BMHA
TEAM MANAGERS' MANUAL

-- Updated September 2026 --

www.burnabyminor.com

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PLEASE NOTE:
Some references to websites and forms are linked to this document. Locations to these forms could change as they are updated. All current forms will be located on the BMHA, PCAHA or BC Hockey websites, as applicable, if any links contained in this resource are no longer valid.

INTRODUCTION

Burnaby Minor Hockey Association would like to welcome you to your role as Team Manager. The Team Manager is a critical member of any hockey team and we want to thank you for donating your valuable time to help your team.

This manual is intended to outline your responsibilities, help you to organize your season, and to provide you with information that should make your job easier.

ROLE OF TEAM MANAGER

The Team Manager is central to the efficient flow of communication between players, coaches, parents as well as support systems such as the BMHA Executive, Pacific Coast Amateur Hockey Association (PCAHA), and BC Hockey. You play an integral part in organizing the team and helping to ensure that the players have an enjoyable season. Your role is best summarized as "the team communicator and team organizer".

The below duties are not an exhaustive list of responsibilities – and many can be delegated to other team parents – but the team manager is responsible for coordinating the duties and overseeing that they are completed. Parents can co-manage, but only one parent can be the point of contact for PCAHA. List of duties in no particular order:

- Hand out jerseys and collect jersey deposit
- Communicate schedule with parents
- Establish team budget with team leaders
- Coordinate volunteers for team duties and collect volunteer deposit cheques
- Assist the Coach as needed
- Manage and track paperwork
- Manage team funds
- Organize the team for Photo Day
- Help organize fundraising (if needed)
- Organize entry into tournaments
- Ensure game schedule/reschedule games as needed
- Arrange exhibition games
- Request and payment of referees
- Enter games, practices and other events on TeamSnap
- Organize wrap up party
- Submit team budget at end of season
- Complete electronic game sheets

WHERE TO START? THE ESSENTIALS

As a volunteer working with children there are administrative, legal and accreditation requirements that must be met.

APPROVAL OF THE EXECUTIVE

BMHA Executive approves all Team Officials. This ensures our players are safe and are receiving appropriate guidance and role modeling.

CERTIFICATIONS

BC Hockey and Pacific Coast Amateur Hockey Association (PCAHA) provides certification requirements for the Team Manager role. These include:

- Criminal Record Check
- Respect in Sport for Activity Leaders/The Shift Forward*
- Concussion Awareness Training Tool (CATT)

**As of the 2026 season, The Shift Forward has replaced Respect in Sport as the required education/training program for new team officials. Current Respect in Sport certifications remain valid; however, anyone who require new certification must complete The Shift Forward.*

Additional information and instructions on how to complete your certifications can be found on the Team Official Certification page of the BMHA website. BMHA will reimburse rostered team officials for the completion of required certifications and all certifications need to be completed by December 1.

CODE OF CONDUCT

BMHA requires players, officials and parents to conduct themselves in an ethical, appropriate manner at all times. The code covers conduct at practices, games, events, tournaments and team functions and addresses issues such as harassment, alcohol and drug use among others. As Team Manager, you are not only required to uphold the code of conduct personally, but also help ensure the code is not being abused by your players, parents, team officials, and spectators. The Code of Conduct can be found in the BMHA Policy Manual located on the Forms & Documents page of our website.

POLICIES

Please familiarize yourself with the BMHA Policy Manual. Key policies for Team Managers include:

Dressing Room – Rule of Two or Two Deep Method

- Dressing rooms must be **supervised** at all times by team officials or designated parents.
- BMHA requires the Rule of Two at all times – so that, when any and all players under the age of 19 are in the team dressing room, before, during and after a game or practice, a minimum of two adults (either team officials or designated parents) shall be present in the dressing room or immediately outside the dressing room with the door ajar.
- Players are NEVER to be left unattended at any time.

Dressing Room – Cell Phones

- No cell phones, tablets, recording devices are allowed in a dressing room at any time.
- Suggest to your players to leave their phones at home or give them to their parents before entering the dressing room.
- If players do bring their cell phone, they should be collected in a bag and given to a coach/ HCSP/ dressing room attendant before entering the dressing room and can be returned after the end of the ice time and they are fully changed and leaving the dressing room. If you want music, a cell phone from outside the dressing room should be linked to a Bluetooth speaker.

Dressing Room - Checklist

- ✓ Ensure your team knows what time the coach expects them to arrive at the arena.
- ✓ Ensure you check the schedule to see what dressing room you are in.
- ✓ Ensure players are aware of the 'minimum attire' rule where participants should arrive at the rink wearing a base layer (e.g., shorts and t-shirt, compression shorts and shirt or sports bra).
- ✓ Ensure players are dressed in the dressing room and not the arena lobby. If you have a female player, let the opposing Team Manager know in advance so they can ensure there is a changing room available.
- ✓ Ensure there is always "two-deep", as mentioned above.
- ✓ Ensure all players know that no cameras (regular or cellphone) are allowed in the dressing rooms, as mentioned above.
- ✓ Please ensure all sticks are kept at the front of the dressing room. Also, bags should be stored in the middle of the dressing room, thus avoiding congestion.
- ✓ The dressing room is a good venue to discuss game plans, thus the coach will ask parents to leave 5 minutes prior to the game. To protect the players and coaches, it is imperative there are always "two adults in a room" whether it be the coach, team parent and/ or Manager remain in the dressing room.
- ✓ Check after the game/ practice to ensure it is left tidy and no equipment has been left behind.

Parents & Family

- Parents, unless they are team officials, are not permitted on/near the bench (home or away) or on the ice at any time.
- Siblings should not play in the dressing room, hallway, or anywhere near the bench for their safety.
- Parents should not discipline or critique other players; any on-ice or off-ice behavioural issues must be brought to the coaches' or manager's attention and can only be dealt with by team officials, or BMHA Executive.

Players

- Players are not to go on the ice without a Coach or referee.
- Arrive at the rink at least 15 minutes before practice – or earlier as per coaches' discretion.
- If they cannot make a practice or game, they must let the manager and/ or coach know. For Rep teams, this must be done via phone or email (not simply via TeamSnap).
- Players should be fully dressed and ready at least 5 minutes before the start of ice time, or earlier as per coaches direction.

PLAYER AND PARENT SUPERVISION

Remember that all team officials are responsible for supervising and controlling the players before, during and after a game. Failure to do so can lead to disciplinary actions against both players and officials and damage costs, if any, being assessed against the team. Team managers are also responsible for monitoring the behaviour of parents at games. If there are concerns regarding behaviour of the away team's players/parents, do not engage directly but rather raise the concern with the away team's manager.

ESSENTIAL MEETINGS

In the first few weeks of the season, there are key meetings that will require your attendance.

BMHA COACHES & TEAM MANAGERS MEETINGS

Unless otherwise arranged, the BMHA Coaches & Team Managers meetings are mandatory, usually in late September. In addition to a brief introduction to the season, there will be a review of key dates/rules/policies/ requirements, being made aware of any changes from previous years, and upcoming issues.

At the meeting, you will be required to provide two deposit cheques:

- Ice deposit cheque - please see the Ice Allocation section on page 24 for more information.
- First Aid Kit deposit cheque – please see the Jersey & Equipment Distribution section on page 5 for more information.

Once we receive the two ice deposit cheques (made payable to **BURNABY MINOR HOCKEY ASSOCIATION, dated March 31, 20xx**) your team will receive Referee fees for home games (please see the League Schedule, Games & Gamesheets section on page 16 for more information).

PCAHA COACHES & TEAM MANAGERS MEETING

It is also mandatory that you attend the PCAHA's Coaches and Team Managers Meeting if you manage a team from U7 and above. This meeting gives you an opportunity to meet PCAHA personnel and ask questions. You will be informed of any changes in PCAHA policy that may affect the season. Please check the PCAHA website for dates and note that there are different dates for different divisions and whether you are an A (rep) or a C (house) team.

