



Kerry Park Minor Hockey Association

Team Manager's Manual

Congratulations and thank you for taking on the very important job of 'Team Manager'. The Team Manager is the central figure in creating the flow of communication within the team (players, parents, and coaches), and also between the team and the other departments within KPMHA (referees, division coordinators, and ice scheduler).

The manager is responsible for ensuring that all of the off-ice tasks are completed. By taking on the operational aspects of the team the manager enables the coach to focus on player development and on-ice instruction. The manager does not have to do all of the work; delegating to others on the team will help build team unity and reduce his/her work load.

The Head Coach and Team Manager need to work closely to carry out the tasks that need to be completed for the success of the team. This manual provides all of the information the manager will need to run the team smoothly. The Team Manager should also be familiar with the KPMHA's web site and Policies & Procedures.





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Contacts

KPMHA

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President	Aaron Lamb	president@islanderhockey.ca
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Vice President	Dave Brummitt	VP@islanderhockey.ca
Ice Scheduler	Michele Taron	ICE@islanderhockey.ca
Treasurer	Michele Taron	treasurer@islanderhockey.ca
Head Coach/Competitive Coordinator	Darren Van Oene	HC@islanderhockey.ca
Marketing and Communications	Zahra Rasul	marketing@islanderhockey.ca
Referee in Chief	Lonnie Goodfellow	RIC@islanderhockey.ca
Risk/Equipment Management	Shane Kendall	equipment@islanderhockey.ca
Junior Divisions Director (Initiation and Novice)	Nate Boersen	junior@islanderhockey.ca
Intermediate Divisions Director (Atom and Peewee)	Josh McKamey	intermediate@islanderhockey.ca
Senior Divisions/Female Programs Director (Bantam and Midget)	Michelle McComb	senior@islanderhockey.ca
Website	Michele Taron	webmaster@islanderhockey.ca
Secretary	Amber Champ	secretary@islanderhockey.ca
Ref Assignor	Raina Bennefield	refs@islanderhockey.ca

VIAHA

<http://www.viaha.org/contacts/index.php>

Commissioners/League Directors: Island League:

Pee Wee Director	Sharon Cairns	scairns@viaha.org
Bantam Director	Anne Dumonceaux	adumonceaux@telus.net
Midget Director	Steve Moir	smoir@viaha.org

Atom Development:

Commissioner	Kim Downie	kimdownie.atom@gmail.com
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South Island Recreation:

Atom Commissioner	Matt Beasley	atomb2017@gmail.com
Peewee Commissioner	Christine Albrecht	cmalbrecht86@gmail.com
Bantam Commissioner	Duncan Cavens	bantamcommissioner@gmail.com
Midget Commissioner	Dawn Zigay	rippinitup20@hotmail.com





Important VIAHA dates

http://www.viaha.org/important_dates/index.php

September 15th	Island League Mandatory Head Coach/Manager Meeting (this is for all Rep teams) 11am
September 15th	Atom Development Mandatory Head Coach/Manager Meeting @ 1:30 Beban Centre, Nanaimo.
Sept 21st-Oct 6th	Peewee to Midget Rep Placement games scheduled by VIAHA
Sept 28th – Nov 3rd	Atom Development Placement games scheduled by VIAHA
Oct 19th	Recreation teams start League play
Oct 19th /20th	Peewee to Midget Rep League Scheduling meeting. Teams can play exhibition games.
Nov 5th /6th	Atom Development Tiering Meeting at VIAHA. Team can play exhibition games.
December 1st	ALL carded Coaches must be certified or registered in a Development 1 course (Peewee-Midget Rep)*Head Coaches must also have the checking clinic certification as well.
December 15th	ALL Recreation Coaches need to attend a Coach 2 clinic by Dec 15th of the current season or have achieved previous trained status at the Coach 2 – Coach Level (or equivalent) prior to 2017-18 season.
December 15th	ALL Recreation Coaches below Atom must attend a Coach 1 clinic by Dec 15th of the current season or have achieved previous trained status at the Coach 2 – Coach Level (or equivalent)
December 14th/15th	Last weekend of League play before Christmas break.
January 11th/12th	League play resumes after Christmas break
January 15th	Final date for Affiliated Players (AP) to be added to a team's HCR.
January 25th	Rep Teams (Peewee-Midget) play make up games and or start Round Robin
February 15th /16th	Rep Teams (Peewee-Midget) Semi Finals/Cross over
February 29th	Start of Atom Development Playoffs
March 7th /8th	Recreation Play offs
March 16th – 20th	BC Hockey Championships





Meeting with the Head Coach

As soon as possible have a meeting with the team's head coach (assistant coaches should attend too) and go over with him/her how he/she would like to see the team organized so that you can relay this to the parents. It is important to have a good working relationship between the manager and the coaches in order to have a successful season.

- What time does he/she want players to arrive for practices and games?
- How does the coach feel about parents helping out in the dressing room (tying skates, helping goalies etc.)?
- Are there days he/she cannot attend practices or games?
- Discuss tournaments – location, amount, time of year
- Roles of parents on team
- Team equipment – Jerseys, pucks, safety kit and locker keys. Head coaches will be issued keys to the equipment locker by the equipment director. At the end of the season these keys must be returned. Failure to do so will result in a fine.
- Photo night: date and time TBA – the Webmaster/Secretary will contact you when arrangements have been confirmed. Registration fees include a team and player photo. Depending on the supplier additional packages may be available for purchase. It is your job to fill out any team paperwork for the photo company and to make sure your team is dressed and ready for their photo on time.
- VIAHA Managers and Coaches meeting – Each season VIAHA hosts a mandatory manager/coaches meeting. **Competitive teams and house teams will have separate meeting dates.** At this meeting you will be informed of league play/schedule, meet your commissioner, be informed of any new rulings, be given a copy of the '**VIAHA Handbook**' (it can be viewed online as well), and of course ask any questions that you might have. Your VIAHA Handbook will outline all of the policies and procedures that you will need to know and are expected to follow.

Link to VIAHA Handbook online:

<http://www.viaha.org/forms/2019-2020%20Handbook%20-%20final.pdf>





Team Meeting

Once you have had a chance to meet with the coaches it is time to call a team meeting with the parents. You want to do this as soon as possible so that the players and parents know what to expect for the upcoming season and so that you can answer any questions that they may have. Discuss with the head coach who will be responsible for running the meeting (the head coach/assistant coach or the team manager).

