

**JUAN DE FUCA MINOR HOCKEY**



# **TEAM MANAGER MANUAL**

**2023 EDITION**

**T**he purpose of this manual is to provide a resource for Team Managers and other team volunteers that will help with the running of minor hockey teams at Juan de Fuca Minor Hockey Association. This manual contains valuable information on rules, team rosters, tournaments, and much more.

In addition to this physical copy of the manual, you will find a copy of this on your game tablets. There is also a PDF version at the link below:

## [JDF MANAGERS MANUAL](#)

On the following page, you will find a table of contents that will help you locate the information that you need. Additionally, near the back of the manual, you will find a place to take notes about how we can improve manual year over year.

Most of this information is also available on the association's website:

[WWW.JDFMINORHOCKEY.COM](http://WWW.JDFMINORHOCKEY.COM)

You can also find Juan de Fuca Minor Hockey on the following social media platforms:



[FACEBOOK](#)



[INSTAGRAM](#)

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# TEAM FIRST

Juan de Fuca Minor Hockey Association follows the [Team First](#) Program philosophies.

- *The concept that a **TEAM** is greater than the players and their coaches. The team is as far reaching as the Zamboni driver, the community sponsor, the timekeeper, the parents, and the fans. Just as “it takes a village to raise a child”, it takes teamwork, commitment, and being a role model to **ALL** of the game **partners** to provide the hockey opportunity we want for our youth. The challenge of putting the team first is for everyone to recognize and respect not only their role and responsibilities, but also those of the other game partners.*
- *Sport is built on the **POSITIVE** social values of fair play: Respect, **Integrity**, **Fairness**.*

# THANK YOU FOR STEPPING UP

The role of Team Manager cannot be overstated, as it is a vital component in creating and maintaining the flow of communication, not only with the team (players, parents, and coaches), but between the Divisional Managers, other teams, referees, officials, and the Juan de Fuca Minor Hockey Association. The role of Team Manager can be complex and thus organizational skills, tact, and courtesy are essential qualities.

We want to acknowledge and thank you for stepping up.

Below is a message from the President of Juan de Fuca Minor Hockey.

*We are excited about the 2022-2023 hockey season and grateful you volunteered as a team manager. We are focused on positive player and family experiences at JDFMHA. A strong team manager has a huge impact ensuring a memorable season for everyone involved.*

*We have created this convenient resource to help support you in your role. When in doubt, do not hesitate to ask questions at any time.*

*Most of all I hope you will find your time as a team manager to be enjoyable and fulfilling. We certainly appreciate your efforts and wish you a wonderful season.*

*Harold Bloomenthal*  
President- JDFMHA

# TEAM STAFF AND THEIR ROLES

Coaches are there to organize the team and provide a safe and fun environment for kids to learn to play hockey. The other volunteers on the team are there to support and augment that. Below is a breakdown of the many roles that need to be undertaken by the parent group on the team in order for the team to have a successful season.

How teams choose to delegate these roles will vary from team to team and year to year.. Sometimes one person will take on multiple roles, and other times it may be a lot of people taking on small roles each.

**MANAGERS OF U6 THROUGH U11 TEAMS...** There are specific sections following the Team Staff Roles section, which have information pertinent to your divisions.

## TEAM MANAGER

The Team Manager is an important component in creating and maintaining the flow of communication, not only with the team (players, parents, and coaches), but between the Divisional Manager, other teams, referees, officials, and the JDF Minor Hockey Association.

The Team Manager is an important liaison between parents, players, coaches, Divisional Manager, other teams and JDF Executive board. Communication between the manager, the coach and the div manager is imperative for a successful season. Below is a comprehensive (but not limited to) list of the key duties that need to be handled to ensure a successful season for your team. Some of these duties can be handled by other volunteers but the Team Manager, in coordination with the Head Coach, is ultimately responsible.

1. Team Meetings
2. Volunteers
3. Team Rules & Safety
4. Organizing Games (i.e. timekeeper, scorekeeper, referees)
5. Applying for Tournaments
6. Organizing Travel
7. Team Activities
8. Complete game follow-up (gamesheets to VIAHA, Injury form completed, etc)
9. Liaise between coaches, parents, Divisional Managers



## TEAM TREASURER

The Team Treasurer is a vital role for every JdF team. This person will be responsible, in coordination with the Team Manager, for all team funds and expenses.

More information about bank accounts and budgets can be found on [pages 15 & 16](#). It is also available on our website at [Team Treasurer/Fundraising](#).

## BENCH STAFF

The Bench Staff are those volunteers that are eligible to be on the bench while there are players on the ice. Eligible means has the required qualifications in accordance with Hockey Canada. These are the ONLY ones allowed on the bench.

The bench is considered an extension of the ice surface, and when someone who is not bench staff goes onto the bench, it invalidates the insurance that JdF has for the players on the ice. While it is tempting to say it is only for a moment to tie skates or whatever, do not allow it. Ask the player to come off of the bench if they want their parent or guardian. This is a non-negotiable rule.

For clarity's sake, the following volunteers are considered bench staff:

- Head Coach
- Assistant Coaches
- Team Manager
- Team Safety

There are also a few others outside the team that are allowed onto the bench. For example, JdF employs a Coach Mentor.

## TEAM SAFETY

All minor hockey teams in Canada must have a Safety Person.

The emphasis of this program is on injury prevention and safety through risk management and education. Each Safety Person will be provided with information for risk management, safety tools, and information to allow them to implement effective injury prevention and risk management programs where safety is the first priority at all times. This will be accomplished by every team having a qualified Safety Person at **all** hockey-related activities, both on and off the ice, which will be focused on the safety and the wellness of the players. The Safety Person must be indicated on all gamesheets. If

your safety will be away during a game, pre-arrange with the opposing team to use their Safety Person for that game.

See [Page 38](#) for information on the role of the Team Safety. More information on the position can also be found [here](#).

## FUNDRAISER

The role of a Team Fundraiser might be organization of events, gathering information on fundraising opportunities, or other similar actions. This role is not always separated out, but it can be helpful, depending on the team's volunteer make-up.

## SCHEDULER

*This is a position that will evolve with our new website and ice scheduling software. Eventually, the goal is for JDF's Ice Allocator to upload team schedules directly for everyone at once. More information on that can be found [page 27](#).*

Depending on how a team decides to delegate the volunteer workload, this may be a separate position or taken on by a Team Manager. This role is important because it is how players are notified of ice times. This position may also include securing time- and scorekeepers for games where required.

Juan de Fuca Minor Hockey uses the SportsEngine Website and Team App together, which allows the uploading of the schedule for the team to the App and then individual players can mark attendance, which is extremely helpful for the coaches. We suggest making this app a requirement of all players for every icetime and event.

# REQUIRED VOLUNTEER CERTIFICATIONS

Once all certifications are complete for a volunteer, make sure they are forwarded to the association's [Office Administrator](#) so they can be updated in your team's Hockey Canada Roster (HCR).

More information on the requirements for volunteers can be found [here](#).

## CRIMINAL RECORD CHECKS (CRC)

The CRC process must be INITIATED before a volunteer is allowed on the ice. The Criminal Record Check must be completed every three years.

To avoid paying a fee, please complete the online code-request form for our Risk Manager. Complete info on JDF website with links to forms.

## RESPECT IN SPORT FOR LEADERS (RIS-L)

ALL Volunteers must complete this online course. More information can be found [here](#).

## CONCUSSION AWARENESS TRAINING TOOL (CATT)

All coaches and Team Safety Persons must complete the CATT before going on ice or being placed on the team's Hockey Canada Roster (HCR). More information can be found [here](#).

## COACH CERTIFICATIONS

All coaches must complete the appropriate coaching certifications through BC Hockey. The association will reimburse costs for successfully completed courses. More information can be found [here](#).

# COMMUNICATION

Communication is a key ingredient to all of this. There is communication between the coach and the team, which may or may not flow through the Team Manager. There is also communication between the teams and the association's executive and staff (Ice allocator, Referee Allocator, etc). Plus, there is communication with other teams and associations for games and tournaments.

## Where should different questions be directed?

For the Team Manager, if you are unsure about where to go for a question or information, please get in contact with your Divisional Manager and they will either get you the answers or direct you to where you can find them.

For team members and their families, they should be approaching either the Team Manager, or the coach in some circumstances, before going outside of the team.

In situations where there has been, or may be, an emotional response to an incident, please observe the 24-hour rule, which is explained below. This rule should also be shared with the families on your teams.

## 24-HOUR RULE

A carefully thought-out policy is explained to parents each year, dubbed "The 24-Hour Rule". This rule has several purposes:

- 1) Allows each party involved during an issue to step back and clear the initial emotional elements;
- 2) Provides a clear and concise process for problem resolution;
- 3) Provides a clear understanding of what is expected from all parties involved;
- 4) Promotes direct communication;
- 5) Provides an avenue of fairness and opportunity for every parent, player and coach.

When an issue occurs and a party has a resulting complaint to make or issue to be resolved, they are asked to wait 24 hours, then put the issue in writing and submit it to the appropriate party. Whether this issue is labelled as coaching error, teammate interference, parent conflict, or any other of a number of possible situations, it is very important that all parties involved take the full 24 hours to decrease, or possibly remove

the emotional element so that the actual issue can be resolved quickly, in a civilized manner, and to everyone's satisfaction. However, if there is an urgent safety concern, we ask that you reach out to your Divisional Manager immediately.

We at JDF Minor Hockey acknowledge that from time-to-time, an issue may occur, which is why the time was taken to develop this policy and provide an avenue for all of our members. JDF prides itself on its family-like atmosphere and its ability to communicate directly with all members by not losing sight of what is most important - all players having fun playing hockey.

## **EMAILS OUTSIDE THE ASSOCIATION**

There is no reason to send emails to others outside of the Association. Communication with outside entities should be left to our President to address. People can inform any board member but the issue should be reviewed with the association President prior to sending any correspondence.

You will find a list of executive members and their email addresses on [page 40](#).

# SEASON STARTUP

The start of the season is always the busiest part of the year. It requires the most back and forth communication with families, as contact information and the routine for the team are put in place.

