



COACH AND MANAGER MANUAL

SEPTEMBER 3, 2025

This manual must be read in conjunction with:

[SMHA Policy and Procedure Manual](#)

[SMHA Dressing Room Policy](#)

[SMHA Disciplinary Policy](#)

[SMHA Harassment and Bullying Policy](#)

[PCAHA Rule Book](#)

[BC Hockey Regulations and Policy](#)

Table of Contents

A. KEY CONTACTS.....	2
B. SMHA CULTURE & VALUES.....	3
C. SMHA COMMUNICATION PATHWAY	4
D. SMHA DEVELOPMENT PROGRAM.....	5
E. TEAM OFFICIALS – COACHES, MANAGERS AND HCSP RESPONSIBILITIES	5
F. CERTIFICATION OF TEAM OFFICIALS.....	6
G. MANAGER RESPONSIBILITIES.....	8
H. SMHA VOLUNTEER PROGRAM.....	10
I. TEAM FINANCES	11
J. GAMES.....	12
K. GAME REPORTS AND RECORDS	14
L. REFEREES	15
M. EQUIPMENT	17
N. REP HOCKEY POLICIES & REP PLAYER SELECTION	18
O. CLOTHING AND APPAREL.....	18
P. TOURNAMENTS.....	19
Q. DISCIPLINE	20
R. BULLYING, HARASSMENT, ABUSE, BEHAVIOUR & COMPLAINTS	20
S. HOCKEY CANADA INSURANCE PROGRAM.....	21
T. SUPPLEMENTAL INSURANCE.....	23
U. FACILITY BOOKING.....	23
V. SCOREKEEPING	24

A. KEY CONTACTS

Role	Name	Email
Technical Director and Coaching Coordinator	Jordan McCarl	tdho@squamishminorhockey.com
Ice Scheduler and Brennan Park Contact	Kat Gore	trea.smha@gmail.com
Referee in Chief	Stephen Fryer	ric@squamishminorhockey.com
Referee Scheduler	Donn Oberg	secretary@squamishminorhockey.com
Equipment Manager	Liz Taylor	equipmentmanager@squamishminorhockey.com
Managers Coordinator	Jennifer Schorz	schorz@squamishminorhockey.com
Special/Social Event Coordinator	Emily Tomlinson	emily-tomlinson@hotmail.com

Communication Coordinator and Spirit Wear	Patricia Wilson	communications@squamishminorhockey.com
Safety Lead	Maggie Scarlett	safetylead@squamishminorhockey.com
Risk Manager	Conny Bonthron	riskmanager@squamishminorhockey.com
President	Leah Hodges	president@squamishminorhockey.com
Vice President of Rep (U11A/U13A/U15A)	Craig Halliday	vprep@squamishminorhockey.com
Vice President of House	Anna Le Good	vphouse@squamishminorhockey.com
Secretary	Donn Oberg	secretary@squamishminorhockey.com
Treasurer	Kat Gore	trea.smha@gmail.com
Registrar	Conny Bonthron	riskmanager@squamishminorhockey.com
Director U11 and U18	Andrew Slater	slater@squamishminorhockey.com
Director U9 and U13	Jennifer Schorz	schorz@squamishminorhockey.com
Director U7 and U15	Katie Jones	jones@squamishminorhockey.com

Squamish Minor Hockey Association

P.O. Box 44

Squamish, BC, V8B 0A1

<https://www.squamishminorhockey.com>

SMHA is part of **Pacific Coast Amateur Hockey Association** (PCAHA) (district) <https://pcaha.ca> which in turn is part of **BC Hockey** (provincial) www.bchockey.net and **Hockey Canada** (national) www.hockeycanada.com.

Our U7 and U9 and C teams participate in the PCAHA's Lions Gate League, with other associations located throughout North Vancouver, West Vancouver, Squamish, Whistler, and the Sunshine Coast.

Our Rep teams participate in the PCAHA's A Leagues throughout the PCAHA district.

Key contacts with the PCAHA are available on the PCAHA website <https://pcaha.ca/leagues-contacts/>.

B. SMHA CULTURE & VALUES

SMHA has identified 3 core values that we believe will strengthen our culture, our membership as a whole and every individual.

Everyone belongs. We believe **belonging** is at the center of SMHA. Everyone from a new player, to referees, to coaches, to players and parents belong in our association. We keep this at the center of how we function as an association.

We have **integrity**. We believe we are all equals and are all valuable members of SMHA. We take the responsibility of being an ambassador for SMHA with great pride.

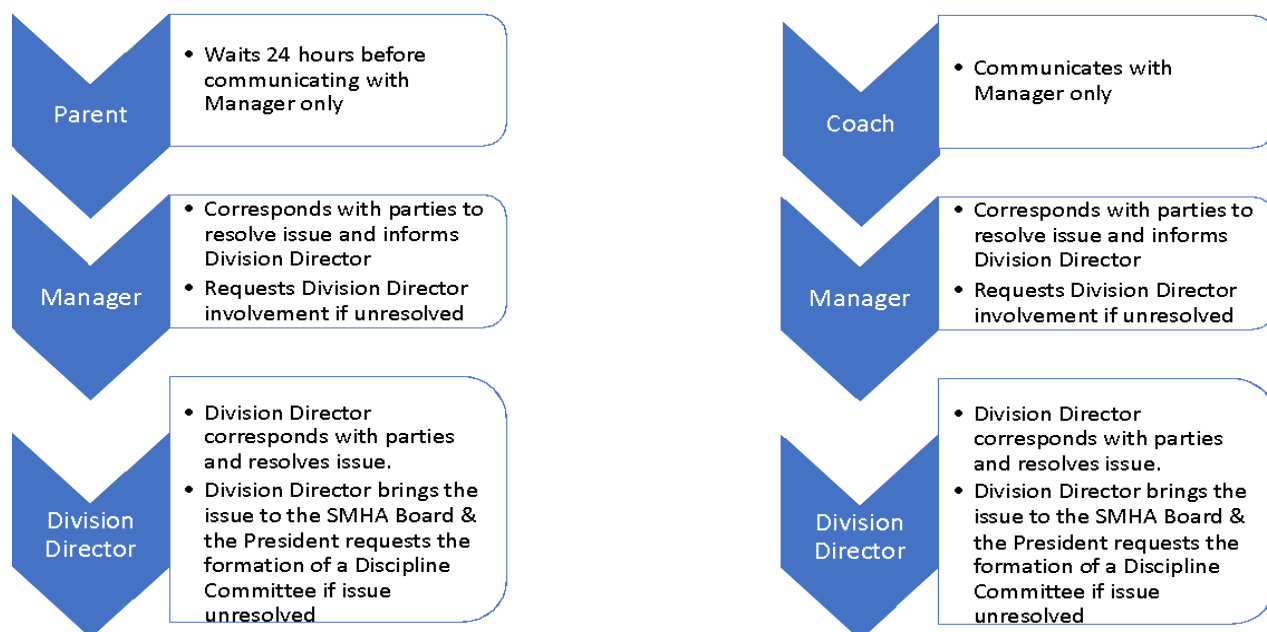
We demonstrate **strength**. We show a commitment to our whole selves and our association which includes both our athletic and our social wellbeing.

