



**COQUITLAM**  
**MINOR HOCKEY**

## COQUITLAM MINOR HOCKEY ASSOCIATION

### TEAM MANAGER HANDBOOK

Updated September 2023

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## INTRODUCTION

First off - THANK YOU! Without you, there would be no hockey for our children.

Second - this is a pretty big job so set yourself up a posse. Every parent on your team must volunteer for something. [There is a handy sign up sheet with 15+ positions outlined here](#) – that way every parent can sign up and ease your burden.

# TEAM MANAGER DUTIES & RESPONSIBILITIES

*Upon ratification by the Executive, the Team Manager shall work closely with the Coach and Assistant Coaches and assist in appointing parents to other positions. The main function of the Team Manager is to act as liaison between the Coach, the Parents, the League Manager, and CMHA Executive. The Team Manager generally should not be on the bench.*

## General Duties

1. **PCAHA Rulebook** - Obtain the current [PCAHA Rulebook](#) and ensure your HCSP's and Head Coach also have copies. You can download a pdf version which is really handy to have on your phone.
2. **Code of Conduct & Fair Play**  
Ensure that parents and players and team officials on the team have filled and signed respectively the Contract and Code of Fair Play and that these are kept on file for the duration of the season after which they can be shredded.
  - [Officials Code of Conduct](#)
  - [Player Code of Conduct](#)
  - [Parent Code of Conduct](#) (usually completed at the Team Parent Meeting by the HCSP)
3. **Policies**  
Ensure that all rules and policies of the CMHA & PCAHA are being followed and advise the Division Director or appropriate Vice President of any problems. CMHA Policies can be found under "About" on the CMHA website.
  - Arrange meetings and functions with the Coach and to attend all league meetings imposed by the CMHA or PCAHA.
4. **Deposit Cheques**  
**Volunteer Deposit Cheque: \$150**  
**Each family is required to Volunteer on 3 levels.**
  - Association Hours (evaluations, coaches vs coaches game, agm...) (these are per family)
  - Team Hours (individual team requirements) clock, hisports/spordle, dressing room monitor...
  - Tournament Hours (if your division is hosting a tournament each team will be required to have 1-2 parents on the tournament committee as well as the whole team will need to cover the required volunteer shifts provided by the committee.)

The team treasurer will collect the Volunteer Deposit cheques in the amount of \$150 from each family dated April 15 of next year. **1 Cheque per family, paid to the eldest child's team.**

Please have parents write their children's name and team on the memo line. Cheque payable to CMHA dated April 15 of next year.

Once cheques are collected (2 Jersey deposit cheques, Volunteer Cheques, Goalie Equipment Cheque) please put them into an envelope with a copy of the team roster and drop them off in the CMHA Mailbox at Poirier Sports and Leisure Complex (across from the reception Desk) by October 31th.

## 5. Equipment & Equipment Deposits

[Equipment Policy Link](#)

Appoint a "Team Equipment Manager" who will obtain the uniforms and equipment and ensure that they are cared for and returned in suitable condition. The Equipment Manager will collect the Jersey and Goalie Deposit Cheques.

- Every player MUST have a jersey bag for their Game Jerseys.  
**Game Jerseys ARE NOT to be used during practices.**
- 2 Jersey deposit cheques are to be collected from each player and addressed to CMHA and post dated to April 15th of the following year.  
Please have parents write on the memo line, the child's name and team and yellow or black jersey deposit.  
#1) \$100 Yellow Jersey Deposit  
#2) \$100 Black Jersey Deposit  
**Once the jerseys are returned undamaged, all equipment and volunteer hours have been completed, the cheques will be shredded - not returned.**
- If your team requires goalie gear, please contact the Equipment Manager - [equip@coqmha.org](mailto:equip@coqmha.org) to arrange. U7 - U11C will receive 2 sets each.
- Team Goalie Equipment deposit cheque: \$400 Addressed to CMHA Dated April 15 of the following year. (this will not be cashed if all equipment is returned undamaged and complete)

## 6. Website & TeamSnap

Please make sure you regularly check the CMHA website for updates for your division - [www.coquitlamminorhockey.org](http://www.coquitlamminorhockey.org).

