



WVMHA Manager Outline

1. Qualifications for Coaches, Trainers, and Managers:

- ALL team managers, coaches, assistant coaches, and team trainers must have Respect in Sport RIS (online course), criminal record check (CRC) and concussion awareness training tool (CATT) before they can participate in any on ice practice.
- All Team Officials need to read WVMHA Policies and Constitution. Available at www.windermerevalleyminorhockey.com
- All Carded Team Coaches must have all qualifications by December 1st. All other coaches and team officials must be qualified by December 15th. Clinics available on the BC Hockey website.
- Team Trainer will also need HSCP Certification (Online Course)
- All on ice helpers must wear certified helmets. Minor Hockey Players Bantam and below need to be approved by the WVMHA. Once approved they are required to wear full gear. Midgets are required to wear helmets and neck guards.

2. Team Rosters:

- You will receive an official BC Roster for your team from WVMHA Registrar.
- Record each player's jersey number on a copy of this form and submit it to the Manager Mentor.
- You will be given two keys to your team locker. It is your responsibility to make sure all Jerseys are there and your first aid kit is up to date. Assign a Jersey parent to wash jerseys; cold water...no dryer...do not give to players to take home.
- Team Managers must send any Roster changes to Manager Mentor and Registrar

3. Medical Forms and Player/Parent Contracts:

- Managers must have a copy of each players Medical Form in their First Aid Kit.
- Managers should have a blank copy of Injury Reports in First Aid Kit. If a player goes to hospital by Ambulance you send this form and the copy of their medical form with them. If they go with parent you send just the Injury Report with them.
- Completed Injury forms must be submitted with in 30 Days to BC Hockey.
- Safety Person needs to keep an injury log of all on ice injuries.
- Managers must make sure every parent has signed the parent contract form.

4. League Play:

- Tiering dates for each division will be announced to you by your Manager Mentor. Each team is responsible for collecting money from their team to pay for team's portion of Ice and Ref Fees for this tournament. (Hosting team will let you know that cost)
- Scheduling for League is the end of October. EKMHA will give you their guidelines and requests at this meeting that you must follow.
- Home League games – The WVMHA Ice Scheduler will give you your list of ice times. It is the managers job to let him/her know who you are playing during those ice times. The Scheduler will pass those times onto the Referee Scheduler.
- Hosting Team: Responsible for supplying an EKMHA approved score sheet. Fill out necessary game information and your team roster. Give to the visiting team to record their roster.
- If you have Overage Players, you must submit a request form to EKMHA. Form link is located under Manager Tab on WVMHA Website.
- EKMHA website is www.ekminorhockey.ca has League Schedule Listed. It is good to verify they have your league games correct. Contacts can be found there.
- EKMHA requires Game Sheet Submission by hosting team. Email them the score as soon as possible also let them know of any major penalties. You MUST complete monthly game and penalty reports regardless if you have anything to report. Must be submitted to EKMHA by the first of the month.
 - ◆ 1st and 2nd Copy of Game Sheet go in file in Minor Hockey Room
 - ◆ 3rd Copy to Visiting Team Immediately Following Game
 - ◆ 4th Copy Home Team Manager or Coach

5. Ice:

- Cancel Ice 1 Week Prior for Games or Practices
- Cancel Ice 1 Month Prior to Tournaments
- Arena needs tournament block one month prior to tournament. Fine tuned schedule one week prior
- Book ice times in 15 Minute intervals

6. Exhibition Games:

- The Home Team is responsible for scheduling ice through WVMHA Ice Scheduler. This Contact is available on WVMHA website.
- All Exhibition games played home or away must fill out an Interdistrict and US travel form on the BC Hockey Website. There is also a link under the Managers Tab on WVMHA Website. (Form must be submitted 14 days prior) If you fail to fill out the form and submit, First Offence is Coach Suspension, Second Offence is no travel permits for the team, third offence is no travel permits for the association.
- Teams are responsible in registering your team in a tournament and the number of tournaments should be discussed with coaches and parents. Teams are responsible for collecting money from parents for tournaments. If left too late, the tournaments may be full. Payment for tournaments is usually required at the time of registration.

- Tournaments are listed at BC Hockey, Alberta Hockey, and Calgary Hockey (Links are under manager tab on WVMHA Website). You can also watch Association websites. All tournaments you travel to require an exhibition travel form.

7. Costs:

- Tournament (As Above)
- Socks – Available to purchase from Inside Edge
- Name Bars if required by the team/parent (budget approx. \$15 per name bar) order from Bonnie at Peacock Design
- Open a Bank Account for your Teams Finances (you will require 3 signers that must be approved by the WVMHA Board). BMO offers a “Community Account-No Service Charges”. Take a copy of the Boards Minutes to open account with all signers. Use a spread sheet to keep track of your finances.

8. 50/50, Score, Time and Penalty Box:

- 50/50 sales from games (not tournament) are to make money for your team. Schedule parents to look after the volunteer roles- score sheet, time clock, penalty box and 50/50
- The 50/50 Boards and Game Sheets are in the Minor Hockey Room above dressing room 6.

9. Tournaments:

- There is a separate Information Sheet explaining the WVMHA Policies and Expectations for Hosting a Tournament. This can be given to a parent or group of parents that may be organizing it.
- Do not save signage from Tournaments as they are not reusable.

Helpful Hints:

- Score Sheet Labels: www.avery.ca/templates or Local View will print them off for a low cost to you this will not be covered by the association.
- Our Website has a lot of Information www.windermerevalleyminorhockey.com (Each Manager will be given a password from Manager Mentor to update their information.
 - Make Sure your team rosters are correct. You can add games and tournaments; Player stats and more.
- Team Managers should generate a Team List of emails and cell numbers that they keep with them always, especially on the road.
- Try to book Hotels and Team Meals as soon as your Tournaments/Games are confirmed
- Blank Practice Plan Master is available from Coach Coordinator
- You are expected to attend WVMHA Monthly Meetings. It is a great way to learn and keep informed of what is going on in our association, BC Hockey and Hockey Canada.
- Atoms Team is the host/planners for Year End Banquet

