

2025-2026

MANAGERS' GUIDE



Salmon Arm Minor Hockey Association



SALMON ARM MINOR HOCKEY
2025-2026

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Team Manager Handbook

Updated September 2025

This handbook is designed to assist the team manager with SAMHA and OMAHA procedures. Every successful team should have an individual not connected with coaching who oversees the managerial aspects of running a team in minor hockey. They are the liaison between coaches, players, and parents. We hope you will find it useful.

Contact SAMHA Administrator if you have any questions saminorhockey@shaw.ca

Jerseys, Equipment & Socks

Each team should designate an individual or individuals to take on the responsibility of taking care of jerseys. They will need to collect jerseys after each practice or game and hang up and/or wash after each use to air out. All jerseys should be properly laundered in cold water and hung to dry during the season and prior to return. This will allow jerseys to last longer when taken care of according to manufacture instruction. Teams will be distributed a garment bag with each set of jerseys.

SAMHA sponsored jerseys are to be worn for league, exhibition and tournament games while representing SAMHA. If teams purchase their own practice jerseys, they are welcome to wear for practices only.

Please refer to name bar policy for details: [NAME BAR POLICY](#) – page 36.

The “Jersey Designate” is the only person(s) permitted to take the jerseys home for laundering / airing out.

Any jersey damaged or lost will be replaced at the cost accrued by the player/parent.

Please do not put the jerseys in the dryer!!

Also distributed each season will be:

- First aid kit Safety Kit Contact Risk Mgr. or Administrator if supplies are needed.
- Pucks & pylons
- Each rep team will be designated a team locker while each recreation division will share a locker
- Locks will be provided by equipment manager. All equipment and locker keys/locks are to be returned at the conclusion of the year.

Socks will be supplied to all SAMHA teams and picked up through the equipment manager.

The equipment manager is to be contacted by the division manager ONLY. Please make your teams

aware that parents/players are not to be contacting the equipment manager directly.

Electronic Score Sheets & Tablets

Instructions for electronic tablets - SAMHA website and click Team Managers tab under Team Officials. Four tablets are located in last blue locker (bottom) in equipment hallway below Spectator Rink. Please be sure they are charged while using and return to the locker after use. When game is completed, make sure to hit the submit button. Please remember to shut down the tablet after use before restoring. If, for any reason, tablets are not working, please use GAME NOTES SCRATCH PAD located on the front bulletin board at Rogers Rink.

If necessary, referee may request to send copy to referee if game report needs to be completed. If team has home game in Sicamous, tablet is located in skate sharpening room and should be charged up. If home games are in other arenas, please see Administrator for tablet to take with you. (For Enderby games, you must either bring a tablet with you or use HiSports app online to log info, please be aware that Wi-Fi in Enderby arena is not great, sometimes you must connect to the tablet outside and then go in the arena.)

Team Manager or designated scorekeeper must have the team's HC (Hockey Canada) number, which will be at the top of the team's official roster, and the game number to log into the game on the tablet. A convenient way to have this information handy for everyone is for the team manager to put it into the TeamSnap game notes for every game.

Team manager must enter info on tablet after game if scratch pad is used only. (It is a safe practice to always use a scratch pad as well, just in case something happens in the tablet or there is a discrepancy).

Teams U11 and up are to provide a volunteer Scorekeeper and Timekeeper for each home game. U7 and U9 only need timekeepers. These individuals are game officials and are to display neutrality and professionalism during their tenure. .

