

- 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
- There is no longer a KVMHA PO Box. If you need an address please contact the registrar at kvmharegistrar@gmail.com
- Locked box in lobby of Rothesay Arena is the best way to leave items, this is checked regularly
- Equipment managers can be reached at randy.gallant@rogers.com - Randy Gallant. Jerseys/equipment are currently stored at RNS but there is a plan to move to storing equipment at QMA.
- When sending emails please send team name and division, player first and last name etc.
- Our current district director is Ted Arsenault teddistrict5@gmail.com, this change after October 25th.





- 1. This is a brand new system so please be patient. Hockey Canada changed their computer platform this year.
- 2. Go to the Spordle website and create your account. Then once it is created click link a member and search for your name. If you can't find yourself make sure you have the correct name etc.
- <https://account.spordle.com/login?referrer=https%3A%2F%2Fregister.hockeycanada.ca%2Fhome>
- . If you have trouble creating your account, please check this link
- <https://spordle.atlassian.net/wiki/spaces/HCR/pages/2077687853/Creating+Your+Account+Coaches+Parents>



KVMHA WILL
NOT SEARCH
UP
INFORMATION
UNLESS
THERE IS A
REASON
MEMBERS
CANNOT DO
IT
THEMSELVES

- Everyone has a hockey Canada account that contains all of their information. It will tell you qualifications, when your criminal record check is due and what association your are linked with.
- All team staff must be linked to KVMHA. If they are not they need to have a transfer completed. Please email me about this and include name, hockey Canada number and the deets.



HNB CRITICAL DEADLINES 2021-22

- November 6 Development Day Cancelled
- November 30 Competitive teams must have a minimum of 12 players rostered and approved by their District Director
- December 1 Deadline for Parent Respect in Sport Certification
- December 15 Deadline for all persons requiring certification to obtain their certification
- January 10 Deadline to roster a Minor male development or competitive player Last day for District Director to approve Team Rosters
- January 15 Deadline to assign Special Affiliate Players onto HCR Team Rosters
- January 31 Submission to host provincial championships to District Director and HNB office
- February 1 Fundraiser Draw
- February 10 Final Date to roster a player for Minor recreational players
- Final date for player transfers
- Final date to add bench staff
- March 25-27 Provincial Championships
- April 12 HNB Award Nomination Deadline (J. Charles Daigle Award, Vance Toner Development Award, Volunteer of the Year, Female Breakthrough Award) and Scholarship Application Deadline (BF Lorenzetti Inc., Delta/Fortis Properties and Ron Bradbury Memorial)
- June 3-5 HNB Annual General Meeting - Miramichi



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. Generally its 3 - 12 minute periods of stopped time unless, coaches determine otherwise. If the game is going late refs or the rink attendant will request straight time. 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. Instructions to use the clocks can be found on our website under files and forms.
- 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



ICE

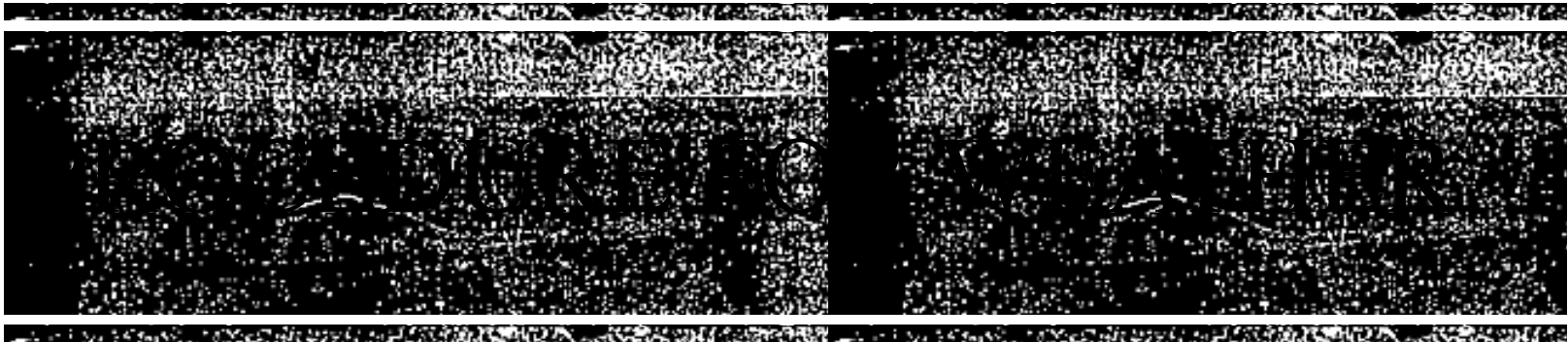
- Cody Fullerton is our ice scheduler
- His email is kvmha.scheduler@gmail.com
- He is our Association Coordinator when games are cancelled etc.
- Please note there will not be an ice draft this year. He will assign ice times to your team.
- We expect there to be less open ice available this year compared to other years.
- Please note there are less 6 am ice times this year.