All teams will be given information and examples on how they can incorporate these values within their teams and as a representative of a Squamish Eagle player and parent.

C. SMHA COMMUNICATION PATHWAY

It is imperative that all members of SMHA follow the communication pathway. This ensures effective, respectful and transparent communication for all. Parents are not permitted to communicate with the Technical Director regarding their child's hockey and/or team. The team manager's role is to communicate with families and act as the medium between coaching staff and parent. A 24-hour cooling off period must be adhered to prior to initiating a complaint.

SMHA COMMUNICATION PATHWAY



D. SMHA DEVELOPMENT PROGRAM

SMHA is collaborating with Jordan McCarl – Technical Director. Jordan and his group of qualified coaches provides player and coaching development specific to each team.

E. TEAM OFFICIALS – COACHES, MANAGERS AND HCSP RESPONSIBILITIES

The following positions are required by all teams for the official Hockey Canada Roster:

Head Coach:

- The head coach has ultimate responsibility for all aspects of the team. Each team must have 1 assigned Head Coach.
- The head coach has final say in any decision.
- Each team must declare one head coach on their official roster.

Assistant Coach:

- Teams can also roster 2 additional “assistant” coaches. See section E of this manual for an outline of coaching certification requirements.

Manager:

- The manager’s primary function is communication and organization. Each team must have 1 assigned manager.
- The manager is an integral part of the team and works very closely with the head coach.
- The manager is the liaison between the team and the league (Division Director, Ice Scheduler, Registrar, League Manager).
- The manager manages and communicates the game schedule.
- The manager is the liaison between the player parents and the head coach.
- The function of the team manager is vital to the efficient running of their team.

HCSP (Hockey Canada Safety Person):

- The HCSP is responsible for collecting and maintaining the teams (players and team officials) emergency contact and medical information
- The HCSP is an integral part of the team and works closely with the coaches and managers to ensure team safety
- The HCSP is required to be at all games and practices
- The HCSP is the only non-coach allowed behind the bench in the event of a safety concern

A typical team has a minimum of 4 team officials – head coach, manager, assistant coach and HCSP. A team may have more team officials, including multiple assistant coaches and multiple HCSP’s, but only 3 team officials may be behind the bench during a game. It is recommended to have multiple HCSP’s as it is mandatory to have one at every practice and game. A coach or manager may also act as a HCSP.

All team officials must have CRC, RIS and CATT completed before stepping on the ice and before being rostered. Failure to complete these courses prior to Oct 31st will result in being removed from on-ice duties and removal from the team roster.

No team shall have more than one team official from the same family or in an intimate relationship with another team official. This includes head coach, assistant coach, and manager. It does not include HCSP.

The following position is required by all teams for SMHA:

Two Deep Volunteer (Hockey Canada Safety Person):

- Two are required to be in or within hearing range (change room door propped open) when players are entering, in or departing a change room and there are no two other team officials (head coach, assistant coach, manager or HCSP)
- Two are required to be at all games and practices

F. CERTIFICATION OF TEAM OFFICIALS

To obtain these qualifications you'll need a Hockey Canada Profile. Contact the SMHA Registrar to create a HC profile for you. To do so, she will need your full legal name and date of birth. Once your profile is created, you will be given a HC#. You will use this number upon registering for your CATT, RIS and CRC. Once the courses and check are completed, they will automatically be posted to your HC Profile. If you are new to SMHA and have a HC profile with an old association, alter the registrar and they will conduct a search using your name and DOB and move your profile to SMHA to provide you with your HC # and what qualifications are needed.

Any course that requires a fee will be paid for by SMHA. Reimbursement will be given upon completion of the course and submission of a receipt.

Coaching:

All coaches must have the proper certification by December 1st as per PCAHA guidelines. SMHA will give a warning to any coach who has not completed or is working on their certification by October 31st. Failure to have the proper certification by December 1st will result in a suspension, fine, disciplinary action and/or team disqualification for provincial playoffs.

Coach 1 Course for all U6-U9 coaches must be taken by Dec 1st

- Online module (must be completed prior to on ice module)
- On ice module – one day in person

Coach 2 Course for U11C-U18C coaches must be taken by December 15th. There are three requirements:

- Online module (must be completed prior to on ice module)
- On ice module – one day in person
- Post course task – must be signed off by SMHA president and Director of Hockey Operations and then submitted to BC Hockey by March 31st

Development 1 Course is required for U13A-U21A Team Coaches. This is a 2 day in person course and must be completed by December 1st.

On Ice Helpers:

On ice helpers may assist the coaches in executing drills in a practice setting. Certification includes a current Criminal Record Check (CRC), Concussion Awareness Training Tool (CATT) and Respect In Sport (RIS) for Hockey Leaders. On ice helpers are not permitted to assist during games, however they must be recorded on the Hockey Canada Roster.

