

# ST. JOHN'S MINOR HOCKEY ASSOCIATION

## TEAM MANAGER'S HANDBOOK



**Revised November 2021**

Unless otherwise stated, the Caps Policy and Procedures Manual shall supersede this document.



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***Please make a list of any situation throughout the season that was not covered, or not thoroughly covered, in this manual. Return your copy of the manual at the end of the season, and we will take your input into consideration for next season's version of the manual.***

## **Team Manager's Handbook**

### **1 Forward**

This Team Manager's Handbook ("Handbook") is developed by the St. John's Minor Hockey Association ("SJMHA") as a resource for the Team Managers of all-star and developmental teams. It is prepared for easy and convenient reference. The contents of this Handbook will be superseded by the Policy and Procedure Manual of the Association.

This Handbook will always be a work in progress and each year its content will be updated.

Your constructive feedback is encouraged by contacting the Association Administrator at 579-9091, or the Director of All-Star Hockey at [allstar@capshockey.ca](mailto:allstar@capshockey.ca).

### **2 Team Manager's Role**

The role of Team Manager is critical to the successful operations of every team. The SJMHA Board of Directors views each of its teams as having several stakeholders whose needs must be met if the season is to be successful. These stakeholders are:

- Players
- Parents
- Coaches
- The Association and its Board of Directors

There can be no substitute for direct communication between any of these stakeholders. A player must be able to discuss their objectives, questions, concerns and problems with the coach. A parent who has a concern regarding Association rules and policies or the progress of their child must be able to discuss these with the Association or coach as the case may be. A coach must be able to discuss a player's progress, behaviour, etc with the player, parent or Association as the case may be.

However, this communication is not always easy so the Team Manager is in the position of trust to act as the communication link and intermediary

when these communications links are strained. It will then become clear in successive sections of this manual how we believe that position of trust can be created.

If there is not a satisfactory resolution of the problem at the Team Manager level, the next step is for the manager or the parent to contact the Director of All-Star Hockey.

It is not the Association's intent to position the Team Manager as only an escalation point and a problem solver. There are many administrative duties to be performed as well and they are defined in this handbook.

The Team Manager's role can be summarized in the following statements:

- Perform the role of intermediary between any two stakeholders when normal communications are not possible;
- Perform all administrative and financial duties required by the coach, parents, players and the Association.

### 3 **SJMHA Contact List**

Our web site at [www.capshockey.ca](http://www.capshockey.ca) contains our Association Policy and Procedure Manual and the Team Manager's handbook, which describes the role of each position on the organization chart. The web site will always contain the most current version of these documents.

Board of Directors 2021/2022 season are as follows:

President	John Cowan President@capshockey.ca
Past-President	Jack Casey info@capshockey.ca
Administrator	Jodi Blackwood administrator@capshockey.ca
Vice President	Frank Healey vp@capshockey.ca
Treasurer	Mike O'Brien treasurer@capshockey.ca
Director of All-Star Hockey	Mark Andrews allstar@capshockey.ca
Director of Female Hockey	Shawn Pendergast female@capshockey.ca



Director of Novice Hockey	Mike Veich novice@capshockey.ca
Director of Atom/Pewee Hockey	Mike Kirkland peewee@capshockey.ca
Director of Bantam/Midget	Vaughan Benson midget@capshockey.ca
Director at Large	Becky Phillips director1@capshockey.ca
Director at Large	Seamus Breen director2@capshockey.ca

#### **4 Team Manager’s Selection Process**

The Team Manager will be selected by the Head Coach, the selection being approved by the Board of Directors of the Association. The Team Manager must have all necessary volunteer qualifications, or agree to complete these qualifications at the first opportunity. The qualifications include current requirements for screening by HockeyNL and the Royal Newfoundland Constabulary<sup>1</sup> and the completion of the Respect in Sport or Speakout course.

- The Head Coach needs an individual with whom they can communicate and in whom they have confidence.
- Parents need an individual whom they see as their advocate as well as their child’s advocate and with whom they have confidence.
- The Association needs an individual who can meet their administrative needs and is willing to abide by Association policies and procedures.

The Team Manager, Head Coach and Assistant Coaches work together as a staff to deliver a positive experience primarily for all players, and secondarily for the adults involved with the team.

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<sup>1</sup> RNC screening includes a Certificate of Conduct and a Vulnerable Persons Check

## **5 Season Plan, Budget, and Ongoing Communication**

There are three fundamentals required for a successful hockey program. As your team embarks on their season, this group of players, coaches and parents will spend a great deal of time together. As in any relationship in life, all stakeholders will have certain expectations that must be met for harmony to exist.

