

2022/2023



**PORT
COQUITLAM
MINOR
HOCKEY
ASSOCIATION**

MANAGER'S HANDBOOK



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WELCOME MESSAGE

Port Coquitlam Minor Hockey Association (PCMHA) would like to welcome you to your role as Team Manager. The Team Manager is one of the most critical members of a hockey team, and we would like to thank you in advance for volunteering your time to serve your team in this capacity. This role is central to the team, and the Manager is responsible, either personally or through delegation, for all off-ice tasks.

The purpose of this manual is to provide you with guidelines and information that will help to make your job easier. Your Division Manager is also available to answer any questions or help with any concerns that you may have throughout the season.

Please note that if there are ever disagreements with the content of this guidance document and any official policy published by Hockey Canada, BC Hockey, PCAHA or PCMHA, the policy should take precedence. This document is a training tool and guidance only.



PORT COQUITLAM MINOR HOCKEY ASSOCIATION TEAM MANAGER'S HANDBOOK



POCO MINOR HOCKEY EXECUTIVE CONTACTS

Name	Position	Email
Steph Wagner	President	president@pocominorhockey.com
Ramin Ahmed	Past President	pastpresident@pocominorhockey.com
Mike Suric	1 st Vice President/Risk Manager	1stvp@pocominorhockey.com
Erin Jorgenson	2 nd Vice President	2ndvp@pocominorhockey.com
Jason Ho	3 rd Vice President/Ice Allocator	3rdvp@pocominorhockey.com
Meghan Church	Secretary	secretary@pocominorhockey.com
Shannon Gordon	Registrar/Volunteer Coordinator	registrar@pocominorhockey.com
Kristi Hayes	Treasurer	treasurer@pocominorhockey.com
Doneau Menard	Director of Hockey Operations	directorofhockeyops@pocominorhockey.com
Greg Ross	Coaching Coordinator	coachingcoordinator@pocominorhockey.com
Amrit Gill	Assistant Coaching Coordinator	assistcoachcoordinator@pocominorhockey.com
Brandon Borghardt	Referee in Chief	refereeinchief@pocominorhockey.com
Scott Yahemech	Equipment Manager	equipmentmanager@pocominorhockey.com
Matt Elliott	U21 Division Manager	U21divmgr@pocominorhockey.com
Matt Elliott	U18 Division Manager	U18divmgr@pocominorhockey.com
Shannon Gordon	U15 Division Manager	U15divmgr@pocominorhockey.com
John Keighley	U13 Division Manger	U13divmgr@pocominorhockey.com
Jason Ho	U11 Division Manager	U11divmgr@pocominorhockey.com
Nicole Neufeld	U8/U9 Division Manager	U9divmgr@pocominorhockey.com
Nicole Neufeld	U6/U7 Division Manager	U7divmgr@pocominorhockey.com
Jessica Boullion	Media Relations Manager	mediarelations@pocominorhockey.com
Naomi Kato	Director at Large 1 Tournaments and Special Events	directoratlarge1@pocominorhockey.com
Kim Egli	Director at Large 2 Sponsorship and Fundraising	directoratlarge2@pocominorhockey.com
Ramin Ahmed	Website	webmaster@pocominorhockey.com

PORT COQUITLAM MINOR HOCKEY ASSOCIATION

TEAM MANAGER'S HANDBOOK



TEAM OFFICIALS AND CREDENTIALS

As a volunteer working with children, each team official has certain requirements that must be met to be rostered. PCAHA will assess penalties and/or fines if teams do not have officials with the required qualifications in place by the deadline (December 15th).

Certification Requirements

Certification	Head Coach	Assistant Coach	Manager	HCSP	On-Ice Helper
Respect In Sport	Required	Required	Required	Required	Required
Criminal Record Check (passcode: NE9TZ6M2Z6) Now Requires 'Services Card' to use online CRC - Services Card FAQ - eCRC Online Service User Guide	Required	Required	Required	Required	Required
HU Online Coach Prerequisite for Coach 1 & Coach 2	Required	Required			
Coach 1 Intro to Coach (NEW 2017) Coaches who previously completed Coach 2 are grandfathered and eligible to coach H1-H4 with their Coach 2 certification.	Required All NEW Coaches H1-H4	Required All NEW Coaches H1-H4			
Coach 2	Atom A, All C teams Atom-Juvenile	Atom A, All C teams Atom-Juvenile			
HSCP - HU Online Safety				Required	
Coach - Development 1	All A teams Pee Wee & up	All A teams Pee Wee & up			
High Performance 1	Head Coach Tier 1 - Bantam A1				
Coach Instructional Stream - Checking Skills 1	All teams Atom A/C-Bantam A/C				
Concussion Awareness Training Tool (http://ppc.cattonline.com/)	Required	Required	Required	Required	Required