Hockey Canada Safety Program (HCSP):

Each team must have at least one accredited HCSP official. HCSP certification now lasts three years and will expire in the August of the third year. Certification must be completed by December 1st. Failure to have an HCSP certified team official registered on or before December 1st shall result in the team being declared ineligible for any playoff competition and in the case of C teams, fines and/or disciplinary action. HCSP is taken as an online course. Visit the clinic section of bchockey.net to register.

Respect in Sport (RIS):

Each team official (coaches, managers, on ice volunteers and HCSP) must have current RIS for Coaches and Team Officials certification by December 1st. RIS is taken as an online course and expires every five years. Recertification is available as an online course.

RIS “**activity leader**”, do not do the parent one <http://www.bchockey.net/Clinics/Clinics.aspx>

Click on clinics and continue on. RIS and CATT can be done in sections until completed.

Concussion Awareness Training Tool (CATT):

At the end of the 2016-2017 season, all coaches and team officials were mandated by BC Hockey to complete the CATT course as part of their certification process. The course is free and takes 30 minutes to complete.

Team Officials and Volunteer Screening (Criminal Record Checks – CRC):

Police Information Check (formerly Criminal Record Check) or Volunteer Disclosure Statement must be completed every two years by ALL TEAM OFFICIALS AND VOLUNTEERS that are 18 years and older. BC Hockey mandates that all team officials and volunteers must complete the CRC before stepping onto the ice. All applicant information is handled with the strictest of confidence.

Criminal Record Checks can be completed and found here:

1. Visit the Ministry of Justice’s website: <https://justice.gov.bc.ca/eCRC/>
2. Enter our unique access code: 4G4MS59ST3
3. The following PDF link provides a walk through guide to your online CRC submission should you have any questions about the process: <http://www.pssg.gov.bc.ca/criminal-records-review/shareddocs/walk-thru-guide.pdf>

Once your CRC is completed, the results will be delivered directly to your Hockey Canada profile. If you

are being denied online access to complete, alert the Registrar and a form will be emailed to you with SMHA authorization to submit CRC manually at the Squamish RCMP office. This is a free service.

G. MANAGER RESPONSIBILITIES

Your first point of contact for any inquiries is the Division Director (see SMHA Board of Directors contact list pg. 3). All inquiries should first be taken to the Division Director. If they cannot give you the answer you need, they will put you in touch with someone who can. Please do not email the Registrar or Ice Scheduler on matters other than registration or ice.

Documentation:

This includes: Hockey Canada Player Medical Form, Code of Conduct and Consent for Media Release.

Player Medical Information Form:

Each player must provide medical and emergency contact information to SMHA during the registration process. No player is permitted on the ice until the Player Medical Information form has been submitted.

The Player Medical Information Form must be completed annually and submitted to the Team Manager.

Photography/Image Consent:

All parents must sign a consent or decline to consent for their player's image to be taken and used for social media purposes by SMHA at the beginning of the season. It is the team manager's responsibility to distribute and collect these forms. Consent is expressly for the use of SMHA and its social media releases and website. A player's image cannot be used for other purposes without the consent of the player's parents.

Code of Conduct:

The team manager must ensure that the head coach, assistant coaches, parents, and players sign the SMHA applicable Code of Conduct form annually (provided in the SMHA Policy and Procedure Manual). Failure to comply with the Code of Conduct could result in removal from a practice, game, or season.

Sportsmanship Starts in the Stands:

Is an educational program launched by BC Hockey in partnership with the Vancouver Canucks and encourages positive behaviour by hockey parents in the rink. Parents, Team Officials, Spectators etc are to be signed off on "[Sportsmanship Starts in the Stands](#)" at the beginning of each season. Failure to comply might jeopardize participation in any minor hockey program.

Playing Time:

As per PCAHA rules, equal playing time shall be given to all players regardless of playing ability in the U7-U9, C and U11 A Divisions. Additional "FAIR PLAY" resources are available from BC Hockey and Hockey Canada websites.

Captain and Assistant Captains:

U7-U11 divisions do not declare captains or assistant captains.

Each team may appoint a Captain and not more than 3 Assistant Captains. Only a captain or assistant captain who is on the ice shall have the privilege of asking the Referee for his interpretation of any rule during the progress of the game.

Schedules:

League game schedules are received from your division's PCAHA League Manager at the PCAHA hosted Coaches and Managers Meeting. You must bring a printed copy of your roster to the meeting to get your schedule.

PLEASE INPUT YOUR SCHEDULE ON YOUR SMHA TEAMSNAPE TEAM ACCOUNT

In the event of a game conflict (change on PCAHA schedule, your team at an away tournament):

1. notify your ice scheduler immediately for alternate ice time
2. alert your ref scheduler of change and update when rescheduled
3. contact the manager of the other team (contact details on teamlink) with 3 alternative dates provided by your ice scheduler
4. once rescheduled date is confirmed, notify your League Manager of new date, time, and home ice

Ice Times:

Your team ice times are assigned for the full season unless the ice scheduler informs you otherwise.

If you are unable to use your assigned time, inform the ice scheduler ASAP who will in turn offer the ice to another SMHA team. SMHA is charged for ice not cancelled within 5 days of scheduled use.

Sometimes ice times become available within SMHA. When it becomes available, the ice scheduler will email all coaches and managers and ice will be allocated on a first come, first served basis on email confirmation.

The ice scheduler works hard to ensure any cancelled ice times are made up over the course of the season.

There is no regular ice during the Christmas holidays. Our season ends the week prior to Spring Break – March 16, 2025.

MAKE EVERY EFFORT TO NEVER LEAVE A SHEET OF ICE EMPTY

Do not use ice that is not assigned to your team without confirmation from the ice scheduler

No player is allowed on the ice during another team's ice time unless with the individual invitation from that team's head coach and with the permission from that player's coach. Inviting players from other teams to practices is not encouraged by SMHA

Do not go on the ice prior to or remain on the ice after your team's scheduled time

Practices: do not go on the ice or allow pucks on the ice while the ice machine is working or until the ice machine doors are closed and an on-ice team official is present

Games: do not go on the ice or allow pucks on the ice until the referees are present and permit players on the ice

Do not allow players to sit on the edge of the boards and keep the player, penalty box and access doors closed when the ice machine is working

Team Roster:

Team rosters will be finalized as quickly as possible. In the U7-U9 and C divisions all players will be evaluated, and teams will be formed so that they are equal in size and competitiveness. All rosters will be completed before September 30th. Some player movement may happen after this date if teams are viewed as not being balanced.