YOUR TEAM MEETING

Soon after your team has been formed, and ideally before your first game, you must have a team meeting with your parent group. The coach should discuss his/her team philosophies and expectations from both players and parents. Be prepared to present the following at this very important meeting:

- Present the team budget for the season. Work with the coach to include tournaments, extra ice, team development, apparel, team social activities, fundraisers and any other team events.
- Advise the parents what their financial commitment is expected to be and discuss any fundraisers the team would like to do.
- Overview of the team's practice and home game times, with potential times and locations for away games.
- Bring a list of team volunteering positions that need to be filled and have parents sign-up for the positions. (See Delegation of Volunteer Duties section).
- Discuss the importance of the Scorekeeping/Timekeeping duties as "off-ice officials" for each game. This includes the introduction of the new Scorekekeping Mentor role (see Scorekeeping Mentor section of this manual for more information).
- Discuss the importance of Sportsmanship Starts in the Stands. an educational program from BC Hockey which encourages positive behaviour by hockey parents in the rink. Please note the number of families who have attended the meeting – it is a requirement of BC Hockey that each minor hockey association report that parents have been informed about the program. After the meeting, please email your Division Manager with "Sportsmanship Starts in the Stands" and Team Details in the subject line and provide the number of families in attendance and the date the meeting was held. This email must be sent to the Division Manager prior to October 15th.

IMMEDIATE DUTIES

There are a couple of duties Team Managers need to accomplish immediately upon the start of the season, in addition to general ongoing duties.

TEAMSNAP

BMHA uses the TeamSnap management tool for registration, rostering and to help organize ice times, player availability, assignments, communicate news & schedules and share photos. Walkthroughs (for both managers & families) can be found on the TeamSnap Tips page on the BMHA website. As Team Manager:

- Do not add or remove players or team officials from your TeamSnap roster – this can only be done by the Registrar.
- Please update your team's account, including jersey numbers, positions and updates/changes to your schedule.
- Please ask your players/families to make sure their contact info in TeamSnap is current and accurate, and to update if there are any changes.
- Do not share players'/families' contact info to any individuals or parties outside of BMHA.

TEAM OFFICIALS ROSTERING

Please be aware of the following allowances and restrictions in regard to your rostered and unrostered volunteers:

- As BMHA pays fees to PCAHA for each rostered official, the following limits apply: BMHA will pay for five rostered officials on teams from U11 and up; and will pay for eight (8) rostered personnel on U5 to U9 teams.
- The team will be responsible for paying for any additional rostered officials, at $40 per official.
- To encourage additional parent volunteers, BMHA will reimburse for The Shift Forward or HCSP training for up to two (2) non-rostered volunteers.

JERSEY & EQUIPMENT DISTRIBUTION

Team Managers & Coaches will be notified by email (as well as information posted on the BMHA website) for dates and times to pick up game jerseys. In addition to picking up the jerseys, you will also pick up:

- Socks (1 set for C players, and 2 sets for A players)
- Game Pucks
- First Aid Kit – Teams will be required to provide a **$50 deposit cheque** (made payable to **BURNABY MINOR HOCKEY ASSOCIATION, dated March 31, 20xx**)

If you have any questions regarding Jersey pick-up, please contact the Equipment Manager.

Goalie Equipment

For teams in the younger divisions, such as U11 and below, BMHA loans out goalie equipment if your goalie does not own it, or other players want to try the position .

Sets are built around the average sizes used for each age group, and will consist of a bag, stick, catcher, blocker, chest protector, throat dangler, and leg pads. U11 and under players can use their own skates, pants, and helmet. Multiple sets will provide a smaller and larger set to accommodate varying sized players.

Goalie gear is also available for teams and individuals from U13 and up, and will be issued more specifically in size based on the requirements. Options for goalie skates, pants, knee pads, and helmets are available and recommended for U13 and up (goalie helmets required).

To request equipment, a parent or coach must contact the Goaltender Equipment Manager at goalie@burnabyminor.com, complete the required agreement form and provide a $50 deposit for each equipment set. The deposit will be refunded after the equipment is returned and confirmed to be in good condition.

For complete instructions on requesting, picking up and returning equipment, please review the BMHA Goalie Gear Borrowing SOP available on the BMHA website.

Collecting Jersey Deposits from Players/Parents

The Team Manager collects individual "Jersey Deposit" cheques from each player payable to **Burnaby Minor Hockey Association** in the amount of $200, post-dated March 31, 20xx of the following year. These cheques are to be kept by the Manager in a secure place.

***Note 1**:* this is $200 per player: if you have 2 kids from the same family on the team, you would collect 2 separate cheques of $200.
Note 2: for those U11C teams receiving AtoMc jerseys, if you have been provided a jersey to keep as part of the program, then you will provide a jersey deposit cheque of only $100.

Do not give out a jersey set without receiving a cheque in return!

Most parents know the rules and are quite diligent about providing cheques up front. If you have any issue, let the parent know their child will not be able to have a jersey – and therefore, not be able to play - until you have a deposit cheque.

After balancing and the teams are set, email your Team Jersey Inventory sheet to our Equipment Manager with jersey #s and player names.

If there is a player moved to another after the teams have been set, ensure the jersey is returned to the original team as the player should receive a jersey from the new team. This keeps the jerseys as a 'team set'.

Care of Jerseys

Please share the following jersey care guidelines with your families. These expectations help ensure BMHA jerseys remain in good condition for future use:

- Jerseys must be washed regularly throughout the season and must be air-dried/hung to dry after washing. DO NOT put them in the clothes dryer.
- 'C's and 'A's letters must be gently "hand-stitched/sewn" onto their jerseys. DO NOT iron, blue staple or machine sew anything onto the jerseys.
- Only BMHA approved sponsors may be added to the jerseys. Please confirm with the Executive Administrator before attaching any sponsor-related items.
- Jersey Name Bar Program
  - Teams are now given the choice to include a name bar on their jerseys. This decision requires a 75% majority approval within the team.
  - Teams opting for name bars must contact our Equipment Manager. Arrangements will be made with BMHA's authorized service provider, Scoff's Hockey Shop, to order the name bars and both attach and remove the name bars at the start/end of the season at the team's own cost.
  - Any damages resulting from name bars or other alterations must be rectified at the owner's

expense.

- BMHA-issued game jerseys are only to be worn for games.

Any player's jersey that is returned damaged or torn will have their individual cheque cashed. This includes permanently affixed 'C's and/or 'A's.

DELEGATION OF VOLUNTEER DUTIES

Team Managers are not expected to do everything alone. Teams are encouraged to build a strong support network by delegating duties among families. There are a number of volunteer positions, with some key duties outlined below, for others to assist and help the team:

Treasurer	▪ Be responsible for managing the team bank account. It is recommended the account require two signatures to sign all cheques. Banks may require a letter to be provided by BMHA as proof of a non-profit organization, please contact the BMHA Treasurer for an authorizing letter. ▪ Help develop the team budget, keep it updated throughout the season, and prepare end of year reconciliation. ▪ Collect team contributions from parents, make deposits and pay for expenses. Ensure to document all receipts and payments. NOTE – ensure there are receipts for any cash transactions. ▪ Prepare envelopes for referee payments ▪ Close team account and disburse any leftover funds to families at end of
Scorepeer Mentor *New PCAHA Requirement for 2026	▪ U11–U21 teams must identify at least one Scorekeeping Mentor before the start of league play. ▪ Attends all required PCAHA E-Gamesheet training sessions and helps the team's parent scorekeepers learn how to accurately enter game information in Spordle Play. ▪ The Scorekeeping Mentor should not be the Team Manager and is not required to work in the scorekeeper's box unless it is their assigned shift. ▪ The Manager must provide the Scorekeeping Mentor's name to the PCAHA League Manager.
Scorekeeper/Timekeeper	▪ It is recommended each family on the team (with the exception of Head & Assistant Coaches on the bench, HCSP and the manager – as you have other responsibilities to fulfill during games) be rotated through as scorekeepers and timekeepers. ▪ You may want to assign one person the responsibility of coordinating the schedule with the families on the team to ensure that the roles are filled for every game. ▪ Parent scorekeepers should use the available training resources and contact the team's Scorekeeping Mentor if they need assistance with Spordle Play.

