



FOUNDED 1964



# BMHA Team Managers' Meeting

October 18, 2023  
Held via Zoom



# Agenda

- Welcome
- BMHA Communication
- PCAHA League Structure
- Buddy Check for Jesse
- Important Things to Know
- U7 / U9
- Timelines
- Teamsnap
- Team Operations
- Parent Meeting
- Sponsorship/ Fundraising
- BMHA Branded Apparel
- BMHA Jerseys & Equipment
- Ice Allocation & Game Conflicts
- Booking Referees
- Team Officials
- Tournaments
- Complaints Process
- General Questions



# BMHA Communications

- Association wide emails using Teamsnap (usually from Agnes Pau)
- Stix'N'Pux – newsletter
- Sponsorships:  
<https://www.burnabyminor.com/sponsorship-opportunities/>

# PACIFIC COAST AMATEUR HOCKEY LEAGUE (PCAHA)

<https://pcaha.ca/index.php>

**!**  
Team Managers liaise  
with BMHA DMs,  
BMHA Directors, and  
their associated PCAHA  
league manager.

(Not with PCAHA  
Managing Directors)

<https://www.burnabymenor.com/contact-us/>

U11 "A" League

U13 "A" League

U15 "A" League

U18 "A" League

U21 "A" League



## PRESIDENTS "C" LEAGUE

Includes all "C" Teams for Arbutus Club, Burnaby,  
Burnaby Winter Club, New Westminster, Richmond Jets,  
Vancouver, Vancouver Thunderbird

Managing Director: Leanne Smith [lsmith@pcaha.ca](mailto:lsmith@pcaha.ca)

Please request game numbers from the League Manager for your group below

<u>League Manager – U7</u>	Lynda Callard	<a href="mailto:lcallard@pcaha.ca">lcallard@pcaha.ca</a>
<u>League Manager – U9</u>	Kelly Corbett	<a href="mailto:kcorbett@pcaha.ca">kcorbett@pcaha.ca</a>
<u>League Manager – U11</u>	Dennis Sato Kana Tezuka	<a href="mailto:dsato@pcaha.ca">dsato@pcaha.ca</a> <a href="mailto:ktezuka@pcaha.ca">ktezuka@pcaha.ca</a>
<u>League Manager – U13</u>	Audrey White	<a href="mailto:awhite@pcaha.ca">awhite@pcaha.ca</a>
<u>League Manager – U15</u>	Gord MacLean	<a href="mailto:gmaclean@pcaha.ca">gmaclean@pcaha.ca</a>
<u>League Manager – U18</u>	Don Mathewson	<a href="mailto:dmathewson@pcaha.ca">dmathewson@pcaha.ca</a>



## FEMALE LEAGUE

Includes Abbotsford, Burnaby, Chilliwack, Langley, Meadow Ridge, North Shore,  
Richmond, South Delta, Sunshine Coast, Surrey, Tri-Cities,  
Vancouver and Western Washington, Whistler

Managing Director: (U7, U9 and U11) Baukje Edamura [bedamura@pcaha.ca](mailto:bedamura@pcaha.ca)

Managing Director: (U13, U15, U18 and U21) Drew MacDonald [dmacdonald@pcaha.ca](mailto:dmacdonald@pcaha.ca)

Please request game numbers from the League Manager for your group below

<u>League Manager – U7 &amp; U9:</u>	Karen Bahl	<a href="mailto:kbahl@pcaha.ca">kbahl@pcaha.ca</a>
<u>League Manager – U11 - Gold:</u>	Todd Hickling	<a href="mailto:thickling@pcaha.ca">thickling@pcaha.ca</a>
<u>League Manager – U11 – East:</u>	Taji Grguric	<a href="mailto:tgrguric@pcaha.ca">tgrguric@pcaha.ca</a>
<u>League Manager – U11 – West:</u>	Jen Collins	<a href="mailto:jcollins@pcaha.ca">jcollins@pcaha.ca</a>
<u>League Manager – U13 "C":</u>	Troy Dragon	<a href="mailto:tdragon@pcaha.ca">tdragon@pcaha.ca</a>
<u>League Manager – U13 "A":</u>	David Barry	<a href="mailto:dbarry@pcaha.ca">dbarry@pcaha.ca</a>
<u>League Manager – U15 "A" &amp; "C":</u>	David Barry	<a href="mailto:dbarry@pcaha.ca">dbarry@pcaha.ca</a>
<u>League Manager – U18 "A" &amp; "C":</u>	Heather Hamlin	<a href="mailto:hhamlin@pcaha.ca">hhamlin@pcaha.ca</a>
<u>League Manager – U21:</u>	Karen Bahl	<a href="mailto:kbahl@pcaha.ca">kbahl@pcaha.ca</a>





## January 29 – February 4, 2024 – Buddy Check for Jesse

BMHA is partnering with the Buddy Check for Jesse charity to hosting a mental health awareness campaign this season.

Our team officials will be helping to spread the message about mental health, caring and being supportive to our teams.

More details will be available as we get closer to the date.

[Here is the short video about the program](#)

More details can be found on their website  
[www.BuddyCheckForJesse.com](http://www.BuddyCheckForJesse.com)





## Hockey Canada Updated Dressing Room Policy (2023)

- Hockey Canada has published an updated dressing policy on September 23, 2023
- BC Hockey has not published an updated policy/guidance yet
- Once the BC Hockey policy is available, BMHA will update our policy accordingly
- Most associations are in the same position
  
- Please stay tuned for updates...



# Bench Etiquette

Yelling at referees will  
NEVER help your team  
win; nobody likes  
being yelled at.

STEP DOWN off the  
bench.

Talk to referees as if  
their parent is beside  
you (because mom  
and dad probably are).



# Rostered Players and Bench Staff

- Never allow a player or official who is NOT listed on the game sheet to participate in the game.
- PCAHA is very strict about this and will suspend coaches if it happens.





# Hockey Canada Registration Number

Also known as:

HCR#

Hockey Canada Identification Number

HCID

If possible, please have the player's HCID included in any player inquiries. The hockey world revolves around this detail.



# Timelines (tentative)

- PCAHA Managers meeting held: Sept 27<sup>th</sup>
- Rep Releases should be completed now but there could be movement until January

Division	PCAHA Game Play Start Dates
"A" Divisions: placement games released	Oct 3rd <u>(U11 after Thanksgiving)</u>
"C" Divisions: start games	Oct 13 <sup>th</sup>
U8 & U9: game play starts	Dec 1st
U7 Integrated & Female: game play starts	Jan 1st



# U7

Division	Focus / Ice	Teams Formed	Games
U7 Integrated	Balancing; Cross-ice	<u>Not formed until Nov.1<sup>st</sup></u> for balancing	<b>May NOT play outside of association until <u>after Christmas Break</u></b>  <b>Max. 6 games assigned by league, per team</b>
U7 Female	Balancing; Cross-ice	<u>Not formed until Nov.1<sup>st</sup></u> for balancing	<b>May start playing intra-association</b>  <b>May NOT play outside of association until <u>after Dec.1st</u></b>  <b>Max. 6 games assigned by league, per team, <u>starting Jan.1st</u></b>



# U9

Division	Focus / Ice	Teams Formed	Games
<b>U9 Integrated &amp; Female</b>	Balancing; Cross ice	<u>Not formed until October 15<sup>th</sup></u> for balancing  Players can be moved between teams at the discretion of BMHA and PCAHA	<b>Max. 15 games, assigned by the league</b>



## P.C.A.H.A. 2023-2024 LEAGUE SCHEDULES

### APPROXIMATE WEEK-BY-WEEK BREAKDOWN

Wk.	Approx. Dates	"A" Leagues**
1.	Sept. 5-11	Development/Evaluation/Exhibition
2.	Sept. 12-18	Development/Evaluation/Exhibition
3.	Sept. 19-25	Development/Evaluation/Exhibition
4.	Sept. 26-Oct. 2	Development/Evaluation/Exhibition
5.	Oct. 3-9	Placement Round - Week 1
6.	Oct. 10-16	Placement Round - Week 2
7.	Oct. 17-23	Placement Round - Week 3
8.	Oct. 24-30	Placement Round - Week 4
9.	Oct 31-Nov. 6	(scheduling week)
10.	Nov. 7-13	Regular Season - Week 1
11.	Nov. 14-20	Regular Season - Week 2
12.	Nov. 21-27	Regular Season - Week 3
13.	Nov. 28-Dec. 4	Regular Season - Week 4
14.	Dec. 5-11	Regular Season - Week 5
15.	Dec. 12-18	Regular Season - Week 6
16.	Dec. 19-23	Regular Season - Week 7
---	Dec. 24-Jan. 2	Winter break Tournaments
17.	Jan. 3-6	(make-up games)
18.	Jan. 9-15	Regular Season - Week 8
19.	Jan. 16-22	Regular Season - Week 9
20.	Jan. 23-29	Regular Season - Week 10
21.	Jan. 30-Feb. 5	Regular Season - Week 11
22.	Feb. 6-8	(scheduling period)
23.	Feb. 9-15	Playoffs - Week 1
24.	Feb. 16-22	Playoffs - Week 2
25.	Feb. 23-29	Playoffs - Week 3
26.	Mar. 1-Mar. 7	Playoffs - Week 4(*)
27.	Mar. 8-14	Playoffs - Week 5
---	Mar. 16-28	Spring Break Tournaments
---	Mar. 17-20	BC Hockey Championships

Wk.	Approx. Dates	"C" Leagues
1.	Sept. 8-14	Development/Evaluation/Balancing
2.	Sept. 15-21	Development/Evaluation/Balancing
3.	Sept. 22-28	Development/Evaluation/Balancing
4.	Sept. 29-Oct. 5	Development/Evaluation/Balancing
5.	Oct. 6-12	Development/Evaluation/Balancing
6.	Oct. 13-19	Regular Season - Week 1
7.	Oct. 20-26	Regular Season - Week 2
8.	Oct. 27-Nov. 2	Regular Season - Week 3
9.	Nov. 3-9	Regular Season - Week 4
10.	Nov. 10-16	Regular Season - Week 5
11.	Nov. 17-23	Regular Season - Week 6
12.	Nov. 24-30	Regular Season - Week 7
13.	Dec. 1-7	Regular Season - Week 8
14.	Dec. 8-14	Regular Season - Week 9
15.	Dec. 15-21	Regular Season - Week 10
---	Dec. 22-Jan. 4	Winter break Tournaments
16.	Jan. 5-11	Regular Season - Week 11
17.	Jan. 12-18	Regular Season - Week 12
18.	Jan. 19-25	Regular Season - Week 13
19.	Jan. 26-Feb. 1	Regular Season - Week 14
20.	Feb. 2-8	Regular Season - Week 15
21.	Feb. 9-15	Playoffs - Week 1
22.	Feb. 16-22	Playoffs - Week 2
23.	Feb. 23-29	Playoffs - Week 3
24.	Mar. 1-Mar. 7	Playoffs - Week 4
25.	Mar. 8-14	Playoffs - Week 5
---	Mar. 16-28	Spring Break Tournaments

Wk.	Approx. Dates	Female Leagues
1.	Sept. 4-10	Development/Evaluation/Exhibition
2.	Sept. 11-17	Development/Evaluation/Exhibition
3.	Sept. 18-24	Development/Evaluation/Exhibition
4.	Sept. 25-Oct. 1	Development/Evaluation/Exhibition
5.	Oct. 2-8	Placement Round - Week 1
6.	Oct. 9-15	Placement Round - Week 2
7.	Oct. 16-22	Placement Round - Week 3
8.	Oct. 23-29	Placement Round - Week 4
9.	Oct. 30-Nov. 5	(scheduling week)
10.	Nov. 6-12	Regular Season - Week 1
11.	Nov. 13-19	Regular Season - Week 2
12.	Nov. 20-26	Regular Season - Week 3
13.	Nov. 27-Dec. 3	Regular Season - Week 4
14.	Dec. 4-10	Regular Season - Week 5
15.	Dec. 11-17	Regular Season - Week 6
16.	Dec. 18-24	Regular Season - Week 7
---	Dec. 25-31	Winter break Tournaments
17.	Jan. 1-7	(make up games)
18.	Jan. 8-14	Regular Season - Week 8
19.	Jan. 15-21	Regular Season - Week 9
20.	Jan. 22-28	Regular Season - Week 10
21.	Jan. 29-Feb. 4	(scheduling period)
22.	Feb. 5-11	Playoffs - Week 1
23.	Feb. 12-18	Playoffs - Week 2
24.	Feb. 19-25	Playoffs - Week 3
25.	Feb. 26-Mar. 3	Playoffs - Week 4
26.	Mar. 4-10	Playoffs - Week 5(*)
---	Mar. 11-17	Scholarship Tournament
---	Mar. 18-31	Spring Break Tournaments
---	Mar. 21-24	BC Hockey Championships

\*-U13, U15 and U18 "A" and HC-carded Female championship playoffs must be completed no later than Tuesday, March 5, 2024.  
 -The date for declaration of PCAHA representatives at BCH Provincials U13-U18 is March 6<sup>th</sup>, 2024.

#### NOTE:

League schedules may vary from the above because of numbers of teams, distribution of ice times and School District breaks. Please check with your Managing Director.

U11 will follow the schedule as set out in the U11 Pathway.

Updated: August, 2023



# Picture Day

**November 18<sup>th</sup>, 2023 (Saturday)**

Tentatively 12:00 - 6:00 pm

**November 19<sup>th</sup>, 2023 (Sunday)**

Tentatively 8:00am - 3:00 pm

**Location: TBD**

An email will be sent out later in the season to sign up for timeslots.

!

Note these dates and check for  
conflicts in your team schedule



# Teamsnap

- App to organize your team's schedule (by you, the Team Manager!)
- Send messages to your team
- Assign volunteers or have them Sign Up
- Check event / game availability of your players
- Roster information on your players & parent contacts

<https://helpme.teamsnap.com/>





# Team Operations: Game Play

!

Have a paper game sheet handy  
but ONLY use if there are technical problems.

Refs must sign the game sheet.

As a last resort, they can sign the paper game sheet.

Email a photo to your PCAHA league manager if this happens.

- Use Hisports (now called Spordle Play) on tablet or phone web browser -  
<https://hisports.app/login>
- Review and sign off on your team roster in Hisports before the game starts  
*If a player is missing or there is an error, email the Registrar.*
- Referee Payments  
*Cash payments ready for referees in the scorekeeper's box. Amount varies depending on division. Check PCAHA website.  
BMHA cheque for referee payments given to head coach directly. Coordinate to add to team funds for referee payments.*





# Team Operations

- Team Budget
  - Apparel, team development, coaches' gifts, washing of jerseys, admin costs
  - Tournaments & travel
- Volunteers
  - Roles – Treasurer, Scorekeeper, Timekeeper, HCSPs
  - Sign-up vs. Assigning



# Team Operations

- Parent Meeting no later than November 15<sup>th</sup>
  - Teamsnap – contact info, availability (Hockey Canada medical form was part of registration forms, verify you can access in TS)
  - Team Budget
  - Volunteers
  - Sportsmanship Starts In the Stands
    - Email your DM with Team Name (ie U15C1 or WCU13A1), Date of parent meeting and how many parents in attendance
  - Tournaments – for Rep teams, it is a blind vote. Use Google Survey. 75% yes for an out of town tournament.
    - If a player can't make it, they still pay as it is a team cost



# Parent Meeting Requirements

BC Hockey requires that all Minor Hockey Associations, host a Parent Meeting prior to November 15 annually and must contain...

- