



Salmon Arm Minor Hockey Association
P.O. Box 2323 Salmon Arm BC V1E 4R3
Phone: 250-832-0095 Fax 250-832-0198
Email: saminorhockey@shaw.ca
Website: www.salmonarmminorhockey.com

Salmon Arm Minor Hockey Association **Team Managers Handbook 2017-18**

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Salmon Arm Minor Hockey Association 2017-18

Team Manager Handbook

This handbook is designed to assist the team manager with SAMHA and OMAHA procedures. Every successful team should have an individual not connected with coaching who oversees the managerial aspects of running a team in minor hockey. They are the liaison between coaches, players and parents. We hope you will find it useful. In addition, there are some forms that are attached to the appendix of this document.

Equipment

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. Each rep team will be designated a team locker. Each recreation division will share a locker. Keys will be provided by equipment manager. All equipment and locker keys are to be returned at the conclusion of the year.

SAMHA sponsored jerseys are to be worn for league, exhibition and tournament games while representing SAMHA. 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.

There are to be no name bars on the jerseys.

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.

2018-19: Socks will be supplied to all recreation teams. Rep teams will order custom socks through Big Al and will only be charged the difference between rep and rec socks. Can be purchased at Big Al's Sport Shop.

For more info, contact Shana Phillips, Equipment manager. 250-833-8482 or shanaoberst@telus.net

Submitting Scores

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

Sportsreporter@observer.net

Please ensure you use your sponsors name when referencing your team.

Electronic Score Sheets: Tablets

SAMHA and OMAHA will use electronic scoresheets again this year. Two tablets are located in last blue locker (bottom) in equipment hallway below Spectator Rink Please be sure they are charged while using and return to Locker after use. One tablet is designated for Hucul and one for Spectator. When game is completed, hit submit button. If necessary, referee may request to send copy to referee if game report needs to be completed. If team has home game in Sicamous, tablet is located in skate sharpening room and should be charged up. If home games are in other cities, please see administrator for tablet to take with you.

For any reason, tablets are not working, please use paper scoresheets located across from equipment room door and send to Sherry Wakelin immediately after game..

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. See appendix for procedures to operate the time clock and completing scoresheet.

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OMAHA Constitution Bylaws & Regulations

Note: for 2018-19, all team managers must request game number from OMAHA office if they are playing exhibition games within OMAHA. If team is playing any games or tournaments outside OMAHA, they must also request sanction number from OMAHA office. If any player receives Suspension notice, only regular scheduled games including playoffs and tournament games can be counted towards suspendable games, NOT exhibition games. Tournament chairs must provide official copy of HC roster to OMAHA prior to home tournament start up. Team managers will also supply HC roster to any out of town tournaments they are attending. See your local administrator for copy.

BC Hockey Official Team Rosters

It is extremely important the tablet show only the players/volunteers that are rostered to the team on the Hockey Canada roster sheet playing/volunteering for that specific game. If a player is not playing due to suspension, note SUS beside the players name. Teams are only permitted five volunteers on the bench at one time.

Up to date Hockey Canada rosters when requested by team will be send to you asap. Please contact the SAMHA administrator. Names that are not on the roster MUST not be on your scoresheet. Make sure you note AP beside affiliated players in your line up. Also OA beside any player who is OVERAGE and approved by BC Hockey to play.

If Scoresheets are used, note which scoresheets to OMAHA, referee and team officials. See below.

All Scoresheets – Submit to OMAHA Central Office

OMAHA Central Office

C/O Sherry Wakelin
Box 370
Lumby, BC
V0E 2G0

Phone: 250-547-6411

Fax: 250-547-6422

admin@omaha.ca

White Copy
Yellow Copy
Pink Copy
Gold Copy

Officials / OMAHA Central Office
Officials (Referees)
Home Team
Visitor Team

Game Addition or Changes

All game changes are to be timely communicated to your local Division Director, Referee Assignor and Administrator. Your administrator will arrange the appropriate notification of the on ice officials and game rescheduling between the effected Association Administrators and OMAHA Division Director.

THE FOLLOWING APPLIES TO ATOM DEV AND REP TEAM MANAGERS...

See OMAHA Regulation 3008 below:

c. Teams requesting changes to schedules after League Scheduling of the current playing season will be required to pay OMAHA \$50.00 per game change. \$50.00 if both parties agree. This does not apply to teams playing in the Okanagan North Super League.

Exhibition Games and Cancellation of games:

TO ALL SAMHA TEAMS, REC AND REP:

Requests of additional home exhibition games are to be communicated to your Administrator. Please do not contact Shaw Centre, Sicamous Arena or any other arenas. All ice requests **must** go through administrator first to ensure SAMHA sanctioning support.

