

CAPITAL REGION  
**FEMALE**  
MINOR HOCKEY  
ASSOCIATION  
[www.VictoriaGirlsHockey.ca](http://www.VictoriaGirlsHockey.ca)

# Team Manager Reference Manual

**2023-24**



CRFMHA welcomes players and volunteers from the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Lkwungen (Esquimalt and Songhees), Malahat, Pacheedaht, Scia’new, T’Sou-ke and WSÁNEĆ (Pauquachin, Tsartlip, Tsawout, Tseycum) peoples. We acknowledge our traditional hosts and honour their welcome and graciousness to our participants.

## Introduction

The Team Manager role is crucial to guaranteeing a successful season. To ensure fairness and consistency, the Manager’s role is to offer a strong, inclusive link between themselves, coaches, parents, players, referees and all other participants. These foundational elements will help to maintain open, respectful communication between all members throughout the season.

The Team Manager often works behind the scenes and away from the rink to create great experiences for all participants. The Manager is sometimes overlooked in the moment, but CRFMHA recognises the critical role each Manager plays in their team’s success and we are grateful for your time and effort.

This manual is meant to provide guidance to ensure a supportive and successful season. Additional on-line resources and links will also be referenced.

**Thanks**, in advance, for all your time and dedication to ensure a great hockey season for the girls!

## Communication within Association

A protocol exists for communication within the Association.

Communication with Directors and Officers of the Association should be advanced through team-based representatives only. Team parents should not contact Directors.

ISSUE	TEAM STAFF	DIRECTOR	OFFICER
Ice allocation	Ice Liaison*	Director of Ice Management	Treasurer

Safety / Return to Play	HCSP Personnel	Director of Safety and Risk Management	VP Administration
Team finances	Treasurer	–	Treasurer
Fundraising	Treasurer	Director of External Funding	Treasurer
Tournaments	Team Manager	Director of Tournaments	Treasurer
Coaching	Team Manager**	Director of Coaching	VP Operations
Management	Head Coach**	Director of Managers	VP Administration

**\*Each team must designate an Ice Liaison who will be the team’s only contact person for ice scheduling purposes.** This could be either the Team Manager, Head Coach or other individual with working knowledge of the team’s budget, availability and interest in ice that becomes available. There is a single Ice Liaison per team.

\*\* For parental concerns regarding coaching, concerns can be directed through the Team Manager to the Director of Coaching and vice-versa. In the event that there is a close relationship between the Team Manager and Head Coach, the concern can be raised with the appropriate Director.

## Team Manager Task Overview

### Pre-Season

- Communicate with CRFMHA’s Registrar [registrar@crfmha.ca](mailto:registrar@crfmha.ca) to ensure certification of team personnel: Head Coach, Assistant Coaches, Team Manager, Hockey Canada Safety Program (HCSP) personnel (aka 'Safety Person' or 'Safety') and Dressing Room Supervisors. CRFMHA will send reminders to all volunteers in August each year so the Team Manager can pursue this early in the season.
- Attend the CRFMHA early-season meeting to obtain important information regarding ice allocation/allocator, game schedules, administrative duties and meet CRFMHA Directors who will be your support staff. If you cannot attend please contact [managers@crfmha.ca](mailto:managers@crfmha.ca).
- Attend VIAHA early - season meetings, details will be emailed closer to date.
- Obtain information about our communications platform (GOALLINE) and user instructions.

## Season Start

- Arrange initial team/parent meeting
  - Review season plan, determine the team fee (if any), collect outstanding player information and outline tournament opportunities. Include a coach portion to share philosophy and expectations.
  - Recruit team volunteers to cover: Treasurer, Safety, Timekeeping/Scorekeeping, fundraising, tournaments, dressing room supervision
- Communicate with Registrar to review and finalize team roster
- [Gain access to Electronic Gamesheets \(EGS\)](#)
- Coordinate team finances with team Treasurer and develop an operating budget
- Collect team fee (if any), based on preliminary budget. This is determined by the team as a collective to cover tournament fees; off-ice training; purchase extra ice times; subsidize paid development coaches; fund team-building events etc. Any amount of the team fee not spent by the team is refundable to those who paid it.
- Distribution of jerseys/socks and equipment (pucks, cones, first aid kits etc).
- Players'/parents medical information (ePACT)

## Regular Season

- Data Management:
  - Players'/parents medical information (ePACT) - confirm completion
  - VIAHA Game Reports - if electronic game sheets are not used then your commissioner will need you to fill out a game report. They will talk about this in your managers meeting at the beginning of the season.
  - Hockey Canada Injury Report Forms
- Team communication method including schedules, games, roster (and contacts) and general communications.
- Communicating with CRFMHA, VIAHA and other MHA's
- Arrange games and confirm officials (referees) and game-day volunteers (timekeeper/scorekeeper and safety person) are scheduled
- Become familiar with VIAHA Handbook (particularly Section 3: Regulations)
- Coordinate travel for out-of-town games
- Identify and apply for tournaments with assistance of CRFMHA [tournaments@crfmha.ca](mailto:tournaments@crfmha.ca)
- Apply for BC Hockey Special Event Sanctions (ie. dryland training &/or team events outside of scheduled ice time)
- Manage disputes with the support of CRFMHA (Dispute Resolution)

## End-of-Season

- Coordinate or delegate organization of year-end team party
- Collect laundered jerseys and return to CRFMHA Director of Equipment [equipment@crfmha.ca](mailto:equipment@crfmha.ca) along with pucks, cones, first aid kits
- Ensure team finances are reconciled with Team Treasurer and CRFMHA Treasurer [treasurer@crfmha.ca](mailto:treasurer@crfmha.ca)

## I. Pre-Season Organization

### 1. Team Volunteer Credentials

A number of certifications and qualifications are required to hold the role of a Team Official (Manager, Coach, HCSP Safety Person).

Much of the monitoring of certification and qualification is done by the Registrar and Director of Safety and Risk Management. However, as Team Manager, it is important for you to be aware of the requirements and serve as a liaison between team staff and the Registrar to ensure all volunteers are qualified before the required dates.

Anyone who is rostered to a team will be eligible for reimbursement of the cost of certifications. Receipts must be submitted to CRFMHA Treasurer for reimbursement: [treasurer@crfmha.ca](mailto:treasurer@crfmha.ca)

#### Team Personnel Credentials:

	CRC	RIS-AL	CATT	Coaching Course	HCSP Course
Expiry:	3 years	5 years	No expiry	No expiry	3 years
Due:	<b>Prior to participation</b>	<b>Oct 31</b>	<b>Prior to participation</b>	Dec 1	Oct 31
<b>Manager</b>	✓	✓	✓		
<b>Head Coach</b>	✓	✓	✓	<a href="#">See link</a>	
<b>Asst Coach</b>	✓	✓	✓	<a href="#">See link</a>	
<b>On-ice Helper 18+</b>	✓	✓		N/A*	
<b>HCSP Personnel</b>	✓	✓	✓		✓
<b>Dressing Room</b>	✓	✓	✓		

<b>Supervisor</b>					
<b>Treasurer</b>	n/a	n/a*	n/a		
<b>Timekeeper</b>	n/a	n/a*	n/a		
<b>Scorekeeper</b>	n/a	n/a*	n/a		
<b>Entrepreneurial Coach</b>	✓	✓		Associate Membership in BC Hockey	

\*Please review the current version of the Development Policy for details on On-ice Helper

CRC = [Criminal Record Check](#)

RIS-AL = [Respect in Sport for Activity Leaders](#)

CATT = [Concussion Awareness Training Tool](#) (**NOTE:** Save & print certificate once completed).