THE ROLE OF THE MANAGER

- ☐ It is important the Team Manager develop good rapport with the Head Coach and Assistant 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 Team Manager does not need to complete any additional coursework specific to managing the team.
- ☐ Only one Team Manager can be rostered per team, but you are welcome to share the responsibility with another parent on the team.
- ☐ The Team Manager is responsible for keeping the team's personal information, team finances, and coordinating team activities.
- ☐ The Team Manager is the messenger between coaches and parents and between parents and coaches
- ☐ The Team Manager or designated person should provide parents/players with a practice and game schedule at the beginning of the season. If a change is made, it is important to notify parents/players immediately on the TeamSnap app.
- ☐ It is a good idea to create a binder with all the forms and documentation handy. Documents to include in a binder are:
 - ✓ Roster & TeamSnap Login information
 - ✓ Contact Lists – Port Coquitlam Minor Hockey, PCAHA & Other Associations
 - ✓ Hockey Canada Medical Information Forms (confidential)
 - ✓ Spordle (HiSports) Scratch Pads
 - ✓ Injury Report Forms
 - ✓ Schedules (practices, games, parent volunteers etc.)
 - ✓ Notices
 - ✓ Arena Information
 - ✓ Banking Information

PORT COQUITLAM MINOR HOCKEY ASSOCIATION TEAM MANAGER'S HANDBOOK



TEAM BUDGET

- ☐ Send a copy of the budget to all parents (before the team meeting for parents)
- ☐ Team budget due to Erin Jorgenson (2ndvp@pocominorhockey.com) by November 1st for approval
- ☐ Interim Financial Statement due January 1st (2ndvp@pocominorhockey.com)
- ☐ Final financial statement due by April 1st – all leftover fundraising money reverts to the association. Final budget statement must be approved by Erin Jorgenson (2ndvp@pocominorhockey.com) prior to providing any funds back to parents
- ☐ At the end of the season, send a final copy of the budget to all parents

****All teams must include \$100 for the Pirate's Cup Tournament basket and \$50 for Team Snap in their budgets****

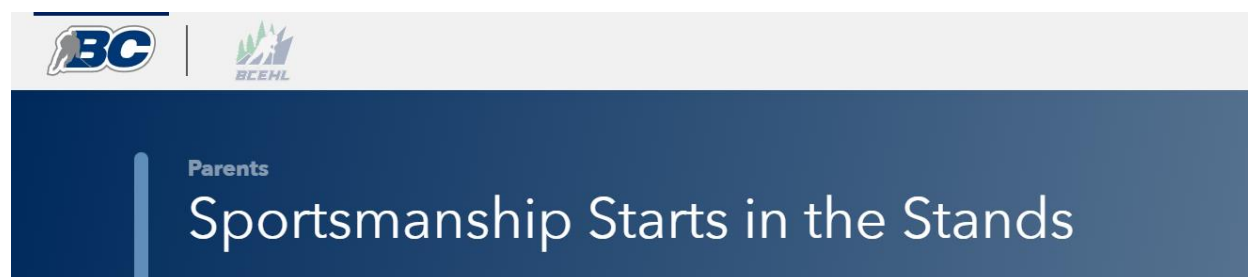
Sample Budget

Revenue	Total	Per Player	Actual	Optional Expenses
Team Fees				Tournament entry fees
PCMHA Ref Fees (First half of the season)				Coach travel expenses
PCMHA Ref Fees (Second half of the season)				Development
Fundraising				Dryland training
Carding Fees (rep only)				Team building/parties
				Year end party
Mandatory Expenses				Coaches' gifts
PCMHA Ref Fees (First half of the season)				Office expenses
PCMHA Ref Fees (Second half of the season)				Contingency
Tournament Basket	\$100			Team clothing
Team Snap	\$50			Practice jerseys
Extra Ice (mandatory for rep, optional for house)				
Ref fees for exhibition games				*Should not include personal travel expenses for away tournaments*
Respect in Sport course (RiS)				
HCSP course				
Coaching certifications				
Carding Fees (rep only)				
Socks and letters (rep only)				



PARENT MEETING

The coaches and managers will need to set up a meeting with the parents at the start of the season to go over contracts, costs, coach expectations, tournaments, and travel. This is an opportunity for you to answer any questions that parents might have about the upcoming season. This is also a good time to go over additional Team Volunteer positions that WILL be needed throughout the season.



BC Hockey, in partnership with the Vancouver Canucks, has created the *Sportsmanship Starts in the Stands* program to educate parents of minor hockey associations on acceptable behaviour around the game of hockey. BC Hockey has mandated that minor hockey associations review the *Sportsmanship Starts in the Stands* material with all parents. One parent from each household MUST verify to BC Hockey that they have reviewed the material by following the instructions listed on Slide 2 of the *Sportsmanship Starts in the Stands* presentation. Please note that failure to submit your confirmation of review may result in loss of event sanctioning for PCMHA.

