



COQUITLAM

MINOR HOCKEY

COQUITLAM MINOR HOCKEY ASSOCIATION

TEAM MANAGER HANDBOOK

Updated October 2024

CMHA reserves the right to make changes to this document if a process or policy changes from the time of posting. New versions will be labeled.

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INTRODUCTION

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

Secondly - this is a pretty big job so set yourself up a posse. Every parent on your team must volunteer for something. That way every parent can sign up and ease your burden.

TEAM MANAGER DUTIES & RESPONSIBILITIES

Upon ratification by the Board of Directors, 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 Board of Directors. 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**
All parents, team officials and players are expected to abide by the relevant Codes of Conduct below that apply to them:
 - [Officials Code of Conduct](#)
 - [Player Code of Conduct](#)
 - [Parent Code of Conduct](#)

3. **Policies**
Ensure that all rules and policies of the CMHA & PCAHA are being followed and advise the Division Coordinator or appropriate Vice President of any problems. CMHA Policies can be found under "About" on the CMHA website or by clicking [this link](#)
 - Arrange meetings and functions with the Coach and to attend all league meetings imposed by the CMHA or PCAHA.

4. **Equipment & Deposit Cheques**
 - a) **Volunteer Deposit Cheque: \$300**
 - dated April 15 of the next year.
 - **One Cheque per family, paid to the eldest child's team.**

- **Note any siblings' names and teams on the roster and volunteer cheque**

b) Equipment Deposits

[Equipment Policy Link](#)

- **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.
- **The child's name and team and yellow or black jersey deposit.**
 - #1) \$100 Yellow Jersey Deposit
 - #2) \$100 Black Jersey Deposit

ALL DEPOSITS WILL BE COLLECTED BY THE TEAM TREASURER and MUST BE IN BY OCTOBER 15.

- c) **Appoint a "Team Equipment Manager"** who will obtain the uniforms and equipment and ensure that they are cared for and returned in suitable condition.
- Every player MUST have a jersey bag for their Game Jerseys.
 - Game Jerseys ARE NOT to be used during practices.
 - 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 to arrange. U7 - U11C will receive 2 sets each.
 - Team Goalie Equipment deposit cheque(s): \$400 per goalie set borrowed, addressed to CMHA, dated April 15 of the following year. Ensure you note the child's name and division in the memo area.

5. Website & TeamSnap

Please make sure you regularly check the CMHA website for updates for your division - www.coquitlamminorhockey.org.

- [TeamSnap](#) (Do Not ADD or REMOVE People)
- The Registrar will add players to your team under direction from your VP or Division Coordinator.
- 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)

6. Roster & Team List

- Prepare a CMHA team roster listing the players' names, positions and jersey numbers together with Coaching staff, HCSP, Team Manager, On-Ice Helpers.

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

- Advise your Division Coordinator/VP of affiliate requests through the posted process and once approved, ensure the contact information is available to coaches and managers.
- Certs:
 - **1. Certifications:**
 - The following individuals will be eligible to be reimbursed for their Respect in Sport for Activity Leaders (RISAL) course, HCSP course, and coaching certifications when necessary for new officials or renewals:
 - a. RISAL: Max of 5 (five) Team Officials per team - 1 head coach, 2 assistant coaches, 1 manager, 1 HCSP will be reimbursed for U9-U21 and an additional assistant coach for U7.
 - b. HCSP: Max of 1 HCSP per team will be reimbursed
 - c. All coach certs will be reimbursed for 1 head coach and 2 assistant coaches per team for U9-U21 and 1 head coach and 3 assistant coaches for U7.
 - **2. BCH Participant Assessment Fees:**
 - A max of 5 rostered officials per team will be covered by CMHA (1 head coach, 2 assistant coaches, 1 manager, 1 HCSP).
 - Any additional assistant coaches/HCSP's will be charged \$50 per person above the 5 listed above, unless they are already a team official as defined above in 1.a on another team.

OIH AND FIRST AID ATTENDANTS:

- CMHA does not reimburse OIH's or FAA's for any certifications. These individuals may ask the team to cover these costs.
- BCH Participant Assessment Fees for any number of OIH's will be charged to the team at \$50 per person, unless they are already a team official as defined above in 1.a on another team.

