

Kennebecasis Valley Minor Hockey Association

2025/26 MANAGERS PRESENTATION



INFORMATION FOR TEAM MANAGERS

What is KVMHA?

Our Mission:

The Kennebecasis Valley Minor Hockey Association is a disciplined hockey community which encourages personal growth and skill development in a positive environment that promotes safety, sportsmanship and teamwork.



What is KVMHA?

Our Values:

Placing our primary emphasis on "Kids First", our innovation and forward thinking secures a place for our association as a leader in the Canadian Hockey Community. We are accountable and conduct ourselves in a manner that provides opportunities and a positive and safe environment for all participants.

As a responsible group in our local community, we develop relationships and partnerships which contribute to our financial well-being and a shared pride in our accomplishments.

KVMHA

CONTACTS

- Board Members & Coordinators emails: **KVMHA Website** (About Us > Board Members or Contact Us tab)
- **Equipment Manager:** Randy Gallant - randy.gallant@rogers.com
 - Equipment/Jerseys stored at QMA – allow a few days' notice
- **District Director (HNB):** Richard Hawkes – HNBdistrict5@gmail.com
- RIC: Mike Hellingwerf - mikehellingwerf@gmail.com
- Include **team name, division, and player full name** in emails

GETTING STARTED: TEAM MANAGEMENT ESSENTIALS

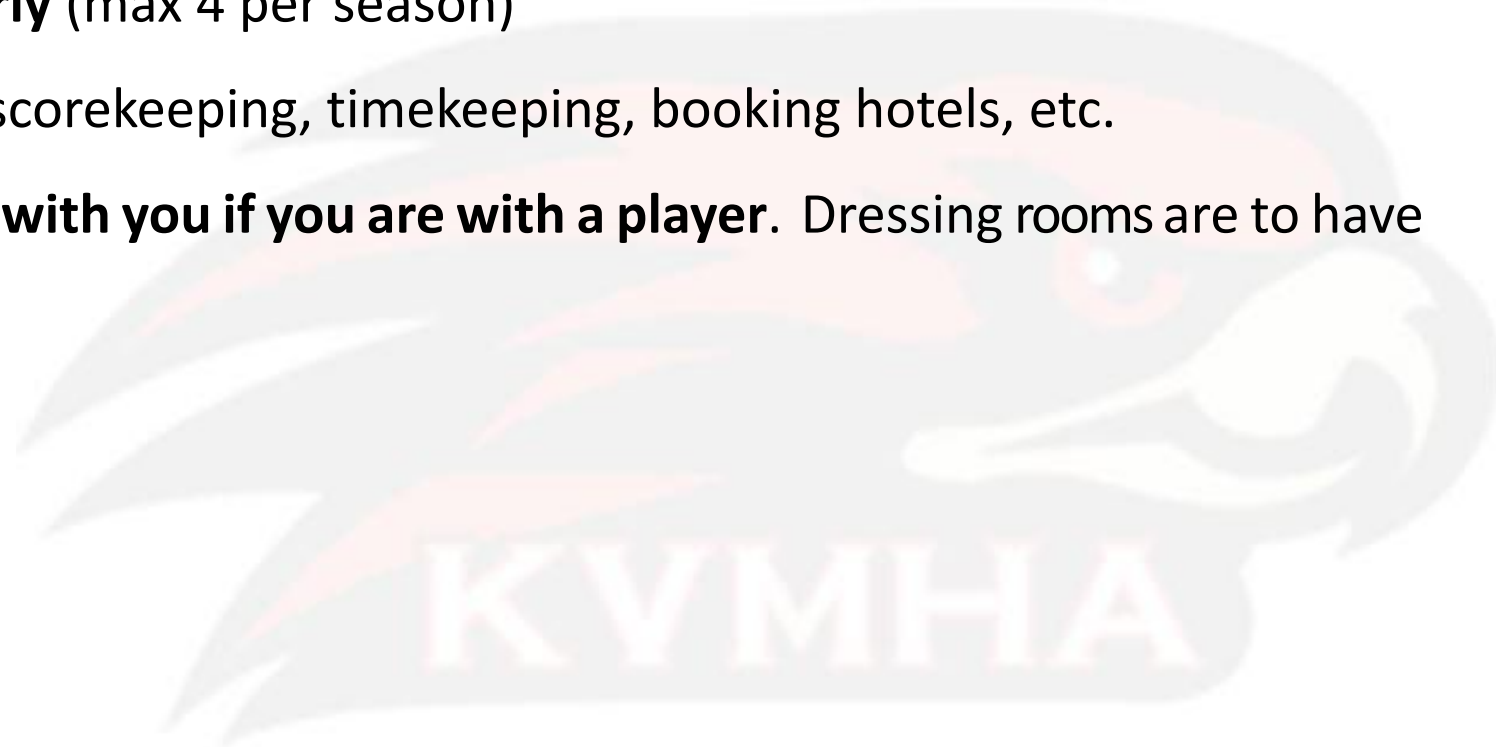


Thank YOU for
stepping up!

GETTING STARTED:

TEAM MANAGEMENT ESSENTIALS

- Delegate and communicate and be organized
- Create a **season plan** with coaches: tournaments, development, fun
- Have a **team meeting** to set expectations (24-hour rule)
- **Book tournaments early** (max 4 per season)
- Get parents involved: scorekeeping, timekeeping, booking hotels, etc.
- **Always** have someone **with you if you are with a player**. Dressing rooms are to have supervision!



- **Jersey care:** wash more than once at the end of the season, no glue-on name bars, damaged/unreturned = \$150
- TeamSnap: KVMHA **cannot add** extra parents, grandparents etc. Only account owners can add members
- Get to know the HNB website and KVMHA site – tournament listings, certifications, rules and regulations.
- Never include a player's/parent's name in the subject line of an email.
- **KVMHA** has an inclusivity and diversity coordinator/ neurodiverse coordinator (TBD 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.
- There **MUST** be a degree of separation between the Head coach and the team manager position.

