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# Kerry Park Minor Hockey Association

## Team Manager's Manual



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## Welcome

Congratulations and thank you for taking on the very important role of Team Manager. This manual provides information to help the team run smoothly and to assist you in this role. **Bold and underlined orange text** indicates a link you can click that will open either a website, email address or document.

You **must** be familiar with **KPMHA's website**, **Constitution and Bylaws**, and **Policies & Procedures**. Also, the **Managers Info** section under the Team Volunteers tab of the KPMHA website has information and links to help you be successful in the this role.

The Team Manager is the central figure for the flow of communication between players, parents, Coaches, and other departments within KPMHA like the referees, division coordinators, and ice scheduler. They are responsible for ensuring all off-ice tasks are completed.

It's important the Team Manager and Coaches have a good working relationship and work closely together to carry out the tasks necessary for the team to be successful. By taking on the operational aspects of the team, the Team Manager enables the Head Coach to focus on player development and on-ice instruction.

Communication between the Team Manager and Team Treasurer is also essential. Be sure to plan things together with your Treasurer and always check with them before making any financial commitments or expenditures.

The Team Manager cannot do all the work themselves. Encouraging parents to volunteer and delegating tasks to other team members will help build team unity and reduce workload.

Your role as Team Manager is complete only once all your team duties and responsibilities are finished, which may extend past the end of the season.

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## Scan App

Each team staff member must have the ability to scan receipts and documents into PDF format. Photos of receipts or documents will not be accepted.

Some scan application options are Adobe Scan, using the scan option in IOS Notes, or any other scan application that can create PDFs.

## Sportsmanship and Maltreatment

KPMHA has zero tolerance for abuse or intimidation of anyone (including all volunteers) by anyone. Coaches, Managers, Safety people, Treasurers and all KPMHA board members are volunteers.

All parents and players **must** review the BC Hockey [Sportsmanship Starts in the Stands](#) presentation and watch the [Section 11 - Maltreatment Video](#).

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### Player Contracts

Once the team is finalized, the Player Contract must be distributed to all players via SignNow and completed within 48 hours.

Inappropriate behaviour or maltreatment of any coach, volunteer, teammate or other player will be handled as follows:

- 1<sup>st</sup> offense: player is removed from the ice for the rest of the practice or game.
- 2<sup>nd</sup> offense: player is suspended from the next two team events (practice/game) and must attend a disciplinary meeting with at least one parent and two team staff.
- 3<sup>rd</sup> offense: player is suspended from the next five team events (practice/game) and referred to the KPMHA Disciplinary Committee. The committee will investigate the situation and provide recommendations to the KPMHA Board of Directors.

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## Meetings

Communication within the team, as well as between the team and the Association, is very important for a team to be successful.

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### VIAHA

Each season, VIAHA hosts mandatory meetings for Team Managers and Head Coaches. Competitive teams (U13-U18) meet in September, and recreation teams (U11-U18) meet in October.

At this meeting you will:

- meet the VIAHA Commissioner (recreation) or Managing Director (competitive) appointed by VIAHA to supervise your team and division (the rest of this manual will refer to this person as your “Commissioner”),
- be introduced to the [VIAHA Handbook](#), and
- have an opportunity to ask questions.

Your [VIAHA Handbook](#) outlines policies and procedures you need to know and follow.

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### Coaches

You should discuss the following topics with the Head Coach and Assistant Coaches as soon as possible:

- How the team will be organized (after KPMHA structures and finalizes teams).
- What time players must arrive for practices and games.
- Backup planning for when one or more team staff are not available for the team’s scheduled ice time (ensure the Rule of Two is adhered to).
- Ideas for the team’s budget including fundraising, sponsorship and seed money.
- How many tournaments the team would like to participate in as well as where and when. You must start the booking process early as tournaments fill up quickly, often before the season even starts. All team staff must be on the same page with respect to tournaments.
- The role of team parents.

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## Managers & Treasurers

KPMHA hosts a joint meeting in late September for Team Managers and Team Treasurers. This is an invaluable learning opportunity; even for those who have been Team Managers before as things can change from year to year. Be sure to ask questions as questions are one of the best ways for you and others in the room to learn.

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## Parents & Players

BC Hockey requires all teams have a meeting with parents and players prior to November 15<sup>th</sup> but, once you have met with the Coaches, you should have the parent meeting as soon as possible.

The parent meeting allows parents to understand what to expect from the upcoming season, what will be expected of them, the appropriate channels for communication and to ask any questions they have.

This meeting should be co-run by the Team Manager and Head Coach. The Coaches will discuss on-ice activities (strategies, philosophies, what to expect, etc.) and the Team Manager will discuss other team aspects (schedules, clothing, preliminary budget, etc.). Here is a [Parent Meeting agenda](#).

At this meeting you should also confirm that all TeamSnap contact information is correct. The Team Manager must be able to contact families quickly and efficiently in case of emergencies or schedule changes.

After you have held this meeting, you must complete the [Parent Meeting Form](#) and email the completed form to the [KPMHA Risk Manager](#).


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## Complaint Process

Section 18 of the [KPMHA Policies & Procedures](#) outlines the full Complaint Handling Policy and Procedure. This policy must always be followed to ensure the respect and protection of all KPMHA members.

Complaints should be directed to the Team Manager and **not** the Coaches. KPMHA does not support direct complaints to Coaches and discourages parent meetings for the purpose of voicing complaints as a group.

You have the right to ask for the complaint in writing and are encouraged to keep notes in case further review is required. If you are discussing a complaint in person with



families, always use the Rule of Two and have either a Team Safety or the Team Treasurer with you as well.

Ideally a resolution can be mediated between the team staff and the complainant. If a resolution cannot be met, escalate the complaint in accordance with the KPMHA Complaint Handling Procedure.



## Volunteers

Team Coaches, Safety, Manger and Treasurer are voted on by the KPMHA Board of Directors. There are several areas where the Team Manager can and **should** ask parents to help including, but not limited to:

- **Team Safety** (required),
- **Team Treasurer** (required),
- Team Fundraising Lead,
- Scorekeeping (tablet),
- Timekeeping (scoreboard),
- Music for home games and practices,
- Team Reporter, Team photographer, and/or Team Videographer.