These expectations include:

- (a) Having meaningful input to the teams' objectives, finances and activities for the season.
- (b) Receiving timely feedback in such areas as:
  - (i) Financial status,
  - (ii) Tournament plans,
  - (iii) Game schedules,
  - (iv) Practice schedules, and
  - (v) Fundraising plans and progress.

### ***Season Plan Development***

Once the team is selected and Team Manager is chosen, everyone is anxious to begin the season. The creation of the Season Plan is now vital and there is only a short time to develop it.

The Team Manager will then facilitate the process to create the Season Plan.

The team's Head Coach has been developing a plan with goals and objectives for the season and may have made some preliminary tournament plans. The following is a suggested approach to developing the Season Plan:

- (a) During or following a practice, conduct a parents meeting where all stakeholders are present. A member of the Executive can be in attendance to answer any questions related to the Association.
- (b) Present the Head Coach's plan including the goals and objectives for the season. Any rules with respect to team discipline, apparel requirements, travel plans, prospective tournaments, and other plans for the team should also be included. Present this document as a first draft.

- (c) The Season Plan should also include a schedule for coach/player/parent discussions on the player's progress and expectations for the remainder of the season.
- (d) Request feedback from the parents to be included in a second draft. Discuss the second draft with the coaching staff before preparing the final draft.
- (e) Return the final draft to the parents and place a copy on file with the minor hockey office.

### ***Budget Development***

From the input received for the Season Plan the draft Budget can now be prepared for presentation at the next parents meeting. The following is a suggested approach to creation of the Budget:

- (a) Research the costs associated with each item in the Season Plan.
- (b) Develop reasonable financial targets for any fundraising projects.
- (c) Submit the Season Budget to the Administrator so it can be placed on file. The Season Budget must be on file before any fundraising is approved.
- (d) The Season Budget must be balanced with anticipated revenue and expenses being equal within a reasonable contingency.
- (e) All team accounts must be deposited with the Association as per section 6. Individual team bank accounts are not permitted.
- (f) Receipts must accompany all deposits and expenditures. Provide temporary receipts to parents while waiting to deposit funds with the Association.

### ***Ongoing Communication***

Given that meaningful input is necessary for a successful season, regular feedback as to "*How are we doing compared to the plan?*" and "*What is going on that affects us?*" is very important.

It is clear that timely, complete and accurate feedback will significantly reduce the creation and spreading of rumours. There are several areas of feedback and information that stakeholders expect. They include such things as but are not limited to:

- (a) Tracking the Season Plan
- (b) Tracking the Budget
- (c) Tournament dates and schedules
- (d) Game schedules
- (e) Practice schedules
- (f) Association policies, directives, etc
- (g) Fundraising plans

Regular team meetings are key to providing this necessary feedback.

## 6 Financial Management

- (a) SJMHA uses the services of a national accounting firm to manage its day to day bookkeeping. This means a reasonable amount of time is required to process payments and issue cheques. Normal payments should be requested **at least 1 week in advance** of any necessary payments.
- (b) The Minor Hockey office will close for the year on or about April 30<sup>th</sup> each season. Team Managers are to ensure all financial matters, including lottery licenses and other team business (including return of jerseys and equipment) are concluded before the office closes for the season.
- (c) All Team Managers shall maintain their team account through St. John's Minor Hockey. All funds will be deposited with the SJMHA Administrator and all funds will be disbursed by cheque from the SJMHA account.
- (d) On a regular basis, at least every second month, Team Managers should request a statement of the teams account. Team Managers will compare the details to their own records and advise the Administrator or Treasurer of any discrepancies.
- (e) The Team Managers will keep their own record of all receipts and disbursements, and will track detail by individual player. Once the accounts are reconciled by the managers they will provide the Administrator with a list of player balances to support the reconciled team balance.
- (f) Teams should only fundraise to the extent required for approved team activities. Any excess funds raised and not used will be credited to the account of SJMHA and not individual players. **At no time will excess fundraising be refunded to players.** Refunds will only be provided to players from funds obtained directly from parents.
- (g) Teams should not engage in or undertake activities outside normal games and practices that bestow undue financial hardship on parents. The Association requires Team Managers to submit team budgets to the



