

Team Manager Handbook

The Team Manager should not be one of the coaches but is to be the liaison between the coaches and players' parents/guardians.

Team Name: Must use PMHA sponsor name in title.

Equipment

Please refer to Guideline 12.5 regarding jerseys.

Each team should designate an individual or individuals, to take on the responsibility of taking care of jerseys. They will need to collect jerseys after each practice or game and hang up after each use to air out. All jerseys should be properly laundered in cold water and hung to dry during the season and prior to return. **Please do NOT put them in the dryer.** This will allow jerseys to last longer when taken care of according to manufacture instruction.

Teams will be distributed a garment bag with a set of jerseys. Also distributed will be a first aid kit, pucks, pylons, and coaches' white board. This equipment is to be returned at the conclusion of the season to the Equipment Director.

PMHA sponsored jerseys are to be worn for league, exhibition and tournament games while representing PMHA. If teams purchase their own practice jerseys, they are welcome to wear for practices only.

Any jersey damaged or lost will be replaced at the cost accrued by the player/parent or via team deposit.

There are to be no name bars on the Jr. Vees jerseys. The only exceptions are Mini Vees, Initiation and Novice (They are to be sewn on by hand only...no machines!) All other divisions are not to have them due to damage that may occur, sewing and removing of name bars.

Players are NOT to take home jerseys. The "Jersey Designate" is the only person(s) permitted to take the jerseys home for laundering / airing out.

Socks are available from the Equipment Director. The cost will be invoiced to your team.

Driving Conditions

As per Drive BC website, BC Hockey & OMAHA advised that teams not able to attend out of town game(s) due to driving conditions, are subject to 50/50 ice costs per team. Home association to cover referee fees.

<http://www.drivebc.ca/>

Submitting Scores

Teams are expected to submit scores to the newspapers after each game or series.

By using the **submit score** tab on our website, www.pentictonminorhockey.com both newspapers will be automatically notified.

Please ensure you use the PMHA sponsor name when referencing your team.

Score Keeping

Exhibition & Tryout Exhibition & Tournament Games

Score sheets are available from your local Division Director or Administrator. They are stored in the PMHA Office at Memorial Arena (top of the stairs to the left).

Tablets or BYOD

Tablets or Bring Your Own Device are to be used for all **League, Exhibition and Tournament** games for Atom-Midget. Training provided by Secretary Darla Roy. Note: The **OMAHA Game Notes Scratchpad** will be accepted by OMAHA only if the tablet does not work. Be sure to keep at least two for emergency use only. These are located under the “Ice Schedule” tab. The Hockey ID’s required are located on the BC Hockey Official Team Roster that your team is provided with by the administrator.

Hi-Sports Electronic Score Sheet info/instruction

<https://www.omahahockey.ca/2018/09/08/omaha-e-gamesheet-mobile-app-scoring/>

Teams are to provide a volunteer Scorekeeper and Timekeeper for each home game. These individuals are game officials and are to display neutrality and professionalism during their tenure.

OMAHA Constitution Bylaws & Regulations

It is the responsibility of the team to confirm score keeping info that is in the Manager Handbook with OMAHA website using this link: <https://www.omahahockey.ca/>

BC Hockey Official Team Rosters – Selection for Tablet

It is extremely important to select/tick only the players participating in the specific game you are keeping score for, with a maximum of 19 on the tablet (Bantam & Midget may only have up to 17 skaters only and 2 goaltenders only). There may only be a maximum of 5 selected/ticked volunteers on bench, which may consist of Head Coach, Assistant Coaches, HCSP and Manager.

Only head coach may sign scoresheet. Or the Assistant coach that is on bench, if the head coach is absent.

Labels are NOT permitted on game sheets.

Game Addition or Changes

All game changes must be timely communicated to your PMHA Division Director who will arrange the appropriate notification of the on ice officials and game rescheduling between the effected Association Administrators and OMAHA Division Director.

OMAHA Policy:

Rep/Carded Teams requesting changes to schedules after League Scheduling of the current playing season will be required to pay OMAHA \$50.00 per game change. OMAHA admin advised Atom Dev and recreation game change is a \$25 fee.

