



FOUNDED 1964



BMHA Managers' Meeting

Thursday, September 23, 2020

Virtual Meeting



Agenda

- Welcome
- Overview of Timeline
- TeamSnap
- Registration & Rostering
- BMHA Communication
- Team Operations
- Sponsorship/ Fundraising
- BMHA Branded Apparel
- BMHA Jerseys & Equipment
- Ice Allocation & Game Conflicts
- Booking of Referees
- Covid Protocols
- Risk Management
- Manager Mentor/ Buddy System
- General Questions



Tentative Timeline

Week Sept 21 – Sept 27 (Week 3)

- Thursday, Sept. 24 – Managers Meeting
- Friday, Sept. 25
 - Ice times for Sept. 28 to Oct. 4 (Week 4) will be uploaded to TeamSnap for “Groups”
 - Released Rep Participants get added by DMs to C “groups” to join ice times for Sept. 28 to Oct. 4 (Week 4)
- Saturday, Sept. 26 – Round 2 Rep Participants being scrimmage evaluations (moving into Phase 3)



Tentative Timeline

Week Sept 28 – Oct 4 (Week 4)

- Sep 28 to Oct 4
 - C & Rep ice times continue
- Monday, Sep 28
 - Angela to provide “regular season” ice allocation to DMs to work with coaches for “team allocations”
- By Friday, Oct. 2
 - Finalize “team” designated ice times with designated coaches
- By Saturday, Oct 3
 - DMs finalize team rosters in TeamSnap (which then notify players of final “teams”)



Tentative Timeline

Week Oct 5 – Oct 11 (Week 5)

- Monday, Oct 5
 - all players start ice times with their final “team”
 - start of “regular season ice times” for all teams
- TBD – jersey distribution for U11 and older
- TBD – ice deposit collection & ref cheque distribution
- Game schedule released to teams by PCAHA



Tentative Timeline

Week Oct 12 – Oct 18 (Week 6)

- Monday, Oct 12
 - Thanksgiving
- Tuesday, Oct 13
 - PCAHA Game Play Starts for U11 & Older
- Dec 1 – PCAHA U8/U9 (U9 Minor & Major) Game Play starts
- Jan 1 – PCAHA U7 (U7 Major) Game Play Starts



TeamSnap



Registration & Rostering



BMHA Communications

- BMHA Association-Wide Emails
 - Through TeamSnap
- www.burnabymenor.com Website
- Stix 'n Pux



Team Operations

- Game Play
 - PCAHA – Older divisions Oct. 13 tentatively
 - HiSports
 - Exhibition games, tournaments?
 - Ref Fees & Ice Deposit – tentatively sometime during week of Oct. 5th (tbd)
- Communication with Other Teams in Game Play Cohort
 - Facility limitations (e.g., no more than 50 in facility may require smaller game roster)
 - HealthCheck questionnaire?



Team Operations

- Team Budget
 - Apparel, team development, coaches' gifts, washing of jerseys, admin costs
 - should be limited this year (tournaments, travel)
- Volunteers
 - Roles – Treasurer, Scorekeeper, Timekeeper, HCSPs, COVID Helpers
 - Sign-up vs. Assigning



Team Operations

- Parent Meeting
 - Teamsnap – contact info, availability, HealthCheck, Hockey Canada medical form
 - Team Budget
 - Volunteers
 - Sportsmanship Starts In the Stands?