## TEAM MEETING

Each team must have a team parent meeting by October 31 of the current season at the very latest, and submit this [form](#) (Sportsmanship in the Stands) from BC Hockey. We would recommend holding this meeting as early as possible after your team is formed.

Once this form is completed, please [forward](#) to your Divisional Manager and JDF's Head Manager at your earliest convenience.

This meeting should allow for the coaches to address the parent group in discussing coaching philosophy, bench management, dress code, dressing room expectations, JDFMHA Policy and Procedures, Code of Conducts, and time requirements to be observed before practices and games. The Team Manager/coach should also discuss fundraising, tournaments, off-ice activities, a parents' night, and any other relevant team events.

Each team should consider having a minimum of two or three team meetings over the course of the season.

## SPORTSENGINE APP

We have a new website provider, and along with that comes a new Scheduling App. This is an essential tool that streamlines team schedules and communication.

Once a team has a Team Manager or otherwise designated website person, contact our [website coordinator](#) for access.

See [page 27](#) for more information on the website and app.

## E-PACT

### What is ePACT?

- [ePACT](#) is a tool used by organizations and families to securely collect reliable and up-to-date information for all its members that can be accessed easily in cases of emergencies, big or small. This ensures better preparedness for all members of this organization.

### What does it do for your team?

- ePACT stores all the medical history and information that each player's family has chosen to share with the organization. This includes contact information for family members, emergency contact details, allergies and any relevant medical information. Not everyone will have the access to the team information. In case of emergency the coach, manager and safety will have access if the parent or guardian isn't on site.

### Who needs to fill out what?

- ePACT **MUST** be filled out by a parent or guardian of the player in the organization. Once the information is filled it out is stored on the ePACT servers that can be accessed when needed.

### When is it useful?

- ePACT will be extremely useful in case of emergency if a parent or guardian isn't on site. It will have the more up to date information stored for the appropriate people to have access.

## TEAM BANK ACCOUNTS

All accounts are at: Island Savings Credit Union - 2917 Jacklin Road, Victoria, B.C. V9B 3Y6

Once your team has completed the [Team Information Sheet](#), and submitted it to the [JDFMHA Treasurer](#) for approval, the Treasurer and VP of Administration will verify the information before it is sent to the bank to create your team account. Once the association has confirmation that they are ready to set up your account, you will be prompted to go into the branch to complete your account set-up.

Each bank account for a team will be identified by the Division and Team Name. (eg. U13C1 or U18 T1).

All JDF Minor Hockey accounts are set up as two-to-sign. Any one person can make deposits, but withdrawals and cheques require two signatures from two of the signers on the account.

Both signers indicated on the team information sheet need to attend the branch before the team account can be used. You will be required to show two pieces of ID - one piece government- issued with photo, second piece can be Care card, credit card, birth certificate, but NOT SIN. The

bank usually requires approximately a day before they are ready for your Treasurer and a secondary signer to attend the branch and complete your account set-up. Because of security requirements at the Credit Union, there is no way to open an account without this step having been completed. As such, please note that you will be turned away until this is complete.

Your account comes with a deposit book, and 12 cheques. The initial bank fee for use of the account is \$25 per season and is covered by the association. Any additional charges incurred on the account for extra cheques, NSF fees, EFT's etc., are the responsibility of the team. By the end of April, the association and the bank will do a forced shutdown of all team accounts, and any remaining funds will be sent to the association's bursary fund.

If you have an emergent issue and don't have both signers available, one of either the President, the Treasurer, or the VP Admin can serve as a secondary signer.

Any other questions about bank accounts can be directed to the [JDF Treasurer](#).

## TEAM BUDGET

A preliminary budget, approved by two-thirds of the parent group must be submitted to the Treasurer by November 30th of the current season.

If you click on this [link](#), you will be able to find an excel spreadsheet that is an excellent example of a team budget. You do not need to use all of it, but it offers a starting place.

A final statement of team revenue and expenses, approved by two-thirds of the parent group, must be submitted to the Treasurer by April 14th of the current season or 10 days after your last team event (whichever is later). All bank activities **MUST** be complete by the time that the final budget is received, as the account will be closed at this time. Any team funds that are unused can be left in the account, and will be donated to the JDF Scholarship / Bursary Fund by the JDF Treasurer when the account is closed.



# U6/U7/U8/U9 DIVISIONS

This section should go after the Team Roles, etc. These divisions still need to know all the base stuff the same as everyone else.

These divisions have some of their own specific rules and policies. In addition to what you find below, please watch for division-specific sections within other sections that pertain to these age groups.

These divisions will require some extra work at the beginning of the season because this may be the start of minor hockey adventures for not only some players, but for some families as well.

One of the biggest differences that can be misunderstood by parents who grew up with hockey is the cross-ice game play. The cross-ice game play is explained in the Initiation Program section below. This is important for proper player development, so we suggest reading that section thoroughly to be able to explain it to parents that ask.

Your Divisional Managers are there to be a resource for you so please make sure you use them if you get/have questions that you are unable to answer. Hockey Canada Initiation Program

The Initiation Program and how it has been implemented on Vancouver Island has been outlined [here](#). Here are the key points from that VIAHA Bulletin.

1. Cross-Ice Playing Surface - Cross-Ice hockey is used for U6-U9 games (exhibition, jamboree and tournament) when a full-size hockey rink is used for the playing surface.
2. Dividing the rink for the cross-ice game, the rink is divided into two halves, with the game being played across the ice in the end zones.
  - The rink may be divided through the use of movable boards, foam pads or cones, depending upon availability at each rink.
  - The rink may be divided into either 2 or 3 zones, depending upon the above set up. This will result in two smaller game surfaces.
  - Regular goal nets, small goal nets, devices limiting the size of the goal nets or cones defining the goal net area may be used.
  - Half-ice games and other variances on a smaller ice surface are also an option.

## GAME PLAY

All games involving any team at the U6 & U7 division shall be played utilizing a cross-ice setup. All games in the U8 & U9 Divisions shall be played utilizing a cross or half-ice set up. There is to be **no** full ice play, other than as administered for the transition to U11, which is explained below.

U6 & U7 Divisions may start to play cross-ice games after Christmas. U8 & U9

Divisions may start to play cross-ice games after December 1<sup>st</sup>.

## **NUMBER OF GAMES**

**U6:** Are limited to play 20 games total - which includes games played within the one home Jamboree and one away jamboree per season

**U7:** Are limited to play 25 games total - which includes games played within a maximum of three Jamborees/Tournaments per season

**U8:** Are limited to play 30 games total - which includes games played within a maximum of three Jamborees/Tournaments per season

**U9:** Are limited to play 35 games total - which includes games played within a maximum of three Jamborees/Tournaments per season

## **ON-ICE TEAM SIZE**

When a regular ice surface is divided into two smaller playing areas for either cross-ice or half-ice games, and if roster sizes permit, each team should be divided into two groups to allow for playing two games at the same time.

The ratio for each shift should be:

- U6 & U7 will be 3-on-3 plus a goalie U8 &
- U9 will be 4-on-4 plus a goalie

However, some flexibility is allowed to account for variability in roster sizes and attendance at any particular game.

All levels can vary from 3-on-3, 4-on-4 or 5-on-5 but this is dependent on team size and in the agreement of both teams and Jamboree/Tournament organizers.

- If both teams have a small roster and there are not enough players for two cross-ice games, then one cross-ice game may be played.
- If one team has a large roster and the other team has a small roster, players can be mixed jamboree style in order to facilitate the playing of the game.

Teams should consider the roster size of their opponent when scheduling games as it will be preferable to match with a team of a similar roster size.

## **GAMESHEETS & GAME NUMBERS**

Gamesheets are specific to U6 through U9. From U11 upwards, game tablets are used.

VIAHA gamesheets are to be used. The full roster for each team including team officials is to be listed on the gamesheet. It is not necessary to indicate where the players played on each cross-ice surface only that they have been accounted as playing within the game time.

A Game Number is required for any game played. As there are no leagues in this age group, your Divisional Manager assigns you your respective Game Numbers. Please advise them of ALL games: home, away, and tournaments. It is up to you to request a Game Number for all games and to send them a copy of the gamesheet after each game.

Scores are not kept. Since goals and penalties are not recorded the gamesheet is basically a record of who was on the ice for any particular game just in case it is needed.

Hosting a team from another District for an exhibition game or visiting a team in another District for tournament or exhibition games both require an Inter-District Travel Form. It should be completed in its entirety, including the endorsement of your President, and forwarded to the VIAHA Director of Hockey Operations for pre-approval. The Inter-District Travel Form can be found on the [VIAHA website](#) under Tournaments. It is also located [here](#). No Inter-District play is permitted prior to January 1. If you have only one team you can organize Inter-District play prior to December 1 with the approval of your area VIAHA VP. This consent is not arbitrarily withheld so the process would be to arrange the game and send all pertinent details to them for approval. Both home and away teams should supply a Game Number and both should retain a copy of the gamesheet.

## **REFEREES**

For U6 & U7, two coaches (one from each team) will be the “game coach” on the playing surface. No referees are to be assigned.

For U8 & U9, only one coach (“game coach”) will be permitted on the ice of each of the cross-ice games. One referee per each cross-ice game is to be utilized to allow the on-ice officials to use the game(s) as a referee development tool.

New referees, like players, would receive a gradual introduction to game situations. If only one cross-ice game is played, due to numbers of players present or for any other reason, and two referees are present, then the two referees shall referee the game and no “game coach” will be on the playing surface.

When a player violates the rules, the “game coach” or “referee” can stop the game by blowing the whistle and clarifying the reason for the stoppage in play with the player in question. No penalties are to be given.

Based on the severity of the infraction, if necessary, the “game coach” or referee can remove a player from the game for a specified period with an emphasis to reintroduce the player after a short “time-out” from playing. (Ending the shift early for that player is usually sufficient).

If a player continuously violates the rules, the coach from the player’s team or the referee may remove him or her for the remainder of the game and allow for a substitute player in his or her place.

