

GTMHA Team Manager Checklist

**** This document was updated for the 2024-2025 season. If you notice errors or omissions, or have suggestions for improvement, please email [-gtmhahockey@gmail.com](mailto:gtmhahockey@gmail.com) or drop off a marked copy in the GTMHA Registration mailbox at the Cominco Arena. ****

****In the event of a discrepancy between this document and the Rules and Regulations of Hockey Canada, BC Hockey, WKMHA or GTMHA, Rules and Regulations apply. ****

Useful References:

GTMHA Policy Manual:

<https://www.gtmha.com/leagues/downloadsV2.cfm?clientID=1437&leagueID=0&folderID=578>

WKMHA Rule Book:

<https://www.wkmha.com/leagues/downloads.cfm?clientID=4188&leagueID=0&arch=0>

BC Hockey and Hockey Canada Rules and Regulations:

<https://www.bchockey.net/member-info/regulations>

Coaching and Volunteer Credentials:

<https://www.bchockey.net/coaches/be-a-coach>

Volunteer Registration and Certifications:

How to register for Bench Staff:

Bench Staff includes: Coaches, Safety Personal, Managers, and On-Ice Trainers.

1. Log in or create a Spordle account. <https://myaccount.spordle.com/login?c=hockey-canada>
2. On main dashboard, click on the GTMHA page below and then "Register Now"
3. Select "Bench staff" and then "Register Now"
4. Select the participant or enter select "Add a player"
5. If you need to create a profile. Enter your information an select search. Once it does not find you, select "Create New Participant" and follow the steps.
6. Once you have the participant selected, follow the prompts to complete your bench staff registration.

For any further assistance please email gtmhahockey@gmail.com

All team managers, coaches, assistant coaches and team safety persons must complete the following before stepping on the ice. Bench staff will not qualify to be rostered without the following three credentials:

Please make sure you have created a Spordle Hockey Canada Registry account before completing any courses. Instructions above.

1. **RIS (Respect in Sport) Expires every 5 years**
https://bch.respectgroupinc.com/koala_final/
2. **CATT (Concussion Awareness Training) Does Not Expire**
<https://catonline.com/course/concussion-awareness-training-tool-for-coaches>
3. **CRC (Criminal Record Check) Expires every 2 years**
GTMHA registrar will send individual invites to applicants to submit their criminal record check online directly using the online platform. The email of the individual is submitted by the Registrar to the online criminal record program. This will prompt an email to be sent to the individual, where they receive a unique link where they will need to provide their information and submit their criminal record check online. When it is complete, the registrar will receive notice that the CRC is complete.

All coaches, managers and bench staff must have all remaining qualifications by December 1st

- **[Hockey Canada COACH 1 \(U7-U9\)](#)**
Sign into your Spordle account, click on sign up for clinic, and look for course Hockey Canada Coach 1. You will need to select the age group you are coaching. Must be completed before December of the current season. Each group of coaching must be completed as you move up.
- **[Hockey Canada COACH 2 - \(U11-U18 House\)](#)**
Sign into your Spordle account, click on sign up for clinic, and look for course Hockey Canada Coach 2. You will need to select the age group you are coaching. Must be completed before December of the current season. Each group of coaching must be completed as you move up.
- **[CHECKING - \(U11-U18 House and Rep Head Coaches\)](#)**
This is a one-time course and must be completed by all head coaches. Log into Spordle and look for the course labeled Coach - Hockey Canada Skills – Checking. Must be completed before the first sanctioned game of the current season.
- **[Development Part 1 \(U13-U18 Rep\)](#)**
Sign into your Spordle account, click on sign up for the clinic, and look for course Development 1 - Part 1 there will be multiple dates to choose from. Must be completed before December of the current year. This course also includes a coach's booklet that must be handed in before March 1st.

- **[Development Part 2 \(U13-U18 Rep\)](#)**
Sign into your Spordle account, click on sign up for the clinic, and look for course Development 1 - Part 2 there will be multiple dates to choose from. Must be completed before December of the current year. This course also includes a coach's booklet that must be handed in before March 1st.
- **[Trainer / Safety - *HU - ONLINE Safety \(All Teams Safety Persons and Trainers\)](#)**
Sign into your Spordle account, click on sign up for clinic, and look for Trainer/Safety – HU-Online Safety. This course expires every 3 years and must be completed before December of the current rostered season.

