AMHA MANUAL

Manager & Treasurer

Revised: September 26th, 2026

Table of Contents

1. INTRODUCTION & GOVERNANCE 4
1.1. Welcome 4
1.2. Role Overview 4
1.3. AMHA Structure 5
Contacting AMHA Board Members, Appointed Positions & Staff 6
2. POLICIES & CODES OF CONDUCT 6
2.1. Dispute Resolution & The 24-hour Rule 7
3. PRE-SEASON START-UP 8
3.1. Recruiting Team Volunteers 8
Required Addtional Team Officials 8
Required Volunteers 8
Additional Roles 8
3.2. Certification Requirements: 9
3.3. Team Communications 9
Team Rules 9
The Rule of Two 10
Using TeamSnap 10
TeamSnap Manager Access & Privacy 10
Mid-Season & End of Season Meetings 10
3.4. Financial Setup & Budgeting 10
Bank Account Setup & Signing Authority 10
Bank Account Setup 10
Building the Team Budget 10
Mandatory Budget Items 11
Optional Budget Items 11
Sponsorship & Fundraising 12
End of Season Financials 12
4. APPAREL & EQUIPMENT 12
4.1. Team Equipment & Jerseys 12
Start of the Season 12
During the Season 12
End of the Season 12
4.2. Ordering Team Apparel & Logo Policy 13
5. GAME DAY OPERATIONS 13
5.1. Team Rosters 13
5.2 Affiliate Players (AP) (Rec Teams) 13
How to request an AP 13
5.3. Written Game Sheets (Pre-season games) 14
5.4. Electronic Game Sheets (Spordle Play) 14

Pre-Game Roster Entry 14
U7 & U9 Scoring & Reporting 15
5.5. Managing on-Ice Officials (Referees/Linespersons) 15
Payment Procedures 15
Reporting "No Shows" 15
Referee Room Protocols 15
6. SCHEDULING & LOGISTICS 16
6.1. Ice Schedules 16
6.2. Game Numbers 16
6.3. Rescheduling & Conflicts 16
6.4. Exhibition Games 16
7. PLAYER SAFETY & DISCIPLINE 17
7.1. Medical Safety 17
Medical Information 17
7.2. Dressing Room Policy 17
7.3. Injured Players on the Bench 17
7.4. Suspensions & Penalties 17
Serving Suspensions 18
8. EVENTS, TOURNAMENTS & TRAVEL 18
8.1. Tournaments 18
8.2. Special Events Sanctioning 18
Appendix A - Sample Team Meeting Agenda 19
Appendix B - Sample Recreation ‘C’ Team Budget (17 players) 20

1. INTRODUCTION & GOVERNANCE

1.1. Welcome

Welcome to your role as Team Manager and/or Treasurer. These positions are essential to the success of the team and the enjoyment of the players. Thank you for volunteering your time to manage these critical off-ice operations.

This manual is designed to assist Team Managers and Treasurers in the execution of their duties. This manual may not contain the answers to all of your questions, however, along with Abbotsford Minor Hockey Association (AMHA) Policies and Procedures, it will provide a foundation. You will also have the support of the Division Manager and Division Director to assist and mentor you.

Resources available to you:

- The AMHA website has a “Team Manager” section in which you can find additional resources and forms.
- The Pacific Coast Amateur Hockey Association (PCAHA) website has “Team Manager” sections for U7/U9 and U11 to U21.

1.2. Role Overview

The main job of a Team Manager is to organize and oversee all off-ice operations and provide communication to the team. You will follow directions and receive guidance from the Head Coach, Division Manager, and Division Director.

Here is a list of areas that come under the management and organization of the Team Manager.

- **Team Communication**: Your role is to communicate schedules and other season information to families. You will also manage communication between families and the coaches as needs arise, following AMHA policies, using the 24-hr rule and following the chain of communication (see Section 2.1 Dispute Resolution and Section 3.3 Team Communication).
- **Volunteerism**: A Manager's role is to organize, coordinate and oversee the volunteers on the team. You are encouraged to delegate tasks. Every family on the team needs to volunteer in some capacity during the season. Have everyone sign up for an area (see Section 3.1 Recruiting Team Volunteers).
- **Team Meeting**: In conjunction with the Head Coach hold a team meeting at the beginning of the season (see Section 3.3 Team Communication, “Team Meeting”).
- **Team Rules:** You and the Head Coach can work together to create team rules(see Section 3.3 Team Communication “Team Rules”).
- **Team Budget:** Work with the Head Coach and Treasurer (if applicable) to create a team budget based on families’ feedback (see Section 3.4 Financial Set-Up, “Building the Budget”).