Team managers must forward rosters to the Division Director and Registrar as soon as possible after team selection (deadline is September 30th or sooner). The roster should include team division and number (U11 C1), player name and position, team official name, position, and date of birth. Team officials must include one head coach, assistance coaches, one manager, HCSP and any on-ice volunteers.

All team officials must have CRC, RIS and CATT completed before stepping on the ice and before being rostered. Failure to complete these courses prior to Oct 31st will result in being removed from on-ice duties and removal from the team roster.

U11 Rep Team Player/Parent Signatures:

The Registrar will provide the U11 Rep team manager with a roster signature sheet before the first league game (approximately November 1st). Each player, their parents and each team official must sign the roster signature sheet. The team manager must:

- Ensure all rostered players and team officials sign the team roster signature sheet
- Ensure all casual/affiliate players and their parents sign the roster sheet
- Keep the original of the sheet in a safe place
- Email a copy to the registrar and division director (colour pdf format if possible)
- If the U11 Rep team plays in the Final Four Championship game, the original roster sheet will be required to be presented to officials.

H. SMHA VOLUNTEER PROGRAM

The SMHA is a volunteer-run organization, and as such, it depends on the volunteer assistance of its members to function successfully. Volunteers are essential to maintaining and developing our association. The more volunteers we have, the better our association becomes.

Overview of Volunteer Policy:

- Every family is required to complete 20 volunteer hours, or they will be assessed a failure to volunteer fee of \$250. It is important to note that the failure to volunteer fee will be applied to registration fees for the season following the one the failure to volunteer occurred. For clarity, if there are two players in SMHA only 20 hours are completed, split between the two teams, if the hours are not completed, the fee is \$250. Any monies raised through the Volunteer Policy will go back into our association to fund player development.
- Each SMHA family is required to complete **20 VOLUNTEER HOURS PER SEASON**. If you have two players within the association please split the hours between the two teams, you DO NOT need to fulfill 40 hours, although we will always welcome more help.
- There are no exemptions to the volunteer requirements.
- There is no maximum number of hours that a family can contribute in a given year.
- There is no roll-over of volunteer hours from year to year.

- SMHA teams are to elect one individual on each team to monitor volunteer hours and report at the end of each season to the SMHA Board. It is the family's responsibility to track their volunteer hours and submit them to the team Volunteer Co-Ordinator at the end of the season.

Below are some volunteer opportunities. Contact your team manager for more information as there are MANY more opportunities within the association.

DUTY:	DESCRIPTION:
On-Ice Helper	On-ice helpers may assist the coaches in executing drills in a practice setting. Certification requirements must be met. On ice helpers must be recorded on the official roster
Hockey Safety Person (HCSP)	Completion of the HCSP online course. Bring the team first-aid kit to all practices, games and events and injury sheets to games as well as keep an injury log. Distribute, collect and keep all player and team official emergency contact and medical information forms
Jerseys	One or two parents can be responsible for washing the jerseys after games
Timekeeper/Scorekeeper/ Music	The home team is required to provide a timekeeper/scorekeeper in all divisions
Team Treasurer	The treasurer is responsible for managing the team finances, paying referees, and submitting a year-end financial report to the SMHA Board. Refer to section H for Team Finances details
Team Fundraising Coordinator	Works with the Team Manager and Team Treasurer to help raise the funds necessary for the team to participate in any tournaments or exhibition games that are not covered by the SMHA
Tournaments & Social Coordinator	SMHA: teams assist in the hosting of SMHA tournament and are required to organize timekeeper/scorekeeper for all games, 50/50, raffle table etc Away Tournaments: assist with coordination of hotels, travels, team meals etc, as well as any team functions (year-end party)
Novice Board Set Up Team	Initiation Major, Novice Minor and Novice Major all require a board set up team. No less than 4 parents are needed to manage the set up and take down of the boards before and after a game. As these parents will be on the ice and therefore under SMHA insurance, they will all require completion of CATT, RIS, CRC
Two Deep	Every team should have multiple volunteers for this role, there are two certified individuals required to be in or within hearing distance of the change room (door propped open) for every game and practice.
Volunteer Co-Ordinator	Every team to have one individual to send out reminders to complete and collect SMHA volunteer hour forms (available on the website) at the end of the season for review.

I. TEAM FINANCES

The manager usually delegates team finances to a team treasurer. They should work together to ensure finances are kept in order and communicated with parents. The team treasurer should keep accurate

records of all transactions and keep all receipts. The status of team funds should be shared regularly with parents. A financial statement is to be submitted to the SMHA Board at the end of the season. Teams must have a zero balance at the end of the season. Any remaining funds must be redistributed amongst the team.

At the beginning of the year, each team should set up a budget to cover its projected season expenses (tournament fees, season end party etc.). Be sure to get consensus from all parents before embarking on fundraising campaigns and requesting lump sum contributions. It is strongly advised that novice division teams not request contributions from parents but source funding through fundraising initiatives only. **Fundraising can only be used for tournament fees and team parties. The maximum fundraising amount is \$5,000, unless written permission from SMHA is obtained, which may be granted on a case by case basis for an extenuating circumstance requiring greater fundraising.**

SMHA Rep teams may seek sponsorship and fundraise. SMHA House teams may fundraise. No SMHA teams may apply for grants, they are for SMHA as an association to apply for only. Any contravention will result in any team that has applied for and been awarded a grant, surrendering the funds to SMHA and further necessary action as deemed appropriate by the SMHA Disciplinary Committee.

(Refer to Section P for details regarding payment for Rep Coaches)

Referee Fees:

The funding provided by SMHA to each team for referee fees is to be used only for payment of referees and only for league games.

Gaming Licenses:

Teams are NOT allowed to obtain gaming licences to run 50/50 draws.

J. GAMES

When is it a game?

