



NMHA MANAGER OUTLINE

1. Qualifications for Coaches, trainers and managers:

- **All** team managers, coaches, assistant coaches and team trainers must have Respect in Sport RIS (online course), criminal record check (CRC) and concussion awareness training tool (CATT) before they can participate in any on ice practice.
- All Carded Team Coaches must have all qualifications by December 1st. All other coaches and team officials must have their qualifications by December 15th. Clinics available on the BC Hockey website.
- Team trainer will need HSCP Certification (Online Course)
- <https://www.bchockey.net/Clinics/clinics.aspx>

2. Team rosters:

- You will be given your team's jerseys. Record each player number and fill out a WK roster form. You will receive a form from your Division Director or the WK roster form is available at <http://www.wkmha.com/leagues/downloads.cfm?leagueID=0&clientID=4188>
- WK rosters need to be submitted to WK Statistician and Governor before you play a league game. Send your completed roster to your Division Director and they will forward to the Registrar and Governor.
- When NMHA Registrar updates rosters, she will return to division directors for distribution to team managers.
- Team Managers must send any changes on roster to WK Statistician and Governor, NMHA Registrar and division directors.

3. Medical Forms and Player/Parent contracts.

- Each player must fill out the medical forms and players and parents must sign the player/parent contract and return to the manager. Available at https://az184419.vo.msecnd.net/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/player_med_info_e.pdf
- The Hockey Canada Insurance Program provides **supplemental** assistance to BC Hockey members for injuries incurred during hockey sanctioned activities.
- Please note that if an event falls outside of regular hockey programming, ie, team games, practices or fundraising activities, a Special Event Sanction form <https://www.bchockey.net/applicationforms/specialeventsanction.aspx> must be approved so that insurance coverage is extended to cover that event. The purpose of sanctioning a special event is to extend Hockey Canada Insurance Program coverage such as Major Medical / Dental Coverage to activities that do not fall under

regular hockey programming. Special Event Sanctions are for usage of events such as dry land training, fundraisers, and other activities outside of regular hockey programming.

4. League Play:

- Game Format
 - Team managers should know the game format for their division rule book http://www.wkmha.com/media/leagues/4188/graphics/2015-2016_wkmha_rulebook_final.pdf
- Home league games - The Referee Scheduler pre-arranges for on-ice officials and the NMHA Scheduler will schedule ice.
- 50/50 sales to make money for your team. Schedule parents to look after the volunteer roles - score sheet, time clock and 50/50
- A Gaming Licence is necessary for selling 50/50, your Division Director will do this, confirm that it has been done
- Hosting Team: responsible for supplying a WKMHA approved score sheet. See divisional director for a supply of score sheets. Fill out the necessary game information and your home team roster. Have your coach sign the sheet and give to the visiting team to record their roster and sign.

NMHA will provide each team with pre-stamped envelopes for distribution of the game sheets to the WK officials.

- **Game sheet submission by Hosting Team within 72 hours:** (mail, fax, or email as a scanned document, **if you fax or email, you must also mail the originals once a month**)
- Original league game sheet to WKMHA Statistician. Email as scanned document
- 2nd page email as scanned document to WKMHA Division Governor
- 3rd copy to Visiting Team immediately following game
- 4th copy Home Team manager or coach

5. Exhibition Games:

- **Scheduling and cost for ice and on-ice officials are the responsibility of the team.** The home team is responsible for scheduling ice through your Division Director or the NDCC ice scheduler and on-ice officials through NMHA's Referee in Chief. Both of these contacts are available on the NMHA site under Inside NMHA and the Executive link.
- An Exhibition Game form must be sent to your WKMHA Division Governor 7 days prior to the event for all exhibition games played in BC. Submit the completed form to
- Link to form - <http://nelsonmha.ca/wp-content/uploads/2015-wkmha-bc-travel-approval.pdf>
- Exhibition games played outside of BC must fill out an Interdistrict and US travel form <https://www.bchockey.net/AdminAppForms/Interdistrict%20and%20USA%20Hockey%20Tournament%20Travel%20and%20Exhibition%20Game%20Sanction%20Request.pdf>

6. Tournaments:

- Teams are responsible in registering your team in a tournament and the number of tournament should be discussed with coaches and parents. Teams are responsible for collecting money from parents for tournament. If left too late, the tournaments may be full. Payment for tournaments is usually required at the time of registration, you can contact your Division Director to get a cheque for the tournament fee and reimburse NMHA once you have collected from parents.
- Tournaments are listed at <http://www.bchockey.net/Tournaments/tournaments.aspx>

7. Costs:

- Tournament (as above).
- Socks (budget \$25 per pair for matching NMHA team socks) available to purchase from your division director. Other socks are available to order from Rally Caps 250-352-7743 or Mallards Source for Sports 250-352-3200
- Name bars if required by the team/parents (budget \$8-\$15 per name bar depending on #'s ordered) available to order from VanHellemonde Sporte 250-354-4888
- *TIP: You may want to open a bank account for your team's finances.*

Helpful Hints:

- Score sheet Labels: www.avery.ca/templates (product # 08163). Labels are available at Cowan's Office Supply
- All league forms can be found at <http://www.wkmha.com/leagues/downloads.cfm?leagueID=0&clientID=4188>
- The schedule is posted on NMH website at <http://nelsonmha.ca/schedule/>