### [TeamSnap](#)

You must email the registrar your [Official Roster](#) and they will then create your TeamSnap team account. Any changes to your roster MUST be emailed to the registrar and they will make the changes as this must be merged with Hockey Canada. Please make sure you update your team's account regularly with your roster, schedule and any documents you need. Documents must be uploaded via the TeamSnap Website login (mobile does not allow this).

Documents that need to be uploaded to your TeamSnap Team's Media Page / Files:

- Team Roster
- Financial Workbook (must be updated monthly and uploaded monthly by the 14th of the following month)

## 7. Roster & Team List

- Prepare a CMHA team roster listing the players' names, positions and jersey numbers together with coaching staff, HCSP & Team Managers. Team Officials

must also include address, DOB, email & cell. The CMHA Roster form is available under the Team Manager page tab of the website.

- A phone list of the players, coaching staff, manager and team parent should be made available for the players and parents.
- Advise Division Director of affiliate requests through posted process and once approved, ensure the contact information is available to coaches and managers.
- The CMHA Registrar will provide a copy of the Hockey Canada Official Team Roster but not until December after all the officials have been approved. If you require one sooner, please email [registrar@coqmha.org](mailto:registrar@coqmha.org).

\*\*Please note that CMHA budgets for 5 officials per team and each team must include on their roster; one Head Coach, one Manager and at least one HCSP. Any additional officials over 5 may be rostered at a cost of \$40 per official. Fees for extra officials will be withdrawn from team bank accounts on Dec 31. (U6-U9 can carry 8 Officials)

\*\*On-Ice Helpers must be listed on the Roster (for insurance purposes) but they are not considered Officials and cannot be on the bench during games. On-ice Helpers are also not reimbursed by the league for their RIS Leader course.\*\*\*

## 8. Special Event Sanction

Obtain a [Special Events Sanction](#) from BC Hockey for ALL team hockey related events outside regular practises, games, tournaments (including but not limited to dryland, Giants Night, Express Nights, Mini Games etc)

*Rooms for team functions can be arranged by contacting [bookings@coquitlam.ca](mailto:bookings@coquitlam.ca) and CCinf the Ice allocator ([ice@coqmha.org](mailto:ice@coqmha.org)) and quoting CMHA Team Socials. You will be required to pay the City directly for the rooms. You must remember to quote your division and team on the booking please ie)U11 C7*

## 9. Scheduling and Games

1. Your official **team schedule** from the PCAHA League Manager will be uploaded to your team's Spordle/HiSports page.
2. Input all games and practices, tournaments and events on your TeamSnap team page asap.  
Games must show the Game number & Home team ID#, the date, the location, time, and whether you are home or away.

3. Ensure that any conflicts on the schedule are corrected with permission of the League Manager and to ensure that both teams are in agreement with the changes and all individuals are advised.

\*Format to send to your PCAHA League Manager for Conflict Resolutions/  
Rescheduling: Both Managers must be included on the email to your PCAHA  
League Manager

- GAME NUMBER:
  - ORIGINAL GAME DATE AND TIME:
  - HOME TEAM NAME:
  - NEW DATE:
  - NEW TIME:
  - ARENA AND RINK
4. Ensure that every league, exhibition, playoff and tournament games have proper **game numbers**. If you need a game number, please contact your League Manager. Game numbers are required for every game including exhibition. You can find your League Manager on the homepage of the PCAHA website [www.pcaha.bc.ca](http://www.pcaha.bc.ca)
  5. All team players, parents, opposing team managers, must be notified if a game or practice is cancelled or changed – be especially mindful of tournament cancellations. Once games are assigned or changes are made by your League Manager in Spordle/Hisports this will automatically assign Referees. (you can double cheque that refs are assigned by viewing your games on Spordle/Hisports)  
If no referees are assigned by 48 hours before the game starts, please email the Referee allocator. ([refassignor@coqmha.org](mailto:refassignor@coqmha.org))
  6. Return any scheduled ice that is not going to be used to the Ice Allocator as soon as you are aware. Ice must be returned within the timeframes and processes outlined on the website to receive a credit to rebook. NOTE: Any additional ice booked outside our City of Coquitlam Contracted ice MUST go through the Ice Allocator. We are in the midst of some intense negotiations with the City for ice so it is critical that we record when we have to go elsewhere.  
[Please Familiarize Yourself With The Ice Page](#)
  7. Ensure that all **Game Sheets** are properly filled out on [Spordle/Hisports app](#) when you are the Home Team. Update your Roster prior to the game start on Spordle/Hisports by clicking on your Lineup Icon (2 heads/shoulders)
    - Pay Close attention to penalties and period lengths. Spordle/Hisports Help
    - After the game, ensure that referees properly sign off on the digital sheet and then submit it electronically through the app.
    - Tutorials are listed on the [Manager Resources Page on the CMHA Website](#)

