



## **Port McNeill Minor Hockey Club Manager Manual**

The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the TriPort Minor Hockey Association (TriPort), other teams, referees, officials, etc.

Ultimately, the manager is responsible for ensuring all the off-ice tasks are completed. This does not mean that the manager has to do it all; he or she needs to make sure that it gets done via delegation. Also, it should be noted that some coaches will take on some of the activities that the manager is normally responsible for overseeing.

By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences. This manual provides information to aid Team Managers in the smooth operation of the team. By familiarizing yourself with this manual, you will find many helpful suggestions, rules and important information that will hopefully make your job easier.



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## 1) TEAM MEETINGS

An initial startup meeting with the teams Head coach should be set up as soon as possible following the formation of the team – for many this will be the first time they meet other players, parents and coaching staff. There is much information to discuss at the beginning of the season, such as the importance of team rules and safety, so it is up to the Team Manager and Coach to lead this meeting ensuring that the group stays on topic and does not exceed any time restrictions.

Have extra copies of any handouts or forms that need to be circulated to parents and players. (Appendix A: First Parent Meeting)

## 2) VOLUNTEERS / DELEGATION

***The most important thing the Team Manager can do is delegate – it is almost impossible for a Team Manager to do everything without help.*** Not only will the Team Manager's stress levels decrease, but having parents take a hand's on approach with their child's team will increase communication among the parents. A strong parent base will make for a strong team. Most parents will be prepared to volunteer in some capacity.

Some teams may elect a safety person coordinator and have them schedule safety for every game, to maintain safety bag, etc. This is not required but can sometimes take some pressure off the managers. Managers may also keep the scheduling task of safety people, which can reduce volunteers being scheduled accidentally for multiple duties on game days, leaving the safety person coordinator in charge of safety bag maintenance, addresses of arenas, etc.....

Training for some positions may also be required. The Team Manager should set up training sessions at the beginning of the season for the various positions – such as running the clock or completing the score sheet. The training could take place during a team practice to avoid the need for additional time at the rink.

The Team Manager is responsible for collecting outstanding Criminal Record Checks (CRC), uncompleted registration forms, etc. from players/caregivers as requested by the Port McNeill Minor Hockey Club executive (PMMHC). (Appendix B: Medical Form & C: Player's Contract)

If possible, it is a good idea to put someone new to a position with a veteran when creating the timeclock and scoresheet schedule. It should also be clearly stated at the meeting that if a parent cannot make their shift (games or tournaments), it is their responsibility to find someone to cover for them.

Parent Volunteer positions may include:

- Jersey Parent

- Games Volunteers (time keepers, score sheet, safety, and music)
- Team Safety People
- Tournament Committee

### **3) TEAM RULES / SAFETY**

The Team Manager and the coaching staff should discuss team rules and safety procedures at the beginning of the year with both the players and the parents (at the first parents' meeting). The most important thing to remember when dealing with team rules is to be fair, progressive and consistent! Further, the Manager and team needs to keep in mind that when dealing with minor hockey most players have other activities/priorities along with hockey, so conflicts and absences are to be expected. The level of commitment will vary with age, level of the team, etc. When implementing rules, explain the significance of the rule to the team and the consequence for not abiding by it. When enforcing rules, everyone on the team must be treated equally or team unity will break down.

#### **1. Code of Conduct**

Having a set code of conduct will ensure consistency when dealing with any team issues that may arise. The Code of Conduct should be discussed as part of the expectations for parents and players during the first parent meeting, and a finalized copy should be distributed among all team members. It is a good practice to have parents and player's sign a copy, showing that they are committed and will take responsibility for their actions should a dispute arise during the season. If a Code of Conduct is not provided by the Minor Hockey Association, the following are topics to consider for inclusion:

- Conduct at practices, games, events, team functions
- Locker room conduct and procedures (prior to game, after game clean-up)
- Team attitude (coach, players and parents ethic codes)
- Respect
- Harassment
- Drugs / alcohol

#### **2. Rep Players**

Rep Players are normally not permitted attend practices of Recreational Teams unless there are exceptional circumstances. Before this could occur, communication and approval must be obtained from Head Coach of Rep Team.

### **3. Players of Driving Age**

No player with an "N" Driver's License shall drive teammates to an out of town game. It is recommended that players with an "N" Driver License be accompanied by a person with a valid Driver License when attending an out of town game. This is a risk management issue.

### **4. Players Gear**

The manager, coach and safety coordinator together should plan to do a thorough safety check on players gear at the beginning of the season. Many players have grown significantly over the summer or are new players with parents not quite sure of how gear should fit. It is suggested that an equipment checklist be done for each player and given to parents as it has descriptions as to how things should fit to provide maximum safety to their player. Gear should be watched throughout the year as players grow at different times. After Christmas break is a very good time to do another check.

If your team officials are not comfortable doing this equipment check the PMMHC Equipment manager can be scheduled to come so this for your team. (Appendix D: Equipment Checklist)

## **4) PARENTS ROLE & RESPONSIBILITIES**

1. At least one parent must be certified in Parent Level Respect in Sport Course
2. Parents must sign a Code of Conduct form on an annual basis. (Supplied at Mandatory parents meeting)
3. Parents must acknowledge that their child plays hockey for his/her enjoyment and not the parent's enjoyment.
4. All parents are required to participate with the team, i.e. score keeping, 50/50 draws, fundraising, tournaments, etc.
5. Parent must support all efforts to remove verbal and physical abuse from the game.
6. Cooperate and show respect for the team and on-ice officials, they also volunteer their time.
7. Encourage their children to play by the rules and remind them regularly that honest effort and improvement are as important as victory and that the score is just one part of the game. Every effort must be made to have your child at the arena on time.

8. Any parent/legal guardian or family member exhibiting inappropriate conduct will be dealt with by the Discipline Committee and may be suspended or expelled depending on the severity of the conduct.

9. Cheering and applauding are encouraged, when positive in nature. It is an embarrassment and unacceptable behavior to ridicule players and or officials during the game.

10. If a parent has a problem or a concern with the team they must follow the correct procedure:

- Contact your team manager, not the coach. Explain the situation and allow them a chance to resolve it. Allow 24 hours before contact. (See #5 Disputes)
- Do not publicly criticize any team official, this just worsens the situation. If not satisfied with outcome, concerns need to be documentation in writing and submitted to the executive of the appropriate Hockey Club.

11. Parents are not allowed in or around the player's bench or penalty box during the game unless requested by the coach.