Concerns regarding game information in the tablet, contact Sherry Wakelin at OMAHA
swakelin@omahahockey.ca

Teams are encouraged to submit scores to the newspapers after each game or tournament. **Please ensure you use your sponsor's name when referencing your team.**

OMAHA Constitution Bylaws & Regulations

All team managers must request game number from OMAHA office (Sherry Wakelin swakelin@omahahockey.ca) if they are playing exhibition games within OMAHA. If a team is playing any games or tournaments outside OMAHA, they must also request sanction number from OMAHA office. If any player receives a suspension notice, only regular scheduled games including playoffs, tournament games and exhibition games that were in Spordle prior to infraction can be counted towards suspension, NOT exhibition games added afterwards. Team managers will supply HC roster to any out-of-town tournaments they are attending. You will receive a copy of your team roster from our registrar once the team is registered in Hockey Canada, save that copy as you will be using it throughout the season. If any player receives suspension notice, coaches must notify player and parent immediately. The notice will be sent to SAMHA Administrator who will forward it to Head Coach. If any questions on above, contact MHO or Administrator.

BC Hockey Official Team Rosters

It is extremely important the tablet show only the players/volunteers that are rostered to the team on the Hockey Canada roster sheet playing/volunteering for that specific game. If a player is not playing due to suspension, note SUS beside the player's name. There is a function in the tablet to indicate when a player is suspended. That player MUST be on the roster and showing as suspended or their game has not been "served." Teams are only permitted five volunteers on the bench at one time, one head coach, up to two assistant coaches, one safety person (HCSP), and one manager (only if the bench staff is short). **ON-ICE VOLUNTEERS ARE NOT ALLOWED ON THE BENCH.**

Up-to-date Hockey Canada rosters when requested by team will be sent to you asap. Please contact the SAMHA administrator. Names that are not on the roster MUST not be on your scoresheet. Make sure you note AP beside affiliated players in your line up. Also, OA beside any player who is OVERAGE and approved by BC Hockey to play. All players and team officials must be rostered prior to participating in a scheduled league, tournament, or playoff game. Arrange with the SAMHA registrar for player rostering.

The Administrator will communicate deadlines each season for rostering. The Registrar will send a Hockey Canada roster template to fill in at the beginning of season. All players and bench staff must be on that template for the Registrar to generate the roster for that team. Once rosters are completed on HCR, a copy will be forwarded to the team manager and coach for verification. The official roster will have the team's HC ID number at the top and will be used for applications into tournament, etc. **THIS MUST BE DONE AS SOON AS THE TEAM AND BENCH STAFF IS SET.** It takes time to generate, so it cannot be a situation where the roster is needed the next day.

Exhibition Games, Cancellations & Tournaments

Requests of additional home exhibition games are to be communicated to your Administrator. Please do not contact Rogers Rink, Sicamous Arena, Enderby/Armstrong, or any other arenas to book ice.

All ice requests must go through administrator first to ensure SAMHA sanctioning support, failure to do so may result in financial penalty to the team. PLEASE SEE ICE BOOKING POLICY – [SAMHA Ice booking policy](#)

When dates and ice times are confirmed for exhibition games with team by administrator, please contact the referee assignor (assignor@salmonarmminorhockey.com) to arrange for on ice officials as soon as possible and send notice to OMAHA Central office for posting swakelin@omahahockey.ca

Cancellation of games: If games are canceled by visiting team, they must give notice within 12 hours of game or asap. Use Drive BC as the bottom line to cancel games if necessary. Contact OMAHA director in charge of your division if further guidance is needed.

Any costs of exhibition games added during the season must be paid by the hosting team. This includes ice and referee costs. Contact the administrator for more information. **PLEASE SEE ICE/ROOM RATES FOR EACH ARENA AT THE END OF THIS MANUAL.**

All game changes are to be timely communicated to your local Division Manager, Referee Assignor and Administrator. Your administrator will arrange the appropriate notification of the on-ice officials and game rescheduling between the affected Association Administrators and OMAHA Division Director.

U11 DEV AND U13-U18 REP TEAMS: See OMAHA Regulation 3008 below:

Teams requesting changes to schedules after league scheduling of the current playing season will be required to pay OMAHA \$25 for rec and \$50 for rep. The team that is requesting the change is charged.