A good rule to follow is, "If it looks like a game, it smells like a game, then IT'S A GAME". "A game is a meeting of two teams playing for a specific length of time for the purposes of declaring a winner through the scoring of goals"

Games cannot be played without a game number. Game numbers are used throughout all divisions of minor hockey to ensure that all games are played under the appropriate rules and with the applicable insurance coverage.

Referees will not be assigned to a game unless game numbers have been obtained first. Game numbers can be obtained from PCAHA league managers (Rep, Lions' Gate C League). See <https://pcaha.ca/leagues-contacts/> for league manager contact information. Note there are special rules for international games.

Do not call a game a "scrimmage" or "joint practice" or some similar term. The intent of the game number rule is not to prevent teams that regularly practice together for a portion of their practice from a

controlled scrimmage.

League policies limit the number of games each team may play.

Scheduled League Game Numbers:

Team managers will receive schedules for league games from the PCAHA or their Lions Gate League Manager. All game numbers are assigned by the league managers and are shown on these schedules. The schedules are broken into placement/balancing rounds, regular season and playoffs.

Failing to Show for Games:

Teams that fail to take the ice **within 15 minutes** of a scheduled game might forfeit the game and be **liable to a fine of up to \$500** plus (if the aggrieved association submits a written request for actual expense incurred) the cost of the ice and official fees, and may be subject to suspension, unless a satisfactory reason is presented. Teams might be ordered to make up the game and incur the costs to do so. Note: in such circumstances, the referee and linesmen shall be paid.

It is the policy of SMHA to pass such fines and/or costs directly to the team.

U7 Division

U7 Minor will not participate in league games. U7 Major will participate in league games and they will be played cross-ice.

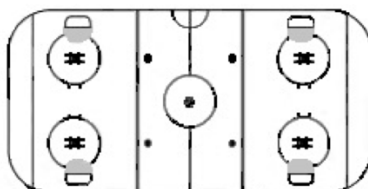
1. Cross-Ice or Half Ice Playing Surface:

Cross-ice hockey is used for U7 and Female U7 and cross-ice or half-ice is used for U9 and Female U9 games (exhibition, league, jamboree and tournament) when a full size hockey rink is used for the game. In the Introduction to Hockey Program no teams are formed or games played, with the exception of one jamboree (at the option of the Association). However, Introduction to Hockey is required to use the cross-ice format if a jamboree is held.

The cross-ice format is NOT used when "training" or "small ice" surfaces (rinks smaller than 160 feet by 60 feet) are utilized. **Note:** This applies to the U9 Division ONLY. However, the same playing rules as for cross-ice hockey must be used when the "training" or "small ice" surfaces are used. A variance must be applied for through BC Hockey when using "training" or "small ice" surfaces before games can be played on them.

2. Dividing the Rink:

For the cross-ice game, the rink may be divided through the use of movable boards, foam pads, or cones, depending upon availability at each rink.



The rink may be divided into either 2 or 3 zones, depending upon the number of dividers each rink has. Cross-ice games should be played in the end zones leaving the centre ice area for staging players and coaching individuals.

Regular goal nets, small goal nets, devices limiting the size of the goal nets, or cones defining the goal net area may be used. These nets should be placed away from the boards allowing skating room and game play behind the nets.

Half-ice games for U9 & Female U9 are also an option. Other variances to small ice surfaces should be approved by your league before a game is played on them.

U9 Division

U9 will play full ice as of the 2024-2025 season in a Full Ice Pilot Program.

K. GAME REPORTS AND RECORDS

The [Hi Sports app](#) is used for all games for U7 – U18C and Rep Levels. Please see this [link](#) for a tutorial:

This requires the score keeper to have a fully charged ipad or device for use in the box. The Host and Away team managers will have access to the game sheet through HiSports prior to the game to prepare the roster for each game.

Completing Game Reports:

The team manager must submit a prepared game sheet through the HiSports app to the scorekeeper prior to the game time, including the applicable game number. It shall be available for the referee at the timekeeper's box prior to the commencement of the warm-up.

No game can be played without a game number from the league manager. The referee must ensure that the names of the players, team officials, off-ice officials and game officials are on the game report.

Late Players:

If a player is going to be late, include his name on the Official Game Report prior to the game so that he/she will be permitted to play.

Omitted Players:

If a player was inadvertently omitted from the Official Game Report, the referee shall permit the name to be added to the Game Report before the game has ended; providing such a player was in uniform and on the ice or on his players bench at the start of the game.

Prior to the start of the game, each team shall note on the Official Game Report the name and numbers of the captain and assistant captains. Use "C" for Captain and "A" for Assistant Captain.

Affiliate Players:

Affiliate players shall be clearly designated "A/P" on all game sheets in which they play. Please review the SMHA Affiliate Player Policy.

Finished Game Sheets – SPORDLE:

Game results, game rosters, penalties and league standings are tracked through a custom designed database called SPORDLE. This database is maintained and hosted by the PCAHA. The results from each game are automatically uploaded through the HiSports app upon completion of the game with signature and confirmation from the Referee.

L. REFEREES

Games cannot be played without referees and referees cannot be assigned until a game number is provided.

Important PCAHA rules and information regarding officials is contained in Section I of the PCAHA rule book. Please review this information.

Referee Fees:

SMHA pays for referees for all home placement/balancing, league and playoff games. SMHA will not pay for referees for exhibition games. This should be covered by team funds. Each team will receive a cheque from the SMHA treasurer during the season to cover the referee fees for all league and balancing games.

Playoffs:

If the funds received at the beginning of the season are not sufficient to cover playoff games, teams must contact the treasurer with a summary of what you received, how much has been paid out and how much will be required to get you through the playoffs.

Paying the Referee and Linesmen:

Put exact change for each official in separate envelopes for each game. It is acceptable SMHA policy to leave the officials fees in an envelope with the timekeeper. For full details on referee and linesmen payment, please refer to the PCAHA Rule book <https://pcaha.ca/rule-book/>.

