

# **Strait Richmond Minor Hockey Association**



## **Team Manager Manual September 2023**

Ver 1.2

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## 1. Introduction

Thank you for volunteering to take on the role of managing one of the Strait Richmond Minor Hockey Association teams. Team Managers are selected by the Head Coach based on several factors including strong communication, organizational, and leadership skills as well as how well they fit in with the team coaching staff and parent group. Due to the roles required by the Head Coach / Manager and the ability to make unbiased decisions, head coaches and managers should not be from the same household or any relation that would result in a conflict of interest.

The role of the manager is very important in ensuring an enjoyable and successful season. You will act as the liaison between the parents, coaches, and the association. The manager will work closely with the head coach to ensure the operations of the team runs smoothly and that information is properly communicated to the parents.

There will be a Coaches and Managers meeting at the start of the season. You should review this document in advance and note any questions so that you can ask them at that meeting. There is always a mix of experienced and new managers and those who have held the role before are also able to assist with any questions.

It is our hope that this document will help you get the most out of your experience. It *is* a work in progress and information will continuously be added. If you do not find what you are looking for in this document, please reach out to [srmhpirates@outlook.com](mailto:srmhpirates@outlook.com) or any member of the SRMHA board with any questions.

## 2. Duties

Hockey Nova Scotia (HNS) considers the Team Manager to be one of the Bench Officials. While in SRMHA, a Team Manager tends to be more like an administrator than a coach.

The following is a list of some of the duties the manager is responsible for:

- supervise the finances of the team, keep a record of all financial transactions made by the team, including contributions to team funds and expenditures and provide regular team financial statements to the parents of team players and to the SRMHA Board.
- To assist in the administration of the team including jersey allocations and collection, communication with parents of players, and dressing room security.
- To arrange games, tournaments, book ice times, coordinate regional play downs, arrange for Officials, obtain travel permits for games outside our zone.

- To convey in confidence to the President or Vice President any disciplinary matters, concerns, or complaints regarding the coaches of the team brought to his/her attention by a player or parent of a player on the team. The Manager's duty in this regard ends with reporting the matter and the Manager should neither bring the matter to the coach's attention nor attempt to act on the matter.

### 3. Manager Requirements (Volunteer)

As a manager you will need to ensure that you have the following:

- A Spordle Account. If you have never managed a team before, you will need to set up a Spordle account. To do this you will first need the Association's Registrar ([srmharegistrar@outlook.com](mailto:srmharegistrar@outlook.com)) to setup a Hockey Canada Registry Number (HCR#) for you. You will need to provide the registrar with your DOB, address, and contact info. Link to Spordle: <https://account.spordle.com/login> You will need a Spordle account to apply for a travel permits and to register for courses.
- Valid Criminal Record Check/Vulnerable Sector Check. CRC/VSC are valid for three years.
- Respect in Sports for Activity Leaders/Volunteers. Click [HERE](#) to sign up for the Respect in Sports for Leaders
- If this is your first year being involved with a minor hockey program, you will also need to take Respect in Sports for Parents. Click [HERE](#) to sign up for the Respect in Sports for Parents.
- HU- Planning a Safe Return to Hockey Course. Click here to register for courses: [Hockey Canada Registry 3.0](#)

Coaches – Depending on the level and division of your team, all coaches will also need to ensure that they have all credentials required by Hockey Nova Scotia to be permitted to be on the bench or on the ice. All courses and requirements are listed below by clicking on the Volunteer Requirements link.

All Criminal Record Checks need to be sent to our Association Registrar, Michelle Sampson ([srmharegistrar@outlook.com](mailto:srmharegistrar@outlook.com)) and she will send them to Hockey Nova Scotia to be uploaded to the Spordle accounts. HNS will accept the original, as well as copies and scans. When requesting a Criminal Record Check from your local RCMP or police detachment, please include the **Vulnerable Sector Check (VSC)** which is designed to protect vulnerable Canadians from dangerous offenders by uncovering the existence of a criminal record, a conviction of a sexual nature, or a criminal or sexual charge, but not necessarily a conviction. Your **Criminal Record Check** must be issued within the last six months (from the date of submission to Hockey Nova Scotia). Once approved in the Hockey Canada Registry, the **Criminal Record Check/Vulnerable Sector Check** is valid for three consecutive hockey seasons. Criminal Record Checks can be

completed at your local police or RCMP detachment. These can only be processed in the community where the person resides.

Please click [HERE](#) to view the most recent Volunteer Requirements.

All credentials for the Manager, Coaches, and Safety Representative must all be completed by December 1. Failure to do so will result in any coaches not being permitted on the ice or managers not being able to do their duties.

## 4. Getting Started

The following pages are a Quick-Start Checklist to get your season off to a great start. A printable version can be found under in the shared managers folder. It is important to get your volunteers in place as early as possible so tasks can be delegated and completed efficiently.

Each team will need a Safety Representative and a 50/50 Ticket Collector for the Association. Top Tier teams or any teams that handle money for the team will need or should have a second financial person to assist with financial tasks. If you are planning on collecting 50/50 during home exhibition or season games, it is also a good idea to have a team 50/50 coordinator to look after scheduling parents to sell 50/50 and keep track of the 50/50 money. You will also need to have a member of the team to be the Team Coordinator for the SRMHA Annual Tournament. Usually the manager will do this, but some teams will have a separate person that will look after the tournament.

### First Two Weeks

- Email [srmhapiirates@outlook.com](mailto:srmhapiirates@outlook.com) to be given access to the shared Managers folder. This will have forms and information that you will need throughout the year.
- Obtain contact information for the players on your team from the Registrar. At your first practice have all parents confirm the information and DOB or if this information isn't available, be sure to collect it from parents/guardians (include DOB, mailing address, contact emails, & phone numbers).
- Once the head coach has been named for your team, SRMHA will give him/her access to your team in TeamSnap. The head coach will need to add you to the team as the manager. TeamSnap is used for all communication within your team including team chat, as well as a schedule to organize all team activities including games, practices, or other team events.
  - Once you have been given access to TeamSnap, you will add all players to your roster.

- You can also start adding any events to your schedule i.e., practices, exhibition games, etc.
- Contact the Association's Registrar or Treasurer to be added as an Administrator for the team in GrayJay. Once you have been given access, you will need to ensure that your roster has been updated into GrayJay along with positions and jersey numbers.
- Distribute and collect Player Medical Forms for all players. Fillable forms are in the shared Managers folder.
- Distribute and collect Player, Parent, and Coach pledge forms. Fillable forms are in the shared Managers folder.
- Make sure you check the web site often ([www.srmha.ca](http://www.srmha.ca)). There is a lot of information regarding leagues, rules, important dates, etc.
- Make sure you are following the SRMHA Facebook page and encourage your families to as well. There will be lots of general communication on the page.
- Schedule a team meeting with coaching staff and the treasurer to review the plans for the year, tournament intentions (you need to start applying now), desire for extra practice ice, etc. to start a rough budget.
- If you are a top tier team or plan on collecting/spending money for your team, you should start planning and working on your budget for the year.
- If you are a top tier team, reach out to the Association's Registrar or Treasurer to obtain your team email account.
- Schedule a team parent meeting to review plans for the year, tentative budget, and confirm their volunteer roles. This is often done in the dressing room during practice. The head coach attends the meeting and the assistant coaches run the practice.
- If you are a top tier team manager, you will need to reach out to the SRMHA Treasurer ([srmhafinance@outlook.com](mailto:srmhafinance@outlook.com)) to gain access to the bank account for your team.
- Contact the association's Equipment Coordinator to arrange to pick up team jerseys for the season.