- **Jersey & Equipment:** You or the Head Coach will be responsible for picking up and returning team equipment (see Section 4.1 Team Equipment & Jerseys).

- **TeamSnap Schedule**: Keep your TeamSnap schedule up to date (see Section 3.3 Team Communication).

- **Home Games** (see Section 5 Game Day Operations):
    - Complete the Team Roster on Spordle at least one (1) hour before the scheduled game.
    - Ensure you have timekeeper, scorekeeper and music volunteers.
    - Provide the scorekeeper with the game # and Team ID (HCR #) so they can log into the Spordle platform. Note: It may be helpful to add this information into the "notes" section on TeamSnap for easy reference especially when you are not present.
    - A PCAHA Game Notes Scratch Pad needs to be used for every game and kept by you until the end of the season should it be requested by the PCAHA League Manager.
    - Ensure on-ice game Officials (Referees/Linespersons) are in attendance and paid.
    - For the U7 Division, ensure that ice divider pads are set up and taken down.
- **Away Games**
    - Complete Team Roster on Spordle at least one (1) hour before the scheduled game.

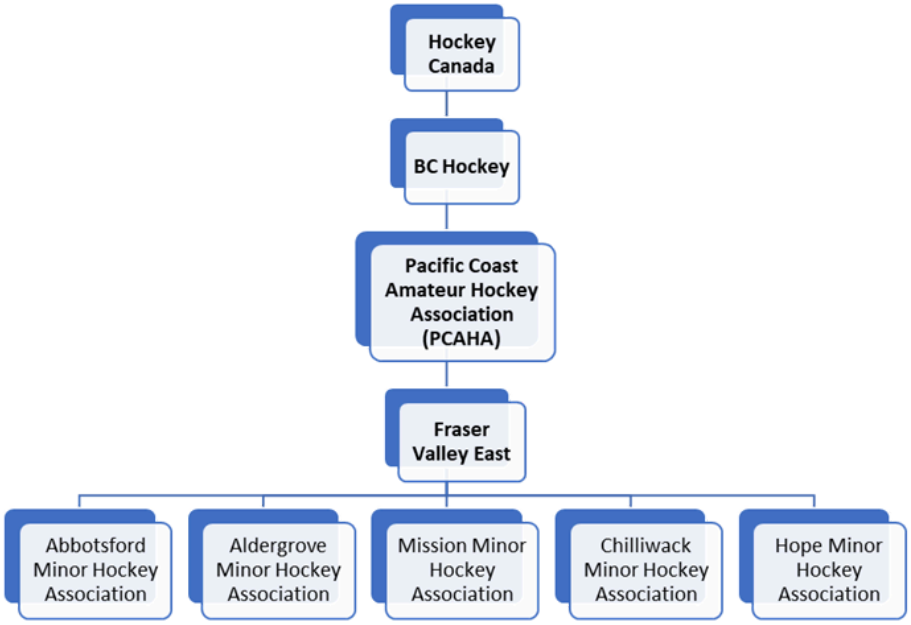
- **Exhibition Games**: If your coach requests an exhibition game, you will need permission from your Division Manager who will submit a request to the PCAHA League Manager to obtain a game number (see Section 6.4 Exhibition Games).

- **Tournaments**: In conjunction with your Head Coach, sign up for tournaments and ensure payment is made by yourself or the team Treasurer. If you apply for a tournament prior to the team bank account being set up, you may contact the AMHA Treasurer for tournament payment (see Section 8.1 Tournaments).

- **Special Events:** If your team does any special events or dryland training, apply for special event sanction (see Section 8.2 Special Events Sanction).
- **Attend Required Meetings:** These include AMHA Coach/Manager meetings and PCAHA league meetings which occur at the beginning of the season.

1.3. AMHA Structure

AMHA has approximately 750 participants. The AMHA is a member of the Pacific Coast Amateur Hockey Association (PCAHA) and through it, BC Hockey and Hockey Canada. These governing bodies provide the regulatory framework in which minor hockey is played.



