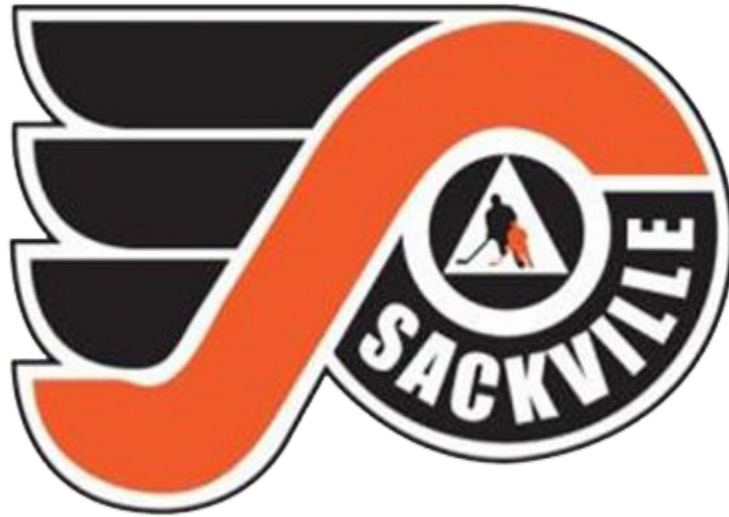


# Team Manager Guide



## Sackville Minor Hockey Association

**October 2023**

Any questions regarding Team Management  
Or suggestions for Team Manager Guide  
Please reach out to Melissa Berkvens at [Secretary@FlyersHockey.ca](mailto:Secretary@FlyersHockey.ca)

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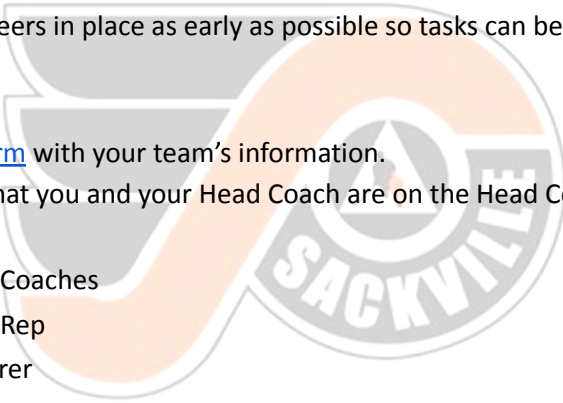
## 1. Introduction

Thank you for taking on the role of managing one of the Sackville Minor Hockey Association teams. It is one of the most rewarding ways to get involved in your child's time in minor hockey. Managers are required to have a valid Criminal Record Check with Vulnerable Sector, as well as the "Respect in Sport - Activity Leader" course. The manager will work closely with the head coach to ensure the operations of the team run smoothly. The team manager should have strong communication, organizational and leadership skills.

It is our hope that this document - prepared by the current generation of SMHA Managers - will serve to help you get the most out of your experience. If you do not find what you are looking for in this document, please reach out to Melissa Berkvens at [secretary@flyershockey.ca](mailto:secretary@flyershockey.ca) with questions.

## 2. Quick-Start Checklist

You can print just this page as a Quick-Start Checklist to get your season off to a great start. It is important to get your volunteers in place as early as possible so tasks can be delegated and completed efficiently.

- 
- ☐ Fill in [this Google Form](#) with your team's information.  
This is **essential** so that you and your Head Coach are on the Head Coach & Manager Email List.  
Also include:
    - ☐ All Assistant Coaches
    - ☐ Team Safety Rep
    - ☐ Team Treasurer
    - ☐ 50/50 Coordinator
    - ☐ Hockey Pool Coordinator
  - ☐ Obtain your "Official Roster" and contact information for the players on your team from the Registrar. 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 have a paper copy of your roster available at all times (especially important for tournaments) ([Registration@FlyersHockey.ca](mailto:Registration@FlyersHockey.ca))
  - ☐ Get access to your team's page on [www.FlyersHockey.ca](http://www.FlyersHockey.ca)
  - ☐ Check in with [Secretary@FlyersHockey.ca](mailto:Secretary@FlyersHockey.ca) with any questions
  - ☐ Distribute and collect Medical Forms for players [Player Medical Forms](#)
  - ☐ Book and organize parent meeting with coaches and team staff
  - ☐ Log in to HCR 3.0 and navigate/ find where to apply for travel permits

### 3. About Sackville Minor Hockey Association

#### **SMHA Mission Statement**

To provide a hockey program that promotes and instills the importance of Teamwork, Sportsmanship, Leadership, Respect and Community Volunteerism. To ensure a positive environment that will nurture every player's love of the game, steer our youth through their formative years in order to develop fine young adults who will contribute to their community after their playing days are over.

