

**KVMHA MANAGERS
MEETING 2019-2020**



STUFF TO GET TONIGHT.....

- HNB tickets – one pack per player
- Cleves card
- Jerseys
- Please sign in on the sign in sheet



APPAREL

KVMHA has signed an agreement with Cleves.

Every player gets a 10% discount card

There will be special KVMHA shopping nights

You can access all clothing items that Cleves has in their catalog but you have to go to the store to look at the catalog.

- **Important Dates:**

- Oct 14th – Cleves will have all samples in store and available for fittings
- Oct 16th – 5 – 9 pm - Cleves will be hosting a fitting night in KV. Upstairs of the Rothesay Arena.
- Oct 19th – 6:30-8:30 pm - Cleves will be hosting an exclusive in store event for KV minor families (store is closed to the public). All hockey equipment and apparel will be a minimum of 20% off. One person will win their purchase (up to \$500). Families can also take advantage of this time for fittings.
- Cleves has produced the attached flyer of commonly ordered apparel. All apparel can be crested with KV minor, Hawks and Sabres logo's. Custom cresting can be done but will add to delivery time. In addition to the flyer, KV minor families will have access to Cleve's entire catalogue of apparel and equipment.



CONTACTS

- Emails for Board Members and Coordinators are listed on the KVMHA website – about us, then Board members or the Contact us tab.
- Emails no longer have the kvmha.com and are all different
- KVMHA address is PO Box 4663, Rothesay, NB E2E 5X4 – checked every 2 weeks
- Locked box in lobby of Rothesay Arena is the best way to leave items, this is checked regularly
- **Equipment manager for right now can be reached at Kvmhacommunications@gmail.com**





CRIMINAL CHECKS

- Every person who comes in contact with the kids (on the ice, opening doors on the bench, managers etc) MUST have a criminal check with a vulnerable sector check.
- All names of volunteers are entered into the Hockey Canada Registry.
- Currently New checks are needed every 3 years.
- ALL CRIMINAL CHECKS MUST BE IN BY DECEMBER 15TH OR YOU CANNOT BE ON THE ICE ETC WITH THE KIDS
- www.kennebecasisregionalpolice.com, you don't even have to go to the police station now
- Take a pic of your check for your records and send a copy to Mireille St. Laurent at HNB, mstlaurent@hnb.ca



VOLUNTEER REQUIREMENTS —

- **Deadline for all requirements is December 15th**
- All coaches, managers, and volunteers require Respect in Sport (online course) or Speak Out!
- All coaches, managers, and volunteers over the age of 18 require a criminal record check and vulnerable sector check.
- Any new minor hockey player will need to have one (1) parent complete the online Respect in Sport Parent Program. The link to this course can be found at www.hnb.ca
- Each team must have a Hockey Canada Safety Person. The link to the online HCSP course can be accessed through the Hockey University tab at www.hnb.ca
- All volunteers under the age of 16, who are currently registered on a minor hockey or high school hockey team do not require any coach certifications. These volunteers must wear a helmet with full face shield when volunteering with minor hockey teams.
- **Required Coaching Courses:**
- **IP and Novice:** (Head Coach and Assistant Coaches)
- Coach Level 1
- **Atom, Pee Wee, Bantam, Midget (C,B,A,AA):** (Head Coach and Assistant Coaches)
- HU-Online Coach 1/2
- Coach Level 2



OFFICIAL ROSTERS

- Are due November 15th
- Must be sent to kvmharegistrar@gmail.com. The form is located on the website. PLEASE LIST THE PLAYERS IN JERSEY NUMERICAL ORDER
- Include all people who will be on the bench, manager, hockey safety person
- PLEASE ONLY ONE HEAD COACH AND ONE ASSISTANT COACH. REMAINING COACHES SHOULD BE LISTED AS AT LARGE COACHES.
- MANAGER AND SAFETY PERSON MUST BE ON THERE TOO
- If you have affiliates or want to...check out what you need to do and do it before you send in the roster – process is on the website and you must follow the exact process!!!!



ICE, ICE BABY

- ****ICE
Nancy Hossack is our ice scheduler and her email is icehossack@Hotmail.com
- Take it away Nancy



GAME RESCHEDULING (CHECK THE SNBMHL WEBSITE FOR DETAILS)

- **SNBMHL Game Rescheduling Process**
- All requests for games to be rescheduled are to be approved by the SNBMHL VP prior to alternate arrangement being made by either team. This applies only to situations not dependent on weather and or road conditions.
- All requests must be made through the association coordinator designated to manage reschedules.
- All teams must forward their exception list to their ice schedulers prior to the league schedule being made. This list should include any confirmed or possible tournaments, and team functions. Requests that are denied will be sent to association coordinator who will notify their coach.
- Games will not be rescheduled for:
 - Due to a shortage of team volunteers.
 - A conflicting practice has previously been arranged.
 - A team function has been planned.
 - A conflicting exhibition game has previously been arranged.
 - That will give us too many games within a close period.
 - The game means nothing to us.