12. Parents must follow a physician's advice when determining whether an injured player can return to play. If a player requires medical attention due to an injury, then written permission must be obtained from your physician before your child returns to play.

13. Except for players at the younger age groups, parents are discouraged from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her gear or if the player is injured, or if a player's disability warrants assistance, then parents need to inform the coach beforehand that he or she will be helping the player.

## 5. DISPUTES

There may come a time where a Team Manager will have to act as a liaison between the team parents and coaches to resolve disputes. The parent should be comfortable knowing they can bring concerns to the Team Manager for any reason - equal playing time, coaching tactics, harassment, etc.

The following procedure is for parents/players to follow when they have significant complaints or concerns (i.e. not trivial in nature).

All significant complaints and concerns are made initially to the Team Manager. The team manager tries to resolve the complaint which would typically involve input from the Team's Head Coach (the person ultimately responsible for

his/her team). It is expected that most issues will be resolved by the team's Leadership Group (Coaches/Manager).

If the issue is not resolved at the team level, (or if the complaint involves the Team's Manager or Head Coach), then the matter is referred to the PMMHC President and the local Minor Hockey Association's (MHA's) Head Coach. If the issue cannot be resolved by the PMMHC President and the MHA's Head Coach (or if the position is vacant) then the matter will be referred to the local MHA Executive for resolution.

The local MHA Executive will refer matter to the Club Discipline Committee, which may consist of non-Executive members, to investigate and resolve the issue. At this stage, the committee would typically have in-person interviews with both parties of the complaint. Issues that cannot be resolved at the local MHA level will be raised to the TriPort MHA Discipline Committee.

All matters of complaints or discipline raised to the local or TriPort MHA Executive level must be submitted in writing. At all times, whomever is handling the issue must endeavor to be fair, impartial and to ensure that each side knows all the information that is being relied on (full disclosure) in the making of the decision.

Parents are to be explained the 24 hour rule as well as the complaint process.

## 6. EQUIPMENT

**1. Game Jerseys.** The Team Manager will be responsible for finding a volunteer to be a jersey parent to distribute, collect and wash all game jerseys. They will want to ensure that both home and away jerseys are present at all games.

Teams may decide to have players responsible for their own jerseys. If this is the case, there must be a signed Jersey contract and all jerseys are subject to a deposit \$200.00/per set or \$100.00/initiation. The manager will be responsible for holding onto these deposits until the jerseys are returned in good condition. (Appendix E: Jersey Contract)

**2. Water Bottles.** It is recommended that each player has his or her own water bottle that they bring to practices and games – that is well marked with his or her name. Sharing of water bottles is one of the easiest ways for a team to spread germs and illnesses among themselves and; therefore, should be avoided for health reasons.

**3. Other team equipment.** Each team is supplied with various pieces of equipment such as goalie stick and gear, safety bag, pucks, etc....If any equipment is needed or broken, the team manager or coach should contact the PMMHC Equipment Manager and not purchase any equipment on their own. The club may not be able to reimburse you if this happens.

## **7. SAFETY PROGRAM**

The Hockey Canada Safety Program is a development initiative of Hockey Canada. The emphasis of this program is on injury prevention and safety through risk management and education. It is the goal of this program and the members of the Hockey Canada Safety Program committee that hockey be made as safe and enjoyable as possible. This will be accomplished by providing Safety people with the risk management, safety tools and information to allow them to implement effective injury prevention and risk management programs where safety is the first priority at all times. This will be accomplished by every team having a qualified Safety Person for each practice and game.

All parents are encouraged to take the safety course to ensure that someone is always available at each practice and game. Without a safety person, a practice or game cannot take place. The program is a simple approach to safety and injury prevention. Anyone interested in becoming a Safety Person for their team should contact the PMMHC Administrator.

## **8. PLAYER MOVEMENT**

All players must register in the division corresponding to their age. Player movement will only be considered when teams are short players and the division below has large numbers. Any player movement between divisions (i.e. Atom, Peewee or Bantam) can only occur after a formal player evaluation is completed by a qualified coach and then approved by the club executive. Appropriate Underage/Overage forms will then be provided to the Tri Port Administrator who will submit the request to VIAHA for final approval. (Appendix F: Overage Exemption and Appendix G: Underage Exemption)

## **9. RECORD KEEPING / DISTRIBUTION**

The Team Manager is the keeper of the Team's personal information. Because one never knows when a specific piece of information is needed, it is a good idea for the Team Manager to create a binder of forms and handouts that can be taken to meetings, games, etc. to keep data easily accessible. Documentation will have to be completed following all games as well, and it is a good idea to have extra forms on hand.

### **1. Team Registration / Rosters**

A roster will be sent to you by the PMMC administrator once rosters are finalized. You will require rosters for game sheets as well as for any tournaments that you enter.



Some teams will be faced with special conditions regarding some of their players. If the circumstance does arise, the PMMHC President or Administrator should be contacted on what procedures the team needs to follow. The Team Manager will need to obtain permission and complete any necessary forms and documentation. Retain copies of this information so that the team is able to produce written permission should any inquiries arise.

Special conditions may include:

- Overage players
- Released players
- Affiliated players

## **2. Contact Lists Player's / Parent's**

Having the parent's contact list available can aid the Team Manager with allowing it to be used by other team members to contact other parents with questions or switching shifts, without first having to direct everything through the Team Manager. Prior to distribution, the Manager will want to ensure parents are in favor of their email and phone number being distributed to the team.

The Team Contact list should be distributed at the beginning of the season to encourage open communication within the team. It is a good idea to have extras on hand for parents who have lost their copy or to be able to easily look up a player should they need to be contacted on short notice, for example: to track down why a player is late for a game. (Appendix H: Team Contact List)

## **3. PMMHC / Association List.**

If a PMMHC Contact list or TriPort Association Contact list is not provided to the team at the beginning of the season it is a good idea as Team Manager to create one. Having this information readily available will make it easier to get any questions through to the appropriate person. (Appendix I: PMMHC contact list/Triport contact List)

## **4. Game sheets / Game Reports**

Every game whether it is exhibition, league or tournament, home or away, must have a game sheet. Game sheets will be supplied by TriPort to your Minor Hockey Club. Game sheets need to be completed prior to going on the ice and include; game #, roster, coaches on the bench, players names and numbers, safety person, manager, date, game time, etc.... The coach must also sign off on the game sheet once verifying all information is correct. Having these done for the coaches leaves more time for coaches to focus on the game and last minute pep talks.

