COACH AND MANAGER MANUAL

OCTOBER 7, 2026

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

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A. KEY CONTACTS

Role	Name	Email
Technical Director and Coaching Coordinator	Jordan McCarl	tdho@squamishminorhockey.com
Ice Scheduler and Brennan Park Contact	Kat Gore	treasurer@squamishminorhockey.com
Referee in Chief	Stephen Fryer	ric@squamishminorhockey.com
Referee Scheduler	Donn Oberg	secretary@squamishminorhockey.com
Equipment Manager	Liz Taylor	equipmentmanager@squamishminorhockey.com
Director of Managers	Courtney Kuprel	dom@squamishminorhockey.com
Special/Social Event Coordinator	Emily Tomlinson	secretary@squamishminorhockey.com
Communications and Admin Assistant	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/U18A)	Craig Halliday	vprep@squamishminorhockey.com
Vice President of House	Anna Le Good	vphouse@squamishminorhockey.com
Secretary	Emily Tomlinson	secretary@squamishminorhockey.com
Treasurer	Kat Gore	treasurer@squamishminorhockey.com
Registrar	Conny Bonthron	registrar@squamishminorhockey.com
Director U13 and U18	Andrew Slater	directora@squamishminorhockey.com
Director U7 and U11	Janine Barnett	directorb@squamishminorhockey.com
Director U9 and U15	Jennifer Buxton	directorc@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.

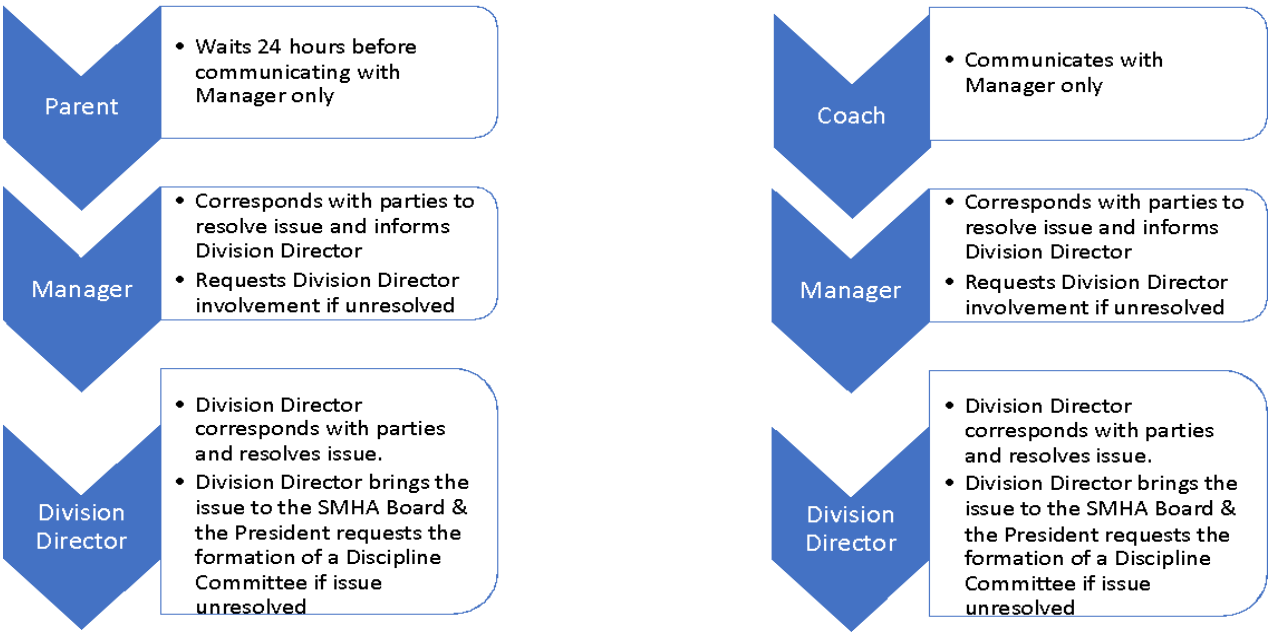
We demonstrate **strength**. We show a commitment to our whole selves and our association which includes both our athletic and our social wellbeing.

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 parents. A 24-hour cooling off period must be adhered to prior to initiating a complaint .

SMHA COMMUNICATION PATHWAY



D. SMHA DEVELOPMENT PROGRAM

SMHA collaborates with Technical Director **Jordan McCarl** and his team of qualified coaches to deliver player and coach development programs tailored to the needs of 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 volunteers with valid CRCs 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) present
- Two volunteers 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, inform 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 required includes a current Criminal Record Check (CRC) 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. Please ensure RIS "Activity Leader" is selected; not the parent option.

The RIS course can be found at 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 45 minutes to complete. The CATT course can be found at

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 forms 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.

U11A is allowed to declare captains or assistant captains after the Christmas break. Please be aware that you are in charge of supplying your own C's and A's. You can order them from here.

Schedules:

League schedules are posted in your SporldePlay account or on the PCAHA website.

PLEASE INPUT YOUR SCHEDULE ON YOUR SMHA TEAMSNAP TEAM ACCOUNT

In the event of a game conflict (eg. change on PCAHA schedule or your team is away at a 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.

Do not use any 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, ie. AP's.

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.

There is no regular ice during the Christmas holidays. Our season ends the week prior to Spring Break – unless teams make playoffs and Provincials.

MAKE EVERY EFFORT TO NEVER LEAVE A SHEET OF ICE EMPTY

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, with exception of U7 and U9 Some player movement may happen after this date if teams are viewed as not being balanced.

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.

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 exceptions 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-oOrdinator 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 I 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	U7 Major, U9 Minor and U9 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 (Den Parents)	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. These volunteers must have a valid CRC on file with SMHA.
Volunteer Co-o rdinator	Every team requires 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.
Scorekeeper Mentor	Every team must have one individual who is responsible to mentor and assist the team's parent scorekeepers in master game date entry in Sporlde Play to ensure greater accuracy of electronic gamesheet submission. They will be required to register and attend all PCAHA E-Gasmesheet training sessions.

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.

Rep Team Budgets

At the beginning of the year, each Rep team must set up a budget to cover its projected season expenses (tournament fees, season end party etc.). This budget must be submitted to the President and Treasurer for approval by October 1st. 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 / donation amount receivable for Rep teams is capped at their approved budget, less the amount of sponsorship funds allocated to them by the association, such amount will be declared and paid to each team by the association no later than October 31 of each season.

House Team Budgets

Each House team must prepare a season budget outlining anticipated expenses, including tournament fees and the season-end party, together with a fundraising plan identifying each proposed initiative and its target amount. Budgets must be submitted to the SMHA President and Treasurer for approval by October 15.

The maximum House team fundraising budget is $5,000, less any association sponsorship funds allocated to the team. Teams must sign up for the Gummy Gainz fundraising program before undertaking other fundraising initiatives.

Parent consensus must be obtained before beginning fundraising activities or requesting lump-sum contributions. Teams are encouraged to fund approved expenses through fundraising rather than parent contributions.

The team manager and treasurer must maintain accurate financial records and receipts and provide regular updates to parents. A final reconciliation must be submitted to the SMHA Treasurer in March. Excess funds and amounts raised above the permitted limit must be remitted to SMHA in accordance with the Policy and Procedure Manual.

All teams may engage in fundraising activities. All sponsorship and grant applications are managed centrally through SMHA to ensure consistency, transparency, and compliance with association policies. Individual teams may not apply directly for grants under any circumstances. Teams wishing to pursue

sponsorship opportunities must coordinate all efforts through the SMHA Sponsorship Coordinator, who will provide guidance and approval to ensure alignment with association standards and existing sponsorship agreements. Any team found to have independently applied for or accepted a grant will be required to surrender all funds to SMHA. Further action may be taken as deemed appropriate by the SMHA Disciplinary Committee.

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

Teams must have a zero balance at the end of the season. Any remaining **Rep team funds** must be redistributed among the team. Any remaining **House team funds** must be remitted to the SMHA Treasurer.

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. These limits can be found in the PCAHA Rule Book for the applicable season.

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 Major (proficient stream) and Minor (developing stream) will not participate in league games.

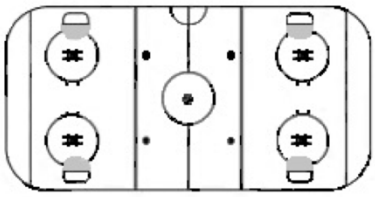
1. Cross-Ice or Half Ice Playing Surface:

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

K. GAME REPORTS AND RECORDS

Each team must appoint a Scorekeeper Mentor. Refer to the Scorekeeper Mentor subsection under SCOREKEEPING / TIMEKEEPING / MUSIC for responsibilities and training resources.

Spordle play Scorekeeper is used for all games from U7 to U18 rep and house levels. Please see this link

for a tutorial.

This required 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 Spordle prior to the game to prepare the roster for each game.

The team manager must submit a prepared game sheet through Spordle prior to the game time. Please see this link for a tutorial.

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 SPORDLE 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 are 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/.**

PACIFIC COAST
AMATEUR HOCKEY ASSOCIATION
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PCAHA 2026-2027 BULLETIN #2

DATE: June 15, 2026.

TO: The Presidents
PCAHA Member Associations/Leagues

FROM: Melanie Earland
PCAHA President

SUBJECT: **Referee/Linesman Expense Allowances.**

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The expense allowances for Referees and Linespersons for all games played within PCAHA were amended at the PCAHA Annual General Meeting on Sunday, May 31, 2026. Section I(8)(a) now states as follows [changes highlighted]:

8. (a) 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	$30.00	$35.00
U11 "C"	$40.00	$35.00	$40.00
U11 "A"	$45.00	$35.00	$45.00
U13 "C"	$45.00	$35.00	$45.00
U13 "A"	$55.00	$40.00	$55.00
U15 "C"	$55.00	$40.00	$55.00
U15 "A"	$60.00	$45.00	$60.00
U18 "C"	$65.00	$50.00	$65.00
U18 "A"	$75.00	$50.00	$70.00
U21	$80.00	$55.00	$75.00

	4 Official System	
Division	Each Referee	Each Linesperson
U18 "C"	$60.00	$50.00
U18 "A"	$65.00	$50.00
U21 "A"	$70.00	$55.00

Where the 4 official system is authorized, should fewer than four officials appear for a U18 "C", U18 "A", or U21 "A" game, the normal expense allowances for 3 or fewer officials shall apply (see above).

