

2022/2023

TEAM MANAGER MANUAL



“The team manager is a central figure in creating the flow of communication – not only within the team (players, parents, and coaches), but between the team and all support systems such as the Langley Girls Ice Hockey Association, Division Managers, League Managers, other teams, referees, officials etc... Ultimately, the manager is responsible for ensuring all the off-ice tasks are completed. This DOES NOT mean the manager has to do it all; he or she needs to make sure, that it gets done...” (From Team Canada’s Hockey Managers Manual)

To support Team Managers with this important role, the Langley Lightning Association has a League Manager Natalie Franklin who is here to provide help throughout the season. She can be reached at lgihamanagers@gmail.com.





Important Websites

LGIHA

www.lgiha.com

PCAHA

www.pcaha.bc.ca

BC Hockey

www.bchockey.net

Hockey Canada

www.hockeycanada.ca



Courses and Certifications

All team officials are required to have the basic level of courses/certifications and must complete Respect in Sport to be eligible to act as a coach, team manager or HCSP. The following is required prior to the start of the season:

1. Criminal Record Check
2. Respect in Sport
3. Concussion Awareness Training Tool (CATT)
4. Fair Play Code of Conduct



Once completed, the courses will appear in each person's Hockey Canada portfolio and can be accessed by the Association to verify. For any questions regarding these elements, please speak to our registrar Jennifer Mitchell registrar@lgiha.com

ALL Coaching Staff **MUST** have their **RIS**, **CATT** and a valid **Crim Check** - Coaches, Assistant Coaches, and team Managers.

Respect In Sport Website

<http://respectinsport.com>

Respect In Sport Parents Program

<https://bchockeyparent.respectgroupinc.com>

Concussion Awareness Training Tool

<http://ppc.cattonline.com>



Criminal Record Check

Contact LGIHA's Risk Manager Peter Ladefoged riskmanager@lgiha.com for details on obtaining your Crim check.



TEAM FINANCES

You will need to obtain a letter from the association to get a bank account.

Information Required:

- Team Name
- Name of Treasurer
- Names of the 2 signing authorities.

LETTER WILL BE ISSUED ONCE TEAMS BUDGET IS APPROVED

Email details to:

treasurer@lgiha.com Greg Fuchs



- You are required to have 2 signing authorities and report ALL monies in and out of the teams Account.
- You MUST keep track of all monies in and out of the teams account and **HOLD ONTO ALL RECIEPTS.**
- Please make sure ALL Team Fees are paid no later than **December 15**
- At the end of the season you are required to **submit ALL receipts, along with your bank book** and letter from your bank confirming the account has been closed out.
- All TEAM accounts must have a \$0 balance at the end of the season.
- Money can be split among parents or go toward wind-up party.
- **Families ARE NOT allowed to get back more money than originally paid**
- **Fees can ONLY be returned at the end of the season.**
- All accounts must be closed by **April 30th** of this season.

Please ensure all bank statements, receipts, and invoices along with the Financial Statement form are handed in at the end of the season (I will email you the form again at the end of the season)





VOLUNTEER DUTIES

Hockey Canada Safety Program (HCSP) Guidelines

- The minimum age for participants is 19 years of age as of -December 31 of the current season
- HCSP expires after three **(3) years**
- It is mandatory to have at least **one (1)** certified official on each team
- HCSP must be completed by December 1 of the current season

The safety person:

- Must conduct regular checks of players' equipment.
- Coordinates plans for road trips, tournaments, etc. and assists in the overall supervision of the team.
- Establishes medical history files on every player and carries these files and the team first aid kit on every outing.
- Implements an Emergency Action Plan for the team and through this is prepared to react in the event of accidents, injuries, and medical emergencies. **Hockey Canada Injury Form** [DOWNLOAD HERE](#)
- Manages all injuries, learns to recognize serious injuries, and refers injured players to qualified professionals.
- Must assume a leadership role in promoting the values of safety, fair play, and integrity.