Dressing Room Attendant	▪ For those situations where there may be a need to ensure a "RULE OF TWO or TWO-DEEP METHOD" is being maintained, you may want to assign parents, on a rotating or as required basis. ▪ Please note the BC Hockey Dressing Room Policy including co-ed dressing room policies. Where the changeroom supervisor is of the opposite gender, the 2 volunteers should be at the doorway with the door propped open. Volunteers must be able to hear, what is happening and being said in the changeroom.
Team Event Organizer	▪ Help coordinate and organize activities, from team dinners after games to out-of-town travel arrangements to the year-end party. For younger teams, there are mini-games between periods at SFU Hockey or Canucks games.
Fundraising Organizer	▪ If the team agrees to fundraise, an organizer can develop a fundraising plan and identify various fundraising activities. (See the Fundraising section of this manual.)
Livestreaming	▪ Set up and run the BMHA livestream for games (see Livestreaming section below).

VOLUNTEER PROGRAM FOR U15 & YOUNGER DIVISIONS

To ensure the smooth operation of our association and to fairly distribute the workload, BMHA requires each family with players in U15 and below to contribute to our Volunteer Program, and all the details and information can be found on the BMHA website. Each family must provide a post-dated cheque for $200 at the start of the season. Families are expected to complete a minimum of 10 volunteer hours over the course of the season. If the requirement is met, the cheque will be shredded; if not, it will be cashed at the end of the season.

Collecting Volunteer Deposits & Tracking Hours

The Team Manager collects "Volunteer Program" cheques from each player payable to **Burnaby Minor Hockey Association** in the amount of $200, post-dated March 31, 20xx of the following year. Once team rosters have been finalized, these cheques are to be collected by Team Manager and given to the Director of Volunteers (sometime in October). The tool SportsHelper will help BMHA track volunteer roles, assignments, and hours. If the family fulfills the volunteer requirement, the post-dated cheque will be shredded; otherwise, the cheque will be cashed by BMHA.

GENERAL DUTIES

RECORD KEEPING

The Team Manager is responsible for keeping the Team's personal information. It is a good idea to have all the forms and documentation handy (either electronically or hard-copy in a binder). Documents to include are:

- TeamSnap – both the App and website (as the App does not offer all functionality)
- PCAHA Rule Book – this will be a key resource as a team manager
- Contact lists – BMHA Executive & Support, PCAHA, BC HOCKEY
- Player Medical Information (confidential) – either HCSP or team manager
- Injury Report form
- Current team financial information

PRACTICE & GAME SCHEDULES

The schedule for the first few weeks of the season tends to be created in TeamSnap by the Division Manager. After that, the Team Manager is responsible for entering/maintaining the game and practice schedule.

WORKING WITH YOUR COACHES

It is important the Manager develop good rapport with the coaches, as well as the parents. The clearer the communication between you and your Head Coach, the clearer it will be to the parents and players.

The Registrar/Division Manager/Vice-President Risk will also be in touch with you to verify the accreditations of your coaches and HCSP person. While each official is responsible for their accreditation, it is a good idea to know what they have or when they plan on attending courses so you can follow up with them.

PLAYER EQUIPMENT CHECK LIST

The Team Manager should discuss with the coaches when they will be doing an equipment check of the players. The following are our recommended (and in some cases, mandatory) list of equipment for the players:

- ✓ Athletic Support (Jock/Jill)
- ✓ Socks
- ✓ Elbow Pads
- ✓ Gloves
- ✓ Pants (knee length)
- ✓ Helmet (full cage)
- ✓ Stick (length should reach chin level with skates on)
- ✓ Skates
- ✓ Tape (stick/socks)
- ✓ Shin Pads
- ✓ Shoulder Pads
- ✓ Practice Jersey
- ✓ Neck Guard (must have to be on the ice)
- ✓ Mouth Guard (recommended)

TEAM FINANCES & TEAM FEES

The Team Manager is also responsible for team finances; however, it is recommended to appoint a Team Treasurer (see Treasurer responsibilities above). The person responsible for finances collects the team fees, banks, and distributes all the funds. He/she also sets up a budget to distribute to the parents.

Standard Expenses

With each team, there will be standard expenses required to run the team.

- Standard expenses include tournament fees (see below for Tournament Participation), team parties, trophies, coaches' year-end gifts, etc.
- These expenses should be outlined to the parents and discussed at the team meeting.

Extraordinary Expenses

These are the types of expenses that are "over & above" the standard expenses mentioned above. These extraordinary expenses tend to be more common for Rep teams but may also apply to C teams.

- Costs can include: out of province tournaments, team functions requiring overnight participation, practice jerseys, any "team" apparel/ equipment, etc.

To ensure these extraordinary types of expenses are reasonable and affordable for families on the team, please use the following process:

1. Manager presents the proposed extraordinary expense request to parents, coach may speak as well.
2. A question period is held.
3. Manager conducts a 'secret ballot' vote - Any non-parent coaches must leave the room while the vote is being taken and when the votes are being tabulated.
4. In addition to the manager, another impartial person such as someone not on the team or the Division Manager, will jointly count the votes
5. Because of the nature of these expenses, there must be a **minimum 75% approval** for the request to be approved.

Team Fees will be collected from each player on the team, full participation is required. The Team Fee amount to be determined by the group.

Receipts should be attached to the budget sheet for all expenses incurred. It is important that parents on the team be consulted prior to purchasing large items such as tracksuits, jackets and so forth.

The following is a sample budget for one of the younger division teams:

Team Budget

Income

Description	Budgeted Amount	Actual Amount	Budget Variance
Grand Total Team Assessment (16players*$500)	$ 8,000.00	$ -	$ (8,000.00)
Ref Fees from BMHA	$ 605.00	$ 605.00	$ -

Expenses

Description	Budgeted Amount	Actual Amount	Budget Variance
Tournament Registrations / Fees	**$ 4,800.00**	**$ -**	**$ 4,800.00**
Tournament 1	$ 1,600.00		$ 1,600.00
Tournament 2	$ 1,600.00		$ 1,600.00
Tournament 3	$ 1,600.00		$ 1,600.00
Other Expenses	**$ 3,775.00**	**$ -**	**$ 3,775.00**
Coaches Gifts	$ 400.00		$ 400.00
Practice Jerseys	$ 500.00		$ 500.00
End of Year Party	$ 1,000.00		$ 1,000.00
Kids Trophies	$ 400.00		$ 400.00
Year End Gifts - Kids	$ 400.00		$ 400.00
Buffer	$ 200.00		$ 200.00
Coaches Jackets	$ 200.00		$ 200.00
Ref Fees	$ 350.00	$ -	$ 350.00
Whistle	$ 25.00		$ 25.00
Photography Package	$ 300.00		$ 300.00
TOTAL EXPENSES	**$ 8,575.00**	**$ -**	**$ 8,575.00**
Remaining Funds			

ADDITIONAL FINANCES FOR REP TEAMS

Associated costs of being on a Rep team are higher. First, in addition to the BMHA registration fee, there is a Rep Fee which is paid directly to BMHA and covers coaches' salary, additional practice ice, and additional set of socks. A second cost is Team Fees which varies depending on team activities and may include tournaments, additional training such as dry-land, team apparel, practice jerseys, coaches out of town expenses (non-parent coaches), etc.

NON-PARENT Coach Per Diem for Travel

Purpose of Policy

During the course of the hockey season, many BMHA teams travel to out-of-town tournaments, games. BMHA recognizes that the cost of such activities can have a financial impact on our coaches, and thus they should be compensated. Compensation is solely the responsibility of the team. Additional coaches can be compensated at the discretion of the team prior to travel.

Air, Bus, Ferry and Train Travel

Should a team need to travel via any of the above-named modalities; the team will pay for travel for up to three coaches (except for airfare – see below). Additional coaches can be compensated at the discretion of the team. Payment will be made for the lowest available fare and will not include spouses, children and/or pets. Should a coach decide to bring others with them, they will be responsible for their fare.