KVMHA

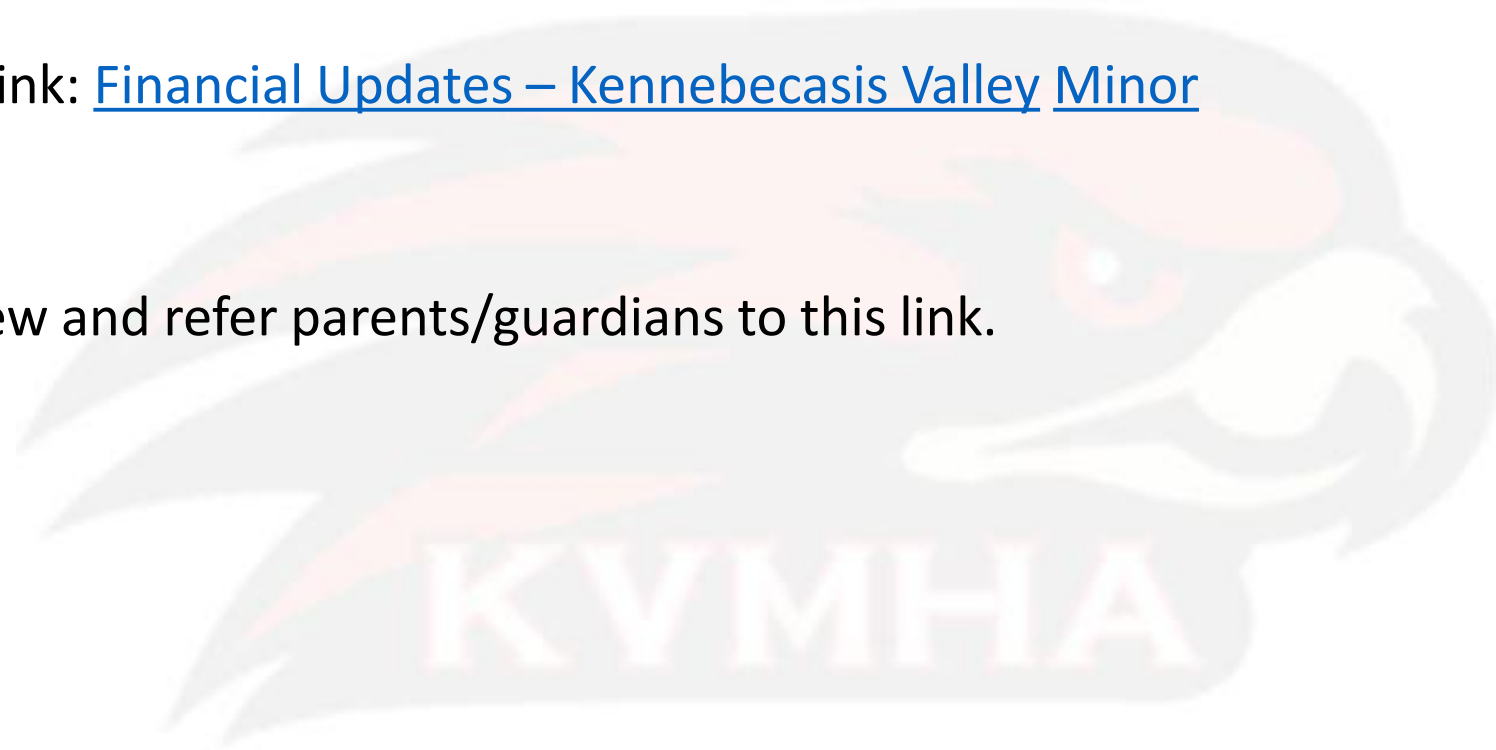
REFUND POLICY

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

KVMHA Registrar – kvmharegistrar@gmail.com

DETAILS can be found at this link: [Financial Updates – Kennebecasis Valley Minor Hockey \(kvmha.ca\)](#)

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



RESPECT IN SPORT PARENT -

- **Notice to Parents – 2025/26 Season Certification**
At this time, no action is required from parents
- **regarding certification.**
- **KVMHA is currently seeking clarification from Hockey New Brunswick (HNB) on whether the Respect in Sport Parent Program will be mandatory for the 2025/26 season.**
- **We will provide an update as soon as we receive**

Note:

Respect in Sport Parent and Respect in Sport Leader are separate, non-transferable certifications. Both can be found under **Clinics** on the **HNB website**.

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 (see managers information [link](#)).

Volunteers are needed for clocks and game sheets. If no parents are available, teen helpers can assist for about **\$20 per game**.
- Generally, its 3 – 12 minute periods of stopped time unless, coaches determine otherwise.
- If the game is going late refs 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](#).

RINKS

- Game sheets - Use the label template from the website for clarity—apply labels to all three pages. After the game, keep one copy, the referee takes one, and the opposing coach gets the other.
- Submit game sheets before leaving the rink. Keep photo copies for records. Both home and away teams must submit legible sheets this season. Send a copy of score sheet to snbmhlcores@gmail.com within 24 hours.
- If a referee situation arises.... the RIC should be notified. This is Mike Hellingwerf who can be reached at mikehellingwerf@gmail.com.
- Coaches are not to go in referee room, if there is a ref issue of any type contact Mike our Head Referee.
- QMA and Qplex have a new rule that teams cannot enter dressing rooms more than 1 hour prior to ice time.

ICE

- 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.
- Check the [shared schedule](#) weekly — it's where most errors are caught. Even with fixed practice times, verify rink and time details to avoid mix-ups.

SNBMHL Game Rescheduling Process

All game reschedule requests must be approved by the SNBMHL. Submit all request using the online form ([SNBMHL Process](#))

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.

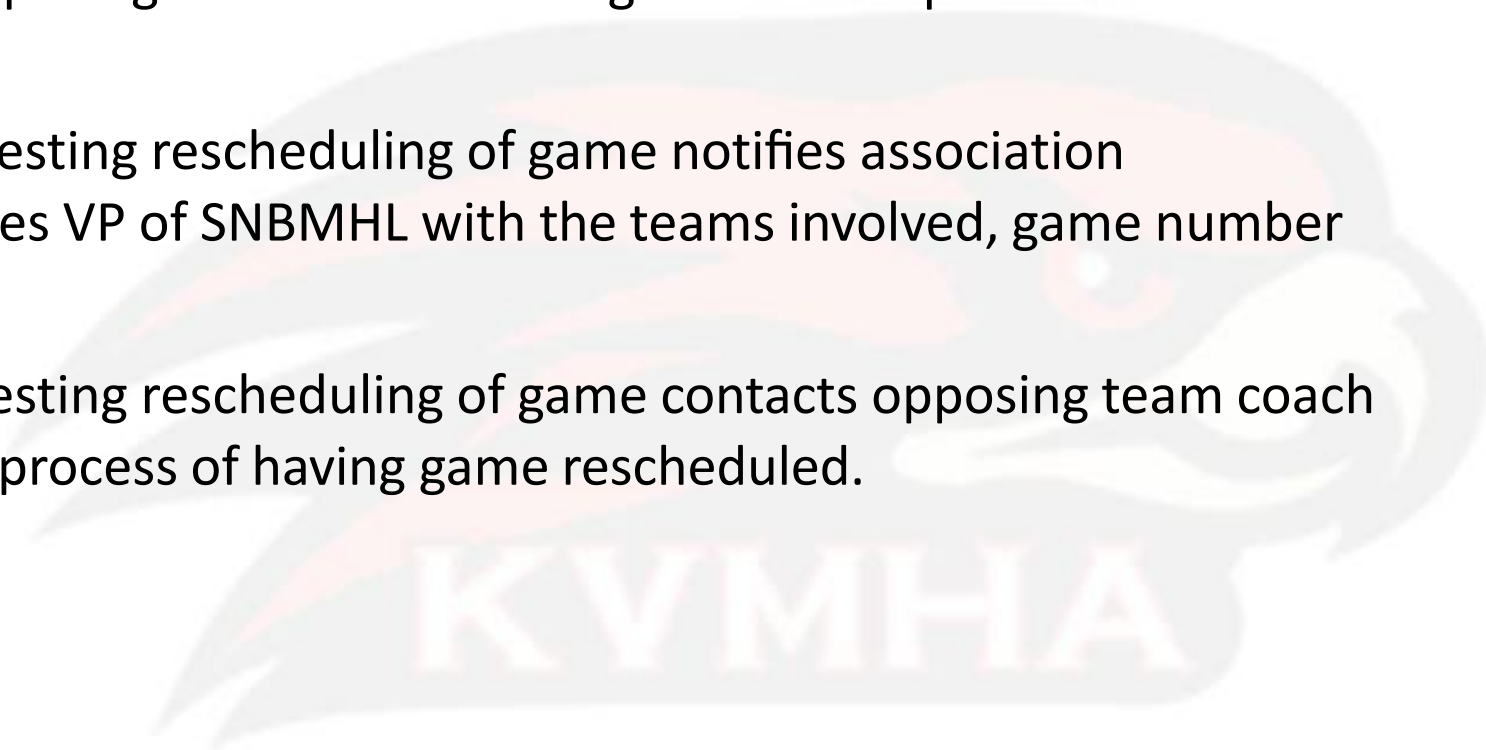
All requests must be made through the association coordinator designated to manage reschedules. This is Kate Craik.