Link here:

https://teampages.s3.amazonaws.com/documents/176991/Sportsmanship_Starts_in_the_Stands_PMAHA_Presentation_2017.pdf?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIA3I4H7LHCXMKVGBG7%2F20221003%2Fus-east-1%2Fs3%2Faws4_request&X-Amz-Date=20221003T034102Z&X-Amz-Expires=21600&X-Amz-SignedHeaders=host&X-Amz-Signature=302a0d152f53b2a413aa4e4bcadb586fc2a41cfb989b64567426fb70c6cb0d67

BUDGET VOTE

For teams with budgets that will have team fees over \$600, you will need to have your team vote to pass the budget. You will require that at least 75% of families vote in favour by secret ballot before your budget can be approved. Contact your Division Manager so that they can facilitate this vote.



FINANCIAL

- ☐ All team accounts will be with Vancity Savings – Shaughnessy Street Branch
- ☐ All team accounts must be co-signatory accounts (2 signatures). The rostered Team Manager must be the 1st signor on the team bank account. The 2nd signor must be the Head Coach
- ☐ Confirmation of account numbers and signatories must be provided to 2ndvp@pocominorhockey.com by October 31st of the current hockey year. Failure to submit financial information will result in the said team not receiving reimbursement of referee fees for the second half of the season
- ☐ Team managers (in conjunction with coaches) must conduct a budget meeting with parents and submit the budget to 2ndvp@pocominorhockey.com prior to November 1st each year
- ☐ The team manager must provide the Association 2nd Vice President and team parents with an interim financial statement setting out the current team financial information by January 1st each season and a year-end financial statement to both the team parents and the Association 2nd Vice President (2ndvp@pocominorhockey.com) by April 1st in each season
- ☐ All fundraising monies not spent by individual teams during the season and all unused referee monies must be returned to the Association at the end of the current hockey year

We will be moving away from cheques to e-transfers this year. More information to follow!



MANAGER CHECKLIST

- ☐ Complete the Respect in Sport (RIS) course
<https://bch.respectgroupinc.com>
- ☐ Complete Concussion Awareness Training Tool – CATT
<http://ppc.cattonline.com/>
- ☐ **Complete** Criminal Record Check (**passcode: NE9TZ6M2Z6**) (Now Requires 'Services Card' to use online CRC)

FIRST HALF OF THE SEASON

- ☐ Attend manager's meeting at the arena (2 hours)
- ☐ Get a Spordle (formerly HiSports) account (<https://hisports.app/login>). This is where you'll get your game schedules and where game scores are entered
- ☐ *optional* Make a parent cheat sheet with kids' names, numbers, and parents' names (this information can also be accessed through TeamSnap)
- ☐ Do a budget (sample included)
- ☐ Ensure your budget includes RIS and Safety. These fees come out of the team budget (the association does not cover these fees)
- ☐ Find a parent HCSP volunteer (they will have to do an online training course)
- ☐ Ensure all team officials are certified with the coaching clinics, RIS, and Criminal Record Checks. The safety person additionally requires the safety course. If you are unsure, you can contact the registrar, Shannon Gordon, at registrar@pocominorhockey.com
- ☐ Make a time keeper and score keeper schedule for your games and add the assignments to TeamSnap. You can also include a schedule for music if you have someone who knows how to do it. (Managers are discouraged from doing the clock, score, or music because you have other responsibilities at every game)
- ☐ Go to the Vancity branch on Shaughnessy St to sign for your account (both you and the Head Coach will need to go in). Dates will be given at the coaches and managers meeting
- ☐ Collect jersey deposit cheques from each parent (\$100 made out to PCMHA and post-dated to April 1st). On return of jerseys at the end of the season, the cheques can be returned to parents or destroyed as requested. If a jersey is missing, the jersey deposit cheque for that player will be cashed as compensation for the loss of the jersey. Please include a printed roster with jersey numbers when you return the jerseys
- ☐ Send your home schedule to our ref allocator, Robyn Doig (c.d@telus.net)
- ☐ Make sure the refs sign your ref sheet before (or after) each game. You'll need to hand in a copy of this in December and March
- ☐ Please see website for possible tournament options:



<http://www.bchockey.net/Tournaments/tournaments.aspx>

- ☐ Talk to parents about tournaments early on. The close ones fill up really quickly, so you need to be preregistered
- ☐ U8, U9, and U11 will be playing in the Pirates Cup Tournament hosted by Poco Minor Hockey. It will be December 27th-30st
- ☐ Hand in gift basket money to the Pirates Cup coordinator (Naomi Kato – directoratlarge1@pocominorhockey.com)
- ☐ Send a copy of the budget to all parents (before the team meeting for parents)
- ☐ Team meeting for parents – go over contracts, costs, coach expectations, and tournaments
- ☐ Collect a volunteer deposit cheque from each family (\$150 postdated to April 1st) that will be returned upon the completion of a minimum of 2 volunteer hours. We will have many volunteer opportunities throughout the season. Team duties like scorekeeping, clock, and music are not considered volunteer hours
- ☐ Team budget due to Erin Jorgenson (2ndvp@pocominorhockey.com) by November 1st
- ☐ Send your ref sign in sheet to Steph Wagner (president@pocominorhockey.com) and Kristi Hayes (treasurer@pocominorhockey.com) on the Christmas break. You won't get your ref money for the 2nd half of the season unless this is handed in

January

- ☐ Interim Financial Statement due January 1st (2ndvp@pocominorhockey.com)

March

- ☐ Check uniforms over when handed in and let equipment person know of any issues
- ☐ Year-end party
- ☐ Final financial statement due by April 1st – all leftover fundraising money reverts to the association. Final budget statement must be approved by Erin Jorgenson (2ndvp@pocominorhockey.com) prior to providing any funds back to parents
- ☐ Send a final copy of the budget to all parents



ICE ALLOCATION

Ice conflicts happen for a variety of reasons; conflicts on the schedule, coaches' availability, out of town tournaments, etc. Conflicts are most easily solved early – the more notice, the better.