> *Mileage* - Coaches will be compensated at a rate of $0.63 per kilometre. Mileage will be from the team's home arena to the out-of-town arena only and will not include excursions such as to and from restaurants. Travel expenses will be covered by the team for one car only as coaches are expected to carpool. Extra cars can be reimbursed at the discretion of the team.
>
> *Airfare* – The team will fund up to 2 full airfare tickets for locations further than 5 hours drive. However, it is expected the cheapest airfare will be purchased. As a guide, all non-parent coaches will receive 100% funding and all parent coaches will receive 50% funding. Total funding for any combination of non-parent/ parent coaches should not exceed 2 full airfare tickets.

Hotels

The team will be responsible for paying for the coaches' hotel stay. The team will only be responsible for a single standard room and not for any additional guests. The team will book a standard room only. Coaches are expected to share their room with assistant coaches when possible. If two non-parent coaches request their own room (e.g., male and female coach), then each coach will be reimbursed 50% of the cost of a standard room by the team. Many hotels will offer a free room for the coach and this should be requested at the time of booking.

The team will pay for a hotel stay during the tournament, one night prior and one night after the tournament if it is necessary for the coach to stay. For example; the tournament runs Dec 27-30. The team would pay for the nights of Dec 26, 27, 28, 29 and 30.

Per Diem for Meals

Meals will be compensated as follows (in the currency of the country - Canada or US - where the game is played):

- Breakfast - $15.00
- Lunch - $17.00
- Dinner - $30.00

If the team pays for a coach's meal, such as a team dinner, it will be deducted from the per diem. Teams can

offer a higher per diem at their discretion and when a situation warrants it.

TOURNAMENT PARTICIPATION

During the year, there are a number of tournaments your team may decide to participate in. All costs related to tournaments are solely the responsibility of the team and should be included in the team budget.

As a general guideline, most C/ House teams will participate in up to two tournaments a year, held "locally" within the Lower Mainland.

All Rep teams are expected to participate in at least one in-town tournament and one out-of-town tournament. Out-of-town tournaments may include locations such as Vancouver Island, the Sunshine Coast or the Okanagan. The Head Coach and Team Manager will decide which in-town and out-of-town tournaments the team will attend.

Participation in these tournaments can be decided by the coach; however, discussion should be had at the Team Meeting held at the beginning of the season to see if there is going to be sufficient player participation. Participation in BMHA-Hosted tournaments should also be taken into consideration and discussed (see BMHA-Hosted Tournament section for more information).

Any additional tournaments over and above the general guidelines, such as a third or "non-local" tournament for a C/ House team or an "out of province" tournament requiring air travel for a Rep team should be considered an "Extraordinary Expense" and a "secret ballot vote" should be held (see Extraordinary Expense section of this manual).

It is recommended that you register for your tournaments early (i.e., September) as they fill up quickly. All BC tournaments can be found on the BC Hockey website on their Tournament page.

TEAM APPAREL & EQUIPMENT

To ensure our members are provided products with the best value, BMHA works with authorized suppliers for BMHA-Branded Apparel and Equipment. One of the considerations in establishing authorized suppliers is to help control costs for our members – consistency in our look will allow players to wear items more than one season or allow families to pass down clothing to younger siblings.

BMHA has approved Cyclone Taylor Sports, Time Out Source for Sports and Real Hip Clothing as authorized suppliers who are able to provide apparel, teamwear and accessories using the BMHA logos – the BMHA Shield and the Bulldogs logos. Each supplier has been identified for the provision of the following items:

Item	Cyclone Taylor	Time Out	Real Hip Clothing
Bauer Track Suit/ Jacket/ Pant	x	x	n/a
Kobe Track Suit/ Jacket/ Pant	n/a	n/a	x
Stormtech jackets (soft shell, parka, etc)	n/a	n/a	x
All Dryfits	x	x	x
All T-shirts/ shirts	x	x	X
All hoodies	x	x	x

All baseball caps/ toques, etc.	x	x	X
All sweatpants/ pants	x	x	x
Practice Jerseys	x	x	X
Pant Shells	x	x	x
Garment Bags	x	x	X
Hockey Bags	x	x	x

Team Apparel

The game day dress code for all Rep teams, but must include one of the following combinations:

- Dress pants, dress shirt, dress shoes and tie
- Dress pants, BMHA branded jacket
- Dress pants, BMHA branded golf shirt, dress shoes
- BMHA branded track suit and running shoes

The dryland dress code for all Rep teams can, but must include one of the following combinations:

- BMHA branded t-shirt
- BMHA branded t-shirt and shorts
- BMHA branded tracksuit and running shoes

As players are REPresenting BMHA, it is required that any hockey branded clothing (dryland, worn on the ice, or on the bench) displays BMHA logos and brand, and not any other hockey associations, hockey organizations, or tournaments, etc.

The requirement for team apparel is considered an "extraordinary expense" and should be voted on.

Players/Team Equipment

For players' equipment items such as gloves, helmets, pants and the like, BLACK is the Association-approved colour. At NO point should any team require a player to purchase equipment that is any other colour. Should a team want to be consistent in the colour of equipment, it is considered an "extraordinary expense" and if voted & approved by the families, the equipment must be black.

TEAM ACTIVITIES

You will find over the years that some teams you are a part of want to do it all: fundraising, tournaments, parties; while others are more low-key. It is important to take the pulse of the group at the start of the season to see what the consensus is.

These additional duties can be delegated, but you will probably find you are closely involved with all, and as they all represent team expenditures, you must ensure you or your team treasurer execute them with due diligence.

As the Team Manager, there are many activities you may want your team to participate in. Depending on the age of your team there are many activities you can arrange to help with team building, relationships and fun outside of hockey. Activities could include bowling, going to a sporting event, etc. The Vancouver Canucks, Vancouver Giants and Burnaby Steelers also allow minor hockey teams (typically U7 to U9) to play a mini game between periods. They also have group rates in the event your team would like to make this a team activity. Teams sometimes have parties at the beginning of the year, Halloween, Christmas and the end of the year.

Before confirming or paying for an activity, make sure you have followed BMHA's notification process and any applicable BC Hockey Special Event Sanction requirements.

External Instructors and Off-Ice Activities

Teams must notify BMHA before:

- using a third-party, external or private instructor on BMHA ice or any other rented ice; or
- holding an off-ice activity or other activity outside regular hockey programming.

External instructors may include skating or power-skating instructors, external goalie or skills coaches, and non-rostered family members or friends providing instruction. This requirement does not apply to rostered BMHA team officials or instructors working through BMHA's Development Program.

Off-ice and non-regular activities may include dryland training, outdoor conditioning, team dinners, bottle drives and other team events away from the arena.

Before making arrangements, please review the **BMHA External Instructors & Off-Ice Activities Standard Operating Procedure** and submit the **BMHA External Instructors & On/Off-Ice Activity Notification Form**. If you are using an external instructor, your team may proceed once the Vice-President Risk confirms that the applicable insurance, screening and certification requirements have been verified.

The current SOP and notification form can be found on the Bylaws, Policies and Procedures page of the BMHA website. If you are unsure whether an instructor or activity needs to be reported, please check with the Vice-President Risk.

Insurance Considerations for Team Activities

The Hockey Canada Insurance Program applies to properly registered players and team officials while participating in sanctioned hockey activities. Activities that fall outside regular hockey programming may be considered Special Events and may require a BC Hockey Special Event Sanction for Hockey Canada insurance coverage to apply.

Teams are responsible for reviewing the BC Hockey Special Event Sanction guidelines and submitting a sanction request directly to BC Hockey where required. Requests should be submitted at least 7 to 10 business days before the activity to allow time for review. BC Hockey will copy the Vice-President Risk on the request and its decision.

Do not assume that an activity is covered by Hockey Canada insurance simply because it has been organized as a team activity. Before the activity takes place, the Team Manager and HCSP should confirm that any required sanction has been received and that the team understands the applicable insurance requirements. Parents will generally look to the team's coaches and Manager for this information.

FUNDRAISING

During the initial team meeting, agreement should be reached by the families whether or not fundraising at the team level will take place. If the team agrees to fundraise, then as part of the budget process, you should develop fundraising plan and the type of fundraisers should be agreed upon by the majority.

Teams are welcome to fundraise to support their own team expenses as members of BMHA. Please note:

- Fundraisers should be presented as supporting your team only, not BMHA as a whole.

