KVMHA Managers Meeting 2024-25

Contacts

- ► Emails for Board Members and Coordinators are listed on the KVMHA website About us, then Board members or the Contact us tab.
- ▶ Malcolm Campbell has created a Manager's Manual for each of you.
- ► Equipment manager can be reached at randy.gallant@rogers.com Randy Gallant. Jerseys/equipment are currently stored at QMA. Please give a couple of days' notice if you need equipment/jerseys.
- ▶ When sending emails please send team name and division, player first and last name etc.
- ▶ Our District Director at HNB is Richard Hawkes, he approves transfers, tournaments, permits etc. His email is HNBdistrict5@gmail.com.

Getting Started

- Thank you for stepping up.
- ▶ Delegate, communicate & assign.
- ▶ Get a season plan Meet with coaches and figure out how you want the season to look – tournaments, development, fun. Then have a team meeting with the parents and coaches. Establish expectations of both players and family (what's ok and what is not). Consider the 24 hour rule...
- ➤ Start to look for tournaments early....the fill up fast. Teams usually do 2+ per season (but no more than 4). Once you know the dates, send them to the ice scheduler. Submit travel permits.
- ► Figure out fundraising....teams fees are no more than \$175. Do not include all the clothes etc. in the team fees, these items should be optional as not all families can afford them.
- Always offer a fundraising option so a family can do that if they wish- it's also a great teambuilder if you can get the team involved.
- ▶ Get team parents to assist fundraising, doing the scoresheet and clock for games. Have a couple of parents as signing officers for checks.

- Always have someone with you if you are with a player. Dressing rooms are to have supervision!
- ➤ Submit your gamesheets promptly good guideline is before you leave the rink. Keep your gamesheet pictures you never know when you will need it. Both Home team and Away team will be responsible to submit game sheets this year. Please review the sheet before submission and ensure it is legible.
- ► If a referee situation arises.... the RIC should be notified. This is Mike Hellingwerf who can be reached at mikehellingwerf@gmail.com.
- Managers should not be the spouse of a head coach (only includes head coach not assistants and any potential conflict of interest should go to the VP).
- Parents and the Director of Finance very carefully monitor budgets. Make sure you have a budget, communicate it and have receipts etc. Budgets are to be sent to Geoff Cochrane.
- Apply for permits early!! This is done through your spordle account.
- Manage jerseys and make sure players are caring for them. They should be washed more than once at the end of the season. Be sure that parents know not to glue on name bars. If jerseys are not returned or returned damaged due to negligence, they owe \$150 per jersey.

- KVMHA cannot add extra parents, grandparents etc. to players TeamSnap account. The person who has the account can add them.
- Get to know the HNB website and KVMHA site tournament listings, certifications, rules and regulations.
- Coaches are not to go in referee room...if there is a ref issue of any type contact Mike our Head Referee- mikehellingwerf@gmail.com
- Never include a player's/parent's name is the subject line of an email.
- QMA and Qplex have a new rule that teams cannot enter dressing rooms more than 1 hour prior to ice time.
- ► KVMHA has an inclusivity and diversity coordinator/ neurodiverse coordinator (Carlos Urtubia and Andrea Fenwick). We will be looking for older teams to help with the Neuro program, which will be on Saturdays at 5:15 starting in Nov.

Refund Policy:

All refund requests must be submitted in writing via email to the Registrar at the following email address:

KVMHA Registrar: kvmharesgistrar@gmail.com

DETAILS can be found at this link: <u>Financial Updates - Kennebecasis Valley</u>
<u>Minor Hockey (kvmha.ca)</u>

Please take the time to review and refer parents/guardians to this link.

Respect in sport parent

https://tinyurl.com/d3uupt2m

Respect in Sport PARENT: Deadline for Respect in Sport parent certification is December 1st 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?: 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.

This link may also help.... https://hnb.ca/en/clinics/respect-in-sport-parentprogram

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.

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.
 - Volunteers are needed for the clock and game sheets. There are great guides on how to use the clock in the score boxes at the rinks. If you cannot find parents who can step up to do the scoresheet and the clocks....then let us know and we can find some teenagers to do it and it costs about \$20/game.
- ► 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 easy to read. Make sure you put a label on all 3 pages. 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. Take a pic and send a copy of score sheet to snbmhlscores@gmail.com within 24 hours.