Team Snap is a handy platform to use for contacting the parents on the team, keeping track of player availability for games, practices, or other events, and for invoicing teams for seed money, tournaments, etc. With Team Snap parents can choose to share their contact information with others on the team. The Team Manager and the Registrar can work together to keep the Team Snap profile current. Confirm that all Team Snap contact information is correct in case of emergencies due to changing ice times, or games that are cancelled because of weather or accidents. It is important that the Team Manager can contact families quickly and efficiently.

Player Conduct:

Go over the code of conduct with the players so that they know what is expected of them on and off the ice:

- Dressing room/arena behaviour
- Arrival time for practices and games
- Positive encouragement towards their teammates
- Social Media: positive posts only. No posts one hour before or two hours after a game(cooling down period)
- **Zero tolerance for bullying, hazing, drugs, alcohol and vaping.**
- Treating coaches, team staff, and game officials with respect
- All players must shake hands with opponents' players and coaches and refs after each game. Gloves removed.
- Dress code depending on whether a house team or rep team (track suits, formal wear, etc.)
- Practice and game Jerseys. Game jerseys are to be worn for games only and should be carried on hangers outside of the equipment bag to/from games to avoid being damaged.
- Players must keep their helmets on when in the penalty box or on the player's bench.
- Pictures cannot be taken in dressing rooms.





Parent/Guardian Roles and Responsibilities:

- All parents should contribute to the team for a successful season. They can help with score keeping, music, time keeping, fundraising, etc. Once you have the league schedule you may choose to put together a schedule of which families will be responsible for running the game clock and e-game sheet on the tablet/electronic game report, rather than relying on families to just come forward for each home game. Ask an experienced parent to teach those that are unsure. Team Snap has an Assignments tab in each “game” where managers can sign up clock and e-game sheet volunteers.
- It is the parent’s responsibility to bring players to games and practices on time and to communicate with the manager if a player is unable to attend or will be delayed.
- Cell phones are not permitted in dressing rooms
- No Midget players can drive themselves to 'away' games
- If the team has an “away” game in Lake Cowichan ask the Lake Cowichan team manager if there is a “Boil Water Advisory”. Bring extra water for the players.

As per CVRD rules team dressing rooms are signed out no earlier than 45 min. prior to game start. Female change rooms can be signed out as well. You will be asked to leave your car keys as a security for the return of the room key. As soon as you know your home league and exhibition games you can email

Sheena for Kerry Park at: sboyles@cprd.bc.ca for room assignment or
Roger D’amour for Shawnigan Arena: rdamour@shawnigan.ca

- Positive encouragement and cheering of players on the ice is welcomed, but non-positive yelling/words at officials, players and coaches will not be tolerated. Continued disruption may lead to disciplinary actions. Parents are not allowed on the player’s bench or in the penalty box unless requested by the head coach. Parents are requested not to sit behind the team bench during games (depending on how the arena is set up this might be the only place to sit!).
- A parent must notify the team manager and safety person about player injuries.
- Discuss with parents about fundraising and team finances – Seed money, 50/50 etc. If you are unsure on how to proceed contact the Treasurer or Marketing and Communications Director regarding team sponsorships.
- Tournaments – How many? Location? Cost per family? Get a sense from parents what their interests are in regards to tournaments.
- Team Clothing – Jackets, hats and other articles may be purchased but must have the official KPMHA logo on it. Contact the Equipment Manager or the KP web site for a list of suppliers (under “Equipment and Apparel”).





Volunteers:

There are a number of areas where the Team Manager can ask for parent volunteers:

- 1) Team Treasurer/Fundraiser
- 2) Team photographer
- 3) Team Safety Person

Equipment/Jerseys:

- Game jerseys, puck buckets, safety kits and equipment room keys need to be picked up from the KP's Equipment Manager. Puck bucket, safety kit and equipment room keys should be given to the head coach
- Inspect the game jerseys – note any damage on them and record it.
- Assign the game jerseys to each player and keep track of what number each player has. Each player is responsible for his or her own jersey. Jerseys should be on hangers or in garment bags and carried separately from gear to avoid preventable damage.
- Inform the players/families that game jerseys are to be treated with respect and worn only for games. Damaged or lost jerseys are the player's responsibility to financially replace/repair.
- End of season: collect equipment from coaches and all game jerseys from players and return it all to the KP Equipment Director.
- Puck buckets, safety kits, and keys to the equipment room must be returned by April 1st. If not returned the player's jersey deposit cheque will be cashed to cover the cost(s) of the supplies and replacing the equipment room lock.
- Goalie Sticks and Equipment:
 - Initiation to Pee wee: KPMHA shall try to provide goal pads and sticks.
 - Bantam and Midget goalies are responsible for the purchase of their own goalie equipment and sticks.
 - The parents of goalies should contact the Equipment Director to sign out appropriate gear. A coach can sign out equipment where there are teams that have multiple goalies sharing the equipment.
 - Association goalie gear may only be used on the ice. Any goalie found to have mistreated Association goalie gear may lose the privilege of borrowing gear and/or be charged replacement cost.
 - Families wishing to use the Association's equipment during the off season, for ice hockey purposes only, will make arrangements with the Equipment Director and Treasurer to re-issue the equipment upon payment of a \$500.00 deposit.





Sportsmanship in the Stands

Parent Meeting Policy: BC Hockey requires that all Minor Hockey Associations host a Parent Meeting prior to November 15th annually.

Such a meeting shall cover a minimum of the following:

- Review of key MHA Policies and Procedures i.e., Locker Room Policy, Team Selection, Ice Times
- Review of the Association complaint process / policy
- Code of Conduct expectations

Association must file a report summary of such a meeting by December 1 annually. Failure to comply with this requirement will result in the cancellation of BC Hockey sanctioning for events hosted or operated by the Minor Hockey Association.

NOTE:

- Unsanctioned events are not eligible for coverage under the Hockey Canada Insurance Program.
- A Parent Meeting template agenda and presentation is found on the BC Hockey Website.