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).

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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 coaches and team managers will have the combination to team lockers. It is the coaches and manager's 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.

U7-U9 should have a designated "jersey" parent that is in charge of bringing the jerseys to and from each game, washing, etc.

SMHA - Team Uniform Information & Care Instructions

Equipment Manager Contact Information: Liz Taylor → liz.taylor1622@gmail.com

Jersey Distribution:

● Once teams are officially rostered, team managers will contact the Equipment Manager to coordinate pick up of team jerseys.

● A black and white jersey will be provided for each player.

● There is a possibility that jersey numbers/sizes can be accommodated but this may not be an option. An assortment of sizes are given to each team in order to ensure fit for all players.

● A $150 deposit by cash/cheque (no post-dated cheques) is required at time of jersey pick up, unless something else is organized by the team manager. This is required to ensure the return of all jerseys at the end of the season in the same condition they were distributed.

Jersey Care Instructions:

● Players are responsible to wash and care for their assigned jerseys.

○ Pre-soak in white vinegar to remove stains and odors

○ Wash in cold water only

○ Hang to dry. Please do not use a dryer.

● Game jerseys are not to be worn during practices, or at any other time than game situations or approved team functions.

● It is recommended that garment bags be purchased by each player for the care of jerseys through the SMHA vendor of choice. Jerseys should not be stored in hockey bags.

● No sewing, glue or any adhesive is permitted on the jerseys as this affects the longevity of the jerseys.

Jersey Collection:

● Managers will collect all jerseys at the last game of the season.

● Team managers will return all jerseys (hung on hangers as a complete set) to the Equipment Manager. Dates for jersey returns will be posted at the end of each season on TeamSnap.

● Upon collection the Equipment Manager will inspect all jerseys ensuring they are returned in good condition, aside from normal wear and tear. Tears, cuts, burns, glue adhesive, rips etc. are not considered normal wear and tear and a partial or whole team deposit will be withheld in order to replace the jersey(s) not returned in similar conditions. The amount withheld will be determined by the number of jersey(s) affected and by the Equipment Manager.

● For any jersey(s) not returned at the end of a hockey season, the player will be charged $75 per jersey/$150 per set. If unpaid, the full amount will be applied to registration fees in 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 $ 150 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.

U18 Rep Exception

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. 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 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 each season, jerseys will be issued by the Equipment Manager. Each team will receive the same designated set of jerseys annually (e.g., the U15A1 team will receive the U15A1 jerseys each year).

The Team Manager is responsible for ensuring that name bars for players no longer on the team are removed. Removed name bars shall be provided to the incoming team for potential reuse.

Players returning to the same team for a second year will continue to use their existing jerseys. New players joining the team will require new name bars.

All new player name bars must be sewn onto jerseys by a single, designated party, as determined by the Team Manager (or by Scoff's).

5. Teams are responsible for all costs associated with name bars, including removal and installation.
6. Damaged jerseys will be charged $ 150 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 has transitioned to black helmets. All players are encouraged to purchase and wear black helmets. The ultimate goal is for all SMHA players, and the entire association to look 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.

Tournament Permission and Travel Permits

Teams must obtain permission from both the SMHA President and their PCAHA League Manager to attend all tournaments, regardless of location**.** Obtain a Tournament Permission Number (TPN) from your League Manager and provide it to the host association as required.

A separate travel permit is required only for tournaments or exhibition games outside the PCAHA district. For these events, the team manager must submit a travel permit application through Spordle and email president@squamishminorhockey.com once the application has been submitted. Refer to the Spordle instruction slides in Appendix 1 to this manual.

Tournaments within the PCAHA district do not require a Spordle travel permit, but President and League Manager permission is still required. Ensure all required approvals are received before attending.

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

All team personnel must adhere to the SMHA Dressing Room Policy. Players are to be supervised at all times when in the dressing room. At no time should a single team official or volunteer be alone in the dressing room with players — especially when players are showering or changing. A minimum of two (2) screened adults must always be present together. This standard of supervision is known as the "Two-Deep Method." For further guidance, 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 sanctions 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 / TIMEKEEPING / MUSIC

Timekeeper

General reference for game times:

- Warm up: 5min
- Period 1: 15min
- Intermission 1: 1min
- Period 2: 15min
- Intermission 2: 1min
- Period 3: adjust last period to 15min if time permits. Referees will confirm the actual time needed **formula used is usually time left on the clock divided by 2*
- Wrap up: 3min (adjust to run it until the allocated time on the ice is up on the clock)

To set time on the clock:

- Press <SET MAIN CLOCK•>
- Enter the desired time using the number keypad
- Press <ENTER * YES> to set the clock
    - If a mistake is made, the key <CLEAR/NO> must be pressed **twice** to escape; the first press blanks the data on the LCD, and the second press escapes
- Press <START> to start the main clock
- AUTO HORN• – Press this key to enable/disable the automatic horn
    - If the Auto Horn LED is ON, the horn will automatically go off when the clock reaches “00:00”



The console OR the remote next to the console can be used to START/STOP the clock manually and use of the horn. The horn sounds as long as the key is held.



To add a period:
Press <PERIOD +1>



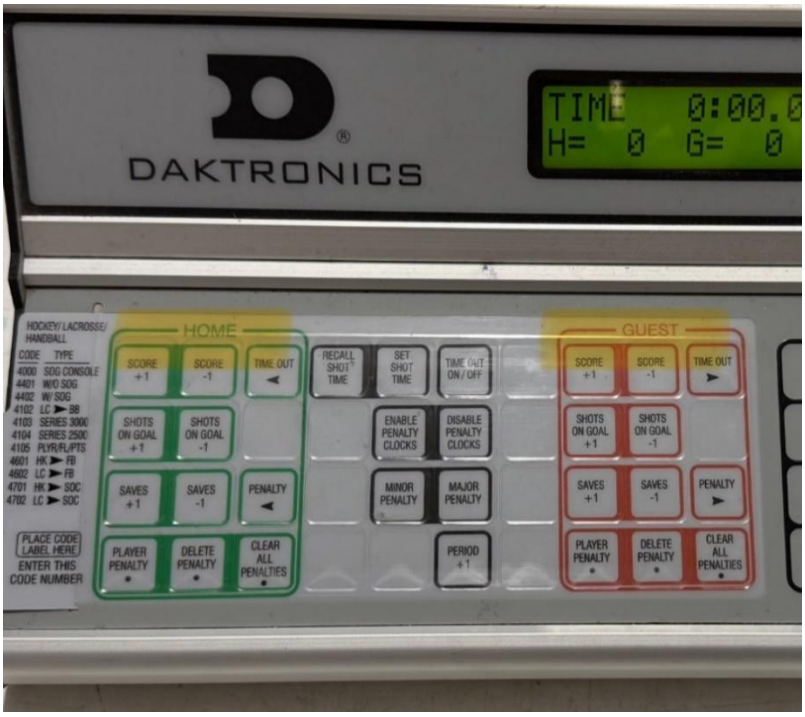
To add penalty:

- Press <ENABLE PENALTY CLOCKS>
    - will allow the penalty clocks to count when the main clock is on
- Press <PLAYER PENALTY•> from HOME or GUEST; enter Player's jersey number using the number pad
- Press <ENTER *YES>
- Adjust penalty time using the number pad
- Press <START>

If a mistake is made: <DELETE PENALTY•>; <ENTER *YES>

- Press <DISABLE PENALTY CLOCKS> to stop the penalty clocks from counting when the main clock is on

If the penalty goes beyond the time left on the clock, it will stop when the clock reaches "00:00" and will resume when the main clock is back on.



Display	Action
HOME PLYR/PEN 1 PNN PN MM:SS PNN = player number MM:SS = minutes, seconds	Press <PLAYER PENALTY •> to add a new penalty or edit an existing penalty for the home or guest team. To edit an existing penalty, use the up and down arrow keys to select the desired penalty, and then press <ENTER>. Enter the jersey number of the player with the penalty using the number pad, and

	then press <ENTER>. Press <CLEAR> twice to cancel and return to the game.

*Stand by the player in the penalty box when 15 seconds is left on the clock of penalty time. Let the player out of the penalty box when penalty time runs out.

Stop the clock when whistle is blowing, STOP stopping the clock when allocated time on the ice is running out (1h15 total).

Reference material:

Daktronics All Sport 5000 Series Console Quick Guide
https://www.daktronics.com/web-documents/customer-service-manuals/dd2077845.pdf
Daktronics All Sport 5000 Series Console Manual:
https://www.daktronics.com/web-documents/customer-service-manuals/ed11976.pdf
Daktronics Website
https://www.daktronics.com/en-us/support/manuals/search?k=5000

Scorekeeper Mentor

For the 2026/2027 season, each team manager must appoint a Scorekeeper Mentor to support new and returning scorekeepers and help ensure accurate game sheets.

The mentor may be a parent or volunteer who is comfortable using Spordle. Their role is to help scorekeepers get set up, answer questions and provide guidance on game sheet procedures. Team managers must ensure scorekeepers know who their mentor is and how to contact them.

New scorekeepers must review the PCAHA scorekeeping training video before their first game. Links to Spordle Game Sheet Management, PCAHA scorekeeping training and the guide for team managers and coaches are available at:

https://squamishminorhockey.com/scorekeeper/

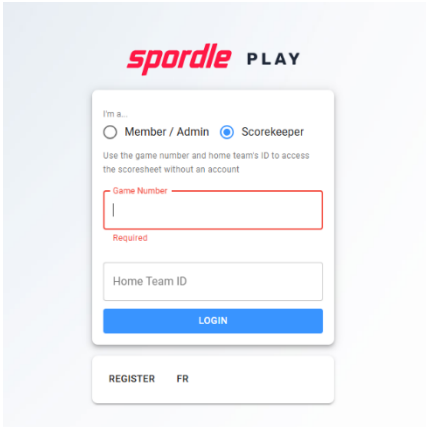
Scorekeepers should direct questions to their team's Scorekeeper Mentor.

Scorekeeper

What do you need?

- Game number: on PCAHA website https://games.pcaha.ca/games or ask team manager
- Home Team's HCR ID: can be found on TeamSnap or ask team manager
- Phone, tablet or laptop
- Pen and note pad

Login into Spordle as a **Scorekeeper**
https://play.spordle.com/login



- Tap to assign or update Scorekeeper/Timekeeper/Officials
- Confirm Period Lengths

**Game can start *after* both teams have declared their roster

Accurately record game statistics (goals/penalties) given to you by referees *as it is happening*.

- On note pad (or phone) rapidly record the information
    - Player jersey's number
    - Period
    - Time the goal was scored/penalty assessed

In Spordle:

- Transfer Goals and Penalties when time permits during the game
- Review Game Summary
- End game
- Scorekeeper and timekeeper sign the scoresheet
- Give the device to the officials to review and sign the scoresheet
- Submit
- Finish

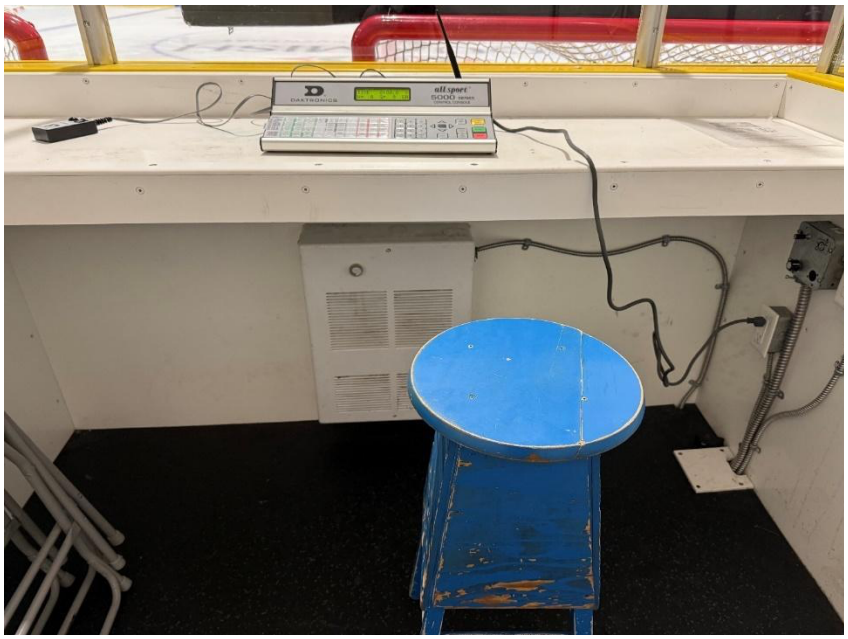
Pay referees (separate envelope for each referee)

Reference material:

https://pcaha.ca/wp-content/uploads/2024/09/2023-Scorekeeper-training.pdf

Music

Bring auxiliary power cord to plug into the outlet (located under the table to the right)





Have your playlist ready (20 songs or more, have a variety of genres of upbeat songs to please the crowd and players).

Play music during all points in the game where play is **not** happening:

- Stoppages
- Intermissions
- Pre-game: as people arrive in the stand (up to 15 minutes prior to the start of the game)
- 5 min warmup (switch song after approximately 2 minutes of it playing)
- In between when referees blow the whistle, and the play isn't on

Do **NOT** play music if a player is hurt on the ice. Resume playing when the player has reached the bench.

***The Timekeeper's bench can get cold, warm clothing is suggested.*

APPENDIX 1 - SPORDLE TOURNAMENT APPLICATION PROCESS.

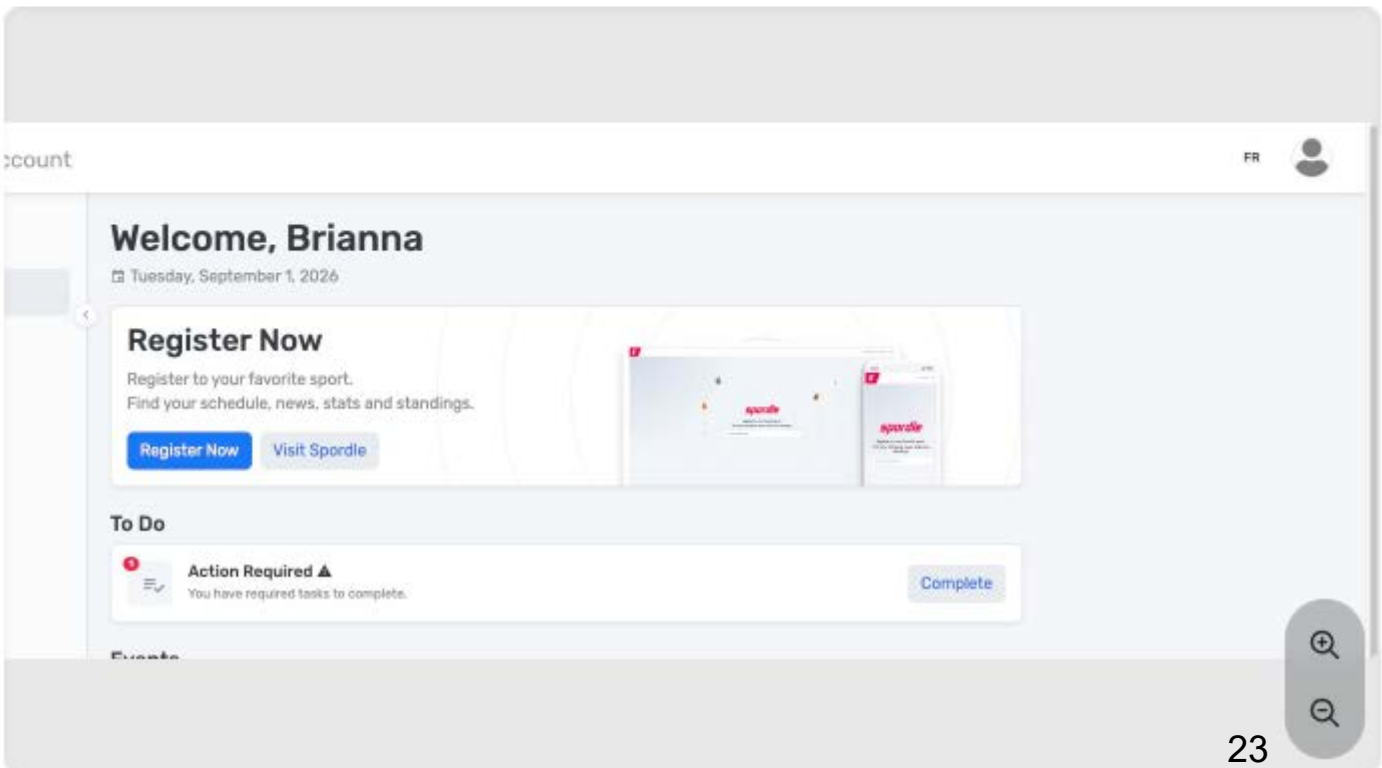
How to Submit a Travel Permit on Spordle (PCAHA)

Learn how to navigate the Spordle dashboard to create and submit a new travel permit for your sports organization. You must either be a HCR user with a MHA or on a roster as a coach or manager to submit a permit for your team.

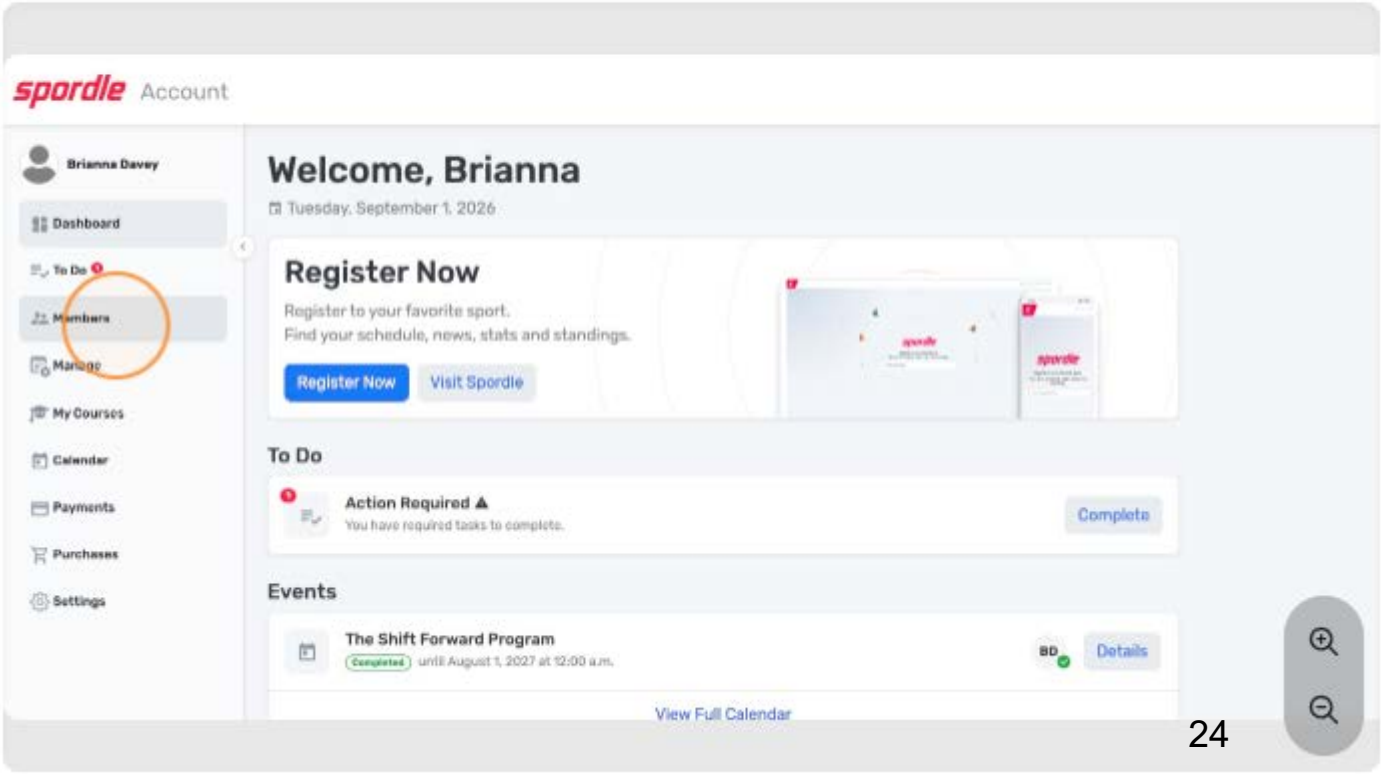
Brianna Davey 21 steps 53 seconds 7 days ago

Coach and Manager Application Steps through My Account

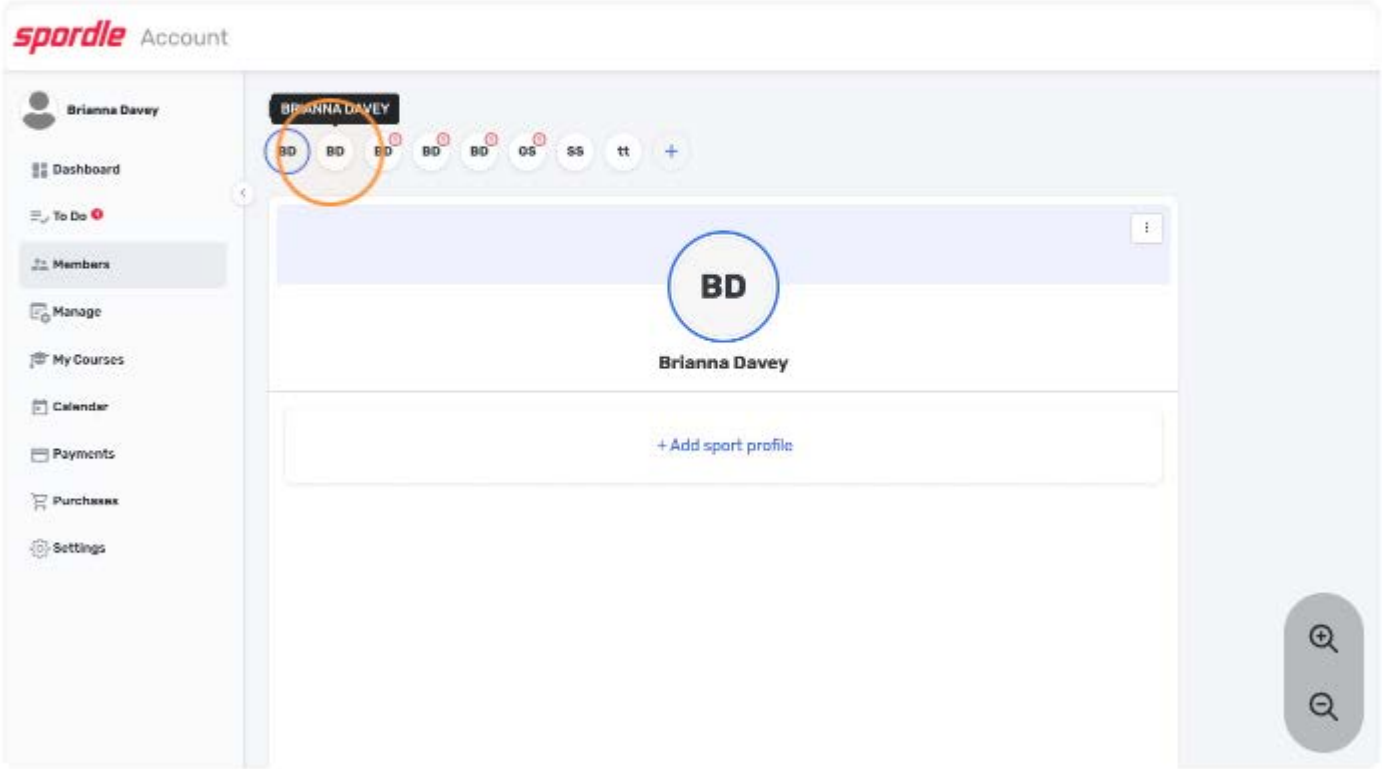
1 Navigate to https://myaccount.spordle.com/dashboard



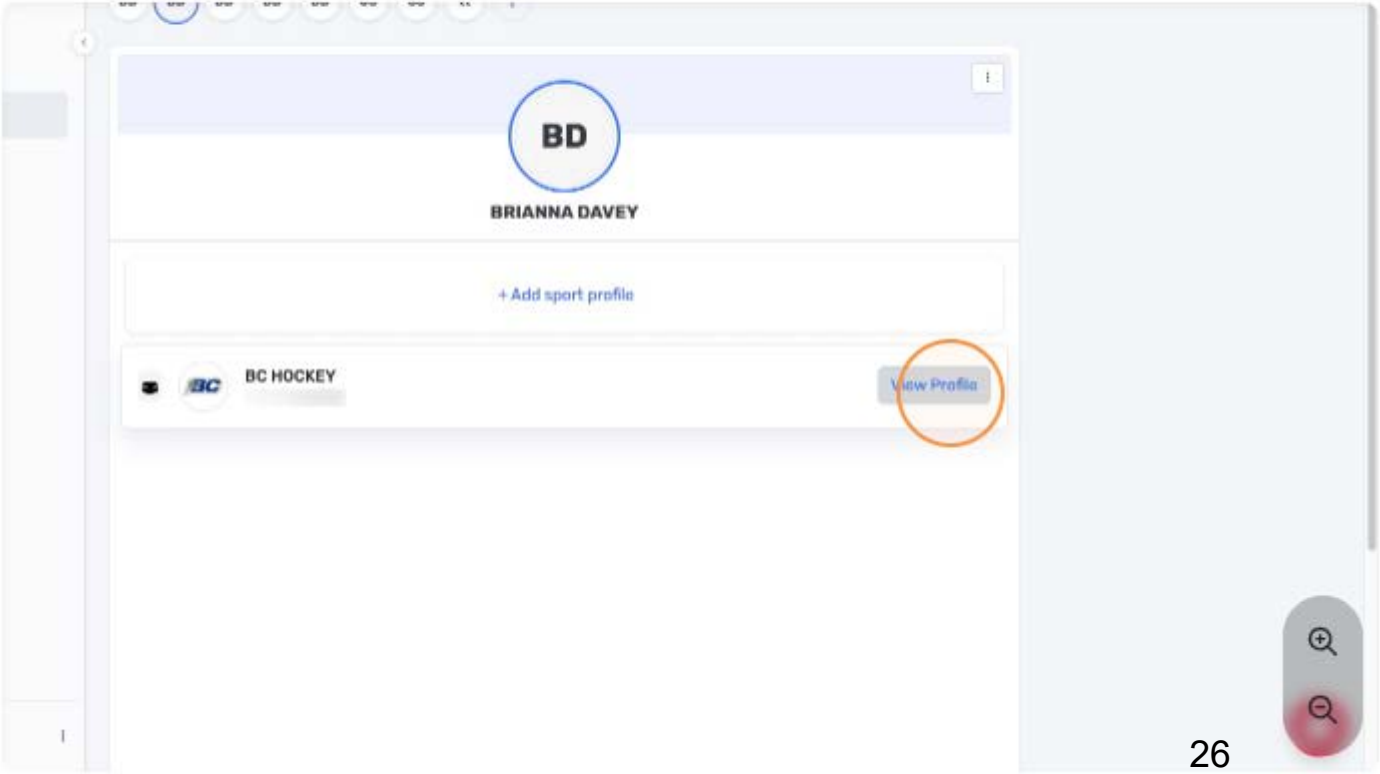
2 Click "Members"