Please follow this procedure for all ice conflicts:

- ☐ Check your game schedules as soon as you receive them.
- ☐ Have a manager/coach meeting as soon as the schedule is received, and note all conflicts. Make sure there aren't games scheduled at the same time as another game or practice. A game and a practice, or two games on the same day with a reasonable amount of time between them is not considered a conflict. Reasonable means that you have enough time for the kids to change out of their gear, have a bite to eat, drive to the next game and get their gear back on.
- ☐ Please report ice conflicts to your Division Manager and cc 3rdvp@pocominorhockey.com by email – rather than by phone. This provides a record of the report.
- ☐ Please include your official team name in the subject line ex. U11 C1
- ☐ Jason Ho will accept a phone call at home in the case of very short notice of conflict or cancellation. Jason @ 604-839-0749
- ☐ Most conflicts are solved by the team manager by either using one of your practice times to play the game or trading the conflicted time for another team's game or practice time. If you are able to trade the time with another team within your division, please let both your division manager know of the trade and cc Jason Ho (3rdvp@pocominorhockey.com)
- ☐ Report conflicts you are unable to solve yourself to your division manager by email. Cc a copy of the email to Jason Ho at (3rdvp@pocominorhockey.com) This protects you in cases of division manager error, and gives Jason an early "heads-up" in case I have ice that is available that could help solve your conflict.
- ☐ If your division manager is unable to resolve the conflict, they will report that back to your team and to the ice scheduler. This should be done in a timely manner, preferably within a week. If you don't hear back from your division manager, follow up. Perhaps the email didn't make it, or was overlooked. You are responsible for your ice conflicts, so be pro-active and make sure they get resolved.
- ☐ If the conflict is still not resolved at this point, Jason will attempt to resolve the conflict. One of your or another team's practice times might need to be used. This is unfortunate, however, given the shortage of ice may be unavoidable.
- ☐ There may be times during the season where one of your practices needs to be used to solve another team's conflicted game. Again – not ideal, but at times unavoidable. Please understand the difficulty we face with ice-shortages in the lower mainland. We appreciate your cooperation.
- ☐ Teams who turn back ice to the ice scheduler with less than 17 days notice will be charged \$50.
- ☐ Teams who don't show up for an ice (i.e. – don't use a scheduled ice, and don't report that they won't be using it) will be charged what the Association pays for that ice (\$110/hr + TAX). The arena will report all no-shows. ALWAYS report when you are unable to use your ice. We always have teams looking for extra ice time.
- ☐ During the season, we will have occasions where ice will be available on short notice. Jason will send out an email to all the team contacts that I have when this happens. Ice times will be distributed on a first come first served basis



ADMINISTRATION OF GAMES

For Each Home Game:

Pre-Game (a few days before the game)

- ☐ Secure affiliate players if necessary (Rep Affiliates MUST BE ROSTERED by the registrar PRIOR to playing)
- ☐ Ensure your volunteers have been assigned in Team Snap for the clock and score (music is optional)

Game Day

- ☐ Ensure you have exact change to pay the ref and linesmen
- ☐ Ensure jersey colours do not conflict (always bring both jerseys)
- ☐ Ensure your Spordle information matches the players who have been dressed
- ☐ Monitor off ice conduct of parents and players
- ☐ Ensure everyone is following arena protocols
- ☐ Please let your volunteers know that the instructions on how to operate the score clock are posted in the scorekeeper's box at all the home arenas. Most people find the score clock intimidating so ask them to practice with it prior to the game if possible so they can become comfortable with it.

After the Game

- ☐ Ensure the dressing rooms are left clean and that your team is vacating within 30 minutes post-game
- ☐ Ensure Referees sign off on Spordle digital gamesheet and submit

For **AWAY GAMES**, your responsibility is to ensure all players arrive on time and at the right arena. Arena maps can be found on the web. Team Snap allows you to populate this information when scheduling games and team events and will save each new location added so you only have to enter it one time.