It is helpful to create a volunteer schedule for scorekeeper, timekeeper and music for home games ahead of time instead of relying on families to come forward on game day. TeamSnap has an “Assignments” tab within each event where Team Managers can assign tasks and parents can volunteer. You can also ask an experienced parent to help teach parents who are new to these roles.

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## Fundraising & Sponsorship

As we all know, it is expensive to run a hockey team. Running fundraisers and securing sponsors/donors is another essential aspect of helping the team be successful.

This is a big job and requires that the **entire team participate**. It is very helpful to either ask for volunteers or assign one or two parents to take the lead in planning and organizing fundraising events. The efforts of the lead parent(s) will not be successful without the help of **all team parents and players**.

Planning fundraising events and securing sponsorships is best done early in the season as the team may need funds for things like buying ice for games, paying officials, and attending tournaments or jamborees. It is also important to plan early to allow time to apply for gaming licences for activities like 50/50 and raffles.

Something as simple as having a 50/50 draw at all home games can be profitable as the entire season can be done under just one inexpensive gaming license. It is also a

great way to get parents involved by using a rotating schedule that requires all parents to either help when it is their turn or to find another parent to trade shifts with.

The KPMHA website has a lot of information about [fundraising opportunities and gaming rules](#). Before starting any fundraising events, email the KPMHA Gaming and Fundraising Director at [gaming@islanderhockey.ca](mailto:gaming@islanderhockey.ca) to discuss required gaming licenses.

The Gaming and Fundraising Director can also help with sponsorship opportunities. Email [sponsorship@islanderhockey.ca](mailto:sponsorship@islanderhockey.ca) to request a customizable sponsorship letter as well as discuss possible donors your team might like to contact.

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## Team Reporter

Every team has their own TeamSnap page that can be used for sharing photos amongst team members.

Teams are also encouraged to email photos or videos to the [KPMHA Social Media & Website](#) volunteer so they can be shared on our social media accounts. Be sure parents have provided consent for their child's photo to be taken and posted online.

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## Equipment

Hockey teams require a lot of equipment for both practices and games. The coaches, goalies and players all require equipment that you will help distribute and organize.

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### Coaches

At the beginning of the season the Head Coach needs to collect puck buckets, safety kits and equipment room keys from the [KPMHA Equipment Director](#).

By April 1<sup>st</sup>, all equipment given to the Head Coach must be returned to the Equipment Director. If not returned, the jersey deposit cheque for the Head Coach's child will be cashed to cover the cost of replacing the supplies and equipment room lock.

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### Jerseys & Socks

There are three types of jerseys that may be used by players; game jerseys (home and away), practice jerseys and third jerseys. Use of jerseys outside of games requires approval from the Equipment Director.

A jersey deposit is collected from each player at the beginning of the season to help cover the cost of replacing or repairing a game or practice jersey should it be damaged or lost. Each player is responsible for their own jerseys and the cost of any replacement or repairs.

Practice jerseys are handed out by Coaches and may be swapped between players throughout the season.

Third jerseys are usually redesigned every year. If a team purchases third jerseys, they belong to the player and are not part of the jersey deposit.

### Start of Season

- Inspect all game and practice jerseys and record any damage.
- Assign a game jersey to each player and keep track of what number each player has. TeamSnap has a [tracking tab](#) that can assist with this.
- Send the [KPMHA Equipment Director](#) a [Sock Order Form](#) for players who require game socks. Be sure to track players who receive socks and email the [KPMHA Bookkeeper](#) with the name(s) of any who receive more than one pair (they may be charged). You should complete the process again in January.

- Inform parents and players that:
  - game and practice jerseys are to be treated with respect as if they were their own,
  - game jerseys and socks are to be worn only for games (never practices),
  - game jerseys must be on hangers and/or in a garment bag carried outside the equipment bag to avoid being damaged, and
  - all jersey damage or loss is the sole responsibility of the player.

## End of Season

- Collect and inspect all game and practice jerseys. Record any damage or loss.
- Return jerseys to the Equipment Director and report any damaged or lost jerseys.

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## Goalies

Sticks and Equipment:

- U7 to U13: KPMHA will try to provide goalie pads and sticks.
- U15 and U18: goalies are responsible for the purchase of their own goalie equipment and sticks.

Parents of goalies can contact the [KPMHA Equipment Director](#) to sign out goalie gear. Coaches can also sign out gear if multiple goalies on the team will share 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 be charged the replacement cost.

Families wishing to use the Association's equipment during the off season, for ice hockey purposes only, can make arrangements with the [KPMHA Equipment Director and Treasurer](#) to re-issue the equipment upon payment of a \$500.00 deposit.

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## Team Tablets

U11 and above will be given a team tablet by the KPMHA Risk Manager at the beginning of the season for game management. The tablet is used for e-game sheets and must be used at **all home games**, both league and exhibition.

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The team tablet is the responsibility of the Head Coach and Team Manager. If a tablet is damaged after being assigned to the team, the team is responsible to pay for its replacement or repair (if repairable).

Tablets are only to be used for e-game sheets, attendance, and safety records. No additional functions or applications are to be downloaded onto the team tablet unless authorized to do so by KPMHA.

Please contact the [KPMHA Risk Manager](#) with any questions or tablet related needs.

## Ice

KPMHA purchases ice from September to March (27 weeks) with a two-week break during Christmas. Ice schedules are made by the KPMHA Ice Scheduler as far in advance as possible and posted on the KPMHA website under [Ice Schedules](#). The Ice Scheduler has the authority to change ice times to accommodate play-off games and league play commitments.

Always confirm if the Coaches can attend the scheduled ice time (Rule of Two).

**Ice slots cannot be cancelled or returned**, and teams will be fined if they do not use their scheduled ice time. If your team is unable to use an ice time, it is the Team Manager's responsibility to find another KPMHA team to take the scheduled ice. Once this is confirmed, the Team Manager needs to email the [KPMHA Ice Scheduler](#) immediately and copy the [KPMHA VP of Admin](#). It is best if you do not make a habit of changing your allotted ice times.

