



Semiahmoo Ravens Hockey Manager Handbook



Semiahmoo Ravens Hockey

Semiahmoo Ravens Hockey

Semiahmoo Ravens Hockey welcomes you to your role as Team Manager. The Team Manager is a critical member of any hockey team, and we want to thank you in advance for donating your valuable time to serve your team in this capacity.

The Team Manager is central to the efficient flow of communications between players, coaches, parents as well as support systems such as the Semiahmoo Minor Executive, Pacific Coast Amateur Hockey Association (PCAHA) and BC Hockey (BCH). Ultimately, it is trusted the Manager will take care of all off-ice tasks either personally or through supervised delegation.

The purpose of this guidebook is to give you a sense of your responsibilities and provide you with information that should make your job easier. It is only a guide, and we expect you will bring your own ideas and skills to the task.

IMPORTANT REQUIREMENTS: ADMINISTRATIVE, LEGAL & ACCREDITATION

As a volunteer working with children there are administrative, legal and accreditation requirements that must be met:

APPROVAL OF THE EXECUTIVE

Ravens Executive gives final approval to all Team Officials. This ensures our players are safe and are receiving appropriate guidance and role modeling.

A full list of EXECUTIVE MEMBERS and contact information can be found [HERE](#).

CRIMINAL RECORD CHECK

As part of our risk management process, we require that all team rostered personnel and non-rostered volunteers who have contact with children undergo a criminal background check. Please complete your check online as per the Team Manager Resource page. Fill out your CRC HERE justice.gov.bc.ca/criminalrecordcheck using access code: 474NMQ6BQH. Your result will be emailed directly to the association. All Coaches, Managers, Treasurers and Safety personnel must have a current criminal record check completed prior to the start of the season in order to be rostered on an official Hockey Canada Registry Roster and it must be redone every three years.

Any outside service providers (i.e. dryland, power skating, etc.) you wish to hire must first be formally approved by the Semiahmoo Ravens Hockey Executive and or Executive Director, and second, any of their instructors or company employees who interact with Semiahmoo Ravens Hockey players must have a RCMP Criminal Record Check WITH a Vulnerable Sector Search done as the start of the current season.

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CODE OF CONDUCT

The Code of Conduct for Semiahmoo Ravens Minor Hockey Association emphasizes sportsmanship, teamwork, and respect among all participants. Players, coaches, and parents must adhere to guidelines promoting positive behavior, fostering a supportive environment for youth development. Key principles include accountability, with players committing to practice attendance and effort, as well as respect towards referees and opponents during games, reflecting integrity in competition. Additionally, communication channels between coaches and parents should remain open for constructive feedback, ensuring mutual understanding and cooperation.

Violations of the Code may result in consequences, promoting personal growth and responsibility. This foundational framework cultivates not just athletic skills but also essential life values for all members of the team.

The Semiahmoo Minor Hockey Association is committed to ensuring that everyone—regardless of role or identity—has the right to participate in sport without fear of bullying, discrimination, harassment, or abuse. We believe safety and inclusion are foundational to a positive hockey experience.

For detailed review of our Bullying Harassment and Abuse Policy (p. 27) and full information manual please visit. <https://static1.squarespace.com/static/68289ec944e9f25b54f622a7/t/682b7fe0e4e7e10eb0a38269/1747681250477/RavensPolicy%26InformationManual.pdf>

Semiahmoo Minor Hockey Association (SMHA) is committed to creating and maintaining a safe, respectful, inclusive, and equitable environment for all participants, including players, coaches, officials, volunteers, parents, and spectators.

On behalf of the association, thank you to all players, families, coaches, officials, and volunteers for your dedication and support. It is your commitment that makes our hockey community strong. Together, we look forward to a safe, fun, and successful season filled with growth, camaraderie, and great memories.

Player Code of Conduct:

- Respect coaches, teammates, opponents, and officials at all times.
- Give your best effort in practice and games.
- Let coaches, coach and officials officiate.
- Refrain from yelling at or criticizing players or officials from the stands.
- Be a team player — support and encourage your teammates.
- Arrive on time, ready to learn, and with a positive attitude.
- Never use inappropriate language or gestures.
- Play fair, play hard, and have fun.
- Address concerns through the proper channels (team manager, safety person or division manager).
- Be a role model — your behavior shapes the environment our players experience.

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Parent Code of Conduct <https://static1.squarespace.com/static/68289ec944e9f25b54f622a7/t/682a16ceef6c91487cf10904/1747588815389/ParentCodeofConduct.docx.pdf>

Coach Code of Conduct <https://static1.squarespace.com/static/68289ec944e9f25b54f622a7/t/682a1698a9da511112a5b9a4/1747588761232/CoachesCodeofConduct.pdf>

Parent and player code of conduct forms were signed at time of registration within TeamSnap.

