



CHBAMHA MANAGER'S MANUAL

If you plan to volunteer as a manager this season, please be aware that beginning all managers and treasurers will need to be approved by the CHBAMHA Executive. Please have your coach send your name to the Manager Coordinator 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 Manager Coordinator, Mark Scholey at managercoordinator@chbawings.org.

First Two Weeks

- Contact the Association's Media Coordinator (webcommunicationscoordinator@chbawings.org) to secure access to GrayJay. You will need access to do the following:
 1. Enter practices or team events
 2. Enter game statistics. Rec team managers need to contact Pat Kamermans (recice@whalers.org) of the Dartmouth Whalers to get access to their GrayJay.
- Please start following CHBA on Facebook (<https://www.facebook.com/search/top/?q=chba%20wings>), Twitter (<https://twitter.com/chbamha>) and Instagram (<https://www.instagram.com/coleharbourminorhockey/>) to keep yourself informed. Inform your parents to follow these media outlets as well.
- As soon as the team is selected, create a distribution list and generate the information needed to complete the Hockey NS Roster. Send the info to Kary Anne Young, registrar at registrar@chbawings.org.
- Beginning the season, all parent members will need to sign a fundraising agreement. All coaches, assistant coaches, managers and treasurers that are also parents, will need to sign one as well. This can be found under the Manager's tab on the website.
- Email the ice scheduler, Paul Thibideau at 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 Kary Anne Young at registrar@chbawings.org.
- Schedule a team 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: Child Abuse Registry and Criminal Records Check, etc.. If you have any questions, contact the Association's Risk Management at: riskmanagement@chbawings.org.
- Schedule a team parent's meeting to review plans for the year, tentative budget, fundraisers and confirm their volunteer roles. You can book the Montague room at CHP for no charge at CHP 902-464-5100.



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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 in lieu of, although it is not encouraged by the Association. Coaches, managers & 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 or cash as part of their parental contribution, as determined at your meeting with the coaches and treasurer. New this year is Fundraising Deposits. This will need to be discussed in length with your parents. Complete details are in the Fundraising Policy. Player banks will be established with every team and fundraising deadlines are set.
3. Medical Form filled out; you can send as an attachment and/or print for the meeting. Medical Information Sheet Link can be found on the CHBAMHA website under Risk Management

First Month

- Have your treasurer and 2 other signatories added to the bank account. Contact the Manager Coordinator, Mark Scholey (managercoordinator@chbawings.org) 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 with the Manager Coordinator to be added to the account. A few evenings at the beginning of the hockey season will be scheduled for this reason.
- Ensure the treasurer submits the initial team budget to the Manager Coordinator by November 1, 20XX. All fundraisers will need to be approved and appropriate paperwork filled out. All required forms are available under the Coaches & Managers tab on the CHBA website.
- If you are managing at a recreation level it is important to get your GrayJay stats system organized, and I would recommend finding a parent who will volunteer to input game stats for you. Once you confirm a volunteer parent, they will need access to the **recreational league's** GrayJay system (not to be confused with Cole Harbour Bel Ayr) and will require sending a request to that league's GrayJay administrator, Pat Kamermans at recice@whalers.org.
- Team apparel decisions need to be made early and ordered early to ensure you get them as early as possible. Any change with team apparel needs to be approved by the equipment manager (Brian Hurtis).
- 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. Has to be done by an experienced parent or professional to avoid parents having to replace jerseys at the end of the season. Please read Jersey Guidelines prior to sewing. Link is available towards end of the manual.
- 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.
- Each fundraiser will need to be submitted with the initial team budget submission so it can be reviewed by the Manager Coordinator.
- 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 HNS.
- Book a team photographer.
- Schedule a parent gathering. Getting to know the parents on your team increases camaraderie.



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Two to Four Months

- Finish up with your fundraising. All fundraising has to 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 Manager Coordinator. This is due January 31, 20XX.
- Start thinking about the year-end party.

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. This can be challenging to track with the ice bill only coming once a year. Your coach may purchase ice from different sources (e.g., other teams, the association's ice scheduler, or other associations) which can also be challenging to manage.
- Ensure you are meeting with your team's Joe Tournament volunteer and that they are receiving the requisite email updates from the Association's Joe Coordinator.
- Remain in contact with Media Coordinator, Corina Morris to post about your team accomplishments, fundraisers, good deeds, etc. All requests will be subject to review by the Media Coordinator 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 Manager Coordinator prior to doing so.

Sponsor Bars are considered a fundraising activity under the Fundraising Policy and limits the amount to \$125-\$200 per sweater (teams in the Novice Advancing to Midget level receive two sweaters). Novice Intermediate and Developing are not permitted to have Sponsor Bars. Name bars and sponsor bars are to be sewn on and removed by an experienced seamstress or tailor. Please refer to the CHBAMHA Jersey Guidelines for specific instructions. Assigned player or team will be responsible for any jersey damaged outside "normal wear". This can include 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 Manager Coordinator & 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.bficanada.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



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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, the fundraising lead 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 Federation (CMHF). The teams are generally located in Halifax Regional Municipality. CMHF schedules all the regular season and playoff games. The regular season is played from October to January. The playoffs are played from February to March. There will be a weekend schedule for all semi-finals and finals. For PeeWee AAA, Bantam AA and Midget AA, there are Provincials at the end of season for teams that qualify. For all other CMHF, 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 CMHF game, contact the Ice Scheduler (ice_scheduler@chbawings.org). CMHF recognizes the following reasons for requesting a game be rescheduled:

1. 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 **PeeWee** age bracket and below.
3. Snow storms. 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 CMHF encourages tournament play, the completion of the CMHF schedule is paramount.
6. Christmas concerts. For **PeeWee** 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 CMHF 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 CMHF game for the same day, the previously scheduled exhibition game does not have to be cancelled. However, if the CMHF 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 CMHF 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 CMHF Divisional VP or CMHF 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 CMHF President in consultation with the CMHF 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 CMHF can be found on their website cmhf.com.