[SMHA Bylaw Document](#) - Work is well underway to update this document and the new document will be shared as soon as it is complete.

[SMHA Competitive Tryout Policy](#)

[SMHA Behaviour Policy](#)

[SMHA Disciplinary Policy](#)

[SMHA Social Media Policy](#)

[SMHA Grievance Process](#)

[SMHA Fair Ice Time Policy](#)

[HNS Hazing Memo](#)

[HNS Abusive Parent Dispute Resolution](#)

[SMHA Jersey Policy](#)

[SMHA Non-Parent Coach Policy \(Team Budget\)](#)

[SMHA Player Release Form & Process](#)

[Hockey Canada and Hockey NS Guidelines](#)

### 4. 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
- Coaches expectations of players/parents on and off the ice and dress code for players
- Fundraising activities/suggestions: raffles, 50/50, “seed money”, etc.
- Establish Team contact list, email addresses, phone numbers (home and cell)
- Questions from parents
- Tournaments – discuss how many and where

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

- Treasurer
- Fundraising Coordinator
- Team Banner (responsible for bringing to games and hanging behind players on bench)
- Safety Rep
- 50/50 Rep
- Team Event assistance

## 5. Communication

Good communication is definitely key to the success of your hockey season. It is best to choose the method of communication(s) that will work best for you and your team and stick with those. These could be: Weekly emails, team website, facebook group, teamapps (Team linkt/TeamSnap) etc. Many teams often set up an email address for the team staff to use for the season. The team calendar on the SMHA website will always be updated with all of your league games. You are able to “sign up to follow” this calendar and have it auto-populate into your phone.

It is the responsibility of the manager to ensure that you have contacts 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 carry a folder or clipboard with you at all times to contain: Player medical forms, blank game sheets, team roster, contact list, blank injury reports, rules and guidelines for tournaments etc. All of 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 SMHA as this is how game reschedules and other important and time sensitive information will be communicated.

## 6. Budget and Fundraising Guidelines

The designated team treasurer will be responsible for the creating, managing and communicating regular updates associated with the team budget. The team treasurer reports to SMHA Treasurer who will provide direction/instruction as to what this will look like.

The association has bank accounts for all teams at BMO, in Sackville and will provide cheques to each team manager/treasurer. Each team will have three signing authorities (suggested to be head coach,

manager and treasurer), ALL cheques must be double signed. Accounts will not be “open” until all three people have signed for the account.

**PERSONAL ACCOUNTS CANNOT BE USED** for any type of team finances.

Bank cards will be issued to each team’s treasurer allowing them to make account deposits and view online banking. eTransfer should also be enabled for each team account and utilized as much as possible.

There are a number of expenses early in the season (team equipment, tournament registration, extra ice etc) and you will not have money in your account until team fundraising is started and/or the first 50/50 draw is completed. It is suggested that teams collect “seed money” or “start up” money from families at the beginning of the season (amount to be determined based on anticipated expenses but often between \$150-\$300 per player). This can be paid with EMT, cheque or using 50/50 carryover funds. Players can also potentially use jersey sponsors as their start up fee if they have the funds early enough (to be decided by individual teams if this is counted as seed money). If an individual fundraises the total amount of their budget throughout the season, the “seed money” will be returned in the same way it was paid (Money or roll back over to account if 50/50 was used). This should be discussed with the parents at the initial team meeting. Please encourage families to reach out if this is not possible and work out an alternate arrangement.

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 as SMHA will take installments from team accounts for balances owed.

At the end of the season, please ensure to return all remaining cheques and bank cards to SMHA.