All ice requests or cancellations must go through the Division Director. Do NOT contact the ice ambassador.

Details of additional exhibition games are to be communicated to the local Division Director who will be arrange for on ice officials. A minimum of 5 days notice is required.

Last minute game cancellations may result in ice and on ice officials’ costs to be born by your team.

Applying for Tournaments

Tournaments fill up very quickly at each association. Some associations sanction tournaments with BC Hockey in June. Therefore, if a head coach is in place, it is advised to apply for tournaments in September

at the latest. Rep team head coaches should apply during summer months if possible as those tournaments usually fill up faster.

Please note, associations will need payment and BC Hockey Official Team Rosters. It is suggested that you ask the association Tournament Director or Administrator you are applying to if they will “hold” a space for your team with your personal cheque, not cashing it or post dated. Then once your team is organized in September or October (for Initiation/Novice) you will submit a “team cheque” as soon as your team is selected with team account opened. Or some coaches have chosen to submit payment on their own and collect from the team later. This is not advised but we are aware many coaches have done this. Many do the same when applying to Penticton tournaments to hold their team a space as PMHA must have application and payment to accept a team.

You will need to advise the Tournament Director that you will supply a BC Hockey Official Team Roster as soon as the PMHA Administrator/Registrar submits this to you. If there is an issue with this at the association you are applying to, please contact the Administrator/Registrar at administrator@pentictonminorhockey.com.

Reciprocals for a tournament are an option depending on availability. The head coach must confirm with the Administrator that there is space available in the Penticton tournament BEFORE this is offered to a team. A reciprocal is when a Penticton team would like to attend a tournament and a team from that association would like to attend the Penticton tournament. Penticton would guarantee that team a space in the PMHA tournament only if that association guarantees the Penticton team acceptance. Please note, this is not always possible as some PMHA tournaments fill up very quickly but will do what we can to assist a team getting into tournaments.

Guideline 10.3

- a. Divisional Director to have final say for out-of-town tournaments - to be divided equally between all teams in a division. The maximum number of out-of-town tournaments may not exceed three without the consensus of the parents and approval of the division director.

6004 c. OMAHA Playoffs shall have precedence over sanctioned tournaments (BCH Reg. 3)

OMAHA Playoffs & Districts

As per PMHA Schedule of Fees, the OMAHA District fees are covered by PMHA, as this is the same as rep team championship (pee-wee-midget recreation). Approximately \$700 per team.

Interdistrict Travel / Exhibition Form:

This is for all teams travelling to associations not in the OMAHA District such as the Lower Mainland, Kootenay, etc.

Out of Province & USA Hockey Tournament Travel / Exhibition Game Form:

This is for all teams travelling to associations out of the province of BC and USA.

Use link below for the “FORMS” tab on the PMHA website for both forms.

<http://pentictonminorhockey.com/content/forms>

Be sure to follow the instructions with the form that you download. Please email administrator@pentictonminorhockey.com to have the form signed.

Exhibition Games & Tournaments & Out of District

omahaed@hotmail.com

Exhibition Games or Tournaments Out of Country or Out of Province

okmho@bchockey.net

Exhibition Games:

All teams must notify OMAHA of all exhibition game information prior to the game. All exhibition games require a game number, which must be requested from OMAHA.

All teams must notify the Division Director to book the exhibition ice time. Do not contact the ice ambassador.

All travel to tournaments or exhibition games out of the country, for example:

- a) Travel to the USA or another province must go to the BC Hockey Operations Task Group Member okmho@bchockey.net.
- b) Travel out of District is to be sent to OMAHA omahaed@hotmail.com

Please be sure to include the BC Hockey Tournament Sanction Number which is located on the BC Hockey website under “tournaments”.

Please use the PMHA mailing address on the “Interdistrict & USA...Form”:

PMHA
PO Box 24099
Penticton, BC, V2A 8L9

Note: The application form indicates that if permission is granted to travel outside of Canada, personal insurance must be obtained, as Hockey Canada will not respond as primary coverage.