Games will not be rescheduled for: Due to a shortage of team volunteers, 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 or the game means nothing to us.

PROCEDURE FOR WEATHER

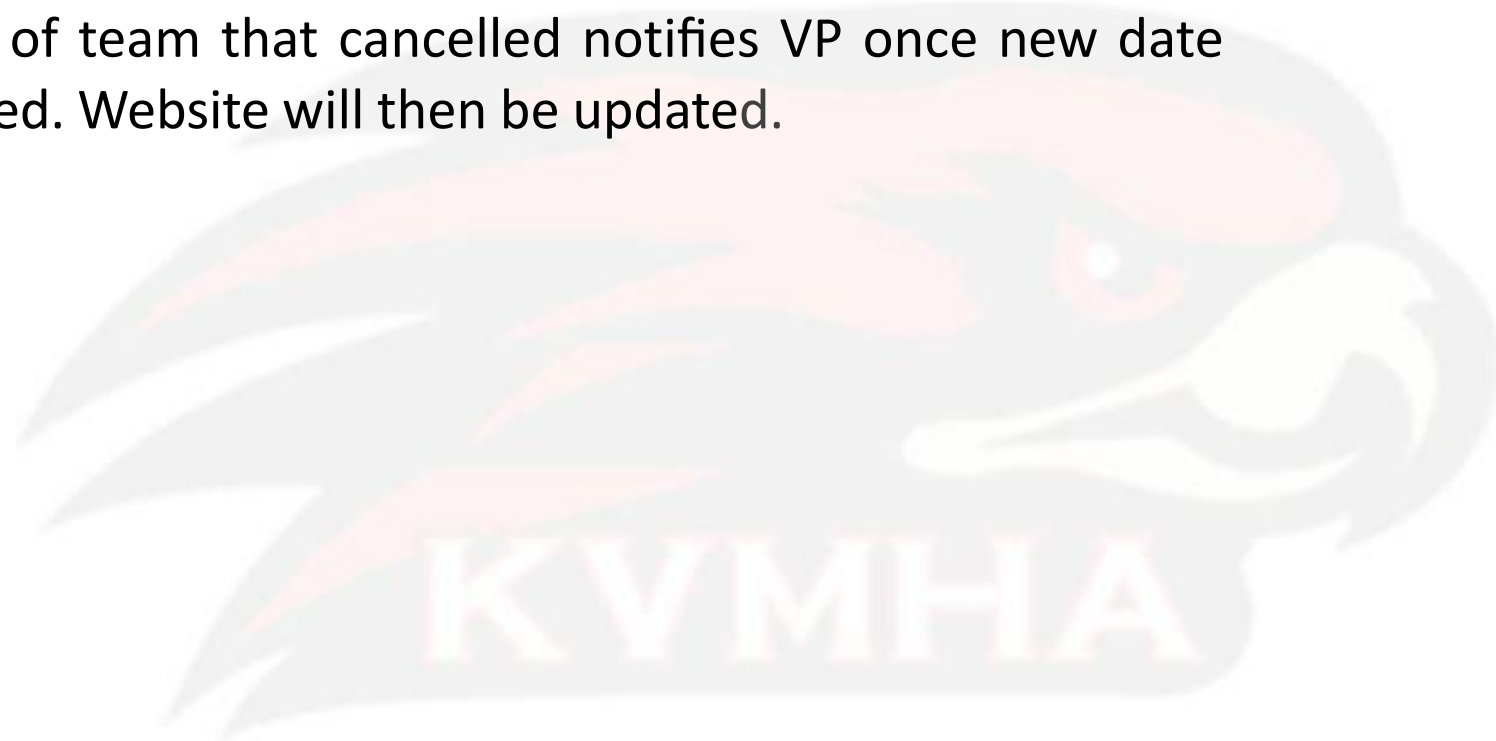
- Details can be found on SNBMHL.com
- Only visiting team can request reschedule. Please allow 4 hours' notice.
- **Short Version** – Notify Kate Craik, Mike Hellingwerf and the opposing team ASAP. There will be contact info for opposing teams in the managers teamsnap files.
- **Official Version:**
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

(CONTINUED...)



PROCEDURE FOR WEATHER

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.