Following every game, an online game report is required to the team's Association within 24 hours and a hard copy of the game report handed in to game sheet box

in each team's locker. Before submitting a game sheet, it must first be signed by the referees and by both teams.

Online gaming report is located on the TriPort Minor Hockey Association website:

<http://www.triport hockey.ca/form/146>

All major penalties (5 minute), misconducts (10 minute), game misconducts (includes matches and gross misconducts) will be reported to the TPMHA President and the PMMHC President within 24 hours of completion of the game. This report shall consist of an email or text containing a digital photograph of the game sheet. Description of the penalties will be documented in the TriPort online game report.

## **10. PRACTICE/GAMES**

The Team Manager should provide parents with a practice and game schedule at the beginning of the season, or as the schedule becomes available; followed by any revisions.

The Ice scheduler has a very difficult job. Not only are they coordinating ice time for 3 arena's (Port McNeill, Port Hardy and Port Alice), they are also working with Vancouver Island Amateur Hockey Association (VIAHA) to schedule ice time all over Vancouver Island for all divisions of Rep hockey and the Female program. Because of this, game times can change very frequently, so it is suggested that you only give your parents a few game times at a time. This will cause less confusion at later dates if games do change. So please have patience, this is out of the Ice Scheduler's hands and they provide schedules to us the minute they are available.

When sending parents/caregivers the game schedule, make sure to include your volunteers names beside each home game for the clock, scoresheet, music and safety (music is optional). As stated before, some teams may elect a safety person coordinator and have them schedule safety for every game, maintain safety bag, etc. This is not required but can sometimes take some pressure off the manager. If decided upon, it is a good idea for the safety person coordinator to communicate with the team manager to make sure that a volunteer is not already scheduled for the clock, scoresheet or music.

Each team is responsible to use their allocated ice or trade it with another team. If a game is cancelled, the Ice Scheduler and Head Referee need to be notified a minimum of 7 days in advance. If advance notice is not provided, the cancelling team's Club will be responsible for payment of the ice time.

All games with the exception of Initiation, will have a 5minute warm up and 3 periods of stop time play (15-20-20 as per VIAHA). Every game will end with 2

minutes of time left on the wall clock to allow for the handshake at the end of each game (reference: BC Hockey regulation regarding handshake). It can be very helpful to parent volunteers to have these times written on the top of the game sheet.

As of the beginning of the 2016-2017 season, half ice rules as specified by VIAHA/BC Hockey **MUST** be followed for players 8 years old and younger (i.e. Players enrolled in the Initiation/Novice Divisions). This is strictly enforced and subject to suspension from BC Hockey.

## **11. AWAY TOURNAMENTS**

### **1. Tournament Applications**

At the beginning of the season the team may decide to take part in tournaments. The Team Manager is responsible for seeking out and applying for tournaments. Game sheets and game reports will still need to be submitted following the tournament or exhibition game as per Branch regulations.

It is very crucial for team managers at the very beginning of the year to go onto the Hockey BC website to look for tournaments for your team. Tournaments should be decided on quickly as they are on a first come first served basis and fill up quickly. Remember to check back frequently if you don't see a tournament you are interested in. You may also contact the league directly to get dates and info.

<https://www.bchockey.net/Tournaments/Tournaments.aspx>

Once tournaments are decided, download and fill out registration forms for the tournaments, and contact the league treasurer for a cheque to send with your registration package.

Even though you have applied for these tournaments and have sent money, it does not guarantee you are in or that you can't cancel. Just be very diligent as to whether or not they have a cancellation date or policy in place prior to sending in your money and application in order to receive your money back if you need to cancel. Once approved, the tournament location will contact you and may ask for some additional information. Something to consider is Christmas tournaments, parents/caregivers of all divisions seem to be on board to go to these tournaments, but when the time comes closer they realize that they will not be able to commit after all. Be very careful when applying for these tournaments that they do not have a non-refundable cancellation policy or strict cutoff date. The PMMHC has ended up paying for tournaments multiple times that were not cancelled in time or that did not have a refundable deposit.

**IMPORTANT:** Don't forget to let the Ice Coordinator (Shana Marshall) know weekends you will be away for tournaments.

TPMHA teams wishing to attend tournaments outside of Vancouver Island District, (including lower mainland BC, outside of BC or in the United States) must fill out a BC Hockey "Interdistrict & USA Hockey Tournament Travel / Exhibition Game form, and have it signed by the President of TPMHA.

<https://www.bchockey.net/AdminAppForms/Interdistrict%20and%20USA%20Hockey%20Tournament%20Travel%20and%20Exhibition%20Game%20Sanction%20Request%20FINAL%202016-12-13.pdf>

All teams must be members of either BC Hockey, USA Hockey or other Hockey Canada Branch Teams

## **2. Accommodations**

If going away for exhibition games or tournaments, the team manager can inquire on hotels for team rates and availability. Inquire on multiple room rates and availability and don't just choose a hotel you prefer or always stay at. Some parents/caregivers are on a budget so providing a list of a few hotels to choose from, keeps everyone included. The best part of a hockey tournament is the camaraderie between the players. The manager can then contact the preferred hotel to have the # of rooms blocked.

## **3. Tourney Fees**

The Manager is in charge of collecting all fees for tournaments and once collected to get these fees to the PMMHC treasurer no later than the Thursday before leaving for the tournament.

It is a good rule of thumb to always divide your tournament fee by a minimum of 3 less kids than what have committed to a tournament, this helps because there is usually a few that can't make it at the end. If there are extra funds a few things can be done:

- Divide funds back between players
- Keep in case other tournament fees are short at a later date
- Keep extra money till year end and have a year-end party for the team.
- Year-end Coaches gifts

## **12. TEAM ACTIVITIES**

The off-ice activities of the team can have a great impact on how a season unfolds. Some activities may be decided upon from the very start, such as fundraisers and team photos. Others may be more impromptu, such as team celebrations. Regardless of the goal, each activity is a great way to build team spirit. When organizing team activities note that some on-ice and off-ice activities need to receive approval from the Association as a sanctioned event to ensure insurance coverage.

### **1. Photos**

Photographers and photo sessions for team and individual photos are organized by the PMMHC. The Team Manager will need to liaise with the coordinator and pass the information on to the team. All players will receive a team phot and individual photo as part of their registration fees.

### **2. Celebrations**

Team celebrations, planned or impromptu, are a great way to increase team spirit. The Team Manager's role is to ensure that all team members are included in the event and that the team continues to act in a respectful and sportsman-like manner as long as they are representing the team in public. As well, if team funds have been committed to the event, the Team Manager will need to make any necessary payments. Other off-ice events for team building include Holiday parties, pizza parties, movies, bowling, gym training, swimming, etc.