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## TeamSnap

It is your responsibility to input the ice schedule into TeamSnap. Check the [ice schedules](#) regularly and keep TeamSnap up to date. Always look at least one week ahead and more if the schedule is available. Do not rely on the Ice Scheduler to let you know if your schedule changes.

Encourage parents to refer to TeamSnap for schedules as the online ice schedule may not always reflect last minute changes or ice time practices that have been given to another team.

Take care when assigning the location of the ice time in TeamSnap as KPMHA purchases ice from both the Kerry Park arena and the Shawnigan Lake School arena.

When your ice time is with a Development Coach, be sure to put the Development Coach's name in the event title on TeamSnap.

For games, label them exhibition, placement or league in the notes section of the TeamSnap event. For U11 and higher, include the game number provided by your Commissioner. The more detailed you are the better.

There is a feature in TeamSnap called "assignments" where you can assign people to keep score with a tablet or game sheet (scorekeeper), run the clock (timekeeper), do music and manage any fundraising events you have going on. Parents can also check this area and volunteer for assignments instead of being assigned.

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## Game Ice

League games are scheduled by VIAHA and take priority over all other events such as exhibition games, tournaments and fundraisers. Please be patient as KMPHA ice is scheduled in advance of league games and schedule changes can occur.

The league schedule will be sent to you by your division's Commissioner. Be sure to work with the [KMPHA Ice Scheduler](#) to ensure your ice schedule matches your league schedule.

Exhibition game ice slots allow you to book exhibition games with another team on home ice. Exhibition away games must be booked around all home ice times.

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## Development Ice

Development ice is in addition to practice and game ice and is scheduled by the Ice Scheduler, Competitive Director and Head Coach. Development ice sessions are labelled based on which Development Coach will be on the ice. Please look carefully at the posted ice schedules to determine if your ice slot is a practice ice session or development ice.

If any of your goalies are unable to attend development ice sessions scheduled with the Goalie Development Coach, another goalie in either your division or the division above or below yours should be invited to attend in their place.

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## Ice Allotments

Ice allotments are funded by KMPHA and based on averages over the entire season.

Div	Weekdays	Weekends
U7	1 hr shared ice practice	1 hr shared ice practice, plus 5 extra hrs after Christmas for team games
U8 U9	1 hr shared ice practice, plus 1 hr every second week	1.5 hr slot every second weekend, plus 6 extra hrs after Christmas
U11	1 hr shared ice practice, plus 1 hr every second week	1.5 hr game slot every second weekend, plus 6 extra hrs over the season

U11 Dev	1.5 hr 6 am full ice practice, plus 1 hr full ice practice	1.5 hr. game slot
U13 - U18 Rec	1 hr full ice practice	1.5 hr game slot every second weekend
U13 - U15 Rep	1.5 hr 6 am full ice practice, plus 1.5 hr full ice practice	2 hr game slot
U18 Rep	1 hr full ice practice, plus 1.5 hr full ice practice	2 hr game slot

## Extra Ice

The Team Manager or Head Coach can email the [KPMHA Ice Scheduler](#) and ask to purchase **one** unassigned yellow ice slot each week on a first come, first served basis. Make sure you discuss the purchase with your Team Treasurer in advance of making the request. Teams may request to purchase as many yellow ice slots as they wish during Christmas and Spring Break.

Ice and events cannot be booked directly with arena staff.

Ice cost is the same for both the Kerry Park and Shawnigan Lake School arenas.

Ice is \$2.05 per minute, so simply multiply the **total** length of your ice slot (i.e. 60 mins is the **total** length of a 50 min ice time and 10 min clean time) by \$2.05 to calculate the full ice cost.

For example:

Total Length	Ice Time	Clean Time	Cost
60 mins	50 mins	10 mins	\$123.00
90 mins	80 mins	10 mins	\$184.50



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## Games

It is the Team Manager's job to keep track of the league schedule, book exhibition games and notify the team about dates, times, and locations of all games. During a regular season there are two types of games, exhibition games and league games. See the [VIAHA Handbook](#) for specific details and complete league play regulations.

If the team has an away game in Lake Cowichan, ask the Lake Cowichan Team Manager if there is a boil water advisory and bring extra water for the players.

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## Team Rosters

Each team must have an official Hockey Canada team roster and a Hockey Canada Registration (HCR) number issued before playing any games. This roster is created by the KPMHA Registrar and includes Coaches, Safety, Team Manager, players and AP players. The Registrar will email a copy of the roster to each team. Work together with the Registrar throughout the season to keep the roster and TeamSnap up to date.

No Coach, team staff or player can be on the ice or bench without being on the official team roster. VIAHA will issue disciplinary action and/or fines if anyone on the ice or bench during a game is not on the official team roster.

Your team's Commissioner and most tournament organizers will require a copy of your team's roster. The Registrar will update your roster throughout the season if the team composition changes. Any time your roster changes, as well as at the start of playoffs, your league Commissioner must receive an updated roster.

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## Exhibition Games

Exhibition games are played with other teams in your division for fun. You may invite other teams to play at our arenas or accept invitations to play games at other associations. You cannot book any home or away games until you know your home ice schedule. **Home ice always takes priority over away games.**

- U7 teams can start playing games as of January 1<sup>st</sup>.
- U8 and U9 teams can start playing games as of December 1<sup>st</sup>.
- U11-U18 must play within their division (i.e. U11 teams cannot play U13 teams).
- U11-U18 recreation team exhibition games must be booked with South Vancouver Island teams only unless approved by your Commissioner.

An **Interdistrict Travel Form** must be completed in full and submitted to VIAHA at least 7-10 business days in advance of the game for exhibition games being played against other BC Hockey teams outside your district.

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## League Games

League games are scheduled and booked by VIAHA. Your Commissioner will provide game times, locations, arenas and game numbers as the schedules are finalized throughout the season. **League games must always be attended and take precedence over tournaments and other events.** Failure to appear for a league game will result in your team forfeiting and being fined.