- Teams may not use BMHA letterhead, and the BMHA logo should only be used in a simple way that does not suggest the fundraiser is an association-wide initiative.

Funds can be raised via many activities including sales (chocolates, Krispy Kreme), car washes, bottle drives, and 50/50. It is important that your team presents a positive image of BMHA when raising funds. All fundraising initiatives must be approved by the BMHA Executive. All fundraising activities must be well supervised and monitored.

In-person fundraising activities, such as car washes and bottle drives, may also be subject to the notification and Special Event Sanction requirements outlined under External Instructors and Off-Ice Activities above.

All individual teams must apply for a Class D license from the British Columbia Gaming Policy and Enforcement Branch if they wish to sell 50/50 tickets or similar raffles. This is easily obtained by applying online. Limitations and guidelines for the Class D license are clearly outlined. Each team is responsible for completing and submitting the Gaming Event Revenue Report upon completion of sales under the gaming license.

Before pursuing any fundraising activity, please read the appropriate section in BMHA's Policy Manual.

SPONSORSHIP

BMHA has developed Sponsorship opportunities for the Association and our teams. Local businesses can now increase their business and exposure for their customers while supporting our Association. More information can be found on Sponsorship page on the website, or you can contact BMHA's Sponsorship coordinator.

PICTURE DAY

BMHA organizes the association's annual picture day for all the teams. All players receive a Memory Mate (1 individual and 1 team 5x7) at no cost. Various additional packages are made available for purchase. Parents will complete an online order form in advance of the day.

Picture day is usually scheduled for a weekend (typically anytime between 9am and 5pm) in late November. Your team's exact time will be determined at a later date. Check your team schedule early to ensure there is not a game conflict on this day.

Picture day is often chaotic given the number of players and teams within the Association. It is suggested that players arrive at least 15-20 minutes prior to their scheduled time.

It is up to the team which colour jersey they would like to wear. If the team is to be photographed in full gear, remind players they should also have their gloves and stick (they do not need helmet and neck guard). Older teams sometimes choose to wear the jerseys over dress attire such as black pants and shirt. NOTE: Please have your players avoid wearing anything green or bring a green stick due to the photo background; however, there will be "work arounds" provided on Picture Day if it cannot be avoided).

You will be contacted at a later date to pick up the photos for your team and to distribute them.

MEETING ROOM BOOKINGS

You may need to rent one of the rooms at the rinks for parties or team meetings. City of Burnaby meeting rooms at Bill Copeland Sports Centre Complex, Kensington Park Arena, and Rosemary Brown Arena are available and

room requests must be coordinated with and booked by the BMHA Executive Administrator – please do not contact the City directly.

BMHA is charged by the City for room bookings. Generally, BMHA covers the costs of room rentals for BMHA teams when they are used on an occasional basis. However, in some cases, BMHA may pass along the rental fee to the teams.

To request a room booking, all information/details and the Room Booking Request form can be found on the website. Please allow **up to 7–10 business days** to confirm a booking.

LIVESTREAMING

BMHA offers teams the opportunity to livestream their team's games on the official BMHA YouTube Livestream Channel. This is a great way to keep families and fans engaged when they can't attend in person!

Information including equipment requirements, detailed setup instructions, and FAQs can be found on the Livestreaming page of the BMHA website.

LEAGUE SCHEDULES, GAMES & GAMESHEETS

GENERAL

For those in U13 and older, the hockey season can generally be categorized into four phases:

- Phase 1 Pre-Season: tends to run to early October; teams are formed and balancing/exhibition games played
- Phase 2 Placement: early October to November; teams play games to confirm a team ranking and C teams are looking to be deemed balanced by PCAHA
- Phase 3 League Play: early November to end of January
- Phase 4 Playoffs: February to March

U7, U9, U11C, U13C, U15C & U18C

BMHA "C" hockey teams in the Integrated U7 to U18 divisions are part of the Presidents League within PCAHA. It also includes the 'C' teams from Arbutus Club, Burnaby Winter Club, Vancouver Minor, Vancouver T-Birds, New Westminster, Richmond Minor associations.

For U11 and above, balancing game schedules start mid-September with league play starting a few weeks after. Your team will receive a "C" league game schedule from PCAHA.

The start date for game play with other associations varies depending on the division. Contact information for other associations will be provided by PCAHA, and games can be organized by the team manager/coach.

A/Rep Hockey

"A"/ Rep level teams are classified "District" where all PCAHA Associations are part of the league, and teams are placed in "Flights" based on their performance record. "A" teams normally receive their schedule near the end of September and games could begin as early as October 1.

U21C Hockey

BMHA U21 teams are classified "District" where all PCAHA Associations are part of the league, and league play tends to start after Thanksgiving.

GAME CHECK-LIST

Your job as Team Manager is to ensure games run as smoothly as possible. You will be involved with pre-game prep and at-the game organization. The following is a quick guide to what you will need to do for each game:

Pre Game

- ✓ Secure affiliates if necessary.
- ✓ Ensure you have volunteers for game clocks and the gamesheet (home games)
- ✓ Ensure electronic gamesheet is filled out

At the Game

- ✓ Check the referee dressing room 15 minutes before your game. If no refs are there, contact the BMHA Referee in Chief (U13 & younger divisions) or PCAHA League Manager/Ref Assignor immediately.
- ✓ Ensure money to pay referee/linesman fees are at the Scorekeeper's bench (home games only)
- ✓ Ensure jersey colours do not conflict.
- ✓ Ensure your gamesheet info matches the players who have been dressed, remove missing players from the roster (critical in the case of suspensions and affiliates)
- ✓ Monitor off- ice conduct of parents and players

Post Game

- ✓ Ensure dressing rooms left clean
- ✓ Verify and submit gamesheet

GAME JERSEYS

BMHA's official association jersey is the "Maroon"/ dark jersey. The **dark jersey should be worn for home games**.

A list of each association's approved colours can be found in the PCAHA Rule Book. As per PCAHA in Section B.2.c, it is the responsibility of the **home team to switch jerseys**. Your team should always bring BOTH jerseys to a game. The two teams may be okay with the colours that they are wearing, but the referees may ask you to change if they are too close in tone. However, some associations only have one jersey, so BMHA with two versions has the ability to switch and should accommodate them.

Only BMHA-issued game jerseys may be used in games. Any other unofficial jerseys can only be used in practices.

GAMESHEETS (GAME REPORTS)

It is the responsibility of the home team to provide a gamesheet, also known as a "game report." You are responsible for ensuring the information is accurate.

Spordle E-Gamesheet

The Spordle electronic gamesheets require the use of an electronic device. If the team does not have an electronic device available for use, BMHA recommends teams purchase a low cost tablet (such as an Amazon Fire which can be found for under $100) through team funds; and then at the end of the season, the tablet can be raffled off to a player on the team.

A number of resources have been provided by BC Hockey, PCAHA and Spordle on how to use the system. They have been listed on the Managers page of the BMHA website.

The Team Manager reviews the team roster in Spordle and signs in the line-up for the associated game number prior to game time. Gamesheets are also to be made available for an On-Ice Official to verify prior to the start of the warm-up. This verification is to ensure that team rosters, including players and Team Officials, have been confirmed by each team, that timekeeper/scorekeeper information has been entered, and that the on-ice officials are correct.

The home team scorekeeper uses Spordle to track all game information (goals, penalties, etc.) during the game and verifies all Gamesheet information at the end of the game. Scorekeepers may also keep a paper version/scratchpad to track game information (which can be found on the Managers page of the BMHA website), in case of a technical interruption before the Gamesheet is verified.

Ensure your parent scorekeeper/timekeeper knows how to properly complete the gamesheets and operate the various score clocks. Parent scorekeepers should review the available E-Gamesheet training resources and contact the team's Scorekeeping Mentor if they require assistance. You may wish to have your timekeeper practice operating the clocks during practices, or during the ice clean before the game, so that they are comfortable using them during games. Instructions on how to operate the score clock are posted in the timekeeper's box at all the home arenas and are available on the Clock Instructions page of the BMHA website. The scorekeeper and timekeeper volunteers are "off-ice" officials and should remain neutral throughout the game.