Coaching Course = See [LINK](#) for full details on coach requirements

HCSP = [Hockey Canada Safety Program](#)

\*Volunteers in the roles of Treasurer, Timekeeper, Scorekeeper do not need RIS-AL, but DO require RIS for Parents.

For Managers on Competitive ('A') teams, an outline of the Team Manager's role and responsibilities should be reviewed within VIAHA's [Female Development Policy](#) (Click on VIAHA Policy Manual and the relevant information is within Section 4 of VIAHA Policy Manual).

**Safety & Risk Management:**

Please review CRFMHA's Participant Protection Policy at the start of the season. Found on teh

A Team Safety Person must be present with a team first aid kit at all practices and games with their name indicated on the game sheet. For this reason, training two or three HCSP Safety People per team is recommended. If they are absent during a game, pre-arrange for the opponent's HCSP Safety Person to serve both teams.

Roles and responsibilities of the team safety person include:

- Confirming and understanding player information pertaining to existing medical conditions and any additional critical information of relevance in the event of a medical emergency including parent/guardian contact information
- Ensuring the above information is accurately recorded on ePACT and shared with the Team Manager
- Being present (or ensuring a Safety Person is present) at all sanctioned events
- To ensure insurance coverage in the event of a medical emergency, fill-out an Injury Report Form ([Hockey Canada Injury Report Forms](#) within 24 hours and submit to CRFMHA Director of Safety and Risk Management ([safety@crfmha.ca](mailto:safety@crfmha.ca)))
- Maintain team Hockey Canada Injury Log: [Player Injury Log](#)

- Ensure that a Hockey Canada “Return to Play” form is completed for any player returning from an injury (regardless of whether the injury was sustained while playing hockey or not).

## **2. CRFMHA Managers’ Meeting (Prior to League play)**

To ensure Team Officials are aware of their roles and responsibilities, an early -season meeting will be held by CRFMHA. This will provide an opportunity to meet CRFMHA Directors and other volunteers. A review of CRFMHA’s Handbook/on-line resources will also take place and Team Managers will receive any forms and other necessary hand-outs. Team Managers, Treasurers and HCSP Safety Persons are expected to attend.

Goalline is our Association’s website provider and on-line communications platform. This tool will be introduced and reviewed and may be used as an option for internal team and association communication. Teams may opt to use alternate platforms for internal team communication (e.g. Team Snap), but at the team’s expense. The Goalline platform is included with player registration at no additional cost and includes an App for internal team communication..

## **3. VIAHA Managers’ Meeting (Prior to League play)**

Prior to the commencement of League play, VIAHA shall convene a Head Coach/Manager meeting for all Competitive teams. The carded Head Coach and the Team Manager **must attend** unless they have specific permission from VIAHA. No one person can represent more than one team. If a Head Coach cannot attend they shall ensure that one of the carded Assistant Coaches attends. Teams will be notified directly by CRFMHA as to when this meeting will occur.

VIAHA hosts a meeting for Female Recreational teams with mandatory attendance for at least the Head Coach and Manager of each team. It is usually in October with time and date to be announced. Teams will be notified directly via CRFMHA.

## **4. Review and Confirm Team Roster**

Coordinate with the CRFMHA’s Registrar to ensure teams are entered in the Hockey Canada Registry (HCR) roster in a timely manner. It’s the Team Manager’s responsibility to review the updated roster and advise the Registrar immediately of any required changes. Players cannot participate in exhibition, league, tournament or playoff games unless they are on the HCR Roster.

Hockey Canada, BC Hockey and VIAHA require our association to pay insurance for all rostered volunteers which includes Coaches, Managers, Safety People and On-Ice Helpers. As such, ALL volunteers’ names need to be collected and forwarded to CRFMHA’s Registrar ([registrar@crfmha.ca](mailto:registrar@crfmha.ca)).

## 5. VIAHA Rules & Regulations

CRFMHA Managers are encouraged to read the VIAHA Handbook in its entirety so they are familiar with the contents, since it is a fundamental reference throughout the season. Commencing with the 2023-24 season, the [VIAHA Handbook](#) is available on-line only as a downloadable and searchable PDF. If a hardcopy version is desired or required by a Team Manager, CRFMHA suggests downloading it and printing selected portions (as required) or the whole document.

When traveling to games in remote facilities that may not have active WiFi or cell phone coverage, it is recommended for Team Managers to ensure they have a copy of the current version of the VIAHA Handbook downloaded to their electronic device before they travel. This ensures the team will have a copy of the current Regulations on hand for games.

Prior to attending CRFMHA's in-house meeting, Team Managers should review VIAHA's Regulations in the Handbook (and Female Regional Policy for Competitive teams). In doing so, this will establish or refresh foundational knowledge of rules and regulations in our District and allow you to communicate these to team members and/or others when necessary. Some commonly sought regulations and their reference sources include:

- Pre-Season Exhibition Games (9.03)
- Affiliation (AP Players) (5.25 - 5.30 & 4.09.04 -VIAHA Female Regional Policy)
- Under Age (UA) (5.20 - 5.22) and Over Age (OA) (5.16 - 5.19, 5.21; 5.22) Player Exemptions
- Goaltender Relief and Replacement (Rec): (5.23 - 5.24)
- Roster size: Recreation (5.02 - 5.08)
- VIAHA Female Special/Dual Roster (5.09) - Female recreational players can, on an all-female team primarily and secondarily on a co-ed team, if circumstances permit.
- Gear (3.03): protective equipment: CSA-certified helmets and facial protectors; BNQ-certified throat protectors in all games, practices, warm-ups and while sitting on the players' bench or penalty bench.
- Regulation #6: Timing of Games
- Regulation #3: eGamesheets

Affiliate Player (AP) - Requests must be submitted by January 15th of each year. This is a great way for players in a lower level to develop and gain more ice time. Please refer to the CRFMHA Development Policy for more information.

### Home Team Responsibilities:

- Supply warm-up pucks (Competitive teams only, as per VIAHA Policy 4.12.02)
- Supply game pucks (all home teams)



- Provide an approved e-gamesheet (EGS) AND a laptop or other suitable electronic device (make sure it stays warm)
- Provide a timekeeper and scorekeeper and, in some cases, a penalty box keeper

Discipline/Suspensions: Team officials are responsible for supervising and controlling the conduct of their players before, during or after each event. Failure to control the conduct of their players may result in suspension and/or other disciplinary action as well as the cost of any damages.