Division	League	League Play	Playoffs
Competitive (U13-U18)	Island	Oct. to mid-Jan.	end of Jan. to March
U11 Dev	U11 Dev	Oct. to Mar.	1 <sup>st</sup> two wknds in Mar.
Female (Rec & Dev)	Female Rec and Female A	Oct. to Mar.	1 <sup>st</sup> two wknds in Mar.
Recreation	South Island Rec	Oct. to Mar.	1 <sup>st</sup> two wknds in Mar.

Contact your Commissioner:

- before schedules are made if you are aware of a possible scheduling conflict (due to tournaments, etc.),
- if there is a scheduling conflict after the schedule is released to find out if re-scheduling is an option, and
- to find out if a game will be cancelled due to adverse weather conditions or traffic problems.

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## Officials

KPMHA may cover the cost of officials for some games. If you would like to play more games, or if your team doesn't receive funded games, work with your Team Treasurer to budget for officials.

## Recreation Teams

80-90 min game	Funded Games	1 Ref 1 Linesperson	1 Ref 2 Linespeople	2 Refs 2 Linespeople
U8/U9	10	\$50	n/a	n/a
U11	14	\$80	\$85	\$112
U11 Dev	0	\$80	\$85	\$112
U13	14	\$90	\$100	\$134
U15	14	\$104	\$116	\$158
U18	14	\$116	\$128	\$172

## Competitive Teams

80-120 min game	Funded Games	1 Ref 2 Linespeople	2 Refs 2 Linespeople
U13	0	\$135	\$180
U15	0	\$165	\$220
U18	0	\$180	\$240

\*Add \$5 per official for a 135 min game

## Booking Games & Officials

The [VIAHA website](#) lists all Island associations and provides [links to each association's website](#) where you can email Divisional Directors/Coordinators directly to request Team Manager contact information. Alternatively, your Commissioner may be able to provide you with a list of Team Managers under their umbrella (not all Commissioners do this).

## Step 1 – Contact Other Teams

Exhibition game slots are gold. Once you know your ice schedule, email other teams as soon as possible to make the most of your non-league game weekends. On weekends when you don't have home ice, email other teams or associations and let them know you would be interested in playing an away game. Try to ensure you play well-matched teams and not just any team available.

## Step 2 – Get a Game Number

All games require a game number (except U7). League game numbers are assigned when the league schedule is made.

For a home exhibition game with another team, email your [VIAHA Commissioner](#) to request a game number be issued. If your division does not have a Commissioner, please contact your KPMHA Divisional Director. Playing a game without a game number will result in team fines and/or disciplinary action.

### Email Template to Request a Game Number

Copy and paste this email template and fill in the required information to request a game number:

**Subject:** Game Number Request

Home Team	
Opponent	
Date of Game	
Time of Game	
Place of Game	Name of home arena
Contact Person	Manager's name and cell #

Thank you,  
Your name

### Step 3 – Booking Email

To book home ice games, you must send **one** email **no later than Saturday the week before** for games the following weekend to (click the orange email links below):

- the KPMHA Ref Assignor, Ice Scheduler and Risk Manager Director, and
- the rink manager (Sheena for KP; Jamie for SLS).

Click to email: [Kerry Park Arena](#) or [Shawnigan Lake School Arena](#)

Bookings with less than 48 hours' notice will not be approved. Follow the steps below if you would like to book a game with more than 48 hours' notice but less than the required notice. Short notice requests will be reviewed on a case-by-case basis.

1. Send the booking email.
2. Text Ashely at 250-883-0500 and write: "I am the (team name) manager and I just emailed you a short notice booking request."

If you are waiting on a game number from your Commissioner, let the Ref Assignor know and supply it to them as soon as it is issued.

If your game is cancelled, a minimum of 72 hours' notice is required. Teams may be responsible for covering the cost of officials if less than 72 hours' notice is given.

#### **Email Template to Book a Game**

Copy and paste this email template and fill in the required information to book games:

**Subject:** DATE OF GAME – Ref and Dressing Room Request

Game Number	
Type of Game	Placement, League or Exhibition
Date of Game	
Place of Game	Name of home arena
Home Team	
Opponent	

Time of Game	
Females	Yes or No and which team(s)
Head Coach	
Contact Person	Manager's name and cell #

Thank you,  
Your name

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## Game Preparation

Games are the highlight of a team's week. For the manager it means organizing the volunteers and game paperwork.

The home team is responsible for providing scorekeeping (paper or e-game sheets), timekeeping (running the scoreboard) and music. It is your job to make sure these positions are filled. Remember to use the assignments tab in TeamSnap to assign parents to these roles.

### Home Game Checklist

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## Scoreboard/Time Clock

The Kerry Park and Shawnigan Lake School arenas use different Scoreboard/Time Clock controls. They can seem intimidating at first but are quite easy to use once you are used to them. Below is information you can share with parents who are new to using these controls.

- Kerry Park Scoreboard control [Operator's Instructions](#) and [YouTube Video](#)
- Shawnigan Lake School Scoreboard control [instructions](#)

The Team Manager and all timekeepers should be familiar with the timing of game rules outlined in the [VIAHA Handbook](#).

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## Dressing Rooms

Dressing rooms are signed out no earlier than 45 mins prior to game start. At Kerry Park Arena you may have to leave your car keys as security for the dressing room key.

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## Game Sheets

There are two types of game sheets: paper for U9 and below, and electronic (e-game sheets) for U11 and above. Only participants and staff listed on your Hockey Canada roster can be on your game sheet and bench.

## Paper Game Sheets

Paper game sheets used for official games must be completed and emailed to the [KPMHA Risk Manager](#) within 24 hours after each game and to your Commissioner as per their direction.

- [U7 Game Sheet](#)
- [U8/U9 Game Sheet](#)
- [Paper game sheet instructions](#)

## E-game Sheets through Spordle (previously HighSport)

The Spordle application is loaded on your team tablet and used at home games for team management and e-game sheets. This is where you input player numbers as well as assign captains, assistants and player positions. There are a number of Spordle tasks you need to complete in advance of home games.