Once your team has completed the Parent Meeting and discussed the above topics:

Step #1- fill out the form below

<http://www.islanderhockey.ca/content/managers-information>

Step #2- Email completed form to KPMHA Risk Manager

equipment@islanderhockey.ca





Hockey Canada/BC Hockey Requirements for Team Staff

All team officials and staff members must complete various courses to be eligible to volunteer with the players and assist with the team. The requirements are as follows:

- 1) **Criminal Record Check:** This is mandatory for all staff and needs to be completed ASAP. This can be done by accessing the link on the KPMHA web site under “Managers” and then, “Manager Clinics & Requirements”. The completed CRC will automatically be sent to the Registrar.
- 2) **Respect in Sport:** It is mandatory that the team manager, safety person, and all coaches complete the B.C. Hockey’s online volunteer ‘Respect in Sport’ course (**different from the parent course**). This online course is available on the B.C. Hockey web site and only takes about three hours to complete. Once completed please forward a copy of the certificate to the Registrar. This course must be completed by Dec 1st for Managers but coaches cannot step on the ice without it. If you have taken the course and it has expired either B.C. Hockey or the KP Registrar will remind you to re-take the course.
- 3) **Hockey Canada Safety Program:** The team safety person is required to take this program. It is available online on the B.C. Hockey web site. Once completed the ‘team safety person’ must send a copy of their certificate to the Registrar. The course must be completed by Dec 1.
- 4) **Coaching Courses:** All coaches must be certified by B.C. Hockey and Hockey Canada and must have at least completed the ‘National Coaching Certification Program – Hybrid Course’. If there are questions or concerns please contact the KP Head Coach/Development Coordinator or see **BC Hockey’s website** for up to date requirements. Courses must be completed by Dec 1.
- 5) **All team staff must now complete the CATT ‘Concussion Awareness Training Tool’ course.** This course is available online for free on the BC Hockey web site, or there is a link on the Kerry Park web site under “Managers” and “Manager Clinics & Requirements”. Coaches must complete this course before going on the ice.
 - **Initiation and Novice teams are allowed to have up to five properly trained coaches, a HCSP trainer and a team manager. For Atom, Peewee, Bantam and Midget teams KPMHA covers Hockey Canada registration fees for 5 team officials (3 coaches, a manager, & a safety person). Any additional team staff that your head coach wants on the roster will cost the team \$50.00 per additional official. Only those team officials that are on the roster are allowed on the bench or on the ice.**





- These are the present requirements as stated by BC Hockey. For up to date requirements confirm with B.C. Hockey's website. <https://www.bchockey.net/Clinics/Clinics.aspx>

Team Safety Person

Each team must have a designated 'Safety Person'. See Section 4 for the required courses that he/she must have. This important team staff member is responsible for the following areas:

- 1) **Medical Information Sheets:** You must have one for every player on your team.
- 2) **First Aid Kits:** Each team is assigned a First Aid Kit from the KP Equipment Director. Please go through it and familiarize yourself with its contents and product use. Should any of the supplies need to be replenished throughout the season it is the Safety Person's job to do so. These kits are supplied by KPMHA and if lost it is the team's financial responsibility to replace it (\$75).
- 3) Must conduct regular checks of players' equipment.
- 4) Implements an 'Emergency Action Plan' for the team and through this is prepared to react in the event of accidents, injuries and medical emergencies. Familiarize yourself with the arena's 'Evacuation Protocol' and go over it with the team.
- 5) **Injury Reports:** When an injury takes place it is the Safety Person's job to handle the event while keeping in mind the following steps:
 - If an ambulance is needed it is your job to call for one or assign someone else to call for one.
 - There must be two people in the change room with the player at all times.
 - Inform the parents of what steps are being taken and if they are not at the arena contact them ASAP.
 - Only the injured players' parents or professional medical personnel are allowed to administer any type of medication to any player except for 'EpiPens' in the case of allergic shock.
 - Older players are not allowed to drive themselves home after any type of injury.
 - If not sure if the player's injury requires medical attention always err on the side of caution and advise that the player sees a doctor.
 - Provide the parents with the injury report to take with them to be completed by their doctor.
 - Any player that has received medical attention/injured themselves may not return to the ice without a signed return to play form by their doctor, allowing them to return.
 - Completed injury forms must be forwarded to the KPMHA Risk Management Director within 7 days and to B.C. Hockey within 90 days.
 - Hockey Canada Injury Forms and more information are available from the BC Hockey web site. <https://www.bchockey.net/Content.aspx?id=287>





Team Treasurer

The Treasurer is an important member of the team and needs to communicate with the manager, head coach and parents about how the team wants to pay for tournaments, additional ice, team gear, etc. Sometimes the team manager is also the Treasurer. The team treasurer will submit a team budget to the KP Treasurer ASAP after the teams have been formed.

Sample Budget

<http://cloud.rampinteractive.com/kerryparkmha/files/Forms/Example%20of%20team%20budget%20%232.pdf>

Fillable Budget Form

<http://www.islanderhockey.ca/content/team-treasurer>

Once the team budget has been approved all parents must sign the bottom of the budget to show that they are in agreement with it. The signed budget must be handed in to the KPMHA Treasurer by Oct 15th.

KPMHA Policies & Procedures regarding Team bank accounts:

Policy 3.2

- a. All team bank accounts will be opened and held by the association with 3 Board of Directors as sponsor members (KPMHA President, Treasurer and Registrar).
- b. The three (3) Board of Directors (sponsor members) will add/remove signers to each team account as needed. Signers will be two (2) of the rostered officials on each team or KPMHA Board Members. This will allow for better control and transparency of the team funds.
- c. A secondary account will be set up to hold all team gaming monies as per gaming license regulations.
- d. Teams will have until June 1st to use their funds in accordance with KPMHA guidelines.
- e. All remaining balances in the team accounts will be transferred to the KPMHA operating account on June 1st of every year.

Policy 3.3

All teams must keep an accurate accounting of money fundraised (e.g. bottle drives, car wash, etc.) and money spent.

- a) In September team managers and or team treasurers must work with the Executive team budget committee to come up with a realistic team budget.
- b) Once the said team budget is approved by the committee, the team Manager and/or team Treasurer must present this budget to the parents.
- c) **Each parent is required to sign off on the bottom of the budget sheet, which is then sent to the KPMHA Treasurer. DEADLINE is October 15th.**





- d) December 31st each team must provide the KPMHA Treasurer an up to date detailed list of all incoming and outgoing funds from the team account.
- e) March 31st each team is to provide the final details of all team incoming funds and details of all out going funds with receipts to the KPMHA Treasurer.
- f) Teams are discouraged to pay for expenses in cash. If this is a last resort then **two** of the Team account signers must sign off on the bottom of the receipt showing it was paid for.
- g) ALL receipts must be saved and handed in with the final team account information by March 31st.

