**Welcome to the Fort St. John Minor Hockey Novice Division!**My name is Madison and as the Atom Coordinator it is my job to facilitate the day to day operations of the Atom division, making sure to adhere to Fort St. John Minor Hockey Association (FSJMHA) policies and regulations. If you have any questions, please contact me in person or via email Madison@dunnhiebert.com . I will communicate solely through email for sending information. If you wish to have another email address added to the list, please let me know. The FSJMHA website ([www.fsjminorhockey.com](http://www.fsjminorhockey.com)) has lots of information and will be kept current.

**START UP**

We will start tomorrow with the ice times I shared yesterday. If you are coaching, assistant coaching or on ice helping please come prepared to be on the ice during your player’s allotted time and if we talked personally and made changes to your time that is fine come to the agreed upon time. This will be a pre skate and evaluations will start Monday the 30th - more information to follow in another email regarding that.

**GENERAL INFORMATION**

FSJMHA is a completely volunteer run organization. Without these volunteers the division would fail to start. Every division is required to have all Coaches, HCSP and On-ice helper positions filled PRIOR to putting the Players on a Team.Volunteering is most important and **ALL parents should volunteer in some sort of way.**
Recreation hockey in FSJMHA emphasizes on fitness, fellowship, sportsmanship and fun while promoting a game to fit the needs of the participants. Players will be provided with equal ice time, de-emphasize the importance of winning, allow enjoyable participation, assist in an individual’s physical development and create a social environment. The focus of FSJMHA Novice hockey is on skill development and follows Hockey Canada’s Initiation Program (IP). The players will often have two practices per week and one game most weekends. Monitor your email inbox frequently as schedule changes can occur **unexpectedly**. Please arrive **30 min prior** to ALL ice times for locker room confirmation and dressing.
**The Dream Lotto is FSJMHA’s only source of fundraising**. Not only does it offer great prizes, it also enables the association to keep registration costs down. Every member must sell at least one booklet. There is no limit for selling tickets and an in-house prize is often awarded to the player who sells the most. Tickets are available now for pick up at the FSJMHA office.

\*Also the company has switched hands from Marlin Travel to Maritime Travel but since the tickets were printed with the original company name the prizes will all be honored by the new company.

Tickets are picked up individually by you from the FSJMHA Office and are available now. Please make sure you get your book.

**REQUIRED EQUIPMENT (CSA approved for Ice Hockey)**

* Shin pads (must cover entire kneecap to skate tongue)
* Pants (should come to mid-knee cap)
* Shoulder Pads (should overlap slightly with the pants to protect kidney area)
* Elbow Pads (should protect the elbow joint as well as part of the upper arm and forearm)
* Gloves
* Athletic supporter (jock or jill)
* Helmet with facemask – Please clearly label front of helmet with child’s first name.
* Neck guard – BNQ approved
* Jersey and socks (team jersey and socks should be provided once assigned a team), for initial ice times, your Player should have their own jersey and socks.
* Skates (properly fitted)
* Stick with tape knob at the end that will not fit through facemask
* Water Bottle labeled with player’s name

**VOLUNTEERS**

Almost all required courses are on the BC Hockey website link: <http://bchockey.net/clinics/clinics.aspx>. To complete a Criminal Record Check, go to the following website: <https://justice.gov.bc.ca/eCRC/>Access Code A9AVJ2AHFY. All costs associated for certifications are reimbursed upon completion.
CATT (Concussion Awareness Training Tool) can be found online,  it takes about 30 minutes and ends with an online quiz and then you can print off your certificate and take it into the FSJ Minor Hockey Office, this course is also located on the BC Hockey clinic site (link shown above)
**THE FOLLOWING POSITION ARE:**

* **HEAD COACH\* – (1-2 per team) –**completion of IP Instructors Clinic (Dates and Times TBD), criminal record check, Concussion Awareness Training Tool (CATT) and Respect In Sport (RIS) (or Speak Out) certificate. These positions NEED to be filled as soon as possible. **WE ARE STILL SHORT 1 HEAD COACH – PLEASE CONSIDER FILLING THIS POSITION**
* **ASSISTANT COACH\* – (As many as possible)** – Same certifications required as Coach position listed above.
* **HCSP (2-3 per team)** – valid Hockey Canada Safety Program (HCSP) course completion, criminal record check, Concussion Awareness Training Tool certificate and Respect In Sport certificate.