Hockey Canada: Hockey Canada is the national governing body for hockey in the country. Hockey Canada oversees the management of programs in Canada from entry-level to high performance teams and competitions. Hockey Canada is also Canada's voice within the International Ice Hockey Federation (IIHF).

BC Hockey: BC Hockey is a non-profit organization and member of Hockey Canada, providing stewardship of amateur hockey at all levels in British Columbia and the Yukon.

Pacific Coast Amateur Hockey Association (PCAHA): PCAHA is the governing organization for Minor Hockey in the Lower Mainland District of BC Hockey, including the area from Hope to the Sunshine Coast. The PCAHA's membership consists of 44 Minor Hockey Associations and 2 above-Minor leagues. Abbotsford Minor Hockey is part of the Fraser Valley East (FVE) division of PCAHA.

Contacting AMHA Board Members, Appointed Positions & Staff

Names and contact information for all positions are available on the AMHA Website.

2. POLICIES & CODES OF CONDUCT

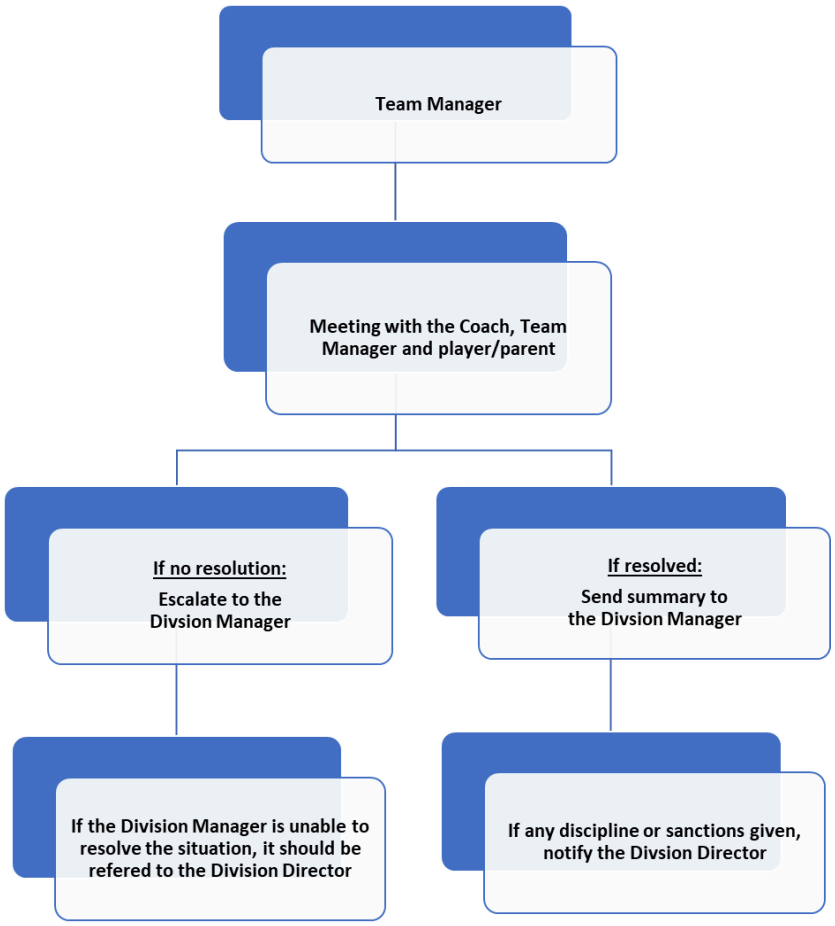
All AMHA Policies and Procedures, Guidelines, Manuals, and forms are available on the AMHA website.

2.1. Dispute Resolution & The 24-hour Rule

The purpose of this guideline is to provide a positive and productive forum for parents/guardians to express a concern. The AMHA Policy and Procedure Manual should be consulted for a thorough procedure to follow for conflict management.

Individuals wishing to meet with a coach to discuss a concern must follow the below guidelines.