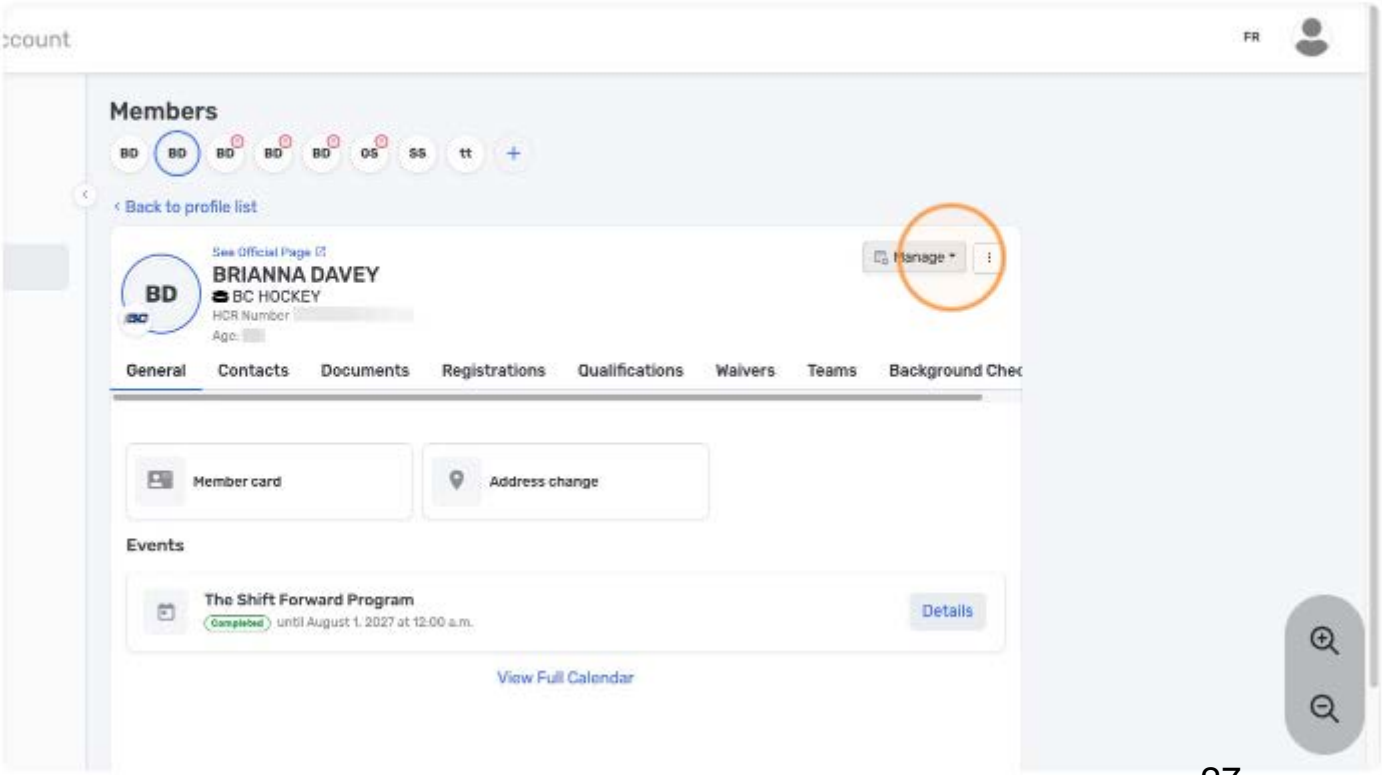
3 Click the linked profile that is on a roster for the team you want to submit a travel permit for.



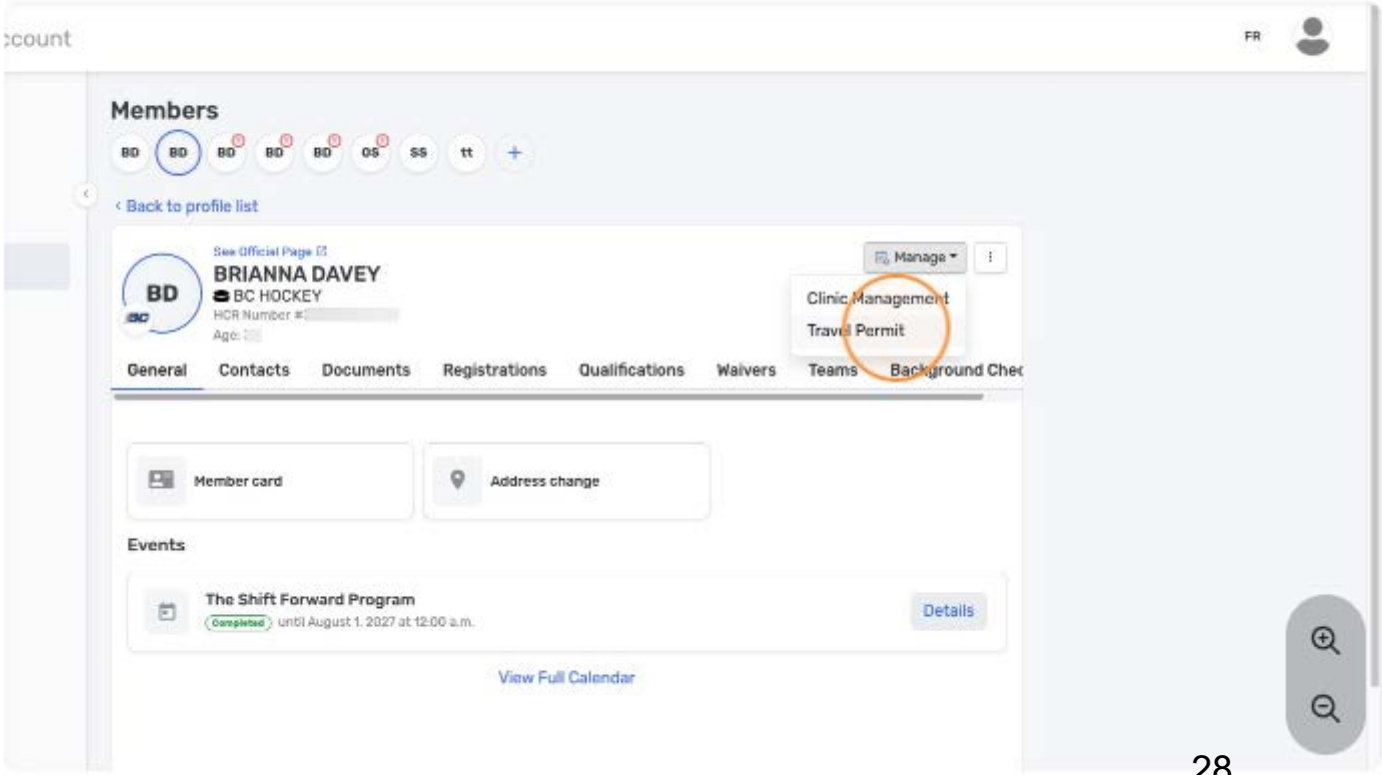
4 Click "View Profile"



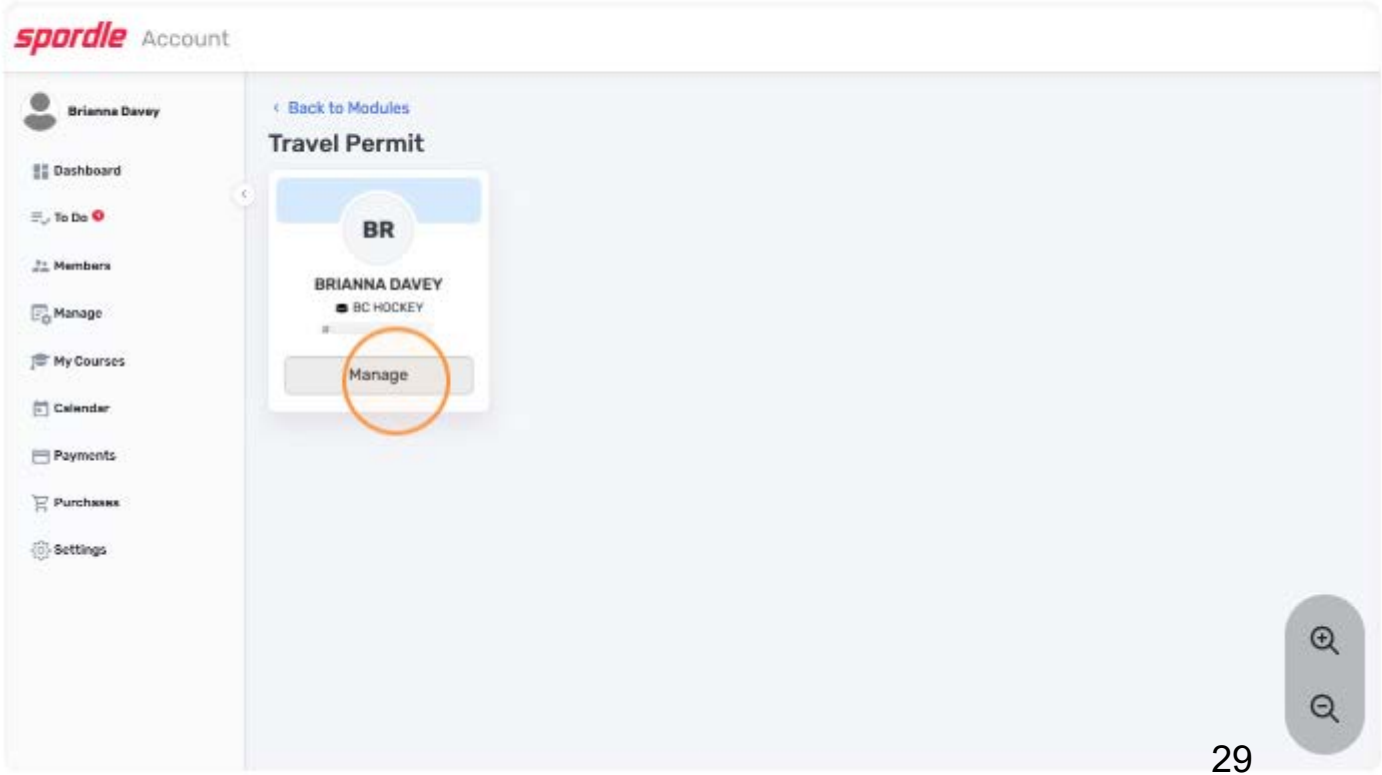
5 Click "Manage"