- Administrator for approval at the beginning of each season. The budget should estimate additional fees to be charged to players and recovered from parents.
- (h) Any team whose players have not met the required payment schedule for SJMHA registration fees will not be permitted to incur additional expenses until all registration accounts are current with the Association. Practically this means travel permits will not be approved, nor will the team be permitted to register for tournaments until the situation is fully resolved.
  - (i) Only the President with the approval of the Board can approve a payment plan for registration fees outside SJMHA's regular schedule. At no time does our Administrator have the authority to approve these individual payment plans.
  - (j) The Association provides subsidized hockey to players in the recreation program. The extraordinary expense associated with all-star hockey, and the requirement for incurring travel and tournament expenses throughout the season, restricts the Association from subsidizing all-star hockey.
  - (k) At no time will a team's All-Star account with SJMHA be permitted to operate in an overdraft position. SJMHA accepts no financial risk for All-Star accounts. If the team pursues activities outside normal games and practices, it is the responsibility of the Team Manager to ensure sufficient funds are collected from parents to cover these expenses. It is not the responsibility of SJMHA or its Administrator to do this.
  - (l) Team Managers have no responsibility for the direct collection of All-Star player registration fees. They are responsible for communicating to the team the importance of meeting their obligation to settle their registration accounts on schedule. The only time the Team Manager will be advised that a particular player's account is delinquent is when the Team Manager is asked to notify the player of his or her removal from the team pending payment of registration fees in full.
  - (m) The fiscal year end for SJMHA is April 30<sup>th</sup>. At a date no later than 10 days following the team's All-Newfoundland tournament, the Team Managers will be required to provide final account reconciliation, with supporting player balances net of fundraising to SJMHA. After April 30<sup>th</sup> any un-reconciled balances in the team accounts will be credited to the account of SJMHA, and no further efforts to reconcile the accounts or identify player balances will be made.
  - (n) The fact that SJMHA accepts no financial risk for the team accounts means that players will only be issued refunds from revenue other than

- fundraising or registration account credits to the extent that there is cash in the team account.
- (o) If the account reconciliation provided by the Team Manager identifies that some players are owed money, and the total amount owed to all players exceeds the cash balance in the team account, the outstanding cash balance will be distributed proportionally between all players on a percentage basis.
  - (p) Teams must purchase clothing and player equipment from the Associations preferred supplier **Sportscraft**. The Team Manager should get a written quote from the supplier and file the quote with the Administrator in advance of authorizing the purchase. Prior to taking delivery of the purchase the Team Manager should ensure that the balance in the team account is sufficient to cover the quoted cost. **Sportscraft** should send the invoice directly to the Association for payment. The Administrator will approve the invoice for payment if the team's account balance is sufficient to cover the invoice cost.

## 7 Team Fundraising

This section covers the process to follow for approval of all fundraising projects.

**Information concerning all fundraising requests must be filed with the Administrator far enough in advance of the activity to ensure that the request is satisfactorily reviewed and all necessary licenses and approvals are put in place. Factor into timelines the time necessary for SJMHA AND Hockey NL approval and submission of documents to the appropriate government authority.**

The following steps outline the procedure to follow:

- (a) SJMHA recognizes the desire of individual teams to raise money, but must protect the ability of the Association to raise funds to sponsor our complete program.
- (b) All requests for fundraising approval during the current season must be presented to the Administrator on the form available from the minor hockey office. (See Attachment C)
- (c) Requests must outline the nature of the event, timing of the event and what the funds are required for.
- (d) Approval of the Board of Directors is required before the event is publicized or occurs.

- (e) The Board of Directors reserves the right to refuse all requests if deemed not in the best interest of the Association. Under no circumstance will a fundraising event involving **the sale or distribution of tobacco, beer or alcohol be approved**. Minor Hockey should not be associated with tobacco, beer or alcohol.
- (f) Sanctioned fundraising will be to the benefit of the players and non-parent coaches. At no time will parent related costs be paid for directly or indirectly from the proceeds of fundraising.

The use of the Associations ability to obtain a lottery license will be restricted. Teams raising large amounts of money for travel outside of the prescribed hockey program will be limited in the amount of fundraising allowed to offset travel and accommodation expenses. (see Section 10)

The Associations will limit the number of open lottery licences issued in the name of the Association. This will practically limit the number of fundraising events individual teams undertake. It would be better for teams to undertake one large fundraising event to cover all of their needs as opposed to multiple small events each requiring a lottery licence.

## **8 Lottery Licenses**

Teams may request that the Association obtain Lottery Licenses on their behalf. These Lottery Licenses require officers of the Association sign the application, and assume **all legal responsibilities** for the execution of the lottery. In addition to the good reputation of the Association being placed at risk, the individual officers who sign on behalf of the Association assume personal risk associated with the proper adherence to the rules and regulations established by the Department of Government Services, as laid forth in Newfoundland And Labrador Regulation 1/02 (“Lottery Licensing Regulations”) under the Criminal Code (M.C. 1081-82).

The following guidelines are meant to provide due diligence around the process of obtaining a Lottery Licence, and to establish control over the execution of the lottery to meet the requirements of the Lottery Licensing Regulations.