- AMHA strictly enforces a 24-hour “cooling-off” period. Individuals in violation of this may be subject to discipline per AMHA Policies and Procedures. Parents/guardians will not approach team officials immediately after an issue to discuss a grievance. To prevent further escalation and poor communication, parents and team officials must wait 24-hours.
- Parents/guardians should contact you as the team Manager to arrange a meeting to discuss any grievance(s).
- If satisfactory resolution of the grievance is not reached at this level, it is to be referred to the Division Manager/Director.
- You are responsible for documenting any grievances, discussions, and resolutions/outcomes that occur.



3. PRE-SEASON START-UP

3.1. Recruiting Team Volunteers

Efficient team operations require delegation. The Manager and Head Coach must recruit volunteers early in the season. Every family is expected to fill a volunteer role to support the team. Below is a list of volunteers that you will need for your team:

Required Addtional Team Officials

- **Assistant Coaches (ACs)**
- **Hockey Canada Safety Person (HCSP)**

Required Volunteers

- **Tournament Committee Volunteers -** each team must provide a minimum of two (2) parent volunteers to sit on the Tournament Committee and help organize the tournament for your division. These two (2) parents will need to be identified at the start of the season.

  Tournament committee duties include, but are not limited to, the following:
  - Solicit donations from families or use team funds for basket items
  - Organize team raffle baskets.
  - Solicit donations from families and businesses for player 'swag' bags.
  - Communicate required volunteer hours per family.
  - Ensure families sign up for their required volunteer hours or collect fines when obligations are not met.

- **Timeclock** - This role rotates between all team parents, unless the team chooses to exempt those serving in other volunteering positions.
  - MRC: Nevco MPCW-7 (YouTube how to video)
  - ARC & MSA: OES ISC9000 (YouTube how to video)

- **Scorekeeper** - This role rotates between all team parents, unless the team chooses to exempt those serving in other volunteering positions. The assigned volunteer records scores and penalties on the online game sheet in Spordle.

Additional Roles

- **Treasurer** - This role is optional, though some Managers appoint a Treasurer to handle team finances.

Procedure for appointing a Treasurer:

- Submit the Treasurer's name to your Division Director for Board approval.
- Treasurers are required to undergo a criminal record check.

Position responsibilities:

- Create a budget, track income and expenses.

- Collect team fees promptly to cover team and association expenses.
- Monitor the bank account balance and pay team expenses.
- Submit a year-end financial report to the AMHA Treasurer showing a balanced budget (see Section 3.4 Financial Setup & Budgeting "End of the Season Financials")
- Manage referee payments.
- Distribute remaining team funds at season's end after AMHA Treasurer approval.

3.2. Certification Requirements:

Certification requirements are dependent on level of coaching and differ between the Rep and Rec programs. All Team Officials within AMHA will require, at minimum, the following certifications:

Certification	Manager	Treasurer	HCSP	Coach
Criminal Record Check (CRC)	✔	✔	✔	✔
The Shift Forward (Activity Leader)	✔		✔	✔
Concussion Awareness Training Tool (CATT)	✔		✔	✔
Hockey Canada Safety Person (HCSP)			✔	
Hockey Canada Coaching Certification				Varies - see BC Hockey - Coaching

3.3. Team Communications

Pre-Season Preparation & Team Meeting

The Head Coach will arrange a pre-season team meeting with parents/guardians. The purpose of this meeting is to introduce themselves, provide an overview of their coaching philosophy, expectations, recruit volunteers.

Team Rules

The Head Coach is responsible for creating the team rules. AMHA has established rules and expectations that should be incorporated in all team rules (see Appendix B).

Team Rules must be reviewed with players/parents/guardians and signed by both players and one parent/guardian prior to the first game of the season.

The Rule of Two

All player communications must adhere to Hockey Canada's **Rule of Two,** which has replaced the former two-deep principle.

Using TeamSnap

All team communication is managed through TeamSnap. This includes communications about schedules, practices, changes of times, fundraising, social events etc.

TeamSnap Manager Access & Privacy

All team Managers will be given "Manager" level access to their team's TeamSnap Account.

Mid-Season & End of Season Meetings

Mid and end of season team meetings are encouraged. These meetings provide an opportunity for collaboration and discussions related to team events, player development, coach feedback, and opportunities for the remainder of the season. Additional information is available in the AMHA Policy and Procedure Manual.