Dressing Room Policy: To ensure proper safety and well-being for all players, parents, coaches and volunteers, a "Two Deep Policy" will occur in dressing rooms and other "closed" spaces when working with youth. To facilitate this, the Team Manager needs to recruit a parent/guardian who will organize this for practices and games. An additional aspect of this supervision PROHIBITS the use of cell phones or any other recording devices (ie. cameras) in dressing rooms. See CRFMHA Participant Protection Policy and CRFMHA Communication Policy (add link)

Exhibition Games and Tournaments: Exhibition games require Game Numbers that can be obtained from your VIAHA Commissioner. For those teams wishing to enter a tournament outside the VIAHA District, they must submit the [Interdistrict and USA Hockey Tournament Travel and Exhibition Game Sanction Request.pdf](#). Please note that this form is not needed for tournaments or exhibition games hosted within our District.

Once tournament acceptance is approved, the commissioner will assign enough game numbers to cover the maximum number of games the team might play (including playoff and elimination games) and the commissioner will provide a "permission to travel" letter to the team, if necessary. All tournament costs will be paid by the team.

CRFMHA will host multiple Tournaments per season. Host teams for each Tournament will be determined by the Board of Directors based on availability of ice and distribution of CRFMHA teams. Host teams will be required to volunteer to help organize the competition, coordinate any/all fundraising activities, and schedule volunteers for game day duties: timekeep, scorekeep, 50/50 sales and raffle/registration table.

Rescheduling League Games: Once a league schedule is set there will be no changes without the agreement of both teams' Head Coaches and/or Managers, with the final approval being made by the applicable Vice-President whose decision shall be final and not subject to appeal (8.03). An exception will be granted for "adverse weather" and ferry conditions. The visiting team will contact the home team Manager and VIAHA Managing Director/Commissioner by telephone. VIAHA Managing Director/Commissioners have the final discretion to postpone a game due to weather and their decision is not subject to appeal. The two Coaches/Managers and Managing Director/ Commissioner will cooperate to schedule a makeup game at the earliest possible date (8.04).

No league or playoff game will be altered or rescheduled to accommodate a tournament or exhibition game unless special permission is granted in writing by CRFMHA's VP of Hockey Operations ([vpoperations@crfmha.ca](mailto:vpoperations@crfmha.ca)) and approved by the applicable VIAHA Officer. Permission will not be considered unless the date(s) and time(s) of the rescheduled game(s) are mutually agreed on by both teams in writing.

## **6. BC Hockey Rules and Regulations**

### Special Events Sanctions

Most team activities are covered under BC Hockey / Hockey Canada insurance policies as part of the normal or regular "Hockey Season", which includes *"association-, team- and league-scheduled practices, games, evaluations/tryouts and related activities."* However, program extensions such as dryland training camps, exhibition games, fundraisers and tournaments all require separate specific sanctioning or approval.

The purpose of the BC Hockey Special Event Sanction is to extend Hockey Canada Insurance Program coverage such as Major Medical / Dental Coverage to activities that do not fall under regular/normal hockey programming.

Special Event Sanctions are for events such as dryland training, fundraisers, and other activities outside of regular hockey programming. Not all activities are eligible for coverage. See the [Special Event Sanction Guidelines \(PDF\)](#) for additional information regarding possible coverage eligibility of specific events.

To request coverage for such events, a Special Event Sanction Request Form [Special Event Sanction Request Form](#) should be submitted to the BC Hockey office at least 7-10 business days prior to the start of the planned event.

A separate Special Event Sanction Request Form should be submitted for each different activity. However, if the same activity will occur multiple times, such as dryland training, one request can be submitted for all the dates that activity will occur. The form must be completed in full and for on-going events, it's acceptable to use a span or list of dates.

Please include a detailed description, including names and qualifications for any third party instructors or coaches. Listing a generic description such as "dryland training" is insufficient and the form will be returned with a request to expand on the activities.

Processed Sanction Requests will be returned via email to the CRFMHA President.

If the Special Event Sanction is declined (i.e. the planned event is not insurable by Hockey Canada/ BC Hockey insurance policies), the team should consider canceling the event.

However, if the team wishes to continue with the event, all participants must be made aware that the event is not insured and sign the CRFMHA's "Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (Minor)", available through the Director of Managers from VP Administration.

When hiring coaches for Development purposes, teams must be aware that BC Hockey requires all "entrepreneurial" (paid) coaches to be Associate Members of BC Hockey. The contractor (coach) needs to renew their Associate Membership with BC Hockey annually and must have current CRC and RIS for Activity Leaders. Managers should not assume that a contractor meets this qualification simply because they have seen the individual on the ice with another team, program or Association. If the Manager is unsure about the eligibility of the contractor, please email either the Director of Development ([development@crfmha.ca](mailto:development@crfmha.ca)) or the Registrar ([registrar@crfmha.ca](mailto:registrar@crfmha.ca)) for confirmation.

## II. Season Start

### 1. Arrange Initial Team Meeting

Once teams are formed, an initial team meeting needs to be held by the Team Manager and/or the Head Coach. The following information should be covered:

- Introduce the coaching staff and manager;
- Review coaching philosophy/goals;
- Review player and parent expectations (player conduct that extends to social media, parent/guardian conduct that extends to social media, discipline, time commitment, dressing rooms/phones/two-deep policy, dress code).
- Discuss and outline the preliminary budget and discuss approximate expenses to be incurred by each family/guardian, and/or through fundraisers. NOTE: If Team Treasurer is already known, hold a brief meeting prior to the initial meeting to create a draft budget and set team fees.
- Review season and tournament options through the Tournament page on the BC Hockey website. Tournament options are limited and they tend to fill quickly, so it is suggested that teams decide on interest for tournaments (number and distance of travel) and apply early to ensure the best chance of acceptance;
- Discuss sponsorship and fundraising options. Sponsorship and fundraising activities must comply with the CRFMHA External Funding Policy. There is sponsorship letter template that can be sent to you upon request email [managers@crfmha.ca](mailto:managers@crfmha.ca)
  - Collect team fees: discuss with team treasurer and identify amount to be collected on behalf of each player;
- Recruit volunteer positions: Treasurer, Safety (multiple), Timekeeping/Scorekeeping, fundraising, tournaments, dressing room supervision

- - Collect outstanding player/parent/guardian/volunteer information;

## **2. Team Finances & Team Treasurer**

The treasurer has set up bank accounts set up for all teams. If there is a new team in a division they would need a new account set up.

Process is:

- Team to determine a team treasurer and second signer for account
- Treasurer will need their contact information, you can email it to [treasurer@crfmha.ca](mailto:treasurer@crfmha.ca)
- Treasurer will then connect them with our business contact at Scotia who will complete the process with them.
- In some cases, the contacts for a specific team account may be the same from one year to the next in which case nothing needs to be done (other than the manager notifying the treasurer).

## **3. Jersey & Equipment Distribution**

All players will receive two game jerseys (home and away) for use during the season. As per VIAHA regulations, the white jersey is the Home jersey. This convention may change when the team plays outside the District, so communicate directly with the host team or host tournament coordinator in those situations.