Standings and Schedules <https://games.pcaha.ca/>



SPORDLE

Spordle Play (HiSports) Instructions:



1. Each game approved by the Managing Director or League Manager by way of a game number will appear in the Spordle Play application.
2. (a) Team Managers shall prepare the electronic game report in Spordle Play using the Sign Game Lineups module at least one (1) hour prior to the commencement of the game. Select the appropriate game number, available players, and bench officials for that game, and ensure that players' jersey numbers are accurately entered.
(b) If any player is suspended for the particular game, he/she must be identified as such in the Spordle Play application.
(c) A registered team official of each team shall sign the game line up to verify the eligibility of all players and team officials and that the team roster is complete and accurate.
(d) The home team Manager shall provide the Game ID and the home team's Hockey ID to the Scorekeeper at least fifteen (15) minutes prior to the commencement of the warm-up. The home team's Hockey ID does not change throughout the season and can be found in Spordle Play or on the team's Hockey Canada Registry (HCR) roster provided by the Association Registrar.
(e) The names of the off-ice officials (Scorekeeper and Timekeeper) shall be clearly entered in the electronic game report.
(f) The electronic game report shall be available for the Referee at the timekeeper's bench prior to the commencement of the warm-up. The names and Hockey IDs of the Referee and Linespersons shall be properly selected in the electronic game report.
(g) If requested by the Referee at the end of the game, the home team Manager shall e-mail a copy of the Spordle Play Game Report to the Referee through the Spordle Play application. This may be necessary if the Referee has to write up a serious penalty or other matters of concern arising from the game.
3. (a) It is recommended that the home team have a backup device available in the event of a technical issue with the device used to record the game data in Spordle Play.
(b) The Scorekeeper shall be provided with a copy of the Game Notes Scratchpad (which can be downloaded from <https://help.hisports.app/>).
(c) In the event of a technical issue with Spordle Play or devices used for scorekeeping, the Game Notes Scratchpad will provide a backup record of the game. In such case, the Game Notes Scratchpad shall be retained and scanned/e-mailed to the League Manager.
(d) Scorekeeper instructions are available at <https://help.hisports.app/>.
4. Exhibition or tournament games against teams from outside PCAHA/BC Hockey which do not use Spordle Play will require use of a physical (paper) gamesheet. Copies shall be distributed to both teams and the League Manager.

GAME #:

SCOREKEEPER:

TEAM NAME: _____					GOALS					TEAM NAME: _____					NOTES	
Home Scoring					Visitor Scoring					H ROSTER #: _____		V ROSTER #: _____				
No.	Period	Time	Goal	Assist	No.	Period	Time	Goal	Assist							
1					1											
2					2											
3					3											
4					4											
5					5											
6					6											
7					7											
8					8											
9					9											
10					10											
11					11											
12					12											
13					13											
14					14											
15					15											
16					16											

[illegible]



REFEREES AND LINESMEN

- Referee Assigning
 - U15 A and above:
 - Completed through the PCAHA assigning center
 - Requires 72 hours' notice before a game
 - The request for officials is made by the league manager when the request for game number is made by the team
 - U15 C and below:
 - Done by local assignors
 - Once you receive your list of games from your division manager, please send a list of your games (include game number, date, time, place, and team names) to the Referee Assignor (Robyn Doig - c.d@telus.net), and update Robyn when there is a change
 - If a regular game ice is not going to be used for a game, it is the requirement of the team to notify the assignor. Failure to do so will result in the team being invoiced for the officials' expenses
- IN-HOUSE ASSIGNOR (U15 C and below):

Robyn Doig

Home: 604-941-1321

Cell: 604-787-7457

Email: c.d@telus.net

PORT COQUITLAM MINOR HOCKEY ASSOCIATION TEAM MANAGER'S HANDBOOK



REFEREES AND LINESMEN

- ❑ Pay the refs in cash with exact change. Van City will give you appropriate denominations if you ask.
- ❑ Get the referees to sign the referee form when you give them their money
- ❑ Coaches can agree to co-ref exhibition games in the case that the refs don't show
- ❑ Don't go into the referee's room. Pay the ref after the game at the score keepers bench
- ❑ It is recommended to purchase small envelopes and have an envelope for each official so that the change doesn't get misplaced
- ❑ Please check for game officials 15 minutes before game time to see if they have arrived. If they are not there, you can approach officials from the game before you to see if they are available to stay
- ❑ Please report any no-shows to the Referee Assignor

PCAHA REFEREE/LINESPERSON EXPENSE ALLOWANCES NEW AMOUNTS FOR 2022-2023

PCAHA Referee/Linesperson expense allowances are reviewed every three years. At the PCAHA AGM on May 29, 2022, the PCAHA membership approved increases to the expense allowance schedule in consideration of increased expenses incurred by officials, such as gas and equipment, as follows (changes highlighted):

8. (a) Referee and linespersons expense allowances for all games **with a duration of 90 minutes or less** within PCAHA shall be in accordance with the following schedule:

Division	3-Official System		2-Official System
	Referee	Each Linesperson	Each Referee
U9 and below	\$20.00	N/A	N/A
U11 "C"	\$40.00	\$31.00	\$40.00
U11 "A"	\$42.00	\$33.00	\$42.00
U13 "C"	\$45.00	\$35.00	\$45.00
U13 "A"	\$50.00	\$37.00	\$50.00
U15 "C"	\$52.00	\$39.00	\$52.00
U15 "A"	\$55.00	\$41.00	\$55.00
U18 "C"	\$58.00	\$43.00	\$58.00
U18 "A"	\$65.00	\$47.00	\$65.00
U21	\$70.00	\$50.00	\$70.00

For any game exceeding 90 minutes, an additional \$5 per official will be added for each additional 15 minutes of game time (rounded up).