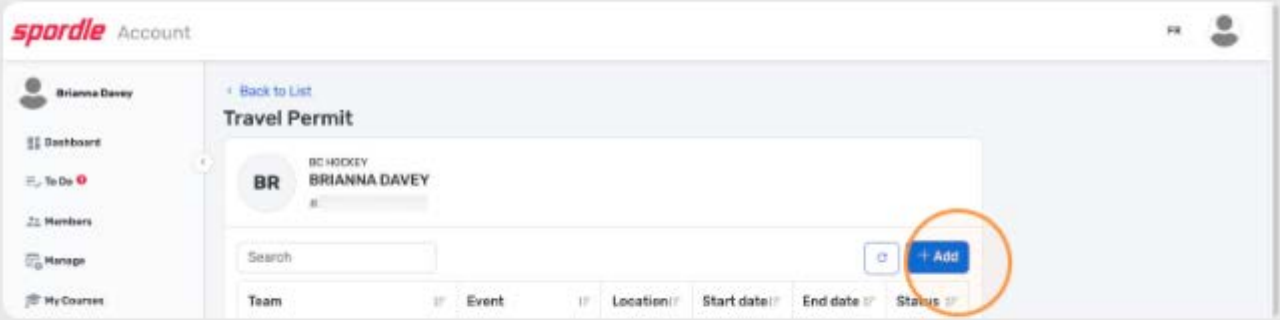
6 Click "Travel Permit"



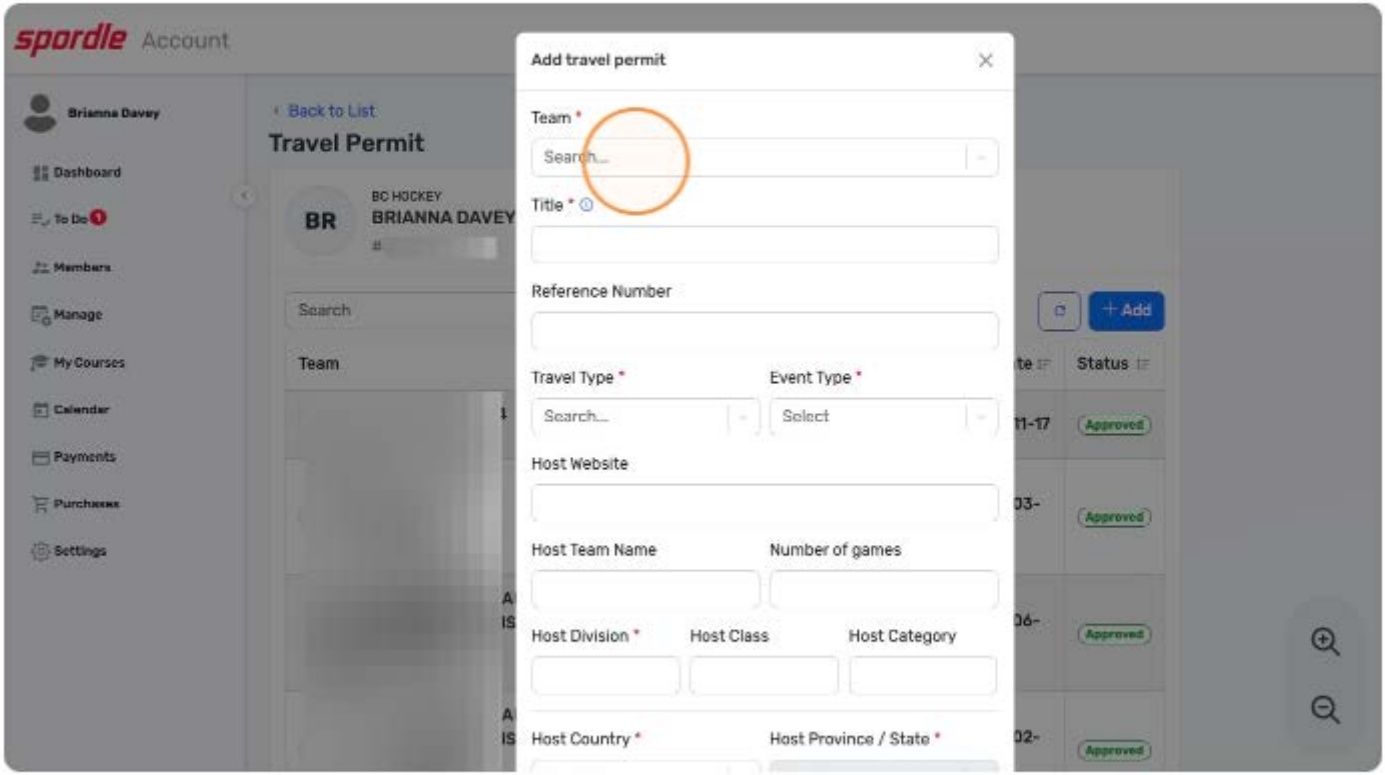
7 Click "Manage"



8 Click "Add"

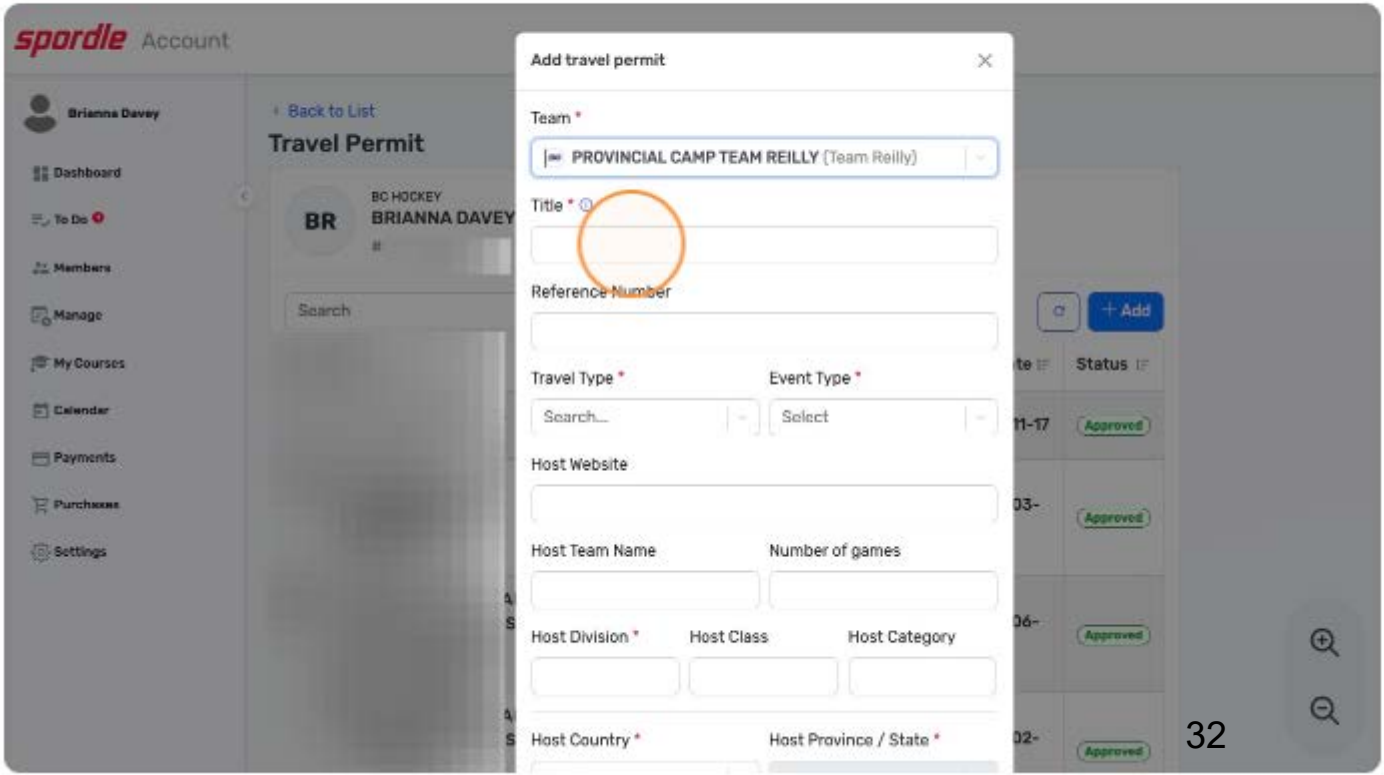

spordle Account
Brianna Davey
Dashboard
To Do
Members
Manage
My Courses
Back to List
Travel Permit
BR
BC HOCKEY
BRIANNA DAVEY
Search
+ Add
Team
Event
Location
Start date
End date
Status

9 Select the team you are putting the travel permit in for. **It will ask for the competition, please select "Not Listed" and enter the full event name.**