1. Make sure your tablet is charged for game day.
2. Sign your lineup. One-time changes to player information can be done for individual games during the lineup signing process. The visiting team will load and sign their own lineup.
3. Input scorekeeper and timekeeper names.
4. The day before your game confirm officials are booked in Spordle, then reconfirm on game day that the actual on-ice officials (and their roles) match what was assigned in Spordle. If they don't match, email the [KPMHA Ref Assignor](#) (copy [KPMHA Administrator](#)) to inform of officials and/or roles that differ from what was scheduled.
5. On game day, click "Start Game" and record your e-sheet.
6. At the end of the game click "End Game" and record how much, if any, time remained in the last period. The scorekeeper, timekeeper and officials must sign and review the e-game sheet prior to submitting it.

The Head Coach and/or Team Manager must ensure e-game sheets are completed and submitted within 24 hours after each game. VIAHA may issue a fine if this deadline is not met.

[Spordle tutorials](#) are on the Manager's Info section of the KPMHA website.



## Game Notes Scratchpad

As we all know, computers can let us down and games can get very busy. Therefore, it is **very important** to have a paper **game notes scratchpad** as a physical record of the game details.

Tablets can sometimes freeze up in the cold or have other issues. There have been instances of an entire game not saving on the tablet and all the information had to be entered again from the details recorded on the scratch pad.

## Electronic Game Report

A game report is no longer required due to the use of e-game sheets. However, if you are unable to submit an e-game sheet, an e-mail game report along with a paper game sheet must be provided to your Commissioner within 24 hours after the game. Contact your **Commissioner** for instructions on how to obtain the game report template.

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## Penalties and Suspensions

Your Commissioner won't always be able to contact you to confirm if a suspension is required after the e-game sheet is submitted. Since games are sometimes close together, you should be familiar with **suspensions related to certain penalties** as fines will be issued for anyone in attendance that is or should be suspended.

Having your **VIAHA handbook** to refer to is very helpful. If in doubt, proceed like a suspension took place until you receive confirmation from your Commissioner.

Recreation teams are awarded a sportsmanship point should their team penalties not exceed the following:

- U11: 8 mins or less.
- U13: 10 mins or less.
- U15: 14 mins or less.
- U18: 16 mins or less.

## Affiliate Players (AP)

Affiliate players may be used to replace a player absent due to injury, suspension or family vacations. An available and eligible rostered player cannot be a “healthy scratch” to make a spot available for an affiliate.

VIAHA strongly encourages teams make use of affiliation to ensure they always have sufficient players available to safely participate in games. Recreation teams that wish to avail themselves of lateral transfer provisions must have affiliate players on their roster before lateral transfers will be considered.

Competitive team Head Coaches should generate a list of players they feel are capable of being affiliate players by the first week in October so the coaching team has time to evaluate them in advance of the January 15th deadline.

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## AP Regulations

### Hockey Canada, BC Hockey and VIAHA

The regulations applicable to minor hockey teams are as follows:

- Players who are registered on a recreation or competitive team may affiliate with a higher division team.
- The player must be listed on the Hockey Canada Registry (HCR) of the team to which they are affiliated before playing as an affiliate and a copy of the updated HCR roster must be sent to the league Commissioner for the player to be considered eligible.
- A team may have a total of seventeen (17) skaters and two (2) goaltenders as affiliated players.
- A player may not be affiliated to more than one team at any time and must be released from one affiliated team before being affiliated on any other team.
- A competitive player may not affiliate to a recreation team.
- U9 players may affiliate to a U11 team provided they are no more than one year from the U11 category.

- A player may not participate as an affiliate in more than ten (10) placement, league or playoff games in a season. The player is considered ineligible after the tenth game.
- Except for goaltenders, appearance on a game sheet is considered participation. Goaltenders taking part in any part of a game is considered participation, whereas, goaltenders appearing as a back-up (on the bench) will not.
- Exhibition and tournament games are excluded from the restriction of ten (10) games.
- Players remain registered with their lower division team.
- Affiliate players will have the designation “AP” beside their name on the game sheet.
- An affiliate player must have the approval of their registered team before being added to a roster as an affiliate.
- An affiliate player must have the permission of their registered team to participate in a game as an affiliate player.
- A competitive team may not use affiliates if that would bring the number of players in their game to more than the number of players on their roster for league, playoff and exhibition games. There is no such restriction for tournament games.
- A recreation team, including U11 Development, may use affiliates if they have thirteen (13) or fewer skaters available for a game and may only use affiliates to bring the number of skaters up to fourteen (14).
- Recreation players may not participate as affiliates until the first Wednesday following Thanksgiving. There is no such restriction for competitive players.

## **KPMHA**

Below are some KPMHA AP rules Team Managers should be familiar with.

- The KPMHA Head Coach/Competitive Director and appropriate Divisional Director must provide approval before any player is asked to be an AP.
- Once the player is asked to be an AP, and their parents agree, a permission form must be completed in full.

- The manager of the competitive team retains the permission form and must notify the KPMHA Registrar so the team roster can be updated. At least 72 hours' notice is required to update the roster.
- All original team practices and games **must** be first priority unless written notice is obtained from the Head Coach of the original team and sent to the Head Coach/Competitive Coordinator and the appropriate Divisional Director.
- Affiliate players should be rotated into the higher division team's roster equally. The same affiliate player should not be called up by the higher division team every time an affiliate player is needed, unless there are no other capable AP's.
- APs are not to attend more than one higher division team practice per week unless they will be playing with the higher division team in an upcoming game or tournament.
- Affiliated players must return to their original team once their AP assignment is completed.
- Other than goalies, affiliated players must play regular shifts in a game they have been called up for.
- U7/U8 players are not allowed to AP for full ice games.

## Tournaments

Tournaments fill up quickly and will likely be the highlight of your team's season. The key to being accepted into a tournament is to apply early and have your fees and paperwork in place when you apply. Since tournaments fill up so quickly at (or even before) the beginning of the season, two tournament requests can be made prior to the team budget being signed by parents.

If your team would like to host a tournament, you should begin planning well before the season begins as the process involves many steps and multiple approvals are required.

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### Attending Tournaments

You can search for tournaments on the BC Hockey website under [Tournaments](#). Once you find a tournament you would like to attend, email the tournament coordinator and request a registration package.