When dates and ice times are confirmed with team by administrator, please contact the referee assignor to arrange for on ice officials as soon as possible and send notice to OMAHA Central office for posting.

Cancellation of games: If games are cancelled by visiting team, they must give notice within 12 hours of game or asap. Use Drive BC as the bottom line to cancel games if necessary. Contact OMAHA director in charge of your division if further guidance is needed.

Visiting teams will bear 50% of the cost of ice.

Applying for Tournaments

Tournaments fill up very quickly at each association. Some associations sanction tournaments with BC Hockey in June. Therefore, if a rep head coach is in place, it is advised to apply for tournaments asap. Rep team head coaches should apply during summer months if possible as those tournaments usually fill up faster. **All rep teams must notify the administrator of tournaments attending prior to scheduling meetings held in mid September.**

Please note, associations will request payment of entry fee and Hockey Canada Official Team Rosters. It is suggested that you ask your Division Director if they will “hold” a space for your team. The director will make arrangements with the treasurer to pay in advance for one tournament. Then once your team is organized in September or October you will submit a “team cheque” as soon as your team is selected with team account opened. Teams must repay SAMHA by end of October. Some coaches have chosen to submit payment on their own and collect from the team later. Some associations do not confirm until a later day if the team is accepted or not. You will need to advise the Tournament Director that you will supply a BC Hockey Official Team Roster as soon as the SAMHA Administrator/Registrar forwards this to you. If there is an issue with this at the association you are applying to, please contact the Administrator/Registrar at saminorhockey@shaw.ca

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

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

OMAHA Playoffs & Districts

All teams attending the OMAHA Playoffs must pay tournament costs to OMAHA office, The cost of each tournament tba.

SAMHA will pay league fees for all rec teams in Okanagan North Super League. This also includes all referees and ice costs during super league playoffs. SAMHA will submit costs at end of year and they will be reimburse by the league.

Any costs of exhibition games added during the season must be paid by hosting team. This includes ice and referee costs. Contact administrator for more information.

Regular Practice Schedule and Changes to schedule:

Regular Practice Schedule: All divisions/rep teams will be notified of regular practice schedule prior to start of season. No. of practices in recreation will be based on number of teams that will be iced.

Rep teams will receive two practices per week. Initiation and Novice teams receive two practices per week. Atom, Pee Wee and Bantam...one practice shared with two teams. Additional practice if three or more teams. Midget rec...one practice per team or can be shared with two teams. Configuration and schedule is determined by Division Managers. Any additional request for ice time must be paid by team. If any ice is cancelled due to unforeseen circumstances or Silverback games or special events, division manager to contact administrator and arrange for alternate session where possible. Christmas holiday time and stat holidays will not be considered as missed practices. (Shaw Centre is open on most stat holidays with exception of Christmas break holidays) Tba.

Exhibition Games or Tournaments Out of Country, Out of Province or Out of District

admin@omaha.ca

Exhibition Games:

All teams must notify OMAHA of all exhibition game information prior to the game and obtain game number from OMAHA office. New 2017-18

Interdistrict & USA Hockey Tournament /Exhibition Game Form:

OMAHA requires all SAMHA teams to submit an “**Interdistrict Tournament /Exhibition Game Form**”. This is for all teams travelling to associations not in the OMAHA District such as the Lower Mainland, Kootenay, etc.

Use link below for the “FORMS” tab on the SAMHA website. Be sure to follow the instructions with the form that you download. The President or designate must sign the form before you submit it to admin@omaha.ca.

If any team is travelling to the USA or out of country for tournaments or games, they must complete permission to travel form. Contact Nonie at BC Hockey for further inof is necessary. Email address is nmiyazaki@hotmail.com

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. Page 4

PLEASE NOTE...IN 2017-18, HOCKEY CANADA AND BC HOCKEY MANDATES THAT ALL GAMES IN INITIATION AND NOVICE HOCKEY BE CROSS-ICE HOCKEY GAMES UNLESS OTHERWISE APPROVED BY BC HOCKEY. NOTE

**THAT THERE WILL BE SEVERE CONSEQUENCES IF NOT FOLLOWED.
CONTACT OUR COACH CO-ORDINATOR FOR MORE INFO.**

Rep & Atom Dev Fees

Atom Dev and Pee Wee to Midget rep fees will be **\$250** per player. . The SAMHA Treasurer will invoice each Rep and Atom Dev team per number of players. Fees are to be made payable to "SAMHA". The team is to collect these fees once rosters are complete. Payment (cheques or cash) must be submitted to administrator by end of October. Please also include a list of all players who have paid either by cash, cheque or credit card (if paid on HC on line payment process) The Rep Fee covers the costs of additional ice time for atom dev and rep teams.

