

Dartmouth Whalers Minor Hockey Association (DWMHA) Team Manager's Guide (2025–2026)

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1. Introduction & Role of the Team Manager

The Team Manager plays a **crucial administrative and logistical role** in supporting the coach and ensuring the season runs smoothly. The Manager is the first point of contact for parents and is responsible for organizing and communicating team activities. Key responsibilities include:

- Coordinating communication between coaches, parents, and players.
- Recruiting volunteers (treasurer, fundraising lead, jersey caretaker, etc.).
- Handling permits, scheduling, and financial management (with treasurer).
- Ensuring team adherence to Association and Hockey Nova Scotia (HNS) policies.
- Supporting player safety, documentation, and compliance requirements.

The Manager works closely with the coach but is primarily responsible for **organization and communication**. Parents should direct concerns to the Manager first (except in urgent player safety situations).

Team Managers, Head Coaches and/or Treasurers should not be in the same home. This is a change for the 2025-26 season.

2. Getting Started – Manager’s Task List

At the beginning of each season, the Manager (or delegate) should complete the following:

- **Set Up Communication:** Create email lists or a team communication app (using GrayJay going forward).
- **Recruit Volunteers:**
 - Treasurer
 - Fundraising Coordinator
 - Jersey Caretakers
 - Ensure two deep in dressing room at all times (two adults with certification)
- **Collect Seed Money** from families. There are max seed money limits per division.
- **Medical/Consent Forms:** Distribute and collect Hockey NS Medical History/Consent forms. Notify coaches of allergies or restrictions.
- **Bank Account:** Work with Treasurer to request letter from Club Secretary and open Scotiabank account. See details under financial management section.
- **GrayJay Setup:**
 - Add Roster
 - Practices & Exhibition Games need to be added to schedule
 - League Games will be added by League

- Teams will community through GrayJay app going forward
 - **Order Team Apparel:** Name bars, practice jerseys, socks, tracksuits, etc (varies by team). Pro Hockey Life (PHL) is the provider of official Whalers apparel – those details will follow – and name bars for our jerseys.
 - **Track Ice Time:** All teams should be tracking their hours of ice to avoid a surprise ice bill at the end of the season.
 - **PHL and Dominos coupons:** The Pro Hockey Life Cards should be treated like cash as they cannot be replaced. Please track distribution to ensure that each player receives one (for younger kids, these should go to parents). The Dominos coupons should also be distributed.
 - **Fundraising Plan:** Review Whalers Policy #16.
 - **Team Banner:** If using a team banner for sponsors, it must include required Whalers corporate logos and the QR code for the Whalers Rafflebox draw.
 - **Establish Team Rules and Expectations**
 - **Parent Kickoff Meeting** (see agenda below).
 - **Tournament Registration** and travel permits. Hotels are often hard to find, and a room block should be booked early if possible.
 - **Budget Development:** Use Whalers template; share with parents, submit to Divisional VP and Treasurer for approval.
 - **Dryland Training:** Team dependent.
 - **Team Photo** scheduling (team dependent)
 - **Exhibition Games:** Request permits, schedule referees.
 - **Jersey Letters (team dependent):** Coach names captain(s), add “C” or “A” to jerseys.
 - **Certifications:** Ensure all bench staff are compliant with HNS requirements.
 - **Emergency Preparedness:** Ensure trainer has First Aid kit and emergency contacts.
 - **U9 Teams:** There are specific rules for U9 regarding timing and number of full ice games. Please familiarize yourself with these.
-

3. Kick-Off Parent Meeting

A season-opening meeting with parents and the coaching staff is typically expected. A sample agenda includes:

1. **Introductions**
2. **Coaching Philosophy**
3. **Team Rules & Expectations:**
 - Dress code

- Arrival times for practices and games
 - Use of social media
 - Absence notification process
 - 4. **Fair Play Principles**
 - 5. **Discipline Policy**
 - 6. **Expectations of Parents:**
 - Positive support
 - Respect 24-hour rule
 - Address concerns through Manager
 - 7. **Volunteer Roles**
 - 8. **Tournaments**
 - 9. **Budget Review & Approval**
 - 10. **Fundraising**
 - 11. **Dryland Training (team dependent)**
 - 12. **Team-Building Events (team dependent)**
-

4. Financial Management

Bank Accounts

- Teams must use **Scotiabank** accounts. Managers need to complete the following letter template with Team, Treasurer and Manager names, along with the date, then send it to the Whalers Secretary for signature (secretary@whalers.org). It is this signed letter that you bring to the bank to set up the account. **Allow two days for this letter to be signed by the Secretary.** Letter template - https://docs.google.com/document/d/1GNTWYVsbTaEKHbHJ_xwf5j4VqPNjK88R/edit?usp=share_link&oid=107678355540033873283&rtpof=true&sd=true (click “File”, then “make a copy”, or “File”, then “Download”)
- Accounts should be opened **In Trust** or in the team name.
- Require **two adult signatories**, usually being the Manager and Treasurer.
- Keep detailed records of cheques, e-transfers, and receipts.
- Accounts must be closed at season’s end.