## **TIME CLOCK**

Running time will be used for a 1-hour game as follows:

5-minute warm-up

25-minute running time period 2-  
minute break

25-minute running time period (or time remaining in ice time less two minutes) No

score is kept.

For a 1-hour 20-minute or 1-hour 30-minute game, running time will be used as follows: 5-minute warm-up

35-minute running time period 2-  
minute break

30-minute running time period (or time remaining in ice time less 2 minutes)



## U11 DIVISION

This is where players first experience full-ice hockey. There are also a fair number of players that begin their hockey journey at this age. Scores and standings are introduced into gameplay, and players need to learn offside, icing, and on-the-fly line changes. These key items (amongst others) mean that there can be a fairly steep learning curve during a player's first year in the U11 Division.

One of the key aspects of moving from U9 to U11 is the Transition to Full-Ice Hockey. Part of this process involves a minimum of 4 practices and/or skill sessions, for all players that are new to U11, prior to any formal player evaluation/tryouts. The reasons for this are:

- A player's first experience in the new hockey season should not be a formal evaluation – this gives all players the opportunity to get back on the ice in a 'player-friendly' scenario.
  - Players feel more relaxed and are able to perform at a higher level, compared to being evaluated in their first time back on the ice. By providing these opportunities, players are placed in a situation where stress has been mitigated and they are able to showcase their ability
- Level the playing field; not all players have a chance to go to hockey schools or prep camps prior to the start of the season.

Following the assessment process and team selection, a fundamental part of the U11 Program is time to develop and improve their players' skills prior to organized games. The progression should be skills before tactics and tactics before systems. This will eliminate or reduce the focus on and/or pressure to win, while also ensuring a strong, progressive path for players.

Hockey Canada mandates that minor hockey associations follow their U11 Hockey Player Pathway. For more information on Hockey Canada's, click [HERE](#).

A new aspect of hockey that comes into play for some is what is known as affiliated players. More information on this can be found on [Page 25](#).

# JDF LOCKER ROOM POLICY

Players should be supervised at all times.

## TWO DEEP METHOD

A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two adults should be present together; which is called the “Two Deep Method” of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision. Please refer to the BC Hockey Co-Ed Dressing Room Policy.

The Safety Person should avoid treating injuries out of sight of others. Use the “Two Deep Method” (two adults) supervision system.

It is recommended that when using the “Two Deep Method” with female hockey teams, there shall be two female supervisors with the players where possible. If not possible there may be one male and one female supervisor. The male supervisor however, must not enter the dressing room but be within hearing distance to protect supervisors or players.

Please refer to the BC Hockey Co-Ed Dressing Room Policy for dressing room dress codes on Co- Ed teams.

## CO-ED DRESSING ROOM POLICY

In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:

Male players will not undress to less than a minimum of shorts while females are present.

- Female players will not undress to less than a minimum of shorts and a T-shirt while males are present. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room). When separate facilities do not exist for both male and female participants, players shall dress, undress, and shower in shifts while maintaining the minimum dress code noted above,
- players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

It is the responsibility of the team to ensure that these guidelines are followed.

-

## PARENTS IN LOCKER ROOMS

Except for players in the younger age groups, we discourage parents from entering locker rooms, unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or if a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player. Team parent meetings at the beginning of the year will establish guidelines for this, as teams and coaches may vary with respect to their philosophies.

Naturally, with our youngest age groups, it is necessary for parents to assist the players in getting dressed. We encourage parents to teach their players as young as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may, in his or her discretion, prohibit parents from a locker room.

## SMART PHONES AND OTHER MOBILE RECORDING DEVICES

Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras, are **NOT** permitted to in the locker rooms and if possible, should not be brought into the arena in the first place. If phones or other mobile devices must be used, they must be used outside of the locker room.

## ROAD TRIPS

Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the "Two Deep Method" rule is observed at all times.

## TRAVEL TO/FROM GAMES

JDFMHA recommends that U18 age players do not drive themselves to and from games or practices. One reason being the case if a player is injured and in need of medical attention or non-emergency transportation, there will be a fully licensed driver there for the player. If your son/daughter must drive themselves to practice or games then it is the JDFMHA policy that they are **NOT** allowed to transport any other player.

## PHYSICAL CONTACT

Team personnel should avoid touching a player. Use the "Two Deep Method" (two personnel, or two players) supervision system. The comfort level and dignity of the player should always be the priority.

## **ISOLATED SPACES**

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).

## **SPORT AND TRAINING FACILITIES**

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the Two Deep Method).



# TEAM ROSTERS

A base/unofficial team roster will be sent to the coach and team manager by the Divisional Manager following player assessments. In order for the roster to become 'official', a list of team volunteers must be forwarded to the Divisional Manager. The required certifications for those positions will be reviewed. Once they are completed, an 'official' HCR approved roster will be sent to the Team Manager.

Team Managers are to forward the Official HCR to the appropriate [VIAHA](#) Divisional Manager (Commissioner-Rec or Director-Rep). The Team Manager must also keep a copy with them during all games in the event it is requested.

No player, coach, Team Manager, or Safety Person should be listed on the gamesheet or on the bench unless they are on the team's official roster.

Should a team add or delete a player, coach, Team Manager, or Safety Person, that change must be emailed immediately to the Divisional Manager and copied to the Registrar to update their roster in the HCR ASAP (please note that when a player or bench staff is deleted from the roster, they have a release date in the released column of the roster and will not be removed completely from the roster). Team Managers must then forward the revised roster to the appropriate [VIAHA](#) Divisional Manager.

## AFFILIATE PLAYERS (AP)

The AP program affords an opportunity for players to play and/or practice a level above their assigned level of play. It also gives coaches a pool of players to draw upon in the event that the team is short of players for a game.

All teams are encouraged to bring out their AP players to practice before they are needed for a game to allow coaches to see how the various members will fit with the team. Coaches must notify the AP's coach to ensure there is no conflict with schedules BEFORE extending an invite to an AP. It is NOT acceptable for an AP to miss their regular team's games or practices in order to be an AP.

The process for APs is for each team within a division to use the team directly below it in same age category.

For example... A Tier 1 team would affiliate the entire Tier 2 team from their division, and the tier 2 team would affiliate the Tier 3 team. And so on.

Recreation Teams can only AP from the division below. The exception is U11, which cannot utilize U9 or below. In situations where they do not have a goalie, they need to contact their Divisional Manager immediately to arrange a Lateral AP.

A Lateral AP is a player brought from another JDFMHA recreational team in the same division.

All affiliated players must be placed on the team's HCR list and must be added to the gamesheet prior to participating in any given game; however, they do not have to be on the roster to attend your practices.

Your team's list of APs will be assigned to you shortly. The coach, parent(s), and the player must be consulted prior to AP status approval.

JDF will also be sending emails requesting the AP'ing status of your team. JDF will request the players you have had out and how many times if you could try and track your team's APs as close as possible.

APs can be terminated by reversing the decision

APs within the Recreation Division can be used late October and onwards (Differing date each year but near this). Recreational players must play a minimum of one league game with their own team first.

Teams are allowed to use AP players to bring their player limit up to a total of 14 skaters. APs cannot be added after January 15th (or near that)

RELEASED PLAYERS – If a player is transferred off your team, either put there by accident, released to another team, etc., then the player is released off your HCR (Roster) but remains on the physical HCR just with a release date to the right. The name disappears eventually but not right away.

# WEBSITE & TEAM APP

We chose Sports Engine as our website provider so that it will integrate with our ice scheduling software, and allow our Ice Coordinator to upload ice times directly for all teams

Once the Team Manager (or designated website person) has contacted the Website Coordinator, website privileges will be assigned.

A team roster will need to be uploaded, following the guidelines below:

- **Players: First name and last initial(s) only**

This access will allow for a variety of functions on the website, including uploading the team's games, practices, and other events, as well as other items such as team news, photos, etc.

## SPORTSENGINE APP

The SportsEngine app, which is directly synchronized with our website, will allow individual players/parents/families to access their own schedules, mark attendance, search for arena locations, participate in team chats, and more. It also allows families with multiple players to see all schedules in one place. This is an essential part of the team's landscape.

### HOW TO DOWNLOAD THE SPORTSENGINE MOBILE APP

The SportsEngine mobile app is available for iOS and Android devices and is available on the Apple App Store and on Google Play.

#### ON AN IOS DEVICE

1. On your device, open the App Store.
2. Search for SportsEngine.
3. Tap the Get button to begin installing the app.
4. Open the app on your device.
5. On the Settings tab, tap Account and tap the Sign In button to sign into your SportsEngine account.

#### ON AN ANDROID DEVICE

1. On your device, open Google Play.
2. Search for SportsEngine.
3. Tap the Install button to begin installing the app.
4. Open the app on your device.
5. On the Settings tab, tap Account and tap the Sign In button to sign into your SportsEngine account.

## SPORTSENGINE APP GUIDE

We have placed a guide in [Appendix E](#).

# ICETIME AND SCHEDULE

We have ice scheduling software. This software will allow the Ice Allocator to directly upload all team schedules en masse, instead of each individual team managing their own. **Please see [Appendix E](#) for info on how to use the SportsEngine App.)**

You may be asked why we do not get more notice with respect to ice-times. That has to do with the scheduling of league games across Vancouver Island. Vancouver Island Amateur Hockey Association (VIAHA) is our governing body, and takes care of that. As you can imagine, creating a schedule with no conflicts across multiple associations and arenas all over the island is a complex task. JDF provides VIAHA with available ice, and once they work out their needs, our ice allocator can complete the rest of the schedule. Sometimes they do not get us this information in a timely fashion.

If you have questions or concerns about your team's schedule, please contact the [Ice Allocator](#). If your team is not able to make a session, due to being invited to play an exhibition game or some other team event, please let the Ice Allocator know so that we have the opportunity to find someone to use that ice.

## HOME GAMES

The home team is responsible for requesting referees for a game. Information about the process can be found [HERE](#). The form to request referees can be found [HERE](#). This should be completed a minimum of 4-5 days in advance of a game.

In addition to requesting referees, the team must also supply a volunteer for both timekeeping and scorekeeping duties.