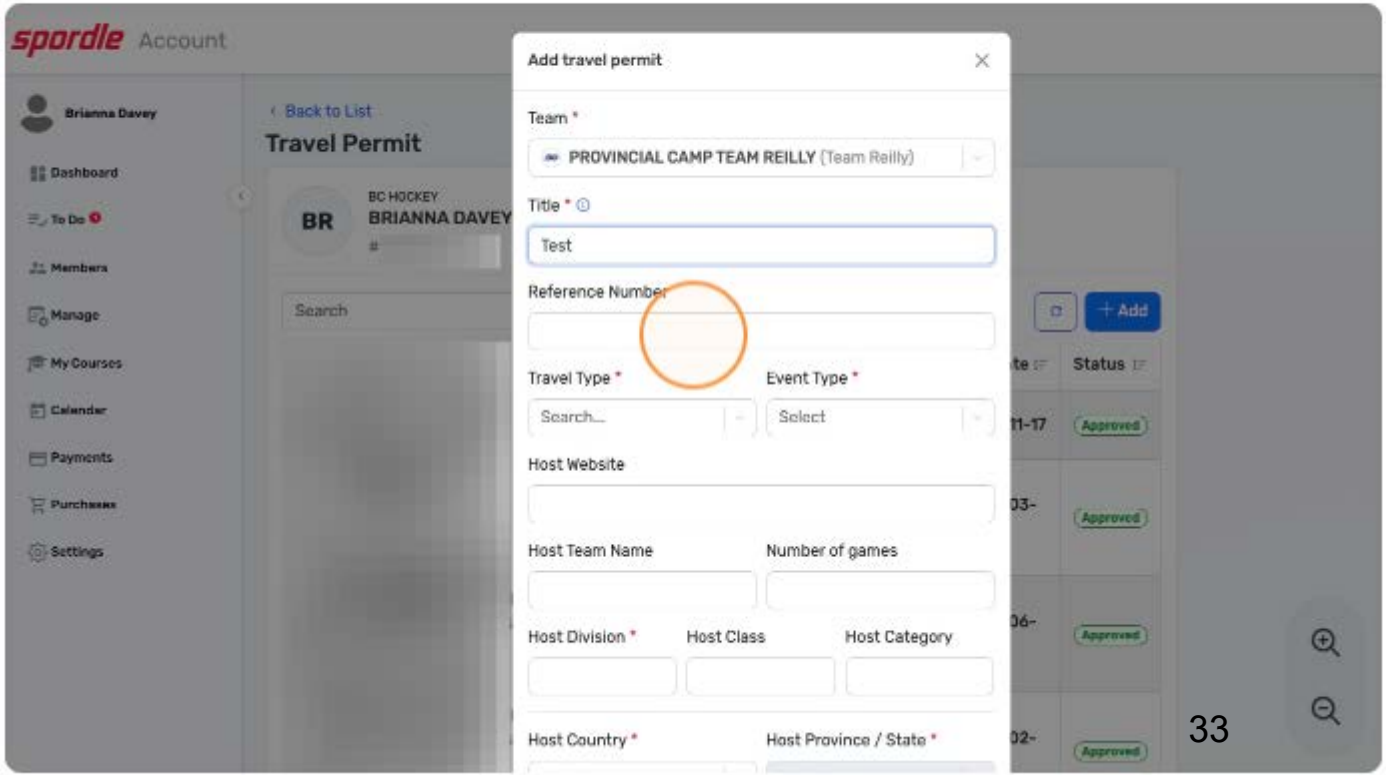


1 / 2

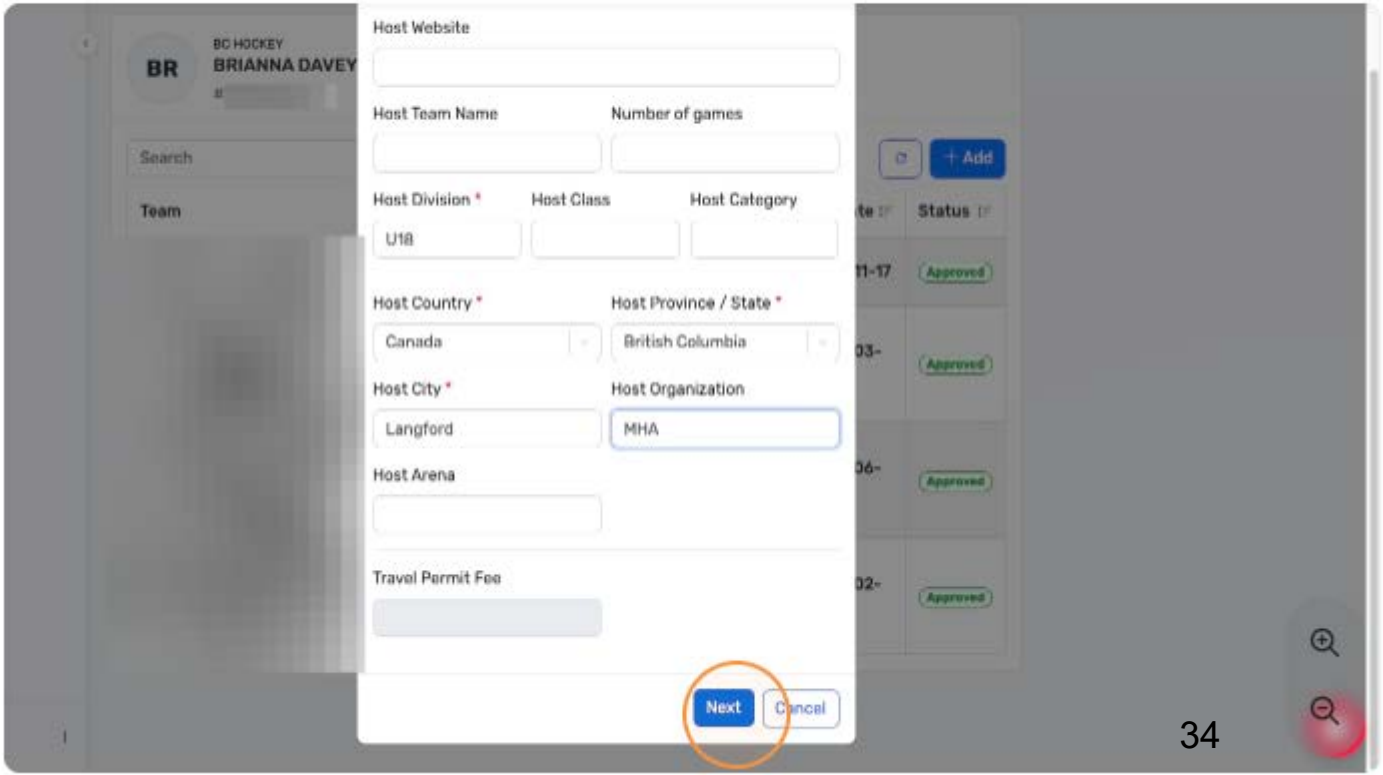
10 Fill out the form with all the information required.



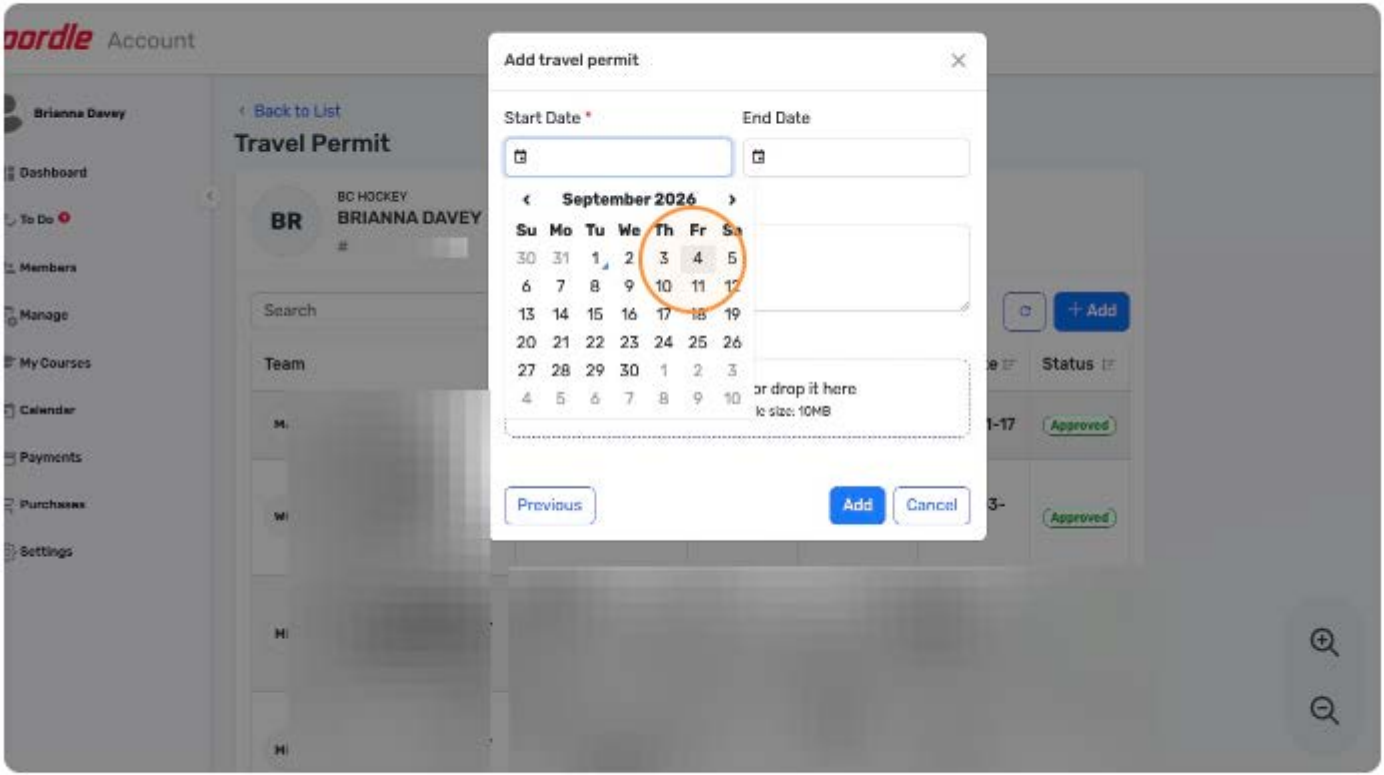
11 Type the sanction number for the event in the Reference Number field.