### ***Obtaining a Lottery License***

Team Managers must complete a Lottery License Application form and submit it to the Minor Hockey Office approximately 4 weeks before the lottery license is required. The SJMHA logo will appear on the sample ticket proof submitted with the application form. Complete the Guidelines for Use



of Lottery Licenses for and include it with your lottery license application form. (Attachment D)

- The application must include information on how the money raised through the lottery will be spent. Acceptable use for money raised through a lottery include team travel and to make a donation to a registered charity. Money raised through a lottery cannot be used for:
  - Team uniforms, jackets or clothing
  - Normal operating expenses, such as extra ice time and officials
  - Team banquets or meals
  - Activities where proceeds go directly to parents or coaches

Once approved by the Board of Directors, the President and Administrator will sign the lottery license application and forward to the Department of Government Services, Trade Practices Division.

The Administrator will notify the Team Manager when the Lottery License has been received.

### ***Managing a Ticket Lottery***

The Team Manager will proceed and print the tickets.

The Team Manager will prepare a ticket ledger identifying who is assigned blocks of tickets for sale. Tickets not assigned will remain in the Minor Hockey Office.

As blocks of tickets are sold their proceeds will be returned with the ticket stubs to the Minor Hockey Office. The Administrator will provide a receipt for all proceeds, and deposit the proceeds into the Association's bank account. Ticket stubs will be stored in the Minor Hockey Office.

The Association will track receipts within its accounting system. All unsold tickets must be returned to the Minor Hockey Office.

On the day of the draw:

- Final proceeds will be returned to the minor hockey office
- All stubs and unsold tickets will be returned to the minor hockey office
- Ticket stubs will be placed in a drum
- The Team Manager will have a person who did not purchase a ticket available at the assigned time to complete the draw
- The Association will have a Board member present to witness the draw, and



- The person completing the draw, and the Board member witnessing the draw, will sign a confirmation of their presence.

#### Following the draw:

- The Administrator will contact the winner(s)
- Prizes will be collected by the Team Manager and brought to the Minor Hockey Office
- Winners will collect their prizes from the Minor Hockey Office
- The Administrator will collect the ticket stub from the winner
- The Winners will sign a receipt when they collect their prize
- The Minor Hockey Office will retain all unsold tickets and stubs of sold tickets for a period of 1-year from the date of the draw.

#### Completing the Financial Report

- The financial report for the lottery must be completed by the Team Manager and submitted to the minor hockey office 7 days following the draw date.
- The financial report must be completed on the form provided by the Department of Government Services, Trade Practices Division.
- The financial report should be accompanied by sufficient backup material to verify the information provided on the final report.

All rules and regulations as established by the Department of Government Services, Trade Practices Division must be followed.

The Association does not assume financial responsibility for the ticket lottery. If there is insufficient revenue to provide the prizes as stated on the ticket, then the team, and by extension the players' parents, will assume financial liability. If the team requires a cash advance from the Association to purchase prizes it will require the approval of the Board of Directors.

## 9 Special Event Sanctioning

Hockey Newfoundland & Labrador (HockeyNL) controls special event sanctioning.<sup>2</sup> Check with the Minor Hockey Office for information on the HockeyNL guidelines. Sanctioning is required for door to door fundraising, bottle drives and grocery packing. When using facilities other than arenas with minor hockey associations as tenants, for example gymnasiums and fitness centres, the manager must obtain proof that all employees and volunteers at said facility who will have contact with SJMHA's players have completed a "letter of conduct" and a "vulnerable person check" before sanctioning will be granted.

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<sup>2</sup> Please refer to Attachment B for guidance on the types of events that may be sanctioned.

## **10 Travel Permits**

Teams attending tournaments or exhibition games hosted by an association other than a member of the DJHL division in which the team normally plays require a signed travel permit.

How do you get a Travel Permit?

- (a) Blank Travel Permit forms are available from the HockeyNL web site or from the Minor Hockey Office.
- (b) In all cases, requests must be signed by the President and forwarded to HockeyNL. Specific time lines apply to travel permits.

Fines and sanctions apply for teams traveling without HockeyNL approved travel permits, for minor hockey associations that host tournaments without HockeyNL sanctioning and/or for teams participating without approved travel permits.

The amounts of these fines are significant. The Association will in turn charge any team the amount of the fine, and remove the funds from the team account, if a fine is incurred for travel permits or tournament sanctioning. Repeat offenses could result in suspension or replacement of Team Managers and coaching staff.

## **11 Tournaments**

The Association operates a house league on weekends and therefore there is no opportunity to run invitational tournaments at Twin Rinks. Developmental teams are not allowed to participate in tournaments or exhibition games on weekends to avoid potential conflicts with house league hockey.