8. Keep track with the Coach of any suspensions and ensure they are being served **AND reported to the Division Director within 24 hours of the event.**  
\*\*Ensure that all gross and major penalties are reported to your Division Director within 24 hours of the game.\*\*

## 10. Tournaments

1. Register your team for the agreed upon Tournaments and Jamborees and pay the registration fees. CMHA Tournaments always take priority.
2. Obtain proper permissions and personal information and game numbers prior to traveling outside of Canada or the Province.
3. Ensure your parents, players and bench staff are aware of the **Code of Conduct** and adhere to it at all times while representing Coquitlam Minor Hockey. There is potential that your team will lose tournament attendance permissions if behaviour is reported outside of the CMHA Code of Conduct.

- **Tournaments within PCAHA District**

PCAHA Tournament permission numbers are required for each tournament within the PCAHA district that your team wishes to attend. For all tournaments within British Columbia, you require a **permission number** from your League Manager.

Step 1 - Request a CMHA Letter of Permission to Attend no earlier than 45 days in advance of your tournament start date using the [“Request a Tournament Permission Letter link on the website”](#)

Step 2 - Submit your CMHA Letter of Permission to your **PCAHA League Manager** with your request for a PCAHA Tournament Permission Number.

***\*\*Note - CMHA Letter of Permission to Attend is NOT required for your home tournaments, however you do still require PCAHA's Tournament Permission number.***

To Receive your PCAHA Tournament Permission # please send your request to your PCAHA League Manger with this format:

- FULL TEAM NAME: (ex. PCMHA U13 C1)
- MANAGER NAME:
- MANAGER PHONE:
- MANAGER EMAIL:
- HOST ASSOCIATION:
- TOURNAMENT NAME:
- TOURNAMENT SANCTION NUMBER:

- TOURNAMENT LOCATION/ARENAS:
- TOURNAMENT DATES:

A copy of your Hockey Canada Registry (HCR) roster and a letter from your association president approving your team's entry into the tournament. These requests should be made at least two weeks prior to the tournament.

- Conflict games **MUST** be resolved prior to attending the tournament. Failure to do so could lead to your permission being revoked. Also, if your team has a scheduled AWAY game while you're going to be away at the tournament, it is your responsibility to work on a resolution with the Home team. Regular PCAHA league games take priority so get them resolved as soon as possible.

- **Tournaments outside of the PCAHA District**

You require a tournament permission from your League Manager AND permission from BC Hockey. Send the completed package into your **PCAHA League Manager** who will request the permission from BC Hockey on your behalf.

Step 1 - Request a CMHA Letter of Permission to Attend no earlier than 45 days in advance of your tournament start date using the "Request a Tournament Permission Letter link on the website; (BC Hockey Interdistrict form does not need to be filled out if you have a CMHA Letter of Permission)

Step 2 - Send the package to your **PCAHA League Manager** who will request the BC Hockey permission on your behalf.

***\*\*Note- Permission Letters will not be provided if ice is not properly returned***

***Please note that there are many, many teams requesting these letters and the letters will be done in priority of the tournament so please do not submit your request sooner than 45 days in advance. Please do not email more than once unless you have not received a reply once you are 30 days away from your tournament date. Thank you.***

## **11. Safety**

***ALWAYS ENSURE THE TWO DEEP RULE IS FOLLOWED***

1. **Ensure two parents are assigned to be dressing room supervisors for every ice time.** They do not have to stand in the room but can stand at the door with the door slightly ajar so that supervision can be maintained at all times in the dressing room
2. Ensure all safety procedures are being followed and there is **one** HCSP Official assigned for every ice time.