Budgets & Reporting

- Draft budget must be **approved by 2/3 of parents** (one vote per player).
- Submit approved budget to **Divisional VP & Treasurer by Nov 30.**
- Submit **Interim Report by Jan 20** (for Dec 31 year-end).
- Submit **Final Report by April 20** or within 10 days of final team activity.

Fundraising Guidelines

- Team fundraising is for **team expenses only**, not personal items.
- Maximum budgets per division may apply (see [Policy #16](#)).
- To exceed budget caps, request Board approval with updated budget.
- Surplus funds must be **refunded to parents or donated** to the Mary Beth Chaulk Assistance Fund.
- **Sponsor name bars are not permitted** on jerseys.
- Please read policy 15 in the [Whalers policy document](#). It explains how much seed money can be refunded. It also explains in detail how certain items (ie team clothing) can only be purchased using parental contributions, not fundraising money. Please familiarize yourself with this policy.
(https://whalers.org/uploads/dartmouthmha/source/0/Logos/DWMHA%20Board%20Docs/Policies/DWMHA_2021_policy_manual_v18%20-%20Oct%201%202021%20Revisions.pdf)
- Note that corporate support is a third category of funds. While it can't exceed the budget cap for each team, there is more flexibility with how it can be spent.

Seed Money

- Teams may collect a limited amount of seed money:

	Budget CAP	Fundraising Team Cap	Seed \$ Per Player Cap
U9	\$12,400	\$9,000	\$200
U11	\$20,100	\$15,000	\$300
U13	\$25,100	\$20,000	\$300
U15	\$30,100	\$25,000	\$300
U18	None	\$15,000	Open

5. Games & Scheduling

League Games

- Schedules are posted on Whalers.org and GrayJay.
- Teams are expected to meet all scheduled games.
- Coaches may call up affiliate players if needed.

Game Rescheduling (“To Be Rescheduled”, TBRs)

- Use the **Ice Conflict TBR Form** when unable to play a scheduled game.
- Confirmation will be emailed when marked as “TBR.”

- Teams will be notified once a new date is set.
- Legitimate reasons: exams, tournaments, insufficient players (with affiliates unavailable).
- Poor reasons: exhibition games, coach absence, single player absence.

Ice Conflicts & Swaps

- Confirm ice with Scheduler before attempting swaps.
- If unable to use assigned ice:
 1. Offer to Scheduler for repurpose (allow 5 days).
 2. If not used, offer on Whalers Ice Email chain (24 hrs).
 3. If still unused, post to external groups (e.g., HRM Ice Swap Facebook).
- Teams are billed for unused ice unless properly returned.

Ice Allocation

- Each team's registration includes 36 hours of ice time. This is usually split into 18 hours of practice ice and 18 hours of game ice, though the exact breakdown may vary. Rep teams receive an additional 18 hours of ice time, which is covered through their incremental rep fees.
- For rep teams that play 90-minute games, you'll need to budget for the additional 30 minutes of ice time per game. This is not included in registration.
- **⚠ Important: Teams are responsible for tracking ice usage. The Club does not monitor how much ice teams are assigned so it's possible that your team could be assigned more than your allocation. Your team will be billed for any extra ice at the end of the season. This cannot be stressed enough. Every year there's a team (or more) who is surprised by their ice bill. Just because you managed last year and didn't get a bill then doesn't mean you won't get one this year. Just because you're a rec/u9 team doesn't mean you won't get an ice bill. Ice bills don't discriminate. TRACK YOUR ICE TIME!!!!!!! ⚠**

Game Sheets

- All regular season games use **electronic game sheets** (via GrayJay).
- Exhibition games not in system require **paper game sheets**.
- Contact Manager Coordinator for paper game sheets if needed (do this in advance).

Electronic Game Sheets

- Check off names of coaches and players who will be on the bench.

The image displays two screenshots of the Gray Jay Leagues mobile application interface.