C teams play in the DWRHL which is administered by the Dartmouth Whalers. Information can be found at whalers.org. If you have any questions about the DWRHL, please direct them to the Rec Coordinator rec_league@chbawings.org. The rules for cancelling a game are generally the same as CMHF and you should contact the ice_scheduler@chbawings.org if a game needs to be cancelled as well as the Rec Coordinator and the Rec League Coordinator (recreationalvp@whalers.org). If the game is being cancelled without advanced warning (i.e. snow storm),



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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. Statistics are required to be entered for games.

Exhibition Games

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

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

Please contact Paul Thibideau to schedule time keepers 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 CMHF 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 Kary Anne Young registrar@chbawings.org to be added.

I would also advise a group booking be made immediately at a hotel if the tournament will require an overnight stay.

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 number to supply the tournament staff.

Please register your team in Cole Harbour's Joe Lamontagne March break tournament as soon as possible. Your team has a guaranteed spot in the tournament, but you still need to go online and register your team. Please use the following link: www.joelamontagne.com. If you have any questions, please direct them to thejoeregistrar@gmail.com.

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



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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;

Volunteer Policy

In response to declining volunteers within the Association, 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)
7. Time Clock Operator (Novice Only)
8. Setting up half-ice boards (Novice Only 2-5 people)
9. Game Stats (Rec League Only)
10. Lead Fundraiser (up to 5)
11. Media Coordinator
12. Data Entry during evaluations
13. Jersey distribution/runner during evaluations
14. Safety Coordinator

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: Should you have any questions, you will find a contact list for the Cole Harbour Bel Ayr Minor Hockey Association's Executive on the website.

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, maintain and reconcile all financial records, keep all receipts, invoices, cancelled cheques or any other payment record for substantiation. In addition, the treasurer will prepare, in



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collaboration with the Team Manager, a preliminary, interim and final budget and communicate this information to the Manager Coordinator 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
- ☐ Joe Hosting Charges
- ☐ 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
- Tournament Registration - \$5,000
- Extra Practice Ice and Exhibition Games (Plus Refs and Time Keepers) – Max \$13,000
- Third Party Development – Max \$1,500
- Supplies/Equipment - Max\$ 300
- Player Apparel and Equipment – Max \$275/Player
- Coach Apparel – Max \$150/Coach
- Team Building/Off Ice Activities - \$1,250
- Year End Party - \$1,000

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 the Executive before doing so. Please refer to the fundraising policy for more details and clarification.

Fundraised money cannot be used for parental contribution or jersey sponsors.

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



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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.

To review the policy in more detail, you can find it here: <http://chbawings.org/>

Budget Submission Due Dates

Budgets are to be submitted to the Association 3 times a year.

November 1 st	Preliminary Budget
January 31 st	Interim Budget
April 30 th	Final Budget

Bank Account

The CHBA Association has an account open in your team name. The account will then be signed over to the team treasurer and 2 other signatories. The Manager Coordinator, Mark Scholey 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 Manager Coordinator.

Each team will have one bank account in the name of the team. 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 \$100 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.

At the end of the hockey season, the signatories will be removed from the account

A minimum of \$20 will remain in every account to cover account fees during the off season. At the end of the hockey season, the signatories will be removed from the account.

Year-End

Once the final team budget is approved by the Association, the treasurer will distribute return of contribution to the parents or give any remaining funds to the Association. Coordinate with your team 50/50 Coordinator to determine excess funds in each player bank and whether the Player Family wishes to 'cash out' or apply their excess to registration in the following season.

If you have any questions, please contact the Manager Coordinator, Mark Scholey at managercoordinator@chbawings.org.

Manager's Checklist (non-inclusive)

- Contact Paul Thibideau (ice scheduler) to get on the distribution list.
- Email Paul Birmingham (Media Coordinator) to get login for GrayJay
- Ensure Criminal Record Check for coaches and manager.



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- Send list of coaches to Jonathan Hunter (Risk Management), so certifications can be verified.
- Send a list of player's names and numbers to Kary Anne Young (Registrar) registrar@chbawings.org.
- Contact Paul Burmingham (Media Coordinator) with any info you would like posted to Face Book, Twitter or Instagram.
- Create email distribution list of all parents. Include cell phone numbers as this comes in handy for tournaments.
- Book team pictures.
- Jersey name bars 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 Manager Coordinator to have account signed over to them.
- Have parents sign the parent agreement and hand into the Manager Coordinator.
- 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. On Hockey NS, Hockey NB or Hockey PEI 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 Manager Coordinator.

- * Bingos – usually done at the local Royal Canadian Legion, Branch 160. Bingo & Liquor licenses are required. Bingo cards can be ordered from Arrow Games (902) 468-4556.
- * Walk-a-thons
- * Raffle for Prize – Prize not to exceed \$4000– permit/license required for every fundraiser. Team manager's 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 - Bonte Foods out of Dieppe New Brunswick. www.bonte.ca
- * Peelers - cards can be made up to your teams specifications. www.peelers.ca
- * Atlantic Fundraising - offers fundraising ideas from chocolate bars to twizzlers. www.atlanticfundraising.ca
- * Christmas wreaths.
- * Raking Leaves or lawn aeration.
- * Online fundraisers

Association Address

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Dartmouth, NS
B2W 6C6