League Play

The team manager should know the game format for their division (see WKMHA rules 2161 And 2172). <https://www.wkmha.com/leagues/downloads.cfm?clientID=4188&leagueID=0&arch=0>

League schedules are prepared at the WKMHA Scheduling Meeting that is held at the end of September early October. The number of games for a season is determined through WKMHA or OMAHA.

Teams wishing to reschedule league games may do so by requesting a Game Change with WKMHA. The form and instructions are available on the download page of wkmha.com (also see WKMHA Rule 2210) Please note WK may charge a fine for rescheduling a game after scheduling is completed. Failure to not play a WK games will result in a team fine of \$500. (Teams are responsible for each fine received). Teams that cancel or reschedule games at short notice are responsible for ice costs and ref fees, this is not a part of the WK fine.

Game Change form -

<https://www.wkmha.com/media/leagues/4188/graphics/wkmhagamechangeform2018.pdf>

The GTMHA Referee Scheduler arranges for on-ice officials for all scheduled league games. Any extra games must be sent in to arrange officials. Email: ric.gtmha@gmail.com

Team Rosters

Each team is responsible for completing a WKMHA roster form. The fillable form can be found at: <https://www.wkmha.com/leagues/downloads.cfm?clientID=4188&leagueID=0&arch=0>

Upon completion, please forward the form to gtmha.registrar@gmail.com as soon as your team has been selected. The registrar will look through the form and inform you of any changes needed. Once form has been approved, the registrar will forward onto the WKMHA Governor and cc you and the director in the email. This must be completed before any league or exhibition games. It is suggested that you do this one week prior to the game. Failure to submit rosters to GTMHA or WKMHA will result in league games being forfeited until your roster is received. Fines could be associated with playing players that are not officially on a roster. Contact information for the WKMHA Governors- [wkmha\(division\)gov@gmail.com](mailto:wkmha(division)gov@gmail.com) Example: wkmhau11gov@gmail.com.

When the GTMHA Registrar updates the Hockey Canada (HCR) rosters they will be forwarded to division directors who will in turn distribute them to you as team manager. **Please ensure that HCR's are complete and correct prior to playing ANY game.** Team Managers must send any changes to their roster to the WKMHA Governor, GTMHA Registrar and division directors. Changes must be submitted to WKMHA Governor before a player participate in a league or exhibition game. Players are allowed to practice while the roster is being updated.

Affiliated Players (APs) **must** be on roster prior to playing with a team. See page 42 of the GTMHA policy guideline for more information on the AP policies.

Overaged Players (OAs) **must** be approved by WKMHA before playing with a team. (Not applicable to U7 and U9)

All rosters must be finalized prior to **January 10** of the current season.

Any non-rostered player played can result in a suspension or fine to the team, player, coach, or manager.

HiSports GAME SHEETS

All game score sheets will be run online through Hisports <https://hisports.app/>

All WKMHA league games shall be identified by a game number which is given on the league schedule sent out by the division directors and can be checked on HiSports at <https://westkootenay.hisports.site/> as well as from the Hisports login <https://hisports.app/login> You will need this game number, as well as your team Hockey ID to sign into Hisports for scorekeeping.

1. You will need to create an account for your team using your team's hockey ID which will be found on your HCR roster. Here you will be able to review your team roster on Hisport. **Please ensure you always review your team roster here.**

2. Before starting every game, you must verify your roster is correct including all present players and coaches. Please make notes for any starting goalies, AP players, anyone with suspension, or if a player is not playing at all. Coaches must sign off on the App before the start of each game. If a player or coach is serving a suspension, it must be noted what game of game is being served.
3. GTMHA will provide tablets that are located at each arena. (Fruitvale – Locker 24, Trail – Minor Hockey Room, Rossland – Referee Room) If you are in need of lock access, please talk to your division director. Allow 3 days before any schedule game to have full access.
4. You will receive an email from HiSports once the game is completed with an official scoresheet. AP and OA players must be listed on the scoresheet and designated with an “AP” or “OA” after their name.
5. If any issues may arise at any time during the game or when you go to submit the game sheet, please make a note in the note section of the game sheet before submitting.
6. Managers should always have a few copies of the paper scoresheets as a back up if the system should be down. Paper copies can be found in the Minor Hockey Room in Trail. Reach out to your director if you can not find any. **All WK League Games require Team Abbreviations on the scoresheet (if using paper sheet). You can use your team’s name but the WKMHA abbreviation must be in brackets. Team abbreviations are available www.wkmha.com, available under downloads/schedules as well as on Hisports.