## EXHIBITION GAMES

JDF's Ice Allocator will assign up to three exhibition games to each team as the schedule allows across the season. The Team Manager, in consultation with the head coach, will have to look for a

suitable opponent for that time slot. Once an opponent is found, the Team Manager will be required to reach out to both the respective VIAHA Commissioner to get a game number, and the [Referee Allocator](#) to get referees.

Be aware that if you are invited to play an exhibition game against another team, it is often expected that you reciprocate that invitation when you have an exhibition slot.

## REFEREES

For all home exhibition and league games, the home team's manager is responsible for securing officials.

The referee request form can be found [HERE](#). Requests must be made a minimum of five days before the game, with a game number and the name of the visiting team.

All referees are paid by the association - no direct payment is made to referees.

The costs of referees for any exhibition games beyond the first three are the responsibility of the home team. The association pays and bills each team accordingly if OVER the allotment.

# TOURNAMENTS

Please notify your Divisional Manager, the JDFMHA [Ice Allocator](#) AND your VIAHA Commissioner/ Director of any tournaments and dates that your team is away for, so that your team is not scheduled for games and practices at that time. Participating in tournaments that occur during regular season playoffs will not be supported.

## LOCAL TOURNAMENTS

South Island teams participating within South Island tournaments will not be required to obtain Game Numbers from their Commissioner/Director. Game Numbers will be the responsibility of the host association.

## INTER DISTRICT TOURNAMENTS

Any tournament hosted by an association north of Kerry Park (Mill Bay), or off of Vancouver Island, is considered to be an Inter-District tournament. All Inter-District games require the Team Manager to obtain a Game Number from your VIAHA Commissioner

All Off-Island travel to be approved by President of JDFMHA via Divisional Manager.

## TRAVEL TO THE USA

An [Inter-District Travel Form](#) is required to be filled out on the BC hockey website, accompanied by a letter from both JDFMHA and from the VP of VIAHA approving tournament participation. This process requires about two weeks for completion. Travel insurance should be purchased and tracked by the Team Manager to ensure all families have secondary insurance.

When completing this form, make sure you have all the information: association, US sanction number, address of arenas used.

Juan de Fuca Minor Hockey hosts a number of tournaments each year. They can be found [here](#). These tournaments are applied for by the [JDF Tournament Coordinator](#). Please contact them with questions related to specific tournaments.

When hosting tournaments, it is essential to ensure that the hosting teams obtain Game Numbers for all of the games within the tournament.

## MONETARY ADVANCES FOR TOURNAMENT FEES

As the season begins for your respective teams, so does the process of planning for tournament play.

The concept behind the tournament monetary advances is to make sure that our teams have the best start for their season. The association recognizes that as your teams are forming, most teams do not have a lot of fundraising in place to cover tournament entry fees save for parent contributions. The association is able to advance these funds with working capital intended for our regular programs. Any funds NOT paid back to the association will be charged to the registered players of each team, and if necessary, added on to next year's registration.

With this in mind, the association will advance to any team ONE tournament fee, with the stipulation that all advances be paid back to the association by December 31 of the current season.

Please email the [Office Administrator](#) with your request with the following information:

- Team/Association Name Payee (What organization the cheque is payable to [eg. Saanich Minor Hockey Association])
- Date required by (as much lead time as possible please)
- Amount required

The deadline for Tournament Advance Requests is the **last Friday of October** each season.

# FUNDRAISING

Teams may plan, budget, and fundraise through Gaming for the following purposes:

- tournament team registration fees
- additional ice rental
- dryland training facilities
- referees for exhibition games
- team equipment (pinnies, pylons, etc.)
- player expenses, such as team bus, players' only hotel expenses, meals, and other travel expenses incurred by the player (not players' family members)
  - Some situations allow for team staff to have travel expenses covered
    - Speak with [JdF Treasurer](#) for more information
- other player development expenses

All plans for team fundraising activities involving gaming must be submitted through the Gaming Pre-approval Form to the [Gaming Director](#) for approval at least three weeks prior to your fundraising event.

## JUAN DE FUCA SCHOLARSHIP/BURSARY FUND

Juan de Fuca Minor Hockey has a revenue-sharing policy that is set up to maintain the Scholarship/Bursary Fund.

This fund is used to provide scholarships to the graduating U18 players and to assist our families with travel, equipment, and other costs as these situations arise among our member families. This fund is not part of our general revenue stream.

30% of the net gaming funds collected by teams are gifted to the JDFMHA Scholarship/Bursary Fund, as are 30% of net proceeds from all JDF-hosted Tournaments.

## GAMING RULES

All plans for team fundraising activities involving Gaming must be submitted by providing details of the event. You may be required to fill out a [50/50 Gaming Information form](#) or a [Raffle Information Form](#) depending on the type of fundraising being done. This will be sent to the [Gaming Director](#) for approval at least three weeks prior to your fundraising event. The Gaming Director must approve all fundraising activities involving Gaming.

BC Gaming will not expedite last minute planning for rushed licenses, so please be sure to plan ahead.

After the event, the Team Manager must notify the Gaming Director with the completed [Gaming Summary Report](#).

**Failure by members of JDFMHA to follow these rules could jeopardize the approval of future gaming fund requests made by JDFMHA.** The [Gaming Policy Branch](#) granted our association

\$100,000 each season from its gaming revenue, which has allowed us to purchase such items as extra ice from our four home arenas and keep registration fees as low as possible.

Should an audit be conducted and our association is found to be "not in compliance" with the reporting requirements, we risk losing future grants; therefore, everyone's registration could go up approximately \$150/player. JDFMHA is a community organization and we will continue to give back to the community at events like our annual food drive on picture day and at our tournaments throughout the season.

## JUAN DE FUCA 50/50 POLICY

There will be no 50/50 draws during regular season or exhibition games. Only when hosting a tournament will 50/50 draws be permitted with the correct licensing.

For 50/50 draws, the winning ticket needs to be retained for five years. All tickets from 50/50 draws are to be submitted to the JDFMHA Office for auditing purposes.

## BOTTLE DRIVE INFORMATION

JDFMHA has pre-determined Bottle Drive routes available for teams, and all Bottle Drives must be pre-approved before occurring.

Please make sure to follow the guidelines to make it fair for every team in the association.

**Step 1:** Complete this [form](#) to schedule your Bottle Drive and have a route reserved **Step 2:** Acquire a [BC Hockey Sanction Number](#) (at least seven days ahead which covers insurance) and have the following information available:

- Date of Bottle Drive
- Company being used for bottle drive: Alpine or Bottle Depot Please
  - make pick-up arrangements:
    - [Alpine Return-It Centre](#)
    - [Bottle Depot](#)

**Step 3:** After you receive your approval email with Sanction Number (4-digit number in subject line), forward the email to the [Gaming Director](#) who will then review the application and issue the team a route.



After the bottle drive, please submit the following information for review by the Gaming Director.

- Amount Collected during the Bottle Drive
- BC Hockey Sanction Number

Your team must also 'hand back' your route, as we often have a waitlist for Bottle Drive routes. Teams are allowed to do more than one Bottle Drive per season but you will have to request a new route for every Bottle Drive you plan.

Teams are allowed to distribute a flyer within their given routes but you are not allowed to put flyers up in your own neighborhoods. You can get friends and family members to drop their bottles to you. If every player collected in their own neighborhoods, there would not be any routes available.

# TEAM MERCHANDISE

It is the association's intention to create a JDF "brand" on many levels. We want JDF to be unique, recognizable, and run as a true association, not a collection of individual teams.

One of those branding decisions has been to have all JDF teams donning standardized attire. Our [Equipment Manager](#) has all of the information regarding team attire and can help make the appropriate purchases.

## JERSEY POLICY

All teams are provided with approved JDF Grizzlies jerseys, which are to be worn for all games.

**U6 through U9** receive Tim Hortons sponsored jerseys. Tim Hortons provides hockey jerseys and matching socks, along with participation medals and great support materials.

**U11 Recreation teams** are provided with AtoMc hockey jerseys by McDonald's® Canada. These are considered game jerseys and name bars may not be added.

**U11 Representative teams** are provided JDF official Grizzlies home and away jerseys sets. No name bars or Captain/Assistant Captain badges to be added to the jerseys.

**U13 through U18 (Recreation and Representative) teams** are provided JDF official home and away jersey sets. No name bars or Captain/Assistant Captain badges to be added to the jerseys.

Teams that wish to purchase jerseys may do so, but they are only to be used for practices. These are not to be worn for game play where players are representing the JDF Grizzlies program and a standardized approach has been established. Name bars are permitted on practice jerseys if parents agree.

## SPONSORSHIP

Teams are **not** allowed to place sponsors names or logos on JDF-issued jerseys, team jackets, or track suits. Sponsorships are acceptable for such things as:

- Banners to put up during games
- Practice jerseys
- Other items, as approved by our equipment manager

# SCOREKEEPER/TIMEKEEPER INFORMATION

Parent volunteers for scorekeeping and timekeeping are essential to the running of a successful season. All families should be expected to participate in these duties.

The scorekeeper is responsible for the recording of game information (goals, assists, penalties, etc), either via the game tablets or with a paper scoresheet/gamesheet.

The timekeeper is responsible for running the arena clock for all games.

## CLOCK MANAGEMENT

It is important to be aware of the difference between the game clock and the arena wall clock. The arena (wall) clock shall always take precedence over the scoreboard. Managers should make coaches aware prior to a game what time on the wall clock the game will end. The timing of the 3rd period will not be adjusted to allow additional time that may be available.

All games 90 minutes or less in all divisions of VIAHA, the timing of the games shall be as follows:

- 5-minute warm up
- 1st period 15-minute stop time
- 2nd period 15-minute stop time
- 3rd period 20-minute stop time
  - or the wall clock, less 12 minutes\* (whichever comes first)

For all 120 and 110-minute games, in all divisions of VIAHA, the timing of the games shall be as follows:

- 5-minute warm up
- 1st period 15-minute stop time
- 2nd period 20-minute stop time
  - Ice clean first stoppage of play after the 10-minute mark of the second period
- 3rd period 20-minute stop time
  - or the wall clock, less 12 minutes\* (whichever comes first)

*\*All games are to be concluded 12 minutes before the end of the rental ice slot to allow for a handshake; there are no exceptions. 10 minutes for Ice clean and two minutes for handshake. Eg: 1pm-230pm, game ends at 2:18pm*

There is to be NO running time at any VIAHA placement, league, playoff, or exhibition games.