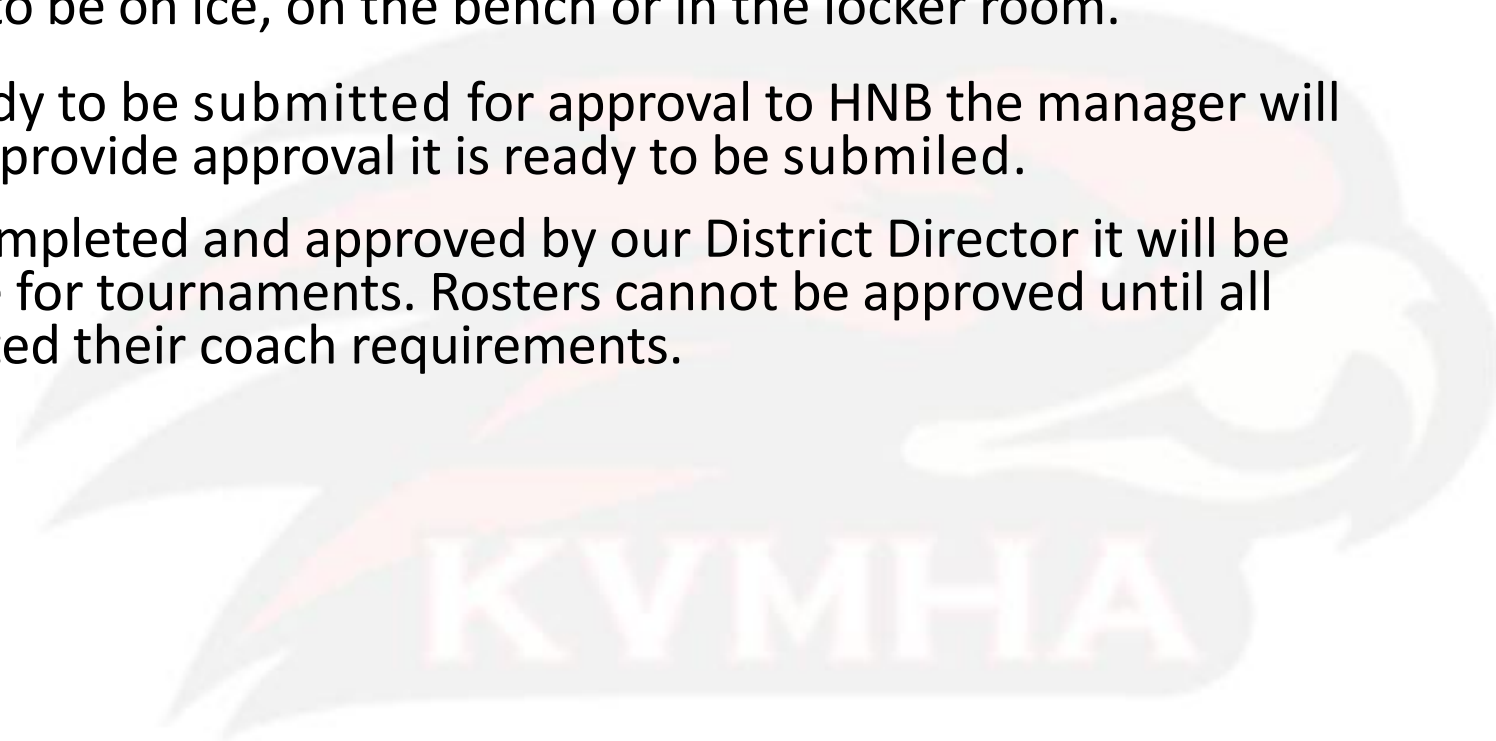


OFFICIAL ROSTERS

- 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.
- Team staff must be part of KVMHA (not the association they played with growing up. Team staff can check their info by signing into their hockey Canada account.

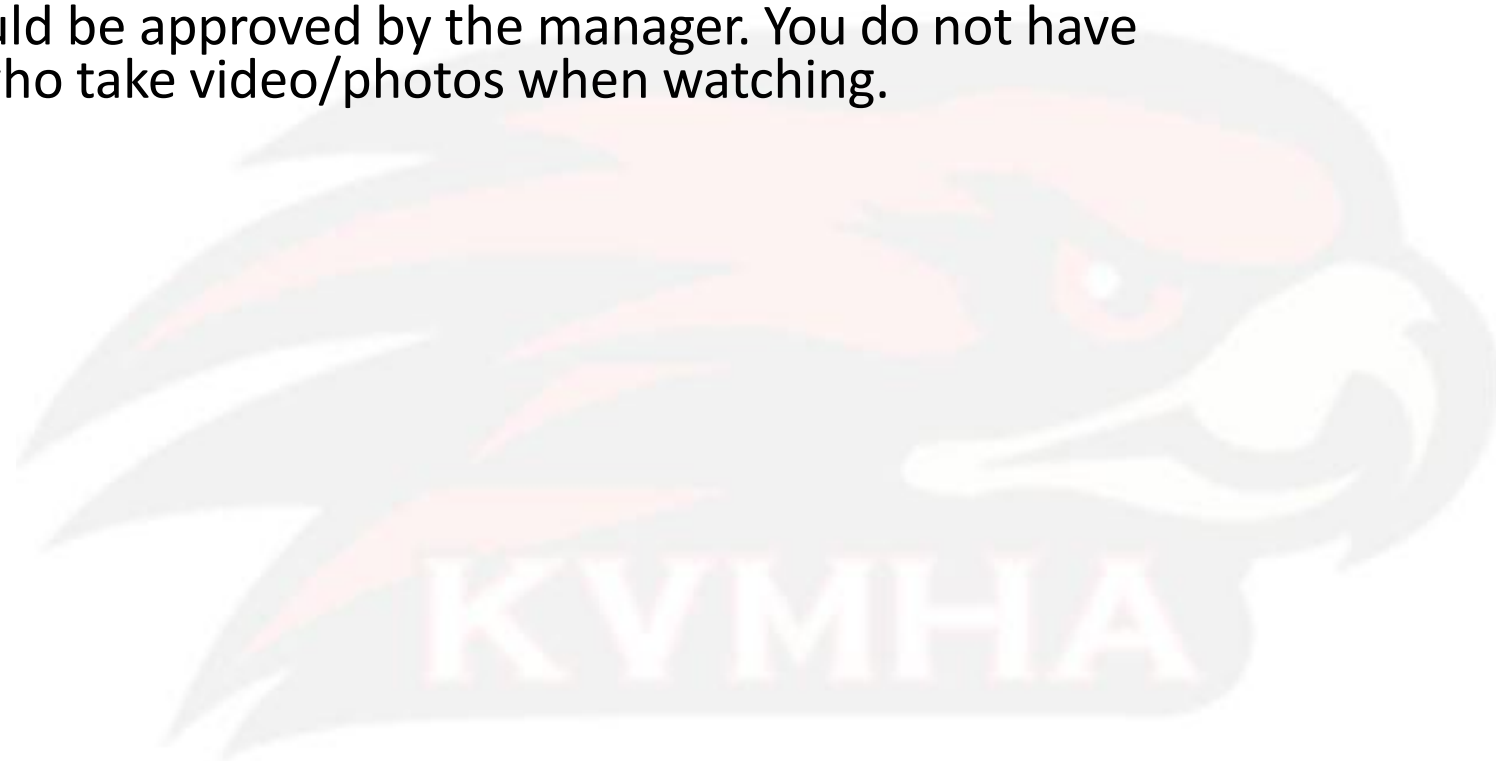
Rostering your Team to Hockey Canada

- Rosters details are to be entered into the google drive found on the Association website. (Under [Helpful links](#))
- 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 submiled.
- 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.



Right to Information and Protection of Privacy Act (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, safety person, 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>

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. KVMHA asks that they take Respect in Sport Activity Leader.

Required Coaching Courses:

Age Group	Head and Assistant Coaches	Hockey Canada: The Shift Forward*	Hockey Canada Safety Level 1
U7 -U9	Hockey Canada Coach 1	Required by all volunteers	Required by 1 staff member
U11- U18	Hockey Canada Coach 2 Hockey University Online Coach 1/ Coach 2	Required by all volunteers	Required by 1 staff member

*The Respect in Sport program is still recognized More Information: [2025 HNB Certifications](https://hnb.ca/en/clinics/certification-required)

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%2F%2Fregister.hockeycanada.ca%2Fhome>

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- 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 RECORD 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 WITH THE KIDS.**
- Police Record Checks: <https://www.policesolution.ca/>
 - Hover over 'What We Do'
 - Click on 'Criminal Record Checks'
- Click here for a KVMHA [Criminal Record Check Volunteer Letter](#)
- 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.

