

Nvmha Manager Checklist

Starting the Season

- Have a treasurer and HCSP in place.
- Email your treasurer's contact info- mailing address/home number to association treasurer to get your referee check for the season. Email: treasurer@nvmha.com
- Email your team the volunteer list. All parents on the team must have a volunteer job. If volunteers are not forthcoming, you will designate jobs.
- Hold a team meeting and let everyone know that for house teams- all kids can and will be moved to aid in balancing the teams up until the end of Nov. Teams are not officially set until that time. Make sure all your parents and players are aware.
- Have every player on the team sign the Parent/Player Code of Conduct forms. They are on the NVMHA website under managers.
- Have every player on the team fill out a Medical Form also on the NVMHA website or can be found on Hockey Canada website.
- Team officials to be set and roster to be emailed to the Registrar and Division Director so they can be registered in the HCR (Hockey Canada Registry) for insurance purposes.
- All coaches/team officials need to have proper certification by Dec 1
- Know the dates of all important meetings:
 1. PCAHA Meeting for rep teams- Sept -TBC
 2. Lions Gate League (LGL) Meeting for C or House teams Sept TBC
 3. NVMHA Coach/Manager Meetings- Oct TBCOne of you must attend!
- All these dates can be found on the PCAHA/NVMHA website and calendar of events
- Make sure you have the PCAHA important dates and week to week events in your calendars
- Know the schedule for NVMHA Ice and Ice closures for the season

Schedule of Games

You will receive your schedule of games when you attend the LGL or PCAHA Team meetings. You will need to bring your HCR with you to hand in to your respective League Manager and they will give you your schedule.

HCR will be emailed to you once you send the registrar your team roster with officials. Team officials consist of Coach, assistant coaches, manager and HCSP (Hockey safety person) Max of 5 team officials.

Once you have your schedule, a copy needs to be scanned/emailed to your ice scheduler- Tasha- email ice@nvmha.com and your Division Director

Conflict Games

All conflict games will need to be rescheduled by the home team. This will be denoted on your schedule.

You must sort this out asap! This is a priority as a manager to get your conflict games resolved.

Exhibition Games

Home team is responsible for getting a game number for exhibition games. You must get it from you PCAHA League manager and once you have it, you need to send it to the Referee assignor so they can find ref/lineman for your games.

Always have a lock for your dressing room at home/away games.

Referees/Linesman

Any exhibition home game scheduled you will need to inform ref assignor. A list of ref assignors can be found on the NVMHA website.

Verifying refs for games can be found on Scheduler. See NVMHA website for details.

Home team is responsible for paying referee/linesman. In the event of a 2 man system, both get paid the ref allotment- do not split the remaining monies. The ref/linesman allotment can be found on the NVMHA website. Any remaining ref money at the end of the year is to be returned to Nvmha.

Teamlink/Gamesheets

Home games must be entered into Teamlink- PCAHA game sheet. The link is:

<http://www.teamlink.ca/sysmsg.htm>

You must obtain a login from the site. Go to login and then click on “request access”

All home games must be entered within 24 hrs of game completion.

The white/yellow copies will need to be mailed to your League Manager within 24 hrs of completion of game. Keep all your home/visitor copies til the end of season.

Emergency pager:

- Know the emergency pager numbers for all the rec centers in the event of an emergency. For example- glass breaking on the ice, etc

HJA- pager- 604-623-0692

KMA- pager- 604-443-1929

PCAHA Book

Make sure you have a copy of the rule book with you at your games. You will get this at the Nvmha Coach/Manager Meeting.

Information can always be found on the webpage.

Know your rules!!

End of Season

- Ensure that all team equipment is handed in to the Nvmha Locker.
- All referee fees that are not used up are to be returned to the Nvmha Treasurer. Make out a team cheque to NVMHA in the amount to be returned.
- Rep teams are to cash deposit cheques if team apparel not handed in on time or damaged. (Game jerseys, practice jerseys, pantshells)

OTHER

If you have any questions, concerns or team issues, your first line of communication goes to the Division Director. All contact info can be found on the NVMHA Website.

Have a great season!