**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 SMHA 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.

### **Budgets (Ensure to account for team equipment, practice jerseys, socks, C's and A's)**

All teams U9 and up are responsible for a team budget. This includes a fixed portion from Sackville Minor and then a portion that is decided by Team Staff. Sackville Minor's portion includes items such as ice, development instructors, pre-season exhibition games, year end banquet costs. The team portion would include items such as tournament fees, team events, team supplies, extra ice, practice jerseys, socks. Teams will have fundraising opportunities as well as 50/50 ticket sales to help pay for their team budget. If a parent chooses not to participate in any of the fundraising they can pay the team budget amount out of pocket in installments throughout the season with the final payment being made by February 1st.

The Sackville Minor Treasurer will do 2 withdrawals throughout the season to collect fees owed to the association. This usually happens at the beginning of January and then again mid February.

At the end of the season, if you have fundraised over the amount of your team budget that amount will get carried forward and put as a credit on your HCR account. If you paid any cash towards the team

budget and are over your budget amount you are eligible for a cash refund if you choose. You can only be refunded for cash payments and not any money that was brought into the team through fundraising.

Some Helpful Fundraising information:

All members of the Association have a responsibility to project a positive image of the Association, and conduct themselves in a respectable manner, when presenting themselves as members of the SMHA.

[Flyers 50/50 | Sackville Minor Hockey Association](#)  
[Flyers Bottle Drive Sign-Up| Sackville Minor Hockey Association](#)  
[Hockey Pool | Sackville Minor Hockey Association \(flyershockey.ca\)](#)

More Fundraising Info and List of things you are allowed to fundraise for:  
[Fundraising | Sackville Minor Hockey Association \(flyershockey.ca\)](#)

## 7. Safety Rep

At this time, the primary roles of the **Safety Rep** are to ensure teams follow the [Hockey Nova Scotia Dressing Room Supervision Policy](#) (sometimes referred to as the **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 are still required to assign a **Safety Rep**.

## 8. 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 ([click HERE](#)) indicating any health concerns, allergies, emergency contact info etc. A copy of the forms should be made and be with the team at all times. The manager should keep the original on file.

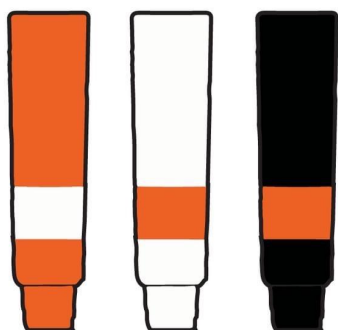
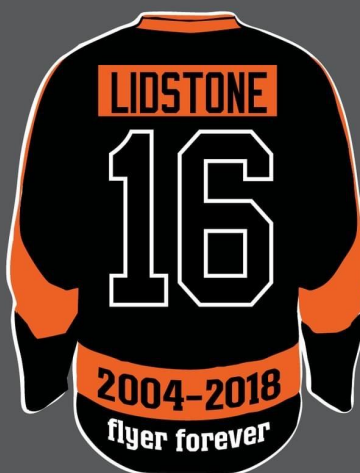
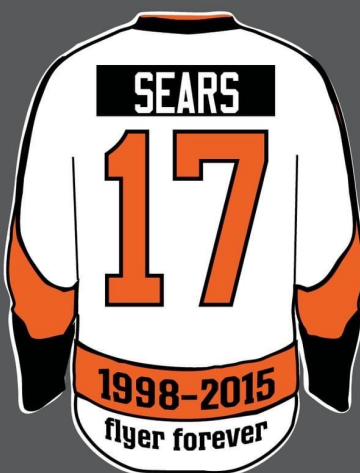
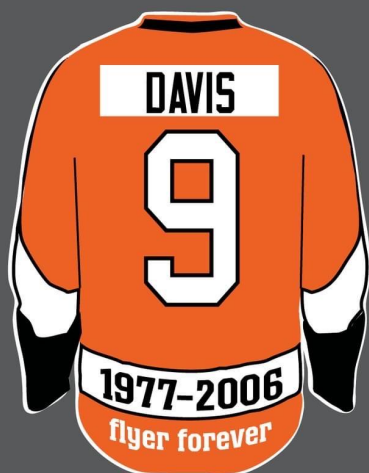
## 9. Jerseys/Name Bars

The following link shows the proper association jersey colors for home and away  
[Jersey Colors Home and Away](#) (Games)

See photo for proper name and sponsor bar placement and color for the different SMHA jerseys (Please note: We are no longer using the white jerseys and will update this graphic asap).



