



CHBAMHA MANAGER'S MANUAL

****If you plan to volunteer as a manager this season, please be aware that all managers and treasurers will need to be approved by the Cole Harbour Bel Ayr Minor Hockey Association ("CHBA") Executive. Please have your coach send your name to the Director, Manager/Treasurer for approval. ****

Thank you for volunteering this hockey season. The role of manager is a very important one. You will be the conduit between parents and coaches, and the association. Managers require organization and communication skills. This manual is meant to guide you along your journey this season. If you have any questions or concerns, please direct them to the Director, Manager/Treasurer, Nicole Poplar at managercoordinator@chbawings.org.

First Two Weeks

- ☐ Contact CHBA's Director, Communications, Paul Birmingham (webcommunicationscoordinator@chbawings.org) to secure access to [GrayJay](#) You will need access to do the following:
 1. Enter practices
 2. Tournaments
 3. Exhibition Games
 4. Team events
- ☐ Please start following CHBA on [Facebook](#) to keep yourself informed. Encourage your parents to follow as well.
- ☐ As soon as the team is selected, create a distribution list and generate the information needed to complete the Hockey Nova Scotia Roster. Send the info to Chris Hunter, Registrar (registrar@chbawings.org).
- ☐ All parent(s)/guardian(s) will need to sign a [Parent Agreement](#). All coaches, assistant coaches, managers and treasurers who are also parents, will need to sign one as well. This can be found under the Manager's tab on the website (chbawings.org).
- ☐ Email the ice scheduler, Paul Thibideau (ice_scheduler@chbawings.org) to get your name on the distribution list.
- ☐ Set up an [HCR Hockey Account](#) if you don't already have one – as a manager you need an HCR Hockey account for obtaining travel permits and exhibition games so your team can travel to games and tournaments or participate in exhibition games. You will not be able to access the permit tab until you inform the Registrar you will be managing this season.
- ☐ Ensure all rostered and approved coaches/bench staff are signed up in HCR as well, this allows us to have an accurate number for insurance.
- ☐ Schedule a meeting with coaching staff and the treasurer to review the plans for the year, tournament intentions (you need to start applying now!), desire for extra practice ice or gym time, etc. in order to start a rough budget. Also, determine the parental contribution and fundraising limits per deadline required for the year.
- ☐ You will also need to confirm that the coaches and team staff have the requisite certifications. December 1st is the deadline for all certifications. (ie: Vulnerable Sector and Criminal Records Check, etc.) If you have any questions, contact CHBA's Director, Risk Management, Stephen Slaunwhite (riskmanagement@chbawings.org).
- ☐ Schedule a team parent's meeting to review plans for the year, tentative budget, fundraisers and confirm their volunteer roles.



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Prior to the meeting, ask the parents to come prepared with the following:

1. Volunteer cheque for \$100.00 post-dated for April 30, 20XX. If a parent does not have cheques, they can provide cash or e-transfer in lieu of, although it is not encouraged by CHBA. The Treasurer is responsible to hold these funds until the year end when volunteer commitments is completed. Board members, coaches, managers and treasurers do not need to submit volunteer cheques. Please include a list of all players and their corresponding parent(s) and whether a cheque has been submitted. Only one cheque per family is required. Some families have children on more than one team, so please record on the list as to which child the parents submitted the cheque. Cheques will be held by the Treasurer until the end of the season.
2. An initial cheque, cash, or e-transfer email as part of their parental contribution, as determined at your meeting with the coaches and treasurer. Player banks will be established with every team and fundraising deadlines are set. See the [Fundraising Policy](#) for further details.
3. Medical Form filled out; you can send as an attachment and/or print for the meeting. [Medical Information Sheet](#) can be found on the CHBA website under Risk Management. Coaches must be made aware of any medical conditions and if applicable any steps that must be taken (ie. Medications carried, etc.). Forms are to be paper copies and need to be shredded at the end of the season.

First Month

- ☐ Have your treasurer and 2 other signatories added to the bank account. Contact the Director, Communications, to arrange. You will need three signatories (Treasurer and 2 parent volunteers) in total. All 3 signatories will need to go to the Cole Harbour Scotiabank to be added to the account.
- ☐ Ensure the treasurer submits the initial team budget to the Director, Manager/Treasurer by November 15, 20XX.
- ☐ Each fundraiser will need to be submitted with the initial team budget submission so it can be reviewed by the Director, Manager/Treasurer. All required forms are available under the Coaches & Managers tab on the CHBA website.
- ☐ Prepare the Team's [Emergency Action Plan](#) and assign roles.
- ☐ Team apparel decisions need to be made early and ordered early to ensure you get them as early as possible.
- ☐ Ordering name bars and sponsor bars should also be done as early as possible if you want them on the Jerseys before Christmas. This is done through Cleve's. Confirm who will be responsible for attaching the name and sponsor bars onto the jerseys. This has to be done by an experienced parent or professional to avoid parents having to replace damaged jerseys at the end of the season. Please read [Jersey Guidelines](#) prior to sewing.
- ☐ Start booking tournaments as they tend to fill quickly. It is easier to pull out of a tournament than to scramble to find one. All Cole Harbour teams are automatically entered into the Joe Lamontagne March break tournament.
- ☐ Keep a few blank injury reports on hand. If a player or coach gets injured during a team sanctioned event, the injury needs to be reported to Hockey Nova Scotia ("HNS").
- ☐ Book a team photographer.
- ☐ Schedule a parent gathering. Getting to know the parents on your team increases camaraderie.

Two to Four Months

- ☐ Finish up with your fundraising. All fundraising must be done by January 31, 20XX.
- ☐ Plan a Christmas gathering for your team if you like.
- ☐ Ensure your treasurer has filed the interim budget with the Director, Manager/Treasurer. This is due January 31, 20XX.
- ☐ Start thinking about the year-end party.



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Ongoing Responsibilities

- ☐ Communication to parents, treasurer and coaches. Please send updates to your parents on a weekly basis, it reduces confusion and helps keep the team running smoothly.
- ☐ Managing expenses such as ice purchasing, team events, etc. with the Treasurer.
- ☐ Ensure you are receiving the requisite email updates from the Joe Registrar (thejoeregistrar@gmail.com)
- ☐ Remain in contact with Director, Communications, Paul Birmingham to post about your team accomplishments, fundraisers, good deeds, etc. All requests will be subject to review by the Director, Communications or Executive.

Fundraising

Planning fundraisers is always a challenge and should be done as soon as possible. The following info can aid you in making it through your fundraisers with greater ease. The fundraising policy currently limits teams to five (5) fundraising events per season. If more are required, you must seek approval from the Director, Manager/Treasurer prior to doing so.

Corporate Sponsorship and Jersey Sponsor Bars are considered a fundraising activity under the Fundraising Policy. Jersey sponsorship limits the amount to \$125-\$200 per sweater (teams in the U11 to U18 level receive two jerseys, U9 level will receive one jersey).. Name bars and sponsor bars are to be sewn on and removed by an experienced seamstress or tailor. Please refer to the CHBA Jersey Guidelines for specific instructions. Assigned player or team will be responsible for any jersey damaged outside "normal wear". This can include mold/mildew, tears, rips or adhesives.

Each team will need to apply for their own lottery license for raffle events consisting of a prize not to exceed \$4000. Applications can be done online at <https://novascotia.ca/sns/access/alcohol-gaming/online-application-ticket-lottery-permit.asp>. If your prize amount is greater than \$4000, you will need to obtain a license from Service NS <https://novascotia.ca/sns/pdf/agd-application-for-lottery-permit-over-4000.pdf>. You will be required to pay a percentage to the gaming commission, fill out the season ending paperwork, and forward a copy to the Director, Manager/Treasurer and the lotto commission.

- Teams are not allowed to obtain 50/50 permits unless it is being used at an auction or bingo
- Bingo Lottery Permit: <https://novascotia.ca/sns/pdf/agd-bingo-lottery-application.pdf>

When making tickets for a raffle draw, ensure you include the lotto license number assigned to your application on the ticket. This is a requirement under the provincial regulations.

Book locations to sell fundraising tickets as soon as possible. Spots fill quickly as many teams do raffles for fundraisers. Some locations require proof of insurance. This can be obtained through Hockey Nova Scotia online at <https://sportscert.bfcanada.ca/?BRANCH=HNS>. It can take up to 10 business days to get the insurance certificate back, so please plan accordingly. The certificate is date, team and location specific, so they are non-transferable.

Important to note: as Manager you are to maintain an arm's length involvement with fundraising events; this includes organizing the event and collecting the funds raised. Please feel free to volunteer with the event, just no organizing or money handling. These funds are to be given directly to the team treasurer who will then provide a written report to the team executive and parents, enter the amount raised into the team's budget, and deposit the funds into the team bank account. Two people should always be present when counting money. If the treasurer is not present, one of the other two signatories to the bank account should take the money and make arrangements to get it to the treasurer ASAP.

League Games

AAA, AA, A and B teams play in the Central Minor Hockey League (CMHL). CMHL schedules all the regular season and playoff games. The regular season is played from October to January. The playoffs are typically scheduled for February to March. For U13 AAA, U15 AA and U18 AA, there are Provincials at the end of season for teams that qualify. For all other



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CMHL teams, the winner of a level will either advance directly to Hockey Nova Scotia's Day of Champions or play a semi-final to advance. If you cannot play a CMHL game, contact the Ice Scheduler. CMHL recognizes the following reasons for requesting a game be rescheduled:

1. *Exams.* School exams where three (3) or more players have an exam scheduled for the next day.
2. *Halloween.* Games may be rescheduled for players in the **U13** age bracket and below.
3. *Snowstorms.* Games may be rescheduled based on storm warnings, heavy snowfall forecasts or requests by police to stay off the roads. In all cases, the safety of the players shall take precedence. Power failures are also common during severe storms.
4. *No ice.* Minor Hockey can be bounced for tournaments or other reasons in some rinks.
5. *Recognized HNS sanctioned tournaments.* Every effort must be made to reschedule games in a timely manner around tournaments. While CMHL encourages tournament play, the completion of the CMHL schedule is paramount.
6. *Christmas concerts.* For **U13** and below a game may be cancelled if three (3) or more players on the team cannot make it, however, it should be limited to one date per team.

Other rules related to CMHL schedules are:

- Exhibition games do not take precedence over regular scheduled games. However, if an exhibition game has been set, then an opposing team proposes a CMHL game for the same day, the previously scheduled exhibition game does not have to be cancelled. However, if the CMHL game is set first, it cannot be cancelled for an exhibition game.
- Make-up Week. The period referred to as make-up week is for Central Minor make-up games. Exhibition games should not be scheduled if a team has outstanding League games. Central Minor games are top priority during this time.
- Practice ice times. Practices do not take precedence over CMHL games. Practice ice times may be used for make-up games.
- Short benches. Requests for reschedules for suspensions, illness, etc. will not be entertained for consideration unless it can be shown that every reasonable effort has been made to obtain affiliated players. Final decision shall be at the discretion of the CMHL Divisional VP or CMHL President.
- If a game cannot be rescheduled after a minimum of three (3) alternate dates for a reschedule, the non-offending team may be awarded the game by the CMHL President in consultation with the CMHL Divisional VP.
- If the game is being cancelled without advanced warning (i.e. snow storm), contact the other team as well as the Ice Scheduler.

All other information related to CMHL can be found on their [website](#).

C teams play in the DWRHL. If you have any questions about the DWRHL, please direct them to the Director, Recreational, Sandy Andrews (rec_league@chbawings.org).

The rules for cancelling a game are generally the same as CMHL and you should contact the Ice Scheduler if a game needs to be cancelled as well as the Director, Recreational. If the game is being cancelled without advanced warning (i.e. snowstorm), contact the other team as well as the Ice Scheduler. After the regular season, the teams play a round robin to determine playoff seedings. Then teams are organized into final playoff levels where a champion is determined through a round robin, semi-finals and final.



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Exhibition Games

Please contact Jason Clark (Referee-in-Chief) to schedule referees.

- (902) 476-6867
- jasonclark22@hotmail.com

Please contact Paul Thibideau to schedule timekeepers for exhibition games.

- (902) 471-4618
- Ice_scheduler@chbawings.org
- pthibideau@gmail.com

This is for exhibition games only, not for regular season games.

Practices

The Ice Scheduler schedules the practices that are provided by CHBAMHA. Rep teams receive a 1.5-hour practice and Rec teams receive a 1 hour shared ice practice a week most weeks. CHBAMHA pays for 30 minutes of the regularly scheduled practice time and the rest of the time is billed through team billings. For Rec teams this means there are no additional costs for practices unless additional practices are scheduled by the team. There is some flexibility in the billing and teams are not billed for a practice every week since tournaments and ice availability impact practice times. CHBAMHA schedules most practices on Saturdays and Sundays. Practices will be added once game schedules are released by CMHL and DWRHL. Teams are allowed to book additional practices. If additional practices are booked on Saturdays and/or Sundays, the team will still get a practice on those days. The Ice Scheduler will try to work around those practices but is under no obligation to accommodate the additional practices. A team could end with 2 practices on the same day, overlapping practices or an early morning practice on the day without the additional practice. The Ice Scheduler receives a master list of head coaches and managers after teams are finalized and will use this to send emails when there is extra for sale. Any ice purchased through the Ice Scheduler will be billed by the Ice Scheduler directly to the team.

Tournaments

As soon as tournament decisions are made it is important to send applications to the tournaments, along with the required travel permits. Travel permits can be requested from the Hockey Canada website. Managers will have access to this tab as soon as they become rostered with Hockey Canada. Contact the Registrar, to be added.

I also advise a group booking be made immediately at a hotel if the tournament will require an overnight stay. Book a hotel in the tournament area to confirm a block of rooms for the team. You should get a contract from the hotel with pricing stated on it. Try to get a hotel that provides a hot meal for breakfast. Most hotels do this now. The hotel will give a deadline by which parents need to book their hotel room – please ensure you have that date and share it with your team!

- Hotel will assign a booking ID and the parents can call in to book their rooms using the booking ID and can hold the room using their own credit card. This is not a team expense.
- Some hotels will provide 1 complimentary room for booking 10 and usually the coaching staff can be offered this room.
- Some hotels offer a hospitality suite for team meals or gatherings.

Important to note: tournament registration will appear pending and sometimes remain that way. If they do, what you need to complete the registration is the travel permit number which you get once you complete the application.

You will have to go online and register for the tournaments, and you will need an updated roster and travel permit



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number to supply the tournament staff.

Regarding Cole Harbour's Joe Lamontagne March Break tournament, your team has a guaranteed spot in the tournament and will be registered automatically and billed through team billings. If you have any questions, please direct them to the Joe Registrar (thejoeregistrar@gmail.com).

Volunteer Policy

In response to declining volunteers within CHBA, a [Volunteer Policy](#) was created to promote volunteerism and ensure programs are maintained. To that end, a manager must ensure the team Volunteer Coordinator captures the names of parent members who have volunteered throughout the season and in what capacity/date and submit the list with the final budget. A simple [spreadsheet](#) may be used for this purpose. Only one parent per family needs to volunteer. If families have a child on more than one team, parents only need to volunteer for one team. ***Team fundraising does not count as volunteer work.***

Volunteer roles include:

1. Coaches (Max 5)
2. Manager (1 only, **NO** co-managing)
3. Treasurer (1)
4. Fundraising Coordinator (1)
5. Volunteer Coordinator (1)
6. Joe Volunteer (numerous during the week of the tournament)
7. Setting up half-ice boards (U9 Only 2-5 people)
8. Lead Fundraiser (up to 5)
9. Team Social Media
10. Tryout/Conditioning Sessions
11. Jersey distribution/carrier
12. Rule of 2/dressing room monitors
13. Emergency Action Plan Team (3)

General Information

Be up front with your parents and coaches. Everyone should know each other's roles and expectations going forward through the season. You can also serve as a conduit between parents and coaches. It is often useful to discuss this reporting relationship with coaches at the beginning of the season as some prefer to interact directly with parents who may have coaching related questions and others may prefer the parents bring questions forward to the manager who can act as a buffer. This buffer may be useful in the case of emotionally charged responses to serve as a "cooling" off between coach and parents as well as teams that may have more junior coaches, so they are not being confronted by angry or emotional parents. It is often useful to set up a system such as the length of time required between when parents can contact a coach after a game (e.g., 24 hours). Communicate your method clearly with the coaches and parents.

Most importantly: Do not let conflict fester, if you need any advice or guidance, please do not hesitate to reach out to the Director, Manager/Treasurer.



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Treasurer Duties

The Team Treasurer is responsible for managing all of the financial responsibilities of the team including collecting funds, managing bank accounts, tracking budget and expenses, maintaining and reconciling all financial records, and keeping all receipts, invoices, cancelled cheques or any other payment record for substantiation. In addition, the treasurer will prepare, in collaboration with the Team Manager, a preliminary, interim and final budget and communicate this information to the Director, Manager/Treasurer and to the team members. (You can find a budget template on the forms & guidelines page). The treasurer should be detailed oriented and highly organized. Like the Manager, the Treasurer cannot be related to any of the coaches.

The Team Budget should include the following items:

Income

- ☐ Parental Contributions
- ☐ Jersey Bar Sponsorships
- ☐ Fund Raising amounts collected - no more than 5
- ☐ Corporate donations
- ☐ 50/50

Expenses

- ☐ CHBA Team Invoice (including Joe Tournament fee) -usually paid in 3 installments
- ☐ Tournament Fees
- ☐ Equipment purchases
- ☐ Team Building
- ☐ Non-Parent coaches expenses
- ☐ Team Apparel
- ☐ Exhibition Games
- ☐ Extra Ice
- ☐ Other Miscellaneous payments

Fundraising

The Team Treasurer is responsible for ensuring the team's expenditures adhere to the limits outlined in the fundraising policy.

These limits are:

- Team Bill – 3 Payments, the invoice for which will be provided by the Association.
- Tournament Registration – Max \$5000
- Extra Practice Ice and Exhibition Games (Plus Refs and Timekeepers) – Max \$13,000
- Off Ice Development – Max \$500
- Third Party Development (Goalie Coach/Power Skating, etc.) – Max \$1500
- Team Supplies/Equipment - Max \$300
- Player Equipment and Apparel – Max \$275/player
- Coach Apparel – Max \$150/coach
- Team Building - \$1,250
- Year End Party - \$1,000
- Non-parent coaches*



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- Fundraising Prizes
- Exhibition Games (referees and ice)

*Non-parental coaches' expenses are limited to travel, gas and meals incurred for away tournaments. Coaches' expenses are limited to two hotel rooms, gas, and a \$60/day per diem for meals, and a **maximum of 4** coaches. For any additional coaches, their expenses must be paid out of pocket. The amounts above may also be offset by fundraising contributions from the coaches themselves, if they participate in any fundraising activities.

If established maximums are exceeded, then money must come from the parental contribution fund. Should a team wish to exceed the policy limits, they must seek approval from CHBA before doing so. Please refer to the [fundraising policy](#) for more details and clarification.

Fundraised money cannot be used for parental contribution

Any time cash is handled, there needs to be no less than 2 individuals present. Each individual needs to sign and date a document (can be as simple as a piece of paper) stating the amount of cash on hand. Cash and document are given/taken by the treasurer for deposit. If treasurer is not present, another signatory should handle the cash in place of. Money should be deposited ASAP.

Budget Submission Due Dates

Budgets are to be submitted to Director, Manager/Treasurer 3 times a year.

November 15th	Preliminary Budget
January 31 st	Interim Budget
April 15 th	Final Budget

Bank Account

CHBA has an account open in your team's name. The account will then be signed over to the team treasurer and 2 other signatories. The Director, Manager/Treasurer will remain a signatory on all accounts. They will not have financial access to funds from any account but will have access to online bank statements. All signatories will be required to sign a declaration stating they've read and understand the banking policy. This will be returned to the Director, Manager/Treasurer.

Cheques drawn on the account will require a minimum of **TWO** signatures, of which one should always be the treasurer, unless the cheque is made out to the treasurer. All cheques should have references written on the line provided, and a photocopy should be kept as a record if the bank does not provide images.

Debit cards will be provided for the treasurer only. POS transactions under \$200 are permitted with the bank card. E-transfers will be allowed by the treasurer to aid in payments for tournaments and other expenses. **Also, cheques should NOT be made out to 'cash'.** If a cheque is made out to "cash" the treasurer will be removed from the account. All transactions should be paid for by cheque or e-transfer, or a cheque issued to reimburse the person who paid. To be reimbursed, a receipt(s) must be provided before the cheque is issued. All purchases need to be documented.

A minimum of \$20 is to remain in every account to cover account fees during the off season. At the end of the hockey



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season, the signatories will be removed from the account.

Year-End

Once the final team budget is approved by CHBA, the treasurer will return parent contributions to families and give any remaining funds (if applicable) to CHBA.

If you have any questions, please contact the Director, Manager/Treasurer.

Manager's Checklist (non-inclusive)

- ☐ Contact Paul Thibideau (ice scheduler) to get on the distribution list.
- ☐ Email Paul Birmingham, Director, Communications to get login for GrayJay
- ☐ Ensure Certifications for coaches and manager are completed.
- ☐ Send list of coaches to Stephen Slaunwhite, Director, Risk Management, so certifications can be verified.
- ☐ Send a list of player's names and jersey number to Chris Hunter, Registrar.
- ☐ Contact Director, Communications with any info you would like posted to Facebook.
- ☐ Create email distribution list of all parents. Include cell phone numbers as this comes in handy for tournaments, emergencies.
- ☐ Book team pictures.
- ☐ Jersey name bar requests to be sent to Cleve's.
- ☐ Once you have a treasurer, discuss your budget. Preferably before the parent meeting. Also decide on parental contribution.
- ☐ Make sure your treasurer and signatories contact the Director, Manager/Treasurer to have account signed over to them.
- ☐ Have parents sign the parent agreement and hand into the Director, Manager/Treasurer.
- ☐ Prepare your team's Emergency Action Plan (Charge, Call, Control People)
- ☐ New helmet decals and numbers can be purchased from Top Shelf at Cole Harbour Place if needed.
- ☐ Send weekly updates to your team. Communication is key!
- ☐ Start looking for tournaments – Hockey Nova Scotia, Hockey New Brunswick or Hockey Prince Edward Island websites.
- ☐ Have parents fill out a medical form for their player. Available on CHBA website under Risk Management.
- ☐ Keep track of all parent volunteers.
- ☐ Keep a list of the addresses of local arenas in case of an emergency.
- ☐ Get started on a team banner (corporate sponsorship) if part of your fundraising.
- ☐ Keep a few blank injury reports on hand.

Fundraising Ideas

These ideas are not inclusive. If you have any questions, please contact the Director, Manager/Treasurer.

- * Bingos – usually done at the local Royal Canadian Legion, Branch 160. Bingo & Liquor licenses are required.
- * Walk-a-thons
- * Raffle for Prize – Prize not to exceed \$4000– permit/license required for every fundraiser. Team managers apply for every individual fundraiser. **NO Liquor** prizes permitted; this includes Wine Survivor.
- * Auctions – usually held at a local pub, or sometimes in conjunction with a bingo, or sometimes online.
- * Cookie Dough - Quickie Dough out of Dartmouth (<https://quickiedough.ca/>)



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- * Christmas wreaths.
- * Raking Leaves or lawn aeration.
- * Online fundraisers

CHBA Address

51 Forest Hills Parkway, Box 15
Dartmouth, NS B2W 6C6