Player Suspensions - Important:

Players or bench staff serving a suspension must be listed on the game sheet with “SUPS” next to their name and it must be noted what game is being served of the total suspension (i.e. game 1 of 3). Some penalties carry automatic suspensions from BC Hockey and WKMHA. It is the team staff’s responsibility to keep track of offenses that carry suspensions and to suspend participants as required. Minimum suspension guidelines from BC Hockey are updated every season and will be sent out by your GTMHA Division director. They can also be found on the BC Hockey website under regulations, it is suggested that you have these with you for reference during the season. Teams are responsible for notifying BC Hockey and WKMHA as appropriate for infractions that will lead to suspensions. This is most easily done when you are submitting the game sheet that has the penalty that carries a suspension on it. Your division’s WKMHA Governor can provide guidance if you are unsure of the interpretation of a suspension guideline. WKMHA Regulation FIVE. Note that the 5-penalty per game WKMHA rule applies to league, exhibition and tournament games. OMAHA Disciplinary guidelines: OMAHA may have additional Rules regarding suspensions. Rep team managers should familiarize themselves with OMAHA rules and regulations.

What do you do with completed scoresheets?

For WK League Games: home team MUST submit game sheet to WK division Governor within 24 hours or fines will incur. Game sheets will be emailed to managers and you must submit electronically to your WKMHA Governor. *All fines are the responsibility of the team and will come out of team fees.*

For OMAHA League Games (applies to Rep teams playing in OMAHA only): MUST submit game sheet to WK division governor by email within 24 hours whether you are the home or guest team. All OMAHA sheets must be submitted to WK. OMAHA *may* require game sheets to be submitted to them as well, check with your GTMHA division director at season start for more info on this.

Exhibition/Tournament games within BC: MUST submit game sheet by email to WK division governor within 24 hours

Exhibition/Tournament games outside of BC: MUST submit game sheets by email to WK division governor and WK ops ekmho@bchockey.net

Exhibition Games

**Official WKMHA team abbreviations are required on the sanction forms for exhibition games. You can use your team's name but the WKMHA abbreviation must be in brackets. Team abbreviations are available www.wkmha.com, available under downloads/schedules as well as on Hisports

Scheduling and cost for ice and on-ice officials are the responsibility of the team. Budget for \$200 for ice for a 2-hour game (Cominco ice cost). The requirements for on-ice officials are the same as for league games. The home team is responsible for scheduling ice through GTMHA's Ice Scheduler at gtmhascheduler@gmail.com and on ice officials through GTMHA's Referee scheduler Gtmha.referee.scheduler@gmail.com and GTMHA Ref in Chief ric.gtmha@gmail.com

An event sanction form must be filled out by the hosting team for all exhibition games in the WKMHA district. This is required for insurance purposes. Complete the WKMHA BC Tournament Travel/Exhibition Game Form (available from wkmha.com under downloads/forms) and submit it to your association president for approval and then forward to your WKMHA Division Governor for approval. **All exhibition forms must be signed by the GTMHA President prior to submission to your WKMHA Governor.** Plan to submit at minimum 10 days before the scheduled game. Teams **must** notify their WKMHA Division Governor before hosting any exhibition games.

If you are the guest team for an exhibition game you do NOT fill out a sanction form but you MAY need to fill out a travel form if the game you are attending is outside of the WKMHA district (if you are playing a non WKMHA league team). See next section.

You must submit all exhibition game sheets to your WK Governor whether you are host or guest.

Travel

**Official WKMHA team abbreviations are required on the sanction forms for permission to travel. You can use your team name but the WKMHA abbreviation must be in brackets. Team abbreviations are available www.wkmha.com, available under downloads/schedules as well as on Hisports

1. Tournaments

Teams must get permission to travel for all tournament play (whether it is within WK or outside).