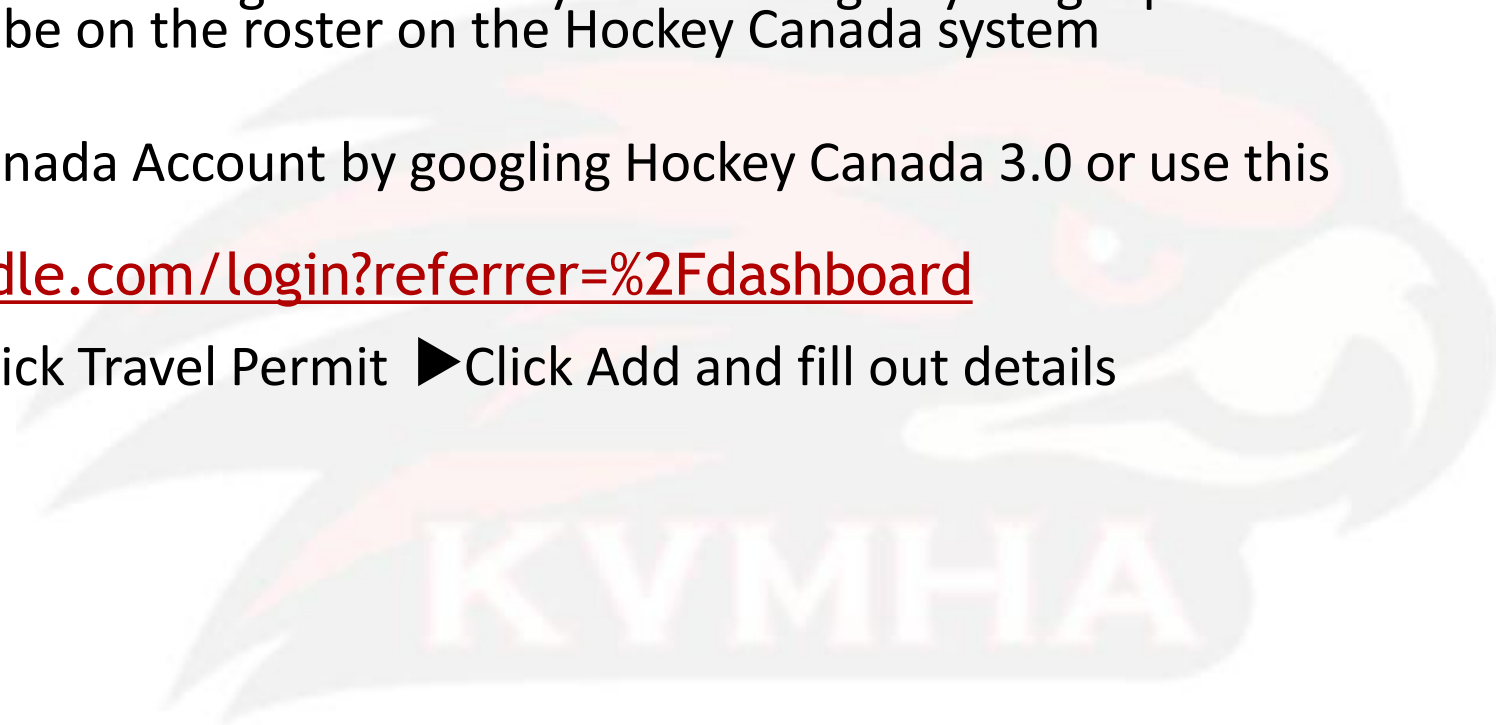


AFFILIATION

- 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.

TRAVEL PERMITS

- Travel permits are required for ALL tournaments, including HNB Sanctioned tournaments and or additional ice purchased (whether you're the home team or the away team). Apply for permits early!!
- Not needed anymore for exhibitions games
- 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:
<https://account.spordle.com/login?referrer=%2Fdashboard>
 - ▶ 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> [BFLCANADA](https://bflcanada.ca)

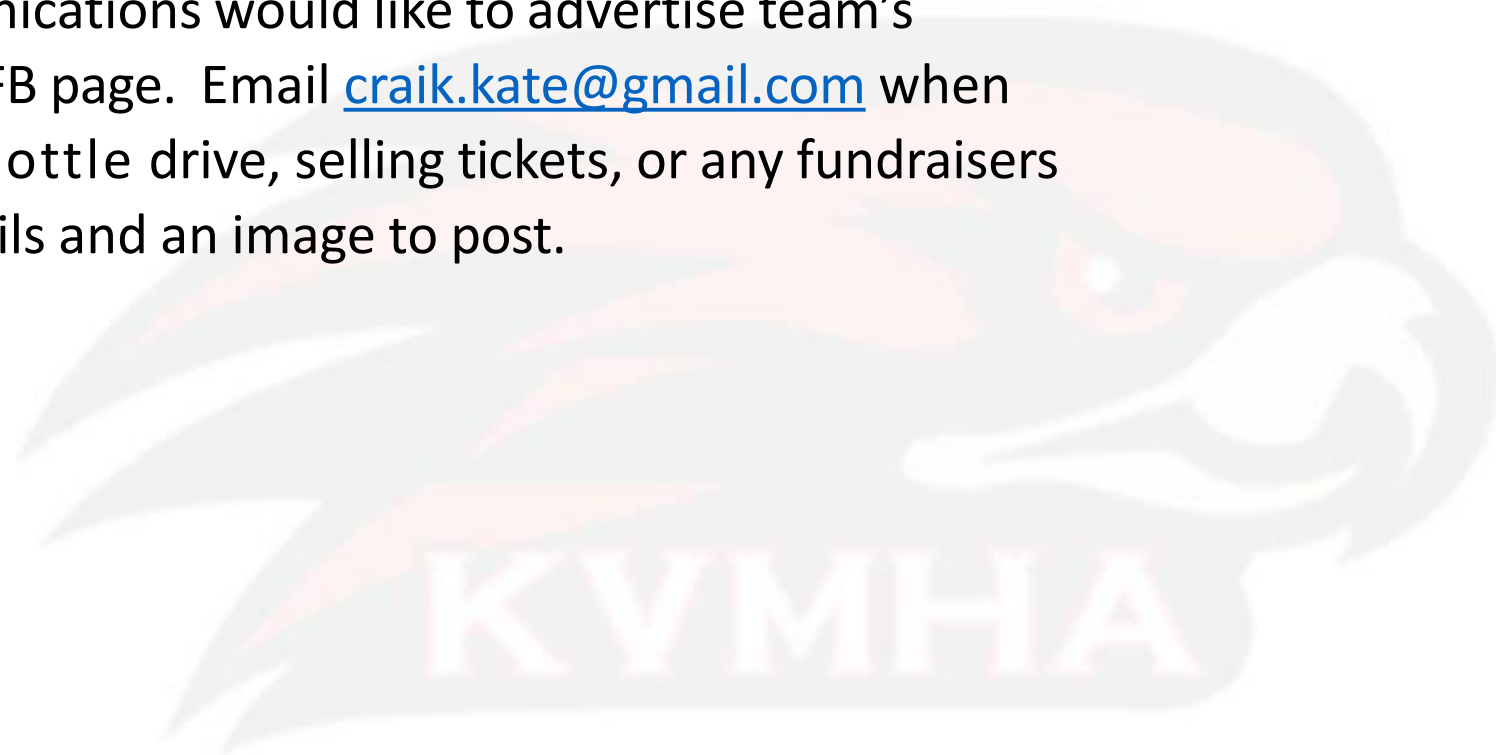
Ensure that you apply with a week or more notice, if special event permit is not obtained KVMHA does not approve the event proceeding.