Referee and linespersons expense allowances for all games with a duration of 90 minutes or less within PCAHA shall be in accordance with the following schedule:

	3-Official System		2-Official System
Division	Referee	Each Linesperson	Each Referee
U7 (all)	N/A	N/A	\$20.00
U9 (Cross-Ice)	N/A	N/A	\$20.00
U9 (Full Ice)	\$35.00	\$27.00	\$35.00
U11 "C"	\$40.00	\$31.00	\$40.00
U11 "A"	\$42.00	\$33.00	\$42.00
U13 "C"	\$45.00	\$35.00	\$45.00
U13 "A"	\$50.00	\$37.00	\$50.00
U15 "C"	\$52.00	\$39.00	\$52.00
U15 "A"	\$55.00	\$41.00	\$55.00
U18 "C"	\$58.00	\$43.00	\$58.00
U18 "A"	\$65.00	\$47.00	\$65.00
U21	\$70.00	\$50.00	\$70.00

For any game exceeding 90 minutes, an additional \$5 per official will be added for each additional 15 minutes of game time (rounded up).

No rate in excess of the above schedule shall be permitted (including all exhibition, league, playoff, and tournament/jamboree games).

Four Official System Pilot Project in U18 "A" and U21 "A" - For the 2025-2026 season, U18 "A" and U21 "A" shall utilize the four-person officiating system. The officials' expense allowances shall be as follows:

	4-Official System	
Division	Each Referee	Each Linesperson
U18 "A"	\$59.00	\$47.00
U21 "A"	\$64.00	\$50.00

Should fewer than four officials appear for a U18 "A" or U21 "A" game, the normal expense allowances for 3 or fewer officials shall apply (see above).

When three on-ice officials are assigned to a game but fewer than the assigned number appear, those official(s) in attendance shall be paid the single referee expense allowance per the corresponding 2-Official System rate.

M. EQUIPMENT

SMHA supplies home and away jerseys, game socks, pucks and first aid kits to each team for distribution. SMHA also supplies goalie equipment for all U7-U9 teams. Pinnies are also available to those teams wishing to use them. No other logo or name plate is permitted on SMHA jerseys without prior approval from the Board. If you require any additional equipment, please contact the Equipment Manager.

Only the coaches and team managers will have the combination to team lockers. It is the coaches and managers responsibility to manage, maintain and secure equipment in their locker. SMHA strongly advises not to share locker combinations with others.

APPROVED JERSEY COLOUR FOR SMHA HOME GAMES IS BLACK

APPROVED JERSEY COLOUR FOR SMHA AWAY GAMES IS WHITE

In the event of a colour conflict, the home team switches colours. (Section B of PCAHA Rule Book). Both sets of jerseys should be brought to every game in case of a jersey conflict.

Each player is responsible for their black and white jersey. In the event both black and white jerseys are not returned or damaged at the end of the season, that player will incur an additional charge of \$100 per jersey when they register for the following season.

No stickers other than SMHA and CSP expiration stickers are to be on helmets.

Name bars are not permitted on game jerseys or practice jerseys for all SMHA teams.

Damaged jerseys will be charged \$100 per jersey and it is the team manager's responsibility to inform the Equipment Manager of the damage.

Name bars are permitted on all SMHA branded items purchased by individuals.

U15/U18 Rep Exception

The U15/U18 Rep program has been given approval to add name bars to their jerseys as a trial. If the trial does not increase the damage to jerseys, it will be considered for U13/U15/U18 Rep teams (U11 is development). Increased jersey damage can be a significant cost to SMHA and therefore this program will not be considered if the following jersey care is not followed:

1. Name bars must be stitched on by one party for the entire team. Either a parent on the team who is a sewer or delivered to Scoff's Hockey Shop to be professionally sewed on.
2. Name bars are not to be removed at the end of the season. All jerseys will be returned to the Equipment manager with name bars for inspection at the end of the year.
3. The team will be responsible to pay for any jersey that is damaged so do not spend all team funds until the Equipment manager has approved that your jerseys are not damaged.

4. At the beginning of the season, Jerseys will be provided by the Equipment manager. The Equipment manager will issue the same set of jerseys each year IE U15A1 will always get the U15A1 jerseys from the following year. The manager will be responsible for the removal of the old name bars for any player who is not on that team. The name bar will be given to the next year's team to be reused. Any player who is on the team in the 2nd year, will reuse their prior year jersey. Any new players will need new name bars. All new player jersey name bars need to be sewn on by one party determined by the team manager (or Scoff's).
5. Name bars, name bar removal and name bar installation are the cost of the teams.
6. Damaged jerseys will be charged \$100 per jersey.

U7 - U9 Divisions:

SMHA supplies rink boards, black divider pads and junior nets. This equipment needs to be cared for and stored in its designated area after each use so as not to interfere with rink operations.

SMHA Black Helmets:

SMHA is transitioning to the use of black helmets during this season. All players are encouraged to purchase and wear black helmets. The ultimate goal is for all SMHA Rep players, and the entire association looks the same and be recognizable as SMHA. All Rep rostered players are required to wear black helmets.

N. REP HOCKEY POLICIES & REP PLAYER SELECTION

Refer to the Policies and Procedures Manual.

Rep Fees are determined by the board every season and are collected by the team treasurer and paid to SMHA by Nov 1st which covers PCAHA Carding fees, officiating fees and increased cost of ice time.

Coaching Fees are determined by the board every season and are collected by the team treasurer to cover the team contribution to coaching costs, paid by Oct 1st. SMHA covers the remaining balance of coaching fees. Coaching fees will be different for every rep team.

Team Fees, (to be determined by team manager and treasurer) collected by the team treasurer covers costs such as dryland training, tournament registration, year-end celebration, team gifts.

O. CLOTHING AND APPAREL

The SMHA Branded Clothing and Apparel approved vendor is Squamish Source for Sports.

Approved Markings for Tracksuits and Jackets:

- SMHA logo with script – left chest (full colour)
- Player name – on the back/middle/below collar

Approved Marking for Hoodies:

- Black
- SMHA logo with script on front/middle
- Last name (or initial and last name) on back/middle/below collar

- Player number is optional (we do not advise player number if player wishes to re-use hoodie next season)

Name bars are permitted on all SMHA branded items purchased by individuals.