For penalties that may result in suspensions, the formula to be used to determine the last 10 minutes of the game is based on the example below:

- Subtract the time remaining on the game clock from the original period length
  - the game ends in the third period with 16 minutes remaining on the game clock, 20:00 minutes subtract 16:00 minutes = 4:00 minutes.
  - From the 4:00 minutes you now subtract 10:00 minutes to determine the last 10:00 minutes of the game, 4:00 minutes subtract 10:00 minutes would equal the 14:00 minute mark of the second period.
  - Any penalties occurring after the 14-minute mark of the second period would be considered to have happened in the last 10 minutes of the game.

**ARENA CLOCK INSTRUCTIONS CAN BE FOUND IN [APPENDIX B](#)**

# TEAM SAFETY INFORMATION

All minor hockey teams in Canada must have a HCSP-certified Safety Person.

The emphasis of the Hockey Canada Safety Program is on injury prevention and safety through risk management and education. Safety people will be provided information for risk management, safety tools and information to allow them to implement effective injury prevention and risk management programs where safety is the first priority at all times.

This will be accomplished by every team having a qualified Safety Person at all hockey-related activities, both on and off the ice, who will be focused on the safety and well being of the players. The Safety Person must be indicated on all game sheets.

These are the requirements for the Team Safety:

1. Must attain [Hockey Canada Safety Program](#) certification.
2. Must attain [Respect in Sport](#) certification.
3. Must submit a [Criminal Record Check](#) form
4. Must complete [CATT](#) (Concussion Awareness Training Tool) Certificate

The Hockey Canada Safety Person (HCSP) Clinic is an approximately 3 hour online, risk manager and safety program, which utilizes a proactive, preventative, common sense approach to keeping our children safe. Team player safety is the first priority at all times, both on and off the ice. The HCSP must assume a leadership role in promoting the values of safety, fair play and integrity. The HCSP must be re-certified every 3 years.

Although you are encouraged to complete the HCSP modules as soon as possible so you can be effective for your team, the deadline for completion is **December 1st of the given year**.

## USEFUL CONTACTS

<b><u>EXECUTIVE MEMBERS</u></b>	
President	<a href="mailto:president@jdfminorhockey.com">president@jdfminorhockey.com</a>
Vice President - Operations	<a href="mailto:vp-ops@jdfminorhockey.com">vp-ops@jdfminorhockey.com</a>
Vice President - Administration	<a href="mailto:vp-admin@jdfminorhockey.com">vp-admin@jdfminorhockey.com</a>
Head Manager	<a href="mailto:headmanager@jdfminorhockey.com">headmanager@jdfminorhockey.com</a>
Treasurer	<a href="mailto:treasurer@jdfminorhockey.com">treasurer@jdfminorhockey.com</a>
Registrar	<a href="mailto:registrar@jdfminorhockey.com">registrar@jdfminorhockey.com</a>
Office Administrator	<a href="mailto:office@jdfminorhockey.com">office@jdfminorhockey.com</a>
Risk Manager	<a href="mailto:safety@jdfminorhockey.com">safety@jdfminorhockey.com</a>
Gaming Director	<a href="mailto:gaming@jdfminorhockey.com">gaming@jdfminorhockey.com</a>
Equipment Manager	<a href="mailto:equipment@jdfminorhockey.com">equipment@jdfminorhockey.com</a>
Head Coach	<a href="mailto:headcoach@jdfminorhockey.com">headcoach@jdfminorhockey.com</a>
Social Media Coordinator	<a href="mailto:socialmedia@jdfminorhockey.com">socialmedia@jdfminorhockey.com</a>
Ice Allocator	<a href="mailto:ice@jdfminorhockey.com">ice@jdfminorhockey.com</a>
Tournament Coordinator	<a href="mailto:tournaments@jdfminorhockey.com">tournaments@jdfminorhockey.com</a>
Referee Allocator	<a href="mailto:refallocator@jdfminorhockey.com">refallocator@jdfminorhockey.com</a>
Head Referee	<a href="mailto:ref-in-chief@jdfminorhockey.com">ref-in-chief@jdfminorhockey.com</a>
Website Coordinator	<a href="mailto:website@jdfminorhockey.com">website@jdfminorhockey.com</a>
Director	<a href="mailto:hockeyhouse@telus.net">hockeyhouse@telus.net</a>

<b><u>DIVISION MANAGERS</u></b>	
U6 - U7	<a href="mailto:U7@jdfminorhockey.com">U7@jdfminorhockey.com</a>
U8 - U9	<a href="mailto:U9@jdfminorhockey.com">U9@jdfminorhockey.com</a>
U11	<a href="mailto:U11@jdfminorhockey.com">U11@jdfminorhockey.com</a>
U13	<a href="mailto:U13@jdfminorhockey.com">U13@jdfminorhockey.com</a>
U15	<a href="mailto:U15@jdfminorhockey.com">U15@jdfminorhockey.com</a>
U18	<a href="mailto:U18@jdfminorhockey.com">U18@jdfminorhockey.com</a>
U21	<a href="mailto:U21@jdfminorhockey.com">U21@jdfminorhockey.com</a>







## USEFUL LINKS

[VIAHA Handbook & Policies](#)

[VIAHA Bulletins](#)

[BC Hockey - Sanctioned Tournaments](#)

[BC Hockey - HCR \(Coaching Clinics, etc\)](#)

[BC Hockey - Sportsmanship in the Stands](#)

[Hockey Canada](#)

[JdF Minor Hockey - Referee Program](#)

[JdF Minor Hockey - New to Hockey](#)

[Hockey Canada Injury Report Form](#)

# APPENDICES

A - [Volunteer Requirements](#)

B- [Arena Clock Instructions](#)

C - Game Tablet Instructions

D - To Be Added at a Future Date

E - SportsEngine App Guide

# APPENDIX A - VOLUNTEER REQUIREMENTS

## COACHES

1. Coaching Certification (click [here](#) to determine level needed)
  1. Coach Level 1/2 or
  2. Developmental 1 or
  3. High Performance 1
2. [Respect in Sport for Leaders](#) (every 5 years)
3. [Criminal Record Check](#) (CRC) (every 3 years)
4. [Concussion Awareness Training Tool](#) (CATT)

## MANAGERS

1. Must attain [Respect in Sport](#) (RIS) Certification.
2. [Criminal Record Check](#) (CRC) (every 3 years)
3. Must complete ([CATT](#)) free online 25 minute course before going on HCR.

## TEAM SAFETY

1. Must attain [Respect in Sport](#) (RIS) Certification.
2. [Criminal Record Check](#) (CRC) (every 3 years)
3. Must complete ([CATT](#)) free online 25 minute course before going on HCR
4. Must complete [Hockey Canada Safety Person](#) (HCSP) Clinic (every 3 years)

## OTHER TEAM VOLUNTEERS

1. Must attain [Respect in Sport](#) (RIS) Certification.
2. [Criminal Record Check](#) (CRC) (every 3 years)

# APPENDIX B - ARENA CLOCK INSTRUCTIONS

Each arena that JDF hosts games in utilizes different game clocks. The instructions for each are below, and can be printed out if they are not available at the arena. It may be a good idea to keep a set of these with your team's game tablet.

## WESTHILLS ARENA

### **Setting the Time:**

To set the time, the clock must be stopped

- Press and release the TIME button and enter a four-digit number using the 0-9 numbered keypad. (Example... enter 0-2-0-0 and the clock will show 2 minutes)
- If an error has been made, press and release the TIME Button and repeat the above procedure.
- The time entered is displayed on both the console's LCD and the Scoreboard.

### **Starting and Stopping the Clock:**

*The STOP/GO button for the clock is located on the bottom left side of the 0-9 keypad and is GREEN.*

Press and release once to start the clock.

- Press and release again to stop the clock.

### **Setting the Score:**

Press the HOME or GUEST button once to add one to that team's score. Press and

- hold to remove one.
- Press and release the button and enter any 2-digit number from 0-9 on the keypad

### **Setting the Period:**

To set the period, the clock must be stopped

- Press and release the RED button on the keypad to increase period by one.
  - *The LCD display will only show each period change for about 5 seconds, before showing the score again.*

### **Setting Penalties:**

To enter a penalty, the clock must be stopped

- Press and release either HOME PLYR/PENALTY or GUEST PLYR/PENALTY button and enter 6-digit number via the keypad.
  - (Example... For Player #23, and a 2-minute penalty, enter 2-3-0-2-0-0)
- To clear a penalty, stop the clock, press and release either HOME PLYR/PENALTY or GUEST PLYR/PENALTY button, followed by the player's number and 4 zeroes.
  - (Example... For clearing a penalty to Player #23, enter 2-3-0-0-0-0)
- *The system can automatically track up to 7 players in EACH penalty box.*

### **Scroll:**

- H/SCROLL and G/SCROLL allow you to review the active penalties, players and times left on each penalty.
  - The clock must be stopped to review penalties.
  - Each time you press and release either H/SCROLL or G/SCROLL, one penalty with player number and time left will be displayed on the console.

- Continue to press and release the button and each active penalty will be displayed in order of entry. *(This is a useful feature for recording multiple penalties that occurred at the same time to the scoresheet after play has started again.)*

### **Intermission Mode:**

- This feature allows you to time down the intermission without affecting penalty times on the scoreboard. With the clock stopped, press and release the INTERMISSION button and enter a 4-digit time via the keypad.
- Press the STOP/GO button and the clock will countdown and the horn will sound at zero time, but penalty times will not change.
  - At the end of the intermission, change the period and set the time for the next period using the TIME button.