Sponsorships & Fundraising

- Sponsorships
 - BMHA level
 - Team level
- Fundraising
 - Primarily Team level – get buy-in of parents



BMHA Branded Apparel

Item	Cyclone Taylor	Time Out	Real Hip Clothing
Bauer Track Suit/ Jacket/ Pant	x	x	n/a
Kobe Track Suit/ Jacket/ Pant	n/a	n/a	x
Stormtech jackets (soft shell, parka, etc)	n/a	n/a	x
All Dryfits	x	x	x
All T-shirts/ shirts	x	x	X
All hoodies	x	x	x
All baseball caps/ toques, etc.	x	x	X
All sweatpants/ pants	x	x	x
Practice Jerseys	x	x	X
Pant Shells	x	x	x
Garment Bags	x	x	X
Hockey Bags	x	x	x

- BMHA Face Masks



Jerseys

- Dark & White
- Association Jersey colour is “Dark” as per PCAHA Rulebook
 - Supposed to wear Association Jersey colour (except in conflict and then home team has to resolve conflict)
- Jersey Deposit Cheque - \$200, payable to BMHA, post-dated April 1, 2021
 - Atom “C” teams only \$100, because of AtoMc jerseys
 - Cheques cashed if lost or damage was preventable (not due to course of game or injury)
- BMHA jerseys for games only
 - No alteration (name bars, sponsorship patches)
 - A’s & C’s gently sewn by hand – do not machine sew or iron



Jerseys

- Jersey Pick-up
 - Atom - Tentatively sometime during week of Oct. 5th (tbd)
 - U7 & U9 – closer to start of PCAHA Game Play
- End of Season Collection
 - Recommend collecting at last game of season
 - Washed, on metal hangers, grouped by colour, numbered 1-19, 31
 - A's & C's removed
 - Report any damage



Socks

- Knit Socks – 20”, 24”, 28”, 31”
- Sublimated Socks – 24”, 26”, 28”, 30”
- “C” Teams
 - One pair of Dark knit per player
 - Atom “C” one pair white AtoMc socks
- “A” Teams
 - One pair of White knit per player
 - One pair Dark sublimated per player (part of BMHA Rep Fees)
- Replacement Socks available for purchase
 - Knit Socks \$10
 - Sublimated Socks \$20



First Aid Kits

- One First Aid Kit per team
 - Ice paks included
 - Will include emergency supply of disposable masks
 - If items need replenishing, contact Cathy at equipment@burnabyminor.com
- HCSP to keep First Aid Kit at all ice times
- Will need to return First Aid Kit with jerseys at end of season



Pucks

- Supply of new “Game” pucks
 - Can be used as practice pucks for next season
- Use team funds for purchase of practice pucks, if necessary



Goalie Gear Rental

- Cash deposit
- Bring player for fitting
- Disinfectant spray will be provided
- Goalie Gear Locker in BLA dressing room hallway
- Contact John Petrak to set up appointment japetrak@yahoo.ca



Ice Protocols

- Return unusable practice or game ice to ice@burnabyminor.com so ice can be re-assigned
- A min. of 3 weeks notice of the date of the returned ice is required, eg. Halloween
- Game Conflicts
- Free Ice Available posting
- Ice requests from Free Ice posting will be confirmed
- Team Manager to add/change events/games in TeamSnap
- We DO NOT want ice sitting empty at any time
- Teams with No Shows will have their ice deposit cheque cashed



Referees

- Peewee & Younger
 - Managers book via Horizon
 - Request access

The screenshot shows the Horizon Web Ref website interface. At the top, there is a navigation menu with links for HOME, ABOUT US, PRICING, TRY A FREE DEMO, PURCHASE A SYSTEM, CONTACT US, and MEMBER LOGIN. A red banner at the top left displays a warning about screen resolution. The main content area features a 'Secure Section' with a login form. The username field is filled with 'dsato' and has a green checkmark. The password field is masked with dots. Below the password field is a 'Remember Me' checkbox and a 'Login' button. A yellow callout box points to a link for 'New Users Registration' in the bottom left corner, with the text 'Click here to register for a new account'. The bottom right corner contains social media icons for Facebook and Twitter, and app store badges for Google Play and the App Store.

Horizon Web Ref
Powerful Referee & Umpire Scheduling Software™

10 YEARS

Your screen resolution is too small.
Your screen resolution (1139x640) is very small and is using a very old or outdated setting. You should adjust your screen resolution to be no smaller than 1280x800. However, for the best experience we recommend setting it to 1440x900 or, better yet, 1920x1200. **The higher, the better.**
Your screen resolution determines how much information can fit on your screen at once. Although the system will operate with a smaller resolution, you may have a poor experience since the system is not designed for such a small resolution.