Game Line-up

- Ensure the game roster matches the players who have been dressed and jersey numbers are correct, remove missing players from the roster (critical in the case of suspensions and affiliates)
- If it is known that a player will be late, they should be included on the Gamesheet roster prior to the start of the game so they are permitted to play.
- Affiliate players must be shown on the roster and clearly marked as "AP" – if they are not, they should not play. (See below for additional information.)
- Suspended players must be shown on the roster and clearly marked as serving the penalty for the game (i.e., game 1 of 3) so that it is properly noted or more games may be assessed.

Scorekeeping Mentors *New PCAHA Requirement for 2026

All U11–U21 teams must identify at least one Scorekeeping Mentor and provide their name to the PCAHA League Manager before league play begins. Teams may identify more than one person for this role.

Scorekeeping Mentors are required to register for and attend all PCAHA E-Gamesheet training sessions. Completion of the training will be recorded in the Hockey Canada Registry (HCR). They serve as the team's primary resource for helping parent scorekeepers learn how to enter game information accurately in Spordle Play and may also be contacted to help address recurring scorekeeping errors.

The Scorekeeping Mentor should not be the Team Manager and is not required to sit in the scorekeeper's box unless it is their assigned shift in the team's rotation. Scorekeeping Mentors are not added to the team roster in HCR unless they also hold another team official position.

All parents with a player on a U9 or U11 team must view the PCAHA E-Gamesheet Basics Video. Team Managers should provide the video information to their families and remind parents to complete it before they are assigned a scorekeeping shift.

PCAHA monitors the accuracy of electronic gamesheets. If a team submits a gamesheet containing errors or omissions for a third time, the PCAHA Managing Director will notify the Association President. The team's Scorekeeping Mentor will be a point of contact in helping address the errors.

AFFILIATE PLAYERS

Affiliate players are BMHA registered players who temporarily play with teams in a higher division. There are different rules for C and Rep hockey and for different divisions. Affiliates can only be used under specific conditions. Before arranging an affiliate, please read Section C "Hockey Rules and Regulations" in the PCAHA Rule Book carefully. Affiliate players for C hockey must be arranged with your PCAHA League Manager. AP players for Rep teams must be rostered by the BMHA Registrar via the Director of A/Rep Hockey, and the AP "call up" process must be followed for each game.

If the Coach of a team would like to affiliate another player, it is the responsibility of the Coach to contact the other Coach of the team where the said player is rostered to ask permission and coordinate.

Affiliates must be marked "AP" on the gamesheet.

PENALTIES & GAME MISCONDUCTS

It is the responsibility of the head coach and team manager to ensure suspended players do not play in games. A player is considered to have played in a game if his/her name appears on a game sheet, so ensure that any suspended player has his/her name removed from the line-up or marked as "suspended".

For both home and away games, if a serious penalty is incurred, verify the gamesheet immediately after the game to ensure the recording of the penalty was correct, with the period, time and length of the penalty, infraction and that the correct player was noted. Any errors must be reported to the referee before the gamesheets are submitted so that the information can be corrected by the referee immediately at the conclusion of the game.

It is the responsibility of the Team Manager and Coaches to be aware of current BC Hockey Minimum Suspension Guidelines and keep track of all serious penalties, including those players on your team that incur penalties while playing as affiliates for another team. Failure to follow the proper suspensions for any player or team official could result in the player and entire team official staff to be suspended – please contact your PCAHA League Manager if you are unsure.

Suspensions

- Contact your League Manager if you think a player on your team may have been suspended. Some suspensions are controlled by PCAHA, but some are controlled by BC Hockey. Also, all Major suspension notifications will be sent to the BMHA President who will forward to the team manager. If you

are unsure or haven't heard back, sit the player until you hear from the League Manager.

- Suspended players must have their names removed from the line-up or marked as suspended for the game(s) they are serving their suspension(s).
- A suspended player is not allowed near or on the bench at any game until the suspension is served.
- A suspended player must not be in the dressing room before and after a game(s).
- The suspended player is allowed to practice with the team (*there may be exceptions to suspensions longer than 30 days).
- A suspended player is not permitted to participate in any sanctioned game, including playing as an affiliate player for another team, or officiating a game as a referee or linesman.
- Players receiving a suspension while playing as an affiliate player for a higher category or division must serve their suspension on their regular team.
- Some penalties and suspensions are cumulative in nature and may have education modules or other implications associated with them (i.e., head contact).

CONFIRMING YOUR HOME OR AWAY GAMES

It can be helpful if you notify the opposing team that you are confirming your scheduled game (at least 3 days before the game) e.g.: game # PW 2315 Saturday Nov 2, 3:00 pm at Burnaby Lake Arena and let them know your jersey color. Ask that the coach/manager email you back to confirm the game.

If you are the away team and you have not heard from the opposing team, email and confirm that the game is on and ask the same questions as above. You will be given contact information from the League Manager for all teams you are scheduled to play at the Coaches / Manager meeting.

CANCELLING YOUR HOME OR AWAY GAME

PCAHA will only allow a game to be cancelled in certain situations – you will need to check with your League Manager first to see if it will be permitted. The general courtesy to provide at least 48 hours' notice if you need to cancel a game.

When cancelling games only:

- Notify & confirm with your League Manager
- Notify the opposing team
- For those divisions U13 & younger, notify the BMHA Ref Allocator that referee/linesmen are not needed. You need to give the ref allocator at least 48-hours notice by email. If you do not notify the ref allocator with enough time to cancel the officials your team will be responsible for paying the officials out of team funds not money from BMHA
- If it is a home game and you are not using the ice, please notify the Ice Allocator as that ice may be used to resolve other conflict games.

RESCHEDULING A HOME GAME

There will be times when you will need to reschedule a game due to "conflict", whether the teams are double-booked by PCAHA, a tournament or lost ice time.

- Notify the opposing team if there is a conflict on the league schedule.
- If your team has ice allocated (unused game slot or practice ice) that is available, check with the opposing team when you have a date and time. If nothing works for the opposing team, please see the

"Game Conflict" section of this manual.

- You may have to ask for several dates as the opposing team may have conflicts to reschedule as well. Make sure both teams agree on the date and time.
- Just because a game is marked as a conflict on your schedule it does not always mean it is a conflict.
- If there are more than 3 hours between games, you can usually play 2 games on the same day. (Just like in a tournament). Check with your league manager for approval.
- Once You Have Agreed Upon a Date and Time for Your Conflict Game:
  - If the time is outside your team's allocated ice times, let ice allocator know both teams have agreed on the date & time given
  - Send a rescheduled game form to the league manager and opposing team.
  - Ensure refs are booked for the new date & time.

BEYOND REGULAR LEAGUE PLAY

Exhibition Games

Exhibition games require a game number (requested from your League Manager) and referees need to be booked 72 hours in advance by the home team. Referee/linesman fees must be paid from the Team account, not by the fees given to you by BMHA.

There are specific rules around exhibition games that you should know. Please refer to Section L of "Exhibition Games and Tournaments" in the PCAHA Rule Book before booking a game.

Tournaments

Teams may enter tournaments in the Lower Mainland, throughout BC, across Canada, and in the USA. There are a number of processes and rules that apply only to tournaments and vary depending on where the tournament is located. You should acquaint yourself with them before entering a tournament. Please refer again to Section L "Exhibition Games and Tournaments" in the PCAHA Rule Book.

PCAHA and your League Manager will provide you with the process to be followed and required information to ensure teams are sanctioned (insured) to travel and participate in these tournaments. Tournament approval process does take time, and may require approval from BC Hockey, so please plan accordingly and allow at least 10 business days or longer during peak request times.

The BC Hockey website has a list of Tournaments and all the info you will need to know to get started.

Remember to return game and practice ice if you have allotted ice when away at a tournament.

BMHA-Hosted Tournaments

BMHA also hosts two tournaments during the year:

- Pat Quinn Classic (U15 AAA and U13 AAA)
- Spring Blast Tournament (U11C, U13C and U15C)

For the Pat Quinn Classic, participation in the U15 AAA division is mandatory, with the team also having excellent opportunities to fundraise through 50/50 draws, silent auctions, and raffles. U13 AAA teams are strongly encouraged to participate in the tournament.