### **3. Year End Wrap-Up Party.**

A year end wrap-up party is a great way to thank all the parent volunteers and coaching staff for their dedication and assistance throughout the year. The team may want to consider creating or purchasing a thank you card / gift for those volunteers that went above and beyond to help the team. If no extra money was put aside from tournaments, it is always a nice gesture to have the parents pitch in some funds to purchase the coaches a small gift. It is also the time to recognize your players with certificates or small individual awards.

The year-end party is also the time to recognize your players with certificates or small individual awards. The PMMHC tries hard every year to fund each team with \$10.00 per player to put towards small awards or just the year end celebration. Closer to the end of the season you will be notified if this is possible

for PMMHC to do. The coach and manager can decide how they will use the funds.

### **13. SUMMARY**

The manager's role is very crucial to a successful team and successful hockey season, but that doesn't mean that it has to be stressful or that you need to spend hours and hours of your time. Being organized, fair, communicate and listen are the best ways to be successful.

Make sure to delegate and remember to remind parents on a continuous basis that it is **their** responsibility to find someone to cover their shifts if they aren't available. It makes it one less thing the manager has to do or worry about on game days.

Have a great hockey season and remember, the PMMHC executive is always available for you to contact if you have any questions or concerns. Please do not hesitate to contact them.

## APPENDIX LIST

<b>Appendix A</b>	<b>.....First Parents Meeting</b>
<b>Appendix B</b>	<b>.....Medical Form</b>
<b>Appendix C</b>	<b>.....Players Contract</b>
<b>Appendix D</b>	<b>.....Equipment Checklist</b>
<b>Appendix E</b>	<b>.....Jersey Contract</b>
<b>Appendix F</b>	<b>.....Overage Exemption</b>
<b>Appendix G</b>	<b>.....Underage Exemption</b>
<b>Appendix H</b>	<b>.....Team Contact List</b>
<b>Appendix I</b>	<b>.....PMMHC and TriPort Contact List</b>
<b>Appendix J</b>	<b>.....Website Quick Reference</b>
<b>Appendix K</b>	<b>.....Important Dates /Information to Know</b>



## Conducting the First Parent Meeting

- A. Schedule Date for meeting. (should be the first week)
- B. Introduction
  - Introduce yourself (manager), coach, assistant coaches and PMMHC President (if attending)
  - Give a brief explanation of the importance and purpose of the meeting.
  - Discuss practice times
  - Discuss whether email or Facebook works better for communication.
- C. Coaching overview/Expectations of the players
  - Have coach provide information on the goals and objectives for the season and their credentials and philosophy.
  - Discuss expectations of the players (and parents)
    - i. Commitment (games & practices)
    - ii. Punctuality
    - iii. Girls and to boys dressing room (if applicable)
    - iv. Respect for themselves, all players (own team and opposition), referees, coaches, parents, etc...
    - v. **NO** colored drinks – ruining jerseys
    - vi. Expected conduct – games, practices, locker rooms, events.
    - vii. Discipline
    - viii. Water bottle policy
    - ix. Participation in practices and games. Coaches are hear on their own time and not for it to be wasted.
    - x. **If Applicable:** No player with an “N” Driver’s License shall drive teammates to an out of town game. It is recommended that players with a “N” Driver’s License be accompanied by a person with a valid Driver’s License when attending out of town games.
- D. Expectation of the parents
  - Discuss that all parents will be required to participate with the clock and scoresheet, and home tournament duties. And their responsibility to find replacements if they can’t do their shift(s).
  - Parents in dressing room must be 2 deep (Atom and up recommended to have no parents in dressing room) Players can dress and go to lobby for help with skates if needed.
  - **NO** dressing in Lobby.



- No children under 12 years of age allowed in the image room without a parent or guardian.
- At least one parent must have Parent level RIS completed by the first league game or October 31<sup>st</sup>, whichever comes first.
- Expected conduct- games, practices, events
- 24 hour rule – bring to manager first
- Parents not allowed in or around players bench or penalty box during the game unless requested by coach or doing the clock and scoresheet.
- Fill the following positions:
  - i. Safety (as many as possible) – no safety = no practice or games
  - ii. 2 Home Tournament coordinators
  - iii. Jersey Parent

#### E. PMMHC (if in attendance)

- Mandatory Parent meeting
  - i. Circulate and sign attendance sheet
  - ii. Discuss purpose of Sportsmanship starts in the Stands Program
  - iii. Watch Trevor Linden Video
  - iv. Review Power Point Presentation
  - v. Review TriPort MHA polices (i.e. Team Official Screening and Selection process, Coach Responsibilities, Team Manager Responsibilities, etc.)
  - vi. Review TriPort Complaints Policy and Complaints document
  - vii. Review BC Hockey Locker Room policy
  - viii. Hockey Canada Hazing Awareness Policy
  - ix. VIAHA October 16, 2014 Bulletin – Hockey Player Ice Time
  - x. Respect in Sport – Parent Program
  - xi. Review Fair Play Code

#### F. Discuss Tournaments

- Have some suggested tourney dates to discuss (these need to be applied for ASAP)
- Let parents know when Home tournament is and the importance of parent participation.

#### G. Questions

- Allow questions, parent concerns, etc...
- Distribute materials and any forms that need to be filled out by parents
  - i. Parent Code of Conduct
  - ii. Team Contact List
  - iii. Any other forms players did not fill out at registration.

**MEDICAL INFORMATION SHEET**

Name: \_\_\_\_\_

Date of birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Provincial Health Number (optional): \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Business Telephone Numbers: Mother \_\_\_\_\_ Father \_\_\_\_\_

Alternate emergency contact (if parents are not available)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Dentist's Name: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Date of last complete physical examination: \_\_\_\_\_

\* Before a player participates in a hockey program, any medical condition or injury problem should be checked by that individual's family physician.

Please circle the appropriate response and provide details below if you answer "Yes" to any of the questions.