GAME RESCHEDU LING (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. This is Cody Fullerton and his email is kvmha.scheduler@gmail.com.
- 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.





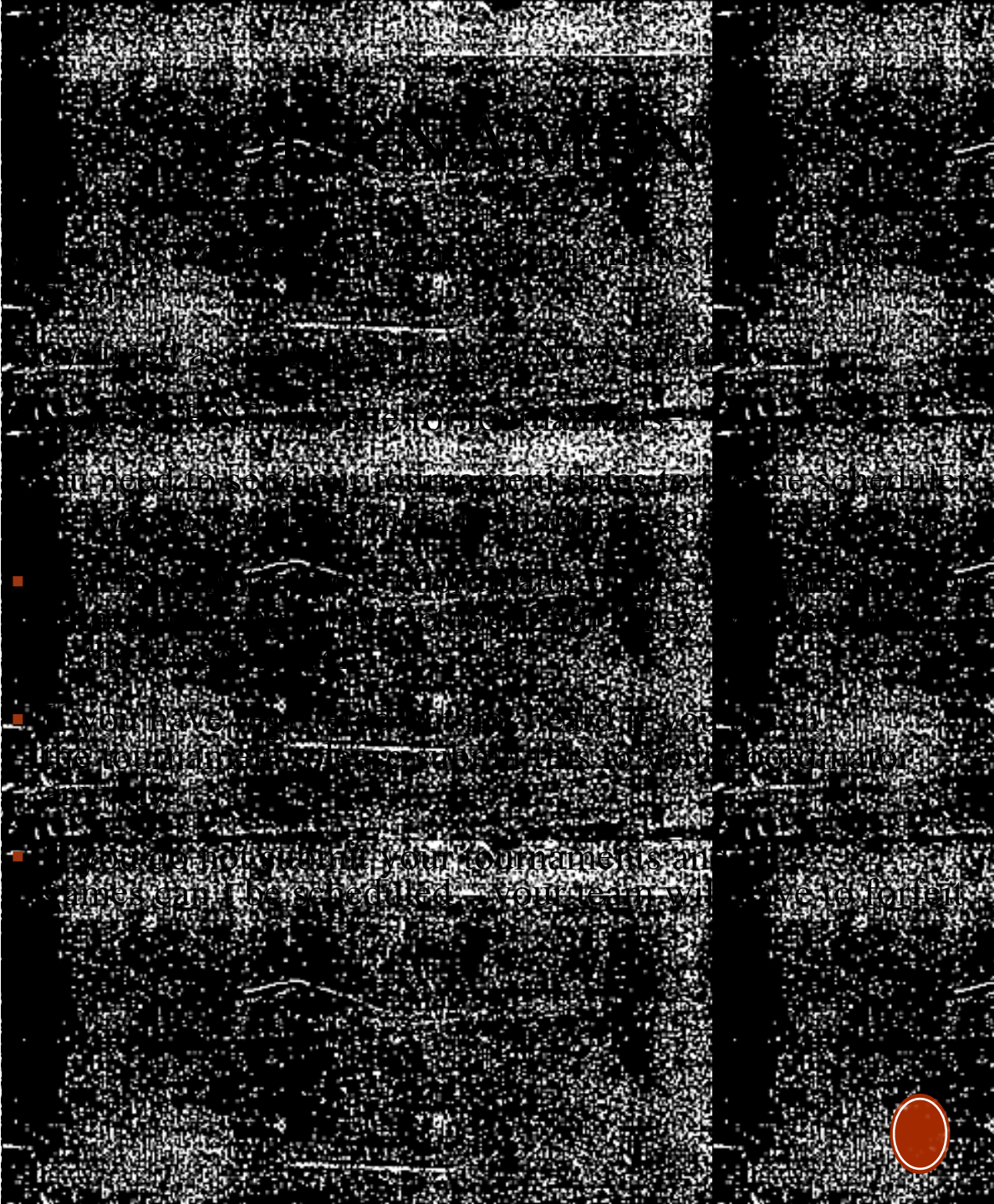
- Only visiting team can request reschedule, Please allow approximately 4 hours notice
- 1. Visiting team coach requesting rescheduling of game notifies association coordinator who then notifies VP of SNBMHL with the teams involved, game number and location.
- 2. Visiting team coach requesting rescheduling 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
- Cody Fullerton IS OUR ASSOCIATION COORDINATOR –
kvmha.scheduler@gmail.com