For the Spring Blast, BMHA encourages teams in the U11C, U13C, and U15C divisions to support the event by taking part.

REFEREES

REFEREE FEES

You will receive a cheque from BMHA for the majority of your referee fees at the start of the season. Referee fee disbursement must be kept track of on the Referee Payment Form. If your fees run out, simply email your completed form to our Treasurer at the end of the season for reimbursement. Forward the Referee Payment form to the BMHA Treasurer, treasurer@burnabyminor.com to either return unused referee fees or to be reimbursed for referee fees paid by March 31. **Any unused ref fees must be returned to the Treasurer at the end of the season!**

Referee fees provided to you by BMHA are for balancing and PCAHA league home games only. Exhibition games are paid out of your team fees via your approved team budget.

BOOKING REFEREES

How to Book Officials: U7 to U13

Referees should be booked by you as soon as you receive your home game schedule and have game numbers. Officials are booked via HorizoneWebRef the online referee assigning system and **72 hour advance notice is required**.

1. You will need to register yourself at HorizonWebRef.
2. Complete and submit the form
   - Our "Association #" is "***205159***"
   - For "User Type", please select "***COACH"*** and which team you are rostered to.
     Do NOT use "Official" as that designation is for referees and your request will be declined.
3. The BMHA Referee-in-Chief (RIC) will get back to you with an approval for your username. Once you have your login, you can then begin requesting referees.
4. Once you login, click on "Game Schedule".
5. To add a game, simply click on the green "+" icon called "***ADD GAMES***".
6. Complete the following screen with the necessary game information such as arena, game time, etc.
7. Once you hit "***ADD"***, your request will be added and visible on your home screen.
8. The system will send you an email a few days prior to the game day to inform of status i.e. "***assigned",*** and provide you with the names of the referees assigned. Due to availability of officials sometimes, Team Managers should check the game notes for any comments. Officials may sometimes be split between Webref and Spordle. The RIC may use outside officials to help fill some games. Team should not remove any officials that may already appear in Spordle Play unless it is someone they added themselves.

How to Book officials: U15 and Above

Officials for U15 games and above are booked through the PCAHA Referee Assigning Centre, and refs are automatically requested by your League Manager when a game number is generated.

BMHA falls under Referee Assignor Zone 4 – their contact information can be found on the Referee page of the PCAHA website.

REFEREE/ LINESMEN PAYMENT

Referees are paid based on PCAHA and can be found on the Referee page of the PCAHA website and Rule Book.

Prior to the start of the game, payment should be left at the scorekeeper's box using exact amounts for each official. Referees cannot make change. It is helpful to have each referee's payment in separate envelopes, and labelled whether it is for a referee or linesman.

If you are using a three-official system, and one does not show, you are to pay the two officials the "referee rate". It's a good idea to carry an extra envelope with the referee rate, as you may not always be able to adjust the linesman payment on the spot. If it is a two-official system, and only one shows up, that referee is only to receive one referee payment.

REPORTING OFFICIAL NO SHOWS

Fill out the online No Show report if fewer than the required number of on-ice officials attend your home game.

ICE ALLOCATION & GAME CONFLICTS

Ice availability in Burnaby is extremely limited and as a result is in great demand. BMHA competes with other user-groups, including figure skating, speed skating, Parks & Rec programs, adult hockey, etc., in requesting ice from the City of Burnaby and Canlan Scotia Barn (formerly 8-Rinks).

The ice allocated to all teams is the property of BMHA and the team has the privilege of using the ice assigned/ allocated to them. We want all ice assigned/ allocated to be used. **We DO NOT want ice sitting empty at any time.**

Ice time is precious AND expensive, so it is important to keep that in mind and be respectful, and work with the processes outlined below. If teams do not manage their ice times properly resulting in empty ice, it does negatively impact BMHA's ability to negotiate with the City of Burnaby for ice for the next season.

At the beginning of the season for an interim basis, ice times will be assigned for each group for the first 3 weeks after Labour Day. The ice assignment for the first week (Week 1) will be communicated by the respective Division Managers to the players prior to Labour Day. The Division Manager will communicate to the group of their ice times for Weeks 2 & 3. "Regular season" ice times for divisions and their respective teams usually go into effect after the third week of the season.

ICE DEPOSIT

As mentioned in the BMHA Coaches & Managers meeting section of this manual, the team manager or coach for each team needs to bring a post-dated cheque made payable to " **Burnaby Minor Hockey Association"** in the amount of $250 and posted dated to March 1 of the next year for the ice deposit**.** If during the season, ice assigned to your team is not managed properly resulting in empty ice, the ice deposit will be cashed. This is to ensure the teams exercise responsible judgment in the use of its ice time.

NO ICE SCHEDULE

Throughout the season, there will be specific times when the City/Scotia Barn does not have ice available for BMHA. The affected dates, times and arenas are identified in the No Ice Schedule which can be found on the Ice Info page of the BMHA website. It is important that you check to see if your team is impacted, and notify your families accordingly.

RETURNING UNUSED ICE

If you have to cancel any home ice, practice or game, please inform the Ice Allocator at ice@burnabyminor.com immediately so that the ice can be re-assigned **- A minimum of 3 weeks notice of the date of returned ice is required.** Do not hold onto ice you know you cannot use – this returned ice will be used to resolve conflict games.

For example, if you see you have ice time scheduled for Halloween night or early morning on a Stat Holiday and you know you will not be using it, return it to the Ice Allocator **ASAP** so that the particular ice time can be cancelled with the ice facility.

If there is less than 3 weeks notice the ice cannot be cancelled with the ice facility, if the Ice Allocator cannot find another team to use it, your team may have to use it. The only exception to the 3 weeks notice is in the immediate

hours after the league schedules are released with regard to game conflicts (see below).

TRADING ICE

When you trade ice with another team, please send the Ice Allocator an email with the following information so it can be noted on the schedule:

- Team 1 - Day, rink time traded with
- Team 2 – for day, rink, time

GAME CONFLICTS

Once you receive your PCAHA league schedule, you should check it immediately for conflict games – they will be identified on the schedule. As mentioned in the Rescheduling Games section of this manual, you should check to see if you are able to reschedule using any of your team's unused practice or game assigned ice times.

If you are unable to resolve the conflict using your team's ice times, email the Ice Allocator to get a few other game times to offer the opposing team. Once confirmed with the opposing team, then notify the Ice Allocator which game time was used to resolve the game conflict. Remember to return any game or practice ice when you have a scheduled away game.

RISK MANAGEMENT FOR MANAGERS

HCSP SAFETY PROGRAM

The Hockey Canada Safety Person Program is a development initiative of Hockey Canada that provides an introduction to team safety, including health, wellness, injury recognition as well as safe and proper recovery and return to play procedures.

A Safety person (HCSP) is required on every team and must be in attendance for every ice time. This person will be required to take Hockey University- Safety Program (HCSP) online and is valid for 3 years. The E-Learning course consists of 18 modules of one minute to 18 minutes duration. The total estimated completion time is 3.5-4.0 hours.

Team managers should work closely with their HCSP to ensure they have proper procedures in place in the event of an injury. You may want to consider taking the course yourself so that more than one person on your team has the proper training.

MEDICAL INFORMATION FORMS

Each player/parent filled out a Hockey Canada Medical Information form upon registration. The form can be accessed through TeamSnap by those authorized as "team owners". This information could be critical in the event of an injury or a medical emergency. Stress the importance of emergency contact numbers being ones which will actually be answered during regular game times. While it is recommended that one parent always be in the rink while their child is on the ice, this isn't always the case, however, a parent's authority for treatment will be necessary if a child must be taken to emergency, so accurate contact is critical. Coaches should also fill out this form as they are on the bench and ice where injury is just as likely. Be sure to point out children with chronic health issues, i.e., asthma, to your bench staff.

GAME PLAN IN THE EVENT OF AN INJURY

It is critical that every team has a game plan in the event of an injury. This game plan should be discussed with the coach, HCSP and parents. It is important that one pay attention to risk management. Risk management includes identifying, assessing and eliminating risks associated with hockey.