To care for these, please inform parents/players that jerseys are hung to dry after each use to prevent mold. Please do not put it in the dryer. Any season C's and A's are to be hand-stitched, and NOTHING may be added to a team jersey except for approved sponsor bars as per the External Funding Policy. Machine stitching should be avoided. To prevent skates or other equipment damaging the jerseys, encourage your parents to keep them in a jersey bag or on hangers outside of their players equipment bag.

The players' individual deposit will be retained in the case of lost or damaged (apart from during game team play) game jerseys or improper care (mold, residual adhesive from iron-ons, holes from a stitch ripper, etc.).

Sponsored jerseys (e.g. TimBits, atoMc) have restrictions on what can be added to the jersey and any existing sponsorship logo or identifier cannot be covered.

Socks are included in the cost of registration, but the order is placed once team structure is in place. Managers will be asked for a team order. Sizing is best done using any leftover socks from the prior season, since sizing will be consistent from year to year.

Other equipment such as pucks, cones and first aid kits will be distributed by the Director of Equipment early in the season and are to be returned at the conclusion of the season. It keeps the cost of registration down if we don't need to re-order these items each season, so please make every effort to return what was assigned to your team.

#### **4. Review Game & Practice Schedule**

Once your team's practice and game times are scheduled, check through these to ensure there are no game conflicts. If an ice scheduling error occurs for an exhibition game, communicate with CRFMHA's Director of Ice Management (or Ice Allocator [ice@crfmha.ca](mailto:ice@crfmha.ca)) through your team ice liaison and provide the opponent with alternate dates/times to reschedule.

If there is a scheduling issue with a VIAHA-scheduled League game, contact the VIAHA Commissioner as soon as possible for resolution.

#### **5. Association Socials & Team Activities**

CRFMHA plans to host three annual association-wide events intended to be fun opportunities for players, parents, coaches and volunteers to socialize away from the rink in a relaxed environment. We want players and families to know they are part of a larger hockey community. There will be a Season Launch event, a mid-season Holiday gathering, and an end-of-season Awards Banquet.

Depending on the level of interest in partaking in team-specific activities, these events can be scheduled by the Team Manager (or designate) to promote team building and develop long-lasting friendships and can include such things as development training, team meals and other sports/ team building activities. Teams will sometimes have parties at the beginning of the year, around Halloween and/or Christmas and at the end of the year.

As referenced above, any activity or event initiated and/or planned by the team must be sanctioned by submitting a [BC Hockey Special Event Sanction](#) request.

All of these extra activities involve team expenditures which the Team Manager can coordinate and allocate funds with the Team Treasurer's involvement.

#### **6. Mentorship Opportunities**

Players in the U15-U21 divisions are provided opportunities to support participants in "try-hockey programs" such as the NHL/NHLPA First Shift and Esso Fun Days. "Player

-coaches” are assigned to program participants to work one-on-one with them. This exposes the player-coaches to a coaching environment while being mentored by on-ice certified coaches. For program participants, they are well supported during their first hockey experience and enjoy the camaraderie with the older player. A request email will be sent to U15-U21 players as these opportunities arise.

Team coaches may also request player-coaches to attend regular practice throughout the season to support and inspire new or younger players. These opportunities expose older player-coaches to a coaching environment while being mentored by on-ice certified coaches. For the player coaches, the time dedicated can be credited toward school requirements, scholarship and bursary applications, and is a great experience to share on a resume. Interested players should contact CRFMHA Director of Recruitment and Mentorship ([recruitment@crfmha.ca](mailto:recruitment@crfmha.ca)).

## **7. Photos**

Annual team photos will occur and Managers will be advised of the date and time at the beginning of the season. Resuming in 2023-24 season we will be doing photos in a rented facility with a green screen, with all teams being done on the same night.

## **8. Team Sponsorship Banners**

Each team will also receive a retractable banner stand, supplied by CRFMHA. Teams can use the banner as a mechanism to recruit sponsorship. The team can have the banner printed at a local supplier. CRFMHA has an on-going relationship with *Garside Signs and Displays* for this purpose and a banner template is on file there, so teams need only supply a team photo and high quality files of their sponsor logos (.EPS, .AI, .PDF etc) - with permission of the sponsor. While the stand is supplied by CRFMHA, the cost of printing the banner is the responsibility of the team. CRFMHA can supply a template for sponsor recruitment, if needed. The cost to have it printed is approximately \$100, which you can take from your team's fundraising. Sponsorship is a great way to fundraise and the sponsor gets noticed as you display it at games, practices and events. A suggested guide for levels of team sponsorship is available in the CRFMHA Team Sponsorship Request Letter template.

## **9. Team Reign Gear**

We have a designated 'Reign Gear' on-line store at Hometown Team & Corporate Sales. REIGN GEAR is accessible online through their website and the link is also on the CRFMHA home page.

The items in the online store that have been chosen as our official Reign Gear are all approved by the CRFMHA Merchandise Committee.

Our association, like all others, must have parameters to retain cohesiveness, continuity and build community and a presence. All the items on the Reign Gear site mirror what other associations offer. CRFMHA was thorough in looking through all options to provide a good selection to our teams. Guidelines are in place to support our brand.

If there is a category of merchandise that teams would like to see offered within our 'Reign Gear' store, requests should be directed to the Director of Equipment ([equipment@crfmha.ca](mailto:equipment@crfmha.ca)). No merchandise is to be branded without prior approval by CRFMHA. See the CRFMHA Brand and Representation Policy for details.

## **9. Ice Allocation and Scheduling**

Each team must have one team representative (aka "Ice Liaison") who communicates with the Director of Ice Management regarding scheduling. This is typically the Team Manager. Please advise the Director of Managers who this is as soon as it has been determined. Ice requests from anyone other than the designated Ice Liaison will not be processed or responded to.

Please strive to provide your team's tournament dates to the ice allocator by September 15th each season, so they will know to not schedule your team during that time. This should also be sent to the VIAHA Commissioner, to ensure your team does not get scheduled for league games during tournament weekends. There is a tournament section below on how to find and apply for tournaments.

U7/U9 - Hockey Canada has recently revised the season structure for U7 and U9. Previously game play was prohibited until December, but the season is now subdivided into four phases, each with variable allowances for game play. CRFMHA will schedule U7 and U9 teams for intramural games in order to make the most efficient use of ice and allow for the most instructional introduction of the principles of game play. U9 teams may begin to play full-ice games after January 15th, although CRFMHA recommends this be limited to games involving players transitioning into the U11 program next season, wherever possible.

U11 - Teams can use any of their assigned weekend slots or game length slots that are not league games for exhibition games. If two teams are sharing a slot, this can also be an exhibition game between them. Contact [referee@crfmha.ca](mailto:referee@crfmha.ca) to schedule a referee.