THE SMHA LOGOS, TRADEMARKS, AND BRANDS CANNOT BE USED ON CLOTHING, ITEMS, LITERATURE OR ADVERTISING, WITHOUT THE EXPLICIT WRITTEN PERMISSION OF SMHA. THE SMHA LOGO MAY NOT BE USED FOR FINANCIAL GAIN. FOR TOURNAMENT LOGO USE, PLEASE EMAIL COMMUNICATIONS@SQUAMISHMINORHOCKEY.COM.

P. TOURNAMENTS

If your team would like to attend a tournament or jamboree, search on <https://www.bchockey.net/member-info/tournaments#search-for-a-tournament> for options. Tournaments are listed as early as August.

All SMHA teams must gain approval from both the President and Ice Scheduler to attend a tournament. Please email the Ice Scheduler and cc: the President and your Division Director PRIOR to registering for a tournament, the email should include the following:

Subject: Tournament Permission – TEAM NAME, HCR NUMBER (if available)

We would like to attend the following [Select one: exhibition game/jamboree/tournament]:

Host Association: _____

Location: _____

Date/Time: _____

Sanction Number _____

Contact Person: _____

Contact Person Position with Team: _____

Contact Person Phone: _____

Contact Person Email: _____

This is to ensure that our home ice is used effectively. Please refer to the SMHA Policy and Procedure manual regarding the number of approved local and travel tournaments for rep and house teams.

If you are provided permission to register, you will receive a Permission Letter from the President. You

then need to request permission from your PCAHA League Manager. Your PCAHA League Manager will give you a Tournament Permission Number, that you must submit to the host association with your registration. Please note, PCAHA requires additional forms depending on where the tournament is, please review the PCAHA website for what applies to the tournament you wish to attend <https://pcaha.ca/resources/pcaha-forms/>.

Please note, any rescheduling of home games required due to attendance at tournaments, is the responsibility of the team manager.

Q. DISCIPLINE

Please review the SMHA Disciplinary Policy. PCAHA and BC Hockey regulations regarding suspensions for players and officials are very strict. Review the [PCAHA Rule book](#), and [BC Hockey suspension guidelines](#), for further details. If you have any questions, please contact your League Manager. **REMEMBER: IF IN DOUBT, SIT THEM OUT. PLEASE COMMUNICATE ANY SUSPENSION OF PLAYERS OR COACHES TO THE SMHA REGISTRAR.**

Penalty and Suspension Carry Overs:

Players who play as affiliates who receive penalties with suspensions need to serve out the prescribed suspension before being able to play for any team.

The suspension must be served in the league, division or team where it was awarded. The player also cannot participate as a coach or on-ice official (referee) in any capacity until the suspension is served. Be aware of the rules, there are no reminders.

R. BULLYING, HARASSMENT, ABUSE, BEHAVIOUR & COMPLAINTS

Please review the SMHA Harassment and Bullying Policy. BC Hockey has a renewed focus on Bullying, Harassment and Abuse and SMHA is fully supportive of BC Hockey's policies and recommendations. Please watch for evidence of any bullying actions – in the dressing room, on the bench, in the arena lobby or on the internet.

In recent years, an upswing in negative behaviour from players, parents, coaches and officials towards those participating in community minor hockey has been experienced by SMHA and other associations.

All players, parents and coaches will read, understand and sign the SMHA Code of Conduct at the beginning of each season. Managers will distribute the Code of Conduct to all parents and coaches and collect them at the beginning of the season. Non-Compliance with the Code of Conduct could affect participation in any minor hockey event.

Locker Room Policy:

Please refer to the SMHA Dressing Room Policy. BC Hockey requires that all minor hockey associations, leagues and teams have a documented locker room policy that ensures:

- **Two-Deep Method or Rule of Two**

1. Dressing Room

Please review the SMHA Dressing Room Policy. Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together; which is called the “Two Deep Method” of supervision. Please refer to the [BC Hockey Recommendations on Safety](#).

2. Injury Treatment

The safety person should avoid treating injuries out of sight of others. Use the “Two Deep Method” (two adults) supervision system.

- Rules for supervising and monitoring locker rooms and changing areas
- Guidelines for parents in the locker room
- Prohibited conduct
- Prohibited use of any mobile electronic device for the purpose of taking photos and recordings

Complaint Process:

SMHA has a Discipline Committee that takes seriously any complaint made towards another SMHA player, coach, official or parent. While SMHA encourages association members to speak out when breaches of the Codes of Conduct are apparent, we encourage members to attempt to address them at the level at which they occur following a 24 hour “cooling off” period.

SMHA does not and cannot accept anonymous complaints. The complaint process is as follows:

- Waiting 24 hours before the communication of the complaint
- Communication with your team manager
- If the team manager cannot resolve the issue, they will bring the complaint to the SMHA Division Director
- If the Division Director cannot resolve the issue, they will request the complaint in writing
- The Division Director with the Discipline Committee will call a meeting between parties to resolve the situation
- All complaints and incidents are documented by SMHA

In situations where it is deemed necessary, SMHA reserves the right to implement disciplinary action as recommended by the Board’s Discipline Committee. In such situations, the party in question may be invited to appear in person to provide information.

SMHA reserves the right to remove individuals from active involvement in association hockey where the safety and peace of mind of an SMHA player, parent or official may be at risk.

Recurring issues with the same parties or team will face increasing sanctions. Moreover, nuisance complaints filed without justification may result in sanctions against the complainant.

S. HOCKEY CANADA INSURANCE PROGRAM

Hockey Canada Insurance applies to events that are Hockey Canada/BC Hockey sanctioned events when playing member teams only (league games, tournaments, practices, training camps). It applies to all coaches, managers, trainers and players provided they are registered and rostered on the official team roster submitted to BC Hockey.

Hockey Canada Insurance augments provincial medical insurance and employee (and dependent) medical insurance plans held by player's parents for major medical and dental. Claims must be submitted within 90 days for medical and 30 days for dental. Treatment must occur within 52 weeks of the date of the accident.

