

WMHA Manager's checklist:

Please make sure that you familiarize yourself with the information on the PCAHA website www.pcaha.bc.ca. Arena locations, rules & regs, standings, and much more are available at this site, which is a huge resource to team officials. You also have a hard copy of the PCAHA rule book to take along to games.

1. **You should prepare a file/binder to take along with you.** Forms that you should have in your file/binder:
 - a. Medical forms with emergency info for each player
 - b. Team Contact list
 - c. Game Schedule
 - d. Rules & Regulations handbook
 - e. 50/50 reconciliation sheet (and gaming license doc's)
 - f. Accounting form for ref fees
 - g. Emergency & roads contact info
 - h. League Manager, Managing Director, and League contact list
 - i. BC Hockey Injury Reports
 - j. Spare Gamesheet
 - k. Clock instructions

2. **Distribute to team:**
 - a. WMHA Player Code of Conduct Form and Accumulated Penalty Policy
 - b. Player Contract Form
 - c. Parent Contract Form
 - d. Player Medical Info
 - e. Team Official Contract
 - f. Sportsmanship Starts in the Stands Program
 - g. Hockey Canada Fair Play Code (read and review only)

3. **Division of duties:** You cannot do it all yourself – conflict reschedules, 50/50, timekeeping, scorekeeping, fundraising (if needed), organizing Xmas parties or other get-togethers, picture day organizer of the team, Banquet, etc. Recruit during the Coach/Parent meeting – ask for families not already involved in coaching, safety, managing, etc. to step up. It's good to have at least one person take responsibility for each of the duties and find others to help (ie. Fundraising, scorebooth, etc.) instead of you looking for new volunteers each week.

4. **Coach/Parent meeting:** (see sample agenda) This has to be held prior to your first game, preferably as soon as your team roster is.

5. **"2-Deep Method"** Relates to supervising players in the dressing room, and player safety in a facility. This is especially important when the girls and

boys are sent to separate areas of a building to change, and limited officials are available to supervise. Your Coaches and HCSP will have this information, but you should also familiarize yourself with the policy, and share it with parents:

<http://www.bchockey.net/Administration/BulletinItem.aspx?id=217>

6. **Dressing Rooms:**

NO CELL PHONES, CAMERAS, OR PERSONAL DEVICES capable of taking photos are allowed in the dressing room at any time, by anyone, including the players. Please remind your players.

Hockey 1 - 3 Co-ed Rooms:

- WMHA allows co-ed dressing rooms up to and including Hockey 3.
- Parents of both genders are permitted in the room to help the players.
- Please ensure players are following the Co-ed Dressing Room Policy shown below (minimum of shorts for boys, shorts/t-shirts for girls at all times in the shared room).
- Players changing out of underlayers need to do that in the privacy of the bathroom stall.

Hockey 4 - Midget Rooms:

- Men are not permitted in the girls' dressing room
- Women are not permitted in the boys' dressing room.
- Help with skates may need to be done outside of the dressing room to respect the privacy of all of the players in the room.

Designated Girls Dressing Rooms:

Meadow Park:

- **Practises:** As assigned by MPSC – see the notice board in the lobby.
- **Games:** North Shore Room, or as assigned by MPSC

BC Hockey Policy Manual, Section 1.06 CO-ED DRESSING ROOM POLICY

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

- i. Male players will not undress to less than a minimum of shorts while females are present.
- ii. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.

b) When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room).

c) When separate facilities do not exist for both male and female participants:

- i. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.