Yes	No	Previous history of concussions
Yes	No	Fainting episodes during exercise
Yes	No	Epileptic
Yes	No	Wears glasses
Yes	No	Are lenses shatterproof
Yes	No	Wears contact lenses
Yes	No	Wears dental appliance
Yes	No	Hearing problem
Yes	No	Asthma
Yes	No	Trouble breathing during exercise
Yes	No	Heart Condition
Yes	No	Diabetic – Type I _____ Type 2 _____
Yes	No	Medication
Yes	No	Allergies



- |     |    |  |
|-----|----|--|
| Yes | No | Wears a medical information bracelet or necklace<br>For what purpose? _____                        |
| Yes | No | Has any health problem that would interfere with participation on a hockey team                    |
| Yes | No | Has had an illness that lasted more than a week and required medical attention in the<br>past year |
| Yes | No | Has had injuries requiring medical attention in the past year                                      |
| Yes | No | Has been admitted to hospital in the last year   |
| Yes | No | Surgery in the last year   |
| Yes | No | Presently injured. Injured body part: _____  |
| Yes | No | Vaccinations up to date<br>Date of last Tetanus Shot: _____  |
| Yes | No | Hepatitis B vaccination  |

**Please give details if you answered "Yes" to any of the above. Use separate sheet if necessary**

Medications: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medical conditions: \_\_\_\_\_

Recent injuries: \_\_\_\_\_

Any information not covered above: \_\_\_\_\_

I understand that it is my responsibility to keep the team Safety Person advised of any change in the above information as soon as possible. In the event of a medical emergency and that no one can be contacted, team management will arrange to take my child to the hospital or a physician if deemed necessary.

I hereby authorize the physician and nursing staff to undertake examination, investigation and necessary treatment of my child.

I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

Date: \_\_\_\_\_ Signature of Parent or Guardian: \_\_\_\_\_

Disclaimer: Personal Information used, disclosed, secured or retained by Hockey Canada will be held solely for the purposes for which we collected it and in accordance with the National Privacy Principles contained in the Personal Information Protection and Electronic Documents Act as well as Hockey Canada's own Privacy Policy.



**PORT MCNEILL MINOR HOCKEY CLUB**  
**PLAYER CONTRACT**

It is the intention of this contract to promote fair play and respect for all participants within the PMMHC. All Players must read through and sign this contract stating that they will observe the principles of the Fair Play Code at all times before being allowed to participate in hockey. The Principles are: **Respect the Rules. Respect the Opponents. Respect the Officials and their decisions. Maintain your self control at all times.**

**FAIR PLAY CODE**

- I will play hockey because I want to, not because anyone else wants me to.
- I will play by the rules of hockey and in the spirit of the Game.
- I will participate in every game and practice unless I am sick or injured. If I must miss a game or practice I will notify my coach or manager as soon as possible.
- I will control my temper—fighting or 'mouthing-off' is not acceptable conduct. I will refrain from using profane, racist or sexist language while engaged in PMMHC functions. Abusive or foul language directed towards teammates, coaches, parents, opponents or referees will not be tolerated and will result in disciplinary action.
- I will respect my opponents.
- I will do my best to be a true team player. I will not be critical of teammates and never discuss teammate's abilities except to encourage good team play.
- I will not use alcohol, tobacco or drugs (excepting Doctor prescribed medications).
- I will remember that winning isn't everything but striving to win is part of doing my best and that having fun, improving my skills and making new friends are also important.
- I will acknowledge all good plays and performances—those of my team as well as my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- School will take precedence over hockey. I will maintain satisfactory work habits and effort at school.
- I will not bang my stick on the boards and I will not 'Hot-dog' after scoring a goal. I will share the success of a goal with my line mates first. When scored upon, I will support my goalie and commit to working harder to help him/her.
- I will be responsible for my own equipment and will make sure it is complete, safe and in good working condition and I will have my own water bottle for all games and practices.
- I will respect arena property, arena staff and other arena users. I will not wilfully damage equipment or the facility. I will ensure that dressing rooms are left clean before I leave. Spitting is not acceptable.
- I will remember that I am representing my team, PMMHC and the Town of Port McNeill. I will behave properly at all times in the arena, in public places and especially 'on the road'.

*(Top) Please keep for your reference*

*(Bottom) Remove and return with your completed registration form*

I agree to abide by the terms of the Player Contract and the FAIR PLAY CODE as set by the Port McNeill Minor Hockey Club.

\_\_\_\_\_  
PRINT PLAYER'S NAME

\_\_\_\_\_  
PLAYER'S SIGNATURE

\_\_\_\_\_  
DATE



## RISK MANAGEMENT: SKATER'S EQUIPMENT CHECKLIST

Player's Name:		#:	Team:	
Completed by:			Date:	
		Condition		
EQUIPMENT	OK	not OK	INSPECT	WHAT TO LOOK FOR
JOCK OR JILL	<input type="checkbox"/>	<input type="checkbox"/>	Size	Fits snugly, but not so tight as to be uncomfortable.
	<input type="checkbox"/>	<input type="checkbox"/>	Protection	Specially designed support & cup with extra padding.
	<input type="checkbox"/>	<input type="checkbox"/>	Condition	Firmly secured with no loose threads on support & cracks on cup/rubber. Elastic straps in good condition.
PANTS	<input type="checkbox"/>	<input type="checkbox"/>	Size	If too small, leave thigh exposed &/or lower back unprotected. If too short, top of knee is exposed
	<input type="checkbox"/>	<input type="checkbox"/>	Protection	Adequate padding in front, side of thigh, tailbone, hip & kidney.
	<input type="checkbox"/>	<input type="checkbox"/>	Condition	No tears, loose threads &/or dangling belts/straps. Inside leg zippers done up during play.
SHIN PADS	<input type="checkbox"/>	<input type="checkbox"/>	Size	If too small, leaves lower shin &/or knee cap (front/sides) exposed.
	<input type="checkbox"/>	<input type="checkbox"/>	Protection	Firm donut hole under plastic and over the knee cap.
	<input type="checkbox"/>	<input type="checkbox"/>	Condition	Look for cracks, loose stitching &/or deteriorating padding underneath plastic.
SHOULDER PADS	<input type="checkbox"/>	<input type="checkbox"/>	Size	Not too small leaving areas exposed or too large to hinder movement.
	<input type="checkbox"/>	<input type="checkbox"/>	Protection	Plastic ( <i>not just foam</i> ) protecting chest, shoulder, back & upper arms. Do all pads sold have plastic or are some foam??
	<input type="checkbox"/>	<input type="checkbox"/>	Condition	Look for cracks, loose stitching &/or deteriorating padding and Velcro straps.
ELBOW PADS	<input type="checkbox"/>	<input type="checkbox"/>	Size	Protect entire elbow joint & upper forearm, preferably down to top of gloves.
	<input type="checkbox"/>	<input type="checkbox"/>	Protection	Must have soft protective outer covering of sponge, rubber, or a similar material of at least ½ inch thick. Donut-shaped pad protecting point of elbow.
	<input type="checkbox"/>	<input type="checkbox"/>	Condition	Watch for worn elastic & worn donut protecting elbow.
HELMET	<input type="checkbox"/>	<input type="checkbox"/>	Size	Fits snug ( <i>NOT loose</i> ) & fully covers forehead, temples, ear area & base of skull.