# FLYERS NAME BAR FORMATS



## 10. First Aid Kits/Bench Kits

It is mandatory, as indicated by Hockey Nova Scotia and SMHA, that a First Aid kit be accessible **at all times** when players are on the ice for games and practices. A team may purchase a first aid kit with fundraised money through their team budget. It is important that supplies are replenished as they are used.

It is suggested that teams have a “bench kit” that can also be bought using the team budget as necessary. 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.

## 11. Injury Reports

To be completed **anytime** there is an injury that requires during a hockey activity. The Physician must sign the report and the original of the report must be submitted to Hockey Nova Scotia (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).**

## 12. Regular Season Schedules/Sanctioned Leagues

### Central Minor Hockey Federation

Competitive SMHA teams are part of the Central Minor Hockey Federation (CMHF) and is the sanctioned league within Hockey Nova Scotia. CMHF website is: <https://centralminorhockey.ca/>

### Metro Minor Hockey League

Recreation teams are part of the Metro Minor Hockey League (MMHL) and is the sanctioned league within Hockey Nova Scotia. MMHL website is <https://metrominorhockey.ca/>

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

League divisions can be found under each category, following the links provided. Schedules should be reviewed regularly with any game/practice conflicts to be reported to your CMHL or MMHL Rep ensuring at least a week's notice for rescheduling purposes.

Officials for league games are scheduled by the Referee-in-Chief. Teams do **not** pay for officials at each game.

### CMHL & MMHL

As the leagues are part of the GrayJay network and use the electronic score sheets, 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 (please ensure to always have sheets available. These are found in the locker at the Sackville Arena outside of the SMHA room- if the stack is low or there are none left please notify [secretary@flyershockey.ca](mailto:secretary@flyershockey.ca)) and email the photo to [centralminorhockeyleague@gmail.com](mailto:centralminorhockeyleague@gmail.com) (CMHL) or [mmhl.webmaster@gmail.com](mailto:mmhl.webmaster@gmail.com) (MMHL) - whichever is the appropriate league for your team.

## 13. Tournaments

Tournaments 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.

Accommodations should also be booked early. In smaller/rural communities or larger tournaments hotel rooms can fill up 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 amount 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 associations and we want people to be able to speak highly of our Flyers 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>

#### **New Brunswick**

- Great site that lists them all by division

<https://www.hnb.ca/en/allcategories-en-gb/category-en-gb/tournaments>

#### **PEI**

- Great site that lists them all by division / downloadable XLS

<https://hockeypei.com/teams/tournaments/>

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

Remember you can also sell your practice ice (If it is not shared ice) by emailing [teamstaff@flyershockey.ca](mailto:teamstaff@flyershockey.ca) letting Head coaches and managers know you have ice available for purchase. They can then reply and make payment arrangements for your icetime.

## **14. Game Permits**

Permits are required by all teams (Competitive, Recreational, and U9) playing a game(s) outside of standard league play. SMHA is part of the Halifax East Zone. Scheduled league games are covered by a

blanket permit and teams do not have to obtain a Permit to participate in these games. Exhibition and tournament games require a permit at all times regardless if you are playing in your own region.

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.

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 HCR 3.0.

Log into HCR

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 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. IF you have not received a reply for your travel permit, you can reach out to our Regional Director Jason Hale at [jhale@hockeynovascotia.ca](mailto:jhale@hockeynovascotia.ca)

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 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 out of 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.

## 15. Booking Officials for Exhibition Games

Referees for regular league play (Central Minor and Metro Minor) are provided by the Association. Referees for exhibition games are **NOT** provided by the Association and must be arranged by and paid for by the hosting team.

