

SDMHA TEAM MANAGERS HOCKEY SEASON START CHECK LIST

Criminal Records Check (CRC)

All team personnel that have dressing room access (i.e. Head Coach/Assistant Coach/Manager/H CSP) MUST have a CRC done. This will be completed online through the following link: <https://justice.gov.bc.ca/eCRC/>, and must be confirmed before September 1, 2016. **Please note the change in deadline from past seasons and communicate this to your team staff.**

Access Code: CGW39BXTU8

CATT - Concussion Awareness Training Tool

BC Hockey announced that all BC Hockey team officials are required to be qualified in the Concussion Awareness Training Tool (CATT) prior to their participation in any practice or game prior to the start of the 2016 – 2017 season.

This 40 minute online course is free for BC Hockey members and required before taking part in any practice or game.

Please click here to take the course: <http://www.bchockey.net/Files/How%20to%20Register%20for%20CATT%202016-06-22%20FINAL.pdf>

Team Staff Qualification

RESPECT IN SPORT

*Everyone on the roster must complete the **Respect in Sport “Coach” version, not “Parent” version.***

RIS Information Link:

<http://www.bchockey.net/Files/Respect%20in%20Sport%20Re-Certification%20Notice%202014-08-19.pdf>

COACHING CLINICS

All Team Coaches must be correctly qualified by December 1 of the current season.

- Rep level Coaches require the Development 1 clinic.
- House level Coaches require the Coach Level clinic. This is composed of two parts: HU Online and Coach 1/2.

SDMHA has applied to host coaching clinics for the coming season. Once confirmed, these will be posted on the website and communicated to our teams.

HCSP

Hockey Canada Safety Person clinic, to be completed either online or in person. SDMHA asks that you have 2 HCSP ‘people’ per team to ensure that one is always available to the team.

SDMHA reimburses our team staff for all required clinics that are completed. Coaching clinics must have the “post tasks” accepted by Hockey Canada. SDMHA reviews your HC Profile before payment is made to ensure you have been given credit for the clinic. Scan your receipts to sdmha@telus.net for reimbursement.

BC Hockey Link for all clinics:

<https://www.bchockey.net/Clinics/Clinics.aspx>

BC Hockey Link for coach qualification BY TEAM:

[http://www.bchockey.net/Files/National%20Coaching%20Certification%20Program%20\(NCCP\)%20Info%202015-05-27%20-%20MB%20Edits.pdf](http://www.bchockey.net/Files/National%20Coaching%20Certification%20Program%20(NCCP)%20Info%202015-05-27%20-%20MB%20Edits.pdf)

SDMHA will advise the Team Manager of the status of the team staff qualifications based on the Team Information Sheet that is received to create your Hockey Canada (HC) generated roster. All volunteers listed on the roster must be qualified by December 1 of the current season or they will be REMOVED from the roster and unable to participate.

Team Information Sheet

This form is available on the web site through the following link: <http://www.southdeltahockey.com/page/4/>

This form must be completed and returned to the SDMHA Administrator at sdmha@telus.net and SDMHA Registrar at registrar-sdmh@hotmail.com in order to generate your team roster. Please complete the form as soon as possible as it will take some time to generate your official Hockey Canada roster. The team roster is required prior to the League Managers meetings, where the schedule is handed out. **Only completed forms will be accepted! (This includes jersey numbers)**

Please keep your official roster handy as it will be required several different times during the season.

TeamSnap Website

SDMHA has transitioned to a new website this season that has TeamSnap integration. All teams have automatically been given a TeamSnap account for the season. All players are uploaded and will be sorted into teams by the Division Managers. All teams will be invoiced **\$50** by the association for the set-up and use of the account through the season. This is a cost savings per team and also saves on volunteer time at the start of the season.

Code of Conducts

All codes of conducts, (Team Official, Parent and Player) **MUST** be signed and submitted prior to participating in the first ice time. All code of conducts must be collected by the Team Manager and submitted to the administrator.

ePACT

ePACT is an online system that holds all players medical information and emergency contacts. All the ePACT records should be updated and maintained, and will be the responsibility of the team manager and HCSP for your team. Access is available both online version and on the ePACT app.