## RISK MANAGEMENT: SKATER'S EQUIPMENT CHECKLIST

EQUIPMENT	OK	Not OK	INSPECT	WHAT TO LOOK FOR
HELMET CONTINUED	<input type="checkbox"/>	<input type="checkbox"/>	Protection	Must have visible CSA label, snug chin strap (one finger width), ear guards, should be decal, tape and paint free as this could affect the manufacturer's warranty and the CSA certification.
	<input type="checkbox"/>	<input type="checkbox"/>	Condition	No cracks in shell or padding. Replace helmet if padding separating from plastic shell or if padding is hard or brittle: do not re-glue.
FACEMASK	<input type="checkbox"/>	<input type="checkbox"/>	Size	Never force it to fit helmet. NEVER cut or modify either plastic or wire masks.
	<input type="checkbox"/>	<input type="checkbox"/>	Protection	Tight screws & if replacements, not too long. Straps snug. Never remove the chin cup
	<input type="checkbox"/>	<input type="checkbox"/>	Condition	NO cracks in plastic. Watch for rust at wire seams.
GLOVES	<input type="checkbox"/>	<input type="checkbox"/>	Size	High enough so no unprotected forearms between gloves & elbow pads. If gloves are short, use slash guards.
	<input type="checkbox"/>	<input type="checkbox"/>	Protection	Firm fingers, thumb & back padding. No compression felt if back pushed down.
	<input type="checkbox"/>	<input type="checkbox"/>	Condition	Palms soft & pliable. No holes near fingers or in palm. NO loose threads.
SKATES	<input type="checkbox"/>	<input type="checkbox"/>	Size	Tightened eyelets 1 ½" to 2" apart. One finger width between boot and heel when toes touching cap.
	<input type="checkbox"/>	<input type="checkbox"/>	Protection	Tongue long enough to go behind shin pads to protect lower shin. Laces not wrapped around boot top/ankle.
	<input type="checkbox"/>	<input type="checkbox"/>	Condition	No missing/loose rivets, loose/bent blades, torn eyelets &/or soft toe caps.
Throat Protector	<input type="checkbox"/>	<input type="checkbox"/>	Size	Completely covers protected area and upper chest if designed with a protective bib.
	<input type="checkbox"/>	<input type="checkbox"/>	Protection	Fits snug enough to avoid exposing parts of intended protected area and upper chest (if bib attached).
	<input type="checkbox"/>	<input type="checkbox"/>	Condition	MUST have BNQ certification. Free of fabric cuts and. Must not be altered in any way. Velcro straps not worn.
MOUTHGUARD (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	Size	Fits snugly over teeth and NOT so loose as to fall out of position. Should be dentist fitted.
	<input type="checkbox"/>	<input type="checkbox"/>	Condition	Replace if cracked, brittle, chewed on, does not cover all teeth or sits unevenly on the teeth surface.
STICK	<input type="checkbox"/>	<input type="checkbox"/>	Size	Properly sized sticks should reach between a player's chin and the nose when in street clothes.
	<input type="checkbox"/>	<input type="checkbox"/>	Condition	No cracks/splinters on shaft/blade. End cap in place and butt end taped to prevent penetration of face mask.



## RISK MANAGEMENT: SKATER'S EQUIPMENT CHECKLIST

EQUIPMENT	OK	Not OK	INSPECT	WHAT TO LOOK FOR
SOCKS	<input type="checkbox"/>	<input type="checkbox"/>	Size	Long enough to cover shin pads & fit snugly.
	<input type="checkbox"/>	<input type="checkbox"/>	Condition	Rips or tears should be sewn.
JERSEY	<input type="checkbox"/>	<input type="checkbox"/>	Size	Must be worn entirely over the uniform
WATER BOTTLE	<input type="checkbox"/>	<input type="checkbox"/>		Name/number on bottle. Clean

## Port McNeill Minor Hockey Club Jersey Policies and Procedures

A great deal of time and money has gone into providing quality hockey jerseys for our athletes. It is imperative that we take responsibility for protecting and looking after these uniforms. We hope that you will give us your full cooperation in this matter and will adhere to the following policies and procedures.

To address situations where jerseys are lost, stolen, and damaged (due to neglect or abuse) a "Uniform Deposit" (cash or cheque made out to the Port McNeill Minor Hockey Club) will be required before uniforms are distributed.

**Upon return of the undamaged uniform at the end of the season, the cheque will be returned or destroyed.**

The amount of the deposit is based on the replacement value of the jersey.

- A jersey will be issued only after **all fees and deposits forms have been submitted** to the Jersey Manager.
- Any jersey issued to a player is the sole responsibility of the player. **He/she must not exchange with team members.**
- No new jersey will be issued unless the previous jersey has been returned.
- If any part of, or the whole jersey is lost or destroyed, the player/parent will be required to pay to replace the item. The Uniform Deposit will be used towards this.
- The jersey should be washed but it **must not be dried in the dryer** or the heat of the dryer will destroy the cresting. Please hang dry. Never iron the jersey.
- When the season ends the Jersey Manager will collect all the uniforms after the last game/meet/tournament, etc. If this is not possible the uniform must be returned washed **no later than one week after the season** officially ends.
- Condition of the jerseys will be recorded at the time they are handed out. Parents/player will only be responsible for new damage.

Player Name: \_\_\_\_\_

Date: \_\_\_\_\_

Team: \_\_\_\_\_

Deposit Amount: \$2000.00 / per set (CASH/ CHEQUE) cheques to be post dated March 31, 20\_\_\_\_\_  
\$100.00 Initiation

Parent/Guardian Signature: \_\_\_\_\_





## APPLICATION FOR OVERAGE EXEMPTION

This form is a required document for all minor hockey players applying for a Special Recreational 'C' Overage Exemption where special permission may be granted for "recreational" teams to register "recreational" caliber player(s) of the next age division up in cases where, because of small size or weak ability a player would be unable to compete in his or her normal age division. If granted, the exemption will be permitted for one (1) year only.