ii. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

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

7. **Communication:** Communicate regularly (weekly is best) through the WMHA interactive website or via email. Teams that choose to use other communication sites must have prior approval by the Executive; all schedules and team rosters must also be entered into the WMHA site for association use. Reminders of game time, location, directions to arena (links on our website), along with any notes from coaches, practice changes, etc. Some coaches like to send their own notes out; in that case it's a good idea to meet with the coach and decide who will be sending what info to avoid confusion or duplication.
8. **Jersey Inventory & Distribution:** Make an inventory of your team WMHA jerseys. The abbreviated team name is written in black sharpie on the underside of the shirt. Note any that need replaced on the form.
 - a. WMHA allows the issuing of jerseys to players instead of storing them in lockers.
 - b. It will be the player's/parent's responsibility to wash and store the player's assigned jersey and bring it to each game.
 - c. The parent must provide a \$100 cheque post-dated to the end of the season, which will be returned to them when the jersey is turned in after all games are done. Managers will keep a list (form attached) of deposits with the cheques.
 - d. Teams may purchase their own set of jerseys under the fundraising guidelines set out for this. All parents must agree before a team set of jerseys can be ordered. Teams may not use a combination of WMHA jerseys and sublimated jerseys – the full set must match.
9. **Ref fees:**
 - a. Each manager will be provided with a cheque for the year's fees, or half year's fees, before games begin. The rates are different for each division – check that you are using the correct amounts (see the PCAHA rule book).
 - b. Cash the cheque now and get the correct denominations you'll need for each official at each game. Separate all of the fees into individual envelopes labelled "ref" or "linesman", then you're ready to go for the season.

- c. Before the start of each game, leave the 3 envelopes – ref, linesman 2x, in the Scorekeeper's booth in the marked envelopes. Have a spare "ref" envelope with you in case you end up with a 2-referee system game (then you'll pay each a "ref" fee – the "linesman" fees you brought just go back in your supply).
 - d. Give the envelopes to the officials personally after each game when you take them the game sheet for their signatures. If the officials are already off the ice, just knock on the referee dressing room door and hand everything in. Don't forget to thank the refs, it's a paid volunteer job and they are usually minor hockey players themselves.
 - e. Enter the amounts paid and game date and number onto the referee fee reconciliation sheet.)
10. **League Coach/Manager Meetings:** These are meant for Managers and Head Coaches. If neither of you can make it, you need to send someone else to represent your team. It's really important to attend these meetings to learn about any changes in your league operations, and to meet your League Manager. Plus you'll need to submit your team roster and collect your game schedule. Important new rules and regulations and interpretations are discussed as well.
11. **Game schedules:** Game Schedules are handed out by your League Manager at your League Coach/Manager meeting, or emailed to you soon after. This will be only 2 or 3 days before games start, sometimes on the same day! Playoff schedules will also arrive on the day or two notice.
- a. Check your schedule carefully. League Managers are also volunteers and scheduling errors do happen. If you see something that doesn't seem right (too many games with the same team, ice time errors, incorrect number of games, etc, contact your League Manager immediately. A mistake in any team's games can cause the whole schedule to be re-written.
 - b. Once you've confirmed your schedule is correct, **it is your responsibility to get it to our Ice Scheduler, and our Referee Assignor, Gregg Martin ASAP.** They will then ensure the ice time is booked correctly, and assign referees for the games.
 - i. Check the "updated ice schedule" on the WMHA site the day before the game to make sure your game is on the ice schedule correctly with game# and officials listed. If you see a problem, contact the Ice Scheduler or Gregg immediately.

- c. **Conflict Games:** These will be identified on your schedule, usually when a team has been scheduled for two games in one day. (Check Sunshine Coast games to make sure there isn't a ferry conflict, the League doesn't always catch those.) The Home team manager is responsible for finding alternative ice times and offering them to the other team.
- i. If it is your home game conflict, contact our Ice Scheduler ASAP to get alternative times to offer the other team.
 - ii. You are typically given two reasonable choices to offer the visiting team. Once you both agree on a new time, confirm this with our Ice Scheduler and with our Referee Assigner ASAP. Advise your League Manager of the new date/time.
 - iii. If there are any other cancellations or rescheduling required, you must ensure that our Ice Scheduler and Referee Assigner are both informed ASAP. Ice can then be re-allocated accordingly, and refs can be cancelled/ordered. Your League Manager must also be informed of any schedule changes.
- d. Reconfirm games with the team you are playing a few days in advance in order to confirm they know you are coming or vice versa that they are making the trip up the highway.
- i. Confirm time & arena and jersey colours.
 - ii. Teams travelling to Whistler need to know they can't wear red jerseys in Whistler if they're playing a house team ("C" league).
 - iii. If you need a separate girls' dressing room, you will need to contact the Home team manager a few weeks ahead to check on availability. It's up to visiting teams to let you know that they will need a separate room before they come to Whistler. Check the Dressing Room Schedule (attached). Confirm with Meadow Park staff that the NS room is available if not already on the schedule.
- e. **Always check the weather and/or road conditions several hours ahead of travel times.** If there is already a situation on the highway, you will need as much time as possible to contact your own team and your opponent regardless of who is travelling. www.drive.bc.ca or follow them on Twitter @DriveBC_LM or https://twitter.com/DriveBC_LM
- f. In the event of road closures or any emergency situation requiring rescheduling of your game, right up to the scheduled start time, **CALL**