## **III. Regular Season**

## **Administrative Tasks**

While many resources are available on-line to provide you with support, using a binder is recommended to organize your team's personal information as well as the many forms required. These include:

- Printed hard copy of HCR Team/Team Staff roster
- Contact list: team members, CRFMHA Board Members, Referee In Chief (RIC) and Ref Allocators, VIAHA & BC Hockey key personnel
- Game sheets (these are done on-line, but having a few hard copies is recommended)
- Hockey Canada Injury Report Forms
- Player Medical Information Forms (ePACT)
- Relevant notices from VIAHA, BC Hockey, etc.
- Referee pay scale and paper copies of the CRFMHA Referee Receipt form

### **1. Contact/Responsibility List**

Team Managers will be supplied with a list of contact information for the parents/guardians of each player and team staff at the beginning of the season. This information MUST be treated confidentially. Team Managers should use BCC (blind carbon copy) features on email platforms unless all team contacts have agreed to share their email address. CRFMHA recommends using the functionality of GOALLINE for this purpose, which is paid for within the cost of registration. If teams choose to use a different platform (e.g. Team Snap), this is paid from the team budget, not funded by CRFMHA. Apart from tournament and game-related roster list requirements, unless authorized by the parent/guardian, this list is not to be distributed or posted.

### **2. Practice & Game Schedules**

CRFMHA contracts with 13 ice surfaces at 10 facilities. There are frequent changes to our contracts throughout the season and therefore some necessary updates to the ice schedule. In principle, CRFMHA aims to provide teams with a repeating cycle, or template, for ice times, often on a recurring 4-week basis, but final schedules are often confirmed 2 weeks in advance. This minimizes the risk of subsequent adjustments, but is not a guarantee. To ensure players' attendance and participation, weekly schedule reminders can also be sent out.

League game schedules are developed and distributed by external organizations.

VIAHA is responsible for scheduling games for:

- Recreational 'C' teams, participating in the "inter-league" schedule (i.e. Female Recreational League) for league play;



- U11 Development team, participating in the U11 Development League, for exhibition games;
- Competitive teams (U13-A, U15-A and U18-A) participating in “Island League” (aka competitive hockey) for exhibition games.

The schedule for all three of these leagues is developed by VIAHA, based on ice submitted by participating MHAs. The schedule is released in a staged fashion, beyond the control of CRFMHA. When it is updated periodically, the schedule is distributed to Team Managers as soon as possible. The schedule is also posted on the VIAHA website for reference. If there is a discrepancy in a schedule or a team is not available for a scheduled game, please follow the process established in the VIAHA Handbook.

Competitive teams (U13-A, U15-A and U18-A) also participate in the PCAHA Interlock program. According to the Terms of Reference for this program, competitive teams must submit their list of tournaments prior to September 10 of the current season to prevent conflicts in the Interlock Schedule.

If you are playing an Away Game, rinks can be located by referencing BC’s [Rink Locator](#) and address links can be added to team communiques.

### 3. Medical Information

Each player/parent/guardian is required to complete an online ePACT medical form. Compliance with the task is monitored by the team HCSP Safety Person. Managers and HCSP personnel will be provided with access to retrieve a player’s medical information and history in the event of an injury or medical emergency. Having a paper copy of these in the Manager’s binder is optional, but discouraged due to the risk of a privacy breach. Ensure that you are aware of those players who may have allergies and/or other chronic health issues (ie. medication allergies; asthma).

Providing an emergency contact number that **will be answered** during a players’ ice time is crucial.

All paper copies of medical forms MUST be shredded at the end of the season by the HCSP Safety Person.

### 4. Accident & Insurance Reports

In the case of a player injury, a Hockey Canada Injury Report must be submitted immediately following the incident. Forms are available at: [Hockey Canada Injury Report](#). Note the Referee name and all game officials on the form as well as the penalty type, if occurred.

Blank copies of the form should be kept in your Manager's binder. Should an injury occur, it is easier to fill out the format of the time of the accident than it is to track down details afterwards.

## **5. Code of Conduct**

Every participant including players, parents, guardians, coaches and officials must adhere to the BC Hockey Code of Conduct. The Code of Conduct is included in the Policies section of CRFMHA online registration and agreement is required. Here is the link to the BC Hockey Code of Conduct for reference: [BC HOCKEY CODE OF CONDUCT](#) which should be reviewed at the start of the season.

## **6. Disputes**

In the event of a dispute, a player/parent/guardian should feel comfortable in approaching the Manager to act as an unbiased liaison to help resolve an issue. To ensure fairness, objectivity and consistency, the Team Manager's role is to offer a strong, inclusive link between themselves, coaches, parents, players and all participants. These foundational skills will help to maintain open, respectful communication between all members throughout the season.

In the event of an internal team issue arising, participants should be required to enact "The 24-Hour Rule" which directs parties to wait 24 hours prior to communicating, preferably in writing, with the Team Manager. This allows for an opportunity to take time to step back and clear initial emotions, and address the issue in a respectful manner.

To work towards resolving a dispute, the first attempt should be at team-level through open respectful communication, consistency and mediation with both parties. If the Team Manager requires assistance or clarification, please contact our Director of Managers ([managers@crfmha.ca](mailto:managers@crfmha.ca)), who is the liaison between the Team Manager and the Board of Directors. If there is a real or perceived conflict of interest with the Director of Managers, the Team Manager may contact the VP Administration ([vpadmin@crfmha.ca](mailto:vpadmin@crfmha.ca)). This may include the Team Manager or their player involved in the dispute.

Lastly, if the team members have a dispute, concern or complaint regarding the Team Manager that cannot be resolved at the team level, then they may contact the Director of Managers.

In the event of a dispute regarding officiating, the Referee in Chief (RIC) should be contacted ASAP. It should be noted that decisions made by referees during games are not subject to appeal; however, an issue or question can be documented outlined in the VIAHA Game Report with the request for review. In the event of a dispute regarding officiating, the Referee in Chief (RIC) should be contacted ASAP.

## **7. Player Development**

CRFMHA supports player development in various ways. During the regular season (and during the off season), skills development sessions and similar opportunities will be offered from time to time by the Association, with programming influenced by size of Division, player interest, availability of ice and availability of volunteer or professional instructors. These sessions will usually have a user fee in addition to the cost of regular season registration. Sessions will be planned for skaters and goaltenders, sometimes sharing the same ice time.

Team's may also choose to host Development sessions supported by team budget/ team fees. Please note that BC Hockey requires any entrepreneurial (paid) coach to be registered as an Associate Member of BC Hockey and meet specific credentialing requirements. Please refer to the BC Hockey website for current standards and Associate Members application forms.

To promote effective use of available ice, coaches may invite players from other CRFMHA players to participate in team practices. From an insurance perspective, any CRFMHA player is eligible to practice with any CRFMHA team. Invitations should be extended by the host team and standing invitations may be offered.

Team Staff may invite selected players to hold Affiliate Player (AP) status on the HCR. AP's must be from a lower Division or Level and are eligible to play in games. The AP must have permission from their primary team staff for each instance that they participate as an AP with the higher team. A player can only be registered as an AP with one team at a time, but can change affiliations up to January 15, which is the final date for registering AP players.

Please refer to the CRFMHA Development Policy for additional details about affiliation options for CRFMHA players.

## **IV. Game Requirements**

As Team Manager, facilitating a smoothly run game is a key aspect of the role. In addition to being knowledgeable of VIAHA's game rules/regulations the following tasks are also necessary:

### **1. Game Sheets**

eGame sheets (EGS) must be completed for every game: exhibition, league & tournament (please review VIAHA Regulation #7: Game Sheets). Team Managers and Head Coaches will need to register with Spordle Play (formerly known as HiSports!) (<https://hisports.app/>) to access EGS. Unless delegated to another volunteer, Team Managers will be responsible for teaching

parents/guardians how to use this tool in preparation to be scorekeepers. Also, each team is responsible to supply an iPad or laptop device for home games. Electronics may become cold and require some warming method to stay warm at the rink. The system can also be run from a “smart phone”.

It's the home Team Manager's responsibility to ensure your team's roster and team personnel (up to 5 on the bench) is filled out on the EGS for each game. Players' and volunteers' subsequent information (ie. jersey number, AP status) will be automatically filled in. Referees also have to be identified and once a game is finished, Team Managers and Refs must sign the EGS to ensure all information is accurate (if absent, the Coach or other registered Team Official).

To access the EGS and information and a tutorial to use it, please refer to the following links: <https://hisports.app/> and also: [E-Gamesheet](#). Also, if any problems arise or you require further guidance, please consult with CRFMHA's Director of Managers ([managers@crfmha.ca](mailto:managers@crfmha.ca)).

## **2. Game Reports**

VIAHA Policy 4.13.09 Game Reports (Not applicable if Electronic Game Sheet is used). Teams are responsible to email a copy of the game report within 24 hours of the completion of any game. Failure will result in fines being assessed to the team as per VIAHA Regulations.

Game Reports are available via VIAHA on-line at: [Game Report](#) and should be sent to the Commissioner within 24 hours of game conclusion.

## **3. Scorekeeper and Timekeeper**

Each home game requires a Scorekeeper and Timekeeper. Team Managers are advised to assign a volunteer Game Organizer to recruit parents/guardians to fill these two roles for every home game and hosting tournament games.

Please review information in *VIAHA's Regulations Handbook* regarding game rules: Regulation #6: Timing of Games.

CRFMHA will host practices and games at the following arenas:

- Panorama Recreation (A & B)
- Ian Stewart Complex (UVic)
- G.R. Pearkes Recreation Centre (Gold & Green)
- Oak Bay Recreation Centre
- Save On Foods Memorial Centre (SOFA)

- Archie Browning Sports Centre
- Wurtele/Naden Arena
- Juan de Fuca (JDF) Arena
- Q Centre
- Westhills Arena
- Seaparc Leisure Complex

In most facilities, the Home team may be able to use the PA system for entertainment and sponsorship messaging. Please refer to this document's Appendix section to locate specific time clock instructions. Operating instructions for the time clocks in each arena are also posted on the CRFMHA website under the [Managers tab](#).

Scorekeepers will use a tablet to electronically keep score, and may want to use a game scratch pad. (see below.) Scorekeepers need to know the team HCR (Hockey Canada Registrar #) and their game number, both numbers will be given to them by the Manager.

DATE: ARENA:  
LEAGUE:

**GAME NOTES SCRATCHPAD**

GAME #:  
SCOREKEEPER:

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

PENALTIES													
Home Penalties							Visitor Penalties						
Per	#	Serv	Offence	Min	Start	On	Per	#	Serv	Offence	Min	Start	On

**4. Game Officials (Referees)**

Our Referee-In-Chief (RIC) is responsible for referee recruitment and development as well as overseeing all referees, linesperson and shadows (mentors) within CRFMHA ([referee@crfmha.ca](mailto:referee@crfmha.ca)).

Referee assignments are coordinated by the RIC: [referee@crfmha.ca](mailto:referee@crfmha.ca)

CRFMHA uses the Spordle Play platform for assigning game officials. To ensure your team has game officials booked, please notify [referee@crfmha.ca](mailto:referee@crfmha.ca), in particular for exhibition games. League, Exhibition games and CRFMHA Tournament games should be assigned automatically, although it is the Team Manager's responsibility to ensure officials have been confirmed for each game. Notify the RIC ASAP of any game changes or added exhibition games.

Early each week the RIC (or acting RIC) will review the CRFMHA ice schedule for the coming week and all game ice times listed will be assigned to officials.

Stay tuned as rates may change!

[Referee Compensation guidelines](#)

## Game Official Compensation Rates

<b>Island League</b>				
Division	Referee 2OS	Referee 3OS	Referee 4OS	Linesperson
U13	\$60	\$55	\$50	\$40
U15	\$70	\$65	\$60	\$50
U18	\$75	\$70	\$65	\$55
U21	\$80	\$75	\$70	\$55

Based on 110-120 minutes - +\$5 for 135 minute game

<b>Recreational Leagues</b>				
Division	Referee 2OS	Referee 3OS	Referee 4OS	Linesperson
U11	\$40	\$33	X	\$26
U13	\$45	\$40	X	\$30
U15	\$52	\$48	\$45	\$34
U18/U21	\$58	\$52	\$48	\$38

Based on 80-90 minutes

\*Not in the above chart are rates for U9 games. U9 games rate of pay is a minimum of \$20.

Officials are not assigned to unallocated slots, or free ice. If you pick up a slot to host an exhibition game, you will need to email [referee@crfmha.ca](mailto:referee@crfmha.ca) and confirm that referees are needed; otherwise the RIC will assume it is a practice slot.

If you ask for officials later than 9pm Monday, you should also confirm that the RIC has received the email and has assigned the requested officials.

If you have a game that is canceled, please let [referee@crfmha.ca](mailto:referee@crfmha.ca) know no less than 48 hours prior to game time so that they can cancel the referees so your team will not be billed. If you have not done this, your team will be charged for the referees.

If you are having a game between Monday and Friday, [referee@crfmha.ca](mailto:referee@crfmha.ca) will need to know, as these are normally practice slots and refs aren't assigned. Competitive team games that are scheduled for a week day are often . Please email and confirm all weekday games.

## V. Tournaments

At the beginning of the season, CRFMHA's Directors of Recreational and Competitive hockey will communicate with teams regarding tournament possibilities. It is each team's responsibility to look-up BC Hockey's full list of tournaments at: [BC Hockey Tournaments](#). It's up to your team to decide upon which, if any, tournaments you would like to pursue.

TEAMS SHOULD NOT APPLY TO TOURNAMENTS UNLESS THEY HAVE CONFIRMED PARTICIPATION FROM AN ADEQUATE NUMBER OF PLAYERS FROM THEIR PRIMARY ROSTER.

Game sheets and reports will need to be submitted following the tournament to the Commissioner.

If you sign up for a tournament you must inform your VIAHA Commissioner so they do not schedule you for league games. There are blackout weekends that no league play will be scheduled: Thanksgiving weekend and the 2 week Christmas School vacation. **You must also tell the ice allocator by September 15th, so they do not schedule you for exhibition ice or practice slots.**

Competitive teams participating in the PCAHA Interlock Schedule must submit their list of proposed tournaments to the PCAHA Managing Director by September 10.



Teams participating in any tournaments on the Island (i.e. within our District) will not be required to obtain game numbers from their commissioner. For out-of-District (off-Island) tournaments teams are required to get game numbers from their VIAHA Commissioner (and you need to add it to the game sheet before the game starts. Therefore, there will be two game numbers on the game sheet. If it is an eGamesheet, the Manager can write the second Game Number into their signature box, as there may not be a second field to add additional game numbers on the EGS. Here are some popular female tournaments that the Reign has attended in the past. (They fill up fast so register as soon as you can). There are other options out there, you are welcome to join any others you find:

- October - Thanksgiving Classic (Victoria, hosted by Reign) - open to A teams, U13 and above
- October - Pacific Coast Female Rep Classic (Richmond) - open to A teams, U13 and above
- October - Vancouver Angels (recreational; inaugural event 2022).
- November - Remembrance Day Female Face-Off (Victoria, hosted by Reign) - open to U11 recreational teams
- November - Burnaby Wildcats
- November - Wickfest Calgary
- December - Battle of the Biscuit (Victoria, hosted by Reign) - open to U7 and U9
- February - Wickfest (Surrey) - open to all ages and levels
- February - Family Day Ice Fest (Victoria, hosted by Reign) - open to U13 and U15 recreational teams
- Early March - TriCities Female Ice Classic (Coquitlam) - open to all ages and levels
- Late March - Richmond Female Classic (Richmond) - open to recreational teams at all ages

### **Team Travel**

Unless there is a designated team tournament coordinator, the Team Manager needs to submit an [Interdistrict USA Tournament Travel Form](#) prior to any out-of-District (off Island) exhibition games or tournament travel outside your District, the Branch (British Columbia) or to the United States.

This form must be submitted to your District / Divisional Director at least 7-10 business days prior to the scheduled date of the event. For play against teams from the United States, the teams must be registered members of USA Hockey (Regulation 3.11). The CRFMHAPresident must endorse all requests at the Minor Hockey level, as per

### **Permission Slips**

For insurance reasons, permission slips may be required for team travel if parents are not attending. Please enquire to the Director of Managers.

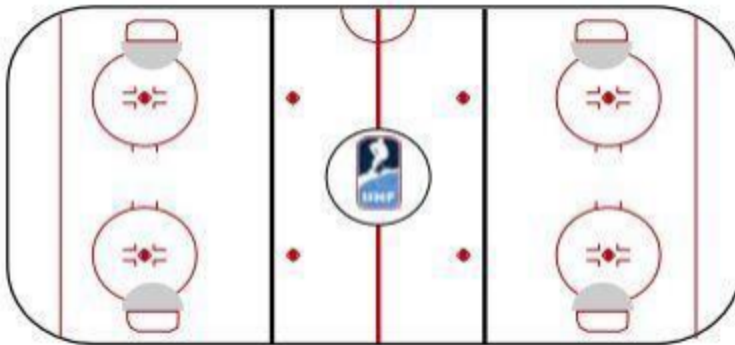
## Hosting Tournaments/Jamborees

If your team is hosting a tournament or jamboree, this must be approved by VIAHA. Once approved, VIAHA will forward to BC Hockey for sanctioning. Application form: [VIAHA Tournament/Jamboree Approval Form](#) Furthermore, please ensure that numbers are obtained for all of the games.

## VI. Special Team Manager Considerations U7 and U9 Hockey Game Play:

### [VIAHA Bulletin - Cross Ice Guidelines](#)

1. **Cross-Ice Playing Surface** - Cross-ice hockey is used for U6-U9 games (exhibition, jamboree and tournament) when a full size hockey rink is used for the game. U6 follows the Introduction to Hockey Program and no teams are formed or games played, with the exception of one jamboree (at the option of the Association). Players are limited to play in one (1) home Jamboree and one (1) away jamboree a season (for a total of 2)
2. **Dividing the Rink** - For the cross-ice game, the rink is divided into two halves, with the game being played across the ice in the end zones. The rink may be divided through the use of movable boards, foam pads or cones, depending upon availability at each rink. The rink may be divided into either 2 or 3 zones, depending upon the above set up. This will result in two smaller game surfaces. Regular goal nets, small goal nets, devices limiting the size of the goal nets or cones defining the goal net area may be used. Half-ice games and other variances on a smaller ice surface are also an option.



3. **Team Formation** - Players are to be rostered to a Division based on age. The suggested Divisions are:
  - U6: All players age 5 or under as of December 31 of the current season.
  - U7: All players age 6 as of December 31 of the current season.
  - U8: All players age 7 as of December 31 of the current season

- U9: All players age 8 as of December 31 of the current season
- U7 teams are formed not earlier than Nov. 1 st; U8 & U9 teams are formed no earlier than October 15 .

- 4. On-Ice Team Size** - When a regular ice surface is divided into two smaller playing areas for either cross-ice or half-ice games, if roster sizes permit, each team should be divided into two groups to allow for playing two games at the same time.

The ratio should be, U6 & U7 3-on-3 plus a goalie and U8 & U9 will be 4-on-4 plus a goalie for each shift. However, some flexibility is allowed to account for variability in roster sizes and attendance at any particular game.

All levels can vary from 3-on-3, 4-on-4 or 5-on- 5 but this is dependent on team size and in the agreement of both teams and Jamboree/Tournament organizers. If both teams have a small roster and there are not enough players for two cross-ice games, then one cross-ice game may be played.

If one team has a large roster and the other team has a small roster, players can be mixed jamboree style in order to facilitate the playing of the game.

Teams should consider the roster size of their opponent when scheduling games as it will be preferable to match with a team of a similar roster size.

**5. Games**

- U7 may play cross-ice games within their Association until Christmas. Inter-Association exhibition games may be organized starting January 1. U8 &
- U9 may play cross-ice games within their Association until December 1 . For Associations registering only one U6 or U7 team in a division, inter- Association exhibition games may be arranged with another Association only registering one team in that division prior to December 1, with the approval of the applicable VIAHA Vice President.
- **U6:** Are limited to play 20 games total - which includes games played within the one (1) home Jamboree and one away jamboree per season
- **U7:** Are limited to play 25 games total - which includes games played within a maximum of three (3)Jamborees/Tourneys per season
- **U8:** Are limited to play 30 games total - which includes games played within a maximum of 3 Jamborees/Tourneys per season
- **U9:** Are limited to play 35 games total - which includes games played within a maximum of 3 Jamborees/Tourneys per season

- 6. Game Sheets** - VIAHA game sheets are to be used. The full roster for each team including team officials is to be listed on the game sheet. It is not necessary to indicate

where the players played on each cross-ice surface only that they have been accounted as playing within the game time. Scores are not kept.

7. **Referees** - For U8 & U9 only one coach ("game coach") will be permitted on the ice of each of the cross-ice games. One referee per each cross-ice game is to be utilized to allow the on-ice officials to use the game(s) as a referee development tool. New referees, like players, would receive a gradual introduction to game situations.