3.4. Financial Setup & Budgeting

Bank Account Setup & Signing Authority

- Bank Accounts are arranged by the AMHA Treasurer.
- A minimum of two (2) signers must be on the account, one of whom must be the Head Coach, with the exception of teams with paid Head Coaches. Such teams are required to have a Manager and Treasurer. Both signatories should be not related and/or in a relationship. Both signatories need to be approved by the board as team Officials.

Bank Account Setup

- Complete the Bank Account Signing Authority form provided by AMHA.
- The AMHA Treasurer will set up the team account with AMHA's bank.
- Two (2) signers are always required for withdrawals from the account.

Building the Team Budget

Refer to AMHA Policy and Procedures Manual for information on team finances, including team budgets, sample budgets and fundraising.

- **Build the budget**
    - Include AMHA mandatory expenses (see below and Appendix C)
    - Consult with the Head Coach

    - Use feedback from players' families to determine what other optional items should be included on the budget.

- **Present budget to the team for feedback and approval**

- **Collect a signed copy of the budget from each family.**
    - Families must acknowledge receipt and approval of the budget. This can be done via a physical signature or a digital form (e.g., Google Form) where the response is recorded and archived by the Manager.
    - Signing the budget indicates they have reviewed it, had the opportunity to provide input and agree to pay the associated fees.
    - Should any families disagree with the budget, please discuss the concerns with them.

Mandatory Budget Items

Jersey & equipment deposits	$500 per team
AMHA home tournament fees	Contact Tournament Director
E-transfer fees	Contact bank or AMHA Treasurer (approx. $50)
Jersey letters (Cs & As)	
Jersey letter application and removal	See website - AMHA Apparel
Helmet stickers	$40 per team
Raffle Basket(s) for home tournament	$250 per team

Rep Team Budget Items

Rep teams should also make sure to include carding fees in their budget. Some rep teams also have a paid coach, these teams should check with their Division Manager to determine the cost the team pays for the paid coach.

Optional Budget Items

Items that may be included depending on individual teams:

- Seed money (initial contribution of funds to cover immediate expenses such as tournaments, on-ice Officials, etc.)
- Any sponsorship revenue (see "Sponsorship & Fundraising")
- Any anticipated fundraiser proceeds (see "Sponsorship & Fundraising")
- Team apparel costs

- Away tournament cost
- Name bar application and removal costs
- Exhibition game(s) on-ice Officials costs (note: 2 games are covered by AMHA)
- Coach gifts
- Year-end celebration
- Tournament dinner/event/team bonding

Sponsorship & Fundraising

Additional guidelines on Sponsorship Requests and Team Fundraising can be found in the AMHA Policies and Procedures Manual.

End of Season Financials

At the end of the season, the team Managers or Treasurers are responsible for reconciling team finances and submitting a financial report to the AMHA Treasurer.

Email the AMHA Treasurer the following:

- The team's AMHA Expense Tracking Form for on-ice Officials (paper or digital)
- A copy of your team's budget highlighting any variations (e.g. a family that did not pay all their fees).
- The Team Financial Report can be found on the Team Manager section of the AMHA website.

No money should be returned to families until permission has been granted by the AMHA Treasurer.

4. APPAREL & EQUIPMENT

4.1. Team Equipment & Jerseys

Start of the Season

- Coaches or Managers will attend an "equipment pick up day" which will be communicated at the start of the season.
- Receive and complete the "AMHA Equipment Contract" at equipment pick-up.

During the Season

- All players must wear AMHA issued jerseys for game play.
- Name bars and letters on jerseys must go through the approved process and be applied and removed using an AMHA approved seamstress. To order

and/or request application of name bars/letters visit the AMHA website: AMHA Apparel – Abbotsford Minor Hockey Association.

End of the Season

- Collect all team jerseys at the final game of the season.
- Complete the "AMHA Equipment Contract" (received at equipment pick up).
- Use the original equipment contract to inventory jerseys and confirm all jerseys have been returned.
- Examine all jerseys for damage.
- Wash all jerseys (avoid high heat) and return them, along with the completed equipment contract on equipment return day.
- Jerseys must be returned on the hanger they were received on (metal hangers only).
- Name bars and letters must be removed by an AMHA approved seamstress before returning. Players or teams that remove their own namebars/letters may be subject to a financial penalty.

4.2. Ordering Team Apparel & Logo Policy

Visit AMHA Apparel – Abbotsford Minor Hockey Association for information on current vendors and design options. AMHA monitors that only AMHA color schemes and logos are used.

