



SDMHA TEAM MANAGERS HOCKEY SEASON CHECK LIST

Criminal Records Check (CRC)

All team personnel that have dressing room access (i.e. Head Coach/Assistant Coach/Manager/HCSP) 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** of each season as mandated by BC Hockey. **We are not able to roster anyone to the official roster until submitted to the Ministry.**

Access Code: CGW39BXTU8

CATT - Concussion Awareness Training Tool

BC Hockey announced in 2016 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 by **September 1** of each 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 Link: <https://bch.respectgroupinc.com/>

Please email sdmha@telus.net to receive the registration code.

COACHING CLINICS

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

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.

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/Content.aspx?id=284>

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 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.

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.

Team Information Sheet

This form is available on the web site through the following link: <http://www.southdeltahockey.com/wp-content/uploads/sites/283/2019/10/2019-Team-Information-Form.xls>

This form must be completed and returned to the SDMHA Administrator at sdmha@telus.net and SDMHA Registrar (Atom – Juvenile) at Registrar-sdmh@hotmail.com or juniorregistrar@southdeltahockey.com (Initiation & Female) 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 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 saves on volunteer time at the start of the season.

Code of Conducts

All parents agree to the SDMHA Parent Code of Conduct when they register their child at the start of the season.

All player and team official code of conducts are available online - <http://www.southdeltahockey.com/code-of-conducts/>. They MUST be signed and submitted prior to participating in the first ice time. Our administrator will send the division & team managers a list of who has completed their COC's. All players and team officials MUST complete this prior to the first ice time. Those who have not submitted will not be allowed on the ice and/or bench until it is completed.

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. We suggest having 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 \$100 invoice that will be sent out to the responsible family by our administrator. If that invoice is not paid a \$100 fee will be added onto the player's registration for the following season. NO alterations can be made, or name bars added to any jerseys.

Volunteer Fee

Each family must provide a \$150 cheque, post dated March 1, 2020 to cover their responsibilities for volunteering 6 hours during the season. Please keep your teams' cheques on file until March 1, 2020. A list of volunteer opportunities will be sent out throughout the season and/or emailed through the division managers.

We suggest that each team have a "volunteer coordinator" to track your team families required 6 hours of volunteer work.

*****New This Season**

HiSports & Game Sheets

Team Link has been replaced by HiSports. This system is all online and there will be no hard copies of game sheets. Official HCR rosters will be uploaded into the system. All the information can be found on PCAHA website: www.pcaha.ca.

Further details will be sent out to the association as received.

All PCAHA contacts such as league managers can be found on their website at: <http://pcaha.ca/>

Websites & Communications

www.southdeltahockey.com

www.bchockey.net

www.pcaha.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 3 & 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, criminal record checks and ePACT must be 100% completed prior to your referee money being handed out. **Ref money will not be supplied if your team paperwork has not been received.**

Please ensure that your Referee money (in correct denominations) must be present at the beginning of the game.

Referee/Linesman Allowances for the 2019-20 season can be found here: https://pcaha.ca/referees/referee_fees2019-2020.pdf

Referee Scheduling:

Our SDMHA RIC and SDMHA assigners are responsible for assigning officials at the H3, H4, Atom A/C, Peewee A/C and Bantam C levels. Once the original schedule is sent out, our RIC is not made aware of any changes that take place, so if home games change in any way, Darren Chisholm (our RIC) needs to be made aware. If changes are not brought to our

RIC's attention, then officials will still be assigned to the original schedule. Please notify our RIC when any officials are a no show to your home games as well. Referee-In-Chief email: sdmha.ref@gmail.com

Bantam A, Midget A/C and Juvenile - The officials for these games are scheduled by PCAHA. Each team will be assigned a league manager of PCAHA and you will inform them of any changes to your originally assigned home games. Your PCAHA league manager will also want to know about officials that are no shows.

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.

REMINDER – Always have your PCAHA Rules and Regulations book handy. It is your responsibility to know if a player incurs a penalty that comes with an automatic suspension. You can not wait to hear from the league. Your team may have a game that is within 24 to 48 hours (not enough time for your league manager to be able to inform you). Certain penalties come with automatic suspension. Examples, but NOT limited to – MATCH penalties, Gross Misconducts, fighting, game misconducts within the last 10 mins of a game etc. Please look at the **PENALTY** section of your rule book.

BC Hockey Minimum Suspension Guidelines: <https://www.bchockey.net/Administration/BulletinItem.aspx?id=558>

SDMHA Electronic Device in Facility Change Room Policy

Please see the link regarding this policy and ensure that all Team Officials, players and parents are aware of the policy.

<http://www.southdeltahockey.com/wp-content/uploads/sites/283/2017/10/SDMHA-Electronic-Device-in-Facility-Change-Room-Policy.pdf>

If you have any questions regarding this policy, please contact our Risk Manager at risk@southdeltahockey.com

SDMHA Locker Room Policy

SDMHA always has a two-deep rule in the locker room. No adult (team official, volunteers or parents) are to ever be in a room with a player(s) alone.

<http://www.southdeltahockey.com/wp-content/uploads/sites/283/2016/10/SDMHA-Locker-Room-Policy.pdf>

Booking meeting rooms and extra ice

For room bookings please email Susan Clarkson SClarkson@delta.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. SDMHA does not cover the cost of rooms that are booked for team functions.

If you have any questions throughout the season, please do not hesitate to ask our Administrator at sdmha@telus.net.