Tournaments within BC fill out: WKMHA BC Tournament Travel/Exhibition Game form

Tournaments outside BC fill out: BC Hockey Interdistrict and USA Travel form and submit it to the BC Hockey District Minor Hockey Operations for approval at ekmho@bchockey.net. This form is available from gtmha.com website under downloads or ask your divisional director for assistance.

2. Exhibition games

Teams must get permission to travel for **any exhibition games outside of WKMHA district** (so if you are playing a team not in WK league i.e. an Omaha team). Exhibition games within WKMHA are covered by the exhibition permit filled out by the host team. Use the WKMHA form for games within BC and the Interdistrict travel form for games outside of BC.

3. League games

Teams **DO NOT** need permission to travel for any WKMHA league games (even games in USA)

Teams **DO** need permission to travel for all OMAHA league game travel, please submit all travel on one WKMHA travel/exhibition form (use a spreadsheet for the additional games)

All travel forms must be signed by the GTMHA President prior to submission to your WKMHA Governor and BC Hockey (if applicable). Plan to submit at minimum 10 days before the scheduled game. Teams **must** notify their WKMHA Division Governor before traveling to any tournament (whether inside or outside WKMHA) or exhibition games (outside WKMHA). Failure to notify will result in a fine to the offending team, and future travel permission may be denied by WKMHA.

See above for scoresheet information. It is important that a copy of all score sheets for tournaments and/or exhibition games that you are involved in are submitted to the WKMHA Division Governor (for games within BC) or to ekmho@bchockey.net and WKMHA Division Governor for games outside BC.

Tournaments

GTMHA will apply for out-of-town tournaments for each division. (please check with the divisional director) Managers are responsible for sending in all necessary roster information of their team into each tournament. The number of tournaments should be discussed with coaches and parents. Teams are responsible for collecting money from parents to pay for tournament entry fees. Teams must reimburse GTMHA as soon as your tournaments have been assigned (if paid by GTMHA). Any other tournament your team would like to attend, it is advisable to get on this early as if it is left too late, the tournaments may be full. There is a limit to the number of tournaments that house teams can participate in without approval from the GTMHA Executive. See tournament policy of GTMHA Rulebook (page 48 of 2023-2024 version) for details.

<https://www.gtmha.com/media/leagues/1437/graphics/GT%5Fdraft%5FPolicy%5FApril%5F2024.pdf>

Approval to attend additional tournaments from GTMHA must be requested through your division director. For more information on additional tournaments, please refer to the GTMHA Policy page 48-49. See Exhibition Games for info on travel/sanction request and game sheet submission.

Each division is expected to host and plan a home tournament each season (house teams and rep teams host separate tournaments). Please discuss who will be your tournament committee director with your team/other managers/division director early on in the season. Tournament planning information will be sent to each committee by the GTMHA tournament director. Please contact gtmhatournaments@gmail.com with any questions regarding home tournaments.

Dry Land:

Teams must be sanctioned with BC Hockey prior to the team starting dryland training. The link to the form is: <https://www.bchockey.net/applications/special-event-sanction>

Team Fees and Budget

The GTMHA Treasurer will provide each team with an e-transfer for the anticipated cost of on ice officials for the season based on the number of homes WK league games at the beginning of season. Please send an email to the Treasurer requesting your team's e-transfer. Provide your name, division, and team name, and e-transfer information. Make sure to cc your division director in the email. Once your information has been sent, the treasurer will send you a link to your online team statement. This will continue to be open and added to throughout the season. Invoices will be asked to be completed and be due after lockers have been checked at the end of the year.

Home teams are responsible for paying on-ice officials for league games. See Divisional Director to

confirm Ice Official payment requirements *Important.... Ensure that you have exact payment for each on line official* There are times that on-ice officials need to be paid travel fees or when an additional on ice official is scheduled. The Referee Scheduler does their best to let you know when this will occur and the cost but it is advisable to have a bit of a slush fund on hand in case this needs to be paid. GTMHA will reimburse travel fees and additional officials fees at the end of the season.