Teams attending tournaments hosted by an association other than a member of the DJHL division in which the team normally plays require a signed travel permit (see section 10).

Teams attending tournaments where significant travel costs will be incurred, must:

- (a) Be sensitive to parent's ability to incur such costs, and ensure families are freely participating.

- (b) If using a Provincial Government lottery license for fundraising, ensure only approved travel expenses are paid for. Approved travel expenses include:
- i. Individual airfare cost for Coaches, Team Manager and Players. Tickets obtained through air mile points will have no cash value offset from the fundraising amount.
  - ii. Hotel accommodations based upon the following:
    - Two (2) adult coaches or managers per one (1) double room
    - Two (2) goalies per one (1) double room
    - Three (3) players per one (1) double room
  - iii. Meal per diems based upon the following:
    - \$50 per day for adult coaches or managers
    - \$40 per day for Atom aged or younger players
    - \$45 per day for Peewee aged players
    - \$50 per day for Bantam aged or older players
  - iv. Vehicle allowance of \$500 per tournament for local transportation when traveling to the tournament by air.

## 12 Provincial Tournaments

Teams are required to participate in the annual Provincial Tournaments that are held during the Easter vacation period. HockeyNL issues a final tournament grading report in January identifying the host locations and participants for these tournaments.<sup>3</sup>

SJMHA will normally be requested to host at least 2 Provincial Tournaments each season. If your team is selected to host a Provincial Tournament the team will be expected to fundraise at least 50% of the Provincial Tournament cost. Expenses typically include ice time, officials, player awards and a banquet. In February the Association will meet with the Team Manager to develop a budget and a plan for hosting the event.

## 13 DJHL Player Registration Fees

When players initially register for the season parents make arrangements to pay the “base fee”. This is typically done either through a single online payment at registration, or through an initial 50% down payment and two post-dated cheques for 25% of the base fee.

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<sup>3</sup> Team and player participation at Provincial Tournaments are considered mandatory. Not attending the Provincial Tournament is grounds for discipline by the Association.

When a player is selected to a DJHL all-star team there is an all-star fee payment required. The DJHL all-star fee payment will be required prior to the start of the DJHL regular season. The deadline for payment of the all-star fee is stated on the annual registration form.

Team Managers will not be required to collect registration fees. Parents are directed to make payment at the Minor Hockey Office. Team Managers are requested to communicate with parents, either as a group, or individually, reminders that registration fees are due.

In the event that a player has been removed from a team roster for non-payment of registration fees, the Team Manager should ensure that the player does not return to games or practices until the matter is resolved to the satisfaction of the Association.

#### **14 Developmental Player Registration Fees**

There is a registration fee associated with all developmental teams. This fee will be set each season, and will vary depending upon a number of factors. The basis of the fee is cost recovery, including HockeyNL tournament and banner fees. Different fees will apply for each team as some teams will play all season in the DJHL C and D divisions.

Team Managers will not be required to collect registration fees. Parents are directed to make payment at the minor hockey office. Team Managers will be requested to communicate with parents, either as a group, or individually, reminders that registration fees are due.

In the event that a player has been removed from a team roster for non-payment of registration fees, the Team Manager should ensure that the player does not return to games or practices until the matter is resolved to the satisfaction of the Association.

#### **15 Player/Parent Agreements**

Every player and coach involved with a DJHL or Developmental team must complete an All-Star Program Player/Parent Agreement form prior to the start of the regular season.

At the time the agreements are returned players should have all outstanding all-star fees paid, along with the post dated jersey deposit cheque on file with the Minor Hockey Office.



## 16 Comprehensive Insurance Program

Attachment B includes the Hockey Canada Sanctioning Guidelines. Team Managers should review this document as it provides guidelines surrounding many activities typically undertaken by teams.

This section describes the highlights of the Hockey Canada Insurance program and the reporting procedure for accidents. The Hockey Canada Injury Report forms are available in the SJMHA office in Twin Rinks, the SJMHA website and the HockeyNL website. Completed Injury Report forms should be returned to the SJMHA office and the Association will forward them to HockeyNL.

### ***Hockey Canada National Comprehensive Insurance Program***

Hockey Canada has designed an insurance program to respond to the various risks that confront organized amateur hockey. This program is designed to protect the players, coaches, administrators, referees and volunteers against risks associated with the game. The insurance program should not be viewed as a risk management tool. The program is made up of three separate components:

(a) Liability Insurance

This is a General Liability Insurance Policy designed to respond on behalf of any of the registered participants in the game including players, coaches, managers, trainers, on and off-ice officials and volunteers, this policy is a Personal Injury and Property Damage Policy.