<u>ICE</u>

- ► Kate Craik is our ice scheduler craik.kate@gmail.com
- She is our Association Coordinator when games are cancelled etc.
- There is never enough ice but we do our best. Teams can fundraise or choose to buy ice on their own but you must have the correct permits completed as well.
- ▶ Open ice is posted on the coach group chat, if they are awarded additional ice you will get an email with the new time and date.
- ► Teams often like to have parent and older siblings vs kids games. We cannot allow that on KV ice time as parents and older siblings are not insured. If this is done, buy ice and get a special events permit for your players and everyone else is play at their own risk.
- ► Shared Schedule Check it weekly! This is where most errors are caught. Even if you have your ice draft list, or are U15 & U18 with set practice times, you need to check that schedule. If I have

entered an incorrect rink or time - you will be the ones to find it and save a team showing up at the wrong place.

https://docs.google.com/spreadsheets/d/1hmFe_QCb_KmTpG0 1BEtT0yg6fC5dTqwD1D3Wd8pHAQ/edit?usp=sharing

▶ When you see something that looks wrong - reach out!

Game Rescheduling

Details on SNBMHL.com

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 Kate Craik.

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

- Details can be found on SNBMHL.com
- Only visiting team can request reschedule, Please allow 4 hours' notice
- ► Short Version Notify Kate Craik, Mike Hellingwerf and the opposing team ASAP. There will be contact info for opposing teams in the managers teamsnap files.

Official Version:

- ▶ 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
- ► Kate Craik is the association coordinator

Official Rosters

- ► These are extremely important.
- ► They are due November 15th and must be totally complete.
- ▶ Don't rush it...PLEASE DON'T SUBMIT TILL YOU ARE 100% SURE OF YOUR ROSTER! Including affiliates!
- ► Each roster needs every player and affiliate listed. Jersey numbers are needed. The form must be completed electronically. It must have all people who will be on the bench and the ice, manager, hockey safety person.
- NOT ON THE ROSTER=NOT ON THE ICE OR IN DRESSING ROOMS
- ► PLEASE LIST ONLY ONE HEAD COACH AND 2 ASSISTANT COACHES. REMAINING COACHES SHOULD BE LISTED AS ON ICE HELPERS.
- 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.
- ► 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.

Rostering your Team to Hockey Canada

Rosters details are to be entered into the google drive link below:

https://docs.google.com/spreadsheets/d/1GHTZ--nSMGd3NNIN8g02-KNQxY-IM33GMHC7U6O-HdY/edit?usp=sharing

- Managers will be notify if the team staff are missing courses or criminal record checks. Deadline for all persons requiring certification to is December 15th. If not obtained by that date, the person will be removed from the roster. Which means they will not allowed to be on ice, on the bench or in the locker room.
- ▶ Once the roster is ready to be submitted for approval to HNB the manager will review the roster and provide approval it is ready to be submitted.
- ▶ Once your roster is completed and approved by our District Director it will be official and can be use for tournaments. Rosters cannot be approved until all coaches have completed their coach requirements.

RTIPPA - Privacy ACT

- Do not post photos of players unless you have consent of the player's parents/guardians (if the player is 18 or older, he/she can provide consent).
- All photo sessions should be approved by the manager. You do not have control of spectators who take video/photos when watching.

Volunteer Requirements

- Certificate deadline for all requirements is December 15th, 2022 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 Activity Leader or Speak Out!
- All coaches, managers, and volunteers over the age of 18 require a criminal record check and vulnerable sector check. These are sent directly to Michelle Currie mcurrie@hnb.ca; include your HCR number.
- ► Each team must have a Hockey Canada Safety Person. This person also needs all criminal 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
- Respect in Sport Activity Leader
- CRC/ VSC

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

- ► HU-Online Coach 1/2
- Coach Level 2
- Respect in Sport Activity Leader
- CRC/ VSC

If any Coach has financial difficulty paying for coaching courses, they should reach out to Kamil Forgie, Director of HR for the possibility of a code to cover the cost.

https://hnb.ca/en/clinics/certification-required

Hockey Canada Account (search Hockey Canada Registry 3.0)

- ► Every coach or volunteer has a hockey Canada account and this account lists all of their qualifications, when their criminal record check is due etc.
- 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 details.
- ► Every volunteer can go and check this stuff themselves, no need to involve the registrar.
- ► HNB.ca is the website where you can find out everything you need about courses, clinics, how to sign up. Search HNB and then click on clinics.

https://hnb.ca/en/clinics

► To access hockey Canada accounts....

https://account.spordle.com/login?referrer=https%3A%2 F%2Fregister.hockeycanada.ca%2Fhome ALL VOLUNTEERS NEED A HOCKEY CANADA ACCOUNT

How to access your hockey Canada account....