An [Interdistrict Travel Form](#) must be completed in full and submitted to VIAHA at least 7-10 business days in advance of the event if the tournament is within BC but:

- off island or out of district for recreation teams, or
- off island for competitive teams.

It is ideal to confirm with the Coaches, parents and players if they would like to attend (especially for out-of-town tournaments) before sending in your application package. This isn't always possible, though.

You may need to register for more tournaments than you hope to attend just in case you are not accepted into your preferred tournament(s).

Once your team is accepted into a tournament, a deposit and official team roster will be required.

### Deposit

All team tournament registration fees will be initially paid by KPMHA and invoiced to the team later. Credit card and e-Transfer payments will be processed by the KPMHA Bookkeeper. A minimum of three business days is required for issuing a cheque.

Email the [KMPHA Bookkeeper, Treasurer and VP of Admin](#) to request payment of a tournament deposit.

## **Email Template to Request Payment of a Tournament Deposit**

Copy and paste this email template and fill in the required information to request payment of a tournament deposit. A transaction fee may be charged to your team by KPMHA.

**Subject:** Request for Tournament Deposit

KPMHA Team	
Tournament Name	
Host MHA	
BC Hockey Sanction #	
Dates of Tournament	
Cost	
Registration Link	
Payment Method*	<ul style="list-style-type: none"><li>– credit card, or</li><li>– email address for e-Transfer, or</li><li>– name to make cheque payable to, and</li><li>– any notes required with the payment.</li></ul>
Documents Attached	<ul style="list-style-type: none"><li>– Tournament Application Form</li><li>– Approved VIAHA Interdistrict Travel Form (if required)</li></ul>

Thank you,  
Your name

## **Roster**

The tournament organizers will require a copy of your team's official Hockey Canada roster once it is complete. A copy of your roster can be obtained by emailing the [\*\*KPMHA Registrar\*\*](#).

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## Hosting Tournaments or Jamborees

KPMHA can host up to four tournaments and one jamboree per season.

Tournaments must only take place on blackout league play dates which usually occur during:

- Thanksgiving weekend (October),
- Remembrance Day (November),
- Christmas break (two weeks), and
- Spring Break (two weeks).

Family Day weekend (February) is not a blackout league play weekend and is reserved for U7, U8 or U9 jamborees.

### Step 1 – KPMHA Board

All tournaments and jamborees **must** first be approved by the KPMHA Board of Directors. Talk to your Divisional Director about your plans and ask that a motion be brought before the board to approve your team to host a tournament on the dates desired.

### Step 2 – Budget & Schedule

Once the board approves your team to host a tournament, prepare a tournament budget where the registration fees cover all fixed expenses (including sanction fees of approximately \$90). Profit should only come from fundraisers and sponsorship.

Next, create your tournament format and schedule.

Once both documents are complete, email them to the [KPMHA VP of Admin](#) for approval.

### Step 3 – VIAHA

Once your budget and schedule are approved by KPMHA, complete the [VIAHA Tournament/Jamboree Approval Form](#), have it signed by the KPMHA Referee in Chief and email it to the [VIAHA Director of Hockey Operations](#). The Approval Form must be submitted a minimum of 45 days prior to the tournament start date.

## Step 4 – BC Hockey

Once VIAHA approves your tournament, the next step is to complete the [BC Hockey Tournament/Jamboree Host Application](#) at least 30 days prior to the event taking place. This is how your tournament gets posted to the BC Hockey website.

It can take approximately 7-10 business days to process the application. There is a \$50 fee for cancelled tournaments or jamborees.

If the tournament includes international teams from countries outside of Canada, the [International Tournament Sanction Form](#) must also be completed and submitted at least 90 days prior to the start of your tournament.

## Step 5 – Planning and Execution

Detailed planning and lots of volunteers are essential to the success of your tournament. The [Tournament Planning Checklist](#) will help with tournament planning and execution and can be customized to your needs as required.



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## Special Event Sanctions

Dryland, fundraisers, tournaments and any event the team does that is not a game or practice booked through the KPMHA Ice Scheduler needs to have an approved application for sanctioning. Unsanctioned events are not eligible for coverage under the Hockey Canada Insurance Program. It is important to read the [Special Events Sanction Guidelines](#).

You must email the [KPMHA Registrar](#) to ask for confirmation that a coach or instructor you would like to use for an event is a BC Hockey approved private instructor before applying for sanctioning.

A [Special Event Sanction Request Form](#) should be submitted to the BC Hockey office at least 7-10 business days prior to the start of the planned event. Please allow up to 14 days to receive a response. All approved and denied team sanctions must be sent to the [KPMHA Risk Management Director](#).

Events that will not receive sanctioning approval include, but are not limited to:

- parents vs players games,
- street hockey, and
- other sports (including swimming).

It may be possible to arrange parents vs. players games through the Kerry Park arena directly (separate from and insured differently than KPMHA ice). This is not an option at the Shawnigan Lake School arena.

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## End of Season Events

All year-end team functions must be:

- approved by the [KPMHA VP of Admin](#) (please allow at least 7 days for feedback), and
- approved and sanctioned through BC Hockey.

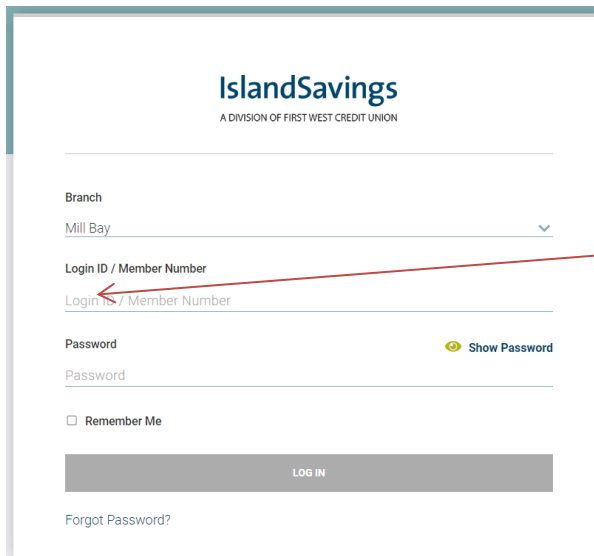
## Finances

Communication between the Team Manager and Team Treasurer is essential. Be sure to plan things together and always check with your Team Treasurer before making any financial commitments or expenditures.