(b) Accidental Death and Disability Benefits

These benefits cover members against accidental injury, death only while participation in HC sanctioned activities. This portion covers very serious, permanent injuries that might occur while participating in a HC / Branch sanctioned activity. Unlike Major Medical/Dental coverage, this coverage is in addition to any other similar coverage an eligible participant may carry.

(c) Major Medical and Dental

This plan supplements existing provincial health plans and any member's personal major medical insurance. Claimants must pursue a claim through their personal medical/dental plan first. The HC insurance then responds for the outstanding balance. The following procedures should be followed if an injury occurs:

- (i) Complete the Hockey Canada Injury Report Form fully.
  - (ii) Have the attending physician or dentist complete the practitioner's portion.
  - (iii) Have a team official sign the form.
  - (iv) Forward the completed form along with any incurred invoices to the Minor Hockey Office from where they will be forwarded to HockeyNL.
- (d) Hockey Canada Injury Report

This form is to be completed in full and forwarded to the HockeyNL office within ninety (90) days following an accident/injury. Failure to comply with this filing deadline will result in your claim being denied by Hockey Canada.

## **17 Injuries<sup>4</sup>**

Injured players requiring medical attention must provide SJMHA with a letter from the attending physician recommending the player refrain from participating in the hockey program. The letter must identify a potential date when the player can return to normal activity. The Team Manager should ensure the parent provides the letter, and ensure the letter is placed on file at the Minor Hockey Office.

Prior to returning to on-ice activities the parent must receive written permission from the attending physician. The Team Manager should ensure the parent provides the medical clearance, and ensure a copy of the clearance is placed on file at the Minor Hockey Office.

This procedure will apply in all situations, whether or not the injury occurs during minor hockey activities. The player's safety should be the paramount concern of the parent, the coaching staff and the Association.

## **18 Control and Safekeeping of Jerseys and Equipment**

Jerseys must be returned at the end of the current season to provide the Association with sufficient time to determine jersey requirements for the following season.

Each year SJMHA finds it necessary to replace a number of Jerseys which do not get returned. Getting the jerseys returned in a timely fashion has become a serious issue. As a result parents are required to provide the

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<sup>4</sup> See Attachment G for HockeyNL's Concussion Card



Association with a post dated cheque as a guarantee that the jersey will be returned at the end of the season.

Each set of All-Star Team jerseys will be provided to the Team Manger prior to the start of the regular season. When the jerseys have been assigned to the players, the Team Manager must email the Minor Hockey Office with a list of players and the number of the jersey assigned.

The Team Manager will return the complete set of team jerseys to the Minor Hockey Office within ten (10) days of the completion of the All-Newfoundland Tournament. **It is strongly recommended that Team Managers collect the jerseys from players during the last games of the All-Newfoundland Tournament to avoid having to visit player's homes to collect the jerseys.**

Team Managers are encouraged to collect jerseys after each game. If the Team manager is unable to collect the jerseys, then players are to bring their jersey to and from the rink in a separate bag, as described in the All-Star Program Player/Parent Agreement form.

If name bars are to be attached to the jerseys they must be professionally manufactured and attached to the jersey. **Team Managers must use the Associations preferred supplier Sportscraft who will ensure the integrity of the jersey is maintained through the application and removal process.** The Team Manager must collect sufficient money at the start of the season to pay for the application and removal of the name bars. This money must remain in the team account at the end of the season until the removal invoice is paid by the Association.

If the jersey is damaged during the application or removal of the name bar by someone other than Sportscraft, the Association will purchase a replacement jersey and recover the expense from the parent by cashing the post dated cheque.

At a minimum, approximately every four to six weeks the Team Managers should collect all jerseys, inspect them for damage and arrange to have them properly cleaned.

Any jersey that is returned damaged, or not returned by the Team Manager within ten (10) days of the completion of the All-Newfoundland Tournament, will result in the Association cashing the post dated cheque provided by the parent at the beginning of the season.

## **19 Additional Ice Time**

During the course of the season teams may book extra ice time at facilities other than Twin Rinks for practices and exhibition games. Also teams may use an external facility for conditioning or for team building exercises.

Teams must be careful to ensure that these activities are not undertaken without sanctioning from the Association. Activities that go ahead without the prior approval of the Association are undertaken at the risk of the adults involved. Hockey Canada's insurance program does not cover activities that are not sanctioned, especially if there is a financial responsibility attached to any loss or damage.<sup>5</sup>

If the team proceeds with an unsanctioned activity the team staff must ensure that the parents understand the risk involved.

To have an event sanctioned contact the Minor Hockey Office. If practical the event will be posted on the Association website to further document the prior approval of the Association.

## **20 Ice Time Allocation**

HockeyNL has developed an ice time allocation policy. SJMHA teams will adhere to the policy established by HockeyNL. A copy of this policy is included as Attachment A.