**All clinics for HCSP are available online as an e-learning courses**

**www.bchockey.net/riskmanagement/HCSP.com**

* **ON ICE HELPERS – (minimum of 1 – no limit)**– Criminal record check, Concussion Awareness Training Tool certificate and Respect In Sport certificate. On-ice helpers are not approved to be on bench during games, only during practice.
* **TEAM MANAGER – (1 per team)**- photo pamphlets, assisting coaches with communication, answering questions, etc,.gathering end of year jerseys if required. For Initiation, this role is minimal but I will help you understand what future years would require so you can begin to consider this great opportunity.
* **TIME-KEEPER/ SCORE-KEEPER –** all parents will need to consider helping out where needed to learn how to run the clock. We do not take score in Initiation Division but once again, I can help parents to learn these skills to help as your Player prepares to move into future Divisions.

**\*JR HOUSE COORDINATOR IS HOLDING A SCORE-KEEPER/TIME CLOCK SESSION TO SHOW PARENTS HOW TO DO THIS. IT TAKES LESS THEN 10 MINUTES TO GO OVER – THIS WILL BE TUESDAY OCTOBER 22 AT 4PM AT THE EAST ARENA**

* ***\*If you are interested in being a Coach or Assistant Coach please email me, Madison Hiebert,*** ***Madison@dunnhiebert.com*** ***ASAP as we NEED coaches in order to get the season started***
* ***\*\*\*Also, please consider volunteering for some of the other positions ASAP  to prevent me from sending numerous repetitive emails asking for volunteers\*\*\****

**SAFETY REMINDERS**

* Each player must have their own water bottle labelled with their name.
* For safety and insurance purposes only qualified personnel are allowed in the bench area: Players, Coaches and HCSP’s. This means that if your child requires his/her water bottle, needs his/her skates adjusted or any other issue that may come up, you are **NOT** permitted to go on the bench unless you are one of those people previously listed. When these situations occur you need to locate one of your team’s HCSP’s to deal with the matter. Please do not go into the players bench area unless you are authorized by FSJMHA to do so.
* Make sure that your child has all the necessary equipment and that it fits properly. If you have any questions regarding this please see your team’s Coach, HCSP or the Division Coordinator.
* Sticks must be taped correctly at the end so that the butt of the stick does not fit through the holes in the hockey helmet cage. Again, if you are unsure, ask an HCSP representative.
* It is very important that each child on the ice has at least **ONE** responsible adult **IN** **ATTENDANCE** whenever your player is ON ICE. If you cannot be there yourself, make arrangements with another parent/ adult who agrees to watch your child.
* The use of any form of camera, video camera, camera phone, or personal digital assistant (PDA) is prohibited in any recreational facility change rooms during any BC Hockey sanctioned event.
* Small siblings and other children should not play on any equipment that is stored beside players benches. This includes the blue dividers and any padding/ mats that surround the rink.
* Parents should always follow the “**two deep rule**”. Where no “one” parent is in the change room alone with players other than their own. For example: If you wish to go into the change room to tie your players skates with other players in the room, and there is no parent/adult present, you must wait and have another parent join you, or have your player can come out of the dressing room.

If at any time, your player is feeling uncomfortable within their team, or is having difficulty with another team mate(s), coaches or other volunteers within the association, please contact me at Madison@dunnhiebert.com or the Jr. Recreation Director, Jaime Hotte at jrdirector@fsjminorhockey.ca, or visit the minor hockey office located in the Pomeroy Sports Center.

To conclude, I’d like to welcome you to being a part of FSJ’s minor hockey community, where we aim to make our players hockey experience the best it can be. Looking forward to a great season!

Thank you,

Madison Hiebert , Atom Coordinator