SUPERLEAGUE:

Please see NSL guidelines for forfeiture and game change fees. – [North Superleague Guidelines](#)

Applying for tournaments:

Tournaments fill up very quickly at each association. Some associations sanction tournaments with BC Hockey in June. Rep team head coaches should apply during summer months if possible as those tournaments usually fill up faster. All rep teams must notify the Administrator of tournaments attending prior to scheduling meetings held in early October. (Blackout days).

Rep/Dev teams: Maximum tournament applications is for **three** tournaments plus their own. Rec teams: Maximum tournament applications is **two** tournaments plus their own.

Teams can request additional tournaments but must have approval of the board first and then approval from all parents as this may be a financial burden for some families on the team.

Please note, associations will request payment of entry fee and Hockey Canada Official Team Rosters. Each division manager in senior divisions will secure one tournament for each rec team and request our bookkeeper to advance payment. Then once your team is organized in September or October you will submit a "Team cheque" as soon as your team is selected with team account opened. Teams must repay SAMHA by end of October. Some coaches have chosen to submit payment on their own and collect from the team later. Some associations do not confirm until a later date if the team is accepted or not.

You will need to advise the Tournament Director that you will supply a BC Hockey Official Team Roster as soon as the SAMHA Administrator/Registrar forwards this to you. If there is an issue with this at the association you are applying to, please contact the Administrator at saminorhockey@shaw.ca.

6004 c. OMAHA Playoffs shall have precedence over sanctioned tournaments (BCH Reg. 3)

Tournaments Out of Country, Out of Province or Out of District, Interdistrict & USA Hockey
Tournament/Exhibition Game Form:

OMAHA requires all SAMHA teams to submit an "**Interdistrict Tournament /Exhibition Game Form.**" This is for all teams traveling to associations not in the OMAHA District such as the Lower Mainland, Kootenay, etc.

Form can be found on the OMAHA website. Be sure to follow the instructions with the form that you download. The President or designate must sign the form before you submit it to OMAHA/BC Hockey office. Email: swakelin@omahahockey.ca

If any team is traveling out of province or out of country for tournaments or games, they must complete permission to travel form. Form is available on OMAHA website.

Contact Sherry Wakelin at OMAHA. This is a temporary position until further notice.

Note: The application form indicates that if permission is granted to travel outside of Canada, personal insurance must be obtained, as Hockey Canada will not respond as primary coverage.

BC Hockey Regulation 3.39

Tournaments shall be permitted in U7 & U9 divisions, but such tournaments shall be conducted on a **non-competitive basis**. The use of a knockout format, championship rounds, or identification of winners is **strictly prohibited**; all teams in the tournament shall play equal number of games; and **no standings of any kind are to be kept**.

Rational: These Divisions are intended to be non-competitive in which emphasis is placed upon learning basic skill and having fun. Competitive tournaments are not consistent or in line with this philosophy.

HOCKEY CANADA AND BC HOCKEY MANDATES THAT ALL GAMES IN U7 AND U9 HOCKEY BE CROSS-ICE HOCKEY GAMES UNLESS OTHERWISE APPROVED BY SAMHA. PLEASE REFER TO BC HOCKEY & OMAHA Guidelines.

OMAHA Super League North Recreation League

SAMHA U11, U13, U15 and U18 integrated rec teams are part of the Super League North. The league is under OMAHA but is operated by the following associations – SAMHA, GVMHA, NOMHA, Lumby, Winfield, Sicamous and Revelstoke.

League scheduling is done by Gene Anderson (anderson.gene57@gmail.com). The link to schedules can be found on OMAHA website. Once completed, Gene will send weekly updates to all team reps.

All contacts (head coach and manager) will be listed once the season is underway. Reminder to contact your division manager to inform her/him asap what tournaments you are confirmed for and adjustments to schedule will be made accordingly by Nov. 1

If teams are playing any games (rescheduled or exhibition), reminder to request a game number from Sherry Wakelin at swakelin@omahahockey.ca This also must be followed for any tournaments teams attend outside OMAHA.