## **21 Banners, Plaques and Other Trophies**

Team Managers can either arrange for engraving of plaques and trophies themselves, or provide the plaques and trophies to the Administrator to arrange for engraving. The cost of engraving will come from the team account.

Teams winning banners and plaques at the annual All-Newfoundland tournaments should provide the awards to the Minor Hockey Office immediately following the tournament. The Administrator will arrange for engraving and placement of banners prior to the start of next season.

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<sup>5</sup> Please refer to Attachment B for specific details regarding permitted activities outside the normal hockey program.

## **22 DJHL Responsibilities**

The Team Manager has a limited role when dealing with the DJHL. The Director of All-Star Hockey acts as the single point of contact between the DJHL and SJMHA teams. At no time should a Team Manager contact the DJHL staff directly. If the Director of All-Star Hockey is unavailable the Team Manager can contact the President who will communicate with the DJHL.

All requests for rescheduling of games must be made by the Director of All-Star Hockey. All requests impacting ice time and officials at our home rink must be made at least 10 days in advance to ensure the ice time can be effectively reallocated and that the scheduling of officials is properly dealt with.

The Team Manager is responsible for either (i) acting as person responsible for updating results for home games on the [www.djhl.ca](http://www.djhl.ca) website or (ii) delegating responsibility to another parent.

## **23 HockeyNL Social Media Policy**

HockeyNL has developed social media policy. SJMHA teams will adhere to the policy established by HockeyNL. A copy of this policy is included as Attachment F.

## **24 Non-Parent Coaches**

While most coaches are parents of players on the team, occasionally the Association will assign a non-parent as a member of the coaching staff. These non-parent coaches give freely of their time, and when travel expenses are necessary to travel to invitational and provincial tournaments, the team is responsible for cover the out of pocket expenses of the non-parent coaches. Only in extraordinary circumstances will the association get involved in helping the team cover the cost of non-parent coaches.

**ATTACHMENT A**

**HockeyNL ICE ALLOCATION POLICY**

**(Check online for most recent revision in the HockeyNL Policy Manual)**

**Attachment B**

**Hockey Canada  
Sanctioning Guidelines**

**Attachment C**

**Request for Approval of Fundraising Project**





**St. John's Minor Hockey Association**

**REQUEST FOR APPROVAL OF FUNDRAISING PROJECT**

To be completed by the Administrator

Executive Approval Required: Yes  No

Submitted: \_\_\_ / \_\_\_ / \_\_\_

All requests for fundraising must be submitted to the Administrator for review. Upon completion of this review, the Administrator will determine if the approval of the Executive is required. If the fundraising project involves raising money in excess of \$1,000, or if the fundraising project involves requests of support from parents or the community at large, or if the request requires a Lottery License, then the approval of the Executive is required. Otherwise if the fundraising project involves raising funds less than \$1,000 from within the team, family members or rink, the Administrator will determine if the fundraising project will be approved or denied.

All requests for the approval of fundraising projects are to be submitted to the Administrator for review at least one week prior to a regularly scheduled Board meeting in order that it may be added to the meeting's agenda if necessary. Routine approvals by the Administrator may take up to 1 week before approval is granted or denied.

Team proposing to undertake the fundraising project:

\_\_\_\_\_

Person responsible for fundraising project:

\_\_\_\_\_

Identify any 3<sup>rd</sup> party suppliers that will be used by the fundraising project:

\_\_\_\_\_

The fundraising project will begin on \_\_\_ / \_\_\_ / \_\_\_ and end on \_\_\_ / \_\_\_ / \_\_\_ .

Estimated gross proceeds from the fundraising project:

\_\_\_\_\_

Estimated expenses incurred during the fundraising project:

\_\_\_\_\_

Estimated net revenue to be realized from the fundraising project:

\_\_\_\_\_

Please describe in detail the fundraising project you intend to undertake:

Please describe in detail how the money raised by the fundraising project will be used:

The Fundraising project, as described above,  is approved,  is not approved.

Comments:

Administrator: \_\_\_\_\_

## Fundraising Project Reconciliation

Upon completion of the fundraising project, the person responsible for the project must submit a financial reconciliation for the project. This reconciliation must be submitted to the Administrator within ten (10) days of the end of the project. If the project was approved by the Executive, this reconciliation must be submitted for review at the next regularly scheduled Board meeting.

