



MEADOW RIDGE FEMALE MINOR HOCKEY ASSOCIATION

2020 - 2021 MANAGER'S BINDER

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Team Manager Role:

The Team Manager coordinates team activities and is responsible for the organization of games, team administrative issues, social activities and distributing information to parents, players, other team officials and MRFMHA.

Pacific Coast Amateur Hockey Association (PCAHA) requires that every team have a Team Manager before participating in league play.

The following is intended to be used as a reference to help you fulfill your role and is to be used as a supplement to the PCAHA handbook and the MRFMHA Key Policies.

You will also be assigned a League Manager from PCAHA for your division. They are responsible for giving your team permission to enter tournaments and complete game schedules. Your league manager can be a valuable resource for any questions or concerns you may have.

Courses and Background Checks

MRFMHA **requires criminal records checks from all volunteers that are in close contact with the players.** This includes all **executive positions, coaching staff, managers, HCSP personnel and dressing room attendants.** Click the link below and enter the access code provided to submit a request for your criminal record check. The results will be sent via email directly to the Risk Manager.

Criminal Record Check Authorization form (also on MRFMHA Barracudas website under volunteer tab):

Online Link –

<https://justice.gov.bc.ca/eCRC/>Access Code
DPD7UJZDVR

All team managers, coaches and safety persons must also complete the Respect in Sport, Concussion Awareness, and Return to Hockey courses through the Hockey Canada website: <https://ehockey.hockeycanada.ca/>

If you have completed these courses in previous years, please contact our association risk manager to verify that your courses are current and up to date: risk@barracudashockey.ca

Parent Meeting

Players, parents and coaching staff agree to abide by a Code of Conduct that promotes fair play and does not include any action, be it physical or verbal, that threatens either the physical or emotional well being of another. All parents will be required to submit their acknowledgement to the Fair Play Code.

All Team Managers (in conjunction with the team coaches and health and safety person) should review the MRFMHA Key Policies, including the Code of Conduct at the team's parent meeting at the beginning of each season. Following the meeting, the Team Manager will notify the Risk Manager by email confirming the Key Policies and Code of Conduct were reviewed and noting the number of parents in attendance. Completed Code of Conduct forms should be scanned and emailed to the Risk Manager (risk@barracudashockey.ca) for filing by **October 15.**

Privacy

All personal information should be regarded as private. Their contact information is to be used solely for MRFMHA and no other. We will be using the EPACT system for our medical forms, code of conduct forms and other documentation, the Risk Manager will provide you with more information regarding accessing this tool.

Special Event Sanctioning

Each team must submit a "Special Event Sanction Form" to BC Hockey prior to participating in any training or events such as dryland training.

The form is on line at <https://www.bchockey.net/applicationforms/specialeventsanction.aspx>. Once approved, the team will be permitted to participate and will be covered by BC Hockey insurance.

Events and off ice activities such as a team swim, movie night or year-end parties are non-sanctioned events and are not covered by insurance. Parents and players participate at their own risk. Please make families aware of this.

Team Bank Accounts

Each team will need to open a bank account for the season. The bank account will need to be in the same name as the one on your team's roster. eg: MRFMHA Pee Wee C1

Two signatures are required for any action on the team account. For this reason, it is preferable to have 3 individuals registered to have signing authority on the account in case one of the individuals is no longer available. Please send the names of your treasurer and signing authorities to the association treasurer at treasurer@barracudashockey.ca and he/she will send you an authorization letter to take to the bank to set up your team account.

All team bank accounts must be closed by April 30th. Teams are required to submit a detailed account summary of their team bank account to the association treasurer when your account has been closed to be kept on file by the association.

PCAHA Rules

A digital copy of the PCAHA rules are available on the PCAHA website <http://www.pcaha.ca> Please ensure that your team has access to this document as it provides all rules for minor hockey.

Team Jerseys

The MRFMHA allows players to be responsible for their game jerseys. They will receive a home jersey and an away jersey that are to be transported to and from games on a hanger attached to their hockey bags. These jerseys are to be washed and hung to dry. Parents will be asked for a **\$150 deposit (made out to MRFMHA, posted dated to March 31, 2021)** which will be returned when the jerseys are brought back at the end of the season in good, clean condition.

****please do not glue any A's or C's on the jerseys as they cannot come off****

All players receive socks to go with their game jerseys. These were ordered at the time you submitted your registration and do not need to be returned at the end of the season. Association provided game jerseys are not to be worn for practices.