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_NxuLrVEghZHiTQpqCJpi9CfuRmG_mgkChqn24lQ/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 kvminorhockey@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.



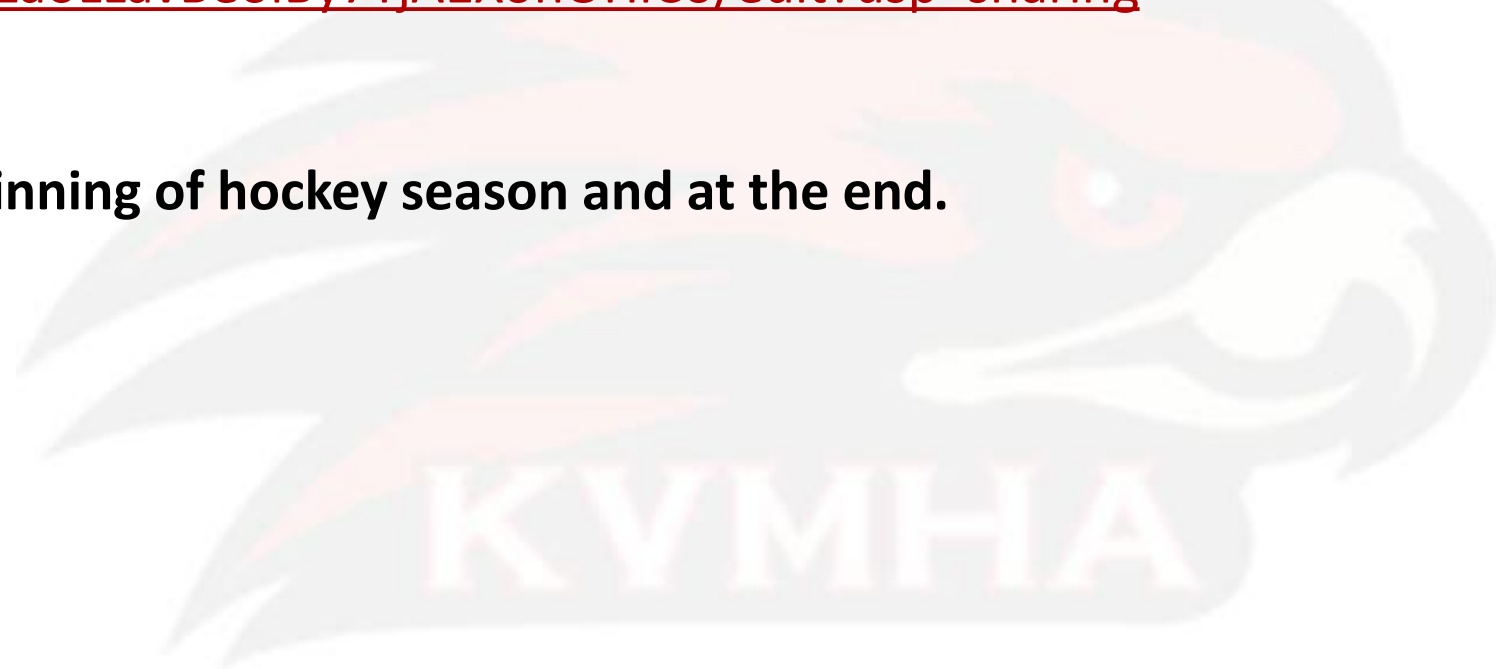
TEAM BUDGET

- 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 stephensutherland@live.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/1yxNaio0eRGAqggZ_qzaoLLavBeolBy7YjA1XohOHlCo/edit?usp=sharing

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



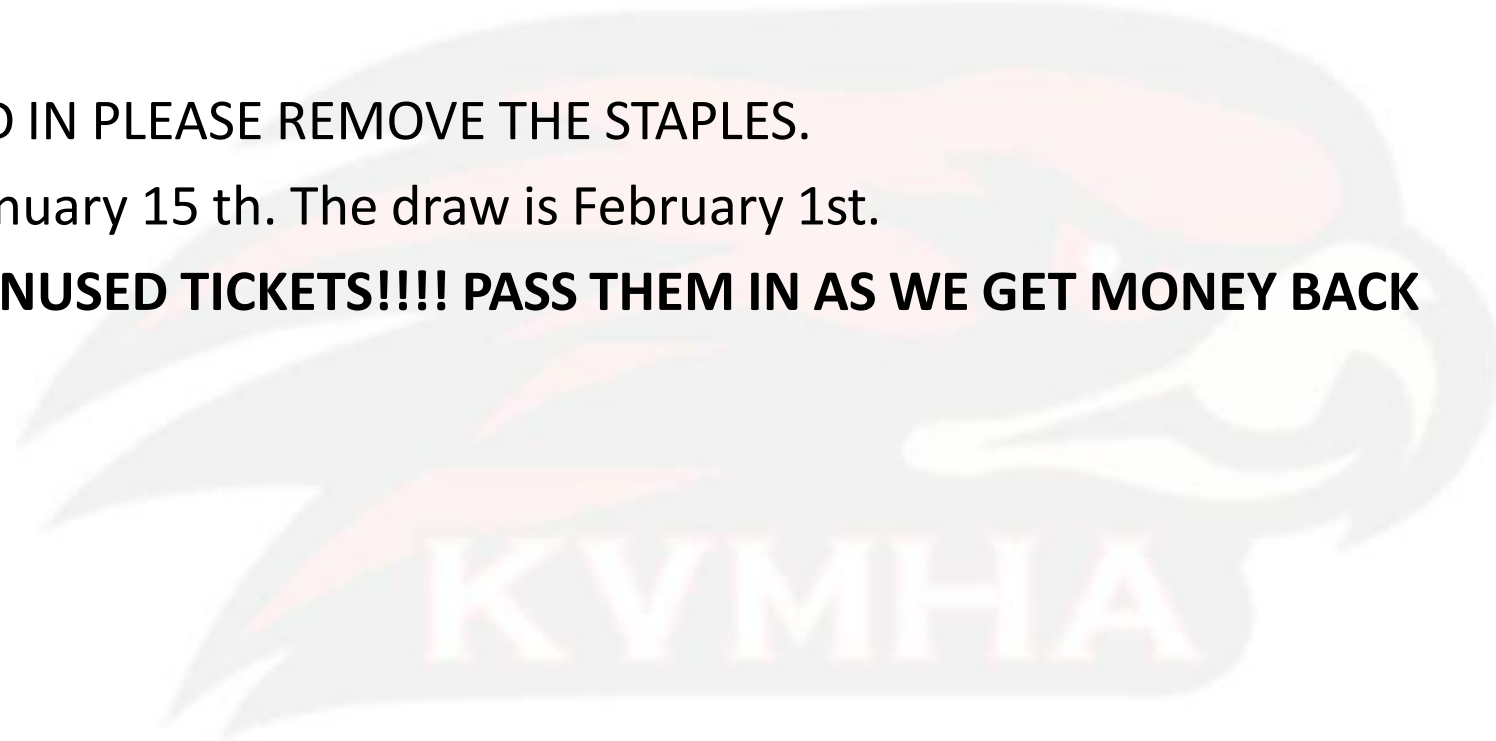
APPAREL

- 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 Sports 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**



INJURY REPORTS

- 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-NB-e.pdf>
- Medical forms should be completed for all players https://hnb.ca/images/hnb/pdf/medical_information_sheet4.pdf

OTHERS

➤ Concussions.....