Injury Report Form:

HCSP's must have the two-page Hockey Canada Injury Report Forms with them at all games/practices. In the event of an accident occurring, regardless of the seriousness, the Hockey Canada Injury Report Form must be completed and submitted according to the instructions below. This applies to all situations including those where no corresponding monetary claim will be submitted.

Process for Injury Report:

In the event of an accident occurring, the HCSP shall provide the players (parents) with the Injury Report Form. This form should accompany the player as they seek/receive medical and/or dental treatment. The attending physician/dentist shall complete page 2 of the form and it is recommended this be completed at the initial visit.

Once completed, the injury report forms must be filed with:

1. SMHA within 30 days of the incident occurring to the attention of your Division Director and SMHA Registrar
2. To BC Hockey within 90 days of the incident

Sanctioned On Ice Hockey Activities:

On ice activities which are part of a Hockey Canada member association/team program (practices and games) will be sanctioned. Other activities are covered only if specifically authorized by BC Hockey. Effective December 2008, all coaches are required to wear a helmet on the ice. If coaches are not wearing helmets, the activity is not sanctioned and therefore the players are not insured.

When SMHA submits insurance to Hockey Canada, Brennan Park Arena and all ice during the season is covered under that umbrella on the condition of the following rules being upheld:

- that only rostered SMHA players are on the ice and bench, this can mean that other teams within SMHA can also be on the ice but not your 3 or 18 year old sibling or other family members
- Only rostered team officials can be on the ice and bench. They must be rostered as such within SMHA for the current season. Rostered team officials include: coaches, managers, HCSP and on ice helpers
- If the team decides to play an exhibition game, they must attain a game number from their league manager. This would cover both teams on the ice
- If ice is booked at another facility where SMHA does not purchase ice (eg: Whistler Meadow

Park), the team is not covered and must provide their own insurance. Please check with the Ice Scheduler if you are unsure if the rink is approved.

- NOTE: Parents vs Kids games are NOT covered under any circumstances and are not permitted on SMHA scheduled ice.
- For Intermission games at the Vancouver Giants, Vancouver Canucks or any other similar events, obtain a game number from the league manager (Lions' Gate League or Rep A Manager) for the game in order to sanction the event.

Special Event Sanction:

Special sanction for off ice events such as dry land training, social and fundraising activities can be obtained by application to the BC Hockey. Please visit:

www.bchockey.net/RiskManagement/SpecialEvents.aspx

to submit your special event sanction request. Approval can take 8-10 business days. BC Hockey will not sanction events involving alcohol. Once approved or denied by BC Hockey, the form will be returned to the association President who will forward the processed form to the applicant contact. Depending on the special event, SMHA will require documentation outlining the specifics to ensure the conditions of the sanctioned event can be met prior to SMHA approval.

DO NOT PROCEED WITH YOUR EVENT UNTIL YOU HAVE SMHA APPROVAL & BC HOCKEY SANCTIONING. Please consult the Hockey Canada Special Event Sanctioning Guidelines to see if your event can be sanctioned for insurance or contact the association President to enquire as to whether your team's activity is covered by insurance.

The Vancouver Canucks offer programs and experiences for Minor Hockey Teams. Search Canucks website under "Grass Roots Hockey" for opportunities. www.nhl.com/canucks/community/grassroots

You will need to contact your League Manager for a game number, special event sanctioning, exhibition game number and/or special event permission.

T. SUPPLEMENTAL INSURANCE

SMHA players are covered by PCAHA'S supplemental insurance. This includes Enhanced Catastrophic Injury Insurance and Out of Province Travel Medical Insurance. Please see the [PCAHA Rule Book](#) for further details

U. FACILITY BOOKING

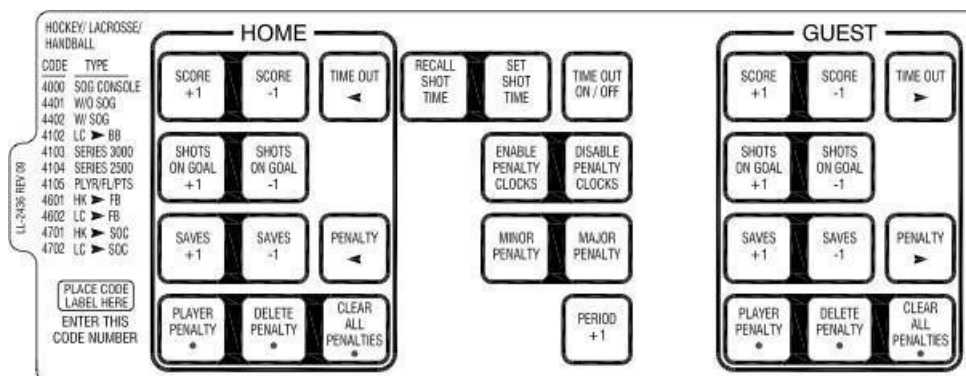
No SMHA team can book a facility at Brennan Park Recreation Centre or another District of Squamish site under SMHA. Unless with permission from the treasurer, any team event (eg: party) must be reserved and paid for by an individual on the team and reimbursed through team funds.

V. SCOREKEEPING

The below is a summary of the scoreboard controller at Brennan Park Recreation Centre.

DAKTRONICS ALLSPORT 5000 scoreboard controller

All UBC rinks, plus Hillcrest, Agrodome, Richmond Oval rinks



TASK	DO	TIPS / NOTES
New game	[MENU] [ENTER]	[MENU] is the solid black key.
Set clock time	[SET MAIN CLOCK] ## [ENTER]	Key is leftward of red STOP button
Set period	[PERIOD +1]	This is the bottom black key between the green & red clusters. Cycles from 0 - 9 & around again

Score adjust	Home cluster or Guest cluster [SCORE +1] [SCORE -1]	
Penalty - entering	Home cluster or Guest cluster [PLAYER PENALTY] jersey ## [ENTER] For a double-minor: [PLAYER PENALTY] ## [4] [0] [0] [ENTER]	Major: Home or Guest [PLAYER PENALTY] jersey ## [MAJOR PENALTY] (black key) [ENTER]