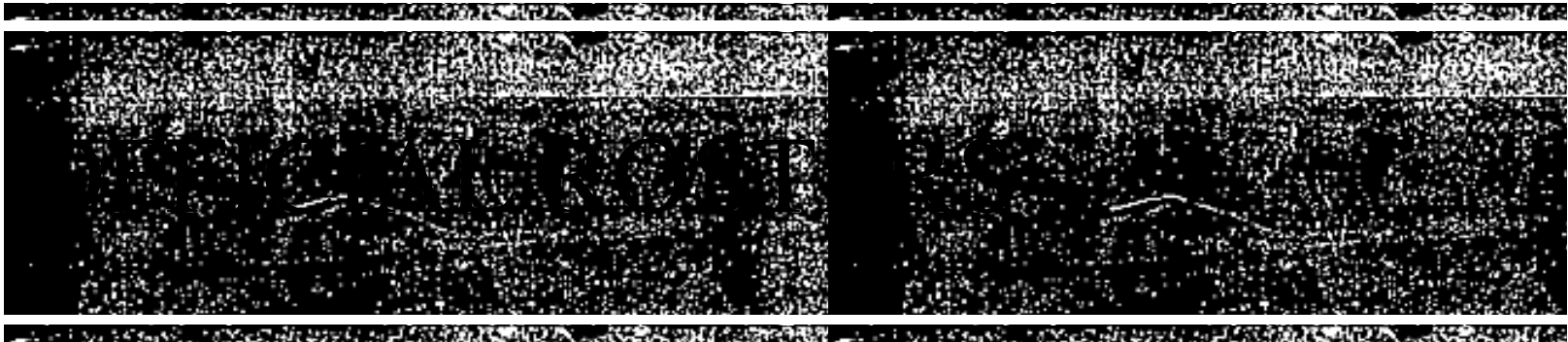




- **Travel permits are required for ALL tournaments, including HNB Sanctioned tournaments and exhibition games (whether you're the home team or the away team.
- The electronic travel permit section is not yet up and running on the new hockey canada website. So until further notice use this.....
- https://www.hnb.ca/images/2021/Travel_Permit-Out_of_Provice-exhibition-jamboree.pdf
- Exhibition games – you can host 2 each season. If you host more you need to pay refs etc.