Proposed date that the fundraising project was to commence: \_\_\_ / \_\_\_ / \_\_\_

Actual date that the fundraising project commenced: \_\_\_ / \_\_\_ / \_\_\_

Proposed date that the fundraising project was to complete: \_\_\_ / \_\_\_ / \_\_\_

Actual date that the fundraising project was completed: \_\_\_ / \_\_\_ / \_\_\_

Gross proceeds realized:

List of expenses (provide details):


Total Expenses:

Net Proceeds from fundraising project:

Completed by: \_\_\_\_\_

**Attachment D**

**Guidelines for Use of Lottery Licenses**

## **Guidelines for Use of Lottery Licenses**

### **St. John's Minor Hockey Association**

Each season teams affiliated with St. John's Minor Hockey Association ("SJMHA" or "the Association") request that the Association obtain Lottery Licenses on their behalf. These Lottery Licenses require officers of the Association sign the application, and assume all legal responsibilities for the execution of the lottery.

In addition to the good reputation of the Association being placed at risk, the individual officers who sign on behalf of the Association assume personal risk associated with the proper adherence to the rules and regulations established by the Department of Government Services, as laid forth in Newfoundland And Labrador Regulation 1/02 ("Lottery Licensing Regulations") under the *Criminal Code* (M.C. 1081-82).

The following guidelines are meant to provide due diligence around the process of obtaining a Lottery Licence, and to establish control over the execution of the lottery to meet the requirements of the Lottery Licensing Regulations.

#### **Obtaining a Lottery License**

- Team Managers must submit a budget for the season, including details regarding any team travel. Team travel expenses must comply with the guidelines established in the managers handbook.
- Team Managers must complete a Lottery License Application form and submit it to the minor hockey office approximately 4 weeks before the lottery license is required. The SJMHA logo will appear on the sample ticket proof submitted with the application form.
- The application must include information on how the money raised through the lottery will be spent. Acceptable use for money raised through a lottery include team travel and to make a donation to a registered charity. Money raised through a lottery cannot be used for:
  - Team uniforms, jackets or clothing
  - Normal operating expenses, such as extra ice time and officials
  - Team banquets or meals
  - Activities where proceeds go directly to parents or coaches
- Once approved by the Executive, the President and Administrator will sign the lottery license application and forward to the Department of Government Services, Trade Practices Division.
- The Administrator will notify the Team Manager when the Lottery License has been received.

#### **Managing a Ticket Lottery**

- The Team Manager will proceed and print the tickets.
- The Team Manager will prepare a ticket ledger identifying who is assigned blocks of tickets for sale. Tickets not assigned will remain in the minor hockey office.
- As blocks of tickets are sold proceeds will be returned with the ticket stubs to the minor hockey office. The minor hockey office will provide a receipt for all proceeds, and deposit the proceeds into the Association's bank account. Ticket stubs will be stored in the minor hockey office.
- The Association will track receipts within its accounting system.
- All unsold tickets will be returned to the minor hockey office.
- On the day of the draw:
  - Final proceeds will be returned to the minor hockey office

- All stubs and unsold tickets will be returned to the minor hockey office
- Ticket stubs will be placed in a drum
- The Team Manager will have a person who did not purchase a ticket available at the assigned time to complete the draw
- The Association will have a Board member present to witness the draw
- The person completing the draw, and the Board member witnessing the draw, will sign a confirmation of their presence.
- Following the draw:
  - The Administrator will contact the Winners
  - Prizes will be collected by the Team Manager and brought to the minor hockey office
  - Winners will collect their prizes from the minor hockey office
  - The Administrator will collect the ticket stub from the winner
  - The Winners will sign a receipt when they collect their prize
  - The minor hockey office will retain all unsold tickets and stubs of sold tickets for a period of 1-year from the date of the draw.

### **Completing the Financial Report**

- The financial report for the lottery must be completed by the Team Manager and submitted to the minor hockey office 7 days following the draw date.
- The financial report must be completed on the form provided by the Department of Government Services, Trade Practices Division.
- The financial report should be accompanied by sufficient backup material to verify the information provided on the final report.

### **Terms and Conditions**

- All rules and regulations as established by the Department of Government Services, Trade Practices Division must be followed.
- The Association does not assume financial responsibility for the ticket lottery. If there is insufficient revenue to provide the prizes as stated on the ticket, then the team, and by extension the player's parents, will assume financial liability.
- If the team requires a cash advance from the Association to purchase prizes it will require the approval of the Board.

***I have read the document and agree to abide by these guidelines.***

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Managers Name (please print)	Signature	Date	Team
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**Attachment E**

**HockeyNL Minimum Suspension Guidelines  
(Check online for most recent revision on the HockeyNL Website)**

**Attachment F**

**HockeyNL Social Media Policy**  
**(Check online for most recent revision on the HockeyNL Website)**

**Attachment G**

**HockeyNL Concussion Card**

**(Check online for most recent revision in the HockeyNL Policy Manual)**