Secure Section
Please Login To Access Secure Pages:

Type Username Here: dsato ✓
Type Password Here:
 Remember Me ?

Login

Click here to register for a new account

- Forgot/Don't Know Your Username or Password ?
- New Users Registration
- Registration Instructions

HOME
+ ABOUT US
PRICING
TRY A FREE DEMO
PURCHASE A SYSTEM
+ CONTACT US
+ MEMBER LOGIN

f t
ANDROID APP ON Google play
Available on the App Store



Referees

- After you have submitted your request, please wait for a confirmation email from HorizonWebRef. There may be a delay of up to 48 hours.

Register For New Account

Your Email Address:

Re-Type Your Email Address:

Your First Name:

Your Last Name:

Association #:

Select a User Type:

Personal message to your scheduler (optional):

Verify that you're a human: I'm not a robot

reCAPTCHA
Privacy - Terms

I agree to the [Terms and Conditions](#) for using HorizonWebRef.com

I agree to the [Privacy Policy](#) of HorizonWebRef.com

Submit Registration

Annotations:

- This is the number for BMHA
- There is no option for a "manager" position. Pls select "coach"
- Indicate which team you are manager for.



Referees

- Submitting a game

STOP SIMULATING

Add Games Print Public

2. Click on Add games.

1. Click on My Game schedule

There are 0 games on your schedule.
Your assignor, **Dennis Sato**, has not put any games on your schedule yet for this season.
Your current season is set by **Dennis Sato** to show **September 2020** through **August 2021**.
You should contact **Dennis Sato** if you need further details or explanations.

Coaches Home
My Game Schedule
Memos (0)
Documents
Video Library
Personal Profile
Contacts Directory
Administrative Forms
Messaging
Get Help
Log Out

Current Version Released On: 09/16/2020 - 12:31:00 PM



Referees

- Bantam & Older
 - Take care of by PCAHA League Manager
- Paying Referees
 - PCAHA Website for latest pay scale
 - Cash in envelopes
 - Track on payment form
- No Show reporting
- Respect the Referees!



Other Items

- Meeting Room Requests
 - Form on website
- PCAHA
 - Coach/Manager League Meeting - tbd
 - Rulebook - tbd
- Special Event Sanction
- Non-BMHA Instructors/Coaches



Risk Management

- **On Ice**
 - End gates behind goalie net
 - 2m Physical Distancing (on and off ice)
 - Appropriate gear fitted properly
 - Always be mindful of players
 - Have an Emergency Action Plan
- **Dressing Room Protocol.... eventually**
 - Lobby area for skate tying
 - Once we have access: Set expectation early for parents and players
 - Rule of Two— ALWAYS (First Aid Room too)
 - No horseplay / cell phones
 - Integrated / segregated