<http://www.bchockey.net/Clinics/clinics.aspx> to find a clinic

******LGIHA** will reimburse for the cost of this

VOLUNTEER DUTIES

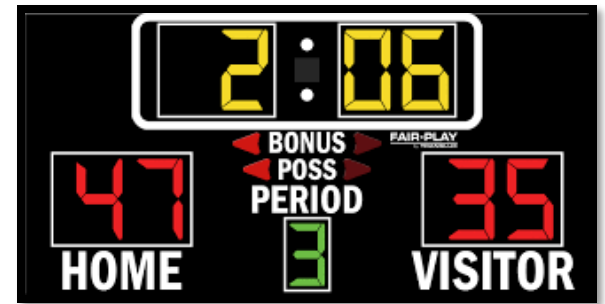
- Every Home game needs:
 - **Timekeeper** –It is recommend using one of your practice times to have those who know how to run the clock show those who don't how to use it. Remove the excuse from the very beginning of not knowing how to run the clock.
 - **Scorekeeper** – Game sheets are self-explanatory. But as the manager it is your responsibility to ensure game sheets are filled out properly.

PLEASE make sure your volunteers know how to use the **HiSport App**.

- Game Scratch Pad download [HERE](#)
- **Music** – Make sure music is age appropriate. It is fun for everyone to have music playing when game is not in play.
- **For U7 Level and above**

Game Sheets - HiSport – All home games need to be entered into team

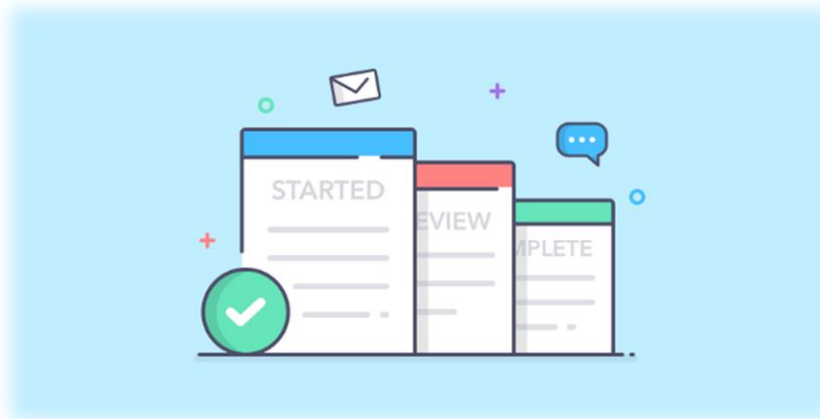
HiSport App. This is not a difficult job and only takes about 5 minutes after each game. Please use this step-by-step procedure [Scorekeeping Guide - Spordle Play \(hisports.app\)](#)



MANAGERS TIMELINE

RIGHT AWAY

- Hold a parent meeting to discuss things like fundraising, volunteers, tournaments
 - Request Bank letter from Treasurer – treasurer@lgiha.com
 - Open Bank Account – Under Division and Team Number: E.g., [LGIHA Bantam C1](#)
(*You are unable to do this until you have received the letter from the association*)
 - Tournaments – Start looking for and applying for tournaments
 - Have completed team roster handed in to our registrar – **Jennifer Mitchell** registrar@lgiha.com
- Email the registrar a complete list of players on your team, First Name, Last name, Jersey Number, and she will send you your official HCR (Hockey Canada Roster)



MANAGERS TIMELINE

By September

➤ Medical Forms locate Form [HERE](#). Keep these forms in your possession.

To download a player information form, go to:

<http://www.hockeycanada.ca/en-ca/hockey-programs/safety/essentials/downloads>

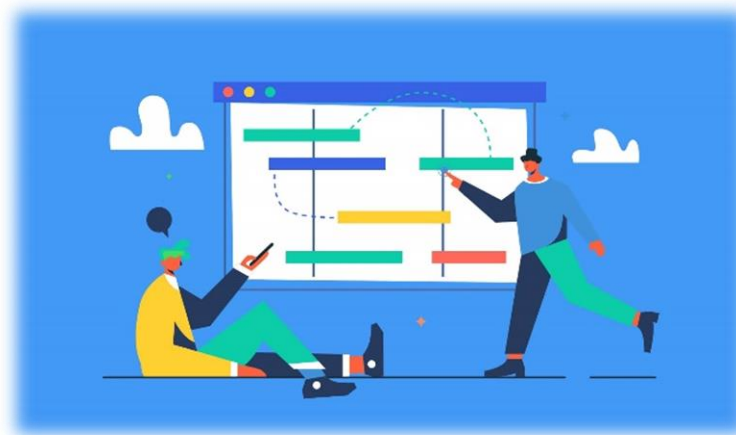
➤ For U13 and Below – Home games will populate in HI Sport and refs auto assigned.