Go to the Spordle website by the link below and create your account or sign into your account if you already have one. Search for your yourself or your player by name.

- Once you have an account, you can then search your player(s) and link them to your account. This way both parents etc. can register players.
- 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

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 record check and a VULNERABLE SECTOR CHECK by December 15th.
- All names of volunteers are entered into the Hockey Canada Registry.
- New checks are needed every 3 years.
- ► ALL VULNERABLE SECTOR CHECKS MUST BE IN BY DECEMBER 15TH OR YOU CANNOT BE ON THE ICE ETC WITH THE KIDS.
- Police Record Checks :: Kennebecasis Regional Police Force :: Consumer :: Home (policesolutions.ca), you don't even have to go to the police station now
- Take a pic or scan of your check for your records and send to Michelle Currie mcurrie@hnb.ca.
- Volunteers can check if they need a new check by looking at their hockey Canada account.

<u>Affiliation</u>

- ► Affiliation is the process which permits a player to play in a higher division (U11, U13, etc) or category ("B", "A", "AA") as a temporary replacement for another player.
- ▶ Prior to being invited to practice or play with the higher division/category team an affiliated player must first be identified as such on the team's roster within the Hockey Canada Registry (HCR) and proof of affiliation approval must exist.
- ▶ Details on how to affiliate a player can be found in the competitive handbook on the website.
- Once identified as an affiliated player all requests for that player by the higher division/category team requires permission from the lower division/category coach.
- ► The lower division/category coach will agree or disagree with the request based on not disrupting his teams "on-ice" activities. Players first priority is always their primary team.

KVMHA Affiliate process: https://www.kvmha.ca/wp-content/uploads/sites/1382/2022/10/Affiliates.pdf

Travel Permits

- Travel permits are required for ALL tournaments, including HNB Sanctioned tournaments and exhibition games or additional ice purchased (whether you're the home team or the away team)
- ► Travel permits are now done through the Hockey Canada Registry. To get permits for your teams, you have to be on the roster on the Hockey Canada system
- Sign into your Hockey Canada Account....by googling Hockey Canada 3.0 or use this link
- <u>https://account.spordle.com/login?referrer=%2Fdashboard</u> ► Then click
 - Tasks ► Click Travel Permit ► Click Add and fill out details

Special Events Permits

Examples of special events would include: team bus rentals, fundraising, bottle drives, donation drives, team events at a private residence, other team sport activities (laser tag), etc.

These kinds of activities usually occur away from the arena venue and in the surrounding community.

To apply for a special events permit visit

https://sportscert.bflcanada.ca/?BRANCH=HNB BFL CANADA

Ensure that you apply with a week or more notice, if special event permit is not obtained KVMHA does not approve the event proceeding.

If your special event is a bottle drive, you need to log it into our Bottle Drive google doc for tracking:

https://docs.google.com/spreadsheets/d/1cQWr NxuLrVEghZHiTQpqCJpi9CfuRmGmgkChqn24lQ/edit?usp=sharing

Please use your judgement and don't visit the same neighbourhoods week after week. Your returns will be much better if we target different neighbourhoods.

If you have questions regarding travel permits versus special events permits reach out to Patrick Collins, at patrickcollins1@gmail.com

Director of Communications would like to advertise team's fundraising on our fb page. Email craik.kate@gmail.com when teams are doing a bottle drive, selling tickets, or any fundraisers with complete details and an image to post

Team Budget

- TEAMS FEES HAVE BEEN CAPPED AT \$175.00 (does not include socks and name bars). You do not need to charge the maximum.
- Swag can be optional and is not included in the team fee please be mindful of money .
- Opening a Bank Account is the decision of the manager and coaches. This is not a requirement of KVMHA. If you do, please ensure you follow all financial policies.
- Managers need to review their budget and final expenses to the parent group and provide updates to them as needed or asked by a parent for full transparency
- ► Each team needs a budget, it must be submitted to the Director of Finance at geoffcochrane@hotmail.com
- Parents should be kept up to date on the budget throughout the year (Christmas and end of season are ideal times). A sample budget can be found on the website.