Policy 3.4

All teams must keep an accurate account of gaming money (anything requiring a gaming license e.g. 50/50 proceeds, raffles, etc.). The team will be responsible for the administration and tracking of all fundraising monies. Teams must fulfill all current BC Gaming requirements with regards to licensing and reporting. When filing their final reports to BC Gaming all teams must also provide copies to the KPMHA Treasurer. These funds may only be applied against eligible hockey related expenses in accordance with the Provincial gaming policy. The percentage returned to the teams is at the discretion of the KPMHA Executive. Team managers will be required to sign a written agreement to adhere to these rules.

Policy 3.6

Teams may only refund seed money to families. Seed money may be defined as money paid by families throughout the season prior to any fundraising or gaming activities. Seed money is to be used for ice, official fees and tournament fees and:

- a) Refunds may not exceed a family's original fees paid.
- b) Money raised through fundraising or gaming cannot be refunded.

Seed Funds: Seed funds are monies collected from each family at the beginning of each season to pay for tournaments, extra ice, dryland, etc. Some teams will strictly only have a seed fund to cover all costs (estimate costs of season and divide it by number of players per team) or may choose to have partial amounts directly paid by team and fundraise the rest.

Policy 3.7

For Competitive Teams (from the P&P):

Parents may be asked to contribute a minimum of \$200 to a max of \$350 per player of seed money. Such said seed money will be paid to the team bank account at the beginning of the season to contribute to tournaments, referee bills, and other KPMHA approved team related expenses.





For Recreational Teams – Parents may be asked to contribute a minimum of \$100 to a max of \$200 per player of seed money. Such said seed money will be paid to the team bank account at the beginning of the season to contribute to tournaments and other KPMHA approved team related expenses. Competitive or recreational team related expenses can be offset by sponsors/donations (first approved by Marketing and Communications Director) and by fundraising. If a team wants to increase the amount of seed money, it must be approved by the Board of Directors.

- **Team expenses:** Throughout the season your team may need to pay for various things. It is important that you meet with the head coach to discuss the team's budget. This should be done in September so that the budget can be presented to the KPMHA Budget Committee. After working with the Budget Committee the Team budget must be presented to the parents and signed by each of them. The signed team budget is to be handed in to the KPMHA Treasurer by October 15th.
 - Tournaments – BC Hockey link has the available tournaments sanctioned for your division <https://www.bchockey.net/Tournaments/Tournaments.aspx>
How many tournaments does the team want to attend?
 - Team Gear – Does the team want to order jackets, pant covers, etc.?
Hometown Team & Corporate Sales is the KPMHA's supplier.
<http://hometownvictoria.ca/association-clothing-programs/kerry-park-minor-hockey/>
Contact the KPMHA Equipment Director equipment@islanderhockey.ca if there is an item that your team wants and it is not available on the link.
All team gear must have the 'Official KPMHA Logo' on it.
 - Team Building Nights/Year End Parties – Pizza nights, Christmas/Year End Parties, all are important for team building and a successful season. What fun activities do you want to plan for your team?
(Don't forget to read the "Special Events Sanction Guidelines" link on the KP web site under "Managers").
<http://www.islanderhockey.ca/content/managers-information>
 - Extra Ice/Dry Land Training *Dryland activities require you to fill out a special event sanction form and wait for approval from BC Hockey
<https://www.bchockey.net/applicationforms/specialeventsanction.aspx>
 - Coaches/Manager Gifts





- **Fundraising:** Teams may choose to fundraise to help off-set the additional season costs. They can include various ideas from car washes, 50/50 draws and raffles. Please note the following before fundraising:
 - Contact the KPMHA Treasurer regarding approval for applying for a gaming license.
 - A Gaming License is required for all 50/50 draws, raffles and sports pools etc.
 - A Gaming License may be acquired through the 'Ministry of Finance – Gaming and Enforcement Branch: Licences'.
<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising>
 - Funds earned from 'gaming' are tracked separately from seed money. These funds must all be deposited in your secondary Team account labelled Gaming.
 - All teams will be responsible for the accounting and tracking of all fundraising monies. Teams must fulfill all current BC Gaming requirements with regards to licensing and reporting including sending a Gaming Account Summary Report to the BC Gaming branch. When filing their final reports to BC Gaming must also provide copies to the KPMHA Treasurer.
 - A "beer and burger" night/silent auction does not require a gaming license. But if you do 50/50 during this event then you must apply for a license for the 50/50.
 - All Gaming Event Revenue reports MUST be filled out within 90 days of your event:
<https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/licences/e-gerr-guide.pdf>

Team Reporter

Every team has their own TeamSnap page that can be used for sharing team event photos. KPMHA also encourages teams to email photos to our Twitter account, Facebook and Website. Listed below are the contacts to forward your team photo successes to;

Raina Bennefield (KPMHA Facebook Administrator) raina.bennefield@shaw.ca

Zahra Rasul (Twitter Administrator) marketing@islanderhockey.ca

Michele Taron (Website Administrator) webmaster@islanderhockey.ca

- Encourage all parents, family member and friends to follow us on Twitter and Face Book.
- If posting photos have all parents' consent to their child's photo being taken and posted online. (Please read the "Photo Release" forms for each player).



Twitter [@KPMHAIslanders](https://twitter.com/KPMHAIslanders)

KPMHA Website <http://www.islanderhockey.ca/>



Face Book <https://www.facebook.com/Kerry-Park-Minor-Hockey-Association-113209652734751/>





Understanding Ice Schedules

Ice Schedules are put together by our Ice Scheduler and are posted on the KPMHA web site under “Ice Schedule”. He/she will post as many weeks ahead as possible.