### **First Month of Hockey (October)**

- Ensure your final budget for the year has been completed and emailed to [srmhafinance@outlook.com](mailto:srmhafinance@outlook.com) to be approved by the SRMHA Board.
- Team rosters need to be submitted to the Registrar as soon as possible once the roster is completed and all coaching/bench staff have been assigned with a deadline of October 31. Once approved, please ask the registrar to send you an official copy of your roster. You will need a copy of the roster once all coaches and team support have



obtained all required risk management certifications. You are required to always have a paper copy of your roster available (especially important for tournaments).

- Ordering name bars should also be done as early as possible if you want them on the Jerseys for when games start.
- Start booking tournaments as they tend to fill quickly. It is easier to pull out of a tournament than to scramble to find one. Hockey Nova Scotia has a list of tournaments on their website <https://hockeynovascotia.ca/admin-member/tournaments>. Not all tournaments are listed on this site. Check individual association pages as well.

### **Second Month (November)**

- You will need to confirm that the coaches and team staff have the required certifications. December 1st is the deadline for all certifications. i.e.: Criminal Records Check (Vulnerable Sector Check), course requirements, etc. If you have any questions, contact the Association's Registrar.
- In consultation with the coaches, you should help establish an Emergency Action Plan and designates.
- Plan a Christmas event for the team if it is desired.

### **Ongoing Responsibilities**

- Check the [www.srmha.ca](http://www.srmha.ca) website regularly.
- Continuously review League Schedules for any changes or conflicts.
- Communicate with families on a weekly basis. It will help avoid confusion.
- An end of the season party is often planned.

## **5. About Strait Richmond Minor Hockey Association**

Our goal is to offer minor hockey programs to young people in the region, so they learn the life lessons that come from playing our game: teamwork, responsibility, being healthy, and having fun.

SRMHA also wants to ensure a positive environment that will nurture every player's love of the game and to steer our youth through their formative years to develop fine young adults who will contribute to their community after their playing days are over.

SRMHA has many policies that we abide by some are Association specific and some are Province wide mandated by Hockey Nova Scotia. There are several policies available on our website. Please make yourself familiar with them.

As a manager the following should be reviewed ....:

- Dressing Room Supervision (Rule of Two - Sept 2023) replaced Two Deep Method)
- Fair Play Policy
- Complaint Resolution Communication / “24 Hour Rule”
- Game and Conduct Policy

## 6. Team Rosters

All Managers, Coaches, Trainers, On-Ice Volunteers, On-ice Helpers, Safety Reps & Parent Helper/Dressing Room Monitors must be submitted to the Association as part of the process of creating your official Team Roster.

Submissions for rostering should be completed ASAP with a deadline of October 31st.

As per Hockey Nova Scotia Regulations 1.16. Minor Hockey Bench Staff - Minor Hockey Bench staff shall be defined as one (1) Head Coach, one (1) trainer and assistant coaches up to a maximum number of bench staff (5) permitted on the bench. A minimum of two (2) certified bench staff must be on the bench to start any game.

Confirm that all coaches, volunteer staff & parents have their certification up to date and filed with HNS by December 1.

### Coaching Staff Roles/Definitions:

- **Bench staff** must be at least 16 years of age. To be on the bench, they would require Respect in Sport Coach Level and HU-Safety if required for the level they are on the bench.
- **Trainers:** Not required, only used if needed. A certificated Hockey Canada Trainer completed the in-depth safety courses and counts as Bench Staff toward numbers for games. Trainers are not permitted on the ice for practice other than to tend to an injured player. Normally, we see this position used for teams that may be short on coaches for games. Teams may list more than one (1) **trainer** although only one (1) **trainer** is permitted on the bench in any game.
- **On-Ice Volunteer:** Someone who only assists on-ice during practices. These people require all the same qualifications as any other **coach** on the team. It is recommended to list them as an **assistant coach** in case they are **required on the bench** at some time.
- **On-Ice Helper:** Registered player(s) that help with younger age groups on the ice can do so through our **On-Ice Helper Policy**. These players are not required to be on the team list of the team they help with. However, they are not permitted on the bench during games.



- **Parent Helper/Dressing Room Monitors:** Someone who is listed on the official team roster and is used for assistance with the **“Rule of Two” previously known as the Two Deep Policy** in the dressing room before and after games. Parent Helpers/Dressing Room Monitors require the **Respect in Sport** program and a **Criminal Record Check** (with the **Vulnerable Sector Check**)

\*\*A person can be both a Trainer and an Assistant Coach if they have all the qualifications required.

## 7. Parent Meeting

As soon as the team has been finalized and the team staff is decided upon, a parent meeting should be held to introduce the team staff, discuss potential budget and guidelines and expectations for the team. The manager and/or head coach should host the meeting.

### Things to discuss at meeting:

- Introduction of coaches and parents and team staff
- Overview of Coach philosophy and outlook for the hockey season
- Coach’s expectations of players/parents on and off the ice and dress code for players
- Budget overview if applicable
- Questions from parents
- Tournaments – discuss how many and where.

### Suggested areas to support team from the parents for the following roles:

- Treasurer
- Safety Rep
- 50/50 Team Collector (Weekly draws)
- 50/50 Coordinator (Home games)

## Conducting the First Parent Meeting

(Host meeting shortly after team is formed)

Scheduled Date: \_\_\_\_\_

### A. Introduction (5-10 minutes)

- Introduce yourself (manager), coach, assistant coaches, trainer, etc.
- Give a brief explanation of the importance and purpose of the meeting.

### B. Coaching Overview (10 minutes)

- Have the Coach provide information on the goals and objectives for the season and his credentials and philosophy.

### C. Details of Program / Expectations for Players (10-20 minutes)

- With the Coach present specific information on the operation of your hockey program.
- Overview of how coach and player evaluations will be implemented.

- Discuss expectations of the player (and parents) **(Fair Play Policy)**
  - Time commitment
  - Respect for themselves, all players (own team and opposition), referees, officials, parents, etc.
  - Expected conduct - games, practices, locker room, events.
  - Discipline
- Let parents participate in deciding rules of parent conduct at games, team functions, etc.
- D. Budget** (15 minutes)
  - Outline of expected costs **(Budget)**
  - Extra activities - social events, photos, extra tournaments, how much extra ice time must be booked?
- E. Team Apparel** (5 minutes)
  - Discuss dress code
  - Water bottle policy
- G. Questions** (5 minutes)
  - Allow additional questions, parent concerns, etc.
  - Distribute materials and any forms that need parent's attention.

## 8. Communication

Good communication is key to the success of your hockey season. It is best to choose the method of communication that will work best for you and your team and stick with it. These could be weekly emails, team website (through GrayJay), Facebook group, TeamSnap, etc. TeamSnap is provided by the Association to be used as the main form of communication with your team.

It is the responsibility of the manager to ensure that you have contact information for all players and that communication is made in a timely manner to all families on your team, especially with time sensitive information.

It is recommended to always carry a folder or binder with you with Player medical forms, blank game sheets, team roster, contact list, blank injury reports, rules, and guidelines for tournaments etc. All this information needs to be readily available as the manager could need these at any time.