To arrange for referees for exhibition games, please enter your game in Grayjay (When entering games in Sackville please use the venue "Sackville Sports Stadium and Sackville Arena" - Grayjay is fussy and venues must be entered correctly for refs to be assigned. Games don't get sent to the RIC right away so feel free to contact RIC Todd Thomander via [RIC@flyershockey.ca](mailto:RIC@flyershockey.ca) to ensure Refs and timekeepers get scheduled. (The more notice the better). Please try to give them at least 48 hours notice at a minimum. If a game is scheduled outside of the two rinks in Sackville you **MUST** email Todd to arrange refs.

The RIC will bill SMH for all exhibition games played in Sackville and then SMH will bill the team but if the game is played at another location you will have to pay upfront so please ensure you have your cheque book available.

## 16. Game Sheets

Game sheets are now being processed electronically. All teams can contact Heather Doucet- Registrar or Melissa Berkvens- Secretary if they are unfamiliar with how to set up your team roster. This must be done before the start of the season to ensure all games are recorded. Teams must submit their rosters on the Gray Jay 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 time keeper will provide each team's copy (Pink – Home, Yellow – Visitor). The home team must report the scores immediately as per the instructions set out in this manual.

## 17. Game Caps

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

- U9 (all divisions) - 30 half ice game (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 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).

## 18. Team Photo

Arrangements to have your team photo should be planned for as early in the season as possible. Often parents like to have them in time for Christmas. If you need a suggestion for photographers for this please reach out.

## 19. Extra Ice Time

At different points in the season teams look to secure extra ice for additional practice and/or exhibition games. SMHA is not responsible for finding extra ice for teams. The manager/coach would be responsible for contacting other arenas to try and secure additional ice.

For any additional ice purchased by the team that is NOT processed through SMHA, **the team will be required to pay the arena directly.**

HRM Rinks Availability: <https://recreation.halifax.ca/enterprise/facility/availabilitysearch>

Once determined which rink, contacts are:

- RBC Centre: Kathleen ([kbrooks@rbccentredartmouth.com](mailto:kbrooks@rbccentredartmouth.com))
- HRM 4-Pad: Debbie ([dnickel@hrm4pad.com](mailto:dnickel@hrm4pad.com))
- Sackville Sports Stadium / Lebrun: Sarah Boyd ([boydsa@halifax.ca](mailto:boydsa@halifax.ca))
- Cole Harbour Place, Zatzman Sportsplex, St Marg Bay Centre - all can be searched as well

### Sackville Arena

- Call Nikki ([ldra@ns.sympatico.ca](mailto:ldra@ns.sympatico.ca))

### East Hants Sportsplex

Online availability calendar: <https://www.rectimes.app/easthants>

- Email ([rentals@ehsportsplex.org](mailto:rentals@ehsportsplex.org))

### Brookfield Arena

- online availability: <https://www.rectimes.app/donhendersonmemorialsportsplex/>

### West Hants Arena

- online availability: <https://www.westhants.ca/book-a-space.html>

## 20. Year End Banquet/Party

At the end of the season you should plan a Year End function for the players, coaches and their families. Over the years, teams have participated in various activities such as Golf Tournament, Paintball, etc. with a banquet to follow. 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. As per the guidelines a maximum of \$1000 of fundraised monies may be used to cover the expenses of this party.

## 21. Helpful links(To be added)

Please reach out in the meantime if you need help with these

\*Banner Sponsor

\* Jersey Sponsor

\*Receipt letter

\*Handbook Sample

\*Flyers Logo

\* Ice Patrol, Mooseheads Contact, Swiss Chalet (AKA freebies for teams)

\*Sample Budget



## 22. Team Event Ideas

- Springfield Lake Rec Centre or Sackville Heights Community Centre (ball hockey / indoor soccer / etc)

- Laser Tag <https://actionlasertag.ca/>

- Bubble Soccer <http://www.bubblesoccerhalifax.com/>

- On Tree <https://www.ontreepark.com/>

- MindHack Escape Room <https://mindhackscape.com/home/hammondsplains/>

- Paintball <https://hypersportz.ca/>

- Playdium <https://www.playdium.com/>

- Mooseheads Game <https://halifaxmooseheads.ca/minor-hockey-nights>

## 23. Executive Contact List

Executive contacts can be found on the SMHA website. Contact information for each member is listed below so you can reach the appropriate person for any questions or concerns you may have. (click [HERE](#))