Current Referee costs (Last updated 2023-2024)

U11 - \$70 (3 man, \$30, \$20, \$20)

U13 house - \$100 (3 man, \$40, \$30, \$30)

U13 rep - \$120 (3 man, \$50, \$35, \$35)

U15 house - \$120 (3 man, \$50, \$35, \$35)

U15 rep - \$140 (3 man, \$60, \$40, \$40, reimburse for 4th man if necessary)

U18 house - \$120 (3 man, \$50, \$35, \$35)

U18 rep - \$140 (3 man, \$60, \$40, \$40, reimburse for 4th man if necessary)

U9 tournament only - 2 person \$20 each

U7 tournament only - 1 person \$20 each

When determining a team fee for the year, consider cash flow and the following expenses. Some expenses will be due before your team fundraising dollars are available to the team. *TIP: Ask last year's team manager for their budget and team financials to help you plan.*

Items to consider for budgeting:

- Tournament entry fees.
- A \$500 cheque made out to GTMHA must be submitted to GTMHA through your Division director for your team's jersey deposit, coach's keys and use of game tablets. The cheque will be held and destroyed at the end of the season upon return of the jerseys. If needed, you may send an e-transfer to gtmha.finance@gmail.com and reference (team name) Equipment deposit.
- Socks. See GTMHA policy page 36-37 for additional information
- Optional name bars can be ordered through VH Sports (see Apparel Policy).
- Ice for exhibition games or extra practice ice and referees for exhibition games. Estimated price \$200 a game.
- For Rep teams, OMAHA League fee's \$1000, referees and ice costs for OMAHA home games.
- Dryland costs
- Non-Reimbursable coaches fees for non-parent coaches, and fees to card additional bench staff (see GTMHA Rule Book for details).

- Expected revenue from team fundraisers.
- Team Snap Membership (optional)
- First Aid product replenishment.

A separate bank account is recommended for your team financials. *TIP: You may want to open a bank account for your team's finance. Check with the Team Manager from the past year who can transfer the team's bank account if they had one. If you are using an account from the year before, it is customary to leave the account with the same amount of money that was left to you. This gives the team enough cash to start the season*

For Representative teams, you must provide a team financial statement before the winter break as well at the end of the season. A templet can be found here:

Start of the Season:

- Hold a mandatory parent meeting to discuss tournaments, expectations, and to divvy up tasks. It is helpful to have a treasurer, someone to look into hotel booking, and a tournament coordinator. Contact the VP3 at gtmha.vp3@gmail.com to come and present the GTMHA parent rules and expectations.

IMPORTANT: It is imperative that you talk to parents and players about the fact that they are representing GTMHA and how they behave in our arena, other arenas and hotels have an effect on all of our teams – whether we are invited/welcomed back.

- Get contact information from parents and create a contact list to be distributed to parents.
- Divide up jerseys. A typical way is to ask players for their top three choices for numbers. It is customary (but not mandatory) that second year players get first pick. If two people want the same number a coin can be flipped.
- Hand out and collect the following forms:
 1. Player medical information - <https://admin.esportsdesk.com/media/leagues/1437/graphics/playermedinfoe2.pdf>
 2. Fair play codes for players and bench staff are now completed at time of registration. For any bench staff that did not register, they must sign into their Spordle account and complete the forms.
 3. Fair play code for parents is now completed on line as part of *Sportsmanship Starts in the Stands* program. <https://www.bchockey.net/applications/sportsmanship-starts-in-the-stands-parent-contract> You do not need to collect signed copies of parent codes, but we suggest that you print a few copies to hand out to parents as a reminder if fan situations arise. GTMHA will let you know if any of your team's parents have not completed their online code of conduct.

- Schedule parents to look after the Volunteer roles of scoresheet, clock, a Referee Liaison. Please refer to the GTMHA policy page 30 for full responsibilities of the Referee Liaison.

Safety Program resources and Risk Management tools are available from Hockey Canada:

- Team player injury log: [https://cdn-ca.aglty.io/bc-hockey/image-gallery/player section/injury_log_e.pdf](https://cdn-ca.aglty.io/bc-hockey/image-gallery/player%20section/injury_log_e.pdf)
- Player injury report
<https://admin.esportsdesk.com/media/leagues/1437/graphics/Hockey%2520Canada%2520Injury%2520Report%2520Form%25202010%2D07%2D26.pdf>
- Player medical information -
<https://admin.esportsdesk.com/media/leagues/1437/graphics/playermedinfoe2.pdf>

These forms need to be with the team at all times. Some find it useful to put them in a duo tang (lightweight) and keep them in their son/daughter’s hockey bag. Thus, the forms are at every game even if you, as manager are not. Ensure the coaching staff knows where they are located.