3. Obtain a properly stocked First Aid Kit including Injury Report forms & Team Injury Log and provide to the HCSP Official to ensure it is present at every ice time and dryland event. (Forms are available from the Risk Manager)
4. To ensure that every player has completed the online medical information system and that you, your Head Coach, and HCSP Officials & First Aid attendant have access to the medical information for every team member. This is available in their Teamsnap registration.
5. Please see additional links and information on Risk Management under Safety & Respect on our website, **in particular, review the COVID19 Protocols.**
6. Coaches and other team officials are discouraged from driving other's children to/from practices/games and should never have minors (other than their own children) with them without another adult present.
7. **Coaches and other team officials are strongly discouraged from using any means of social media communication (Facebook or What's App groups etc) with the team and/or team parents. The only sanctioned forms of communication are the CMHA website, CMHA sanctioned TeamSnap and email.**

***ALWAYS ENSURE THE TWO DEEP RULE IS FOLLOWED yes, we meant to repeat that***

## **12. Communication**

When you are serving in the role as a Team Official (Coaches, managers, HCSP's) your communication to your team is from CMHA. We understand that the lines can be blurry as this is also often your peer/friend group.

**All communication to/from the team should only be in official CMHA channels ie. email, website & approved app. Whatsapp, Facebook and other informal chat groups are strongly discouraged for Team Officials. *yes, we meant to repeat that***

# **COACH & TEAM OFFICIAL POSITIONS**

**There are nine (9) mandatory roles that must be assigned on your team with the names submitted to your Division Director.**

## **Mandatory Rostered Team Positions:**

1. Head Coach
2. Team Manager (you 😊)
3. Assistant Coach
4. **At least one HCSP Certified (must be at least one present at every ice / dryland time). One of these HCSP should be the KEY who is responsible for lines of communication to the Risk Manager regarding Team HCSP issues.**

### **Mandatory Non-Rostered Team Positions:**

5. Team Treasurer
6. Equipment Manager
7. Tournament Parents (at least 2 for the Committee if your division has one)
8. Dressing Room Supervisor Parents (2 per ice time and they **MUST** be, at minimum, in doorway of dressing room at EVERY ice time - you may be asked to provide your Dressing Room Supervisor schedule)
9. Team Parent (Parent Auxiliary Committee)

### **Recommended Team Positions:**

10. First Aid Attendant
11. HiSport Manager
12. Game Day Scheduler

### **Team Official Clinic Requirements**

All Officials (Head Coach, Assistant Coaches, Manager, HCSP, Assistant On-Ice Helpers)

\*\*\*\* [Must have the following credentials prior to being rostered to a team.](#) \*\*\*\*

- Criminal Record Cheque with CMHA
- Respect in Sport Leader
- Concussion Awareness Training Tool
- HCSP must have current HU Safety Course Certificate

### **Coaches Certification:**

Coaching Officials must complete their coaching courses and be certified by

Dec 1st. [You can find the current certification requirements in your PCAHA Rulebook \(Page 71\).](#)

1. **ANYONE** dealing directly with the players over 18 **MUST** have a Criminal Record Check and Respect in Sport Leader
2. **All Parents** must participate in the [Sportsmanship Starts in the Stands](#) by viewing the video and completed the Code of Conduct forms. Ideally, you would host this at a team meeting.
3. **ALL Parents** should have completed [Respect in Sport for Parents](#). **The Parent RIS is not reimbursable.**
4. **First Aid Attendant** - CMHA also recommends at least one parent with first aid training - clinic is available at every ice time (a First Responder such as paramedic, firefighter etc may serve as a first aid attendant). If the team does not have a First Responder, CMHA will pay for one Emergency First Aid course.

**All required clinics for Team Officials can be found in the PCAHA Rulebook**

## Clinic Registration

All clinic registration is done through BC Hockey via your Spordle Account except the Criminal Record Check. You can check your qualifications through your Spordle account.