Additional information can be found in the AMHA Policy and Procedures Manual.

5. GAME DAY OPERATIONS

5.1. Team Rosters

Your Official Hockey Canada Registry (HCR) Roster is a specific document created by the Registrar. You can request a PDF copy of your HCR roster from your Division Manager or Director at the start of the season and save it to your phone for tournament check-ins. Note: when attending tournaments, your official HCR roster is required.

5.2 Affiliate Players (AP)

Rec/C Teams

An affiliate player is a registered player who is temporarily included on the roster of a team in a higher division.

How to request an AP

- **Selection:** The higher-level Coach selects the player(s) they would like to affiliate.

- **Initiation:** The higher-level Coach may contact the parent/guardian directly to confirm interest and availability.
- **Notification:** Once confirmed, the higher-level Coach must notify the lower-level Coach and Division Director prior to the start of the event.
- **Priority:** Lower-level games always take priority over higher-level practices or games. The lower-level Coach may only decline a call-up if it conflicts with a scheduled team game or if the player is serving a suspension.

Adding an AP to the team roster (Rec Teams)

After the Head Coach has permission from the AP's Head Coach and parents, a request to have a player added to a game's roster as an affiliate needs to be sent to the Division Manager who will contact the PCAHA League Manager prior to the game start.

- It is important to provide as much notice as possible as the process takes time (most PCAHA League Managers advise that you should not expect this to occur on game day).
- **Tournaments:** Asking for Affiliate Players for tournaments must be approved in advance by BC Hockey using the BC Hockey Application for Recreational Players form fully completed and sent to your Division Manager to include in the request to the League manager, this must be done at least 72 hours in advance. Approval will not be provided on the day of the tournament.

Further details, including division specific limits can be found in the PCAHA Rule Book: Affiliate Players and AMHA Policy and Procedures Manual.

AP Process for Rep Teams

Please refer to the AMHA Policy Manual.

5.3. Written Game Sheets (Pre-season games)

PCAHA Official Game Reports are used for evaluation and/or exhibition games played prior to rosters being created by the Registrar.

Note: for some of the lower divisions (U7/U9, players will already be entered into Spordle prior to games starting, therefore, written game sheets may not be required.

5.4. Electronic Game Sheets (Spordle Play)

Spordle is an electronic game sheet system used within PCAHA.

The PCAHA website has various Spordle Play training resources available at any time here: Games & Spordle - PCAHA.

Spordle Play, “Scorekeeper”, will be used for all scorekeeping in games and tournaments. The scorekeeper will need the Team HCR number (in Spordle Play, under “My Account” → “Teams”) and the game number (in Spordle Play or in the schedule on the PCAHA website).

Pre-Game Roster Entry

It is the responsibility of the Team Manager to enter team rosters into Spordle at least one (1) prior to game start per PCAHA rules.

A maximum of five (5) team officials are permitted on the bench during a game.

Ensure that your **team Captain and Alternate Captains** are identified on the roster.

If a **player is serving a suspension** it must be noted.

U7 & U9 Scoring & Reporting

In U7 & U9, the score is not posted (always 0-0) and not recorded in Spordle.

5.5. Managing on-Ice Officials (Referees/Linespersons)

In most circumstances, on-ice Officials will be automatically requested once a game number is created, depending on the division and time until the game. This includes evaluation, exhibition, league, and playoff games.

The Home team is responsible for paying the on-ice Officials for all games (e.g. league, exhibition, playoffs)

Payment Procedures

As per the 2025/2026 season, on-Ice Officials are to be paid, in cash, at the end of the game once the Referee has reviewed the game sheet and corresponding scratch pad thoroughly. The Manager or Treasurer must ensure exact change is available for the specific number of officials in attendance.

Referee/Linesperson allowances are posted on the PCAHA website.

Reporting "No Shows"

For all divisions, please email the Referee-in-Chief (ric@abbotsfordminorhockey.ca) to report all on-ice Official no-shows.

Do not pay out any more than the specified amount for the number of officials in attendance.

In the event that on-ice Officials were booked for a game and do not show, the game must still be played.