## **JDF ARENA/Q CENTRE**

1. To set time for first period - press **SET / TIME / 20 / 00** - period - 1
2. as the referee blows the whistle to begin the period, turn the panel switch on.
3. To enter goals - press **HOME SCORE** or **VISITOR SCORE / 1**
4. To enter a penalty - press **SET / GUEST PENALTY / 02 / 00 / YES** player number - 01
5. To clear a penalty - press **HOME PENALTY / PENALTY CLEAR / YES**
6. To edit a penalty - press **HOME PENALTY / PENALTY EDIT /** enter edited time, press **YES**
7. To edit the time (with clock running) press **SET / TIME** enter edited time, press **YES**
8. To edit the score - press **SET / HOME SCORE /** then enter edited score
9. At the end of the first period - turn the panel switch **off** after the horn has sounded.
10. To save existing penalties between periods - press **PENALTY OFF** before you
11. re-start the clock for the three minute break.
12. To set the break time between periods - press **SET / TIME / 03 / 00 / YES**
13. To stop the shot-clock between periods - press **SET / MISC. SHOT TIME / BLANK / YES**
14. When horn sounds at the end of the break - turn panel switch **off**
15. Press **PENALTY ON** (shot-clock will re-engage automatically)
16. While the referee is setting up the face-off for the second period, set the time for period two as you did for period one. The clock will ask for the period number - enter 2
17. As the referee blows the whistle to start the period, turn the panel switch **on**.

# NADEN(WURTELE) ARENA

## **CONTROL ENTRY PROCEDURES**

*In general, in the following procedures, pressing a function key by itself increments or decrements the corresponding field by 1.*

- To set a field to some specific number, use the following key-sequence:
  - Press "ENTER" key
  - Press "DIGIT" key as required
  - Press function key
- To increment the field by some number, use the following key-sequence:
  - Press "PLUS" key
  - Press "DIGIT" key as required
  - Press function key
- To decrement the field by some number, use the following key-sequence:
  - Press "MINUS" key
  - Press "DIGIT" key as required
  - Press function key
- The digit keys are all those on the digit part of the control console. They include the keys from 0-9, the "/" key, and the ":" key.

The digits are displayed in the staging area as they are pressed. Digits are prompted by a flashing block [ ] character in the leftmost character of the staging area. New digits appear at the flashing block and the flashing block moves one character to the right. If a + or - key is pressed before the digits, a + or - appears as the rightmost character in the staging area.

When the maximum number of digits is entered, the flashing [ ] no longer appears to prompt for a new key. Instead, all the entered digits flash. This indicates that no more digits may be entered. Only the "CLEAR" key or a valid function key may be pressed. Any other key causes the "INVALID KEY" error message to appear.

In the event that setting, adding to, or subtracting from a field caused it to grow too large or too small, the operation will terminate and the "TOO LARGE" or "TOO SMALL" error message flashes on the first line of the display. After a few seconds, if no further key is pressed, the display returns to showing the game status.

If an invalid key is pressed at any time in one of these operations or while the display is simply showing the status, then the message "INVALID KEY" or a more descriptive message flashes on the first line of the control display. This message alternates with the normal status display on that line. After a few seconds, if no further key is pressed, the display returns to showing the status.

At any time, the "CLEAR" key may be pressed. This key cancels any digits entered in the staging area and returns the console display to simply showing game status.

## **EXAMPLES - "TIME OF DAY" 12 or 24 Hour Clock**

A) The correct time of day in the 12 hour mode is entered as follows: (Example time is 10:45)

- Press "Time of Day" key
- Press the "Enter" key
- Press the "1" key
- Press the "0" key
- Press the ":" key
- Press the "4" key
- Press the "5" key
- Press the "/" key
- Press the "1" key (for 12 hour mode)
- Press the "2" key

- Press the “Clock Set” key
- B) The correct time of day in the 24 hour mode is entered as follows: (Example time is 15:42)
- Press “Time of Day” key
- Press the “Enter” key
  - Press the “1” key
  - Press the “5” key
  - Press the “.” key
  - Press the “4” key
  - Press the “2” key
  - Press the “/” key
  - Press the “2” key
  - Press the “4” key
  - Press the “Clock Set” key

### **RUNNING TIME - DOWNCOUNT MODE**

You can enter any time span from one second to 99 minutes 59 seconds.

*Example #1: You want to enter a 20:00 minute period. You do not have to enter the : or the 00 seconds.*

Press the “Game Mode” key (Only if scoreboard is showing “Time of Day”).

- Press the “Enter” key
- Press the “2” key
- Press the “0” key
- Press the “Clock Set” key

*Example #2: You want to enter a 19:36 minute period.*

Press the “Enter” key

- Press the “1” key
- Press the “9” key
- Press the “.” key
- Press the “3” key
- Press the “6” key
- Press the “Clock Set” key

*Note: The scoreboard must always be in the “STOP” mode, when entering or correcting time.*

### **RUNNING TIME - UPCOUNT MODE**

“Up count” running time is used mostly in European Countries

*Example: You want to start timing at :00 and count up to 20 minutes. When entering whole minutes, you do not have to enter the : or the 00 seconds.*

Press the “Game Mode” key

- Press the “Time Up/Down” key The colon on the display will now show ^^
- Press the “Interval Horn” key The insert “Display” is now prompting for correct entry
- Press the “2” key The display shows :00 up limit
- Press the “Enter” key
- Press the “2” key
- Press the “0” key
- Press the “Interval Horn” key

The scoreboard is now ready to run.

To start or stop the running time, press the “Run” and “Stop” keys as required.

- Scoreboard must always be in “Stop” mode, when entering or correcting time.
- All data can be cleared off the board by holding the “Clear” key down for 5 seconds (with the board in “Stop” mode).

### **INTERMISSION TIME INDEPENDENT OF “GAME” TIME**

- In order to activate the intermission timer, the game clock must be in stop or zero position.

- When the “INTERMISSION” key is pressed, 15 minutes is loaded into the intermission timer, and the timer begins counting down.
  - Both the control - display and the time section on the scoreboard will show the intermission time.
    - The horn blows for three seconds when the timer reaches zero.
- Intermission of a different length can be performed by pressing “ENTER”, the required time length and the “INTERMISSION” key.
  - The time - length will be loaded into the intermission timer and the time will start counting down.
- If the “INTERMISSION” key is pressed while the intermission is running, the intermission is cancelled; the game time is put back into the control display and scoreboard, and the system returns to “GAME MODE”.

### **HOCKEY ELAPSED TIME DISPLAY**

In the game of hockey, the time counts down from 20 minutes, but the game time for registering penalty times and time of goals scored counts up from zero. The person recording this data must constantly be subtracting the time - clock value from 20 minutes, in order to be able to record the correct data.

Scoretec has designed a new feature called “TIME ELAPSED”

- When pressing the “TIME ELAPSED” key on the control board, the running time on the display of the control will temporarily display the elapsed time, followed by an “E”, to indicate elapsed time.
  - The keyboard display returns to normal game after approximately three seconds.
- The normal “GAME TIME” shown on the scoreboard is not affected by pressing the “TIME ELAPSED” key.

### **INTERVAL HORN IN DOWN COUNT MODE**

*Example: You want to run a period of 15 minutes with the horn sounding every 1:30 minutes (one minute, 30 seconds).*

Press the “GAME MODE” key.

- Press the “INTERVAL HORN” key. The display is now prompting for the correct entry.
  - Press the “1” key. The display now shows an interval of :00.
- Press the “ENTER” key.
  - Press the “1” key.
- Press the “.” key.
  - Press the “3” key.
- Press the “0” key.
- Press the “INTERVAL HORN” key.

The interval time has now been entered.

- Now we enter the 15-minute period.
  - Press the “ENTER” key.
    - Press the “1” key.
  - Press the “5” key.
  - Press the “CLOCK SET” key.

The 15 minutes have now been entered and will show on the display and scoreboard.

To start and stop the timing, use the “RUN” and “STOP” keys as required.

- Scoreboard must always be in “Stop” mode, when entering or correcting time.
- All data can be cleared off the board by holding the “CLEAR” key down for 5 seconds (with the board in stop position).

### **INTERVAL HORN IN UPCOUNT MODE**

*Example: You want to run a period of 15 minutes, with the horn sounding every 1:30 minutes. (One minute 30 seconds).*

Press the “GAME MODE” key.

- Press the “TIME UP/DOWN” key. The colon on the display will now show
  - Press the “INTERVAL HORN” key. The display is now prompting for the correct entry.
- Press the “1” key.
  - Press the “ENTER” key.
- Press the “1” key.
- Press the “.” key.



Press the “3” key.

- Press the “0” key.
- Press the “INTERVAL HORN” key.

The interval period has now been entered.

- Now we enter the 15-minute period.
- Press the “INTERVAL HORN” key. The display is now prompting to set the “UP” limit.  
Press the “2” key. Current up limit now reads :00.
- Press the “ENTER” key.  
Press the “1” key.
- Press the “5” key.
- Press the “INTERVAL HORN” key.

The “Up limit” or period has now been entered.

To start and stop timing, use the “RUN” and “STOP” keys.

- All data can be cleared off the board by holding the “CLEAR” key down for 5 seconds (with the board in “Stop” position)

### **CHECKING OF DATA WHEN USING INTERVAL HORN**

Before starting your practice period, you may want to check if you entered the correct data. It is done as follows:

Make sure the board is in “stop” position.

- Press the “INTERVAL HORN” key.

In order to check the interval time: Press the 1 key. The display will show the interval time as entered.

- To exit press the “INTERVAL HORN” key. You are now back in game mode.
- Press the “INTERVAL HORN” key again in order to check the total time period: Press the “2” key. The display will show the entered time period.
- To exit, press the “INTERVAL HORN” key.

You are now back in game mode and ready to start your practice.

### **SCORES**

*Some scoreboards will show scores up to 99, others will show up to 199, but the entry procedure is the same.*

On the control console, the HOME and GUEST sides each have their own “SCORE” key

Pressing the “SCORE” key once will increase the score by 1

- To correct or enter a specific score, for example, we want to show 37 in the Home score section.