Managers are encouraged to be accessible to families and monitor their email/messages on a regular basis for questions from families and for updates from SRMHA as this is how game reschedules and other important and time sensitive information will be communicated.

The Manager is the first point of contact/communication for parents. Any concerns will be taken to the Manager who will then communicate those concerns to the Head Coach.

Good communication is the key to a team that functions well.

## 9. Intermediary Role

The role of Manager is an essential link between the parents and the coaching staff, and the parents and the SRMHA Board. In this intermediary role you provide communication that can prevent problems and misunderstandings, or at least nip them in the bud. You should not, however, feel compelled to intervene beyond a level with which you are comfortable. A Manager may be too close to serious matters, and these should be passed on to your Division Coordinator.

In consultation with the coaches, you should:

- \* be familiar with the team rules developed by the coaches and possible sanctions (e.g., shirt and tie for games, 1 hour before game, 30 minutes before practice, contact coach if a player can't make it, etc.).
- \* be familiar with the SRMHA policies.
- \* identify and differentiate between a major issue and a minor problem.
- \* articulate, practice, and enforce the "24 hour" rule.
- \* be proactive and act quickly in certain situations, as often these types of situations don't get better if not addressed in a timely manner.
- \* Formal complaints and problems should be directed to the Division Coordinator.
- \* develop and foster a relationship with the coaching staff based on mutual respect and honesty.

## 10. Finances / Budget

The team manager plays a leading role in the administering of the team's finances based on the direction established by the head coach. The team manager/coach work closely to ensure that the finances are handled properly. It is important to understand that any finances obtained and expended in the team environment are ultimately the responsibility of SRMHA. Financial decisions made by the team reflect upon the association and for this reason there are specific guidelines that all teams must follow in conducting their financial business.

While the manager along with the head coach typically make the various financial decisions, it is important to remember that in most cases payments and fundraising efforts are made by the parents. Therefore, it is prudent to ensure that all financial decisions are supported by the group.

### Budgets

All teams within SRMHA are responsible for a team budget if you will be selling 50/50s at home games throughout the season and especially if collecting money from parents. The designated team manager/treasurer will be responsible for creating, managing, and communicating regular updates associated with the team budget. The team manager/treasurer should depend on the SRMHA Treasurer who can provide direction and instruction as to what this will look like. The

budget should outline money in (estimated money to be collected) and money out (what the money will be spent on). A sample budget is available in the shared Managers folder for both top-tier and non-top-tier teams.

Budgets should be discussed with the parents at the team parent meeting and ensure that all agree, prior to the final budget being submitted for approval. Budgets are to be submitted to the SRMHA Treasurer no later than October 31. Once received, team budgets will be submitted to the SRMHA Board for approval.

It is essential that the manager and/or treasurer provide updates throughout the season to all parents regarding the status/update of fundraising and overall/individual budget status. Updates are to be provided to parents and SRMHA mid-season (December 31) and at yearend (March 31).

The Association Treasurer reserves the right to request a full financial statement of a team's financial position at any time.

**Important Dates:** Regular Hockey Season: HNS states that the normal hockey season shall be from September 1 to April 30 of the calendar year during which Hockey Canada rules must be adhered to. Therefore, all SRMHA teams cease to exist as of April 30 of the current hockey season and all team business should be concluded on or before that date.

### **TOP TIER TEAMS – TEAM FEES**

In consultation with the head coach, you should determine whether a separate Treasurer position is required for the team.

Prepare a detailed preliminary budget for the season. When developing your budget, please keep in mind some of the common expenses to include: Extra Ice fees (See Ice Allocation Policy for more info), Extra On and Off Ice Training (practices, exhibition games, dry land training), Tournaments, Team Building Event (Team bonding/Social Event - NOT TO EXCEED \$500.00), Year End Party, Miscellaneous items (name bars, 50/50 ticket supplies, time keepers, bank fees, & Non-Parent Coaches reimbursement (please see policy for more information)

Budgets must be prepared and passed into the SRMHA Treasurer to be approved by the Board no later than October 31.

Based on the budget, calculate an approximate cost per player for the season (team fees) and identify the initial player contribution. Team fees are due November 15, and the final payment is due January 15. Please ensure receipts are provided for all money accepted. If team fees are not paid in full by the dates specified, the player will not be permitted on the ice or take part in any team events until such time as payment is received.

Be sure to distribute and explain the preliminary budget to the parents and the per player

costs, including the player contribution. Be flexible, feedback from the parents may lead to changes in the seasonal plan and/or budget. Be sure to maintain proper documentation and records for all team expenditures (i.e., invoices, receipts, etc.). The SRMHA Treasurer will send you monthly invoices of any extra ice that is owed by your team. Please pay all ice rental bills in a timely fashion. Any team expenses owing are strictly the responsibility of the team, NOT SRMHA.

The association has bank accounts for all top-tier teams with the East Coast Credit Union (ECCU). Each team will have three signing authorities (the SRMHA Treasurer will be one along with the manager, treasurer, head coach or additional parent). Accounts will not be “open” until all three people have signed for the account. If using cheques, all cheques must have two signatures. The ability to be able to do e-Transfers will also be set up for each team account and will require two approvals for any e-transfers completed.

At the beginning of the season the manager or head coach is to reach out to the SRMHA Treasurer to have the account set up for the team. At the end of the season, please ensure to return all remaining cheques/deposit books, etc. to SRMHA.

At the end of the season, if more money was collected than budgeted, only Player Contributions (Team fees) can be refunded back to parents.

Any money that was collected by fundraising or sponsorship donations above the budgeted amount cannot be refunded back to the parents. This money is to remain in the Top Tier Bank account and will remain property of SRMHA.

## **Sponsors**

Top Tier players are permitted to have sponsors (corporate or individual) to help offset the costs for the team fees. Since sponsor bars are not permitted on jerseys, it is recommended that a banner or signage be purchased to thank and acknowledge all sponsors that have helped support the team for the season. A sample Sponsorship letter is available in the shared Managers folder. Please ensure that a receipt is provided for all sponsorship money received. Any team fees paid for by sponsors cannot be refunded.

## **11. Fundraising Guidelines**

The highest level (Top Tier) teams in each Division in SRMHA are responsible for paying their own ice times, **while** the Association covers the cost for all the other teams. For this reason, only the Top Tier teams are permitted to collect team fees and fundraise.

A, B, C, U9 and U7 Levels:



The only fund-raising allowed at non-top tier teams, including U7/U9 levels unless approved by the SRMHA Board is 50/50 draws at their home games. These funds can be handled by the Team Manager, or someone appointed by the team. All funds collected by the selling of 50/50 tickets at their games are to be used for either a Christmas party or yearend function.

If a team wishes to fundraise for a specific reason, then a detailed budget needs to be broken down on what the money will be used for (it must be hockey related i.e., hiring of a bus for transportation, tournament fees, extra ice, etc.). Teams are not permitted to fundraise to purchase tracksuits, hockey bags, jackets, etc. Any fundraising activity must be in the form of a team-building event and cannot be any form of ticket sales. Teams are permitted to do bottle drives, bagging groceries, bake sales, car washes, etc.

Experience dictates that teams with the most money often have the most problems. To avoid problems, any fund-raising initiative and where the proceeds will be spent, should be agreed upon by the parents. Also, the event should be appropriate, particularly if players are involved, should not conflict with the association objectives or policy, should be sanctioned, and the proceeds should be spent on hockey-related activities (i.e., not on jackets or track suits).