- These are extremely important. SUBMIT TO YOUR COORDINATOR AND THEN THEY WILL SEND TO ME.
- They are due November 15th and must be totally complete. Please submit to your Coordinator who will send them all to me as a group. PLEASE DON'T SUBMIT TILL YOU ARE 100% SURE OF YOUR ROSTER !
- Each roster needs every player and affiliate listed. Jersey numbers are needed. PLEASE COMPLETE THE FORM ELECTRONICALLY.....ITS SOOOO MUCH EASIER TO READ.
- Include all people who will be on the bench and the ice, manager, hockey safety person.
- PLEASE LIST ONLY ONE HEAD COACH AND 2 ASSISTANT COACHES. REMAINING COACHES SHOULD BE LISTED AS AT LARGE COACHES.
- MANAGER AND SAFETY PERSON MUST BE ON THERE TOO
- We pay for every adult listed on the roster so please only list those that are committed and attend team activities.
- Please use the name that the team staff member uses for their Hockey Canada account. No nicknames or shortened names - William not Will or Bill. It takes a long time to find people who are not listed correctly. Dates of birth are also needed for this form.
- Team staff must be part of KVMHA (not the association they played with as a kid. Teamstaff can check their info by signing into their hockey Canada account and checking.



VOLUNTEER REQUIREMENTS –

▪ **Certification Required**

- Deadline for all requirements is December 15th, 2021 - NO EXCEPTIONS. IF YOU ARE ON THE ICE AFTER THE BENCH AFTER THIS DATE AND PLAY A GAME, IT IS FORFEITED.
- 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 <https://tinyurl.com/d3uupt2m>

- Each team must have a Hockey Canada Safety Person. This person also needs all crim checks and respect in sport activity leader. The link to the online HCSP course can be accessed at <https://register.hockeycanada.ca/clinics>

All volunteers under the age of 16, as of December 31st, 2021, 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. KVMHA asks that they take Respect in Sport Activity Leader.

▪ **Required Coaching Courses:**

▪ **U7 and U9: (Head Coach and Assistant Coaches)**

- HU- Online Coach 1/2
- Coach Level 1

▪ **U11, U13, U15, U18 (C, B, A, AA): (Head Coach and Assistant Coaches)**

- HU-Online Coach 1/2
- Coach Level 2



AFFILIATES

- Are for U11 teams and higher
- Have lots of rulesplease read them so you are informed.
- They need to be approved by our President.....
- Email parents, when they approve add on team coach and get their approval and then send to kvmharegistrar@gmail.com, I will get approval from president and then place on roster.
- Please be sure to include team names and level so we know who you are talking about.



Affiliation

Affiliation must be identified in the HCR prior to the player being used in a game, no later than January 15.

Players shall be permitted to affiliate with only 1 team

First year players in a division may affiliate to a higher category within their division. Second year players in a division may affiliate to a higher category within their division or to the next division.

In the U15 and U18 divisions, players may affiliate to a higher category within their division, or a higher division.

Additionally, first year or second year female players in a division may also affiliate to a higher female category within their division or to the next female division.

The NBMHC shall not allow rostered development players to play as affiliate players for competitive level teams. Rostered competitive AA, A, B level players may not play as affiliates for 'C' level teams. 6.8.13

Players may affiliate to a higher division or category (i.e. B to A, A to AA) provided the teams are not playing in the same league schedule.

Players rostered to 'C Level' teams can only affiliate to competitive level teams within their same community club. Should the community club not offer a competitive team in that division, the player may affiliate to a competitive team in a neighboring community club. On a case-by-case basis and at the discretion of the area's District Director; a competitive level player whose association does not have a competitive team in a higher category, may grant permission to affiliate from a competitive team to a "C" team in a higher division.





- www.pdmh@kennebecasisregionalpolice.com

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- kymharegistrar@gmail.com



RESPECT IN SPORT PARENT

<https://tinyurl.com/d3uupt2m>

Respect in Sport PARENT: Deadline for Respect in Sport parent certification is November 30th of the current season. One parent of a new player born after 2005, must complete a one-time course online called “Respect in Sport Parent”. The cost of this course is \$12.00 plus HST. The course takes approximately one hour to complete.