Left Screenshot (1:17): Shows a game page for TASA Orange vs Dartmouth Gold. The date is Oct 18, 2024, at 7:15 PM - 8:45 PM. The location is RBC Centre - Rink C. The game is part of the 2024-2025 Regular Season, Game #71818, U15-A. A menu at the bottom includes: Game Details, Officials, Away Sign Off, Home Sign Off, Game Scoring, and Gamesheet. The Dartmouth Gold logo is visible at the bottom.

Right Screenshot (2:01): Shows the Dartmouth Gold Roster Sign Off page. It includes a "Close" button and a "SET YOUR ROSTER" section with 17 / 19 PLAYERS and 7 / 5 BENCH STAFF. The "Forwards" section lists players with checkboxes:

Number	Player Name
2	Gavin Cyr
3	Eric Reid
4	Reed Morrissey
6	Austin Wall
7	Cohen Cluett
8	Landon Manson
9	Cameron Ward
11	Jonas Daniel
12	Owen Burt
13	Judah Fischer

Paper Game Sheets

- Fill out Home (right) or Visitor (left) side, along with game details in middle.

CENTRAL MINOR HOCKEY FEDERATION

REGULAR SEASON ☐ PLAYOFFS ☐
 PROVINCIALS ☐ EXHIBITION ☐

GAME NO. _____
 Report Game Scores to cmhf.scores@gmail.com

VISITING TEAM: NO. POS. G A
 HOME TEAM: NO. POS. G A

DIVISION _____ PLAYED AT _____
 DATE _____ OF _____ 20____

UPON COMPLETION OF THE GAME, THE OFFICIAL SCORE AND REFEREE'S NAME WILL OCCUR. INSERT AFTER PLAYER'S NAME "C" FOR CAPTAIN, "A" FOR ASSISTANT.

SCORING: NO. P TIME SC ASST. REFEREE 1
 1
 2
 3
 4
 5
 6
 7
 8
 9
 10
 11
 12
 13
 14
 15
 16
 17
 18

SCORING: NO. P TIME SC ASST.
 1
 2
 3
 4
 5
 6
 7
 8
 9
 10
 11
 12
 13
 14
 15
 16
 17
 18

Penalties Where Suspensions Will Occur
 VISITING # INFRACTION HOME # INFRACTION

ALL PENALTIES BELOW MUST HAVE ALL TIMES LISTED CORRECT FOR ABOVE TEAM ONLY

ALL PENALTIES BELOW MUST HAVE ALL TIMES LISTED CORRECT FOR ABOVE TEAM ONLY

WHITE - CMHF COPY CANARY - VISITING TEAM COPY PINK - HOME TEAM COPY

Fill out game details;
 Division (like U11B)
 Played at (rink)
 Date
 Home team name
 Visiting team name

Put Player and Coach names and jersey #s here.
 (or on visitor side)

Manager Sign here in "verified line"

SEDMHA

- Teams are not required to play in SEDMHA and should treat it like any other tournament if they are interested in participating (you must register, not guaranteed a spot, etc).
- Although all teams need to follow the regular registration process if they want to play, U9 teams don't need to pay the registration fee. The Whalers will cover this for U9 only.

6. Risk Management & Certifications

Volunteer & Staff Requirements

- All team officials must be on the **Hockey Canada roster**.
- Minimum requirements:
 - Criminal Record Check (CRC) with Vulnerable Sector Check (VSC)** (valid 3 years).

- **Respect in Sport (RIS) – Volunteer or Coach.**
- **Safety Course** (expires every 3 years).
- Coaching clinics as required (do not expire).
- Results must be emailed to Kelly Dalrymple (HNS - kdalrymple@hockeynovascotia.ca). My Back Check has a built-in email system but it doesn't work. You'll have to download your report and email it manually.

Two-Deep Policy

- Minimum of **two certified adults** must be present in the dressing room.
- Applies before and after games.

Deadlines & Ineligibility

- Certifications must be complete by **December 1**.
- Team officials without compliance are **ineligible** for participation.

Insurance Coverage

- All on-ice activity is covered by Hockey Canada insurance **if rostered**.
- **Parent vs. player games are not permitted** (not covered by insurance).
- The Club covers insurance for five team staff (coaches/managers) on your roster. You will be billed \$83 per person for any additional coaches or managers on your roster.

7. Equipment & Apparel

Jerseys

- Each team pays a **refundable deposit** for jerseys (\$300).
- Jerseys must be returned at the end of the season **clean, with name bars removed**.
- Volunteers often manage jersey washing and keep jerseys in between games.