Please collect Coach code of conducts from any coaches on your team who are paid or non-parents as they did not complete one at time of player registration.



Code of Conduct for Players



Play for fun & enjoyment



Play within the rules of the game



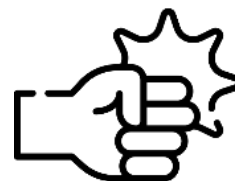
Always accept the referee's decision



Treat all players as you would like to be treated



Play with control & don't lose your temper



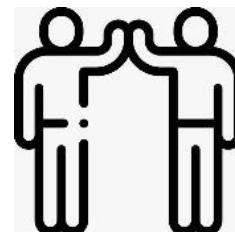
Never bully or take advantage of another player



Hockey is a team sport & all players are equally important



Thank your opponents & officials at the end of the match



Win with humility & accept defeat with dignity

For a complete version of the Semiahmoo Ravens Code of Conduct and Policies, please visit www.semiahmooravens.ca

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SAFETY PROTOCOLS

It is important that you and your team follow all safety protocols for each facility. As we utilize municipal facilities in both White Rock and Surrey, as well as private facilities (Planet Ice Delta and Excellent Ice) protocols differ at each arena. Please ensure that you keep your team up to date with reminders for each facility.

SEASON START: MEETINGS

In the first few weeks of the season, several meetings will require your attendance:

SEMAIHMUO RAVENS HOCKEY TEAM MANAGERS MEETING

Semiahmoo Ravens Hockey holds a meeting for all Team Managers once all teams have been formed and have a dedicated Team Manager. Although not imperative for a seasoned manager to attend, we do hope that all managers will attend, as there is often new information. Information for the Team Manager's meeting will be sent out via TeamSnap.

PCAHA COACH/MANAGER MEETING (U9-U21)

It is mandatory that you attend PCAHA's Coach/Team Managers Meeting if you manage a team from U11 up. Please note there are different dates and times for different divisions and whether you are an "A", "C".

All meetings are being held via Zoom. Dates and times for all meetings are located on the PCAHA website: www.pcaha.ca

This meeting gives you an opportunity to virtually meet PCAHA personnel, including the League Manager and Managing Director, whom you will be working with. You will also receive your game schedule, any changes in PCAHA policy and rules, and an introduction to Spordle.

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FIRST PARENT MEETING & DELEGATION OF DUTIES

An initial meeting should be set up shortly following the formation of the team – for many, this will be the first time they meet other players, parents and coaching staff. Ideally, the Manager should be in place before the initial team meeting, which should also discuss the seasonal plans and preliminary budget. This helps to ensure that all parents understand the commitment, both time and financial, up-front and before the season commences. Also, the importance of a qualified Treasurer should be noted and team rules and safety should be introduced for discussion. During this meeting, have the coaches set their expectations for the team and parents and provide an opportunity for the parents to provide their expectations as well.

Be sure that minutes from the initial meeting are taken and distributed to parents. These minutes may be useful when dealing with disputes or concerns later in the season. Please keep in mind, you do not need to collect player or parent code of conducts as they were completed at time of registration. However, this is an important opportunity to review the codes of conduct with all families and ensure proper expectations are understood and communicated. As well, player medical forms were completed at time of registration and the Manager can access these forms in TeamSnap (*from the rostering tab, click each player's profile, scroll down to download form at the bottom*).



This meeting is also a good time to assign non-rostered volunteer duties to parents. You may need volunteers for the following:

- **Treasurer**: creates budget, sets up and manages the team bank account at Scotiabank, pays invoices, withdraws money for referees.
- **Team Wear/Equipment Manager**: orders tracksuits and socks (if applicable). Picks up equipment at start of season and returns washed jerseys and equipment at end of season.
- **NEW Scorekeeper Mentor**: Ensures Spordle Play game sheet are completed, ensures scorekeepers and timekeepers are set to go, double-checks that referees are assigned to games, pays referees, plays music.
- **Tournament Coordinator**: Applies for and is the main contact for tournaments, books hotels and team events.
- **Ice Manager**: Resolves ice conflicts, updates the TeamSnap calendar with practice and game times, returns ice that won't be used to the Ice Allocator, etc.
- **Fundraising Coordinator**: Your team may decide to do various fundraising activities throughout the season. If so, please ensure you get the appropriate approval/license through the BC Gaming Licensing Department.