Return to Sport Activity Chart

Phase 1

Phase 2

Phase 3

Phase 4

	Strictest Controls Prior to May 19, 2020	Transition Measures Approx. May 19th to Sept	Progressively Loosen Future date TBC	New Normal Future date TBC
Restrictions in Place	<ul style="list-style-type: none"> Maintain Physical Distance (2m) No non-essential travel 	<ul style="list-style-type: none"> Maintain Physical Distance (2m) No non-essential travel No group gatherings over 50 people 	Refer to PHO and local health authorities	Refer to PHO and local health authorities
Enhanced Protocols	Increased hand hygiene	<ul style="list-style-type: none"> Increased hand hygiene Symptom Screening in place 	Increased hand hygiene	Increased hand hygiene
Facility	<ul style="list-style-type: none"> Outdoor or within home Facilities and playgrounds closed 	<ul style="list-style-type: none"> Outdoor is safest Indoor facilities slowly re-opening 	Outdoor/Indoor	Outdoor/Indoor
Participants	Individual activities	<ul style="list-style-type: none"> Small Groups No or limited spectators 	<ul style="list-style-type: none"> Groups sizes may increase Limited spectators 	<ul style="list-style-type: none"> Large groups allowed No restrictions on spectators
Non-contact Activities	<ul style="list-style-type: none"> Low risk outdoor activities can occur (biking, running, etc). Virtual activities 	<ul style="list-style-type: none"> Fundamental movement skills Modified training activities, drills 	Expansion of training activities	No restrictions on activity type
Contact Activities	Should not occur	<ul style="list-style-type: none"> Should not occur Contact sports should look for non-contact alternatives to training 	Introduction to pair or small group contact skills	No restrictions on activity type
Competition*	Should not occur	In club play or modified games may slowly be introduced	Interclub or regional game play may be considered	Provincial competitions and larger scale events may return
Equipment	No shared equipment	<ul style="list-style-type: none"> Minimal shared equipment Disinfect any shared equipment before, during and after use 	<ul style="list-style-type: none"> Some shared equipment Enhanced cleaning protocols in place 	Shared equipment



Risk Management – Ice Protocols

- HCSP and Covid Volunteers to greet players outside rink entrance
- View Team Snap Health Check Green Screen on parent or players device. View either the Volunteers Team Snap cleared health check or accept a completed and clear hard copy health check questionnaire form (retain).
- Record Player and Volunteer Names on Contact Tracing Sheet along with cell # to call should player need to be taken home (can create an electronic copy for faster rink entry)
- Covid Volunteer escorts small groupings of players into rinks to far end of seating area while maintaining physical distancing
- Players are to access the ice using the rink end gates, according to signage and at the direction of the Covid Volunteers.
- Players are to place their personally labelled water bottles on top of the bench boards 2 meters apart.
- While players are “active” they are to remain 2-5 square meters apart from others on the ice.
- When lining up to take turns for drills, players are to stand 2 meters apart.



Risk Management – Ice Protocols

- Coaches are to adapt drills and timing of player participation, so that 2-5 square meters of physical distancing is maintained between all individuals on the ice.
- Coaches and Covid volunteers are to alert individuals on the ice if they are not adhering to physical distance.
- Parents or guardians may be called into the rink to collect their player and the participant may be asked to leave the ice surface and arena if physical distancing is not maintained.
- Players are to leave the ice surface immediately at the end of the ice time.
- A coach or volunteer must close and properly secure the end gates at the start of practice and again at the end of practice. An improperly secured end gate could cause injury or Zamboni damage.
- The Covid Bench volunteer is to wipe down and disinfect the bench and bench area (including high touch surfaces) immediately after all individuals have left the ice and bench area, using the supplies provided by the City of Burnaby.
- Players may remove their skates but are not to undress in the skate tying area.
- Players, volunteers and coaches are to vacate the premises within 15 minutes of the ice time ending.



Risk Management – Ice Protocols

- HCSP is to give an “all clear” signal to next ice user group so they may begin entry.
- If any individual appears to be or becomes ill during the ice time, follow the illness protocols on page indicated in table of contents.
- Upload Contact Tracing Sheet to BMHA Google Drive folder by date for your team



Certifications

BC Hockey Risk Management Resources

- e-Hockey: Planning a Safe Return to Hockey
- HCSP: Hockey Canada Safety Program
- Criminal Record Check
- Respect In Sport
- CATT
- BMHA will reimburse costs upon completion – Email Larry Hayes admin@burnabyminor.com