First Aid Kits

All teams are required to have a first aid kit with them at all times. The association provides first aid kits and the beginning of the season, which will be signed-out by the Team Manager. The Team Manager is responsible for returning the first aid kits at the end of the season along with

the jerseys and goalie equipment, if applicable. If the first aid kits are not returned, the cost to replace the kit will be deducted from the Team Manager's jersey deposit.

Volunteer Hours

We are a volunteer association and all our board members, coaches, managers and safety bench staffs are all volunteers, so we need to rely on the support of all the parents to ensure the success of our teams.

In addition to team volunteer roles, each family needs to contribute four (4) hours of volunteer time towards the association. Parents are asked to contact the Association Volunteer Coordinator, volunteer@barracudashockey.ca, to inquire about opportunities.

The only families that do not have to complete volunteer hours are those in rostered positions on your team (examples: Head Coach, Assistant Coach, Team Manager & Team Safety Person – HCSP) *Please note score keeping & time keeping, dressing room mom, fundraising coordinator or treasurer are not part of the association volunteer hours as they are a requirement of each team*

Each family was required to pay a \$100 volunteer deposit when they registered. This amount will be refunded once our volunteer coordinator has confirmed that the family has completed their 4 hours of association volunteer time.

(If a family has multiple players within the Barracudas association, only one \$100 deposit and 4 hours total of volunteer time is required)

Each team manager must send a completed team roster to the volunteer coordinator (volunteer@barracudashockey.ca) which should include the following:

- Complete Team Roster: including Head Coach, Asst. Coach, Manager and Team Safety Person (HCSP).
- Jersey Deposit Cheques

Failure to hand in a complete team package will result in a delay in obtaining your team jerseys.

Ice Schedule/TeamSnap

The MRFMHA Ice scheduler gives each team practice and game ice time. Sometimes changes need to be made to accommodate game conflicts and an occasional ice time may need to be allocated to a different team. Every effort will be made to provide make up ice times. We use TeamSnap for all scheduling and your team will be assigned a Teamsnap account that you will have administrative access to. You will need to add all practices, games and any extracurricular events to your Teamsnap calendar which will allow easy tracking of attendance, as well as offer an opportunity to add assignments and any other pertinent information for that particular event. A new component this year is the health check tab which needs to be completed by each attendee. The health check will become available 8 hours prior to the event and must be completed before a participant will be allowed access to the building. Under phase three of the return to sport guidelines, only one parent/guardian will be allowed to attend as a spectator; this individual must be listed in the "availability" section on Teamsnap for Covid-19 tracing purposes.

There will be a manager's group in team snap to throw questions out to everyone...

Game Conflicts

Your PCAHA League Manager allocates the game schedule. You will receive several league schedules during the season. Please check for any conflicts. Where game conflicts occur, it is the responsibility of the HOME Team Manager to reschedule the game. You must contact the ice scheduler to obtain an alternate time that does not conflict with the other team's game schedule. Once a resolution is confirmed, you must advise the PCAHA League Manager of the revised date, and also the Referee Assignor (Pee Wee and below) for on ice officials. Please remember to advise your team of the changes by updating the game details in Teamsnap.

Please advise the ice scheduler as early as possible if your team will not be using their regularly scheduled ice time, as we don't want ice to go unused.

Game Cancellations

If you do have to cancel a game, you must first obtain agreement from the other team and the PCAHA League Manager, refer to PCAHA guidelines for game cancellation criteria.

Exhibition Games

Exhibition games are arranged by Team Managers. Before a game can be played, you **must** obtain a game number from your PCAHA League Manager. In the event it is a home game you must also advise the referee assignor (Pee Wee and below) so that refs can be booked. The league manager from PCAHA will arrange for ice officials for Bantam and up. The home team must make arrangements to pay the on-ice officials from team funds as they are not covered by the association.

Exhibition games may not take precedence over league scheduled games. Game scores/stats will need to be completed for exhibition games just like for regular league games.

On Ice Officials

Once you have opened a team bank account, the MRFMHA treasurer will provide you with fees for on ice officials for 10 games. It is the manager's responsibility (or delegate) to pay the refs at each homegame.

Ref amounts for the 2020/2021 season are:

Division	Referee/Linesman Expense Allowances 3-Person System	Referee/Linesman Expense Allowances 2-Person System
U9	Not applicable	\$18.00/\$18.00
U11	\$25.00/\$18.00/\$18.00	\$25.00/\$25.00
U13	\$32.00/\$20.00/\$20.00	\$32.00/\$32.00
U15	\$42.00/\$30.00/\$30.00	\$42.00/\$42.00
U18	\$48.00/\$33.00/\$33.00	\$48.00/\$48.00
U21	\$55.00/\$37.00/\$37.00	\$55.00/\$55.00

There are no referees for U7 games, normally coaches will be on the ice to manage game play.