[CLICK HERE FOR LINK TO CLINIC REGISTRATION](#)

## 13. Clinic Reimbursement

***Reimbursement for Respect in Sport Leader(5 MAX) & HCSP (1 MAX) clinics as well as First Aid will be provided by your Team Treasurer from your Team Account.***

***Reimbursement for coaching clinics will be provided at the end of the season (by cheque from the Association upon approval from the Coach Director. (NOT BY YOUR TEAM)***

### 1. **Respect in Sport Leader & HCSP, First Aid Clinic Reimbursement Instructions**

- a) Team Managers or Treasurers are to reimburse your team officials for required clinics and obtain receipts from them.
  - 1 Head Coach RIS Leader
  - 1 Manager RIS Leader
  - 2 Assistant Coaches RIS Leader
  - & Only 1 HCSP RIS Leader & HU Safety course
- b) Complete a Cheque Requisition form, attach all receipts and email them to your Division Director by DECEMBER 15. They will review the request and then it will be sent to the League Treasurer.
- c) Your Team account will be credited for the total amount in the next scheduled deposit. (Approximately 1st week in January)
- d) Please note that the Association only covers any required clinics for **Officially Rostered Officials** - with the exception of a First Aid which is not rostered.
- e) **On-Ice Helpers are not reimbursed by the league (you can choose to budget for them with your team fees)**

### 2. **Coaching Clinics (These do not get reimbursed by the team\*\*\*)**

The Coach Director will send out information regarding your Post Task Assignment.

- a) Once the Post Task Assignment has been approved you may submit for reimbursement.
- b) Completed Cheque Requisition form
- c) Copy of Receipt of payment for clinic
- d) Scan and email to [coach@coqmha.org](mailto:coach@coqmha.org) who will approve and send in for payment.
- e) All Coach Clinic reimbursement requests must include proof of post-task submission.

- f) If you don't hand in this post task assignment you will neither receive your reimbursement nor will you be certified for next season.

# CMHA TREASURER HANDOUT

## Finances

1. Work with your Team Manager & Coach to prepare a **budget** for Team Approval. Your budget workbook and budget guidelines are available on the Managers Resources Page on the CMHA Website
2. Ensure your budget is submitted to your Parents for review and approval. Once approved this must be sent to the Division Coordinator/Director for approval.
3. Once approvals are received from your DC or DD, you must upload to your [TeamSnap](#) Team's Media Link/Files before October 31.
4. Please make sure you update your team's Financial Workbook Monthly.
  - Update your Month by Month actuals on your budget tab of your financial workbook with actuals vs budget, and update your Monthly Reconciliation Sheet
  - Documents must be uploaded via the TeamSnap Website login (mobile does not allow this).  
Documents that need to be uploaded to your TeamSnap Team's Media Page / Files:
    - Team Roster
    - Financial Workbook (must be updated monthly and uploaded monthly by the 14th of the following month)
    - Monthly Bank Statements. You can email Prospera Credit Union or drop by and request a copy of your monthly statement.

\*Your CMHA Division Coordinator will review your Media Page on TeamSnap Team's Page to make sure all documents have been uploaded. All transactions of the team funds including expenditures, deposits etc must be recorded monthly.

5. The Treasurer and Team Manager are responsible for **managing funds** to ensure the fees for officiating are covered for the season and to ensure officials are paid after each game.
6. REMINDER \$100 will be withheld from your CMHA Team deposit which will be deposited on a posted date upon return of your bankbooks & Equipment at end of season Once all supplies have been returned and all financials have been completed you will receive the \$100 holdback
  - **The \$50 start up fund must remain in the account as an ending balance.**
7. Information on Team Banking is at the end of this Handbook.

## Fundraising and Gaming License Applications

**\*\*\*Important: Teams who do not follow these procedures are at risk of seizure of any unauthorized funds raised.**

1. Any and all **fundraising** functions for the team must follow the proper fundraising guidelines. All fundraising must be submitted on the [CMHA Fundraising Application](#).
2. Once the event is complete, the information must be updated on the CMHA Fundraising Report.
3. If you have any kind of gaming/games of chance / 50-50 etc, you must apply for a BCLC Gaming License and provide the number of the license to the Treasurer. **IMPORTANT - All teams must apply for their own gaming license and provide the number of the license to the Treasurer. The application must be in their team name (NOT in CMHA name). No CMHA directors should be listed on the application.** After completion of the event, you must send the Gaming event Revenue Report to BC Gaming with a copy to the Treasurer.
4. No later than the end of the season the CMHA Fundraising Summary must be completed and uploaded to your TeamSnap Team's Media/Files Page. Ideally, it would be updated through the season.
5. **NOTE: Fundraising using alcohol is not permitted. No booze baskets, wine pools or other types of events using actual alcohol. BCLD Gift cards are permitted. This will be strictly enforced as it puts our Gaming Grant at risk.**

## CMHA Team Banking & Accounts

### Team Bank Accounts

**Prospera Credit Union - 290 - 3025 Lougheed Highway, Coquitlam, BC V3B 6S2**

The Prospera Credit Union has bank accounts set up for each team and tournament.