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Volunteer Cheques: The association requires each family volunteer a **minimum** of 5 hours throughout the season. Please collect volunteer cheques from each family at your parent meeting and hang onto them until the end of the season. There is no need to collect from full-time coaches or Managers. At the end of the season, you will be asked to submit a spreadsheet that lists each family and their volunteer hours. If a family hasn't completed their minimum number of hours (5), **please attach their cheque to your spreadsheet and drop off or mail it to the Semiahmoo Ravens Hockey office no later than March 31, 2027**. Here is the information we need on the cheque:

- Dated: March 1, 2027
- To: Semiahmoo Ravens Hockey
- Amount: \$500.00
- Memo: Child(ren) first and last name
- *If the family has more than one child playing, please have them submit their cheque with their oldest child's team.*

Every Team Manager must delegate; it is impossible to perform all tasks alone. However, the Team Manager should be aware of or involved in the operations of sub-committees and should pass along updates to the rest of the team. Should a volunteer not carry through with their tasks, this supervision and monitoring will ensure the problem is caught early on and dealt with based on team policy. Many of the duties covered in this manual will be carried out by the parent volunteers and not directly by the Team Manager.

SEASON START: IMMEDIATE DUTIES

There are a few duties Team Managers need to accomplish immediately upon the start of the season, which are in addition to general ongoing duties:

TEAM REGISTRATION, ROSTERS & ROSTERED VOLUNTEERS

While Semiahmoo Ravens Hockey's Registrar is responsible for team registration, the Team Manager plays a critical role in the process. Registration is completed in conjunction with Hockey Canada, therefore, deadlines are absolute and out of our association's hands. It is imperative that the Registrar, Division Manager and Team Manager work together to ensure the teams are rostered in a timely manner.

Steps on how to receive your official Hockey Canada roster:

- Ensure team officials (Coaches, Safety Person, Manager) are rostered as non-players on TeamSnap,
- Clearly identify their position (i.e.: Head Coach, Assistant Coach, Safety Person, Manager) in the 'position' field,
- Ensure that all team officials have completed Shift Forward, CATT and CRC,

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- Ensure that any team officials who have come from another association (i.e.: just moved from Cloverdale MHA to Semiahmoo MHA) have had their profile moved (they can request movement from admin@semiahmooravens.ca),
- The Registrar will work through providing rosters division by division and ensure that you have them prior to tiering/balancing games for U11 C and up. U7-U9 rosters will be completed the first 2 weeks of October.
- Please ensure the MASTER CONTACT sheet is updated with all roles [2026-27 MASTER CONTACT LIST.xlsx](#)

Rostered Volunteer Course Reimbursement:

- The **Shift Forward** course is pre-paid by the association. Please direct your rostered volunteers to their respective resources page on the Ravens website to access the pre-registration code. We will not reimburse people who did not use the code to take the course.
- **Safety Course:** Have your safety person fill out a cheque reimbursement form (found on the Safety Resources page on the website),
- **Coaching Courses:** Have your coaches fill out a cheque reimbursement form and attach receipts and email to admin@semiahmooravens.ca. Please note that coaching courses are only reimbursable AFTER the POST-TASK assignment is completed.
- **Concussion Awareness Training Tool (CATT):** This is a free online course (20 min) that must be completed by every Coach, Manager and Safety person prior to the start of the season.

CONTACT LIST & TEAMSNAPE

TeamSnap is Semiahmoo Ravens Hockey's chosen method of communication and team management application. At the start of each season, Division Managers create the team pages on TeamSnap – do not set up your own TeamSnap account. Once team rosters are available, the Association will, in turn, set up your official Hockey Canada roster.

JERSEY & EQUIPMENT DISTRIBUTION

We suggest that all teams include \$300 in their budget for lost or damaged jerseys. All teams will receive:

- Jerseys
- Goalie Equipment (U7-U9 only)
- First Aid Kit
- Pucks & Puck Bag



Care of Jerseys

Jerseys must be hung to dry after washing. C's and "A's" **CANNOT** be ironed onto the jersey. They may be gently stitched on and will have to be taken off at the end of the season. If a player's jersey is returned damaged or torn, the family will have to pay to replace the jersey.

Note: Do not add any other badges of any kind to the Semiahmoo Ravens Hockey Jerseys.

NAME BARS

- **U9 – U21:** Name bars are NOT permitted on jerseys. If jerseys are shown to have had name bars on them, the team will be charged to replace the set.

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- **U7 & U11 C:** Name bars are permitted on U7 Timbits jerseys and U11 C BLACK RISING ARCHES jerseys as players are keeping those this season.

SOCKS

- **U7** Socks are issued with the jerseys,
- **U11 C:** Orange socks are provided with the new jersey set this season.
- **U9 and U11 Rep & up:** Team socks are provided to your team and can be picked up at the office. Your team will be billed \$32/pair of socks.