Fund Raising & Event Sanctions

Any off ice activity (example: dry land training, bottle drives, etc.) require the notification and authorization of the Administrator at least 10 days prior to the event. This allows for the time required to receive sanctioning from BC Hockey 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 SAMHA. Please visit the BC Government website at: <https://www.gaming.gov.bc.ca/licences/> for further information and application. SAMHA will not 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. See SAMHA policy book for further info. It is best to fundraise to a specific budget. Team budgets must be submitted to Treasurer by mid October.

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 SAMHA 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.

Example: **The team account should be designated S.A. Midget Tier 3 2017-18**

It is the responsibility of the signing officers to provide a financial statement to the parent(s) of team members and to SAMHA at least two times per year. End of December and end of regular season.

At the conclusion of the season, the account is to be closed and a financial statement submitted to the SAMHA treasurer. Managers or Treasurer must keep all receipts until June 1st.

Financial Responsibilities

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

New: SAMHA will not issue contra cheques after tournaments until the team/division mgr. submits their Gaming Revenue Report to BC Lottery. Send copy to SAMHA bookkeeper also.

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.

Atom Dev A team may not affiliate with Atom Dev B team. Must affiliate with Atom Rec or Novice teams.

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

If any Atom team wishes to use Novice AP'd player, they must contact local administrator who then will submit request to OMAHA President or designate for approval. Atom team must have less than 10 players and is playing in out of town game, For out of town tournaments, team must have less than 12 players. This includes goaltenders.

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

Carding

All players and team officials must be rostered prior to participating in a scheduled league, tournament, or playoff game. Arrange with the SAMHA registrar for player rostering. No player may be carded after February 10th. Once rosters are completed on HC data base, a copy will be forwarded to team manager and coach for verification. If any requests are made to HC roster during the year, the revised roster will be sent to manager and coach of that team.

Dressing Rooms

Dressing rooms designation will be designated on the t.v. monitor as you enter Hucul Pond foyer.

Scheduling is done by Shaw scheduler. Do not use any other room. If any females are on an integrated team, please use the Dressing Room 1 (Integrated Dressing Room). Keys are located in each of the regular team dressing room. Please return to this room after use. Each team must designate a female parent to supervise this room. Males are not permitted at any time during usage.

It is the responsibility of each coaching staff to monitor dressing room. Must be clean and tidy after use.

Any damages should be reported to the ice attendance asap.

Risk Management

SECTION 4: INSURANCE / SAFETY / RISK MANAGEMENT

4.00 HARASSMENT and BULLYING POLICY

Note: BC Hockey will be releasing an educational component on **RACIAL SLURS. Players, coaching staff and parents need to be aware that this will not be tolerated and these offences will be dealt with in a serious manner.**

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 behavior;
- 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 in 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 SAMHA Risk Manager Erin West at 250-782-3858 or riskmanager@salmonarmminorhockey.com

Emergency Contacts:

- 1. Minor Hockey: Roy Sakaki, Administrator 250-804-5300 cell
- 2. Minor Hockey: Rob Bushell Ref. Chief 250-804-9989 cell
- 3. Minor Hockey: Joel de Boer Pres. 250-515-1133 cell
- Val Kloska 1stVice Pres 250-574-0480 cell
- Daron Mayes 2nd Vice 250-804-8530 cell

- Shana Philips Equip. 250-833-8482 cell
Deb Petty, Registrar 250-833-8978 cell
4. Shaw Centre: See Ice Operator or if nec. Dale Berger 250-833-4847

Team and Individual Photos:

Team and Individual photos are scheduled near the end of October. All registered players will receive an individual and team photo at no charge. Additional personalized orders can be placed through envelope that will be provided by team manager. These are to be completed and return prior to photo shoot. Dates tba.

Coaching Staff Requirements:

1. Rep Bench staff:
Coach and Assistant Coaches: Dev 1, Respect in Sport, Criminal Record Check
Manager: Respect in Sport, Criminal Record Check
Safety Person: HCSP certification, Respect in Sport, Criminal Record Check
Volunteers on ice practices: Respect in Sport, Criminal Record Check
All Bench staff must have CATT certification. (Concussion Awareness Training)
2. Recreation Bench staff:
Coach and Assistant Coach: Atom Rec to Midget Rec Coach 2, RIS, CRC
Initiation to Novice: Coach 1, RIS, CRC
Manager, Safety Person, Volunteers on ice: same as rep bench staff requirements
All Bench staff must have CATT certification. (Concussion Awareness Training)
3. See Appendix for above (Team Officials Requirements and NCCP Certification Program)

Appendix: (see attached information sheets)

Hockey Canada First Parent Meeting
Hockey Canada Managers Checklist
Hockey Canada Game Checklist
Operating Instructions for Scoreclock
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