



MEADOW RIDGE FEMALE MINOR HOCKEY ASSOCIATION

2021 - 2022 MANAGER'S BINDER

Contacts:

President: Garrett Macdonald

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Risk Manager: Rob Graham

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Volunteer Coordinator: Tanya Gramuglia
Secretary/Equipment: Jenn Wadge

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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.

2021/22 PCAHA League Officials:

U7 & U9	Jeremy Mann:	jmann@pcaha.ca
U11	Baukje Edamura:	bedamura@pcaha.ca
U13C	Troy Dragon:	tdragon@pcaha.ca
U13A & U15	David Barry:	dbarry@pcaha.ca
U18 & U21	Heather Hamlin:	hhamlin@pcaha.ca

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 and Concussion Awareness courses through the Hockey Canada website: account.spordle.com
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.

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

Our association uses Scotia Bank for team 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 U13 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. That said, all three will need to attend to open the account which can be difficult to arrange considering the bank's hours. Please send the names of your treasurer and signing authorities (including their position on the team) to the association treasurer at treasurer@barracudashockey.ca and 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.

Team Fees:

Team fees are collected from each family to cover costs such as tournaments, team gear and team parties (eg Halloween/Christmas/year end wind up) as well as coaches gifts and year end parting gifts for the girls. You will want to discuss a budget with your coaches and discuss with parents to decide how much each family will need to contribute.

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. 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, 2022)** which will be returned when the jerseys are brought back at the end of the season in good, clean condition. U7 teams do not receive association jerseys, they receive "keeper" jerseys and therefore no deposit is required for this division.

****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 may be able to provide a first aid kit at the beginning of the season, which will be signed-out by the Team Manager. Please discuss availability with the equipment 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.

Volunteer Hours

We are a volunteer association and all our board members, coaches, managers and safety bench staffs are all volunteers, so we 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 two (2) 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 additional volunteer hours are those in rostered positions on your team: Head Coach, Assistant Coaches, on-ice helpers (at coach's discretion), Team Manager, team Safety Person – HCSP, and new this year treasurer and dedicated time/score keepers (these roles will only count towards volunteer hours if one person commits to it for the entire season. That means if they are not going to be in attendance at a home game it becomes their responsibility to ensure a replacement and that the replacement has been instructed in how to score or run the clock). Other positions like team moms, volunteer coordinators etc are still required to complete association volunteer hours.

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 2 hours of association volunteer time.

(If a family has multiple players within the Barracudas association, only one \$100 deposit and 2 hours total of volunteer time is required)

Each team manager must send a team roster to the volunteer coordinator (volunteer@barracudashockey.ca) which indicates which families have volunteered for rostered positions on the team and are therefore exempt from the association volunteer requirements.

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. The health check tab is still available and should be used by members prior to attending an event, however there is no requirement for the team to monitor that each player has completed their health check. Please remind your parents that making sure their attendance is updated and accurate is essential should any contract tracing be required.

There is also a manager's group in team snap. This is a great place to throw questions out to the group, you will very often find that several managers are able to answer any questions you have as they have likely had the same situation arise in the past.

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, then reach out to the away team's manager and offer the alternate date. Once a resolution is confirmed, you must advise the PCAHA League Manager of the revised date, time and rink details, and also the Referee Assignor (U13 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. Must have less than 6 players to forfeit a game!

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 (U13 and below) so that referees can be booked. The league manager from PCAHA will arrange for ice officials for U15 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 home game.

Ref amounts for the 2020/2021 season are:

Division	Referee/Linesman Expense Allowances 3-Person System	Referee/Linesman Expense Allowances 2-Person System
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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:

C division teams - You may AP a player from a lower tier/division team if you have 12 or fewer skaters or you have no goaltender available.. (only exception is red U11 can pull from another red U11 team) House teams can not AP a rep player. A request must be sent to the league manager with as much advance notice as possible, including the player's name, team she plays on, your team info, game number and date of game. Last minute requests are accepted provided they are submitted prior to beginning of the game. A phone call to the league manager is preferred. Leaving a message is acceptable as long as there has been a good faith effort. Rep teams may affiliate a player from a lower tier/lower division team. The player MUST be added to the HCR so it is recommended to get several listed as soon as possible. Can AP a maximum of 19 players (17 skaters and 2 goalies).

Maximum number of games a player can AP is 10 (exception to this is if the AP's season has finished and they continue to play as an AP on another team). 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.

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. Don't forget to add the referees as well.

A score keeper needs to be assigned for each game to complete the HiSports game sheet. They work in conjunction with the time keeper. **Make sure to include goalie stops, 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. Please also make sure to email your league manager with the home and away team's goalie stops. A goalie stop is any puck that would have gone in the net if the goalie had not played the puck.** For any parent who hasn't used hisports, there are some easy to follow tutorials on the pcaha.ca website.

Game Play

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. Games are stop time and no time outs are allowed during league games. It is the referee's call on how long the 3rd period will run. It is generally about ½ of the remaining ice time plus a couple minutes. This year there will be no end game handshake. Teams will cheer and then do a stick salute to their opponents.

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

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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