ICE ALLOCATION

In early September of each hockey season, the process of ice allocation culminates with a detailed ice spreadsheet being sent to each Division Manager. The spreadsheet includes: the ice allocation (day, time, arena, colour-coded purpose), start and end dates, Christmas break dates and a detailed list of exclusion dates (dates when your regular ice is not available due to other arena events)

The Division Manager is the primary contact for Team Managers and Head Coaches related to ice. Division Managers are required to communicate ice information to all teams within their division. For the C division, the Division Manager has the added responsibility of fairly and transparently allocating and scheduling the ice amongst all teams in the division. As PCAHA game schedules are communicated, the Division Manager is responsible for ensuring that the ice allocation is sufficient for all PCAHA scheduled games, managing any ice conflicts, and confirming back to the appropriate PCAHA Managing Director. The Ice Allocator supports Division Managers in the PCAHA game schedule review process. When additional ice is needed to manage conflicts or exclusions, the following procedure must be followed.

ICE Procedure & Pricing

Ice is expensive, arena return policies are restrictive, and we get docked future ice allocation if we have too many unused ice sheets. Ice costs are the biggest line item in the Ravens and individual team budgets. With this in mind, the procedures below are in effect to best manage it. The Ravens charge out ice costs at a "Blended Rate," which averages the hourly costs at each facility into a standard rate. The current blended rate is \$275/hr.

Ice returned without a minimum of 15 days' notice will not be credited*; therefore, please follow these steps to trade or otherwise maximize ice usage:

1. Email /Message** Team Managers within your Division seeking specific help resolving game/practice conflicts. What are you willing to trade? What specifically do you need to resolve your ice issue? CC your Division Manager on this email.
2. If no response within 24 hours of request to Team Managers – Contact your Division Manager to follow up on assisting in the resolution of your ice issue. Division Managers will reach out across Divisions as necessary. CC ice@semiahmooravens.ca
3. If no resolution is possible via the Division Manager, then please email the Ice Allocator directly. ice@semiahmooravens.ca

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4. Please utilize the link on the Team Managers Resource page called 'Ice Return/Trade/Cancellation Form' to return any ice that you cannot reallocate in your Division. The form is also used to report trades you have worked out with other Team Managers or Division Managers.

** Exceptions apply in the immediate 48 hours following PCAHA regular season schedule releases and during evaluations but do not apply during playoffs.*

Team officials need to avoid instances where teams trade ice and then return the same ice via the ice return/trade/cancellation form.

ICE Detail

To understand current team allocation in order to identify ice trade candidates and to view excess ice inventory for purchase, please utilize the following link: Allocation & Open Inventory. Team Managers or Division Managers have been provided with 'view-only access'. This resource is used to connect with other teams on trades and to request additional ice purchases via the Ice Allocator. Additional ice allocated by the Ice Allocator will be confirmed.

<https://onedrive.live.com/view.aspx?authkey=!AMS0o1mjiYT2q7E&ithint=file%2Cxlsx&resid=9C5DF92EFE0EEF49!575>

ICE Chips

Managing ice inventory is difficult, and inventory levels shift constantly. All returned and open inventory ice is included in the master Allocation & Open Inventory. Returned and open inventory ice is available for purchase by all teams at the current blended rate price of \$275 per hour. Ice that remains on the Allocation & Open Inventory list 96 hours before the ice date will be offered at a discounted rate (96-48 hrs. = 75%, 47-24 hrs. = 50%, Ice Arenas:

SSA - South Surrey Arena – 2190 – 148 Street Surrey, BC

NSSIC - North Surrey Sport & Ice Complex - 10950 - 126A Street Surrey, BC

NEWT - Newton Arena 7120 - 136B Street Surrey, BC

EI - Excellent Ice 15000 – 54A Avenue Surrey, BC

CENT - Centennial Arena 14600 North Bluff Road, White Rock, BC

SSLIC - Surrey Sport & Leisure Complex - #100 - 16555 Fraser Highway Surrey, BC

CSIC – Cloverdale Ice Complex – 6336 -177B ave Surrey

PID – Planet Ice Delta – 10388 Nordel Crt Delta BC

ON ICE INSTRUCTORS

Cancellation of instructors must follow the same rules as our ice return. If you cancel the instructor less than 2 weeks before your scheduled time, you will not receive a refund.

REGULAR SEASON MANAGEMENT: THE BASICS

RECORD KEEPING

The Team Manager is responsible for keeping the team's personal information. It is a good idea to create a binder with all the forms and documentation handy. Documents to include in a binder are:

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- ✓ Roster & TeamSnap Login information
- ✓ Contact Lists – Semiahmoo Ravens Hockey, PCAHA & Other Associations
- ✓ Hockey Canada Medical Information Forms (confidential)
- ✓ Game Scratch Pads
- ✓ Injury Report Forms
- ✓ Schedules (practices, games, parent volunteers etc.)
- ✓ Notices
- ✓ Arena Information
- ✓ Banking Information

MEDICAL INFORMATION



Each player must have a medical form filled out on their TeamSnap profile. This is only viewable by those with TeamSnap manager access. This information could be critical in the event of an injury or a medical emergency.