➤ Contact LGIHA Referee in Chief for any referee related questions and to request refs for exhibition games.

➤ U15 A and above officials will be taken care of by PCAHA

➤ Schedule your home game volunteers

Please first confirm your games with teams on HI Sport and then contact RIC to schedule refs



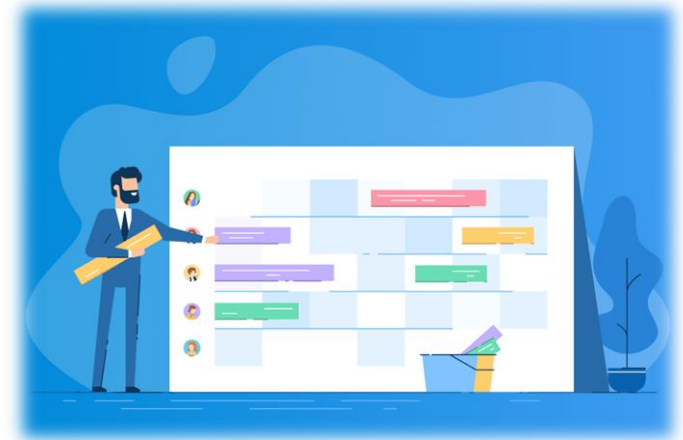
MANAGERS TIMELINE

COUPLE OF DAYS PRIOR TO A GAME

- Confirm game times and locations – Look on HI Sport website
- For Home Games
- confirm volunteers are in place
- Ensure you have your ref money
- Confirm refs are scheduled (Assignr.com)

ONCE A WEEK

- Check the Various websites for any news or schedule changes
- Update your team's website with any information Needed.



REF INFO

Section I (8) now states as follows: 8. (a) Referee and linespersons expense allowances for all games within the PCAHA shall be in accordance with the following schedule:

Referee/Linesperson Referee/Linesperson Expense Allowances Expense Allowances Division 3-Person System 2-Person System.

All payments must be in CASH.

Division	3 Official System		2 Official System
	Referee	Each Linesperson	Each Referee
U9 and Below	20.00	NA	NA
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



***Remember, these are just kids who take a lot of abuse from passionate parents. Treat them with respect. If they've done a good job, let them know. It is not okay to scream, yell, swear or belittle an official...**EVER!**

TOURNAMENTS

You are required to obtain a tournament permission number (TPN) from your league manager BEFORE you are accepted into a tournament.

Send your **PCAHA League Manager** an email requesting permission #, including the following info:

PROCEDURE FOR REQUESTING A TOURNAMENT PERMISSION NUMBER FOR TOURNAMENTS WITHIN PCAHA

Body of Email to be sent to your Pacific Coast Amateur Hockey Association (PCAHA) League Manager:

We are requesting a Tournament Permission Number for of our upcoming tournament as follows:

Host Association:

Dates of Tournament:

BC Hockey Sanction No.

Arenas:

Team:

Manager Name:

Manager Phone:

Manager Email:

Attachments:

- HCR Official Roster
- Tournament Schedule (if available)



PROCEDURE FOR REQUESTING A TOURNAMENT PERMISSION NUMBER FOR TOURNAMENTS OUTSIDE OF PCAHA

When asking for permission to an Interdistrict tournament please include the details outlined below in the email body and attach all documents (HCR Roster, completed Interdistrict form and the letter from the LGIHA President. When you combine the Interdistrict form with the permission letter from the President, the form does NOT need to be signed.

Body of Email to be sent to League Manager:

Please find attached documentation for our application to the following Inter-district tournament:

Host Association:

Dates of Tournament:

BC Hockey Sanction No.

Arenas:

Team:

Manager Name:

Manager Phone:

Manager Email:

Attachments:

- HCR Official Roster
- Interdistrict Form
- Tournament Schedule (if available)
- President Letter (if form is not signed)



PCAHA appreciates the above being done as it saves going back and forth. Once your league manager receives the above request and documentation, they will complete a tournament permission form and forward all documents to PCAHA travel permissions for final approval (if in BC). If going somewhere outside BC then PCAHA approves and then goes to BC Hockey. Final approval then goes back down the chain. Please allow at least 10 days.