- a) KPMHA purchases ice for a 27 week period- from Sept. to March with a two week break over Christmas. Keep in mind due to different ice availability the allotments below are based on averages over the entire season.
- Budgeted home ice for each division is as follows:
 - Initiation:** 1 hr of shared ice during the week and 1 hr of shared ice on the weekend plus 5 extra hrs after Christmas to fit in team games.
 - Novice:** 1 hr. shared practice on week day + 1 hr. shared every second week + 1.5 hr. game slot every second weekend + 6 extra hrs. after Christmas.
 - Atom:** 1 hr. shared practice on week day + 1 hr. shared every second week + 1.5 hr. game slot every second weekend + 6 extra hrs. over season,
 - Atom Dev:** 1.5 hr. full ice 6am Weekday practice + 1 hr. full ice practice per week + 1.5 hr. game slot every weekend
 - Peewee – Midget Recreation:** 1 hr. full ice practice per week + 1.5 hr. game slot every second weekend
 - Peewee – Bantam Rep:** 1.5 hr. full ice 6am Weekday practice + 1.5 hr. full ice every week + 2 hr. game slot every weekend. (24 week season due to playoffs finishing a week before Recreation teams)
 - Midget Rep:** 1 hr. full ice 6am Weekday practice + 1.5 hr. full ice every week + 2 hr. game slot every weekend (23 week season)

****Additional ice may be purchased if available by contacting the Ice Scheduler***

- b) Development ice is scheduled by the Ice Scheduler and Head Coach/Competitive Director.
- Please look carefully at the posted ice schedules to determine if your time slot is a practice ice or a development ice session.
 - Each development ice session will be coloured depending on the Development Coach that will be on the ice.
 - James Gaertner will be our Goalie Development Coach this season and will be labelled with (J) beside the team name that he is scheduled to be at.
 - Please note that whenever James is out with a team, the goalies in the same division are allowed to attend. **The HC of the team must be made aware of who will be attending the session.**
 - The Goalie is not to miss their own team practices to attend another team’s development session.
 - Goalies/Players from other divisions are not to attend unless there have been special circumstances made by the Team HC.





c) TeamSnap and Schedules

- It is the Manager's responsibility to check online schedules regularly and update TeamSnap as to when practices, development sessions and games are happening.
- Always confirm with coaches that they can be there.

d) Changes to Ice Schedules

- When changes take place the Ice Scheduler will touch base with you, but it is still your responsibility to check the schedule regularly.
- Encourage your parents to refer to your TeamSnap app about ice times. The master ice schedule may not always reflect last minute changes or teams changing times.
- If you need to change, cancel or switch a practice, inform the Ice Scheduler ASAP. If there is another KP team that you would like to switch with, inform the Scheduler ASAP. Do not make it a habit of changing your allotted ice times.
- Cancelling practices/games with less than 5 days may result in a fine to the team.
- The Ice Scheduler has the authority to move or change ice times to accommodate play-off games and league play commitments.

e) Extra ice for your team

- If your team wishes to purchase extra ice throughout the season, you must email the Ice Scheduler with details on what the team is interested in.
ICE@islanderhockey.ca
- Only the Manager and or Head Coach can be making these arrangements with the Ice scheduler.
- Extra ice cost this season is \$112/hr regardless of which arena (Kerry Park or Shawnigan Lake School). This includes the team insurance portion.
- KPMHA team staff or parents are not to try and book ice or events through Arena staff. This must all be through the KPMHA Ice Scheduler.
- During the year or at the end of the season some teams may wish to have a parent verses player's game. This is **NOT** covered under our BC Hockey insurance. Kerry Park Arena may be able to provide an extra insurance package but again discussions no less than seven (7) days prior with the KPMHA Ice Scheduler must happen first. Shawnigan Lake School Arena **DOES NOT** have this same option.





f) Weekend ice slots

- League Games are scheduled by VIAHA, please be patient as these come out later than the rest of our schedules.
- Exhibition game slots on the weekend allow you to book a game with another team. You need to book your away games around your home ice slots.
- **You must get a game number from your commissioner for all exhibition games.**
- If you are booking a tournament notify the Ice Scheduler ASAP.
- Take care reading the location of games on the schedule as KPMHA purchases ice from Shawnigan Lake School Arena as well to cover our ice demands.

Link to Ice Schedules on our website

<http://www.islanderhockey.ca/content/ice-schedule>

Booking Games

It is the manager's job to book games and to notify the team about dates, times and locations of these games as well as keeping track of the league schedule. During the season there are three types of games for Rep and Recreation teams that you need to understand:

a. **Balancing Games:** Atom to Midget Recreation.

Each team is required to play a minimum of three exhibition games against teams in their division before the beginning of league play. (**Sept.** – Thanksgiving weekend). These games are looked at by your VIAHA Division Commissionaire. These games can be played as a home or away game (when you play at another arena).

- Home ice requires you to receive a game number from your Commissionaire.

Tiering/Placement Games: Atom Development to Midget Rep.

Each team will be scheduled to play a minimum of three placement games against teams in their division before the beginning of league play. (**Sept. through** weekend after Thanksgiving). These games are booked by VIAHA to help place your team in the correct Division for the season.

(Div. 1 **through** 4). These games can be played as a home or away (when you play at another arena).

- When the VIAHA Placement schedule comes out there will be game numbers already assigned.





b. **Exhibition Games:** These games are played with other teams in your division for fun. You may invite other teams to play at Kerry Park or accept invitations to play games at other associations.

- From Atom to Midget - playing teams outside of your division (Atom team playing a Pee wee team) is not allowed.
- You may play any Vancouver Island team within you division. Playing teams outside of Vancouver Island requires special permission – see VIAHA Handbook for more details. <http://www.viaha.org/forms/2019-2020%20Handbook%20-%20final.pdf>
- Playing an away exhibition game outside of the “south island” for Recreation league requires a game # from your commissioner.
- Novice teams- can start playing games starting Dec 1st
- Initiation teams – can start playing games starting Jan. 1st.

See VIAHA Bulletin

[http://www.viaha.org/bulletins/2017-026-1%20VIAHA%20Cross%20Ice%20Guidelines%20\(Revised%20Nov%2030th,%202017\)%202.pdf](http://www.viaha.org/bulletins/2017-026-1%20VIAHA%20Cross%20Ice%20Guidelines%20(Revised%20Nov%2030th,%202017)%202.pdf)

- c. **League Games:** After placement games are completed (weekend before Thanksgiving for Rep and beginning of November for Atom Development) your team will be placed in the appropriate league division with teams of similar calibre.
- These games are pre-booked by VIAHA and you will be given a complete schedule for the season (broken into several sections for the season) outlining game times, location (arena) and game numbers.
 - All teams must attend their scheduled league games. Failure to appear may result in team fines. If there are scheduling conflicts (due to tournaments etc.) contact your commissioner ASAP to find out if re-scheduling is an option. League games always take precedence over tournaments.
 - If there are adverse weather conditions or traffic problems you must contact your commissioner to find out if the game will be cancelled. Failure to appear will result in your team forfeiting the game and possible fines.