BC Hockey Regulation 3.39

Tournaments shall be permitted in Novice and Initiation divisions, but such tournaments shall be conducted on a **non-competitive basis**. The use of a knockout format, championship rounds or identification of winners is **strictly prohibited**; all teams in the tournament shall play equal number of games; and **no standings of any kind are to be kept**.

Rational: The Novice/Initiation Divisions are intended to be non competitive in which emphasis is placed upon learning basic skill and having fun. Competitive tournaments are not consistent or in line with this philosophy.

NOTE: This applies to all Novice/Initiation games. If using time clock, there may only be a 5-goal spread.

Rep & Atom Dev Fees

Atom Dev fees is \$250 per player and Rep fees from Pee Wee to Midget is \$575 per player. **Fees are to be made payable to “PMHA”. The team is to collect each cheque or money order from the families and drop off at the PMHA drop box no later than October 11.** Parents may use post-dated cheques.

Please collect all payments at once. Please be sure to keep all your payments in one envelope with a list of each player name so that the PMHA Treasurer and Administrator are able to keep track of each payment accordingly.

DO NOT SUBMIT CASH!

The Rep Fee may be divided into three instalments of post-dated cheques for:

\$225 - October 15

\$175 - November 15

\$175 - December 15

NEW! Head Coach Fees

Midget Tier 2	\$1000	per month payable by team.
Bantam Tier 2	\$500	per month payable by team.
Peewee Tier 2	\$300	per month payable by team.

This is for the top level rep teams in each division from Peewee – Midget from August 15 to March 15.

Guideline 20.11

All rep and recreation teams must provide accommodation, transportation, and meals for up to two coaches that do not have children on their team. This may include supplying two motel rooms in case coaching staff is of opposite gender and meals for the duration of the away game or games.

- a. Penticton Minor Hockey Association will pay the aforementioned expenses for designated developing Coaches. The team is responsible for expenses and carding fees of additional coaching staff. Coaches should share accommodation when possible to minimize expenses. Carpooling is recommended for no-parent coaches.
- b. All non-parent Coaches must make arrangements for meal allowances with the Treasurer of their team. Meals may include up to \$7.00 for breakfast, \$10.00 for lunch and \$15.00 for dinner. Fuel receipts must be handed into the team Treasurer for reimbursement upon return.

Concession:

Concessions must be opened at Memorial & McLaren Arenas for every team game. Initiation to Atom must open concessions for practices as well, excluding early morning weekday practices. If there are very few in the stands then the concession volunteer may close up before the end of practice. The concession must be open during Initiation to Atom practice ice times.

Concession Manager, Darlene Van Troyen, runs tournament concessions. The “home” team is responsible for running concession during games and practices. PMHA volunteers are not responsible for SOEC/OHSTC concessions. Team managers are to schedule the parent volunteers to work the concession during practices and games.

Concession Guideline 11 is in effect:

1. *Teams not opening the concession during games and practices could lose ice time, to be enforced by the Concession Manager or Ice Ambassador. Concession must be open for Initiation to Atom Division ONLY for ALL Practices (excluding prior to 8am) and ALL games. A warning will be issued on the first offense of not opening the concession, second offense a \$25 fine will be issued, third offense a \$75 fine, fourth offense a \$100 Fine with each time increasing in \$25 increments. Concession must be open for ALL GAMES only for Peewee, Bantam and Midget Divisions.*

2. *No children under the age of 14 are allowed to work in the concession without adult supervision. No more than two children (up to age 18) will be permitted in the concession at any one time.*

Fund Raising & Event Sanctions

All fundraising (50/50 draws, tournament raffle table draws, etc) and any off ice activity (example: dry land training, year end events, etc.) require the notification and authorization of the Executive Administrator at least 10 days prior to the event. This allows for the time required to receive sanctioning from BCAHA and extend insurance coverage for the event.

Submit all sanction requests to the online “BC Hockey Special Event Sanction Request Application” using the link: <https://www.bchockey.net/applicationforms/specialeventsanction.aspx>

Use the link <http://www.bchockey.net/Files/Event%20Sanctioning%20Guidelines.pdf> for the Hockey Canada Event Sanctioning Guidelines.