If teams have any questions about the league, contact the administrator who in turn will contact NSL committee. **Do not contact Gene**. See bulletin on NSL issued July 8/24 re: revised guidelines. – [North Superleague Guidelines](#)

OMAHA Super League Playoffs & Districts

All associations attending the OMAHA Playoffs must pay tournament costs to the OMAHA office. The cost of each tournament will vary. Cost for SAMHA teams will be covered by SAMHA.

SAMHA will pay league fees for all Rec teams in Okanagan North Super League. This also includes all referees and ice costs during Super League playoffs. SAMHA will submit costs at end of year, and they will be reimbursed by the league.

Regular Practice Ice Guidelines

All divisions/rep teams will be notified of regular practice schedule prior to start of season. Number of practices in recreation will be based on number of teams that will be iced.

U11 Development & U13-U18 Representative teams will receive two practices per week with paid Rep fees.

U7 and U9 teams receive two practices per week.

U11, U13, U15 and U18 Rec and Female teams receive one practice shared with two teams, any extra ice during the week will be divvied up equally.

Configuration and schedule are determined by the SAMHA Board of Directors.

All teams must go through administrator to request extra ice. Any additional request for ANY ice time must be paid by team and approved by the parents. Please see additional ice procedure. Failure to follow procedure will result in financial penalty:

SAMHA Ice booking policy

If any ice is canceled due to unforeseen circumstances or Silverback games or special events, Division Manager to contact Administrator and arrange for alternate session where possible. Christmas holiday time and stat holidays will not be considered as missed practices. (Rogers Rink is open on most stat holidays with exception of Christmas break holidays)

Playoff ice in rec and rep will take precedent over team practices if needed.

Rep & U11 Dev Fees

U11 Dev and U13 to U18 Rep fees will be \$350 per player. The SAMHA Bookkeeper will invoice each Rep and U11 Dev team player through TeamSnap. Payment through TeamSnap or e-transfers to be submitted to bookkeeper@salmonarmminorhockey.com and must be submitted by end of October. The Rep Fee covers the costs of additional ice time for U11 Dev and U13-U18 Rep teams as well as referee costs.

Fundraising & Event Sanctions

Any off-ice activity (example: dry land training, bottle drives, etc.) requires the notification and authorization of the Administrator/Fundraising committee at least 10 days prior to the event. This allows for the time required to receive sanctioning from BC Hockey and extend insurance coverage for the event.

Submit all sanction requests to - "BC Hockey Special Event Sanction Request Application"

<https://www.bchockey.net/applications/special-event-sanction>

Fundraising gaming applications to be made in team name or tournament name, not SAMHA. Please see Fundraising guide.

Funds raised belong to the team and are to be used for team events, tournaments, team clothing, etc.

Fundraising is meant to help assist families. See **SAMHA Fundraising guide** for further info. It is best to fundraise to a specific budget. Additional fundraisers outside of SAMHA association-wide hockey pool and home tournament need to be approved by the fundraising committee. Failure to comply with these regulations may result in the loss of fund-raising revenue and future sanctions. It is expected that teams will only fundraise for specific season-related necessities and team building events. No purchasing of luxury items or cash cards will be permitted with money from fundraising.

Bank Accounts

Every team is required to open a bank account in the name of their team.

To open an account, advise bank or credit union that you are opening an account for a youth recreation team. You will need “minutes” from team meeting appointing the signing officers. Should be signed by head coach, manager, and treasurer. Bank may also request an official roster or letter from the Administrator. SASCU has provided SAMHA with a set of templates to use when opening a new team account. These are available through your DHO or the Administrator.

Example: The team account should be designated **S.A. U18 Tier 2 Rep account including year**. It is the responsibility of the signing officers to provide a financial statement to the parent(s) of team members and to SAMHA at least two times per year. Team financial reports are to be submitted by each team twice per season - Dec. 15 & April 15 to the Administrator.

Please use only the form that can be found on SAMHA website under Team Officials tab.

