to respect and

- promote the rights of participants who are in vulnerable or dependent positions and less able to protect their own rights;
  - c) Interact with others in a manner that enables all participants in sport to maintain their dignity.
  - d) Build mutual support among fellow coaches, officials athletes and their family members.
- In being faithful to the principle of respect for participants, coaches would adhere to the following ethical standards:

#### Responsible Coaching

- a) The principle of responsible coaching carries the basic ethical expectation that the activities of coaches will benefit society in general and participants in particular and will do no harm. Fundamental to the implementation of this principle is the notion of competence - responsible coaching (maximizing benefits and minimizing risks to participants) is performed by coaches who are 'well-prepared and current in their discipline.
  - b) Act in the best interest of the athlete's development as a whole person;
  - c) Recognize the power inherent in the position of coach;
  - d) Are aware of their personal values and how these affect their practice as coaches;
  - e) Acknowledge the limitations of their discipline
  - f) Accept the responsibility to work with other coaches and professionals in sport.
- Relationships
  - Integrity means that coaches are expected to be honest, sincere and honorable in their relationships with others. Acting on these values is most possible when coaches possess a high degree of self-awareness and the ability to reflect critically on how their perspectives influence their interactions with others.

#### Honouring Sport

The principle of honoring sport challenges coaches to recognize, act on and promote the value of sport for individuals and teams and for society in general. Honoring sport means that coaches:

Act on and promote clearly articulated values related to coaching and sport;  
 Encourage and model-honorable intentions and actions in their coaching practice; and  
 Show high regard for and promote the value of sport in Canadian society and around the world.

### 33) Guidelines for Team Rules

Team rules must be created at the beginning of the season and communicated to the

players and parents at the first opportunity. Ongoing evaluations of these rules are encouraged and any changes must be communicated to the team immediately.

All rules should be designed to create expectations for players and parents and maintain a safe environment for all participants. The emphasis of any rule should be to create a sense of responsibility and commitment. These are life skills that are essential to all.

All team rules must conform to:

- All policies of the AMHA,
- The spirit of AMHA's policies,
- The dimensions of the Fair Play Guidelines for players, coaches, parents, etc.
- Any form of discipline must be reasonable given the circumstances.
- "Corporal Punishment" is strictly prohibited,
- The use of other forms of physical discipline; push-ups, running laps, etc., is discouraged and should only be used with extreme caution, having regard for a player's well being and dignity.
- All discipline must be documented.

At no time will any player be disciplined due to:

- Schooling requirements,
- Their commitment in other activities, having first communicated the commitment to the Head Coach
- Participation in important family activities.

These guidelines shall be followed in all divisions and at all levels, Recreational and Rep teams. Any questions or concerns shall be addressed through the Division Coordinator or Division Director.

### **34) Dress Code (Rep players, Coaches and Referees)**

The AMHA dress code policy has been implemented as a positive element in the overall development of the young hockey player. When a player changes into his/her "game clothes" the mental preparation for the day's game begins. The adherence to a dress code is a reflection of the player's respect and pride towards his Association, team and coaches. In any event, **all team members** will dress in the same fashion at each individual event.

Rep Dress Code: dress pants, dress shirt, tie, dress shoes (no runners)

Team apparel must be in AMHA colours (Red, Black & White) and must display the official AMHA logo.

### **35) Locker Room Policy**

AMHA is proud to have and promote a program where female and male players have

an opportunity to play together. It is the belief of AMHA that the co-mingling of the two genders in the locker room is easily handled through the use of common sense and a respect for individual modesty. To assist with this situation, AMHA recommends the following locker room dressing policy for teams with both male and female players.

Youth Development, Initiation and Atom Divisions:

- a. All players should wear no less than athletic gym shorts and T-shirts at any time in the locker room. If it is not possible to wear gym shorts and a T-shirt, dressing options other than the locker room should be sought.

Peewee, Bantam and Midget Divisions:

- b. All players should wear no less than athletic gym shorts and T-shirts any time a person of the opposite sex is present in the locker room.

The female or male player in the minority should arrive in the locker room, prepared to play, no more than 20 minutes before a game or practice and leave the locker room 20 minutes after a game or practice to shower or dress into street clothes.

The female or male in the majority should complete dressing 20 minutes prior to a game or practice. If they arrive after this 20 minute time period, they will need to find a different place (e.g. rest room) to dress for the practice or game.

Showers or dressing should only be allowed after 20 minutes following a game or practice.

These guidelines are recommended in order that team unity can be maintained; yet provide modesty for the players.

In order to protect players of AMHA the use of cell phones within dressing rooms is prohibited. Any Team Official, parent or player that has a cell phone with them shall keep the cell phone stored while in the dressing room. If there is a need to use a cell phone, it shall be taken from the dressing room before used.

### **36) Miscellaneous**

The PCAHA website: <http://www.pcaha.bc.ca> has team standing bulletins.

The BC Hockey website: [www.bchockey.net](http://www.bchockey.net) lists provincial events.