Press the “ENTER” key

- Press the “3” key  
Press the “7” key
- Press the Home “SCORE” key

- For corrections, use the same procedure.

### **PERIOD**

Scoretec uses 2 ways of showing periods.

1. Four period lights.

These can simply be switched on by pressing the “PERIOD” key one, two, three or four times.

2. Larger boards have a digital period display.

The entry and/or correction procedure is exactly the same as explained under “SCORE”.

### **TIME OUT**

Our larger hockey board (Model 770 and up), is equipped with light indicators to show “Time Out” for each side.

To activate the “Time Out” light, simply press the “Time Out” key.

- To de-activate the light, press the same key again.

### **SHOTS ON GOAL**

Shots on goal are displayed on hockey scoreboards model 770, 770A, 781 SOG, and 782 SOG.

Two digits are displayed for each Home and Guest side.

Entry and/or correction procedures are exactly as explained under the section "SCORES".

## **PENALTIES**

The "PENALTY" keys control the digits and indicators on the scoreboard and the control console display.

On most scoreboards, two sets of running penalty timers or light indicators are present.

They are of course controlled by the corresponding keys (Home and Guest).

Up to five penalties may be entered per side.

- Penalties are maintained in the order in which they were entered.
  - The first two penalties are actively timed.
- The last three penalties are not timed, but stored in memory.
  - When a penalty expires, all the remaining penalties automatically shift one place over. So, as the timed penalties expire, the other penalties become timed.
- Penalties are shown on the control board display. The penalties are identified by their number (1 to 5), which also appears on the control console display.

When the "RUN" key is pressed, penalty timer no. 1 shows on the control console for each side (Home and Guest).

*Example 1. Home team got their first penalty, 2:00 minutes*

Running time must be in "STOP" mode.

- Press the "ENTER" key
  - Press the "2" key
- Press the Home "PENALTY" key
  - Penalty 1 will now be displayed as such on the scoreboard and also on your control display, and will start timing when the "RUN" switch is pressed.

*Example 2. Home team got their second penalty, 2:00 minutes*

Play at that time is stopped, and the running time is in "STOP" mode.

- Press the Home "PENALTY" key, you will now see the display on your control change to: PEN 2 with time of 0:00
  - Press the "ENTER" key
- Press the "2" key
- Press the Home "PENALTY" key
  - Penalty 1 and 2 will now be displayed on the scoreboard and also on your control display.

When the "RUN" key is pressed, the scoreboard will display penalty 1 and 2, but the control console will go back to showing penalty 1, as it is capable of showing one penalty timer per team only.

*Example 3. Home team got their third penalty, 2:00 minutes and penalty 1 and 2 have not yet expired.*

Press the Home "PENALTY" key. You will now see the display on your control change to : PEN 3 with a time of 0:00

- Press the "ENTER" key
  - Press the "2" key
- Press the Home "PENALTY" key
- Penalty 1 and 2 are still displayed on the scoreboard and will start running when the "RUN" key is pressed.
  - ┆ Penalty 3, however, will be stored in memory until either penalty 1 or 2 have elapsed or are cancelled.

*Example 4. Penalty 1 expires or is cancelled*

- Penalty 2 becomes Penalty 1
  - ┆ Penalty 3 is retrieved from memory and becomes Penalty 2 Of course, both penalties will time when the "RUN" key is pressed.

## **TO CANCEL A PENALTY**

Press the "PENALTY" key repeatedly, until the penalty in question shows up in your control console display

- Press the "ENTER" key
  - Press the "0" key
- Press the "PENALTY" key

## PLAYER NUMBER

Scoretec scoreboard model 782 SOG is equipped with penalty timers plus the corresponding player numbers. Entering these numbers with the penalty is done in the same manner as entering penalties only.

*Example: Home team player number 99 gets a 2:00 minute penalty.*

Running time must be in "STOP" mode.

- Press the "ENTER" key
  - Press the "2" key
- Press the "/" key
  - Press the "9" key
- Press the "9" key
- Press the Home "PENALTY" key.

As a timekeeper becomes familiar with, and fast enough on the control, he can always enter the player number with the penalty. Even if the scoreboard is not capable of showing the number, the control is always equipped to show this information, and it may be a lot of help to the timekeeper in keeping track of the penalties.

## STOP/GO PENALTIES

Scoretec has included this feature, as it is very much in demand by minor hockey leagues. The idea, of course, to stop/go the penalty timers while the main timer keeps running.

To enable this feature, make sure that the main running time is in the "STOP" mode

- Now press the "STOP/GO PENALTY" key for 5 seconds. You will see an "S" come up on the control console display in the corresponding field. This means that the feature is enabled.

When the control is in this mode, the penalties can be entered while the main timer is running.

- To stop the penalty timer, press the "STOP/GO PENALTY" key once. Press it again to start the penalty timer again.
- Of course, regardless of the state of this key, the penalty timers will also stop, when the running time "STOP" key is activated and will resume when the "RUN" key is pressed.
- To disable this feature, press the "STOP/GO PENALTY" key for 5 seconds. If you watch your control display, you will see the "S" disappear.
- You are now back in the regular game mode.

## DATA CLEARING

When two games follow one another, the scoreboard can be cleared, simply by holding the "CLEAR" key down for 5 seconds. The "CLEAR" can also be used when incorrect information is entered in the staging area on the control, and a function key has NOT yet been pressed. In this case, do NOT hold the "CLEAR" key for 5 seconds, but simply press once.

## TIME INDICATION ON YOUR CONTROL

- The main timer is running and counting down.
  - ↳ The colon in the running time section on the control will show 20:00
- The main timer is running and counting up
  - ↳ The colon in the running section on the control will show 20^00
- The interval horn circuit is activated.
  - ↳ The colon in the running time section on the control will show 20 00

## TIME UP/DOWN

When the scoreboard is first activated, the timer is set to count down.

Press the "TIME UP/DOWN" key to make the timer count up.

- Every time the "TIME UP/DOWN" key is pressed, the game timer alternates between counting up and down.

# APPENDIX C - GAME TABLET INSTRUCTIONS

## **Screen #1 -entering the app**

1. Go to <https://hisports.app> or click the "HISports" app
2. Select SCOREKEEPER
3. Enter game number AD1037 (case sensitive)
4. Enter Home Team HCR ID 2303271

## **Screen #2 - Pregame checklist**

1. Make sure that Home Team, Away Team and Officials have been completed (the circle will have a check mark). If any are incomplete, find the appropriate people.
2. To enter Game Officials , touch the "Game Officials - Assign the referees and linesmen for this game".
3. Touch the blue "Add official" button at the top right. Enter their names. If Jarren Morris is an official, he is just "J Morris" in the system. When done, hit "done" in the top left hand corner to go back to the previous screen.
4. Enter Scorekeeper and Timekeeper and save to complete the pregame tasks.
5. Click on "START GAME"
  1. You will be asked "are you sure you want to start the game"
  2. Click "OK"

## **Screen #3 - Game Sheet**

ALWAYS use the "Cheat Sheet" to write penalties and goals down first and then enter it electronically.

- **Goal:**
  - Click home/away goal
    - Choose who scored the goal first followed by any assists. Note the colour difference between the two
  - Click next
  - Enter the period and time of the goal
  - If it was a power play, short-handed, etc. check the appropriate box – save
- **Goal that is a Power Play:**
  - Click on player who scored and player(s) who assisted.
  - Click next
  - Enter period and time of the goal
  - Click on Powerplay
    - You will be asked "Did the goal end a penalty". Click on the penalty it ends. You will notice on the main screen that penalty has disappeared.
- **Penalty:**
  - Click home/away penalty
  - Click number of player that received the penalty.
    - If a different player will be serving the penalty click on that number after you have click on the player number who received it.

- Click Next
- Enter the type of penalty, whether it is a minor, major etc. and whether it includes a game misconduct. Click next
- Enter the period and time off.
  - If the start time is different then set the start time also. It defaults to the time off. Check to make sure the other info is correct.
- Click save

\*\*\*\*When a powerplay goal ends a penalty that is in the first two minutes of a double minor , you need to go into that penalty and adjust the time on second two minute penalty.

- **Penalties that are double minor:**

- Click on Double Minor 2+2
- Click next
- Enter period and start time
- Click save
- Note on the main screen that two helmets show up with end times two minutes apart. The penalty shows up twice below. This is correct

## **Extras**

### ***Adding player or officials after the game starts***

Click on pregame and go back to the section that you need to add the individual

### ***Changing goalies part way through the game***

Click on either home or away goalie (double arrows). Enter the change in goalie

### ***End Game Notes***

If there is anything extra that you need to have on the official game sheet click on "Game Notes"and enter in there.

## **Screen #4 - End Game**

- When you click on this enter the time the game ended.
- Next you will be asked for signatures of the scorekeeper and timekeeper
- Next you will be asked to hand the e-gamesheet to the Officials for review. Then for signatures of all officials.
  - This must be done in order to complete the game sheet
- Click Finish
- The next screen will ask if you wish to send scoresheet to any additional emails
  - Check circle
  - Click next
  - Fill in all the required email addresses that need to receive the game sheet
  - Click submit

**ONCE YOU HAVE FINISHED THE GAME YOU ARE UNABLE TO GO BACK AND MAKE CHANGES.**

# APPENDIX E - SPORTSENGINE APP GUIDE

This Guide was pulled together from SportsEngine's very extensive help centre, as a way of putting the most pertinent information on the App in one spot. It can also be found [here](#) on the website.

If you have questions that are not answered below, here is the link to the help centre:

<https://help.sportsengine.com/en>

## SE APP - PARENTS

This section pertains to everyone on the team

### LOGGING IN

There are two ways to log in to the SportsEngine app using your email address - you can use your password, or use a magic link that is sent to your email address.