- Banking Fees are yet to be Determined so please budget for \$20 for now.

- Your account will start with \$50.00 as of September 1. Please ensure that you record your books to provide for \$50.00 left in each account at the end of the season.

- Please carefully check your monthly statements to see if any unauthorized transactions occur. (ex. a team fees refund cheque from a previous season was cashed (this happens) or your team is charged for supplies ordered.) If there is anything out of the ordinary please email the league treasurer asap so we may look into it and we will reimburse your team account.

The CMHA Team Bank accounts at Prospera Credit Union are mandatory. There must be 2 signers on these accounts and the signers may not be related to each other and may not be any

coaches. Preference is Team Manager & Team Treasurer. **It is not permissible to simply withdraw the funds in order to use another account, this includes withdrawal of all funds at end of season to redistribute funds to team members via e-transfer.**

**Please see new instructions at the end of this section for setting up signing authorization on the accounts.**

### Team Banking Supplies

You will be provided with a chequebook, deposit book and stamp which must be returned at the date set. (supplies have been ordered for teams that were low) There will be \$100 held back from each bank account which will be transferred into the account upon return of the banking materials and equipment at the end of the season. Materials not returned by that timeframe will forgo the deposit.

Your Division Coordinator will provide dates for pick up of banking supplies at the beginning of the season and return at the end of the season.

## CMHA Deposits, Withdrawals & Reporting Requirements

### Team Deposits

- **Team Funds** - There is a portion of registration fees which are collected in order to return to the teams as Team Funds. This is meant to ease the burden of having all the team expenses at once. The funds are returned to the team in increments. The amounts and schedule are shown below. Many members are under the mistaken idea that these funds are to cover the referees for all games - this is not so, we use the amount of referee costs as a base to determine an appropriate amount but as the number of games and/or the fees may change, this amount simply serves as a base amount with which to provide the Teams start up funds.
- **Travel Costs Rebate - "A" Teams** Each team who is required to travel to the Sunshine Coast, Whistler or to the USA (ONLY THESE 3) for a scheduled PCAHA game will be provided a rebate of \$750.00 once per location to assist in the expenses for these games. This funding is provided from surplus of rep evaluation revenues. **Teams need to submit a request for this rebate to their Division Director providing the game number, date & location.** This will be reimbursed with the 2nd CMHA Deposit.
- **Teams in Final Four or Championships - "A" Teams** - Teams who progress to Final Four and/or Championships may make an application to the CMHA Board for grants to help offset some of the travel and extra ice costs for the players. The amount provided is based on budget, location and ability to provide funding from the surplus of rep evaluation revenues. **Teams need to submit a request for this funding to their Division Director with a budget.**  
**Usually upto \$500 in extra practice and game ice costs as well as up to \$500 for**

## Referee Fees for Final Four or Championships (A-Teams Only)

### Reporting

- **Budget** - Each Team must have their season budget uploaded to the TeamSnap Team's Media/Files Page by October 31
- **Monthly Bank Statement** must be uploaded to your TeamSnap Team's Media/Files Page by the 15<sup>th</sup> of the following month. You can obtain your statement from the Credit Union.
- **Monthly Income & Expense Reporting**  
Documents must be uploaded via the TeamSnap Website login (mobile does not allow this).  
Documents that need to be uploaded to your TeamSnap Team's Media Page / Files:
  - Financial Workbook (must be updated monthly and uploaded monthly by the 14th of the following month)
    - By December 15<sup>th</sup> you must have uploaded your documents up to Nov 30
    - By March 15th you must have uploaded your documents up to February 28
    - Final TeamDocuments must be uploaded by April 7 for final deposit around April 15<sup>th</sup>

### **Team Deposit Dates (these can be delayed by the bank by upto 10 days)**

The total amount of deposit will be calculated using the Team Funds, Grant, Travel Cost Rebate and Registration Rebate and distributed as follows:

Deposit #1	Start of season (before end of Oct)	U6/U7/U8/U9 \$200 U11 to U21 - \$500	Team Start up Funds
Deposit #2	First week in January	75% of amount due less deposit #1	Roster uploaded, Financial Workbook updated monthly (upto Nov 30) and uploaded, Monthly Bank statements uploaded, Clinic Reimbursement Form uploaded and sent to DCs. <b>All must be uploaded to team's TeamSnap Media/Files Page by Dec 15</b>
Deposit #3	Approximately April 15th	balance owed less \$100 holdback	Financial reports / Fundraising Summary up to Feb 28 completed and uploaded to teams TeamSnap Media/Files Page



## Team Withdrawals

- **Extra Ice and Dryfloor Invoices** - will be issued on Dec 31<sup>st</sup> & March 14th. Funds will be withdrawn by the end of March (date TBA). It is important to keep track of your own ice costs to ensure there are no surprises and the ice costs should be reported on your financials even if you have not yet been invoiced for them.
- **Extra Officials Insurance Cost** will be withdrawn the first week in January.
  - U6-U9 (8 Officials covered) (U11 and above 5 Officials covered) all overages will be charged \$40 per extra official
- **CMHA Rep Team Fees - "A" Teams** will have their *Team Fees* withdrawn approximately the first week in January. Your Rep team fee amount will be given to you by your Division Directors \*NB – Non parent Rep Head Coaches will be issued their cheques on Dec 15 and March 15<sup>th</sup> by CMHA. Non Parent Assistant Coach honorarium / gas allowance is to be provided by the Team.
  - CMHA Rep Fee Advances (preseason start) will be withdrawn with your Rep Fees Withdrawal. (\$500 per team)

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## **Team Bank Account signer's requirements for Prospera Credit Union.**

Team Managers, please contact the Treasurer for the **Letter of Direction form + Signer Information form**, please fill out and send to [treasurer@coqmha.org](mailto:treasurer@coqmha.org). The admin will send the forms to the bank, when the treasurer has received them all.

**WALK INS WILL NOT BE ACCOMODATED. PLEASE CONTACT CAITLIN OR PETER IN ADVANCE FOR AN APPOINTMENT**

Information Needed for adding a person to a CMHA team account:

1. Legal Name
2. Legal address (will match address on ID) and phone number
3. Preferred email address for contact
4. 2 pieces of ID (Drivers license and either care card or credit card) scanned to the branch
5. SIN number
6. Citizenship
7. Employment information: name of company
8. Position at employer
9. Address of employer & phone number

If you have been a signer in the last few years, please just confirm with us that none of the above information has changed.

**Also include the Team name that you will be signing on and be aware there will be no drop in appointments.**

This information can be sent to :

Caitlin Steacy at ([Caitlin.Steacy@prospera.ca](mailto:Caitlin.Steacy@prospera.ca))

or

Peter Radonjic at ([peter.radonjic@prospera.ca](mailto:peter.radonjic@prospera.ca))

We will then contact you for the signing of the paperwork which will be done in person, by appointment.

Thank You for your patience if you do not receive a response immediately.

## NEED MORE HELP?

**Your first resource is always your Division Coordinator or Director. You can find all CMHA Contacts [here](#)**

For questions about **registration, rostering, team officials & qualifications** – please email [registrar@coqmha.org](mailto:registrar@coqmha.org)

All questions about any facilities including **ice, forum or booking rooms** - please email [ice@coqmha.org](mailto:ice@coqmha.org)

For questions on **insurance, safety, bullying** or other Risk Management issues – please email [riskmgr@coqmha.org](mailto:riskmgr@coqmha.org)

For questions about **budgets, finances or any other aspect of team management** other than the issues noted above please email [admin@coqmha.org](mailto:admin@coqmha.org) and [treasuere@coqmha.org](mailto:treasuere@coqmha.org)

**If you are not sure, just email [admin@coqmha.org](mailto:admin@coqmha.org)**

## Feedback

This Handbook is for YOU. If you have any feedback on how to make it easier for you to find things or if we have missed important information that you need, please email our Administrator at [admin@coqmha.org](mailto:admin@coqmha.org) **We wish you a fun and successful season!**