Arena addresses can be found on the PCAHA website

<http://www.pcaha.bc.ca/main/arenalocations.html> and MapQuest are recommended used for maps. These two websites are great for directions to arenas. It is a wise idea to send the map to each team member via e-mail.

## Appendix A - Team Treasurer Guidelines and Responsibilities

The following guidelines and responsibilities are for the Treasurer of each individual AMHA team.

- The AMHA has chosen Prospera Credit Union as the bank for all the AMHA Team and Association Accounts.
- AMHA has had the main operating accounts with Prospera for several years and has received exceptional service over the years.
- We have negotiated with Prospera the following:
  - a) **Streamlined Account Opening Process.** When additional team/tournament accounts are required, a simple notification to Prospera, via a form letter, is required.
  - b) **Inter-branch access at any Prospera location.** Members and/or account operators can access accounts through any Prospera location. Signers simply require identification to present in order to complete the required transactions; please note however that for ease of account opening, these transactions would be limited to West Oaks, Abbotsford or Clearbrook locations.
  - c) **Bursary/Scholarship/Tournament prizes.** Prospera will provide a combined sum of \$1,500 towards AMHA Bursaries each year.

### Branches Information:

<b>Andrea Martisca</b>	<b>Eileen Evans</b>	<b>TBD</b>
Branch Manager	Branch Manager	Branch Manager
West Oaks	Abbotsford	Clearbrook
Branch	Branch	Branch
Prospera Credit	Prospera Credit	Prospera Credit
Union	Union	Union

### Hours of operation:

Monday	930 am - 500 pm
Tuesday	930 am - 500 pm
Wednesday	930 am - 500 pm
Thursday	930 am - 500 pm
Friday	930 am - 600 pm
Saturday	930 am - 330 pm
Sunday	Closed

**Addresses:**

West Oaks Branch  
#40 – 32700 South Fraser Way

Clearbrook Branch  
#100 – 32071 South Fraser Way

Abbotsford Branch  
34630 DeLair Road

**What to expect when opening an Account:**

1. An account opening letter needs to be completed by AMHA Treasurer and forwarded to Prospera.
2. Two (2) signatories are required for each account. They may not be related or in a relationship.
3. All signatories must be Team Officials. One must be the Head Coach.
4. All signatories do not have to attend the bank at the same time.
5. If the signatories do not have an account at Prospera already, a \$25 share deposit is required. This will be returned to the signatories when the account is closed.
6. Debit cards are available, however, only for deposits.
7. Online access is available.
8. No monthly fees.
9. Electronic Transfers are available. A “Letter of Direction” will be required. It must be addressed to Prospera, “account from” must be provided, and “account to” must be provided, “amount to transfer”, “date of transfer”, and then signed by the two signatories on the account.
10. You can determine the number of cheques you would like. The cost for cheques are:
  - a. 12 for \$15.00 plus GST and PST = \$16.80
  - b. 24 for \$19.00 plus GST and PST = \$21.28
11. Remote deposit capture is also available, please ask for assistance if you would like to deposit using your phone.

**Team Responsibility on Accounts:**

1. Provide signatory information to AMHA Treasurer as soon as possible.
2. Open account as soon as possible after your team has been finalized.
3. Collect and deposit funds from team parents according to team budget.
4. Ensure ref money is available to pay referees at the start of each home game.
5. Obtain signature from referee that they received payment for the game.
6. Deposit funds from all fundraising events (if applicable).
7. Maintain listing of all parents and monetary contributions in a spreadsheet.
8. Maintain fundraising efforts for each family (as required).
9. Allocate costs to each family for all events.

10. At season end, complete financial report and submit, along with receipts, ref sign in sheet, and last bank statement to AMHA Treasurer by March 31, unless another date is discussed and agreed by the AMHA Treasurer. Please see page 13 of this manual for further information.
11. Close account once final reconciliation monies are received from AMHA Treasurer and money paid to each family.

### **AMHA Responsibility on Accounts:**

1. Once account is opened, AMHA will electronically transfer, into the account, ref money estimated for the year. If there is any leftover funds, all funds must be returned to the AMHA.
2. At season end, once financial statements have been submitted and equipment returned, AMHA Treasurer will transfer final reconciliation monies (Referee over/under payments, equipment deposit, tournament funds) into Team account.
3. At year end, if financials are not completed and money disbursed to team family members by April 30, AMHA has the right to access the account and disburse funds to team members. However, if this is required, Team Officials will not receive refunds. Team Officials portion of the team money will be taken in by AMHA and put into an account to be used for families experiencing financial difficulties.

### **Account Closing Deadlines:**

1. Financial statements are required to be sent to the AMHA Treasurer by March 31. If this is not possible, contact Treasurer for alternate arrangements.
2. If the AMHA Treasurer has not received by March 31st, a \$50 fee will be charged.
3. If not received by April 22, the AMHA Treasurer will access the Team account and do the following:
  - a. Total amount in bank account, less \$50 late fee, plus AMHA year end reconciliation money, will be divided by number of players.
  - b. Funds will be disbursed to all team members, with the exception of Team Officials (ie. Head Coach, Assistant Coaches, Manager, Treasurer, HCSP)
  - c. Team Staff monies will be kept in AMHA as a donation for families that meet the criteria of requiring financial assistance in order to play with AMHA.