Coaches should also fill out this form as they are on the bench and ice where injury is just as likely to occur. It is also a good idea for the Hockey Canada Safety Person (HCSP) or Coach to have a copy of each form with them at all times in the event that an injury occurs in your absence. Be sure to point out children with chronic health issues (i.e. asthma, seizures, etc.) to your Head Coach and all bench staff. If there is someone with a nut or other food allergy on your team, please let all the other families know to ensure the safety of those people.
https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/player_med_info_e.pdf

CONCUSSION TESTING & PROTOCOL

Concussion Baseline testing is mandatory for all body contact teams and is scheduled by the team. Catalyst Kinetics Group is the Ravens' official provider for this testing. Semiahmoo families are also able to access discounted rates on services with Catalyst Kinetics. Here is the procedure to book access.

What: Pre-concussion testing to establish a baseline in case of head injury during the season, approx. 30 minutes per player.

Where: Catalyst Kinetics Group Surrey: 376 175A Street, Surrey

When: Please CONTACT (andrea@catalystkinetics.com) with 2-3 preferred days/times

- These must be BEFORE your first tiering game. We suggest using a team practice time slot to ensure all players are available.

Pre-Testing:

- Contact Andrea to arrange your team's Baseline Testing date and time (approx. 1.5 hrs.; players will be scheduled in 1/2hr slots)
- Fill out the following form for your team [HERE](#) - all information MUST be provided at least 48 hours before Baseline Testing
- Advise families to monitor their emails for the CKG Welcome Email and have players COMPLETE the necessary intake forms before testing. Families that wish to do so can add their benefits plan to their player's profile so that the session can be billed through their benefits first.
- Advise parents with questions or concerns to contact Andrea (andrea@catalystkinetics.com) or the reception team (surrey@catalystkinetics.com, 604-553-3099)

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PRACTICE & GAME SCHEDULES

The Team Manager or designated person should create and provide parents/players with a practice and game schedule at the beginning of the season. If a change is made, it is important to notify parents/players immediately on the TeamSnap app.

Utilize the scheduling and messaging functions of TeamSnap for this task. Do not delete the cancelled game or practice, but rather click the 'show this event as cancelled on the schedule' button.

TEAM FINANCES

The Team Manager is also responsible for team finances; however, you should appoint a Team Treasurer. Semiahmoo Ravens Hockey opens all bank accounts at Scotia Bank in White Rock - 15190 North Bluff Road. The person responsible for the finances collects, banks, and distributes all the funds. The bank accounts are set up with two signers. There will be an email sent to the treasurers with information on how to set up their Scotia Connect account.

- Team Treasurer must submit a CRC to the association,
- Teams MUST utilize the team Scotia Bank account and are not permitted to run any finances through a personal account,
- Team bank accounts will be randomly audited by the association Treasurer.

BUDGETING

There are budgeting worksheets on the Team Manager Resources page of our website. Budget steps are as follows:

- Create the team budget alongside your team Treasurer,
- Share your budget with the other Team Managers and Division Manager within your division to ensure all are within a similar amount.
- Rep Teams: once the above steps have been completed, please submit your draft budget to treasurer@semiahmooravens.ca; sackles@semiahmooravens.ca for approval.

BILLING FROM THE ASSOCIATION

Additional expenses owed to the association for additional Rep ice, coaching, skill development, tournaments, socks and equipment will be tracked and billed to the teams in two installments, typically one at the end of December and again in early March.

FUNDRAISING AND SPONSORSHIP

Funds can be raised via many activities, including sales (White Spot Fundraising Program, chocolates, entertainment books, car washes, bottle drives, sponsors and 50/50). It is imperative that one conveys a positive image of Semiahmoo Minor when raising funds. The Executive Director must approve all fundraising

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initiatives. All fundraising activities must be well supervised and monitored. All individual teams must apply for a Class "D" license from the BC Gaming Policy and Enforcement Branch if they wish to sell 50/50 tickets or similar raffles. This is easily obtained by applying online: [Gambling event licence fundraising - Province of British Columbia](#). Limitations and guidelines for the Class "D" license are clearly outlined.

Sponsorship

Note: Do not add any other badges/branding or sponsors of any kind to the Semiahmoo Ravens issued Hockey Jerseys.

Exclusive Sponsors – Semiahmoo Ravens Minor Hockey Association has the following exclusive sponsors in the following categories.