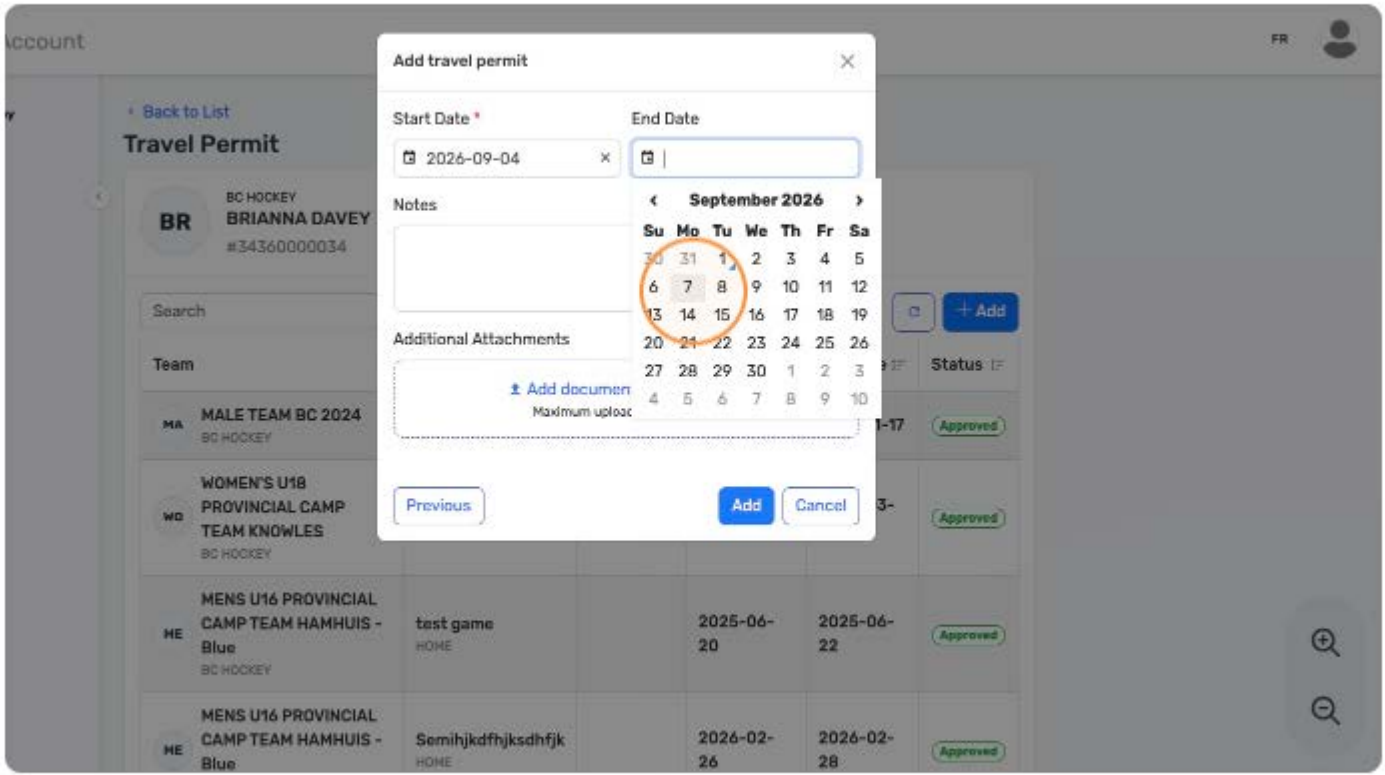
12 Click "Next"



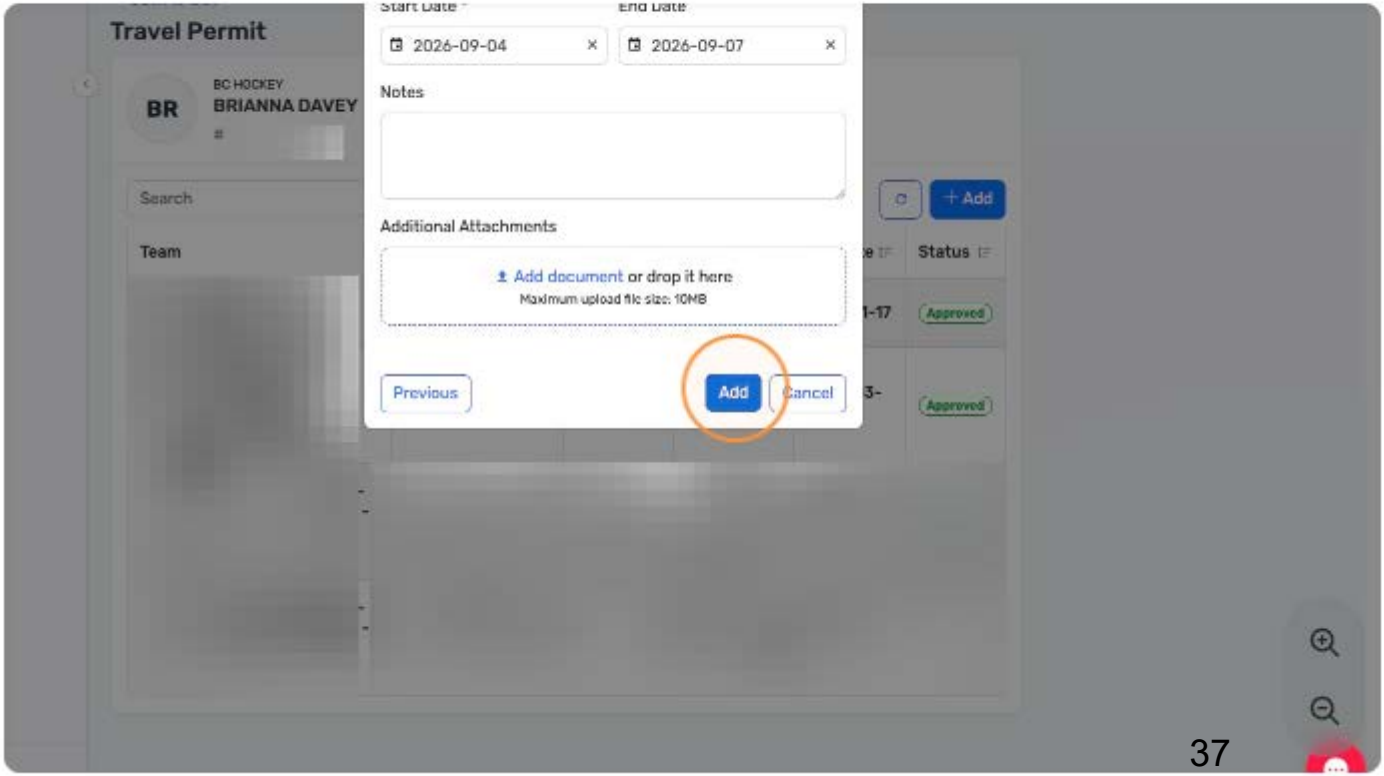
13 Set the Start Date



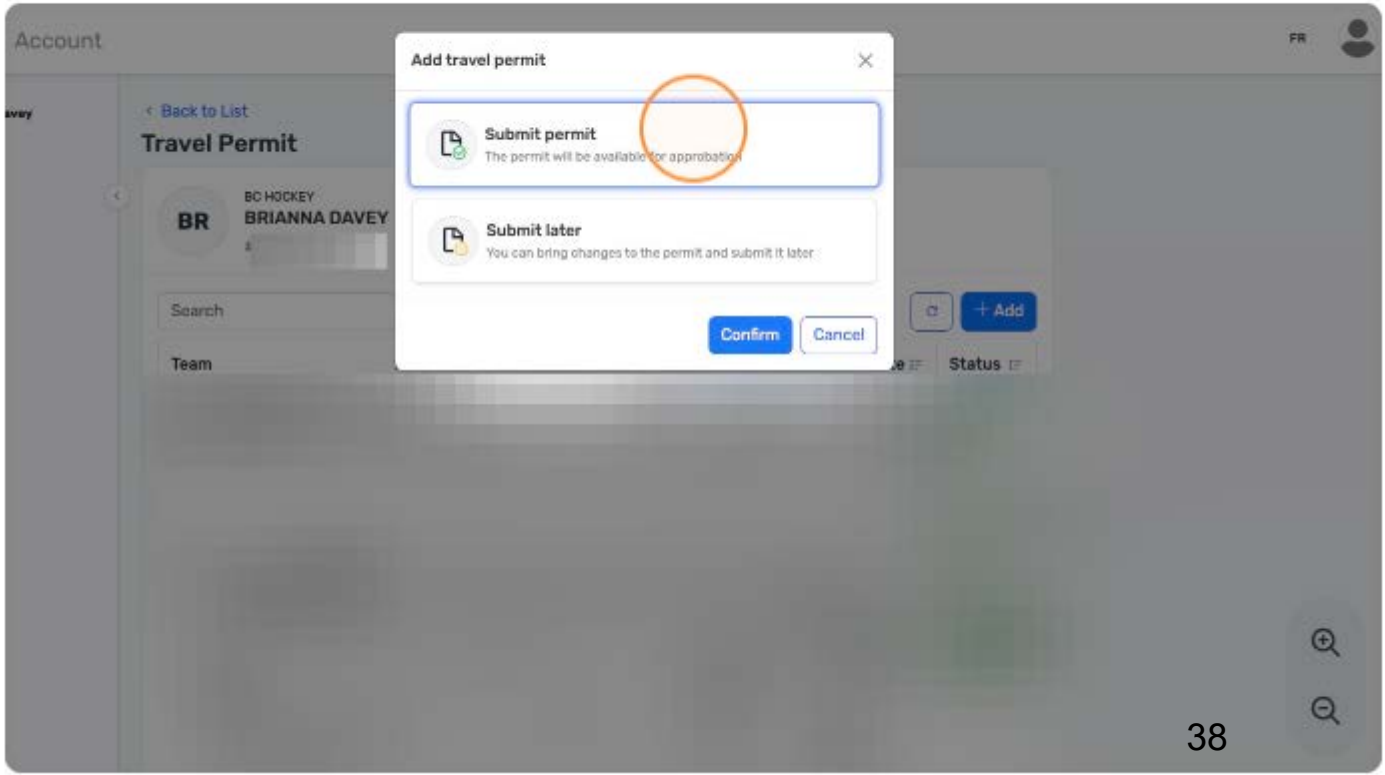
14 Set the End Date



15 Add the approved PCAHA Permission to enter Tournament/Jamboree - Form 105 and then click "Add" or for Exhibition Games - Exhibition Game Form



16 Click "Submit permit"



Click "Confirm"