ALL HOME ICE GAMES REQUIRE YOU TO CONTACT:

- 1) **The KPMHA Ref Assignor** refs@islanderhockey.ca to book on-ice officials
- 2) **The KPMHA Ice Scheduler** ICE@islanderhockey.ca
- 3) **The Manager of the rink:**
Sheena at sboyles@cprd.bc.ca for dressing room assignment at Kerry Park Arena
Roger at rdamour@shawnigan.ca for dressing room assignment at Shawnigan Lake Arena.





Example of email sent to Ref Assignor, Ice Scheduler, Sheena (KP) or Roger (SLS);

SUN. NOV. 18
Game Number: P1079 *(Must have this number 1st)*
Type of Game: Exhibition
Date of Game: **Sunday Nov. 18, 2018**
Place of Game: Shawnigan Lake
Home Team: Kerry Park Peewee Division 3
Opponent: Peninsula Eagles Peewee B
Time: 1:30 - 3:30
There will be 2 girls on the opposing team
Head Coach: Sam Smith
Contact: Sarah John ([cell #](#))

Thank you
Sarah John

- Ensure that e-game sheets are properly filled out; submitted within 24 hours.
- These games can only be booked with South Vancouver Island teams for Recreation teams unless your Commissioner gives you approval.
- League games points are accumulated throughout the season. Team standings can be viewed on the VIAHA website.

Win = 2pts, Tie = 1pt, Loss = 0.

- Each team is also awarded a sportsmanship point should their team penalties not exceed the following;
 - Atom: 8 min or less,
 - PW: 10 min or less,
 - Bantam: 14 min or less,
 - Midget: 16min or less
- Representative league play runs from Oct to mid Jan. Playoffs take place the end of Jan. to March.
- Recreational league play runs from November to March. Playoffs will take place the weekend before the beginning of spring break.
- Electronic Game report and e-game sheets must be submitted to your commissioner within 24 hours.
- See VIAHA Handbook for complete league play regulations.

<http://www.viaha.org/forms/2019-2020%20Handbook%20-%20final.pdf>





Booking games with other teams:

- All Island associations are listed on the VIAHA web site and there you can be linked through to each association's home page. Through their web page you can email the division coordinators and team managers.
- When you have an exhibition game time, email a few teams to see if they would like to play. The rule of thumb is 'the team that contacts you first gets the game slot'. Do your best to ensure it will be a competitive team and not just a team to fill the game slot.
- Those weekends that you do not have a game, email other teams/associations and let them know that you would be interested in playing an away game. It is recommended at the beginning of the season to email the other teams and introduce yourself and let them know that your team is available to play.
- Exhibition game slots are gold ... email other teams ASAP so that you can make the most of your non-league game weekends, especially when trying to find an away game.
- Electronic Game sheets must be submitted within 24 hours.
- If you want to play a certain team which is out of our district, you must fill out an Inter-branch form. <http://www.islanderhockey.ca/content/managers-information>

Tournaments:

Tournaments can be the highlight of a team's season. Some guidelines for booking a tourney are:

- Tournaments fill up very quickly! The key to getting accepted is to apply early and have all your paper work and fees in place when you apply.
- Tournaments are listed on the BC Hockey web site under "Tournaments". <https://www.bchockey.net/Tournaments/Tournaments.aspx>
- Email the tournament coordinator and request a registration package.
- Before sending in your application package confirm with your coaches and team that they can attend - especially for out of town tournaments.
- Tournaments will require you to send an 'Official Hockey Canada Roster'. Contact KPMHA Registrar to receive a copy. registrar@islanderhockey.ca
- Tournaments require a cheque to hold your spot. A KPMHA cheque will be issued to you by the KP Treasurer. treasurer@islanderhockey.ca He/she will require a copy of the tournament application form with the dates and cost of the tournament on it before he/she can write the team a cheque. Expect a three business day turnaround to get the cheque from the treasurer.
- Teams have 30 days to pay Association invoices; if not paid on these terms a team will be given written notice that if invoice is not paid for within 15 days ice privileges will be lost.





- KPMHA teams wishing to attend tournaments outside of Vancouver Island/BC or host international or inter-provincial teams must receive approval through the KPMHA Executive and VIAHA 45 days prior to the event.

An intra-district travel form must be filled and approved.

<http://www.viaha.org/bulletins/2016-17%20Interdistrict%20%20USA%20Tournament%20Travel%20Form.pdf>

- If you are wishing to host a tournament contact the KPMHA Board of Directors to guide you through the process.
- If you are applying for a tournament that is not during a blackout league play weekend (Thanksgiving, Remembrance Day long weekend and Christmas break) you **MUST** get permission from your league commissioner. If they will not give you permission then League play is your priority.

Booking Referees

All home games require you to email the KPMHA 'Referee Assignor' to book on ice officials for your game.
refs@islanderhockey.ca

- Allow the Ref Assignor as much time as possible to organize on ice officials; cut off time is 2 days before.
- When emailing the Ref Assignor supply the following: team names, division, date/time, arena and **game number**. If you are waiting for a game number from your commissioner let the Ref Assignor know and supply it to them when you are issued one.
- If your game is cancelled, a minimum of 72 hours' notice is required. If less than 72 hours' notice is given, teams are responsible to cover the on-ice officials cost.

Example of 1 email sent to Ref Assignor, Ice Scheduler, Sheena(KP) or Roger(SLS);

SAT. NOV. 17

Game Number: P309

Type of Game: League

Date of Game: **Sat Nov. 17, 2018**

Place of Game: Shawnigan Lake

Home Team: Kerry Park Peewee Division 3

Opponent: [Saanich T1](#)

Time: 11:30 – 12:50

Head Coach: Sam Smith

Contact: Sarah John (cell #)

****There will be 2 girls on the opposing team****

Thank you

Sarah John





- ❖ If you have a player interested in becoming an on ice official, have them email KPMHA 'Referee in Chief' RIC@islanderhockey.ca and Ref Assignor refs@islanderhockey.ca as well as review requirements under 'B.C. Hockey' web site.
<https://www.bchockey.net/Officiating/Officiating.aspx>

Game Paper Work

Game time is the highlight to a team's week, for the manager it also means organizing the volunteers and game paperwork....