BEYOND BRACES - EXCLUSIVE in the ORTHODONTICS Category

SCOTIABANK - EXCLUSIVE BANKING PARTNER

MIDLAND APPLIANCE - EXCLUSIVE HOME COOKWARE AND APPLIANCE PARTNER

BUCKYS PIZZA – EXCLUSIVE PIZZA PARTNER

Jerseys & Sponsorship

3rd Jerseys purchased by teams: If a team purchases their own OFFICIAL set of 3rd jerseys (Orange Indigenous Ravens Approved Jerseys set – Sold and delivered by The Hockey Shop in Langley) and you would like to add sponsors to this set of jerseys, contact the Executive Director for final approval BEFORE committing to sponsor(s)

Association provided Orange Indigenous branded jerseys

This season the association has purchased several sets of Orange Indigenous branded jerseys
NOTE that these jerseys are NOT to be branded or sponsored in any way and are to be returned to the association at the end of the season.

The exception is – IF A TEAM PURCHASES THESE JERSEYS AT THE BEGINNING OF THE SEASON, YOU WILL HAVE THE OPPORTUNITY TO INCLUDE SPONSORS ON THE JERSEYS PROVIDED YOU HAVE APPROVAL BY THE EXECUTIVE DIRECTOR IN ADVANCE OF MAKING ANY COMMITMENTS TO A SPONSOR(S)

Before pursuing any fundraising activity, please read the appropriate section in Semiahmoo Ravens Hockey Policy.

ASSOCIATION WIDE ACTIVITIES

SEMAIHMUO RAVENS HOCKEY ANNUAL GENERAL MEETING: Semiahmoo Ravens Hockey's Annual General Meeting is held in the fall each year. This year, it will be held on **October 7, online at 7:30 pm**. Parents who attend do NOT receive volunteer hours; however, 2 parents from each team are required to attend in order for us to meet quorum. If you are interested in taking on a role with the Executive, please contact our office at admin@semiahmooravens.ca

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PICTURE DAY/60th Anniversary Celebration – Sunday, October 18, 2026

Semiahmoo Ravens Hockey's picture day and 60th Anniversary Celebrations will be on Sunday, October 18th, 2025, at Centennial Arena. Details and the sign-up link will be provided to managers 1 week prior.

WEST COAST FALL CLASSIC: Semiahmoo Ravens Hockey hosts the U9 Major tournament on Thanksgiving Weekend. It is scheduled from Oct. 10-11, 2026, at Planet Ice Delta.

MARCH MADNESS TOURNAMENT: Semiahmoo Ravens Hockey has hosted the U9 March Madness tournament since 2018. It is scheduled from March 6-7, 2027, at Excellent Ice.

RAVENS PRO-AM: Semiahmoo Ravens are again hosting the Alumni tournament. This fundraising event will run from March 5-7, 2027, at Centennial Arena.

If you are interested in being on any of the organizing committees, please email sackles@semiahmooravens.ca

WORKING WITH YOUR COACHES

It is important that the Team Manager develop a good rapport with the Head Coach and Assistant Coaches, as well as the parents. The clearer the communication between you and your Head Coach, the clearer it will be to the parents and players.

The Team Manager should discuss it with the Head Coach when they will be doing an equipment check of the players. The following is our recommended (and in some cases, mandatory) list of equipment for the players.

Paid Rep Coaches

Paid Rep Coaches are contracted to the association to work with your team. Monthly payments will be made to the coaches from the association, and teams will be invoiced for the payments in two installments, December and year-end, along with other additional expenses (Extra ice, socks, etc

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PLAYER EQUIPMENT CHECK LIST

SEMAIHMUO MINOR HOCKEY ASSOCIATION [RAVENS] PLAYER EQUIPMENT LIST

- ___ CSA Certified Helmet* w/ Cage
- ___ BNQ Approved Neck Guard
- ___ Shoulder Pads
- ___ Elbow Pads
- ___ Hockey Gloves*
- ___ Athletic Supporter & Cup
- ___ Garter Belt
- ___ Hockey Pants*
- ___ Shin Pads
- ___ Skates (sharpened)
- ___ Stick
- ___ Tape
- ___ Equipment Bag
- ___ Practice Jersey
- ___ Practice Socks



*Preferably these items are "black" in colour.

- BNQ Approved Neck Guard is mandatory, or player cannot go on the ice

Coaches and Safety personnel need to communicate with parents any missing or ill-fitting equipment.

- Mouth guards are not mandatory

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CERTIFICATIONS

The online [Shift Forward](#) program is required for ALL rostered team personnel. The Shift Forward Access Form is located on the Resources Link on the Semiahmoo Ravens Hockey website. Please ensure you utilize the pre-registration code that is provided on the access form.