[https://
35b7f1d7d0790b02114c1b8897185d70b198c119e1d2b7efd8a2.ssl.cf1.rackcdn.co
m/broadcast_email_attachments/7103626/
Hockey_Canada_Concussion_PolicyFull.pdf](https://35b7f1d7d0790b02114c1b8897185d70b198c119e1d2b7efd8a2.ssl.cf1.rackcdn.com/broadcast_email_attachments/7103626/Hockey_Canada_Concussion_PolicyFull.pdf)

➤ Bullying, harassment etc.

[https://cdn.hockeycanada.ca/hockey- canada/HockeyPrograms/Safety/Insurance/
Downloads/safety_ teamwork_e.pdf](https://cdn.hockeycanada.ca/hockey-canada/HockeyPrograms/Safety/Insurance/Downloads/safety_teamwork_e.pdf)



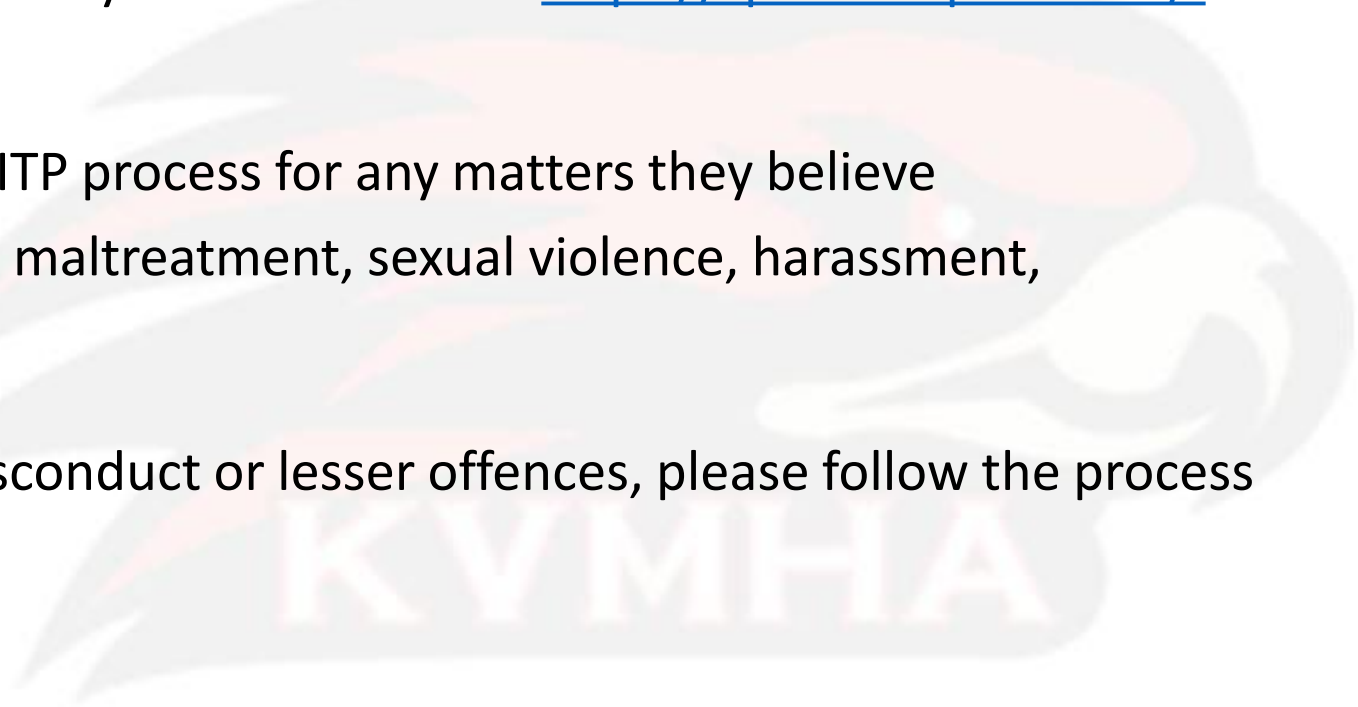
KVMHA COMPLAINT INTAKE PROCESS

- 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 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 [Kennebecasis Valley Minor Hockey – Let's play hockey \(kvmha.ca\)](https://kvmha.ca) 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.



NB Trespass to Property Act

HOW TO REMOVE UNRULY SPECTATORS?

Authority: the 'occupier', arena staff, minor hockey association, tournament organizer, game official, someone with authority.

1. Verbal warning, "*...your behaviour is unacceptable if it continues you will be asked to leave*"



NB Trespass to Property Act

Occupier must be clear to 'direct the person to leave'