In consultation with the coaches, you should:

All levels:

- organize the sale of 50/50 tickets for home games, including the collection and recording of the proceeds.

Top Tier levels:

- organize or delegate other team fund-raisers (e.g., auctions, sponsor bars, ticket sales, bagging groceries, bottle drive, etc.) and
- be familiar with the Hockey Nova Scotia Event Sanctioning Policy regarding fund-raising.

## 12. Safety Representatives

At this time, the primary roles of the **Safety Reps** are to ensure teams follow the [Hockey Nova Scotia Dressing Room Supervision Policy](#) (sometimes referred to as the **Rule of Two/Two-Deep Rule**), and to be available and ready should we have any COVID-19 protocols requiring implementation this season. For more information on COVID-19 prevention measures, visit Nova Scotia Health's website: <https://www.nshealth.ca/protecting-myself-and-others>

At this time, all teams should continue to use a **Safety Rep**.

**All Safety Reps will need to have the following credentials:**

- o Criminal Record Check (Vulnerable Sector Check) – Completed by December 1



- o HU - Planning a safe return to Hockey Course – this needs to be completed ASAP.

### **13. Player Medical Information Sheet**

Each team/manager is responsible to ensure that each player/family has completed a copy of the Player Medical Information Sheet indicating any health concerns, allergies, emergency contact info etc. A copy of the forms should always be with the team (Team Trainer). The manager should keep the original on file.

### **14. Jerseys/Name Bars**

Within the first week of your team being made, you should reach out to the Equipment Coordinator to make arrangements to pick up jerseys for your team (practice & game jerseys). All teams U11 and up will be provided with two jerseys (home & away). Please refer to your league handbook to see which jersey will be worn for home and away games.

Arrange a time with your parents (during practice) to have players try on jerseys. Parents must sign for each jersey and a fifty dollar (\$50) postdated cheque deposit is required for each jersey. Cheques should be posted dated March 1 of the following year. The manager will hold onto all jersey deposits and return them to the parents at the end of the season. Cheques will be returned if the jerseys are returned in the same condition as they were given out. All jerseys must be returned at the end of the season. Please refer to the SRMHA jersey policy for more information. Receipts should be given to all parents for their jersey deposits. Post-dated cheques are preferred, but cash can also be accepted, but not recommended.

Jerseys (both game and practice) are not to be altered in any way, and are not to have anything attached to them, with the exception of a name bar on game jerseys.

Socks will also be available from the Equipment Coordinator for players to purchase for each jersey color. Socks are \$25 a pair. Receipts should be issued to all parents for sock purchases. Once you have collected all the money for sock purchases, please submit it to the SRMHA Treasurer.

Name bars can be purchased for jerseys. The team must decide if they will be using name bars or not. All players must have them or none. You cannot have some jerseys with name bars and others without. Sponsor bars are not permitted to be placed on jerseys.

Name bars should all be purchased from the same supplier if possible and one person responsible for attaching the name bars to the jerseys. They must be sewn on, not stuck on or glued.

Each player will need two name bars. A white name bar with black letters for the white jersey and a black name bar with white letters for the maroon jersey. If purchasing through Ross Screenprint, you can purchase white name bars and maroon name bars in the same material to match the jerseys.

**The STOP sign on the back of the jersey cannot be covered up.**

At the end of the season, one person should be responsible for removing all name bars and ensure that all jerseys have been washed before being turned back into the Equipment Coordinator.

## **15. First Aid Kits/Bench Kits/Pucks**

It is mandatory, as indicated by Hockey Nova Scotia and SRMHA, that a First Aid kit be always accessible when players are on the ice for games and practices. First Aid kits are supplied by SRMHA to each team along with puck bags and both are to be turned back into SRMHA at the end of the season. Head Coaches are to reach out to the Equipment Coordinator to make arrangements to pick up these items.

It is suggested that teams have a “bench kit”. Things to include Clear tape, stick tape, extra neck guard, helmet repair kit, sweet stick/blade saver, stick wax, extra laces, pens and whiteboard markers, spare home, and away jerseys etc. This can all be kept with your first aid kit throughout the season.

## **16. Ice Time / Extra Ice**

All Ice time is to be scheduled through our Association Ice Scheduler ([srmhaice@outlook.com](mailto:srmhaice@outlook.com)) Each team in SRMHA is allotted 2.5 hours of ice time each week that is paid for by the Association. The 2.5 hours includes a 1-hour practice per week and a 1.5 hour game per week. At different points in the season, teams look to secure extra ice for additional practice and/or exhibition games. For any additional ice purchased for the team that is above the 2.5 allotted hours, it will be paid for by the team. If you cancel an ice time due to weather conditions, tournaments, away games, etc. it cannot be banked to be used later. Please refer to the [SRMHA Ice Allocation Policy](#) for more information.

Any ice time that is scheduled through SRMHA is for team use only. Family skates or Parent vs player games, etc. must all be purchased by the team as family members are not covered under HNS insurance.

## 17. Regular Season Schedules/Sanctioned Leagues

The season will start the first weekend of October depending on tryouts and usually ends with the March Break. All ice time rented after the March Break is strictly the responsibility of the team not the SRMHA.

The SRMHA Ice Scheduler is responsible for booking all ice times; any request for ice times must be submitted 2 weeks in advance. If an ice time must be cancelled, it is the Manager's responsibility to notify the Ice Scheduler 48 hours prior, failure to do so will result in the team being billed for the ice time. The same policy applies to the Referees. This does not apply to storm days.

Depending on classification, a team's schedule may be an official league schedule, an agreed schedule of exhibition games among local teams, or an ongoing exercise of ad hoc scheduling.

Most of our teams will be playing in Sanctioned Leagues.

When looking for contacts for other teams in your Division, Hockey Nova Scotia's website lists the Presidents for all the Minor Hockey Associations, they can be contacted for the coach's information for your Division. The previous year's managers and your own previous contacts can also be used.

Competitive SRMHA teams participate in the Cape Breton Hockey Federation League (<https://cbhf.grayjaleagues.com/>) or the Scotia Minor Hockey League (<https://www.scotiaminor.ca>)

Recreation teams will play out of the Western Cape Breton/Strait Richmond League if available, the Cape Breton Hockey Federation League or the Pictou County League.

League play does change from year to year, so you will need to discuss with the head coach to see which league your team will be playing in.

All league games once scheduled must be played. Forfeits are strongly discouraged.

League divisions can be found under each category, following the links provided above. Schedules should be reviewed regularly. If there are conflicts with games, please reach out to the opposing team and try to make arrangements to reschedule the game. Once confirmed, please reach out to your league scheduler to have the game information updated in the league schedule.

SRMHA's Ice Scheduler for the 2023-2024 season is Amber Carrigan [srmhaice@outlook.com](mailto:srmhaice@outlook.com)  
Ice times are allocated on a weekly basis. If an ice time is missed due to weather, tournament, or just cancelled it doesn't get banked or carried over. SRMHA will only pay for ice time booked

by the SRMHA's Ice Scheduler. SRMHA takes a Christmas Break starting the weekend before Christmas and starting back the first weekend in January. Any teams that want ice during the Holidays must book and pay for it on their own. Our season ends with the start of March Break.