7. 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)

8. 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 by clicking the following link www.pcaha.ca

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 check that refs are assigned by viewing your games on Spordle/Hisports) If no referees are assigned 48 hours before the game starts, please email the Referee Assignor. (refassignor@coqmha.org)

5. 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.

[Please Familiarize Yourself With The Ice Page](#)

6. 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 (especially the last period).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](#)
7. Keep track with the Coach of any suspensions and ensure they are being served **AND reported to the Division Coordinator/VP within 24 hours of the event.** **Ensure that all gross and major penalties are reported to your Division Coordinator/VP within 24 hours of the game.**

10. Tournaments

1. Register your team for the agreed upon Tournaments and Jamborees and pay the registration fees. Participation in CMHA-hosted Tournaments is mandatory
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.
4. Rosters will only be provided for teams who have completed the TPL request form (see below) and every tournament must have a fresh roster. Do NOT reuse rosters!!

- **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 30 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. Coquitlam Minor Hockey Association U13 C8)
- 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 30 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 30 days in advance. Please do not email more than once unless you have not received a reply once you are 20 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 the Risk page of the website**
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)*

13. Room Bookings:

Room bookings for Poirier Rooms 1, 2 and Multipurpose must be booked via this [Jotform](#). The room booking charge will be withdrawn from your bank account on the next withdrawal. **DO NOT BOOK DIRECTLY WITH THE CITY OR USE THE CITY BOOKING FORM!!!!**

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.**

Non-Mandatory Rostered Team Positions:

- On-Ice Helper - **As of the 2024-25 season, anyone who is helping on-ice at practices MUST BE rostered in the HCR as an OIH in order to get credit for association volunteering.**

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. Events Committee Parent

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, On-Ice Helpers) ****Must have the following credentials prior to being rostered to a team.****

- [Criminal Record Cheque](#) with CMHA
- Respect in Sport for Activity **Leaders**
- Concussion Awareness Training Tool (not required for On Ice Helpers)
- HCSP must have current HU Safety Course Certificate

Coaches Certification:

Coaching Officials must complete their coaching courses and be certified by Dec 1st for Development 1, and Dec 15th for Coach 1 or Coach 2. You can find the current certification requirements in your PCAHA Rulebook.

1. **ANYONE (over 18)** dealing directly with the players MUST have a Criminal Record Check and Respect in Sport Leader! [Link to BC Hockey OIH page](#)
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).

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.

14. Clinic Reimbursement

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

Reimbursement for coaching clinics will be provided at the end of the season (NOT BY YOUR TEAM)!

1. **Respect in Sport Leader & HCSP Reimbursement Instructions**
 - a) Team Managers or Treasurers are to reimburse your team officials for required clinics and obtain receipts from them.
 - 1 Manager RIS Leader

- & Only 1 HCSP RIS Leader & HU Safety course
- b) Complete a jotform, and attach all receipts (Process noted below)
- c) Please note that the Association only covers any required clinics for **Officially Rostered Officials**
- d) **On-Ice Helpers are not reimbursed by the league (you can choose to budget for them with your team fees)**

All manager/HCSP clinic reimbursements, bank charges, travel rebates, misc credits (except coaching clinics & certs), will be transferred out to teams at the end of the season (after March 31), provided your VP/DC has approved your Team Reimbursement Jotform by March 25th.

- a. Deadline to submit the reimbursement requests is March 20th - NO EXCEPTIONS. Late submissions will not be processed!
- b. *Do not send in multiple Jotforms throughout the season. **Submit one Jotform at the end of the season for all reimbursements.***

MANAGERS: Please reimburse your rostered volunteer Team Officials for their Respect in Sport Leader (Max 2 - manager & HCSP) and 1 HCSP clinic (Max 1) clinics directly from your Team Bank Account. Coaches must submit their RISAL with their coaching certs Jotform - they will be paid by CMHA directly - **do not reimburse coaches from the team account!**

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

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

- a) Once the Post Task Assignment has been approved by the Coach Coordinator you may submit for reimbursement.
- b) Complete a Jotform and attach your clinic receipt(s). Process noted below.
- c) All Coach Clinic reimbursement requests must include proof of post-task submission.
- d) If you don't hand in this post task assignment you will neither receive your reimbursement nor will you be certified for next season.

Coaching clinic reimbursements will be paid directly to the coach at the end of the season (after March 31), via e-payment, provided the request has been approved by the Coach Coordinator.