Referee Room Protocols

At no time are parents, coaches, or players to enter the Referee changing room. Team Officials must knock and wait for permission before entering the doorway to verify attendance or pay officials. At no time may a Team Official fully enter the room while minors are changing.

6. SCHEDULING & LOGISTICS

6.1. Ice Schedules

The Team Manager is responsible for maintaining schedules in TeamSnap.

For U7-U9 and Rec “C” teams, ice schedules will be provided to you by your Division Managers. All communication about ice times and games goes through the Division Manager.

6.2. Game Numbers

Game numbers will be automatically assigned by PCAHA for all league and playoff games and will be posted on the PCAHA schedule.

For all exhibition games, game numbers must be requested in advance through your Division Manager. See 6.4 Exhibition Games for more information.

6.3. Rescheduling & Conflicts

PCAHA releases the league schedule around the end of September each season.

League games can only be rescheduled if there is a conflict on the original schedule and for tournaments. Games cannot be rescheduled for convenience reasons such as; too few players or the coach is away, holidays, etc. games cannot be forfeited.

Rec/C teams

For Rec/C divisions, the Division Manager will identify ice conflicts (e.g. no home ice, the team is double-booked, the team is away at a tournament). These games will be identified as “conflict” on the PCAHA website. The Division Manager will work to resolve the conflicts and have the PCAHA website updated.

Rep Teams

Work with the opponent directly to resolve game conflicts. For home games work with the AMHA ice scheduler if you don’t have any ice to resolve your conflicts.

6.4. Exhibition Games

If your team wishes to book an Exhibition Game, the game can be booked on the team's regular game time or a practice time.

Once you have secured a suitable ice time, you can contact the other Team Manager to arrange the game. Team coaches or contacts can be found by contacting the Division League Manager.

The Team Manager of the Home/arranging team is responsible for requesting the game number through the Division Manager. Exhibition games cannot be played, even within our own association, without receiving a game number.

Provide the Division Manager with the following information:

- Game date and time
- Arena
- Your team and opponent

Exhibition Games Outside of the Fraser Valley East (FVE) League: For exhibition games outside of the FVE you must request a game number through your Division Manager even if you are the away team.

7. PLAYER SAFETY & DISCIPLINE

7.1. Medical Safety

Medical Information

It is the responsibility of the team HCSP to ensure player medical records are accessible, confidential, and complete.

7.2. Dressing Room Policy

All teams must adhere to the Hockey Canada Dressing Room Policy. This includes the 'Minimum Attire Rule' (players should arrive in a base layer). The Rule of Two applies to the dressing room at all times.

7.3. Injured Players on the Bench

According to Hockey Canada Rule 2.2 (m), injured players may be on the team bench only if:

- They are entered on the roster as "in attendance" as a player.
- They are wearing minimum equipment: neck guard and helmet w/cage.

7.4. Suspensions & Penalties

It is the Head Coach's responsibility to monitor player penalties and ensure that all suspensions are served immediately. Failure to do so could result in a player or team

official receiving an additional suspension. As the Manager, you need to convey the infraction to the Head Coach.

If you are unsure if an infraction is associated with a player suspension, refer to the current seasons BC Hockey Minimum Suspension Guidelines prior to contacting the Division Manager or Director. This must be done prior to your next game. Do not rely on the guidance of the Referee regarding player suspension as these violations will be reviewed by BC Hockey and additional games may be assessed. If you are unsure and have not been able to get an answer prior to your team's next game, err on the side of caution and sit the player out.

PCAHA League Managers often send out player suspension notices as a courtesy, however, absence of notification does not mean the player did not receive a suspension.

If you believe there is a documentation error regarding a penalty, the team Manager should confirm the penalty was entered correctly with the PCAHA League Manager.

Complaints regarding on-ice Officials must follow the 24-hour cooling off period. The team Manager may submit a written report to the Referee-in-Chief. Complaints are not accepted directly from coaches or parents.

Serving Suspensions

For all game misconducts, gross misconducts, and repeat offenses, refer to BC Hockey's Minimum Suspension Guidelines on the PCAHA website.

It is the responsibility of the Head Coach and team Manager to ensure suspended players do not play in games. If a player plays during a suspension, both the player and Head Coach are subject to discipline by PCAHA.

8. EVENTS, TOURNAMENTS & TRAVEL

8.1. Tournaments

There are limits to the number of tournaments teams can attend. Refer to the PCAHA rulebook for allowable limits based on your divisions.