### Player Information:

Name:	Date of Birth:
Address:	Postal Code:
Association:	
Current Division:	Requested Division:

### Reason for Requesting Exemption: (attach another sheet if necessary)


### Players Team History:

Season	Association	Division/Team/Level

A \$20 fee will be invoiced to the MHA for each request. This fee may be waived by the VIAHA Officers for Extenuating Circumstances. Requests for waivers must be stated below or within a separate letter:

### Extenuating Circumstance/ Fee Waiver Request: (attach another sheet if necessary)


### Declaration:

We, the undersigned certify that all the above information is true and correct. We are aware of the regulations regarding Special Recreational 'C' Overage Exemption requests. We are aware that these regulations are available upon our request and recognize that the falsification of any information pertaining to this application process may result in the player being denied the request. Furthermore, we the undersigned agree to abide by the rules and regulations regarding overage players. We understand that the player may not compete in the requested lower age division until approval has been granted by the Officers of the Society according to Regulation 5.18. If the player approved as an overage player is an impact player or receives a major penalty, match penalty or gross misconduct VIAHA may, at its discretion at any time, rescind its permission and the player will be moved back to his/her normal age division. This decision is not appealable. Overage players who receive a major penalty will be suspended indefinitely pending an investigation by the applicable Vice President.

Player Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Association President (Print) \_\_\_\_\_

Signature \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received:	_____	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
District Signature:	_____		
Comments:	_____		



## APPLICATION FOR Underage EXEMPTION

This form is a required document for all minor hockey players applying under Regulation #5 "Underage Exemptions". Underage players may be only one year out of age category. If granted, the exemption will apply for one (1) year only.

### Player Information:

Name:	Date of Birth:
Address:	Postal Code:
Association:	
Current Division:	Requested Division:

### Reason for Requesting Exemption: (attach another sheet if necessary)


### Players Team History:

Season	Association	Division/Team/Level

A \$20 fee will be invoiced to the MHA for each request. This fee may be waived by the VIAHA Officers for Extenuating Circumstances. Requests for waivers must be stated below or within a separate letter:

### Extenuating Circumstance/ Fee Waiver Request: (attach another sheet if necessary)


### Declaration:

We, the undersigned certify that all the above information is true and correct. We are aware of the regulations regarding VIAHA Regulation #5.17 "Underage Exemptions". We are aware that these regulations are available upon our request and recognize that the falsification of any information pertaining to this application process may result in the player being denied the request. We understand that the child, if applying to move up in rep hockey, will be evaluated by VIAHA evaluators and must be in the top 25 percent of the higher age division. This decision is not appealable. Furthermore, we the undersigned agree to abide by the rules and regulations regarding underage players. We understand that the player may not compete in the requested higher age division until approval has been granted by the Officers of the Society according to VIAHA Regulation #5.18.

I acknowledge that independent evaluations conducted at the request of VIAHA will be subject to a user-pay fee of \$50.00 and that it is the MHA's responsibility to pay such indebtedness, regardless of the outcome of VIAHA's decision.

Player Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Association President (Print) \_\_\_\_\_

Signature \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Approved ☐ Denied ☐

District Signature: \_\_\_\_\_

Comments: \_\_\_\_\_



## Team Contact List

Division: \_\_\_\_\_

Team: \_\_\_\_\_

Year: \_\_\_\_\_

**Coach:** \_\_\_\_\_

**Assist Coach:** \_\_\_\_\_

**Assist Coach:** \_\_\_\_\_

**Assist Coach:** \_\_\_\_\_

**Manager:** \_\_\_\_\_

Phone:	Cell:	Email:
Phone:	Cell:	Email:
Phone:	Cell:	Email:
Phone:	Cell:	Email:
Phone:	Cell:	Email:

[illegible]

# **2017 - 2018 Port McNeill Minor Hockey Club - Executive Members**

PO Box 805, Port McNeill, B.C. V0N 2R0

Position	Name	Town	Home Phone	Cell Phone	Home Email Address	PMMHC Email Address
Past President	Nate Rutherford	Port McNeill	250-956-8218	250-230-0242	nirutherford@hotmail.com	
President	Murray Estlin	Port McNeill	250-956-3100	250-949-0481	duranco573@gmail.com	pmmhcvicpresident@gmail.com
Vice President	Dave Sawyer	Port McNeill	250-956-2808	250-974-8334	davesawyer75@gmail.com	pmmhctreasurer@hotmail.com
Treasurer	Jodi Watkins	Port McNeill	250-956-4224	250-230-3609	jodiawkins@hotmail.com	pmmhctreasurer@hotmail.com
PMMHC Administrator	Tammi Beek	Port McNeill	250-956-9852	250-230-4999	theek@gmail.com	pmmhcregistrar@gmail.com
Secretary	Carolyn Bono	Woss	250-281-4234	250-230-4875	carolynbono@icloud.com	pmmhcsecretary@gmail.com
Equipment Manager	Tiffany Gervais	Port McNeill	250-956-3534	250-230-3534	tagervais@hotmail.com	pmmhcequipma@gmail.com
Head Coach	Dave Jack	Port McNeill	250-956-3262	250-230-1172	thediack@gmail.com	pmmhcheadcoach@gmail.com
Tournament Coordinator	Chay Harper	Port McNeill	250-956-3267		beigh@hotmail.com	pmmhctournament@hotmail.com
Tournament Coordinator	Sharri Aman	Port McNeill	250-956-2401		shari787@hotmail.com	
Director	Lindsey Clark	Port McNeill	250-956-4244	250-902-9583	landi1753@hotmail.com	pmmhcdirector1@gmail.com
Director	Dacen Brooks	Port McNeill	250-956-4343	250-902-8143	dacen_brooks@hotmail.com	pmmhcdirector2@gmail.com
Ice Coordinator	Shana Marshall	Port McNeill		250-230-4294		smarshall@rdmw.bc.ca

# **2017 - 2018 TriPort Minor Hockey Association - Executive Members**

Position	Name	Town	Home Phone	Cell Phone	Home Email Address
President	Vadim Stavrakov	Port McNeill			VStavrakov@yahoo.ca
Administrator	Kevin Laird	Port McNeill			TriPortHockey@gmail.com
VP - Hardy Club	Joe Jewell	Port Hardy			jojewell@telus.net
VP - Alice Club	TBA	Port Alice			TBA
Co VP - N.I. Eagles	Jenny Lynn Noel	Port McNeill			JLMcrae@telus.net
Co VP - N.I. Eagles	Tanya Spafford	Port Alice			Tanya.Spafford@gmail.com
Secretary	Tanya Spafford	Port Alice			Tanya.Spafford@gmail.com
Treasurer	Tricia Ewen	Port McNeill			Confidential
Referee In Chief	John Bramham	Port McNeill			ibramham@sd85.bc.ca
Referee Scheduler	Alison Mercer	Port Hardy			alisonmercerc24@gmail.com
Coach Development Coordinator	Alison Mercer	Port Hardy			alisonmercerc24@gmail.com
Female Coordinator	Lisa Brown	Port McNeill			vanbrown@telus.net
Member at Large	Sabrina Dent	Port Hardy			sabrina.dent@scotiabank.com
Member at Large	Natalie Stewart	Port Alice			ntamburini@cablerocket.com



