

## Golden Minor Hockey Team Managers

Attend EK league game scheduling meeting, October 25th in Cranbrook at The college of the Rockies at 12:00.

Put team tournament on website [www.bchockey.net](http://www.bchockey.net) under tournaments.

Coaches courses have been scheduled in the EK Zone. All coaches and parents associated with the team require specific courses. Respect in Sport (Speak Out) is required for all team carded Coaches, Manager and Safety Person. **All these courses now require you to sign up online at [www.bchockey.net](http://www.bchockey.net)**

Hockey Safety Person required to be at each game. Should have a few parents on the team take the training.

Put together team list of players, jersey numbers, parents/guardians, telephone numbers, and mutual aid numbers.

All managers should have a Player Medical information sheet completed for each player. This information is to be kept private.

Managers should get forms off of the BCHA website for accident reporting etc.

Teams are responsible for making arrangements for referees. See Kelly Dahlin at [bkdahlin@telus.net](mailto:bkdahlin@telus.net)

Team should identify parents responsible for equipment management, scheduling time keepers and scorekeepers, organizing home tournaments, 50/50 tickets, team calling persons and treasurer.

**Parents from each team are to operate the concession at the Rockets games. This is where we make most of our money to cover the costs of running the league. Without it costs for playing would be significantly higher. Karen Jones will be posting a schedule on our bulletin board, please see when you are scheduled.**

All game sheets to be placed in the box at the arena or given to bill Soles within a week of game being played. All sheets need to be given to the EK rep, Bill Soles, by the end of the month.

Have players and parents read over over and sign Code of Conducts.

Verify all ice times with GMHA Ice Manager, Gloria Sime-Vivian.

Need sanction number for all games played outside of BC as well as sanction for teams to come here from outside BC. Fill out Out of Province Request Form.

If going to Whitefish (usually Atom), you need to ensure you have a Birth Certificate, Letter of Authorization including time in the US and reference to playing hockey. If over 13 you need a picture ID. Parents require a passport. Also need out of province travel request form filled out and approval for league games in Montana. No guarantee however, have been advised by BC Hockey that Birth Certificate will suffice for players' only.

Team tournaments need to be registered; this will be done by each individual Manager. A sanction number will be provided by BC Hockey. This number will be required by teams travelling to your tournament.

Thank you for volunteering your time, each team needs a great manager.