Visit the PCAHA website to see the information and steps required under their "Attend a Tournament" page.

8.2. Special Events Sanctioning

Sanctioning through BC Hockey is required to extend Hockey Canada Insurance coverage to events that do not fall under regular hockey programming, such as tournaments, exhibition games, and special events.

These events include (but are not limited to) dryland training, fundraisers, team events, end of season parties, and other activities outside of regular hockey programs.

To ensure Hockey Canada Insurance coverage, teams must submit a Special Event Sanction Request Form to BC Hockey at least 7-10 days prior to the event.

A separate Special Event Sanction Request Form is required for each event/activity. If the event contains multiple occurrences (for example Dryland training), only one form with all the dates is required.

The special events sanctioning application can be found on the BC Hockey website.

Appendix A - Sample Team Meeting Agenda

(also in AMHA Policy and Procedure Manual)

1. **Introductions** - Coaches, Manager, Treasurer (if applicable), HCSP(s)
2. **Coaching Philosophy & General Expectations**
3. **Team Rules and Codes of Conduct**
4. **Dressing Room:** Hockey Canada Policy (minimum attire rule, Rule of Two, behaviour in the dressing rooms, cell phones).
5. **Communication** - 24-hour rule, chain of communication (in Coach and Manager manuals), all communication between players, parents, and coaches through TeamSnap, marking availability in TeamSnap for planning.
6. **Safe Sport Discussion** - maltreatment, bullying, and harassment
7. **Equipment** - On-Ice equipment, off-Ice attire, jersey care, CSA helmet stickers mandatory
8. **Medical Information** - all players are required to complete a Medical Information form to be kept by HCSP.
9. **Budgets & Finances** (Reviewing budget, get feedback, signatures)
10. **Fundraising** - team level
11. **Sponsorship (optional)** - advertising, team apparel, etc. Can email out a Sponsorship letter (see Appendix E in the Manager/Treasurer Manual for an example) to the team.
12. **Delegation of Responsibilities:**
    a. Team Manager, Treasurer, Safety Person (HCSP)
    b. Jersey washing, scorekeeping, timekeeping, tournament reps, fundraising committee
13. **Tournaments** - home tournament, away/travel tournaments, required volunteerism
    a. *Note for U7/U9 Divisions: **U7 Teams:** Permitted a maximum of one (1) additional local tournament (no away/travel matches permitted). **U9 Teams:** Permitted a maximum of two (2) additional tournaments, only one (1) of which may require travel/away sanctioning."
14. **Extra-Curriculars** (development, dryland, team building)
15. **Q&A**

Appendix B - Sample Recreation 'C' Team Budget (17 players)

(also in AMHA Policy & Procedure Manual)

Revenue	**Cost**	**Notes**
Sponsorship	$0	
Fundraising	$1,500	Team level fundraising (e.g., pub night, berry sales)
Team jersey & equipment deposits	$500	
Revenue Total:	**$2,000**	
Sponsorship	$0	
Expenses	**Cost**	**Notes**
Expenses	**Cost**	**Notes**
Tournament #1	$1,500	Out of town tournament *cost estimated
Tournament #2	$1,250	Home tournament *cost estimated
Team jersey & equipment deposit	$500	Team deposit
Home tournament raffle basket	$250	*cost estimated
Team event #1	$250	Team dinner *optional
Team event #2	$250	Team event at away tournament *optional
Year end appreciation	$250	Awards/gifts/thank you *optional
Contingency	$200	
Team apparel	$0	

Additional ice packs for first aid kit	$25	
Team E-transfer/banking fees	$25	
Team jersey letters (Cs & As), application, and removal	$92.10	2 - Cs ($30.70) 4 - As ($61.40) See Apparel website for costs *varies depending on #s
Helmet stickers	$40	Numbers and AMHA logo (price may vary)
Expenses total:	**$4,632.10**	
Revenue total:	**$2,000**	
Expenses - revenue	**-$2632.10**	
$2632.10 divided by 17 players = $154.83 **Therefore, team fees are approx. $155 per player (*if fundraising goal is met)**		

Please sign below indicating you have reviewed this budget, had the opportunity to provide input by October 31st.

Player Name	Signature		Player Name	Signature