In consultation with the coaches, you should:

- be familiar with the SRMHA Ice Allocation Policy, including the notification deadlines for cancelling assigned ice times.
- arrange and schedule home and away games with other teams (cannot affect League games).
- provide both the players and the parents with updated schedules and ensure that they are aware of any changes and upcoming games, practices, and tournaments

It is extremely important that the Manager checks the week's schedule and confirm the time and Arena with the Visiting Team.

Starting in the 2023-24 season, SRMHA will be operating on the GrayJay platform. All game schedules will be integrated with the Scotia Minor Hockey League and live scoring and electronic game sheets will be enabled. Coaches and Managers will receive credentials for their teams so that they can login and confirm their rosters and starting goalies prior to game time. For access to team staff help, go to: GrayJay Leagues Team Staff Guide. If at any time you need assistance with GrayJay please email [srmhapiirates@outlook.com](mailto:srmhapiirates@outlook.com). Paper game sheets will be the backup for any issues with the platform or use of GrayJay.

## **18. Booking Officials / Timekeepers**

Referees for regular scheduled league games are provided by the Association. The Referee in Chief will assign officials based on the schedules. Referees for exhibition games or pre-season games will need to be arranged by the team manager. It is still a good idea to reach out and confirm each week with the RIC via email to ensure officials will be provided.

The costs for officials booked for any games scheduled during Christmas Break or after the official season ends are not covered by the SRMHA and are the responsibility of the team.

If games get rescheduled or cancelled for any reason, it is the manager's responsibility to reach out to the RIC to make sure that the officials are notified. If the officials are not notified and show up for a cancelled or rescheduled game, the team will be responsible to cover the costs for them.

Timekeepers are the responsibility of each team. In most cases, parents will volunteer to look after the clock/game sheets for home games. Some teams prefer to have a non-parent do the time clock for them. SRMHA will provide a list each year of individuals who can do the timeclock and games sheets for games. Usually, these individuals will charge per game, and it is the team's responsibility to pay the timekeepers. Be sure to ask up front how much they charge. The going rate is \$20 per game, but some of the higher divisions will charge more.

## 19. Game Sheets

All games, whether exhibition or league games, must all have game sheets for all levels. Please ensure you reach out to a member of the SRMHA Board who can make sure you have game sheets available for the season if the GrayJay software is unavailable.

At the U9 level, game sheets must also be completed for insurance reasons. The following information should be filled in for the game details and ensure that rosters are provided for both the home and away team. Goals or penalties are not recorded. Games sheets are to be kept by the manager until the end of the season.

Some leagues are part of the GrayJay network and use electronic score sheets so reporting scores are no longer required **unless** you were unable to use the electronic sheet. In that case, the **HOME** team is to take a picture of the sheet and email the photo to the league scheduler. (Games sheets only have to be sent for league games and not exhibition games)

For Leagues that use GrayJay and electronic game sheets, team rosters will need to be set up before the start of the season to ensure all games are recorded. Teams must submit their rosters on the GrayJay system. The game sheets are to be prepared prior to each game. In rare cases because of connectivity, paper game sheets will need to be utilized, so all teams should have these on hand just in case.

***If an electronic sheet cannot be completed, it is the responsibility of the team manager to ensure game sheets are filled out completely and correctly*** - including the **division** and **level** of play, **date**, **home** and **visiting team**, **location** (name of arena), **game number**, and **rosters**.

If applicable, be sure to include the travel permit or exhibition game number on the sheet. All players dressed, coaches on the bench, and team manager **must** be clearly indicated on the sheet. Captain and Assistants must be identified on the game sheet as well. If any affiliate players are playing, please identify them by marking **AP** by their name. Furthermore, scratch any missing or suspended players. Team stickers are a great timesaver when completing game sheets. One thing to remember If using game stickers; **ensure changes are made on all three copies of the game sheet**. Players who may be arriving late should be discussed with the referee and opposing coach. The late player should be noted on the game sheet with the abbreviation **LA** for late arrival.

If completing the hard copy sheet, as the home team, ensure the game sheet is passed on to the visiting team with adequate time for them to complete their information. Upon completion of the game, the timekeeper will provide each team's copy (Pink – Home, Yellow – Visitor).



## 20. Organizing Games

For a game to run smoothly and follow all regulations, the Team Manager must not only monitor what is happening during the game, (such as off-ice conduct), but they must put in time prior to each game to ensure all positions are staffed. Tasks can be divided into pre-game, during game, and post-game.

### 1. Pre-Game

Prior to the game the Team Manager has many duties:

☑ Confirm schedule for game time and location.

If not a league sanctioned game, ensure you have applied for a Travel Permit, and it has been approved.

☑ Confirm officials.

☑ Organize volunteers and train if necessary. (This could include stats sheets, game clocks, selling 50/50 tickets, monitoring dressing rooms, etc.)

☑ Remind players/parents to bring both home and away jerseys to all games in case a color conflict happens with the other team.

☑ Check dressing rooms and secure.

☑ Be sure to complete game sheets prior to games. If using paper game sheets, fill out and attach roster labels or hand write. Be sure to scratch off any players not playing or that have been suspended and be sure to sign. If using GrayJay ensure that your roster is up to date including jersey numbers and add any AP players if applicable. Be sure to sign off. If a home game, make sure that the visiting team has also signed off on paper game sheet or GrayJay.

### 2. During the Game

During the game, the Team Manager's main role is supervision. This may include:

☑ Fill in for a volunteer parent if they need a break.

☑ Monitor off-ice conduct of players and parents.

☑ Frequently check that the dressing rooms have remained secure.

### 3. Post Game

The Team Manager's post game duties include:

☑ Ensure officials have signed off on paper or GrayJay game sheets. If using paper sheets, ensure that you have received your copy.

☑ Ensure rink has been left in good condition (dressing rooms).

☑ Submit the game report to Association or League if using paper copies.

## 21. Game Caps

The maximum number of games to be played by division shall be as follows:



- U9 (all divisions) - 30 half ice games (Starting Dec 1st) - 6 full ice games after February 15th.
- U11 - 45 games
- U13 - 60 games
- U15 - 65 games
- U18 - 65 games

Games noted above are defined as all exhibition, league, and tournament games. A tournament would count as three (3) games regardless of how many games are played. The above cap would include **all** hockey **except** for Regional, Conference, Day of Champions, and Provincial and League Playoff games (if applicable to your level/division).

## 22. Game/Travel Permits

SRMHA is part of the Strait Region (Strait Richmond/Cape Breton West). Travel permits are required by any team wishing to play outside their Region. Exhibition and tournament games always require a permit regardless of whether you are playing in your own region. Permits are required by all teams (Competitive, Recreational, and U9) playing a game(s) outside of standard league play. Scheduled league games are covered by a blanket permit and teams do not have to obtain a Permit to participate in these games.

It is very important that these permits be obtained. Without the proper documentation (permit) the game is not sanctioned by Hockey Nova Scotia and Hockey Canada. The result of this is that all participants can become liable to any injuries or other actions that would normally be covered by the Hockey Canada insurance.

In situations where you have a suspended player(s), the games requiring a travel permit will only count against the suspension if the travel permit request is entered before the suspension occurs (even if the exhibition game was planned long before).

The permit number **must** be recorded on the game sheet of every game covered by the permit. Officials will check the game sheet for this information, and they could refuse to allow the game to be played without the appropriate information (permit).

To obtain a Permit, please use your Spordle Account.

Log into Spordle

Click My Account (top right corner)

Click Members

Click your own HCR# profile (sorted by initials).