### Team Bank Account

Once you have been approved as Team Manager, the KPMHA Treasurer will e-mail you the login information for the Island Savings team bank account. You will have access to view all team bank account transactions and instruct team expenses be paid.

Logging into the account can only be done via the Island Savings website and not the Island Savings app.



This is where you will enter your delegate number (i.e D1234567)

Your team will have 2 or 3 accounts that all team funds must run through:

1. a primary operating account,
2. a gaming account (to hold all team gaming monies as per Gaming License regulations), and
3. a tournament account (only if hosting a tournament).

Teams are not allowed to set up a different team account or run team funds through a personal account. It is very important that all funds earned through fundraising requiring a gaming license be deposited in full to the team gaming account only.

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## Expenses

An invoice or receipt must be submitted showing details of all non-KPMHA related expenses prior to payment or reimbursement. All invoices/receipts **must**:

- be in PDF format (pictures will not be accepted), and
- show item description(s) and proof of payment.

Any expense requiring reimbursement must be sent to the Team Treasurer. The Team Treasurer will then create an e-Transfer for KPMHA approval.

### **Email Template to Request e-Transfer be Created**

Copy and paste this email template, fill in the required information and send it to your Team Treasurer to request they create an e-Transfer for approval:

**Subject:** TEAM NAME – Expense Reimbursement (create e-Transfer request)

Team	
Date of e-Transfer	
Recipient Name	
Recipient Email	
Expense Details	Receipt #1 - \$_____ (budget line item/description) Receipt #2 - \$_____ (budget line item/description) Receipt #3 - \$_____ (budget line item/description)
Total to be Paid	

Thank you,  
Your name

## Contacts & Important Dates

### KPMHA Board of Directors

### VIAHA

- Island League Managing Directors (aka Commissioners for competitive teams)
- U11 Development Commissioner
- Female Recreation and Female A Commissioners
- South Island Recreation Commissioners

### VIAHA Important Dates

## Parent Meeting Agenda

Date & Time	
Location	
Attendees	Coaching Staff, all players & Parents/Guardians (one from each family)
Purpose	To outline player and parent expectations for the season, discuss the team budget and allow for open dialogue and positive discussion

### Agenda Items

1. Introductions & Credentials
  - Head Coach, Assistant Coaches, Manager, Treasurer, Safety etc.
2. Coaching Staff Expectations
  - Coaching philosophies and mentorship
  - Strategies
  - Development (extra ice, dryland, etc.)
  - Attendance and time commitment
  - Player behaviour on and off the ice
  - Arrival time for practices and games
  - Team dress code, if applicable (i.e. track suits, formal wear)
3. Dressing Room Policy
  - Two team staff must monitor the dressing room at all times (Rule of Two).
  - No cell phones or pictures.
  - Players must wear a base layer or use the washroom to apply a base layer.
4. BC Hockey Code of Conduct (players & parents)
  - Positive encouragement between teammates.
  - Players must shake hands with opponents, Coaches & Officials after each game
  - Zero tolerance for bullying, hazing, drugs, alcohol, smoking and vaping.
  - Everyone must treat Coaches, team staff, players, Officials and spectators with respect at **all** times. Disrespectful behaviour will not be tolerated and may lead to disciplinary action.
  - All parents and players **must** review the Sportsmanship Starts in the Stands presentation.
  - Only positive social media posts. There are to be no posts one hour before or two hours after a game (cooling down period).

5. Maltreatment – Section 11 of Hockey Canada’s rulebook
  - Emphasize the serious nature of this topic.
  - Escalating penalties based on the severity of inappropriate behaviour.
  - All players and parents must review the rule and watch the [Section 11 - Maltreatment Video](#).
6. Schedules
  - TeamSnap
  - Practices and games
  - Tournaments (how many, location(s), ask parents what their interests are, etc.)
7. Risk Management and Safety Policies
  - Nobody should enter the building if they are ill for any reason.
  - Players and team staff are not to share water bottles or equipment.
  - Players must keep helmets on while on the bench or in the penalty box.
  - No U18 players can drive themselves to away games.
  - [Other policies](#) applicable to your team.
8. Parent/Guardian Roles and Responsibilities
  - All parents should contribute to the team for a successful season. Ask for or appoint volunteers (scorekeeper, timekeeper, music, fundraising, etc.).
  - Bring players to games and practices on time. Communicate with the Team Manager if a player is unable to attend or will be delayed.
  - Keep players home if they are ill.
  - Parents are not allowed on the player’s bench, in the penalty box or behind the team bench during games (unless that is the only place to sit).
  - Notify the Team Manager and Team Safety about **all** player injuries.
9. Budget
  - Expected costs (rep fees, seed money, etc.)
  - Fundraising (discuss events and/or parent contributions)
  - Sponsorship suggestions
  - Future votes on non-budgeted items
10. Miscellaneous
  - Review Player Contract rules, expectations and consequences with parents.
  - Arena behaviour and rules
    - No smoking, vaping, marijuana, pills, or banned substances in the arena
    - Treat the arena with respect (no ball play in arenas)
  - Complaint process (24-hour rule)
  - Team apparel group purchase (i.e. hats, scarves, etc.)
  - Have all parents check TeamSnap to ensure their contact details are correct.
11. Questions and open forum

## Tournament Planning Checklist

Use this checklist only once steps 1-4 of the “Hosting Tournaments or Jamborees” section of the Manager’s Manual are complete.

### **Immediate Actions**

- Team Manager asks for a volunteer or appoints a tournament Chairperson.
- Chairperson establishes a tournament planning committee and schedules the first planning meeting.

### **Planning Committee**

- Chairperson asks for volunteers or assigns planning committee roles:
  - Treasurer
  - Marketing Coordinator
  - Sponsorship and Donations Coordinator
  - Ice Coordinator
  - Gaming Coordinator
  - Raffle Coordinator
  - Silent Auction Coordinator
  - Scorekeeping Coordinator
  - Player Swag Bags and Snack Table Coordinator
  - Announcer (if applicable)

### **Planning Meeting(s)**

- Establish tournament rules.
- Decide on themes for posters, decorations and raffle tables.
- Discuss options for tournament swag (toques, pucks, etc.).