Socks

- Socks have been purchased by the Whalers and will be billed to each team. For 2025-26, the cost per pair is \$27 (taxes and shipping included). Each player will receive home and away socks. Team sock orders can be placed using the following sheet (see instructions below):
https://docs.google.com/spreadsheets/d/1FXfM3NS4yrna9w6UsCcdbCNe1IX7T75Bv7I7i4_bg60/edit?gid=0#gid=0
- When filling out this sheet, if you put a "10" by adult medium, for example, you'll actually get 20 pairs of socks – 10 home and 10 away.

Name Bars

- To order name bars, reach out to Pro Hockey Life at phl2031mgr@prohockeylife.ca and use the email title “*Team name* – NAME BARS” (ie “Whalers U9 Gold – NAME BARS”). In the body of your email, provide the list of last names in all caps (double check spelling). Name bars are \$10 each (plus tax). ***Please consider reusing name bars from previous seasons to cut down on costs.***
- Suggested stitching for name bars: **zigzag** (easier to remove). Sometimes parents volunteer to sew on name bars. Other options:
 - Whalers dad Christian Hiriart is also sewing on name bars as a fundraiser for his kids’ teams: christianhiriart@gmail.com. \$140 a team (both colors).
 - Whalers mom Lisa Bonin is also sewing on name bars as a fundraiser - all funds would be donated to her Ride for Cancer fundraising effort. Lisa can be reached at 902-476-5094 or lisambonin@hotmail.com.
 - We’ve also been contacted by a new possible option for name bars: Carna Morton (Perfectsewlutions2025@gmail.com and (902)-333-7044).
 - Atlantic Fabrics

Goalie Equipment

- Contact Equipment Manager (equipment@whalers.org) for goalie gear.

Apparel & Logo Use

- **Pro Hockey Life (PHL)** is the official apparel sponsor.
- All team orders must go through PHL national sales team.
- Individual orders open in November.
- Board approval required for use of logos on non-PHL items.

Team Banners

- Must include Whalers corporate sponsors and Rafflebox QR code.

8. Medical & Safety

Player Consent & Medical History

- Distribute and collect **HNS Medical/Consent Forms**.
- Inform coaches of medical conditions/allergies.
- Consider notifying team of food restrictions (e.g., peanut allergies).

Injuries & Emergencies

- Trainer/Head Coach must have a **First Aid kit** at all games/practices. These are not provided by the Club but can be covered by the team budget if a kit from a previous year is unavailable or needs to be topped up.
 - Hockey Canada medical forms/player medical information should also be accessible at all games/practices.
 - Be aware of rink emergency procedures.
 - If a player is transported to hospital:
 - And a parent/guardian is unavailable, a team official must accompany the player along with a second adult (two deep).
 - Provide the Medical Report Form for physician completion.
 - **Injury Report Forms** must be submitted to Risk Manager within 24 hours of the injury event and before the player returns to play.
 - An Injury Report must be completed when:
 - A player requires the assistance of a trainer due to an injury which results in the course of a hockey event (when a child cannot return to play)
 - A player is taken by ambulance to a hospital
 - If the injury will not allow the player to return to active duty based on a physician's diagnosis.
 - If the possibility exists that there could be any expenses related directly to the injury or if a possible claim/suit could result from the injury against the Hockey Canada insurance program.
-

9. Communication & Conduct

Complaint Process

- Parents should apply the **24-hour rule** before raising issues.
- Concerns go first to the **Team Manager**.
- If unresolved, escalate to Divisional Coordinator, then Director.

Social Media Policy

- Positive posts encouraged.
- Harassment, criticism, or inappropriate use will trigger disciplinary action.

Expectations of Parents

- Be supportive and respectful.
- Do not coach from the stands.

- Follow 24-hour rule for complaints.
-

10. Exhibition & Travel Permit Process (Non-League Games Only)

Step 1 – Request the Correct Permit in HCR

A. Login to [Hockey Canada \(Spordle\)](#).

- Go to your **HCR Profile** (the one with the long 8–10 digit number under your name), not your Login Profile.
- In the top menu, scroll until you see **Travel Permits**.
- On the right, click **Add** to open a pop-up form.