Apparel:

GTMHA has a strict Apparel Policy. You can not use anything other than the GTMHA logo. This includes ordering for tournaments or anything for GTMHA branded apparel. For special approval please contact your division director.

Jerseys and Equipment:

It is recommended that players purchase jersey bags. When jerseys are thrown into hockey bags, they often get cut or ripped by skates or other sharp objects. The team/player will be charged for any repairs or replacements that are required due to mishandling. **DO NOT USE SEWING MACHINES** to sew on name bars or hem jerseys. Teams are responsible to remove any name bars and alterations that are made to the jerseys during the season and will forfeit the equipment deposit at end of the season if left.

An equipment statement of what is included for each team will be inside the door of your team locker. This statement must be signed by the coach taking possession of the locker for the season. Teams are responsible to return all the equipment listed and signed for on the equipment statement. Team lockers will not be signed off at the end of the season until the equipment and jerseys are accounted for by the Equipment Manager. It is important to do this as soon as possible at the end of the season, so your locker can be signed off and your team’s financial statement can be completed. Equipment Manager can be reached at gtmhaequipment2@gmail.com

End of the Season:

- Collect and wash all jerseys (U9-U18) Timbits jerseys can be kept. U11 is allowed to keep one jersey each year. Please check with the equipment manager on what color to keep. Jerseys should be hung back on hangers and hung in order in team's locker.
- All used socks do not need to be returned. All un-used socks are to be returned to the locker.
- After all keys, pucks, puck bag, coaches board, pylons, jerseys and socks have been placed back in the locker, email the equipment manager to come inspect the locker. If cleared the equipment manager will email the division director, the treasurer and yourself to let you know it is clear. If there are any issues, the equipment manager will let you know.
- Once the locker has been cleared, collect your team's final financial statement from the treasurer. Send an e-transfer for any outstanding amounts due.
- After all the team financials are completed, and you have permission from the GTMHA treasurer you can proceed with refunding the team their portions of the remaining team fees.

Team Organizational Tools:

- TeamSnap www.teamsnap.com There is a free version or a paid one for more advanced features. (budget fee into team finances)
- I-Cloud is an excellent organizational tool. As team manager you can create a calendar and then invite all parents and players to join. Ensure you make all of them read-only so you are the only one able to manipulate the data. If there is a change to the schedule, you just make it on yours and it immediately changes and sends a notice to them that a change has been made.
- <https://www.volunteersignup.org/> a great site for setting up a place where parents can sign up for team jobs for league games or tournaments.

GTMHA contacts

- Registrar - gtmha.registrar@gmail.com
- Divisional director – gtmha. (division) @gmail.com Example: gtmha.U11@gmail.com
- Administrator - gtmhahockey@gmail.com (any general questions and information)
- Risk Manager - gtmha.riskmanager@gmail.com or gtmha.vp3@gmail.com
- Equipment – gtmhaequipment2@gmail.com
- President - gtmha.president@gmail.com
- Tournament Director – gtmhatournaments@gmail.com (Home tournament guidance)
- Treasurer – gtmha.finance@gmail.com
- Coach Coordinator gtmha.coach@gmail.com
- Referees - ric.gtmha@gmail.com

- VP 1 - gtmha.vp1@gmail.com (signing forms for APs, tournaments, ex games, liaise with BC Hockey, WK and Omaha, oversee the skills program, rep teams and assist the ice manager)
- VP 2 - gtmha.vp2@gmail.com (oversee the referee program, the coach selection and coaching program, equipment and 2nd rep teams and oversee the budget)
- VP 3 - gtmha.vp3@gmail.com (contact for discipline/risk management)

WK Contacts

- Division Governors [wkmha\(division\)gov@gmail.com](mailto:wkmha(division)gov@gmail.com) Example: wkmhaU11gov@gmail.com
- GTMHA WK Representative – gtmha.wkrep@gmail.com