For fundraising (50/50 draws, tournament raffle table draws, etc), a Provincial Class D lottery license is to be secured prior to making the application to PMHA. Please visit the BC Government website at: <https://www.gaming.gov.bc.ca/licences/> for further information and application. PMHA does NOT apply for team lotto license. PMHA won't authorize fundraising if a license is not obtained. Failure to comply with these regulations may result in the loss of fund raising revenue and future sanctions.

Funds raised belong to the team and are to be used for team events, tournaments, team clothing, etc. Fundraising is meant to help assist families. It is best to fundraise to a specific budget.

PMHA does not supply donation letters for team fundraising. Teams must draft their own.

Bank Accounts

Every team is required to open a bank account in the name of their team. Be sure all statements are mailed to your team. As in all dealings with our local businesses it would be appreciated, however not mandatory, if teams support businesses that sponsor minor hockey in our community. Most now require a permission letter from PMHA for teams to open an account. Email the Administrator your signers and which financial institution and you will receive a permission letter for your team. Two signatures on withdrawals are mandatory.

Scotiabank is a proud supporter of PMHA. Please consider this bank when opening your team account.

Example: The team account should be designated (**Sponsor Name**) *Midget Tier 2 Jr Vees*.

It is the responsibility of the signing officers to provide a financial statement to the parent(s) of team members as requested or by November 1st, February 1st and May 15th of the current playing season.

At the conclusion of the season, the account is to be closed and a financial statement submitted to the PMHA Executive Administrator as per guideline 14-01-9. Managers or Treasurer must keep all receipts until June 1st.

9. *Team management must provide a financial statement for the team by May 15th (of current season). Any remaining money must be remitted to PMHA'S hardship fund and all team bank accounts are to be closed.*

Team Deposit

All teams are subject to a Team Deposit of \$250 due no later than October 15th. Mini Vees is \$150. PMHA has the authority to deduct funds from the Team Deposit due to lost or damaged equipment, scoresheet

finances that are outstanding, etc. Be sure to keep the team account open until you have received the team refund cheque. Refund cheques are made out to the team account only and must be deposited to that account.

Financial Responsibilities

(Refer to Guideline 20-01-11)

11. All rep and recreation teams must provide accommodation, transportation, and meals for up to two coaches that do not have children on their team. This may include supplying two motel rooms in case coaching staff is of opposite gender and meals for the duration of the away game or games.
 - a. *Penticton Minor Hockey Association will pay the aforementioned expenses for designated developing Coaches. The team is responsible for expenses and carding fees of additional coaching staff. Coaches should share accommodation when possible to minimize expenses. Car-pooling is recommended for no-parent coaches.*
 - b. *All non-parent Coaches must make arrangements for meal allowances with the Treasurer of their team. Meals may include up to \$7.00 for breakfast, \$10.00 for lunch and \$15.00 for dinner. Fuel receipts must be handed into the team Treasurer for reimbursement upon return.*

The team is responsible for purchasing year-end player awards, updating existing trophies and collection of same. Examples of awards are: Most valuable player, best defensive player, unsung hero, etc. The trophies are at Memorial Arena in display cases.

It is the responsibility of the team to collect all “team fees” owed by player(s). PMHA will NOT assist in the collection of “team fees”. Team fees include team clothing, tournaments the team attends, team functions/events, etc.

See *Tournament planning guide* for tournament financial requirements.

Affiliations

Refer to *Hockey Canada Regulation E*

Each rep team is authorized to affiliate players of a lower division. There are two methods of affiliations.

- Team to Team
 - Example, the Bantam Tier 2 (A) team may affiliate all the players on the Bantam Tier 3 (B) team.
- Team to player
 - Example, the Bantam Tier 2 (A) team may affiliate to **up to** 19 players from any team of a lower division. Of these 19 players, 2 must be goalies.