Submit your Budget

Here is the Google drive link to submit your budget https://forms.gle/GZdbmKiz1hrdHc9E7

Here is the template to do your budget.

https://docs.google.com/spreadsheets/d/1yxNaoi0eRG AqggZ_qzaoLLavBeolBy7YjA1XohOHlCo/edit?usp=sharing

Submit Budget at beginning of hockey season and at the end.

Apparel

- It is strongly suggested that competitive teams have both a white set and a red set of socks to match the sponsored jerseys. Sock pricing is not factored into your team fees.
- ► KVMHA is no longer selling socks they can be purchased at Rinkside still, or any other apparel provider.
- Do not change logos or add content to Jerseys without approval from the KVMHA Board.

Hockey NB tickets

- ► Each player will get 10 tickets each ticket is \$5.00 they can be sold and the player keeps the money (\$50) 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.
- ► WHEN THEY ARE PASSED IN PLEASE REMOVE THE STAPLES.

 Tickets will be due by January 15 th. 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 but here is a summary
- https://hnb.ca/images/hc_insurance_brochure_eng.pdf ► Injury
 report https://hnb.ca/images/hnb/injury-reporthockeycanada-NBe.pdf
 - Medical forms should be completed for all players
 - https://hnb.ca/images/hnb/pdf/medical_information_she e t4.pdf

Other important situations....

- Concussions.....
- https://35b7f1d7d0790b02114c-1b8897185d70b198c119e1d2b7efd8a2.ssl.cf1.rackcdn.co m/broadcast_email_attachments/7103626/Hockey_Can ada_Concussion_PolicyFull.pdf
- Bullying, harassment etc.
- https://cdn.hockeycanada.ca/hockeycanada/HockeyPrograms/Safety/Insurance/Downloads/safety_ teamwor k_e.pdf

KVMHA Complaint Intake Process

- 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.
- 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.

Note: Team Officials and the Division Coordinator must have an opportunity to address the issue prior to escalation to the KVMHA board.

Any incident that rises above misconduct to the level of maltreatment, sexual violence, harassment, abuse or discrimination will be referred through the ITP Process which is on the Website.

KVMHA Complaint In-Take Process KVMHA Complaint In-Take Form

The following outlines the process to be followed for the KVMHA membership (parents, players, coaches, etc.) regarding maltreatment, sexual violence, harassment, abuse, or discrimination. KVMHA members are to use the reporting mechanism known as the **Independent Third Party** (ITP). To learn more about the process, visit the KVMHA website at <u>Kennebecasis Valley Minor Hockey – Let's play hockey (kvmha.ca)</u> and click-on the "Safe Sport" button. Complaints are submitted by form at this link: https://sportcomplaints.ca/

The complainant is to follow the ITP process for any matters they believe correspond with these concerns: maltreatment, sexual violence, harassment, abuse, or discrimination.

For any complaints dealing with misconduct or lesser offences, please follow the process using these two forms:

Unruly Spectators

- If spectators become unruly, you can verbally initiate the Trespass Act by stating that someone must leave the premises for disturbing the public.
- For the purposes of subsection (1), a person has notice not to trespass when he or she has been given notice by word of mouth or in writing to refrain from entering or from remaining on the premises, and the notice shall be deemed to have been given by an authorized person under this Act until the contrary is proved.
- Once verbal confirmation is given to the unruly spectator, and if the spectator refuses to leave, call 911.
- If such an unfortunate event has occurred, please let your Division Coordinator know the details ASAP. The Division Coordinator will inform the V.P.

What to do if abuse is disclosed?

- You can ask the child/player follow-up and/or clarifying questions - including who is hurting them and how!
- Take notes if possible.
- Call Social Development at 1-833-733-7835 (press one for English OR 2 for French - then 1 for reporting abuse).
- Have at the ready player's address, D.O.B., Parent Contact Info and Details of the alleged incident(s).
- You are legally allowed to disclose this information to Social Development.
- Make this call as soon as possible.
- If you believe the player is in immediate risk of harm from the parent/relative, etc. -call 911.

THE END