No rate in excess of the above schedule shall be permitted (including all exhibition, league, playoff, and tournament/jamboree games).

- (b) When three on-ice officials are assigned to a game but fewer than the assigned number appear, those official(s) in attendance shall be paid the single referee expense allowance **per the corresponding 2-Official System rate**.

In addition, PCAHA Section I(9)(a) was amended to state that when the 4 official system is utilized the following modifications apply to rates in Section I(8) (changes highlighted). The 4 official system is permitted only in sanctioned tournaments in U15 and above if authorized by the BC Hockey Minor Officiating Lead.

In the **4 official** system, both Referees shall receive the Referee's expense allowance as specified in Section I(8) less the following amounts:

U15 "C" - \$3.00
U15 "A" and U18 "C" - \$4.00
U18 "A", U21 "C", and U21 "A" - \$6.00

PORT COQUITLAM MINOR HOCKEY ASSOCIATION TEAM MANAGER'S HANDBOOK



REFEREES AND LINESMEN

Scan and email this form to president@pocominorhockey.com and treasurer@pocominorhockey.com at Christmas Break and End of Season

Port Coquitlam Minor Hockey Association Officials Game Sign-In & Record of Payment

Division: _____ Team # _____ Manager: _____ Phone: _____

Balance of PCMHA Official's Fees: \$ _____

PCAHA Game #	Game Date	Game Time		Sign-In Time	Official's Signature	Fee Amount	Amount Paid
			1				
			2				
			3				
			1				
			2				
			3				
			1				
			2				
			3				
			1				
			2				
			3				
			1				
			2				
			3				
			1				
			2				
			3				
			1				
			2				
			3				



EXHIBITION GAMES AND PCAHA LEAGUE MANAGERS INFO

HOW TO GET A GAME NUMBER AND ARRANGE FOR REFS:

- To get a game number, contact:

C Divisions:

League Manager – U6, U7, U8 & U9 VACANT

League Manager U11 & U13 Eric Svingen-Jones esvingen-jones@pcaha.ca

League Manager U15 Brittany House bhouse@pcaha.ca

League Manager U18 Earl Bloom ebloom@pcaha.ca

U11A - League Manager All FVC & GVC Exhibition Games Carol Smith
csmith@pcaha.ca

U13A – League Manager: Associations N to Z Susan Alexander
salexander@pcaha.ca

U15A – League Manager: Associations I to Q Sophie Shoaf sshoaf@pcaha.ca

U18A - League Manager: Associations I to R Jane Schieman jschieman@pcaha.ca

U21A/C - League Manager – “A” & “C” Rebecca Chau rchau@pcaha.ca

- To book refs for exhibition games, contact Robyn Doig at 604-787-7457 or by email at c.d@telus.net at least 72 hours in advance

Send the following information to your PCAHA league manager to obtain a game number:

Home Team:
Visiting Team:
Venue:
Game Date:
Game Start Time:
Game End Time:



CANCELLING OR RESCHEDULING GAMES OR PRACTICES

- It is the responsibility of the team manager or coach to notify the 3rd Vice President and the division manager a minimum of 72 hours prior to any scheduled game or practice cancellation. Failure to do so will result in the team paying for the cost of the ice to PCMHA
- The Referee-in Chief, Brandon Borghardt (refereeinchief@pocominorhockey.com), and/or the Referee Allocator, Robyn Doig (c.d@telus.net), must also be notified a minimum of 72 hours prior to cancellation of any game. Payment of referees by the offending team is still necessary if proper cancellation notice is not given



AFFILIATE PLAYERS

- ☐ Affiliate players (APs) are CMHA registered players who temporarily play with teams in a higher division or level.
- ☐ There are different rules for C and Rep hockey and for different age levels. Affiliates can only be used under specific conditions.
- ☐ Before arranging an affiliate, please read Section C "Hockey Rules and Regulations" in the PCAHA handbook carefully. Rep Team AP's MUST be rostered prior to the AP attending any practice or game with the affiliating team.
- ☐ Affiliates must be marked as such on the game sheet.

Find the latest information on Affiliate Players here:

https://pcaha.ca/rules/22-23_04-PCAHA_Rules&Regulations.pdf



TOURNAMENTS

- ❑ A team wishing to participate in any tournament or jamboree must first obtain a tournament permission number from its League Manager.
- ❑ If a PCAHA team wishes to participate in any tournament outside the Lower Mainland District, the team shall first obtain a tournament permission number from its League Manager. It shall then forward a permission request to the PCAHA Office which shall apply on the team's behalf for BC Hockey approval.