Here you can check their own credentials. Under your name, in the rightmost column there is an option for Travel Permit. This only shows up once you are named as a Head Coach or a Manager of a team and added to that team's HCR Roster.

In order to request a travel permit for your team, you must:

- Be registered with the team you are associated with (a team manager or coach)
- Have a Spordle account.

To request a travel permit, you must be **rostered** with your team.

**All Travel permits are pre-approved and can be used immediately with the number you are given once the permit is completed.** You are not required to wait for the travel permit to say **approved**. Regional Directors will review and approve or reject the permits. If the travel permit that you applied for comes back as **rejected**, please contact your Minor Council Regional Director or Association President for further information.

**In the case of a tournament, please indicate dates and place of the tournament.**

Ideally, two weeks notice is expected to receive a travel permit, as they must be approved by our regional director. This is especially important for out of province travel.

Please be advised officials are generally very strict about teams having the proper exhibition game and travel permit documentation. This is for your protection, as teams playing without the proper approved numbers and documents will not be covered by insurance. There may be cases where you will be required to provide the hosting tournament with a copy of your travel permit PRIOR to arriving to participate. Regardless of the situation, you should **ALWAYS** carry a copy of your travel permit.

After attending a tournament or game outside of Nova Scotia copies of the game sheets need to be sent into Hockey Nova Scotia; Regional Director within 5 days of returning (Unless the tournament was logged in GrayJay).

**Hockey Nova Scotia Regulation 9.3:** Any team playing outside of the province must send a copy of the game sheets to the Regional Director within 5 days upon the return of the team. There must be 1 game sheet for each game played.

## 23. Tournaments

Tournaments are an important part of any team's season; they are fun, competitive and enhance the development of players. They are often events that help in team building and are a big part of the hockey season for both players and families. Teams usually choose to register in 3 to 4 tournaments during the season. It is recommended that teams register early for tournaments to avoid disappointment as they fill up quickly and there are a limited number of tournaments available.

SRMHA has approved a policy that Top Tier teams registering for early bird tournaments can receive a “loan” from the SRMHA to pay for the tournament, if team fees have not yet been collected. This only applies if you are registering and playing in a tournament by the end of November.

This policy is for Top Tier teams only, that have an approved budget submitted to the board and will be collecting team fees from parents. The “loan” must be paid back by December 1. Please contact [srmhfinance@outlook.com](mailto:srmhfinance@outlook.com) for more information.

Accommodation should also be booked early. It is a good idea to call a hotel and book a block of rooms for your team. Once the parents are informed then they can call with their own credit card to book their own rooms, but you will have a set number of rooms secured until a certain date (you will be sent a contract).

It is a nice idea to organize a team dinner while you are away at a tournament. Team Managers should provide complete weekend details to the parents in advance which should include directions, tournament schedule, itinerary, contact lists etc. U9 teams must stay in Nova Scotia for tournaments and U11 teams are restricted to two out of province travel permits for tournaments per season. Please remember when you are away at tournaments you are representing our association, and we want people to be able to speak highly of our Strait Richmond Pirates Families. Tournaments may be found by searching individual hockey association websites or using some of the following links:

Nova Scotia

- NS Tournament Listing via HNS: <https://hockeynovascotia.ca/admin-member/tournaments/minor-hockey-tournaments>

- All associations typically have their tournaments listed on their site - sometimes before it gets to HNS it is on the HNS page

- Listing of all NS Minor Hockey Associations and their websites

<https://hockeynovascotia.ca/about-us/member-associations/association-list>

\*\* PLEASE notify your SRMHA league rep as soon as you book and confirm a tournament, so they can reschedule any games that may be scheduled during the time you are away \*\*

## **24. SRMHA Tournament**

SRMHA is proud to host our Annual Strait Richmond Minor Hockey Tournament. All SRMHA teams are expected to host their division. Any team that does not host will not be issued any Travel Permits during their scheduled tournament. More information will be provided at the Tournament meetings. The team Manager or alternate should attend all meetings.

In consultation with the coaches, you should actively be involved in the hosting of the Tournament, including things like identifying and inviting teams, confirming ice times, developing a schedule, sale of 50/50's, attending the Tournament meetings and consulting with the Tournament Committee, etc. It is mandatory that all SRMHA teams make a solid effort to participate in the Tournament. Failure to do so will result in no further Travel Permits being issued.

## 25. Emergencies / Injury Reports

Injury Reports are to be completed **anytime** there is an injury that occurs during a hockey activity. The Physician must sign the report and the original of the report must be submitted to Hockey Nova Scotia (a copy should be kept for the team file). Forms must be presented within 90 days of injury (click [HERE](#)). **Note: For players with a serious injury/concussion (that have required medical attention), all return to play protocols must be strictly followed and the Hockey Canada Return to Play form (click [HERE](#)) must be signed by a physician prior to returning to team functions (practice/games/dry land).**

In the event that an injured player is transported to the hospital without the presence of his/her parent, the Manager must ensure a responsible adult accompanies the player, with the necessary player medical form and an injury report form available for completion by the attending physician.

Be aware of emergency procedures at the home and away rinks, keeping handy the phone numbers for ambulances and other emergency services.

Every team should have an Emergency Action Plan in place. Please see below for more information.

- [Hockey Canada Emergency Action Plan](#)
- Complete the [HC Team Injury Log](#)
- Hockey Canada [Concussion protocols](#)
- [Hockey Nova Scotia IMPORTANT Guidelines for injured/inactive players](#) who wish to be on the bench during games.

It is the responsibility of the rostered Team Trainer to ensuring that a copy of the Player Medical forms are present with the team at all times and that Injury Reports are completed.

## 26. Team Photos

Some teams like to make arrangements to have your team photos taken. This is entirely up to the team and parents. Costs for the pictures can be paid by the parents or if there is team money they can be paid for by the team if everyone agrees. There are several local area photographers that are available to take the team pictures. Some teams may also have a parent that is willing to take them as well.

## 27. Year End Banquet/Party

At the end of the season, you should plan a Year End function for the players, coaches, and their families. This is a time where the Coaches have the opportunity to thank everyone for the season, to recognize the team, coaches, and parents for their hard work.

## 28. Executive Contact List

Executive contacts can be found on the SRMHA website. Contact information for each member is listed [HERE](#) so you can reach the appropriate person for any questions or concerns you may have. Other important SRMHA personnel are listed under the SRMHA Info Menu /About Us on our website.

## 29. U7 Information

Please review all the information above. This section has specific information to assist U7 managers.

### TEAMSNAP - Communication

- SRMHA uses TeamSnap for all team communication. It will also give access to your team schedule. You should have received an email giving you access to Team Snap from the head coach.
- You can reach out to the Association registrar and have her send you a “roster” of your players. At your next practice, please have all parents confirm their contact information.
- Once you get all the emails, you can add the players to your roster in TeamSnap, and you can also add any practices or events when they are scheduled.
- You should also send an email to our Ice Scheduler ([srmhaice@outlook.com](mailto:srmhaice@outlook.com)) to let her know that you will be managing the U7 team this year so she can include you on the emails for the ice schedules for the season.



- Strait Richmond Minor Hockey has a website that can be found at [www.srmha.ca](http://www.srmha.ca) as well as a Facebook page, where they will post information for parents i.e. 50/50 tickets, ice times, schedules, etc.