The online **Concussion Awareness Training Tool (CATT)** must be completed prior to participation. All Team Managers, Coaches and Safety personnel must take this course. It is free and quick: <http://www.cattonline.com/>

Please refer to the current [2026-27](#) Pacific Coast Amateur Hockey Association (PCAHA) Rules & Regulations link from the Manager Resources page for the current **Coaching Requirements** for your division. If your rostered Coaches do not have the required courses by the deadline listed, PCAHA will release them from your team, and they will not be able to coach. If you have any questions regarding the qualifications, please contact Dave Newson – Hockey Director:

dnewson@semiahmooravens.ca

Register and take the Coaching courses here:

[Coaching Resources | BC Hockey](#)

Each team MUST have at least one (1) qualified safety person. Teams without a qualified and rostered Safety Person *by November 1st* may face fines as well as disqualification from playoffs. This person must have a current safety course, CATT, Shift Forward, and CRC. Register here for the safety course:

[Clinic Registration | BC HOCKEY](#)

All rostered team officials (Team Manager, Head Coach, Assistant Coaches and the certified Safety person MUST complete the SHIFT FORWARD and CATT courses online.

TOURNAMENTS

Please view the Tournament Essentials section of the Team Manager Resources page for details on how to find and enter into tournaments. There are specific instructions as well for out-of-town tournaments, including information on expenditures for non-parent coaches.

Semiahmoo Ravens Tournament Policy is located here:

<https://semiahmooravens.sharepoint.com/sites/admin/Shared%20Documents/General/HOCKEY/TOURNAMENTS/Semiahmoo%20Ravens%20Tournament%20Policy%20REVISIONS%202026-27.pdf>

TEAM ACTIVITIES

You will find over the years that some teams you are a part of want to do it all; fundraising, tournaments, parties etc. while others are lower key. It's important to take the pulse of the group at the start of the season to see what the consensus is. As the Team Manager, there are many

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activities you may want your team to participate in, and it is important to discuss any activities with the Head Coach for approval. Depending on the age of your team, there are many activities you can arrange to help with team building, relationships, and fun outside of hockey.

INSURANCE CONSIDERATIONS FOR TEAM ACTIVITIES

The Hockey Canada Insurance Program is extended to all registered players and officials. Please note, however, events that fall outside of “regular hockey programming”, are, for insurance purposes, considered “*Special Events*”. For each of these events, teams must ensure that a *Special Event Sanction Request* Form is submitted to the BC Hockey office at least 7 to 10 days prior to the start of the event in order to request to have Hockey Canada Insurance Program coverage extended to the event. This includes additional dry land training, whether that be weekly or twice-yearly visit to the Grouse Grind. Be sure you and your HCSP person are aware of all the insurance issues for your team. Most parents are unaware of what the Hockey Canada Insurance Program covers and will expect their coaches and manager to have that information. <https://www.bchockey.net/applications/special-event-sanction>

REGULAR SEASON MANAGEMENT: ORGANIZING LEAGUE GAMES

Your job as Team Manager is to ensure games run as smoothly as possible. You will be involved in pre-game prep and at the game organization. The following is a quick guide to what you will need to ensure what is organized for each game:

Pre-Game (Home)

- Ensure your Game Day Operations crew are set to run the clock, manage Spordle Play, have the music going and pay the referees,

At the Game

- Ensure money to pay the referee/linesman fees is at the scorekeeper's bench (home games only), Current Referee/Linesman Expense
- Ensure jersey colours do not conflict,
- Ensure your Spordle Play information matches the players who have been dressed,
- Monitor off ice conduct of parents and players,
- Ensure everyone is following arena protocols.
- **Score Clock**
 - o It is important that the people you assign to this task are familiar with how to operate the score clock. Please let your volunteers know that the instructions on how to operate the score clock are posted in the scorekeeper's box at all the home arenas. Most people find the score clock intimidating, so ask them to practice with it prior to the game if possible, so they can become comfortable with it. **(scores are not kept in U7 and U9 – do not post scores on the scoreboard).**
 - o Score box personnel are expected to maintain impartiality and act professionally and responsibly. It is not acceptable to question or argue with the on-ice officials or engage with opposition players
- **Game Reporting U7 and U9**
 - For the first part of your season, all games are ‘scrimmages’ and do not require a game record. Dates will be determined.

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- o Your Division Manager will provide you with more information on game numbers and completing Spordle Play at a later date.

Post-Game

- Ensure the dressing rooms are left clean and that your team is vacating within 30 minutes of the post-game.
- Ensure Referees sign off on Spordle digital gamesheet and submit.

For away games, your responsibility is to ensure all players arrive on time and at the right arena. Arena maps can be found on the web. TeamSnap allows you to populate this information when scheduling games and team events and will save each new location added [Coaching Resources | BC Hockey](#) so you only have to enter it once.

Affiliate/Casual Players

An affiliate player is defined as a registered player who is temporarily included on the playing roster of a team in a higher division or category within Semiahmoo Ravens Hockey.

Please familiarize yourself with the rules surrounding affiliate and casual players in the [PCAHA Rule Book](#).