Coaches, Managers and HCSP must register in ePACT as an administrator by emailing risk@southdeltahockey.com. Access will be provided by the Risk Manager for their appropriate division.

The Team HCSP must ensure all player ePACT record is completed with status being green and 'submitted'.

Parents preferring not to use ePACT must complete a Hockey Canada emergency and medical paper form. A copy can be found in the HC HCSP manual. The player record in the ePACT system must be flagged as 'paper form', and kept on hand in a known location by Team officials in case of emergency.

Jerseys

SDMHA has invested in new jerseys for all divisions over the last few years. To keep these jerseys looking new and protect our investment, it is imperative to have jersey parents. With the new volunteer fees implemented during the 2015/2016 season, it should be easier to find volunteers to complete this job. The suggestion is to have 4 different families - two for home jerseys and two for away, switching off at the holiday break. The jersey responsibilities should include: collecting the jerseys after each game, taking them home and washing them, and making them available for the next game. The idea is that having all jerseys in one place will reduce the incidence of missing or damaged pieces.

We ask that the Manager, Jersey Parent or Volunteer Coordinator keep track of the jerseys as they are handed out, and confirm receipt as they are returned at the end of the year. Please note that any jersey returned in a condition that makes it unwearable for the following year will be subject to a \$50 invoice that will be sent out to the responsible family by our administrator. If that invoice is not paid a \$50 fee will be added onto the player's registration for the following season.

Volunteer Fee

Each family must provide a \$150 cheque, post dated March 1, 2017 to cover their responsibilities for volunteering 4 hours during the season. Please keep your teams cheques on file until March 1, 2017. A list of volunteer opportunities will be sent out at a later date and/or emailed through the division managers.

We suggest that each team have a "volunteer coordinator" to track your team families required 4 hours of volunteer work.

Game Sheets

These are available through your Division Manager. You may also email the Administrator at sdmha@telus.net.

Websites & Communications

www.southdeltahockey.com

www.bchockey.net

www.pcaha.bc.ca

<http://www.hockeycanada.ca/en-ca>

Referee/Linesmen Expenses

SDMHA pays for 10 games worth of referee expenses for Atom – Juvenile divisions during the regular season. *No post season games are covered* and should be added into the team budget as an expense. Hockey 4 managers: please contact our administrator at sdmha@telus.net for your more limited payment based on your game structure.

Payment is made once we have your completed Team Information Sheet and is based on the current PCAHA expense allowances. All code of conducts and criminal record checks must be completed prior to your referee money being handed out. **Ref money will not be supplied if your team paperwork has not be received!**

Referee Scheduling:

Our ice allocator will be handling the scheduling of referees for house divisions. Please email Sean Johnson at ice@southdeltahockey.com with any questions and/or if you change a game time.

Rep hockey at the Atom and Peewee level: the Team Manager will organize referees through the ref assignor in our association.

Rep hockey at the Bantam, Midget and Juvenile level: referees are organized through PCAHA. It will be the Team Managers responsibility is confirm the game is active and the refs have been booked by checking the PCAHA website.

Suspension Guidelines

BC Hockey has a good explanation of all rules. The Team Manager will be emailed the latest action bulletins prior to the season start, and will also be provided a paper copy at the League meeting. All Team Staff must be familiar with rule updates; “I didn’t know” excuses will not be accepted for rule infractions. It is imperative that the Manager understand these rules to protect themselves, their Team Officials and their Players. If you have questions, ask your PCAHA League Manager for guidance.

Team Apparel

Tentative fitting days are schedule for Saturday, September 24 & Sunday, September 25, 2016. Stay tuned for details on the fitting day schedule.

Booking meeting rooms and extra ice

For room bookings please email SClarkson@corp.delta.bc.ca. The Corporation requires payment BEFORE the room is used and last minute cancellations will still be billed as applied. Please try to book well ahead of the date required.

Before the season officially gets going, SDMHA is routinely generating lists of registered players so the VP’s and Division Managers can plan ice times accordingly. Please use only the lists provided. IF A PLAYER IS NOT ON THE HOCKEY CANADA LIST sent to you - THEY ARE NOT to be ON THE ICE as our insurance will be void.