<https://www.salmonarmminorhockey.com/team-manager>

At the conclusion of the season, the account is to be closed. Refunds to parents must not exceed the amount that the parents contributed at start of season. Any surplus can be donated to minor hockey in support of the equipment fund, support for financial assistance, goalie equipment, etc. Managers or Treasurer must keep all receipts until June 1st.

Financial Responsibilities

It is the responsibility of the team to collect all “team fees” owed by player(s). SAMHA will NOT assist in the collection of “team fees.” Team fees include team clothing, tournaments the team attends, team functions/events. The Team manager can contact the division manager for support if there are families with outstanding team fees by a certain date.

SAMHA will not issue contra cheques after tournaments until the team/division mgr. submits Tournament Financial Report and their Gaming Revenue Report to BC Lottery. BC Lottery will only accept online gaming reports. Please send a copy to the SAMHA bookkeeper as well. Please see Fundraising guide.

Team Manager or treasurer must complete financial report form twice a year, Dec. 15th and April 15th. Forms can be found under Team Officials on SAMHA website.

Affiliate Players (AP's)

Refer to *Hockey Canada Regulation E35* and to *SAMHA Policy booklet*- - [SAMHA POLICY MANUAL](#)

Each rep team is authorized to affiliate players of a lower division. There are two methods of affiliations.

Team to Team

Example, the U15 Tier 2 team may affiliate all the players on the U15 Tier 3 (B) team or any U15 recreation team. A player can only be AP'd to one team. See SAMHA policy manual for further information.

Team to player

Example, the U15 Tier 2 team may affiliate **up to** 19 players from any team of a lower division. Of these 19 players, 2 must be goalies. This also includes rep player from lower division to higher division recreation team. See the Administrator for more info on this.

No player may be affiliated with more than one team. Please see Administrator for Zone/Regional affiliations.

U11 Dev A team may affiliate with U11 Dev B team if there is one as well as with U11 Rec. To affiliate U9 players to U11, request must be made to BC Hockey through your local administrator.

Affiliated players must be named prior to January 15th. An affiliated player may not play more than 10 league or playoff games. **See Hockey Canada Reg. below. E.35.**

If any U11 team wishes to use U9 AP'd players, they must contact SAMHA Director of Hockey Operations - Junior, who then will submit request to OMAHA President or designate for approval. U11 team must have less than 10 players and is playing in out-of-town game. For out-of-town tournaments, team must have less than 12 players. This includes goaltenders. Please check with the administrator for most current policy.

U9 Orange team to U9 Black team will be approved on a case-by-case basis. Procedure will go as follows: Request will be made from U9 Coach Mentor and U9 Division manager to U9 Black team coach first. Then, the U9 Orange team coach will be consulted. At this stage, the parents will be approached, and they have right of refusal. DHO Junior will be cc'd on all requests.

Hockey Canada Regulation E35

E35 a) A player of a team of a lower Division or category of the same club, or of an affiliated team, or a specially affiliated player, may **affiliate to** a team or teams of higher Divisions and categories at any time, **to a maximum of ten (10) games. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team or teams, the player may thereafter affiliate an unlimited number of times.** For goaltender exceptions see Regulations B.42, E.36 (b).

E35 b) **Exhibition and/or tournament games**, which are not part of regular league games or playoff games, **are excluded** from the number of games referred to in Regulation e.35 a

Emergency Player Replacement Relief or Goalie Relief required. Please see form on OMAHA site.

Dressing Rooms

Dressing rooms designation will be noted on the white board as you enter Hucul Pond foyer.

Scheduling is done by Rogers Rink scheduler. Do not use any other room. If any females are on an integrated

team, please use the Dressing Room 1 (Alternative Dressing Room). Keys are located in each of the regular team dressing rooms. Please return keys to this room after use. PLAYERS ARE ONLY TO DRESS IN ROOM 1 AND THEN MOVE THEIR EQUIPMENT TO THEIR TEAM'S ROOM, locking doors only while changing. Each team must designate a parent to supervise this room. Please lock room while in use. Note: Male ringette players may also use this room.

It is the responsibility of each coaching staff to monitor dressing room. Must be clean and tidy after use.

Any damages should be reported to the ice attendant asap.

Risk Management

Each team must designate a Safety Person. This person must have HCSP course, Respect in Sport, Criminal Record Check and Concussion Awareness Testing Tool certificate. All can be done online. See info on SAMHA website under Team Official's tab. Safety bags will be issued by SAMHA Risk Manager at start of year.

All teams must have a Safety Person at all games and practices. Coaches are also recommended to have their HCSP.

If extra supplies are needed, contact the Risk Mgr.

SECTION 4: INSURANCE / SAFETY / RISK MANAGEMENT

4.00 HARASSMENT and BULLYING POLICY

Please review SAMHA policy manual section 13.

Team Apparel

It is the responsibility of the coach and/or manager of each team to ensure they are familiar with the Association's expectations regarding team apparel. Failure to follow this policy could result in sanction or suspension. SAMHA APPAREL POLICY.

Team & Individual Photos

Team and Individual photos are scheduled near the end of October/November. All registered players will receive an individual and team photo at no charge.

Additional personalized orders can be placed through Kristal Burgess when team albums are available, or you can contact her directly at kristalburgessphotography@gmail.com

Team and individual photos will be taken during team practices. The photographer will inform coaches when and where.

Coaching Staff Requirements

Rep Bench staff: U13, U15, U18

- Coach and Assistant Coaches: Dev 1, Respect in Sport, Criminal Record Check
- Manager: Respect in Sport, Criminal Record Check

- Safety Person: HCSP Certification, Respect in Sport, Criminal Record Checks
- On Ice Volunteers: Respect in Sport, Criminal Record Check
- All Bench staff must have CATT certification. (Concussion Awareness Training)

See SAMHA website under Team Officials tab to register for above programs.

Both Coach 1 and Coach 2 will be available through online course effective 2024-25 season. In person clinics will only be necessary for Dev 1 coaching certificate. All receipts should be submitted to administrator once course is completed.

Recreation Bench staff:

- Coach and Assistant Coach:
U11 to U18 Rec: Coach 2, RIS, CRC, CATT
U7 & U9: Coach 1, RIS, CRC, CATT
- Manager, Safety Person, On Ice Volunteers: RIS, CRC, CATT

Please contact the Administrator with any questions about certifications:
saminorhockey@shaw.ca

Player and adult volunteer requirements:

- 14 years and below: full equipment, goalies can wear player equipment.
- 15 years and above: CSA helmet, full face mask, neck guard, gloves
- Adult volunteers: CSA helmet, gloves. Must be certified as On Ice Volunteer.

Please Note: If you need your criminal record check updated, please apply as soon as possible (by August 1st) See SAMHA website under Team Officials tab. A new online format will be used after July 29, 2024, to apply for CRC. See SAMHA website.

Referees

All referees must be certified. Minimum level 1. Clinics will be available through Hockey Canada. More info coming. Must have Criminal Record Check. Will be three-year expiry date. Contact Matt Davies, RIC at ric@salmonarmminorhockey.com Sean Russell assignor at assignor@salmonarmminorhockey.com Shana Phillips is referee payroll person.

Emergency Contacts

- Minor Hockey Staff:
 - Roy Sakaki - Administrator - 250-804-5300 cell
 - Cole Slaney – Manager of Hockey Operations - 250-255-6105 cell

ICE BOOKING FEES 24/25

Arena	Year	Per Hour	Other
Rogers	25-26	112.66	
		28.17	ice clean (between consecutive games only, i.e., tournaments)
		30.93	Lounge
		25.54	MPR
		42.44	Neutral Zone
Enderby	25-26	91.35	
Sicamous	25-26	106.05	
		40.00 (+ tax)	Room rental
Sun Belt	25-26	112.00	
Chase	25-26	175.00	
		20.00/ hour	Room rental