1. **Game Number:** Each home game and tournament you play requires a game number (for Atom to Midget games). This number is given to you from your South VIAHA league commissioner or managing director.
 - When you book a team for a home game, email the commissioner stating that you need to be issued a game number. Supply him/her with your team's name/association, opposing team, date, time and location for the game.
 - The game number must be given to the 'ref assignor' when you are booking on ice officials for your game.
 - League game numbers will be assigned to you with the league schedule.
 - Playing a game **without** a game number may result in team fines and/or disciplinary action.
 - When you attend a tournament outside South VIAHA you will need to have your own games numbers that are issued by your commissioner. When you fill out the game sheet for your team write your game number beside the opponent's game number.
- 2) **E-Game Sheets:** At the beginning of the season you will be given a KPMHA tablet to be used for your e-game sheets. These are to be used at each home game regardless if it is a league or exhibition game.
 - Tablets assigned to the teams are the responsibility of the head coach/team manager. If a tablet is damaged after being assigned to a team, the team is responsible to pay for its replacement or repair (if deemed repairable).
 - Tablets are only to be used for e-game sheets. No additional functions or applications are to be downloaded onto the team tablets unless authorized to do so by KPMHA.
 - Each team's Head Coach and/or Manager will ensure that e-game sheets are completed and submitted after games.
 - As the tablets sometimes freeze up in the cold, it is important to have a printed backup scratch pad. See link for a copy of this.
<http://www.islanderhockey.ca/content/managers-information>

E-Game sheet KPMHA contact person is Raina Bennefield raina.bennefield@shaw.ca





- 3) **Electronic Game Report:** This is no longer required due to the use of e-game sheets. **If for some reason you are unable to submit the e-game sheet than an e-mail game report MUST be filed along with a paper game sheet to your commissioner!**
- 4) **Hockey Canada Team Rosters:** Hockey Canada will issue each team an “Official Team Roster”.
- Each team must have a ‘team roster’ before playing any games.
 - Once you have a list of your players (jersey numbers), coaches and team officials send all the information to the KPMHA Registrar. He/she will submit the information to Hockey Canada and email you the ‘team roster’.
 - **No player or Coach can be on the ice or bench for games etc. without being on the roster.**
 - Your league commissioner and most tournaments will require you to email them a copy of your team’s roster.
 - Having a player, coach or team official participating in a game that are not on the ‘official roster’ is not allowed. **Disciplinary** actions will be issued by VIAHA.
- 5) **Overage Players:**
- If your team has a player that is overage they require special permission to be placed on the team roster.
 - Permission is granted to those players due to size or weaker ability that would be unsuited to play in their normal age division. They can be only one year outside of their age category.
 - An “OA Exemption” form can only be submitted by the KPMHA President once approved by the KPMHA Board of Directors. The President will then email the VIAHA Executive Director for consideration.
 - On the ‘game sheet’ overage players are denoted with OA behind their name.
- 6) **Underage Players:**
- Underage players may be moved to the division above provided they receive special permission.
 - Underage players can only be one year outside of their age category.
 - An ‘UA Exemption’ form can only be submitted by the KPMHA President once approved by the KPMHA Board of Directors. The President will then email the VIAHA Executive Director for consideration.
 - On the ‘game sheet’ underage players are denoted with UA behind their name.





7) Affiliate Players:

- Teams may AP players from teams in lower categories/divisions within the same association.
- Teams may only AP for games if they have less than 14 skaters or are in need of a goaltender. **ALL AP PLAYERS MUST BE APPROVED BY THE KPMHA REGISTRAR THAT THEY ARE ON THE TEAM ROSTER.**
- Novice/initiation players cannot be used as AP players.
- Atom Development players may not be AP'd to Peewee house teams.
- AP players are not to be used permanently.

VIAHA Policy 5.25:

Minor hockey players registered on a recreational team may not participate as an affiliate to a higher Division/Category team prior to the first Wednesday following the Thanksgiving weekend or prior to participating in a league game with the recreational team unless approved by the Officers.

VIAHA Policy 5.26:

No team will be permitted to use Affiliate Players to increase the number of players in a game beyond the number of players rostered on the team.

VIAHA Policy 5.27:

In Recreational Hockey the affiliate player rule shall only be applied in situations in which a team has:

- (a) Thirteen or fewer skaters for a particular game. Note: they may only use affiliated players to bring their numbers to fourteen (14) skaters.*
 - (b) No goaltender available for a particular game.*
 - (c) Novice/Initiation players shall not be used as affiliate players unless approved by the VIAHA Officers. In keeping with fair play, affiliated players shall not be used permanently. The VIAHA may place further restrictions on teams or MHAs who abuse the use of affiliated players.*
- AP players are denoted with (AP) behind their name on game sheets
 - It is essential for development that affiliate players participate in competitive team practices and games, where possible. To this end, all Competitive Teams are encouraged to have APs at practices on a regular basis, particularly prior to playoffs.
 - Head coaches are to create a list of AP's that is approved by the Divisional Director for that particular team.





8) Penalties/Suspensions:

- As a Manager you should also be familiar with penalties and subsequent suspensions regarding certain penalties.
- Sometimes a child gets a penalty and they won't be allowed to play the next game and that can be a quick turnaround, i.e. a game Saturday afternoon with a suspension and game Sunday morning.
- The commissioner won't always get back to you to confirm a suspension as soon as the e-game sheet is submitted.
- You must have the VIAHA handbook or online handbook to refer to and click the BC Hockey Bulletin below.

VIAHA Online Handbook

<http://www.viaha.org/forms/2019-2020%20Handbook%20-%20final.pdf>

BC Hockey Bulletin

<https://www.bchockey.net/Administration/BulletinItem.aspx?id=558>

- Ineligible Players and Team Officials:

VIAHA Policy 5.12:

Any team permitting a player or team official who is ineligible by reason of suspension or improper registration to participate in a game, shall automatically forfeit that game and will be fined \$250.00 per ineligible player or team official per game. If there are multiple infractions for the same player or same team official on a weekend of play or tournament weekend, it shall be reviewed by the appropriate Vice-President and may be deemed as one infraction for the purpose of the monetary fine. The game forfeiture shall apply to all games played.

VIAHA Policy 5.13:

Any team permitting a team official who is ineligible by reason of being under suspension or of not properly being registered with that team to play in a game shall automatically forfeit that game and will be fined \$250.00 per ineligible team official per game.