No player may be affiliated with more than one team. Example, if the Midget Tier 2 (A) team affiliates, under the team to player option, a player on the Bantam Tier 2 (A) team - that player may not be affiliated with the Midget Tier 3 (B) team.

Affiliated players must be named prior to December 15th. An affiliated player may not play more than 10 league or playoff games.

AP Process

1. To initiate the AP process, prospective players will be identified by the division director according to their tryout ratings and coaches of the affected teams will be contacted.
2. Once the directors and coaches are in agreement, parents will be contacted for approval to AP their player.

If the parents and player agree to participate in the AP program, it is up to the higher division coach to determine the schedule for practice and games. The coach of the higher level must communicate directly with the player and the primary coach to ensure that there is no conflict with the primary team.

There should be consensus between the two coaches as to whether the player can play up or not. This decision should take into consideration:

1. The development of the player.
2. The needs and circumstances of the higher division team.
3. The needs and circumstances of the lower division team.

Where consensus cannot be reached, the Division Director shall become involved to assist with reaching a resolution. Should the Division Director not be able to resolve the issue, the Coach Coordinator will be advised, and his decision shall stand. Under no circumstances should coaches be approaching a prospective AP or their parents prior to receiving approval from the division director.

Prior to participation as an affiliate player, the player's name must appear on the team's Official HC Team Roster as an affiliate.

Failure to adhere to the AP policy may result in sanctions and/or disciplinary action

Hockey Canada Regulation E35

E35 a) A player of a team of a lower Division or category of the same club, or of an affiliated team, or a specially affiliated player, may **affiliate to** a team or teams of higher Divisions and categories at any time, **to a maximum of ten (10) games. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team or teams, the player may thereafter affiliate an unlimited number of times.** For goaltender exceptions see Regulations B.42, E.36 (b).

E35 b) **Exhibition and/or tournament games**, which are not part of regular league games or playoff games, **are excluded** from the number of games referred to in Regulation e.35 a)

Hockey Canada Regulation E19

Head Coach of primary team has authority to approve or decline the AP coach request.

E 19. An Affiliated Player must have the approval of his/her registered Team

Affiliation Fees

There is no additional cost for a carded Rep player participating with a higher division team. An annual fee of \$25.00 is to be collected from Recreation players participating in any, on ice activity. Cheques are to be payable to the specific team the player is affiliated to.

Carding

All players and team officials must be carded prior to participating in a scheduled league, tournament, or playoff game. Arrange with the Administrator at 490-9696 or by e-mail at administrator@pentictonminorhockey.com to arrange for player carding. No player may be carded after February 10th.

Recreation City Cup Championships

Recreation teams from Atom to Midget have the opportunity to play in the PMHA City Cup, held during the month of February.

If a team wishes not to participate they must contact their Division Director and declare their withdrawals no later than January 31. All games, dates and times will be determined by the Division Director and sent to those teams participating. The Division Director will contact the Ice Ambassador to have referees for each game.

All series are best of three. Below is an example of how the Midget Rec runs their City Cup games.

Starting beginning of February the Midgets play on the Wednesday night practice time.

Example:

Game 1: Wed.Feb.8 home P1 Vs. P2 away

Game 2: Wed.Feb.15 home P2 Vs. P3 away

Game 3: Wed.Feb.22 home P3 Vs. P1 away

Final: Wed Feb.29 (Top 2 teams go to final).

Tiebreak rules same as our home tournament.

All Wednesday games McLaren 8:45-10pm. 3 run time 20 minute periods, last 5 minute stop time if time allotted. Overtime only in final, 3 person shoot out, then sudden death shootout if still tied, players can't shoot 2nd time till everyone has shot.