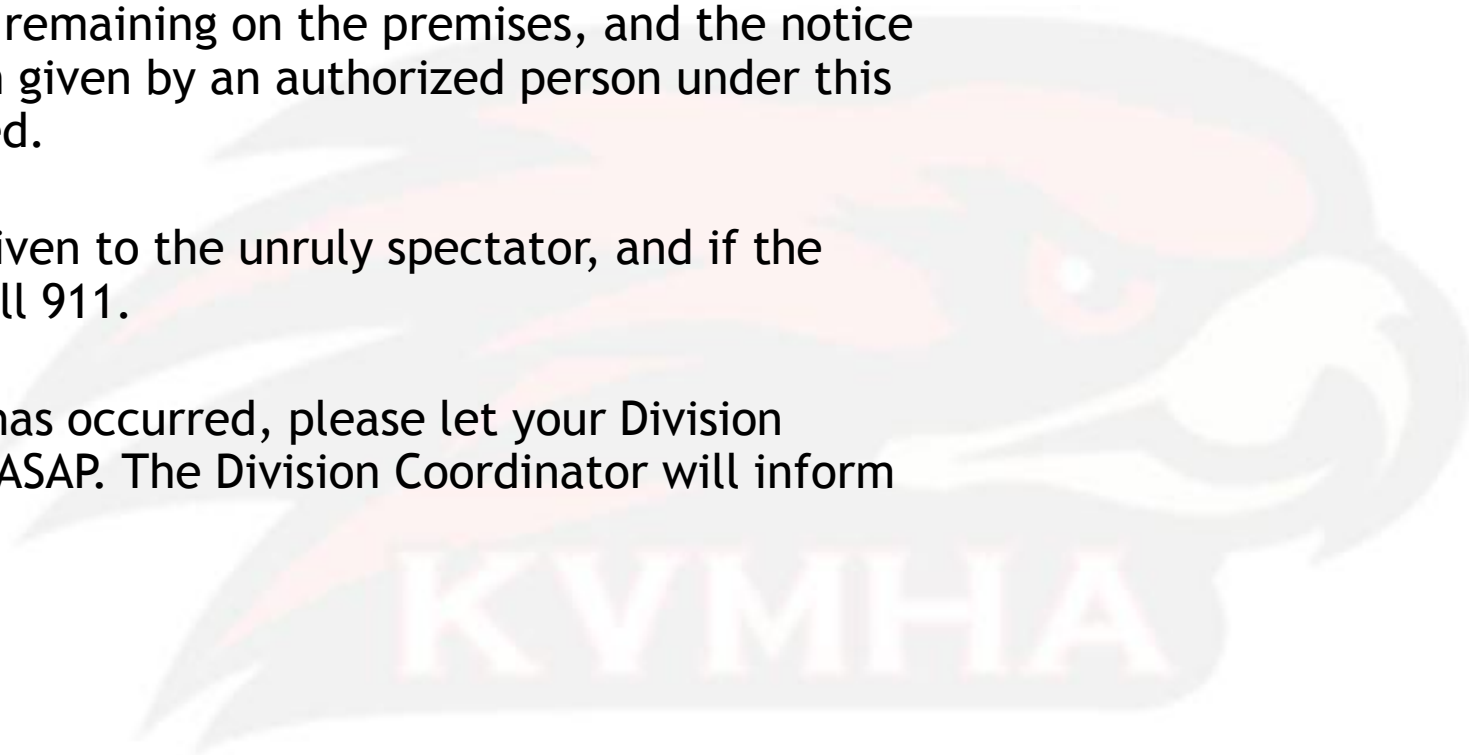
2. *"You are being asked to leave immediately. If you refuse you will be trespassing under the New Brunswick Trespass to Property Act"*
3. Call police for assistance or to report that you have directed an individual to leave under the NB Trespass to Property Act. **DOCUMENT THE INCIDENT**

2025/26 COACHES PRESENTATION



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.



Responsibilities of a person in a position of power

Protection of a Child From Abuse and your Legal Responsibility:

As a coach and a person of authority working with children and teens YOU are Bound to the Family Services Act of N.B.

PROTECTION SERVICES

Duty to report child abuse: Physical, Emotional and/or Sexual

30(1) Any person who has information causing him to suspect that a child has been abandoned, deserted, physically or emotionally neglected, physically or sexually ill-treated, including sexual exploitation through child pornography or otherwise abused shall inform the Minister of the situation without delay.

KVMHIA

Responsibilities of a person in a position of power

30(2) This section applies notwithstanding that the person has acquired the information through the discharge of his duties or within a confidential relationship, but nothing in this subsection abrogates any privilege that may exist because of the relationship between a solicitor and the solicitor's client. **(If disclosed to you, then you have the responsibility to report DO NOT GO TO THE PARENTS/GUARDIANS).**

30(3) A professional person who acquires information in the discharge of the professional person's responsibilities that **reasonably ought to cause the professional person to suspect that a child has been abandoned, deserted, physically or emotionally neglected, physically or sexually ill-treated, including sexual exploitation through child pornography or otherwise abused but who does not inform the Minister of the situation without delay commits an offence.**

What do I do?

1. You can ask the child/player follow-up and/or clarifying questions - including who is hurting them and how!
2. Take notes if possible.
3. Call Social Development (regional office) at **1-833-733-7835**
4. Have at the ready player's address, D.O.B., Parent Contact Info and Details of the alleged incident(s).
5. Information has to be communicated to Social Development first hand.
6. You are legally allowed to disclose this information to Social Development.
7. Make this call as soon as possible.

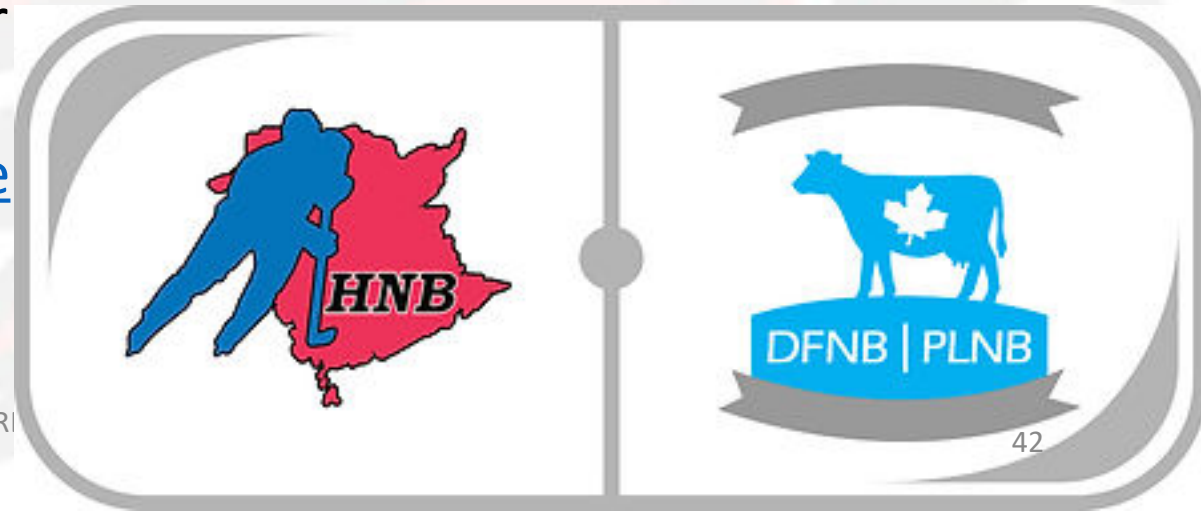
If you believe the player is in immediate risk of harm from the parent/relative, etc. -

8. call 911

HNB Sponsorship

Going above and beyond in the community

- The Dairies Farmers of New Brunswick
- Each month from November to March, a minor hockey team in New Brunswick will be recognized for their community involvement, sportsmanship, and teamwork. Selected teams will be celebrated as Community Champions across HNB's and DFNB's digital platforms. Each winning team will receive prize packs provided by Dairy Farmers of New Brunswick. Minor hockey teams can apply for this program through the DFNB website beginning in October
- For **mooo-re** information [Click Here](#)



HNB Sponsorship

Hockey New Brunswick and Falavory

Teams earn 30% of gross sales

Associations receive 5% for local development.

Falavory's handcrafted, shelf-stable soup and dip blends(www.falavory.com). They're locally made, family-friendly, and built around everyday meals people actually need and enjoy.

Register your team today at www.hockey.falavory.com