SUMMARY - TEAM OFFICIAL QUALIFICATIONS - 2018-2019

TEAM TYPE	HEAD COACH	ASSISTANT COACH	SAFETY PERSON	MANAGER
HC-Carded Teams (all "A" teams in PeeWee and above; incl. all HC-carded Female teams)	Coaching Level - Development 1 Checking Qualification - Yes (PeeWee, Bantam) Respect in Sport - Yes CATT - Yes CRC - Yes	Coaching Level - Development 1 Respect in Sport - Yes CATT - Yes CRC - Yes	Safety Program - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Respect in Sport - Yes CATT - Yes CRC - Yes
Atom "A" Teams (PCAHA-carded)	Coaching Level - Coach 2 - Coach Level Checking Qualification - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Coaching Level - Coach 2 - Coach Level Respect in Sport - Yes CATT - Yes CRC - Yes	Safety Program - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Respect in Sport - Yes CATT - Yes CRC - Yes
"C" and non-HC-carded Female Teams, Atom and above (PCAHA-rostered)	Coaching Level - Coach 2 - Coach Level Checking Qualification - Yes (Atom to Bantam) Respect in Sport - Yes CATT - Yes CRC - Yes	Coaching Level - Coach 2 - Coach Level Respect in Sport - Yes CATT - Yes CRC - Yes	Safety Program - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Respect in Sport - Yes CATT - Yes CRC - Yes
Initiation and Novice Female Initiation & Novice (PCAHA-rostered)	Coaching Level - Coach 1 - Intro to Coach Respect in Sport - Yes CATT - Yes CRC - Yes	Coaching Level - Coach 1 - Intro to Coach Respect in Sport - Yes CATT - Yes CRC - Yes	Safety Program - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Respect in Sport - Yes CATT - Yes CRC - Yes

Note 1: BC Hockey requires that each team designate a Head Coach.

Note 2: Each team must have at least one qualified Team Safety Person registered. Failure to have a qualified Team Safety Person registered with the team on or before **December 1st** will result in the team being ineligible for playoffs. Where there are no playoffs (Initiation/Novice), fines or other disciplinary action will result.

Note 3: All team officials must submit a current Criminal Record Check (CPC) and Vulnerable Persons Check (VPC) prior to participation.

Note 4: Coaches who acquired Coach 2 - Coach Level in 2016-2017 or prior are also qualified at Coach 1 - Intro to Coach Level.

Note 5: On-ice helpers rostered in HCR are not Team Officials and may not participate in games in any capacity.



Team Officials

- Be present
- Ensure certifications are updated as required
- Wear proper gear on ice
- Ensure only rostered officials are on the ice / bench
- Come prepared
- Parent Meeting Requirements
- HCSP volunteer meeting



Parent Meeting Policy

BC Hockey requires that all Minor Hockey Associations, host a Parent Meeting prior to November 15 annually. Such a meeting shall cover a minimum of the following:

- Review of key MHA Policies and Procedures i.e., Locker Room Policy, Team Selection, Ice Times
- Review of the Association complaint process / policy
- Code of Conduct expectations

Association must file a report summary of such a meeting by December 1 annually. Failure to comply with this requirement will result in the cancellation of BC Hockey sanctioning for events hosted or operated by the Minor Hockey Association.

NOTE:

- Unsanctioned events are not eligible for coverage under the Hockey Canada Insurance Program.
- A Parent Meeting template agenda and presentation is found on the BC Hockey Website.

*** (Each MHA will be sent the above policy with a form that collects the below information)

Form Information:

MHA NAME:

DATE OF PARENT MEETING:

NUMBER OF PARENTS ATTENDED

NOVICE ___ ATOM ___ PEEWEE ___ BANTAM AND ABOVE ___

OUTLINE OF THE AGENDA

GENERAL COMMENTS





Risk Management

Escalation Process

- Parent → Team Manager → Coach → DM → Executive
- 24-Hour Rule

Discipline

- BMHA Policy 20.101
- Coach can suspend player for up to 2 games (Atom and up)
- Suspensions more than 2 games must be approved by Executive

Other Resources

- BC Hockey
<http://www.bchockey.net/RiskManagement/riskmanagement.aspx>
- PCAHA (Risk Management Forms)
<http://www.pcaha.ca/forms/index.php>



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Open for Questions?



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Flexibility, communication & patience for everyone will be key for a successful season.

Thank you for your time!