B. Fill in the Permit Details (screen shots below):

- **Team:** Select your team from the dropdown.
- **Title:** Use the following format:
 - **TRAVEL PERMIT – Exhibition AWAY Game vs Chebucto**
 - **TRAVEL PERMIT – Tournament Dec 2–4 Moncton**
 - **EXHIBITION GAME PERMIT – HOME Game vs Cole Harbour**
- **Event Type:** Home or Away
- **Travel Type:** Tournament or Exhibition Game
- **Host Team:** Enter the host association/team
- **Number of Games:** For exhibition games, always “1” (each game needs its own permit). For tournaments, enter the guaranteed number of games (usually 3).
- **Host Division & Class:** Example: U11 AA
- **Province:** Enter host province
- **City/MHA/Arena:** Fill in host city, association, and rink

C. Finalize the Permit:

- Click **Next**
- Enter start and end date (same day for single games)
- Add any notes if needed (if U9, specify whether it’s a full ice or half ice game every time)
- Click **Add**

Please allow at least 72 hours for your permit to be processed.

⚠ Which type do I pick?

- **Exhibition Permit** → Hosting at home (non-league games).
- **Travel Permit** → Visiting another association for an exhibition game **or** going to a tournament. *Note: “Travel” includes across town, not just out of town trips.*

The screenshot shows a web form titled "Add travel permit" with a close button (X) in the top right corner. The form contains the following fields and values:

- Team ***: DWMHA TEST TEAM (DWMHA TEST)
- Title ***: TRAVEL PERMIT: Exhibition AWAY Game vs Chebucto
- Event Type ***: Away
- Travel Type ***: Exhibition Game
- Host Website**: (empty)
- Host Team Name**: Chebucto U11 AA
- Nb of Games**: 1
- Host Division**: U11
- Host Class**: A
- Host Category**: (empty)
- Host Country ***: Canada
- Province / Province ***: Nova Scotia
- Host City**: Halifax
- Host Organization**: Chebucto MHA
- Host Arena ***: Spryfield Arena

At the bottom right of the form are two buttons: "Next" (highlighted in blue) and "Cancel".

Step 2 – Add the Game in GrayJay

- Once your permit is requested, the **home team** must add the game in GrayJay as an **Exhibition Game**.
- Then email the following people to let them know the exhibition game has been added (include the game date and time):
 - Pete Boutin – referee-in-chief@whalers.org
 - Referee Assignor – assignor@whalers.org

⚠ **Important:** Requests to add the game and assign referees must be made **at least 5 days before the game**.

Step 3 – Officials & Timekeepers

- The Referee-in-Chief and Assignor will assign officials and a timekeeper.
- You can confirm assignments in GrayJay – a check mark will appear once officials have accepted.

Step 4 – Paying Officials

- In past seasons, officials and the timekeeper for exhibition games were paid in cash at the rink. Starting this year, that process has changed — referee costs for exhibition games will now be billed directly to each team by the Whalers. You will no longer need to pay officials on game day.
- Current officiating rates are posted here: [Whalers Officiating Fees](#)

Step 5 – Entering Tournament Games

- Do **not** enter non-league games under “Regular Season” in GrayJay.
- For tournament games with teams not in the system:
 - Go to **Team Events** → **Add Event** → select **Tournament Game**.
 - These games will require a **paper game sheet**.

Note – for tournaments, only the guaranteed number of games (usually three) goes towards your game count.

11. How to use Grayjay App for Communications

Grayjay has a user guide: https://docs.google.com/document/d/1y9nD_PRx-jtXjO3CRxWD6P_bXc4LhtdA_IMPHwmxhVI/edit?usp=drivesdk

12. Budget Template

Teams are required to use the budget template provided. There are separate budget files for Rep and Rec teams (you’ll want to download or make a copy by clicking on “file”):

https://drive.google.com/drive/folders/19ungvGYdz1Tnq6rE4J85_2uN5HmVuZOc?usp=sharing

13. Resources & Quick Links

- **Whalers Website:** whalers.org
- **Hockey Nova Scotia Resources:** hockeynovascotia.ca; all teams should review [Regulations](#) (particularly U9 teams – see page 70)
- **Medical Form:** [Here](#) (https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/player_med_info_e.pdf)
- **Ice Conflict TBR Form:** TBR Form **(to follow)**

- **Referee Assignor Email:** assignor@whalers.org
- **Referee-in-Chief Email:** referee-in-chief@whalers.org
- **Certifications Contact:** certifications@whalers.org
- **HNS Volunteer Screening:** [Volunteer Screening](#)
- **Respect in Sport Login:** [RIS Program](#)
- **Hockey Canada Registry (HCR):** [Spordle Registry](#)
- **Link to Club Banner logos:** [\(to follow\)](#)