If no assigned refs show up for their scheduled game, attempt to first call the numbers provided by your ref assignor. If still no response, follow the procedure below:

HC Rule 5.2:

(k) If, for whatever reason, the Referee or Linesmen appointed are prevented from appearing,

the Managers or Coaches of the two competing clubs shall agree on a Referee and one or two Linesmen. If they are unable to agree, they shall appoint a player from each team who shall act as officials.

(l) If the regularly appointed officials appear during the progress of the game, they shall replace the temporary officials immediately.

(m) If a Linesman appointed is unable to act at the last minute, or if through sickness or accident she is unable to finish the game, the Referee in charge shall have the power to appoint another in her place, if she feels it necessary.

(n) If, owing to illness or accident, the Referee is unable to continue to officiate when working with two Linesmen, one of the Linesmen shall perform such duties as devolved upon the Referee. The Linesman shall be selected by the Referee, or if necessary, by the Managers or Coaches of the competing teams.

Affiliated Players:

You may AP a player from a lower division if you have 12 or fewer skaters or you have no goaltender available. Maximum number of games a player can AP is 10. Exhibition and tournament games do not count towards limit. Please refer to the PCAHA Rule Book for full rules on AP players.

Games

It is important for managers to ensure that they have their team game lineup complete in the <https://hisports.app> prior to game time, whether home or away, including all coaching staff and HCSP. For first time users, make sure you are registered in HiSports well before the game start. You will need your Hockey Canada ID# as well as your team's Hockey Canada Roster number. This will be provided to you by the association registrar – the team HCR number is listed in the upper right hand corner of the official roster provided. Your individual ID# can be found on the Hockey University website where you completed your Respect in Sport/Concussion Awareness courses.

AP players must be approved prior to game time so that the league manager can add them to the Hisports roster. Otherwise, only players / officials that are on your official team roster are permitted to be on the game sheet.

Home Games

It is the manager's responsibility to ensure that the game lineups have been completed and signed by authorities from both teams in HiSports prior to start of game

A score keeper needs to be assigned for each game to complete the HiSports game sheet. They work in conjunction with the time keeper. Ensure to include goalie stops (in notes section), start and end times of the game and the period length times on the game sheet at the end of each game. Ensure the gamesheet has been signed off by the referees and is submitted at the end of each home game.

Game Start time

Managers must ensure that their team is ready and on the ice at the game start time. Games that start late will be shortened as you are not permitted to go over your allotted time. Make sure that your ice officials are present – look for them 15 min prior to ice time.

Player Injuries

A "Player/team injury log report must be completed if a player gets injured on the ice. If the player goes to the hospital or misses a game because of an injury on the ice she must have a doctor's note before she will be able to return to the ice.

The injured player must have a Hockey Canada Return to Play form filled out before they are allowed on the ice.

Your HSCP should look after the above documentation, but you should keep copies with you at all times. Please review the HCSP rules and PCAHA for more detailed information.

Refer to the MRFMHA return to play protocol for steps required for any player who is showing symptoms and/or diagnosed with Covid 19.

Tournaments

At this time, due to Covid 19 no tournaments will be allowed for the 2020/21 season. However, if the situation improves, the following information relates to tournament protocol.

Tournaments are a great way for your team to have fun and compete against teams from all over the Lower Mainland, the province and occasionally the country. Out of town tournaments are especially fun for the players (and their families) and have repeatedly been the highlight for many girls.

Tournaments are not covered by league fees and must be paid for by parents or team fundraising. This should be discussed with individual coaches and parents early in the season as tournaments are very popular and they fill up fast. Please visit BC hockey for more information and be sure to look under female tournaments.

NOTE: tournaments fill up quickly so you will want to decide and submit your applications as soon as possible to ensure you can get a spot. <http://www.pcaha.bc.ca/tournaments/index.php>

In order to participate in a tournament or jamboree, **teams must first obtain permission from their PCAHA League Manager**. To obtain permission to enter a tournament or jamboree, please contact your League Manager. You will need to provide the tournament information (host association, location, etc.), dates, and tournament sanction number.

Hockey should be a fun activity for our girls. A great responsibility of the team manager is to ensure that the team is having fun, making friends and creating memories that will last beyond this hockey season. Have a great year and please contact me at any time if you have any questions or comments.

Thanks again for volunteering. If there is anything I can assist you with, please let me know.

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