### **Suggestions for easy access of Team Funds:**

Plan ahead. To minimize number of cheques required, determine how many games you have in a week. Write a cheque for the games for the week. For example, if you have a practise scheduled for Friday, look at the schedule for the upcoming week. If you have 2 home games between Friday and the following Friday, then write a cheque to cover the 2 games and have the signatories sign on Friday night. Then cash on Saturday. Now you are ready to go for the week.

## Interac E-Transfers

Signers and delegates on two-to-sign accounts with Business Online can initiate an outgoing Interac e-Transfers, but the transaction won't be sent until approved by two signers. Any signer can accept incoming Interac e-Transfers.

Members add the recipient's mobile phone number or e-mail address, as applicable, to the recipient list in online banking. They also set a security question for the recipient. Members send the answer to the security question to the recipient in an e-mail, by phone, or in person; never in the e-transfer message.

**Note:** It can take up to 30 minutes for the e-mail or text to be sent or received.

You can send or receive any amount up to these maximums:

Business online accounts	
\$6000 per transfer	\$10,000 per transfer
\$20,000 in a 7-day period	\$140,000 in a 7-day period
\$40,000 in a 30-day period	\$600,000 in a 30-day period

### To access Interac e-Transfer

In prospera.ca online banking, on the **inside online banking** menu, click **transfers** and then click **pending transfers (future dated transfer)**, **send interac® e-transfer**, or **recipient list**, depending on what you want to do.

## To add a recipient

1. On the inside online banking menu, click **transfers » recipient list**.
2. On the main page, under **recipients**, click **Add Recipient**.
3. Enter information as required and then click **Add Recipient**.
4. Send the recipient the answer to the security question in an e-mail, by phone, or in person. Never send the answer in the e-transfer message. Repeat for additional recipients.

## To send an Interac e-Transfer

1. On the **inside online banking** menu, click **transfers » send interac e-transfer**.
2. Select the recipient from **Transfer To**.
3. From **Send By**, select the method by which you want to notify the recipient.
4. From **Transfer From**, select the account from which you want to transfer the funds.
5. Enter the amount of the transfer.
6. If you want to include a message, enter it where indicated with no symbols or characters such as "-", &, "\_", "#", "%" and no brackets.
7. Click **Send Transfer**.
8. Review the information on the **send interac e-transfer – confirm** page. Click **Edit** to change any information or click **Cancel** to cancel the transfer. Click **Confirm** to send with no changes.

The system confirms withdrawal of funds and indicates that the message was sent.

## To receive notification on sent transfers

1. On the inside online banking menu, click **transfers » recipient list**.
2. Click **edit sender profile**.
3. Enter your e-mail address or mobile phone number, as applicable.

4. Select how you want to receive notices that the transfer was received, accepted, or declined.
5. Click **Continue**.

### **To cancel an Interac e-Transfer**

1. On the **inside online banking** menu, click **send interac® e-transfer» pending interac® e-transfers**.
2. Click **Cancel** for the applicable transfer.
3. On the **confirmation** page, add a message if you want and then click **Continue**.

The system deposits the funds back into your account within a few minutes and confirms that the message was sent to the receiver.

### **To receive an Interac e-Transfer**

1. When you receive an e-mail or text notification of an Interac e-Transfer, click the link in the message.
2. Follow the prompts to select your financial institution, enter the answer to the security question, log on to your online banking, and then select the account to which you want to deposit the funds.
3. You can then send a message back to the sender in the **Message to Sender** box and click **Continue**.

## Deposit Anywhere

Members with online banking and an iOS (iPhone, iPad, iPod touch) or Android device can use the Prospera mobile banking app to deposit cheques. Members log into the app and take a picture of the front and back of the cheque to deposit it to their account.

ATM hold durations and exemptions apply to mobile banking app deposits.

Once you deposit a cheque, write *Deposited by mobile* on the front of it and keep it in a safe place for 10 days.

Destroy the cheque any time after 10 days and before 120 days.

You can deposit one cheque payable to the account holder per transaction. You can deposit CAD cheques drawn on Canadian financial institutions, CAD money orders, drafts, and federal and provincial government cheques, but not US and other foreign cheques.

### To deposit a cheque

1. Log into the mobile banking app on your iOS or Android device.
2. Tap the **Deposit** icon.
3. Select the demand account to which you want to deposit the cheque.
4. Enter the amount of the cheque, and then take a photo of the front and the back of it.
5. Tap **Continue**.

If the amount that you enter doesn't match the amount in the image, the system prompts you to change or confirm the amount.

6. Review the transaction and then tap **Confirm** to complete the deposit.
7. Once complete, the system confirms that your cheque has been successfully deposited.
8. Write *Deposited via mobile* across the face of the cheque and keep it in a safe place for 10 days, after which time you can destroy it.
9. Repeat for any subsequent cheques.