#### USING A PASSWORD

1. Enter the "Email Address" associated with your SportsEngine account.
2. Click **Next**
3. Enter your "Password", then click **Sign In** to type in your password manually

#### USING A MAGIC LINK

1. Enter the Email Address associated with your SportsEngine account
2. Tap **Next**
3. If you'd like to receive a magic link in your email that'll sign you in instantly, tap **Email Me a Magic Link!**
4. Tap **Take me to my Email App**
5. Locate and select the email containing your magic link, and click **Sign In**

### FIND AND FOLLOW TEAMS

Finding and following a team is a little different based on whether you are a guardian of or a rostered member of a team, or a fan.

## FOLLOWING A TEAM AS A ROSTERED MEMBER OR GUARDIAN

If you are a Rostered Member or a Guardian of a rostered athlete on an active team, your team will appear on the Teams tab by default. If you are unsure whether or not your league has activated your team, you can check if your team is visible on the league's SportsEngine website.

## HOW TO ADD GUARDIANS

**NOTE:** Guardians do not receive text message notifications on behalf of the player profile.

Family members of an athlete can be added as "Guardians" to view the team schedule, RSVP to games and events, message team members, and edit the athlete's profile.

1. Sign in and go to your Household tab of your dashboard.
2. Click on an athlete sub profile.
  - **NOTE:** You can not add a Guardian to the account owner's profile.
3. If you don't have a sub profile for the athlete, you will need to add one either through a registration or by claiming a roster spot.
4. On the right side, under the Guardians header, click the **plus sign (+)**.
5. Input the Guardian's email address to invite them.
6. Toggle which athlete profiles this Guardian should manage.
7. Click **Send Invitation**.

## FINDING AND FOLLOWING A TEAM AS A FAN

If you're a fan of a rostered athlete, you can follow the team(s) using these steps:

1. Tap the **Teams** tab
2. Tap the **Search** Icon
3. Enter the Team Name
4. To the right of the "Team" you wish to follow, tap the **Star**
  - A blue or yellow star means you are following the team

## REMOVING A TEAM FROM FAVOURITES

1. Tap the **Teams** tab
2. Select the Team you wish to remove
3. In the upper right-hand corner, tap the **Star**
4. Tap **Remove** to confirm

# SCHEDULES

Use Schedules to view future events for your team(s)

## HOW TO VIEW SCHEDULES FOR ALL TEAMS

1. Tap **Schedules**
  - Tap **Upcoming** to view a schedule of all future events, including today
  - Tap **All** to view a schedule of events for the entire season, including past and future events

## HOW TO VIEW SCHEDULES FOR INDIVIDUAL TEAMS

1. Tap **Teams**
2. Select the "Team" you wish to manage
3. Tap **Schedule**
  - Tap **Upcoming** to view a schedule of all future events, including today
  - Tap **All** to view a schedule of events for the entire season, including past and future events

# MESSAGING

## HOW TO SEND A MESSAGE TO YOUR TEAM FROM YOUR SE BAR

**NOTE:** Your SportsEngine Account must be rostered to a team in order to do this.

1. Sign in and click on the **envelope icon** on your SE Bar.
2. Click **+ New Message**.
3. On the right side of the screen, click Send A Message.
4. Select a group.
5. Choose either **All** or **Selected**.
  - **All:** Every member in that group.
  - **Selected:** Choose which member in the group you want to send the message to.
    - Search for those individual profiles by name to add them to the message. Once the rostered members are added, click **Select Members**.
6. Next to the Editor selector, choose your formatting style:
  - **Plain Text:** No formatting.
  - **Rich Text:** Able to change size, color, and other text formatting options.
7. Input your subject and body of the message > **Send Message**.

## SENDING A MESSAGE USING AN IOS DEVICE:

1. Click **Teams**
2. Select the "Team" you wish to manage
3. Tap **Messages**
4. Tap the **+ Icon**
5. Tap **To**
  - You may select All Players and Staff or select Individual Teammates.
6. Once all desired recipients have been selected, tap **Done** on your device keypad.



7. Tap **Subject** and input all desired information.
8. Tap **Message** and input message body.
9. Once satisfied, in the upper right-hand corner, tap **Send**.

## SENDING A MESSAGE USING AN ANDROID DEVICE:

1. Tap **Teams**
2. Select the "Team" you wish to manage.
3. Tap **Messages**
4. Tap the **+** Icon
5. Tap **To**
  - You may select All Players and Staff or select Individual Teammates
6. Once all desired recipients have been selected, tap the **Enter** Icon on your device keypad
7. Tap **Subject** and input all desired information
8. Tap **Message** and input message body
9. Once satisfied, in the upper right-hand corner, tap the **Send** Icon

## HOW TO SEND A TEAM CHAT

**NOTE:** "Team Chats" are Push Notifications. Unlike text messages, which go through a mobile carrier, push notifications are sent/received by your phone's operating system.

1. Tap **Chats**
2. Choose the "Team" you wish to message
3. Enter the desired message
  - You may include text, images, GIF's, and video in your conversation
4. Once satisfied, tap **Send**

# SE APP - TEAM MANAGER

This section pertains to everyone on the team.

## HOW TO EDIT A TEAM PAGE

1. Sign in and turn on Edit Mode.
2. Go to the Team Page that you want to edit.
3. On the right side of the page, click on the yellow **Admin** dropdown button.
4. Choose **Options**.
5. Click **Edit Team**.
6. Make your updates and click **Save Team**.

## HOW TO ADD PLAYERS OR STAFF TO YOUR ROSTER IN TEAMCENTER

You must be rostered as a "Coach" or a "Team Manager"

To give Admin Access to TeamCenter and the Mobile App, please roster via HQ and choose the "Coach" or "Team Manager" role.

### **Step 1: Get to TeamCenter**

- By clicking on the **Teams** tab within your User Dashboard.
- By using your SE Bar.
- From an individual Team Page on any SportsEngine site.

## Step 2: Add Players or Staff

1. On the left-hand navigation, choose the **Roster** tab.
2. Under the Roster heading, choose either the **Player** or **Staff** sub-tab.
3. Depending on which tab you have chosen, click either **+ Add Players** or **+ Add Staff**.
4. Input the First Name, Last Name, and Email Address of the player or staff.
  - **NOTE:** Use the email that is associated with the player or staff's SportsEngine account. If they don't have an account, that email address will be the one to receive communication to create their SportsEngine account.
5. Click **Add Players/Add Staff**.
  - **NOTE:** The new player or staff will not receive team communications until they accept their invite.

## SCHEDULE A GAME OR EVENT

1. Sign in and go to your team's [TeamCenter](#)
2. On the left-hand navigation, click on the **Schedule** tab
3. In the top-right corner of the page, click either **+ New Event** or **+ New Game**
4. Enter the game or event information and click **Add Game** or **Add Event**
  - **NOTE:** At the bottom of the event or game creation screen, you have the option to send RSVPs now to those players/staff

## CREATING A STANDARD EVENT

The fields listed below with a (\*) will signify what fields are required when creating a standard event.

- Start\_Date\*
- Start\_Time\*
- End\_Date\*
- End\_Time\*
- Title\*
- Description
- Location
- Location\_URL: (please be sure to include http:// or https://)
- All\_Day\_Event: If you wish to designate the event as All Day, enter a value of "1"
- Event\_Type: This field is ignored and can be left blank when adding a standard event.
- Tags: There must be at least one value within this field that maps to a Team/Division ID found on the Schedule Upload page. To tag the event to multiple pages, separate each id with a pipe/ vertical bar, "|". (i.e. 1023|1030|1232|21412).
  - **NOTE:** Keep all columns after Tags on the template. If you are not filling them in, you can keep them blank—these need to remain in the template to upload events successfully.

## CREATING A GAME

Creating games will add them to the team's calendar page and display games within the "Game Schedule" for the game's teams. If you are creating a game where the opposing team is not within your website's hierarchy, you can type in a name for the opposing team—the fields listed below with a (\*) will signify what fields are required when creating a game.

- Start\_Date\*
- Start\_Time\*
- End\_Date\*
- End\_Time\*
- Title: The title of the Game will automatically be built based on the home and away team (i.e., Away Team Name at Home Team Name)
- Location
- Location\_URL: (please be sure to include http:// or https://)
- All\_Day\_Event: This field will be ignored. A Game always has to have a start time and cannot be all day long.
- Event\_Type\*: This field must have a value of "Game" for a Game event to be created.
- Tags: Optional; you can add additional tags to the Game event. (i.e., if you want to designate a referee schedule, you could tag the event to a referee page. If you want to tag multiple pages, you must use the pipe/vertical bar character (i.e. "|") to separate each id. (i.e., 1023|1030|1232| 21412). By default, both Team1\_ID and Team2\_ID will be tagged to the Game event.
- Team1\_ID\*
  - Team1\_Is\_Home\*: By default, if a value is not provided, it will be marked as a home game. Valid values are 1 for Home Game, 0 for Away Game.
- Team2\_ID\*: Team IDs are Found in the Team ID Section. Required when Team1\_ID is underneath a league. You must provide a Team2\_ID that is an actual team page within the same league. Not required if Team1\_ID is not underneath a league.
  - Team2\_Name\*: Team IDs are Found in the Team ID Section. It is required if a Team2\_ID is not provided.
- Game\_ID: Up to 12 characters.

## UPLOAD YOUR SCHEDULE

1. Within your Schedule Upload tab, click on the Schedule Upload sub-tab.
2. Under Schedule Import File, click Choose File.
3. Find, select, and open the formatted file saved to your computer.
4. Make sure that you have the correct Schedule Format selected from the drop-down box.
5. If this isn't your first upload for this season and you want to replace the old data you have added, check the box next to Replace all previously upload events.
  - **NOTE:** This replaces all uploaded events via Schedule Upload in the past unless Ignore games prior to today's date are selected.
  - All Games that are "In Progress" or "Final/Completed" will be duplicated if your next upload contains the same game information. To avoid this, click the next option to ignore games prior to today's date. Please be sure to check this box to avoid the duplicate game issue for those games that have already been completed.

6. Click Upload and Process File.

- Depending on how large your file is, the upload process could take a few minutes. Please DO NOT close your browser or exit this window while this process is taking place.

**NOTE:** The schedule upload tool will only overwrite previous events that were added via the tool. If you added events manually to a calendar or through an Event Aggregator etc., those events would be unaffected.