## Quick Website Reference

### TriPort Links

TriPort Online Gaming Report –

<https://www.triporthockey.ca/form/146>

TriPort Minor Hockey Association Website –

[www.triporthockey.ca](http://www.triporthockey.ca)

TriPort Complaint Form -

<http://fs1.rampinteractive.com/triportmha/files/association/Triport%20Complaint%20Form.pdf>

TriPort Hockey Policies –

<http://cloud.rampinteractive.com/triportmha/files/association/2017%20Hockey%20Policy%20Manual.pdf>

Triport Coaching Resources –

<http://triporthockey.ca/content/coaching-resources>

Triport Online Criminal Record Check –

<http://cloud.rampinteractive.com/triportmha/files/association/TPMHA%20Online%20Criminal%20Record%20Check%20-NEW%20Sept%202016.pdf>

### Clinic Links

(All clinics below can also be found on [www.triporthockey.ca](http://www.triporthockey.ca) under register for a clinic)

Respect in Sport - Parents (\$12) –

<https://bchockeyparent.respectgroupinc.com/>

Respect in Sport – Coaches, Managers, Safety (\$30)

<http://www.bchockey.net/Files/Respect%20in%20Sport%20Re-Certification%20Notice%202014-08-19.pdf>

Safety (HCSP) when it show search clinics, only click on HU Online safety –

<https://ehockey.hockeycanada.ca/ehockey/ClinicList.aspx?OID=3>

Concussion Course -

<http://ppc.cattonline.com/learning-tool>

The following link is instructions to sign up for the concussion course

<http://www.bchockey.net/Files/How%20to%20Register%20for%20CATT%202016-06-22%20FINAL.pdf>

Officiating course (must be completed prior to in class course in early October) – Contact John Bramham if registering.

<https://ehockey.hockeycanada.ca/ehockey/ClinicGroupList.aspx?OID=21>

Register for Tournaments –

<http://www.bchockey.net/Tournaments/tournaments.aspx>

Tournaments outside of Vancouver Island District -

<https://www.bchockey.net/AdminAppForms/Interdistrict%20and%20USA%20Hockey%20Tournament%20Travel%20and%20Exhibition%20Game%20Sanction%20Request%20FINAL%202016-12-13.pdf>

BC Hockey Website -

<http://bchockey.net/>

Vancouver Island Amateur Hockey Association (VIAHA) Website –

<http://www.viaha.org/>

Hockey Canada Website (Coaching resources and Practice plans) –

<https://www.hockeycanada.ca/en-ca>



## **IMPORTANT DATES / INFORMATION TO KNOW**

**Criminal Record / Vulnerable Person Check** – must be completed prior to first practice.

**Concussion Awareness Course (CATT)** – must be completed prior to first practice.

**Parent RIS** – Deadline is the first league game of the season or October 31<sup>st</sup>, whichever comes first.

**October 15** – Deadline for having Mandatory Parent meeting. This is a BC Hockey Requirement.

**October 15** - Deadline for Player Under or Over Age Exemption requests. Return to PMMHC Administrator to be approved by the PMMHC.

**October 31** – Deadline for 1 Parent RIS Requirement - \*Player is deemed ineligible if a parent does not take.

**December 1** – All safety, coach level RIS and coaching courses must be completed.

**December 15** – All BCH/HC recreational coaches must be Coach Stream Certified, have CATT, and the Team Official/Volunteer version of RIS to coach in the current season. \*Head coaches must also have the Checking Clinic Certification as well. Recreational coaches will have until March 31<sup>st</sup> of the current season to complete the requirements for Coach Stream Certification.

**January 10** – A Pee wee, Bantam or Midget Hockey team that has 19 players registered on January 10<sup>th</sup> shall not be permitted to register any further players during the current season.

A team which has less than 19 players registered may, if it has unused HC; but, once such a vacancy on the player roster has been filled, it shall not be used again.

**January 15** – Final date for Affiliated Players (AP) to be added to a team's HCR.

**February 10** – FINAL PLAYER REGISTRATION DATE IN ALL DIVISIONS OF HOCKEY.

- Tournament rosters are becoming very difficult to get approved by VIAHA. If your team is wanting to apply for a tournament roster to include Port Hardy or Port Alice players, you must submit to the PMMHC Administrator a minimum of 21 days prior to the tournament, to try to get approval.

If you have a small team (Pee wee, Bantam or Midget) and this causes difficulty in having enough players for tournaments, this can be avoided within PMMHC by having some or all of the second year players from the division below you added as AP players to your main roster at the beginning of the year. This is only if your roster size permits and does not apply to initiation or novice players.

- Any volunteers that are wanting or needing to take the Safety course or Coach Level RIS, must obtain a Hockey number for the PMMHC Administrator prior to registering for these courses. **DO NO USE YOUR CHILD'S HOCKEY NUMBER.**

All volunteers are required to have specific qualifications. Please find the requirements below.

	Coach Level RIS	Concussion (CATT)	Safety (HCSP)	Coach 2 - Coach Level	Instruc. Str. Checking
Manager	✓	✓			
Safety Person	✓	✓	✓		
Initiation Head Coach	✓	✓		✓	
Initiation Assist Coach	✓	✓		✓	
Novice Head Coach	✓	✓		✓	
Novice Assist Coach	✓	✓		✓	
Atom Head Coach	✓	✓		✓	✓
Atom Assist Coach	✓	✓		✓	
Peewee Head Coach	✓	✓		✓	✓
Peewee Assist Coach	✓	✓		✓	
Bantam Head Coach	✓	✓		✓	✓
Bantam Assist Coach	✓	✓		✓	
Midget Head Coach	✓	✓		✓	
Midget Assist Coach	✓	✓		✓	

- Please familiarize yourself with the TriPort Minor Hockey Association Policies for more important rules and policies. All policies apply to all Minor Hockey Clubs within the TriPort Area.

<http://cloud.rampinteractive.com/triportmha/files/association/2017%20Hockey%20Policy%20Manual.pdf>