Rep Teams: Please submit requested affiliates to admin@semiahmooravens.ca. Please ensure you list the players name correctly in the email and include their playing position. Please ensure coaches are familiar with the Semiahmoo Ravens Affiliate Player Guidelines. [https://static1.squarespace.com/static/68289ec944e9f25b54f622a7/t/682a3a84cc7e9060683aeb8e/1747597956951/AffiliatePlayerGuiCoaching Resources | BC Hockeydelines.pdf](https://static1.squarespace.com/static/68289ec944e9f25b54f622a7/t/682a3a84cc7e9060683aeb8e/1747597956951/AffiliatePlayerGuiCoaching+Resources+|+BC+Hockeydelines.pdf)

Emergency Goaltender Relief

PCAHA and BC Hockey regulations allow for teams to affiliate a goaltender to their roster from another team in their division in emergency situations. This process requires the completion of a request form to be signed by the Association and submitted to your PCAHA league manager for pre-approval. <https://pcaha.ca/wp-content/uploads/2024/08/2024-Minor-Hockey-Goaltender-Replacement.pdf>

REFEREE INFORMATION

How to Book Game Officials (Referees)

Balancing, tiering, and league schedules are automatically entered in the PCAHA referee assigning software.

However, refs for exhibition games or for rescheduled games must be arranged directly by Team Managers as follows:

- U11 A, U13 A & U15 C - Email Ravens Referee in Chief, **Phil Linklater**: philiplinklater@gmail.com
- U9, U11 C, U13 C – Email Referee Assignor, **Phil Linklater**

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- Games for U15 A and above – any changes or reschedules must go from your team to your League Manager.

IMPORTANT NOTES:

If your game is cancelled or rescheduled, you **MUST** contact your referee assignor (as above) to advise of cancellation or rescheduled game. If you do not advise of the cancellations, you will have to pay for the refs that show up to the cancelled game. Email your referee assignor (as per above) 48-72 hours prior to every home game to ensure refs are assigned. Please advise them of the game number.

Referee No Shows:

If the referees do not show up for the game, Hockey Canada Rule 5.2 (k-m) provides direction. The goal is to ensure that the game still gets played.

1. No officials show up – the Managers/Coaches of each team will agree on the referees / linespersons. If they can't agree, one player from each team shall be appointed.
 - a. strong preference is that certified officials be appointed rather than those who have no training, but this is NOT a requirement
2. One official shows up – the official who is there acts as referee, and each team provides a player (or parent or coach) to act as linesperson. The referee is the decision maker on who is appointed in this situation, not the coaches or managers

Referee Allowances:

[CLICK HERE](#) to view the new referee/linesperson rates for the 2026-27 season.

Who Pays for the Fees – U9 and up

You will receive a direct deposit from Semiahmoo Ravens Hockey for your referee fees at the start of the season into your Scotia Bank account. This will cover 6 games for the first half of the season based on a 3-person system for U11+ and the 1-person system for U9 (U7 do not receive ref fees as coaches go on ice to ref). A second deposit will be provided at season end to cover another 6 games (12 games worth of fees total). Referee fee disbursement should be kept track of as part of the duties of the Treasurer or Team Manager.

If your team plays above and beyond 12 home games, please budget accordingly.

Tournaments & Exhibition Games (PCAHA Policy Sec. L)

Game numbers for in-league exhibition games (i.e. FVW) are required. In addition, exhibition games vs. teams outside of the FVW league (i.e. FVN) require both teams to seek separate game numbers. Contact your PCAHA League Manager for information.

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Being a Team Manager is an important and rewarding role within Semiahmoo Ravens Hockey. While there are many administrative responsibilities throughout the season, the goal of this manual is to provide you with the information and resources needed to manage those responsibilities confidently and effectively.

As Team Manager, you are an important link between the players, families, coaches, volunteers, the Semiahmoo Ravens Executive, PCAHA, BC Hockey, and other hockey partners. Clear communication, organization, teamwork, and timely follow-up will help ensure that the season runs smoothly. Remember that you do not have to do everything yourself. Delegating responsibilities to parent volunteers and working closely with your coaching staff, Treasurer, Safety Person, Division Manager, and other team officials is essential to creating a successful and manageable season.

Above all, keep the focus on providing a safe, respectful, inclusive, and positive hockey experience for our players. The policies, procedures, and expectations outlined in this manual are designed to support that goal while helping families understand their roles and responsibilities within the team.

Thank you for volunteering your time, energy, and leadership to support your team. Your contribution helps create the environment in which players can learn, develop, build friendships, and enjoy the game of hockey.

We appreciate your commitment to the Semiahmoo Ravens Hockey community and wish you and your team a safe, successful, and memorable 2026–27 season.

Thank you for being a Team Manager and for helping make Semiahmoo Ravens Hockey a great place for our players and families.

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