your League Manager or the Managing Director of your League. Contact info is on www.pcaha.bc.ca, and www.teamlink.ca - a good idea to have these numbers handy in your Manager kit.
IF THE HIGHWAY IS CLOSED, IT CAN BE A DECLARED A CONFLICT GAME and rescheduled. All other circumstances are at the discretion of the League Manager or Managing Director, but one of these officials must be consulted **BEFORE** the scheduled start time.

12. **Gamesheets & Teamlink:** You have to provide a gamesheet enter the data for your Home games only.
 - a. **Go into www.Teamlink.ca to request a login. This should be done soon - well before you have to enter your first game.**
 - b. Once you have your login, you'll be able to access contact info for officials from other teams, and League Managers, to sort out game conflicts, etc.
 - c. Check your game schedule on Teamlink. Confirm that it is the same as the schedule you were given.
 - d. Spare gamesheets are stored in the drawer under the WMHA mailboxes.
 - e. **GAME TIME:** Making up labels with player & officials' info to stick onto gamesheets saves a lot of time. If you're using these, just fill in the game details, stick on your roster label, cross off any players not attending, and deliver to the visiting team manager to complete his/her roster.
 - f. Deliver gamesheet to your scorekeeper, (or if visiting team is going this, check to make sure it's there and correct), along with ref fees in envelopes. Leave all with score booth officials.
 - g. **AFTER THE GAME:** Blue sheet goes to visiting team after the game.
 - h. Pink sheet is for your files
 - i. White and yellow sheets need to be sent to League Manager, by photo thru email and then mailed, except if a major penalty.
 - i. If there is a major penalty, the referee is required to write a report on the back of the league white copy, therefore it is imperative that your League Manager gets the originals right away.

1. It's the ref's job to send in the white copy in this case. It's a good idea to offer to the refs to send it in for them (along with the leagues yellow copy) and hang around for a few minutes until they complete their report.
- j. **TEAMLINK:** Enter your game the same day that it is played, then mail to your League Manager within 24 hours via Canada Post. Your League Manager may also request you to scan or photograph and email, fax, or text the game sheet within 24 hours.
 - i. You will be reimbursed for envelopes and stamps, add it as an expense to your referee funds reconciliation at the end of the year, and submit your receipts along with the completed form.
13. **Fan Behaviour:** It is the Home Team Manager's responsibility to ensure that the fans for both the home and visiting teams behave in a responsible manner. Any fans displaying inappropriate behavior should be warned, and ejected from the arena if the behavior continues. Don't hesitate to contact the RCMP if required. (Any unruly home team parents can be reminded of the parent contract that they signed.)
14. **Two Deep:** Ensure that any player contact is always conducted "two deep" (see attached).
15. **Girls' Dressing Rooms:** From H4 – Midget, separate dressing rooms when available.
16. **Criminal Record Checks:** Remind team officials that criminal record checks are required every three years, team managers need to forward the names and dates to the Risk Manager to update the master volunteer list; the completed forms go directly to WMHA Risk Manager.
17. **Respect-In-Sport** (formerly Speak Out): **New this year** – RIS certification is good for 5 years.
18. **Other Hockey Canada Certifications:** WMHA Registrar will advise you if any of your rostered team officials are missing any certifications. All certifications have a "required by" deadline.
19. **Special Event Sanctions:** All are now done completely online, find them here www.bchockey.org
20. **WMHA Interactive Website:** all team managers are responsible for maintaining their team roster and schedules on the site.

21. **Links to governing bodies rules & regs:** all are posted on the "Manager" page.