To be prepared in the event of an injury/accident, each team should develop a game plan. The game plan recommended by Hockey Canada identifies three persons in specific roles as follows:

Charge Person

- Safety person who has been trained
- Familiarizes themselves with arena emergency equipment
- Takes control of an emergency situation until a medical authority arrives
- Assesses the severity of an injury
- Has the first aid kit

Call Person

- Makes call for emergency assistance
- Knows location of emergency phones in the arena
- Has a list of emergency contacts

- Knows best directions to arena
- Communicates with the charge person and control person

Control Person

- Controls crowd and other players and keeps them away from the injured person
- Ensures access for the ambulance

Be sure you have the proper address for each rink you attend and all relevant emergency numbers.

WHAT TO DO AFTER AN INJURY OCCURS

Processing an Injury Report

When an injury occurs the manager or HCSP gives the parents an Injury Report Form to fill out. *Carry more than one with you to all games and practices* – especially at the older levels and Rep. Give forms to parents even if an injury is only suspected: as these must be filled out by the attending doctor, they will want it on them on their first visit otherwise they will have to schedule another appointment to have it done.

Parents have 90 days from the date of the injury to submit their form to Hockey Canada. As Manager you should keep a copy of all injury forms and also forward a copy to the BMHA Vice-President Risk. It is important for both parents and manager to keep copies of ALL paperwork related to injuries in case complications arise at a later date.

Important: It is the parent's responsibility to mail in the form to Hockey Canada not the Team Manager's or BMHA Vice-President Risk.

The Injury Report is necessary if the player needs to take advantage of Hockey Canada Insurance as a result of their injury.

What is Hockey Canada Insurance?

Hockey Canada provides an insurance program for properly registered hockey players in Minor Hockey. It also covers registered officials and volunteers. Please acquaint yourself with the Hockey Canada Insurance program: an understanding of its parameters is critical for knowing the restrictions you face in booking off-ice activities, special events, and tournaments.

What does HC insurance cover?

Most parents think that because the injury occurred during hockey that Hockey Canada will pay for all the incurred expenses. That is not correct. Here is the order in which an injury will be covered:

1. MSP
2. Extended Health Care Insurance Providers
3. Any outstanding amount after the first two insurance providers are exhausted, will then fall to Hockey Canada, who will, based on their policies, reimburse the parents for partial or full amounts of the claim.

All receipts must be provided and any or all statements returned from the Extended Health Insurance. For those families who do not have Extended Health Insurance then they are to keep all their receipts and mail those in with the Injury report.

RETURNING TO THE ICE AFTER AN INJURY

Upon return from an injury the player cannot participate in any hockey activity -whether on or off the ice; whether they have collected on insurance or not - without a note giving them approval to return to hockey from their attending doctor. (Note that sometimes a note from a Physiotherapist or Chiropractor is also acceptable if they have been the treating doctor). Hockey Canada is also insisting the Return To Play Form is filled out by the physician who is confirming the player's readiness to return to the ice. If a doctor issues a return to play note on his notepad instead, then simply attach that to your copy of the injury form. As long as the manager has the note in his/her hands the player can return to hockey. This note must be given to the BMHA Vice-President Risk to file with the injury report at BMHA.

COMPLAINT PROCESS

Over the course of the season it's possible that you will run into a situation that requires some form of resolution. This may be behavioural issues with a player, a parent or even another official on your bench. As a Team Manager you are also the person that parents can and will come to if they have a complaint about the coach. Please acquaint yourself with our complaint and discipline process as outlined in our Policy Manual.

BMHA INCIDENT FORM

The BMHA Incident Form should be used to record any complaint or conflict. This is to be kept on file by you. A coach may use it to document a disciplinary process with a player, or coach and manager may need to document problems with a parent. The form is simple and can be used in a variety of ways, but the primary purpose is to have some record of any discipline issues and for all parties to be made aware that it has been brought to the attention of all concerned.

You'll note signatures are MANDATORY by all parties. Any conflict with a player must be brought to the attention of the parents.

If you have questions on how to use the form, contact the Executive Administrator at admin@burnabyminor.com.

ESCALATING COMPLAINTS

Each year the Executive receives complaints about issues that arose during the previous season, and it may be the first time they have been aware of it. PLEASE stress to your team officials and parents that all conflicts require quick resolution.

If team officials, players, and/or parents, cannot resolve conflicts within two weeks, please make your specific Division Manager know and for Rep Teams, please inform the Director of Rep Hockey, or the division manager if one is in place.

If the problem continues or if the parties are not satisfied with the resolution, then the Division Manager/Director of Rep Hockey can contact the appropriate person on Executive responsible for your division:

- Director of A Hockey – Rep
- Director of C Hockey – U11C to U21C
- Director of BMHA Growth – U9 and younger

It is not in anyone's interest to let problems remain unresolved. It is our goal to resolve all issues quickly and efficiently. Please help us do so by being diligent about reporting issues and not allowing things to escalate unnecessarily.

WRAPPING UP THE SEASON

As the season winds down, there are a few final tasks to perform:

RETURNING JERSEYS & FIRST AID KITS AT THE END OF SEASON

At the end of the season each manager/coach should set a place and time for players to return their jersey which should be washed and completely dry (to prevent mold issues), 'A's and 'C's removed Or, you may want to collect your team's full set of jerseys at the final game of the season to alleviate any collection issues.

Name Bars - Teams who arranged name bars on their jerseys must contact Scoffs for professional removal. Scoffs will only accept full sets for this service. Once removal is completed, please book your jersey return appointment with the Equipment Manager.

Please fill out the jersey inventory spreadsheet online prior to your return appointment. If you require access to the spreadsheet, please contact the Equipment Manager. Please make sure the form is completed and a copy is attached with the jersey set when returning. Organize the white jerseys (numbers #1-31) and dark jerseys (numbers #1-31) into the bins provided at the season's start. They should be placed on metal hangers or folded in their Rubbermaid tote, as originally received. If you received jerseys without hangers, fold the dried and clean jerseys up in order. Any damaged or missing jerseys must be reported.

Managers are responsible for all of the jerseys assigned to the team and need to continue to follow-up with individual players who may not have returned their jerseys. If any are missing after April 30, the manager/coach will provide the individual jersey deposit cheque for that player to the Equipment Manager including player contact information, email and phone number. If the jersey is not returned after contact by the Equipment Manager, the cheque will be cashed to cover the cost. Otherwise, they may be blocked from registering for the next season if the jerseys are not paid for.

Each team must also return their first aid kit. If it is not returned, the team's $50 deposit cheque will be cashed.

PCAHA BANNERS

If your team wins a PCAHA banner at the end of the season, please contact the Executive Director at exec-director@burnabyminor.com by March 31. All banners are to be handed in by May 1 (or alternate date if delayed by PCAHA) – they will then be hung at Kensington Arena. If you miss the deadline, the banner will not be hung.

YEAR END TEAM PARTY

Teams usually schedule an end of season party. The details are up to the team. You can take a poll of the players and see what activity they would like to do or you can set it yourself for the younger ones. This is a good task to delegate to a parent or two. At the younger ages, most teams give gifts to the players (i.e mini-banners) to celebrate the year. Coaches and officials are also given gifts at the discretion of the team and usually in the form of gift cards.

FINANCIAL REPORT

Once all your activities are complete, you must forward your financial report to the Treasurer and to your team.

Rep teams especially may have very extensive reports.

COACH EVALUATION FORMS

Coach evaluation forms will be distributed by the manager to the team members at the end of the season. It is important these are filled out to ensure the coaching in our Association is of the highest standard.

RETURN OF REFEREE FEES

If you have not used all your referee fees, the surplus must be returned to our Treasurer.

VOLUNTEER BANQUET

Near the end of each season, BMHA hosts a Volunteer Banquet as a thank you to all our volunteers and is a complementary event for invited attendees. The Manager is responsible for submitting the list of who will be attending from your team to the Executive Director when requested. All rostered officials are invited. In addition, each team is allowed to invite up to 2 non-rostered volunteers who have made a significant and consistent contribution to their team. These volunteers are to be selected by the Manager.

Congratulations, you have been a key part of your team's success!

BMHA thanks you for your time and commitment, and hope that we see you again as a manager next season!