### **QUALIFICATIONS REQUIRED**

- As a manager, you will need to have the following:
  - o Criminal Record Check (Vulnerable Sector Check) – Completed by December 1
  - o Complete Respect in Sports for Activity Leader Program – Completed by December 1
  - o HU - Planning a safe return to Hockey Course – This needs to be completed ASAP
- Your coaches will all need to have the following:
  - o Criminal Record Check (Vulnerable Sector Check) – Completed by December 1
  - o Complete Respect in Sports for Activity Leader Program – Completed by December 1
  - o HU - Planning a safe return to Hockey Course – this needs to be completed ASAP or they are not permitted on the ice until completed.
  - o HU - ONLINE Coach 1/Coach 2 course. This Must be completed prior to registering for the Intro to Coach Course.
  - o HU - COACH 1 - INTRO TO COACH
  - o One coach on the team must have the HU - Safety Program Course & First Aid
  - o Complete Coaches Pledge Form

All these qualifications need to be in place prior to December 1 or the coach is not permitted on the ice. If not compliant, the Head Coach could also be suspended.

Link for Respect in Sports Activity Leader - [https://hns.respectgroupinc.com/koala\\_final/](https://hns.respectgroupinc.com/koala_final/)

Link to register for all HU courses <https://register.hockeycanada.ca/clinics>

- Safety Representative – Please see above for job description.  
They will also need to have the following:
  - o Criminal Record Check (Vulnerable Sector Check) – Completed by December 1
  - o HU - Planning a safe return to Hockey Course – this needs to be completed ASAP.

All Criminal Record Checks need to be sent to our Association Registrar, Michelle Sampson [srmharegistrar@outlook.com](mailto:srmharegistrar@outlook.com) and she will send them to Hockey Nova Scotia to be uploaded into Spordle.

- All Parents
  - o Will need to complete a Medical Form.
  - o Complete Parent Pledge Form



- o All new parents must complete Respect in Sports - Deadline is December 1. If the parent has already taken the course as they just need to add any additional players to their account.
- o Link for Respect in Sports --> [https://hns.respectgroupinc.com/koala\\_final/](https://hns.respectgroupinc.com/koala_final/)

### **50/50 Ticket Collector**

You will need to have someone from the team to be the 50/50 collector for the year. They will collect 50/50 tickets each week from the team and deliver them to Anne MacNamara (Ticket Coordinator) for Sunday evening . On a rotating basis, they will also need to take turns on Sunday Night counting money and tickets. Please have them contact Anne at srmha5050@outlook.com

### **ROSTER**

Your Roster will need to be completed and sent to the SRMHA Registrar. Complete and send it to her as soon as possible. A copy of the roster sheet can be found on the shared managers folder.

### **UNIFORMS**

-This year, players will receive Jerseys and socks from the Association. Please check with your head coach or the Novice Coordinator as they will have these jerseys. All socks and jerseys are to be returned at the end of the season.

### **ICE TIME**

You are allotted an hour of ice time each Saturday and Sunday for practice.

Once the kids have been practicing for a while, you can check with the head coach and see if he wants to try do some combined practices with Port Hawkesbury, and they can play little scrimmages.

Remind parents to please arrive at least 30 mins prior to practice time, so that all players are ready to go on the ice when practice starts.

### **CANCELLING ICE TIME**

If for any reason you have to cancel ice time i.e., due to weather, jamborees, etc. you must email the Ice Scheduler at least 48 hours prior to the scheduled ice time to let her know so that she can cancel the ice with the Arena. If not notified, we will be charged for the ice time.

### **JAMBOREES**

You are permitted to attend up to 4 Jamborees throughout the season and it is a great way for the kids to get some play time. Please confirm with the Head Coach before proceeding to book any jamborees. Usually, teams will attend two or three jamborees, this includes our own tournament, the Strait Richmond Minor Hockey Tournament.

All Jamborees must be registered through Hockey Nova Scotia and all will be listed on their site at the following link.

<https://hockeynovascotia.ca/admin-member/tournaments/minor-hockey-tournaments>

Travel Permits will be required for any jamboree you attend. You can apply for travel permits through your Spordle account.

### **CAPE BRETON EAGLES (Intermission)**

If you are interested, you can contact the Cape Breton Eagles business office to set up a time to play during intermission at one of the Eagles games. This is open to all 6 years olds first (as this will be their last year and opportunity to attend) If there are not enough 6-year-olds, then you can open it as needed.

In the Past Tim Hortons and the Cape Breton Eagles have also sponsored a Timbit Jamboree in February each year. You can also ask if this will be taking place this year. Once you have the confirmed date, be sure to call and book a block of hotels rooms for this event. Rooms do tend to sell out quickly, so I would at least try to get a block booked as soon as possible. The Eagles game is usually Saturday night, and the Timbit jamboree on Sunday. All players will wear their jerseys to the Eagles game.

### **FUNDRAISING**

Since U7 teams are not permitted to play games, the parents may agree to collect a small sum from parents to help with the team Christmas parties or another team building event. A budget must first be approved by the SRMHA board of how much money is to be collected and what the funds will be used for. At this level, the amount requested to be paid by parents should not exceed \$25.

You will be able to also sell 50/50s during your home jamboree. Any funds collected can be used towards the year-end party.

### **DRESSING ROOM SUPERVISION**

Hockey Nova Scotia requires all Coaches/Bench staff and member Minor Hockey Associations to provide supervision for dressing rooms before, during and after all games and practices by following the "Rule of Two formally known as the Two Deep Method" of supervision recommended by Hockey Canada.

A lone personnel member should never be in the dressing room with players at any time, especially when players are showering or changing: two adults should be present together, this is called the "Rule of Two formally known as the Two Deep Method" of supervision. Parents of all players should be made aware of the "Rule of Two formally known as the Two Deep Method" and avoid letting their children into unsupervised dressing rooms.

(The regulation requires that no player is left unattended, and no adult is left alone supervising players. So, unless it is a parent and their child, there needs to be two adult dressing room monitors at all times.)

As Manager, you need to ensure that this policy is always followed and may be required to assist with ensuring the rule is followed.

### **"24 HOUR RULE"**

- SRMHA encourages parents, players, and others connected with Minor Hockey to abide by the "24 Hour rule". When an issue occurs and a party has a resulting complaint to make or issue to be resolved, they are asked to wait 24 hours, before addressing coaches, managers, other team staff or SRMHA representatives. Whether this issue is labelled as coaching error, teammate interference, parent conflict or any other of a number of possible situations, it is very important that all parties involved take the full 24 hours to remove or decrease the emotional element so that the actual issue can be resolved quickly and in a civilized manner.

## **30. U9 Information**

Please review all the information above. This section has specific information to assist U9 managers.

### **TEAMSNAPE - Communication**

- SRMHA uses TeamSnap for all team communication. It will also give access to your team schedule. You should have received an email giving you access to Team Snap from the head coach.
- You can reach out to the Association registrar and have her send you a "roster" of your players. At your next practice, please have all parents confirm their contact information.
- Once you get all the emails, you can add the players to your roster in team snap, and you can also add any games and practices when they are scheduled.
- You should also send an email to our Ice Scheduler ([srmhaice@outlook.com](mailto:srmhaice@outlook.com)) to let her know that you will be managing the U9 team this year so she can include you on the emails with the ice schedules for the season.

- Strait Richmond Minor Hockey has a website that can be found at [www.srmha.ca](http://www.srmha.ca) as well as a Facebook page, where they will post information for parents i.e. 50/50 tickets, ice times, schedules, etc.