Practice changes would be P1 trade Wed.Feb 15 to P3 for Monday Feb.13
P2 trade Wed.Feb.22 to P3 for Thursday Feb.23

Team Trophies – Tier 2

There are Team Trophies available for use at the Tier 2 levels of Midget, Bantam, Pee wee and Female Midget only. Should the head coach choose to use these awards for the team, it is the responsibility of the team to pay for the updated plaques. These trophies must be returned to the display case after each presentation. ***Please contact the Administrator for assistance.***

Dressing Rooms

Please be sure home and away teams are at opposite ends. This is important for the older teams to be at opposite ends of the arena to the visiting teams. See example below:

Memorial Arena

Home team use dressing room 4 or 5

Away team use dressing room 1 or 2

*Female dressing room **Female** – 3*

McLaren Arena

Home Team #'s 1 or 2

Away Team #'s 3 or 4

Female

Please be sure the dressing rooms are cleaned up with no food, drink bottles or tape, etc., when your team vacates.

Risk Management

SECTION 4: INSURANCE / SAFETY / RISK MANAGEMENT

4.00 HARASSMENT and BULLYING POLICY

The purpose of this policy (in part), is to protect those individuals that are being harassed, and or bullied when the game officials or associations are not able to.

Harassment

Harassment is offensive behavior – emotional, physical, and or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, color, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment occurs when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination.

Examples of Harassment;

- a) written or verbal abuse or threats, including but not limited to social media sites;
- b) unwelcome remarks, slurs, jokes, taunts, or suggestions about a person's body, clothing, race, national or ethnic origin, color, religion, age, sex, marital status, family status, physical or mental disability, sexual orientation, pardoned conviction, or other personal characteristics;
- c) unwelcome sexual remarks, invitations, or requests;
- d) displays of sexually explicit, sexist, racist, or other offensive or derogatory material;
- e) practical jokes that embarrass or insult someone;

- f) any form of hazing;
- g) leering (suggestive staring) or other offensive gestures;
- h) unwelcome physical contact, such as patting, touching, pinching, or hitting;
- i) patronizing or condescending behaviour;
- j) humiliating someone in front of his or her peers;
- k) abuse of authority that undermines someone's performance or threatens his or her position;
- l) Physical or sexual assault.
- m) Comments or actions that isolates the victim

Definition of Abuse

Child abuse is any form of physical, emotional and / or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and / or breach of trust.

Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band appointed child protective services. A child may be need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at www.hockeycanada.ca.

Some examples include:

- a) Physical abuse;
- b) Emotional abuse;
- c) Sexual abuses;
- d) neglect;

Bullying is not...

- a) Conflict between friends
- b) An argument between people of equal power
- c) Accidental
- d) Normal relational development challenges
- e) A "one-time" event (usually)
- f) Friendly teasing that all parties are enjoying

4.00.01 Player Education

See Team First, bullying program, can be taught, free to d/load at:
<http://www.bchockey.net/RiskManagement/TeamFirst.aspx>

Coaches will discuss the problems of bullying/harassment openly with their players *and* parents at the 'Get to Meet' meeting *and* prior to any players entering the ice surface.

Players should be encouraged to do the following to stop and discourage bullying/harassment tactics.

- a) If a player is bullied or harassed at any hockey sanctioned activity, or if the threat is media driven in relation to ones hockey 'performance' or situations, they should be encouraged to immediately inform their coach. Telling is not tattling (ratting) and the player should be reassured that no consequences will result to them for coming forward. If possible, players should write down what happened, when it happened, and identify who bullied them.
- b) If players are concerned or nervous about coming forward, they should be encouraged to talk with a friend or teammate. Team captains and assistant captains should be encouraged to intervene in any bullying situation when possible.
- c) Players should be encouraged to not fight back when confronted by a bully. They should calmly tell the player to stop, or say nothing and walk away. Again, they should report the incident to one of their team officials, parent(s), or the OMAHA Harassment Advisor.

Contact

If you require assistance, have questions or concerns, contact the Administrator.

administrator@pentictonminorhockey.com

Phone: (250) 490-9696

Emergency Contacts

These numbers are for emergency only!

Example: Arena closed or no rink attendant at 6am if game time is 6:30am, etc.

Memorial Arena shift phone	250-487-9665
Memorial Arena Supervisor	250-809-4298
SOEC shift phone	250-809-5937
SOEC Supervisor	250-809-5983
McLaren Arena Office	250-490-0622
McLaren Arena Dispatch	250-490-2305