Already certified and want to add a child?: The link is NOT made in E-Hockey. If a parent has completed this course for an older child already in the system, and now has a new player in hockey, the parent must log back into their existing RIS Parent account, click on “Profile”, then click on “Child Management” and add their child to their profile and click “save”.

If the parent forgot their username or password, they click on the “recover username or reset Password” link on the page to retrieve it. Anyone else can contact me directly for troubleshooting. <https://hnb.ca/en/clinics/respect-insport-parent-program> This program was designed to tell me exactly where the parent is in the certification process. If a parent linked their children to their profile, and there are not duplicate profiles for the child in the HCR, it likely means that the parent did not complete the certification process. NOTE: Respect in Sport Leader and Respect in Sport parent are two separate certifications and are not transferable. Both links are clearly defined on the HNB website, under clinics.



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- 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

4754.42

You must submit your budget to our admin director....

kendallip@outlook.com



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.



APPAREL

Rinkside is the sock source

\$21/per pair

Otherwise go where you want!



SPECIAL EVENTS PERMITS

- Required for all team events outside of practices, games and tournaments.
- The application is electronic: <https://sportscert.bflcanada.ca/?BRANCH=HNB>
- .HNB website has more info on this.
- Needed for all special events - sea dogs games, bottle drives, team parties etc.
- We have confirmation that HNB tends to only approve events related to hockey. If a team wants to play bubble soccer, it may not be approved but ball hockey would be.
- For details about what is ok and what is not ok check this out...
- https://www.hnb.ca/images/2019_Sanctioning_Guidelines.pdf





- 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 January 10th. The draw is February 1st.
- **DO NOT THROW OUT UNUSED TICKETS!!!! PASS THEM IN AS WE GET MONEY BACK FOR THEM.**

INJURIES UNFORTUNATELY HAPPEN

- Injury Reports: Must be filled out and filed with HNB within 90 days for any injuries of an HNB rostered player/bench staff.
- The claims are left open for one year from the date of injury. Hockey Canada is a secondary payor, therefore all claims must go to primary insurance prior to coming to HNB.
- Detailed insurance info can be found on [hnb.ca](https://hnb.ca/images/hc_insurance_brochure_eng.pdf) but here is a summary https://hnb.ca/images/hc_insurance_brochure_eng.pdf
- Injury report <https://hnb.ca/images/hnb/injury-report-hockeycanada-NB-e.pdf>
- Medical forms should be completed for all players
- https://hnb.ca/images/hnb/pdf/medical_information_sheet4.pdf



COMPLAINTS - WHAT? WHY? HOW?

- The following outlines the process to be followed for the KVMHA membership (parents, players, coaches, etc) regarding bullying, safety, or other issues that require intervention by a coach, manager, or other representative within KVMHA.
- Issues must first be highlighted to the attention of the team officials (head coach or manager). The complainant is to follow the established team protocol for first point of contact; Team Manager vs Head or Assistant Coach. It is recommended to use the HNB complaint intake form to document the complaint, available here <http://www.hnb.ca/en/minor-hockey/publications/complaint-intake-form>.
- If an issue cannot be addressed by the Team Official(s), the escalation point is the Division Coordinator. Division Coordinators are listed on the KVMHA website at kvmha.ca
- If the issue still cannot be resolved, the issue can then be highlight to the KVMHA board of directors or directly to Hockey New Brunswick by the division coordinator or the person submitting the complaint.
Note: Team Officials and the Division Coordinator must have an opportunity to address the issue prior to escalation to the KVMHA board.
- Any issue requiring escalation to the KVMHA board will require the following
 1. A completed HNB complaint intake form, available here <http://www.hnb.ca/en/minor-hockey/publications/complaint-intake-form>
 2. A copy of any emails related to the issue
 3. Detail steps taken by the team/coordinator to rectify the issue
 4. Contact emails/phone numbers
 5. Expected outcome/resolution
 6. Send the above via email to president, vice president, director of recreational hockey, director of competitive hockey and HR director.