- Plan and set prices for raffle and fundraising activities (50/50, raffle tickets, silent auction, chuck a duck, etc.).
- Determine donation collection methods.
- Plan other tournament activities (pizza party, skills competition, etc.).

## **Duties**

### **Chairperson**

- Organize and run planning meetings.
- Manage and oversee all committee members and action items.
- Act as the liaison between the Team Manager and the planning committee.
- Create a volunteer schedule (SignUpGenius or TeamSnap can help with this).
- Source and order medals, banners, swag etc. as needed.
- Gather team rosters, jersey colors, and contact info from participating teams.
- Ensure Head Coaches register with BC Hockey.
- Distribute tournament schedule to arenas and teams. Include game numbers and HCR IDs.
- Distribute tournament rules to teams and post online, if applicable.
- Request written consent to film players, if required.

### **Treasurer**

- Manage and maintain the approved tournament budget.
- Track all income and expenses.
- Review and process invoices in a timely manner.
- Ensure financial records are accurate and reconciled.



- Provide interim financial reports to the committee and a final report after the tournament.
- Coordinate with the tournament Chairperson and [KPMHA VP of Admin](#) to obtain cash floats as required.
- Provide floats and cash boxes to volunteers (gaming, raffle table, etc.). Record all floats distributed and have the recipient confirm the amount received.
- Secure and record all money collected from tournament fundraisers, donations and sponsorships. Record all money received and have the provider confirm the amount.
- Deposit all tournament proceeds into the team's tournament bank account.
- Provide Budget vs. Actual to [KPMHA VP of Admin](#).

### **Marketing Coordinator**

- Work with the [KPMHA Social Media & Website Coordinator](#) to advertise and promote the tournament, raffle and other fundraising events via email, social media, TeamSnap, etc. Keep social media posts up to date.
- Design tournament programs (include rosters, rules, schedules, sponsors, ads, etc.), if using.
- Create Team Manager/Coach packages (include tournament rules, schedules game sheets, pucks, awards, instructions, local info, etc.).
- Collect and refresh Team Manager/Coach packages at the end of each day, if necessary.
- Create and post arena notices and posters such as dressing room assignments, tournament logos, sponsor banners, and other essential notices.

### **Sponsorship and Donations Coordinator**

- Contact the [KPMHA Fundraising Director](#) with a list of potential donors and sponsors for approval.

- Enlist the help of all team staff and families. Set donation and/or fundraising quotas.
- Solicit the community for sponsorship or donations of cash, goods, services and other items as required for the swag bags, snack table, raffles, silent auction, etc.
- Track and record all donations and donor details.
- Distribute donated items to the Player Swag Bags and Snack Table Coordinator, Raffle Coordinator and Silent Auction Coordinator as appropriate.
- Send thank-you notes or letters to all sponsors and donors.
- Set up and oversee a donation station, if applicable.

### **Ice Coordinator**

- Create the tournament schedule (place teams when known).
- Book referees.
- Provide tournament schedule to the tournament Chairperson once complete.

### **Gaming Coordinator**

- Communicate with the KPMHA [Gaming and Fundraising Director](#) to apply for gaming licenses.
- Use the volunteer schedule to assign and manage sellers for 50/50, raffle tickets, silent auction, chuck a duck, etc.
- Prepare tickets, buckets, labels, and other necessary supplies.
- Oversee ticket sales before and during the event(s).
- Conduct raffle draw(s) transparently.
- Reconcile, record and organize all money raised (by event). It must be double counted and signed off with at least one other person (Rule of Two).
- Hand over all money to the tournament Treasurer.

## Raffle Coordinator

- Secure and diversify raffle prizes (ask all families to help). Track item values for licensing purposes.
- Arrange printing of raffle tickets. Contact the [KPMHA Gaming Director](#) to ensure all required information is included on the tickets.
- Obtain tablecloths from the [KPMHA Registrar](#) and tables from the Rink Manager.
- Set up the raffle table.
- Manage raffle ticket sales before and during the event. Track and securely store ticket stubs.
- Conduct the raffle drawing transparently.
- Reconcile, record and organize all money raised (by event). It must be double counted and signed off with at least one other person (Rule of Two).
- Hand over all money to the tournament Treasurer.

## Silent Auction Coordinator

- Work with the Donations Coordinator to solicit and secure auction items. Track item values for licensing purposes.
- Design and prepare forms for item descriptions, bid sheets, and other necessary documentation.
- Arrange auction items attractively.
- Manage the bidding process. Oversee and ensure bids are recorded accurately.
- Supervise auction closing and ensure bidding stops exactly on time. Volunteers at each table must highlight the last bid on each item as soon as bidding closes.
- Notify winners.
- Collect payment from winners and coordinate item pickup or delivery.

- Reconcile, record and organize all money raised. It must be double counted and signed off with at least one other person (Rule of Two).
- Hand over all money to the tournament Treasurer.

### **Scorekeeping Coordinator**

- Schedule and manage volunteers to timekeep, scorekeep and manage music for all games.
- Set up the scorekeeping system and organize all scorekeeping tools (whiteboard or poster to display results, standings, etc.).
- Distribute and collect score sheets or digital devices.
- Regularly update and ensure the accuracy of all scores.
- Provide timely score and standings updates.
- Address score disputes or discrepancies and seek help as needed.

### **Player Swag Bags and Snack Table Coordinator**

- Assemble swag bags with merchandise, coupons, or gifts.
- Distribute swag bags to Team Managers.
- Obtain tablecloths from the [KPMHA Registrar](#) and tables from the Rink Manager.
- Organize, set up and manage the snack table throughout the tournament.
- Keep track of inventory and replenish items as needed.
- Ensure items meet dietary restrictions and are of good quality.

### **Announcer**

- Plan announcements, music, and promotions as appropriate.
- Music must always be appropriate based on the audience.