TEMPLATE FOR TOURNAMENT PERMISSION NUMBERS

Template for requesting a tournament permission number:

FULL TEAM NAME: (ex. PCMHA U13 C1)

MANAGER NAME:

MANAGER PHONE:

MANAGER EMAIL:

HOST ASSOCIATION:

TOURNAMENT NAME:

TOURNAMENT SANCTION NUMBER:

TOURNAMENT LOCATION/ARENAS:

TOURNAMENT DATES:

Include a copy of your Hockey Canada Registry (HCR) roster and a letter from your association president approving your team's entry into the tournament. These requests should be made to me at least two weeks prior to the tournament.

FIND TOURNAMENTS FOR YOUR TEAM HERE

<http://www.bchockey.net/Tournaments/tournaments.aspx>



PIRATES CUP

DECEMBER 27 TO 30

- ☐ All PHMHA teams to contribute \$100 towards a tournament basket. This should be incorporated into team fees
- ☐ U8, U9, and U11 PCMHA teams are granted automatic entry
- ☐ Each team will require at least 2 volunteers for various duties at the tournament
- ☐ Cost:
 - U8 - \$1050.00 – early bird discount \$75.00 by December 1st 2022
 - U9 - \$1050.00 – early bird discount \$75.00 by December 1st 2022
 - U11 \$1150.00 – early bird discount \$75.00 by December 1st 2022

FOR MORE INFORMATION EMAIL tournaments@pocominorhockey.com



PASSION. PRIDE. PLAY.



TEAM TRAVEL

- A parent meeting must be held with the Division Manager for all tournaments planned outside of the province. A silent ballot vote will be conducted by the Division Manager (or an Executive member who does not have a player on the team) to ensure 75% of families are in favour. As well, a revised budget must be submitted and approved by the Executive to include the details of all costs to parents prior to the team confirming a place in the tournament

INTERDISTRICT TRAVEL / EXHIBITION GAME FORM (For games outside of PCAHA but within the Province of B.C.) OR OUT OF PROVINCE & USA HOCKEY
TOURNAMENT TRAVEL AND EXHIBITION GAME FORM:

<https://pcaha.ca/tournaments/Out%20of%20Province%20and%20USA%20Hockey%20Tournament%20Travel%20%20Exhibition%20Game%20Form.pdf>

IMPORTANT: The following conditions must be met or disciplinary action may result.

1. Local league and play-off commitments have been met.
2. The event is sanctioned.
3. All opposing teams are appropriately registered members of a Hockey Canada / BC Hockey recognized organization.
4. A copy of the game sheets will be sent to the Minor Hockey Operations Task Group member or designate immediately upon the team's return.
5. If permission is granted to travel outside of Canada, personal insurance must be obtained, as Hockey Canada will not respond as primary coverage.





SPECIAL EVENT SANCTION FORM

If you are planning a special event like floor hockey, dryland training, or a mini-game between periods with the Canucks, Giants or Express, you need to fill out a Special Event Sanction form. It takes two full weeks for approval from BC Hockey.

If it is a repeating event, you can fill out one form for the entire season.

<https://www.bchockey.net/applicationforms/specialeventsanction.aspx>



Applications

Special Event Sanction

The purpose of sanctioning a special event is to extend Hockey Canada Insurance Program coverage such as Major Medical / Dental Coverage to activities that do not fall under regular hockey programming.

Special Event Sanctions are for usage of events such as dryland training, fundraisers, and other activities outside of regular hockey programming. Not all activities are eligible for coverage. Please see the Special Event Sanction Guidelines on our website for additional information regarding possible coverage eligibility of special events.

NOTE: Only Associations that have applied for the current year's Membership will appear on the dropdown list and may apply for a special event sanction. You may apply for Membership [HERE](#).

Requesting Coverage for a Special Event:

- To request coverage for such events, 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.
- A separate Special Event Sanction Request Form should be submitted for each different activity. However, if the same activity will occur multiple times, such as dryland training, one request can be submitted for all the dates that activity will occur.
- For dates, it is acceptable to use a span or list of dates.
- Please include a detailed description. Listing a generic description such as "dryland training" is insufficient and the form will be returned with a request to expand on the activities.
- All Sanction Requests will be returned regardless of whether they are approved or denied. Processed Sanction Requests will be returned via email to the MHA Special Event contact.



FUNDRAISING AND GAMING

- ☐ All fundraising must be cleared by the association in order to avoid overlapping of team fundraisers and to avoid conflicts with our gaming/casino licences. No team may apply for a Provincial B Licence for any fundraising activity. By doing so, the Association's gaming licence and proceeds are put at risk. If you would like to fundraise with your team, email Erin Jorgenson (2ndvp@pocominorhockey.com) and complete the Team Fundraising and Financial page by the October 31st deadline
- ☐ All fundraising monies not spent by individual teams during the season must be returned to the association at the end of the season

POCO PIRATES TEAM FUNDRAISING FORM



Team: _____

Manager Name: _____

Manager Email: _____

Date of Request: _____

Description of Fundraiser:

Date(s) of Event: _____

Type of Fundraiser:

- ☐ Direct Sales (goods for sale – chocolates, sporting tickets, gift cards, etc.)
- ☐ Raffle (alcohol raffles are not permitted)
- ☐ Pub Night
- ☐ Poker Night
- ☐ Corporate Sponsorship
 - ☐ Name of Sponsor: _____
 - ☐ Amount of Sponsorship: _____
- ☐ Other: _____

Location of Fundraiser (if applicable):

Expected Funds Raised:

- ☐ \$0-500
- ☐ \$501-1000
- ☐ \$1001-1500
- ☐ Over \$1500

Does your fundraiser include ANY games of chance? This includes: raffles, toonie toss, 50/50 or any type of game/event in which one can win a prize of any sort? Yes/No (circle one)

If yes, explain:



TEAM STORE

<https://team.thehockeyshop.com/collections/poco-pirates>



DEADLINES

Date order was placed:	Approximate Completion Date:
Prior to August 10, 2022	Prior to August 27 th , 2022
Prior to September 12 th , 2022	Prior to October 17 th , 2022
Prior to October 3 rd , 2022	Prior to November 14 th , 2022
Prior to October 24 th , 2022	Prior to November 30 th , 2022
Christmas Deadline:	
November 10 th , 2022	Prior to December 22 nd , 2022

TEAM ORDERS

Ordering 12 or more of the same item?

View our "[How to place a team order](#) " page for more information and to download our team order sheet.

Team orders (12 + of the same style) are dealt with separately and depending on availability they may have a quicker turnaround time.

<https://team.thehockeyshop.com/pages/how-to>



INJURIES

- ❑ In the event of an injury, the HCSP is responsible to see that all necessary action is taken. If considered necessary, arrangements for transportation and emergency treatment of the player must be made. The HCSP must log the nature of the injury on an INJURY LOG SHEET and assist parents in filling out the injury forms
- ❑ All teams must carry an up-to-date first aid kit. The team manager is responsible for replenishing the stock and can do so by contacting our equipment manager, Scott, at equipmentmanager@pocominorhockey.com
- ❑ A CHA injury report must be provided to the parents of the injured player and completed as soon as possible. The parent is responsible for submitting the form to BC Hockey within 90 days and providing a completed copy to the team manager to keep on file for the duration of the season
- ❑ Forms can be downloaded at <https://cdn-ca.aglty.io/bc-hockey/image-gallery/player-section/injury-report-hockeycanada-BC-e%202022-02-16.pdf>
- ❑ Hockey Canada recommends that all players returning to play after injury must get the physician to fill out the form. In consideration to the health and safety of a player, PCMHA requires a physician's note when a player has missed hockey due to injury. It is the parents' responsibility to inform the physician if a player is involved in full contact hockey (U15A or U18A). The physician will decide on the length of time required before a return to play



TEAM INJURY LOG



HOCKEY CANADA SAFETY PROGRAM Player / Team Injury Log



Player/Team: _____ Safety Person: _____

Date	Name	Injury Description	Management (ice/ban/doge/tape)	Follow-up/Recommendations	Hockey Canada Injury Report Submitted	Return to play form		Safety Persons Initials
						Requested	Received	

Note: This log should report, at minimum, each time;

- A player is removed for the remainder of the game due to an injury sustained during play.
- A player is injured during a practice whether on or off ice.
- A player is forced to leave a game or practice for unknown medical reasons.
- A player is injured during a hockey related event.

Note: If an injury requires medical referral and/or hospitalization, complete and submit a Hockey Canada Injury Report.



COMPLAINTS

- All grievances must be submitted in writing within 48 to the President (president@pocominorhockey.com). The president will appoint three Executive members to a Grievance Committee. This Committee will interview the complainant and investigate the grievance, referring their decision to the Executive Committee at the next Executive meeting. The Executive Committee will rule on the grievance and make their decision known to the complainant within 24 hours of the Executive meeting.
- Any decision of the Grievance Committee may be personally appealed to the Executive Committee within 72 hours of being notified of the decision. Notice of any such appeal shall be submitted in writing to any member of the Executive Committee. If a player appeals, he must be accompanied by their parent or guardian.

SEASON WIND UP

- ☐ Check uniforms over when handed in and let equipment person know of any issues. Include a team roster with jersey numbers
- ☐ Year-end party – optional gifts for players/coaches
- ☐ Final financial statement due by April 1st – all leftover fundraising money reverts to the association. Leftover ref fees to be returned to the association.
- ☐ Final budget statement must be approved by Erin Jorgenson (2ndvp@pocominorhockey.com) prior to providing any funds back to parents
- ☐ Send a final copy of the budget to all parents





REFERENCE WEBSITES

Port Coquitlam Minor Hockey Association - <https://www.pocominorhockey.com/>

Pacific Coast Amateur Hockey Association - www.pcaha.ca

Hockey Canada - www.hockeycanada.ca

BC Hockey – www.bchockey.net

BC Gaming and Enforcement Branch

[Class D Licensing](#) (prizes under \$500 and gross revenue up to \$5000)

[Class B Licensing](#) (prizes and revenue that exceed Class D limits)

Spordle Login - <https://hisports.app/login>