Timing of Games (VIAHA handbook)

- The arena (wall) clock shall always take precedence. Coaches and managers must make sure that before the start of the game they know which clock is being used by the timekeepers as the wall clock and what time the ice rental period actually ends (i.e. what time do the teams have to leave the ice).
- The timing of the third period will not be adjusted to allow for additional time that may be available.
- All games are to be concluded two minutes before the end of the rental ice slot to allow for a handshake; there are no exceptions.
- There is to be NO running time at any scheduled VIAHA placement, league, playoff or exhibition games. Where possible, MHA tournament game timing should follow VIAHA Regulation 6.05 or 6.07.
- For **all 120 minute and 110 minute games**, in all divisions of VIAHA, the timing of the games shall be as follows:
 - (a) 5-minute warm up;
 - (b) 1st period 15 minute stop time;
 - (c) 2nd period 20 minute stop time;
 - (d) Ice clean first stoppage of play after the 10-minute mark of the second period;
 - (e) 3rd period 20 minute stop time(or the wall clock, less 2 minutes, whichever comes first).
- The amount of time left on the game clock at the conclusion of the game will be prominently written on the game sheet and included in the game report to the respective League Commissioner/ Managing Director.
- **All games 90 minutes or less** in all divisions of VIAHA, the timing of the games shall be as follows:
 - (a) 5-minute warm up;
 - (b) 1st period 15 minute stop time;
 - (c) 2nd period 15 minute stop time;
 - (d) 3rd period 20 minute stop time, (or the wall clock, less 2 minutes, whichever comes first).
- The formula to be used to determine the last 10 minutes of the game is: Subtract the time remaining on the game clock from the original period length (i.e.: 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





Handling Complaints

KPMHA Policy 18.1

Complaint Handling

It is the policy of KPMHA that the Society must follow Procedural Fairness when a complaint is received. Incidents must be reported by procedure to ensure handling in a professional, unbiased, respectful and timely manner and to be resolved at the earliest appropriate level. Resolution cannot offer complete confidentiality but KPMHA assures its members that complaints will be handled discreetly, respectfully and in the confidence of the parties involved. KPMHA strives to ensure the rights and well-being of all its members - players, parents/guardians, and volunteers. The following Complaint Handling Procedure must be followed to ensure fair and timely resolution for all parties involved:

**Complainant (complaint in writing) → Team Manager →
Divisional Director →
President →
VIAHA →
BCAHA/CHA/and or appropriate Local Police/Child Protection Agency**

Complaint Handling Procedure – 1st Response

Whenever possible, incidents are resolved at the earliest appropriate level. The Complaint Handling Procedure allows for respect and protection of the rights of all KPMHA members. To ensure the well-being of all members, complaints must be handled by procedure. KPMHA does not support direct complaint to coaches and discourages “parent team meetings” for the purpose of voicing complaint as a group. Procedure requires that complaints are first directed to the Team Manager **(not the coach)**. Using discretion as to the nature of the complaint, the Team Manager has the right to ask for the complaint in writing and is encouraged to keep notes in case further review is required. The Team Manager will undertake the Complaint Handling Procedure in the following manner:

- a) Any incident of “unacceptable behaviour” as defined in the Team First Program must be formalized in writing to the President immediately.
- b) Upon receipt of any complaint, the Team Manager will endeavour to clarify and confirm the main issue.
- c) The Team Manager can at this point request the complaint in writing. If possible the complaint should make reference to the applicable policies of the organization. This is only meant to help clarify the core issue of the complaint, and complaints will not be seen as any less valid if they don’t reference the applicable governing document. In a fair, impartial, and timely manner the Team Manager will discern the course of mediation necessary for fair resolution.





- d) If the complaint is minor in nature, the Team Manager will mediate a resolution satisfactory to all parties involved. The Divisional Director must be notified of the resolution.
- e) If a timely and agreeable resolution between parties is not met, the Team Manager/Complainant will submit the written complaint to the Divisional Director.
- f) If the Divisional Director cannot mediate the complaint, it must be formalized and forwarded to the President for investigation.

THANK YOU for volunteering your time!





Kerry Park Arena- Time Clock

Turn on with toggle on right side of console.

GENERAL:

- Check ice slot for length of time and use the appropriate timing per rules (90 min or 110 min)
- All information will be loaded onto the electronic tablet prior to commencing the game
- A paper copy of a game sheet or game sheet scratch pad is handy for keeping track
- Stop clock whenever the whistle is blown
- Stop clock 2 min. before the end of the ice slot for handshake
- Game numbers are required for Atom, Peewee, Bantam, and Midget games (rep & house)
- At end of game the score keeper, time keeper & officials sign electronic game sheet
- If more than a 5 goal difference, add goals to electronic game sheet, but not to score board
- If there is time left on the clock at the end of the game ensure that is recorded on the e- game sheet
- Leave time clock on for a few minutes after game before turning off

START:

The model # of the KP time clock is 871

Press “no” to question about shot clock; press “no” to question about penalty clock/OT

TO SET PERIOD # AND TIME:

Press SET

Press TIME

Enter length of time you wish eg. 05:00 or 20:00

Press YES

Press 1 or 2 to choose the period you want (if warm up – leave as “0” period)

Press YES

TO ENTER A GOAL:

Press SET

Press HOME SCORE or GUEST SCORE

Press 1, or 2, or whatever goal has been scored

Press YES

TO ENTER A PENALTY:

Press SET

Press HOME PENALTY or GUEST PENALTY

Enter the length of the time the penalty is for eg. 02:00 or 05:00

Press YES

Enter player’s # for eg. **08 (need to enter ‘zero’)**

Press YES

TO CLEAR A PENALTY:

Press HOME PENALTY or GUEST PENALTY

Press PENALTY CLEAR (if more than one penalty – answer console with the player’s #)

Press YES





Shawnigan Lake Arena- Time Clock

Turn on/off switch on. "Please select mode" – there is also a small hand held remote
Press # 3 on numerical keypad for hockey.

TO ENTER TIME:

Press TIME button, then enter amount of time (the buttons stick)
STOP/START the clock – stop/go * button (yellow/green) on keypad

TO ENTER PERIOD:

Red pound # on keypad in stop time (shows on scoreboard as a dot ".").

TO ENTER SCORE:

Press HOME (green) or GUEST (red) button
To subtract score – hold down HOME (green) or GUEST (red) button

PENALTIES:

Press



on HOME or GUEST side

PLYR

FOUL/PEN/GW

Enter player # and time

(For example, if # 12 gets a 2 min. penalty, press button then "12" and "200". Do not enter any zeros for jersey numbers!! Instead of "06" or 10 use "96" or "91").

TO CLEAR A PENALTY

Press the same button as above then the player # and 000
("16" "000")