If only one cross ice game is played, due to numbers of players present or for any other reason, and two referees are present, then the two referees shall referee the game and no "game coach" will be on the playing surface.

For U6 two coaches (one from each team) will be the "game coach" on the playing surface. No referees are to be assigned.

When a player violates the rules, the "game coach" or referee can stop the game by blowing the whistle and clarifying the reason for the stoppage in play with the player in question. No penalties are to be given. Based on the severity of the infraction, if necessary, the "game coach" or referee can remove a player from the game for a specified period with an emphasis to reintroduce the player after a short "time out" from playing.

If a player continuously violates the rules, the coach from the player's team or the referee may remove them for the remainder of the game and allow for a substitute player in his or her place.

For information use this link to access the [BC Hockey Cross ice Officiating Manual](#).

8. **Coaches** - At least one coach for each team is required. If the set-up requires the coaches to be on the ice in the neutral zone, the coaches on the ice must wear their skates and helmet as a safety precaution. Coaches are encouraged to not participate in the games other than in a teaching capacity
9. **Time Clock** - Running time will be used for a 1 hour game as follows:
  - 5 minute warm-up
  - 25 minute running time period
  - 2 minute break
  - 25 minute running time period (or time remaining in ice time less 2 minutes) No score is kept.

For a 1 hour 20 minute or 1 hour 30 minute game, running time will be used as follows:

- 5 minute warm-up
- 35 minute running time period
- 2 minute break

- 30 minute running time period (or time remaining in ice time less 2 minutes)

The two (2) minute buzzer is to be used. The clock should start at the same time for both cross-ice surfaces and run for the full two minutes, for ease of timekeeping.

No score is kept and changes to players should be made if one side dominates the game.

Timings may be adjusted slightly to allow for set-up of the playing surface(s) with equipment.

10. **Playing Rules** - All other VIAHA playing rules are to be followed.

11. **Transition to U11** - Up to six (6) full Ice practices to familiarize the graduating players on off sides, etc. will be permitted after February 1 , U9 players only. \*All games are still to be held on Cross Ice size surfaces

#### **Hockey Canada U7 Program Guidelines -**

<https://www.hockeycanada.ca/en-ca/hockey-programs/coaching/under-7/associations/seasonal-structure>

#### **Hockey Canada U9 Program Guidelines -**

<https://www.hockeycanada.ca/en-ca/hockey-programs/coaching/under-9>

#### **Game Sheets**

- Game sheets can be requested by emailing [managers@crfmha.ca](mailto:managers@crfmha.ca)
- Game sheets at this level do not need to be submitted to VIAHA.
- Scan or take photo of game sheet and send to [recreational@crfmha.ca](mailto:recreational@crfmha.ca)
- Home team keeps green copy
- Visiting team keeps yellow copy
- Pink and gold can be shredded

#### **Rink Dividers**

- G. R Pearkes Recreation - foam dividers are available to borrow, but are owned by Victoria MHA
- Seaparc - use cones
- Panorama Recreation - small nets on Arena A, use cones to divide
- Oak Bay Recreation - use cones
- Juan de Fuca (JDF) - use cones
- Q Centre - small nets no bumpers, use cones
- Archie Browning - use cones
- Save on Foods Memorial - use cones

## **VII. Special Team Manager Considerations for U21 Hockey**

CRFMHA U21 team(s) will not play in a formal league unless there are also U21 team(s) formed from the mid- or north Island. This team will play games with the following opponents:

- Intrasquad Exhibition games
- Exhibition games vs. selected CRFMHA teams (e.g. U18-A or U18-C)
- Exhibition games vs UVic Intramural teams\*
- Exhibition games vs. Island Pacific Female Hockey Association (IPFHA) senior women's teams (Age 20+)\*\*
- Exhibition games vs. Pacific Coast Amateur Hockey Association (PCAHA) U21 teams
- Tournaments as decided by the team

\*Games against non-BC Hockey opponents will require Special Event Sanction from BC Hockey

\*\*Gamed between a minor hockey team (U21) and a senior hockey team (IPFHA) will require approval from BC Hockey on an Interdistrict Travel Form

Note that when pursuing games against Senior Female teams, only those registered through Hockey Canada and Adult Safe Hockey League (ASHL) are eligible for competition. Currently, these include: Phantoms, Lightning, Breakers and Island Surge Sr A

Other Senior Female teams, who hold insurance only through their local recreation center, are not eligible. These include Sooke Ice Angels:

Others (unknown status and likely ineligible) include: Stingers, BladeRunners, Hockey Bags, Rockettes

### **Appendix 1 - Game Preparation & Management Outline and Checklist**

Pre-game:

- Ensure a Game Number has been assigned (Exhibition games only as tournament, league and playoff games will already have Game Number) - Suggest 5 - 7 days prior.
- Ensure game officials are confirmed. Suggest 2-5 days prior.
- Communicate expected time of arrival for pre-game warm-up/preparation & arrive early to obtain dressing room number & keys
- Make coaches aware of any absent players
- If an away game, provide information of arena's location (and map link if possible)

- Ensure volunteers in place for dressing room 2-deep supervision, game clock & game sheet
- Complete game sheet (with game number), provided to guest team, collected and brought to the game sheet keeper in their box
- Ensure jersey colours do not conflict with opponents'
- Lock dressing room

Game:

- Review game sheet to ensure information accurately reflects dressed players
- Monitor off-ice conduct of parents and players

Post Game:

- Ensure dressing room supervisors in place and that area is left clean with key returned
- Ensure everyone has a ride home (and has had a snack if younger team)
- If using a paper game sheet, submit a copy of Game sheet to VIAHA female Commissioner and file a Game Report.

## **Appendix 2 - Online Resources and Forms**

**Vancouver Island Amateur Hockey Association - VIAHA:** For current version of the VIAHA Handbook and Policy Manual (including Female Regional Policy for competitive teams), [CLICK HERE](#)

- [Complaint Submission](#)
- [Dual Roster Consent Form](#)
- [Interbranch Tournament Sanction Form](#)
- [Interdistrict/USA/Tournament Travel Form](#)

### **e-Pact Resources:**

[\*ePACT Quick How To Guide for Families is a visual step-by-step guide that can be used to help parents navigate the ePACT system.\*](#)

[\*ePACT Training Guide for Administrators/Managers\*](#)

### **Other Important Resources**

[First Team Meeting Template \(.doc\)](#) (thank-you Peninsula MHA!)

[PMHA Team Budget Template](#) - sample guide for team treasurers (thank-you Peninsula MHA!)

[VIAHA Game Report Form](#)

[Special Event Sanction Form, BC Hockey](#)

[Hockey Canada Player Injury Report](#)

[Hockey Canada Team Injury Log](#)

Skater's Equipment Checklist (Risk Management) - BC Hockey

Hockey Canada Return to Play Form

### **Appendix 3 - Contacts**

[CRFMHA Board of Directors](#)

[VIAHA Contacts](#)

[BC Hockey Contacts](#)

### **Appendix 4 - Arena Score Clocks**

Current versions of the manuals for all local arenas are maintained on the [CRFMHA Website](#).