### **QUALIFICATIONS REQUIRED**

- As a manager, you will need to have the following:
  - o Criminal Record Check (Vulnerable Sector Check) – Completed by December 1
  - o Complete Respect in Sports for Activity Leader Program – Completed by December 1
  - o HU - Planning a safe return to Hockey Course – This needs to be completed ASAP
- Your coaches will all need to have the following:
  - o Criminal Record Check (Vulnerable Sector Check) – Completed by December 1
  - o Complete Respect in Sports for Activity Leader Program – Completed by December 1
  - o HU - Planning a safe return to Hockey Course – this needs to be completed ASAP or they are not permitted on the ice until completed.
  - o HU - ONLINE Coach 1/Coach 2 course. This Must be completed prior to registering for the Intro to Coach Course.
  - o HU - COACH 1 - INTRO TO COACH
  - o One coach on the team must have the HU - Safety Program Course & First Aid
  - o Complete Coaches Pledge Form

All these qualifications need to be in place prior to December 1 or the coach is not permitted on the ice. If not compliant, the Head Coach could also be suspended.

Link for Respect in Sports Activity Leader - [https://hns.respectgroupinc.com/koala\\_final/](https://hns.respectgroupinc.com/koala_final/)

Link to register for all HU courses <https://register.hockeycanada.ca/clinics>

- Safety Representative – Please see above for job description.  
They will also need to have the following:
  - o Criminal Record Check (Vulnerable Sector Check) – Completed by December 1
  - o HU - Planning a safe return to Hockey Course – this needs to be completed ASAP.

All Criminal Record Checks need to be sent to our Association Registrar, Michelle Sampson ([srmharegistrar@outlook.com](mailto:srmharegistrar@outlook.com)) and she will send them to Hockey Nova Scotia to be uploaded into Spordle. Original copies must be given to Natasha. Photocopies can not be accepted.

- All Parents
  - o Will need to complete a Medical Form.
  - o Complete Parent Pledge Form

- o All new parents must complete Respect in Sports - Deadline is December 1. If the parent has already taken the course as they just need to add any additional players to their account.
- o Link for Respect in Sports --> [https://hns.respectgroupinc.com/koala\\_final/](https://hns.respectgroupinc.com/koala_final/)

### **50/50 Ticket Collector**

You will need to have someone from the team to be the 50/50 collector for the year. They will collect 50/50 tickets each week from the team and deliver them to Anne MacNamara (Ticket Coordinator) for Sunday evening . On a rotating basis, they will also need to take turns on Sunday Night counting money and tickets. Please have them contact Anne at srmha5050@outlook.com

### **ROSTER**

Your Roster will need to be completed and sent to the SRMHA Registrar. Complete and send it to her as soon as possible. A copy of the roster sheet can be found on the shared managers folder.

### **UNIFORMS**

Players will receive Jerseys and socks from the Association. Please check with your head coach or the Novice Coordinator as they will have these jerseys. All socks and jerseys are to be returned at the end of the season.

### **ICE TIME/GAMES**

You are allotted an hour of ice time each Saturday and Sunday for practices.

For the Intermediate level, players may participate in games with a minimum practice to game ratio of 1:1. Meaning you should practice once for every game you play.

For the Development level, players may participate in games with a minimum practice to game ratio of 2:1. Meaning you should practice twice for every game you play.

Starting December 1, you will be permitted to start playing ½ ice games. You are allowed to have 30 games for the season, this includes regular games and jamborees. Depending on the Association, some will supply linesmen for these games, others just have coaches go on to help. Please check with the head coach and see what he would like to do. If you will use linesmen, Please email our Referee in Chief (Leon Burt) when you schedule a game to let him know. Leon's email: [leonburt90@gmail.com](mailto:leonburt90@gmail.com)

For home games, you will need coaches/parents to help setup the boards before the ½ ice games.



Starting February 15, you can start playing full ice games, to a maximum of 6 games. During these games, no officials are to be on the ice, coaches only.

You will also need to have someone available to run the time clock. Games are usually 2x24 mins straight time... with a buzzer every 2 mins for shift changes.

You will need to complete a game sheet for all home games. Complete the game detail information on the sheet and include your roster and confirm that your roster for that game is correct. The game sheet will be given to the visiting team, and they will also complete their roster info. You just need to keep the game sheet as a record for the game.

For away games, you will need to apply for a travel permit through your Spordle Account. Travel permits are required for any games that are played outside of your region. All travel permits are approved by Kelly Hayes, our Regional Director for Hockey Nova Scotia [khayes@hockeynovascotia.ca](mailto:khayes@hockeynovascotia.ca)

### **CANCELLING ICE TIME**

If for any reason you have to cancel ice time i.e., due to weather, away games, etc you must email the Ice Scheduler at least 24hrs prior to the scheduled ice time to let her know so that she can cancel the ice with the Arena. If not notified, we will be charged for the ice time.

### **JAMBOREES**

You are permitted to attend Jamborees throughout the season. You have to be careful not to book too many as you only have a limited number of games that you are allowed to play in a season. Usually, teams will attend two or three jamborees, this includes our own tournament, the Strait Richmond Minor Hockey Tournament.

All Jamborees must be registered through Hockey Nova Scotia, and all will be listed on their site at the following link.

<https://hockeynovascotia.ca/admin-member/tournaments/minor-hockey-tournaments>

Travel permits will be required for all jamborees you attend.

### **FUNDRAISING**

The only fundraising you are permitted to do is 50/50 draws at your home games. This money can be used for the team's Year-End. Tickets are sold \$2 each or 3 for \$5 It is a good idea to have a rotating schedule so that all parents will take turns selling at home games. You will also be permitted to see 50/50s during your home tournament.

### **DRESSING ROOM SUPERVISION**



Hockey Nova Scotia requires all Coaches/Bench staff and member Minor Hockey Associations to provide supervision for dressing rooms before, during and after all games and practices by following the "Rule of Two formally known as the Two Deep Method" of supervision recommended by Hockey Canada.

A lone personnel member should never be in the dressing room with players at any time, especially when players are showering or changing: two adults should be present together, this is called the "Rule of Two formally known as the Two Deep Method" of supervision. Parents of all players should be made aware of the "Rule of Two formally known as the Two Deep Method" and avoid letting their children into unsupervised dressing rooms.

(The regulation requires that no player is left unattended, and no adult is left alone supervising players. So, unless it is a parent and their child, there needs to be two adult dressing room monitors at all times.)

As Manager, you need to ensure that this policy is always followed and may be required to assist with ensuring the rule is followed.

### **"24 HOUR RULE"**

- SRMHA encourages parents, players, and others connected with Minor Hockey to abide by the "24 Hour rule". When an issue occurs and a party has a resulting complaint to make or issue to be resolved, they are asked to wait 24 hours, before addressing coaches, managers, other team staff or SRMHA representatives. Whether this issue is labelled as coaching error, teammate interference, parent conflict or any other of a number of possible situations, it is very important that all parties involved take the full 24 hours to remove or decrease the emotional element so that the actual issue can be resolved quickly and in a civilized manner.

## **31. Privacy - Information**

At the end of the season, all personal information that is no longer required to fulfil the identified purposes should be destroyed, erased, or made anonymous.. Here are some ways to properly dispose of personal information

- Shredding paper documents
- Erasing electronic files