- a. Coaches must submit a separate Jotform: [Coach Clinic Reimbursement Form](#)
- b. Coaches must have completed the E-payment Set-Up Form (The Coach Coordinator will send this directly to the coaches)

- c. If a coach took Respect in Sport in the current season, they must submit that **within their coach certs Jotform.**
- d. **If a coach ONLY took Respect in Sport, and did not take any coaching certs, in the current season, they must submit RISAL to their team, as per 13.1**
- e. Deadline to submit the reimbursement request is March 20th - NO EXCEPTIONS. Late submissions will not be processed!

Please note that the Association covers any required clinics for **volunteer rostered** officials only to a maximum of 1 HCSP, 2 Assistant Coaches, 1 Head Coach and 1 Manager.

- f. CMHA does not cover certs for On-ice helpers or coaches receiving honorariums of any amount, including Jr Coaches, or First Aid Attendants.

CMHA TREASURER HANDOUT

Finances

1. Treasurers 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/VP for approval.
3. Once approvals are received from your Divisions Coordinator/VP, 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 see these by logging into your Prospera online account.

*Your 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
7. Information on Team Banking is at the end of this Handbook.

Fundraising, Sponsorship 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.**
6. **All sponsorship needs VP approval before proceeding, please email all details to your VP. Complete the summary report with all required details, on the Sponsorship tab, on the [Sponsorship Summary Report](#)**

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.

- 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. 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. If you require cheques in a hurry prior to receiving your supplies, you can go into the branch and have them print you a few blank cheques.

BANKING SUPPLIES WILL BE AVAILABLE FOR PICK UP AT THE MANAGER/TREASURER MEETING ON SEPT 30. In order to receive your bankbook, you (the manager) have to be rostered in HCR and must send the treasurer a request via this jotform:

<https://form.jotform.com/242680560298059> to generate a letter of direction that you will need to fill out, return to the treasurer, who will then forward to the bank. The **bank** will then reach out to the manager when their papers are ready for signing in the branch.

Note - all team officials including managers must have all their basic certs completed and current to be rostered.

IE. if a manager needs to renew RISAL (or get a new CRC, or complete CATT, or sign their waivers, or any combination of these), they have to do that before they can get their letter of direction form.

This [waiver](#) must also be completed prior to receiving your team bank book

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 \$1000.00 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 VP providing the game number, date & location.** Deadline to submit the reimbursement requests is March 20th - NO EXCEPTIONS.
- **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 VP with a budget.**
Usually up to \$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 15th of the following month. You can obtain your statement from your online access to your team bank account.
- **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 15th 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 15th

Team Deposit Dates (these can be delayed by the bank by up to 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)	U7/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 (up to Nov 30) and uploaded, Monthly Bank statements uploaded, Clinic Reimbursement Form uploaded and sent to Division Coordinators. All must be uploaded to team's TeamSnap Media/Files Page by Dec 15
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 Dry floor Invoices** - will be issued around the end of December and mid-March. 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.
- **CMHA Rep Team Fees - "A" Teams** will have their *Rep Fees* withdrawn approximately the first week in January. Your Rep fee amount will be given to you by your VP. Non parent Rep Head Coaches will be issued their payment on Dec 15 and March 15th by CMHA. Non Parent Assistant Coach honorarium / gas allowance is to be provided by the Team.

- Preseason Ref Fees and any tournament fee advances will be withdrawn with your Rep Fees Withdrawal. Applies to 'A' teams only.
- C and Initiation teams will have goalie development fees withdrawn in October, if applicable.
- Fees for CMHA home tournaments will be withdrawn directly from the bank account for divisions participating.

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**. Have both team signers complete the form.

2024-2025 season Team Bank Account Signer Process TBA

NEED MORE HELP?

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

For questions about **registration, rostering, team officials & qualifications** – please email registrar@coqmha.org

All questions about any facilities including **ice, forum or booking rooms** - please email ice@coqmha.org

For questions on **insurance, safety, bullying** or other Risk Management issues – please email riskmgr@coqmha.org

For questions about **budgets, finances or any other aspect of team management** other than the issues noted above please email treasurer@coqmha.org

If you are not sure, just email 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. **We wish you a fun and successful season!**

CMHA reserves the right to make changes to this document if a process or policy changes from the time of posting. New versions will be labeled.