PROCEDURE FOR WEATHER

- Only visiting team can request reschedule, Please allow approximately 4 hours notice
- 1. Visiting team coach requesting rescheduling of game notifies association coordinator who then notifies VP of SNBMHL with the teams involved, game number and location.
- 2. Visiting team coach requesting rescheduling of game contacts opposing team coach to cancel game and to start process of having game rescheduled.
- 3. Once the home team provides a new time and date, the coach of team cancelling then notifies their association coordinator with new time and date.
- 4. Association coordinator of team that cancelled notifies VP once new date and time have been arranged. Website will then be updated
- **Nancy Hossack IS OUR ASSOCIATION COORDINATOR –
icehossack@hotmail.com**





TOURNAMENTS

Subway Fall Kick Off Tournament

Nov. 22-24th Atom-Bantam Competitive
Teams Midget C teams

The Jingle Bell – all female tournament

December 6-8th

Novice Jamboree (Novice 1 and 2)

Feb 22nd-23rd

KVMHA Winter Classic Jan. 31- Feb 2

Atom- Bantam C

**** A word about the reduced rate for KV teams – if parents don't show for their times – no discount will be awarded. You will get your money after the tournament.**



RESCHEDULING FOR TOURNAMENTS

- You must notify your coordinator of the tournaments your team is playing in by October 20th.
- If you have registered but not heard if you are in the tournament, please submit this to your coordinator anyway.
- If you do not submit your tournaments and games can't be scheduled...your team will have to forfeit.





- KVMHA uses BMO as their bank, Quispamsis Branch
- Bank of Montreal charges \$2.50 per month on community accounts from the time it is set up until extra cheques are returned at the end of the season.
- Each team should have 3 signing officers – 2 are required to sign each cheque. Please have a parent or two involved.
- No cheques are given out until all 3 people have signed.
- No cheques can be made out to cash.
- BMO contact is Clayton Brown_or 848-6238
- Bank hours are Monday – Wednesday 9:30 to 5:00pm, Thursdays 9:30 to 8:00 pm, Fridays 9:30 – 6:00 pm
- Each team needs a budget, it must be submitted to the Director of Admin.
- Parents should be kept up to date on the budget throughout the year.
- PLEASE CALL AHEAD BEFORE YOU GO THE BANK!! BOOK AN APPOINTMENT, IT WILL SAVE YOU ++ TIME



SAMPLE BUDGET

socks/name bars/jackets	919.82
Frozen Face Off Tournament	625
Sweetheart Tournament	700
Year End party	316.2
Hoodies	458.78
party expenses	93.98
venue	50
Bufs for team	223.44
Dodge Caravan tags	62.15
Track Suits	1084.48
pizza	104
coach gifts	75
TOTAL EXPENSES	4712.85

SEED MONEY	1680
Socks/name bars/Jackets	919.82
50/50 Oct. 20	62
50/50 Oct.26	42
50/50 oct. 27	23
Dodge Caravan kids	500
50/50 Nov. 25 - Jan.8	119.1
recycling jan.9th	33.7
track suit deposit	813.6
50/50 - jan. 10	50
track suits remainder	271.2
50/50 jan.12	24
50'50 jan. 19	30
recycling	35
recycling Jan. 29th	120
50/50 Feb.1	31

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BOTTLE DRIVES

- Contact Director of Admin and get a date (kendallip@outlook.com)
- Book a redemption centre and let Admin know
- We will figure out a neighborhood with you
- There are three bottle drives allowed per Saturday
- We are doing our best to make sure drives are spaced out between neighborhoods to maximize teams success.

- Fundraising – please no alcohol or smoking related events or products.
- Be reasonable with your fundraising please.



HOCKEY NB TICKETS

- Each player will get 10 tickets – they can be sold and the player keeps the money (\$30) or they can put their own names on the tickets and submit them for the draw.
- Tickets for the draw can be dropped off in the KVMHA mailbox in the lobby of Rothesay Arena or at the canteen at Quispamsis Memorial Arena.
- WHEN THEY ARE PASSED IN PLEASE REMOVE THE STAPLES. Tickets will be due by December 31st. The draw is mid January.
- DO NOT THROW OUT UNUSED TICKETS!!!! PASS THEM IN AS WE GET MONEY BACK FOR THEM.



RINKS

- Games and referees are scheduled for you so no worries there.
- If you are the home team you are responsible to complete the score sheet and run the clock. Coaches will determine the length of the periods and if it will be straight time, stopped time and if they want to change on the fly or have a buzzer every 2 minutes for shift changes.
- Each rink has a different clock and the best way to learn how to do it is to go in the box and try it. You can play music if you have a proper cord as there is not always one in the box. The managers handbook has instructions regarding the clocks.
- Game sheets...check out the gamesheet label template on the website, this will save you time and is handy when you need a quick team list to collect money etc. After the game, keep one sheet for your team, the ref will take one copy and then give the other copy to the other teams coach.
- Please write legibly on the score sheet
- Send a copy of score sheet to snbmhlscores@gmail.com for coed hockey within 24 hours
- Send a copy to the same email for female hockey teams within 24 hours



TRAVEL PERMITS

- Travelling to Exhibition Games and all Tournaments now requires a travel permit
- If your team roster is not yet approved - Please fill out the travel permit form and send to Jeff McLeod (jeff.macleod@irvingoil.com) and send a copy to our VP Mike Wilson (opusreject@gmail.com). Please do this well in advance and request a delivery or read receipt.
- The form is on the website
- Once your roster is approved, you can submit them online, but please give yourself adequate notice.



SPECIAL EVENTS PERMITS

- Required for all team events outside of practices, games and tournaments.
- The application is electronic and can be found on the website.
- Needed for all special events – sea dogs games, bottle drives, team parties etc.
- Complete permit and send to mstlaurent@hnb.ca

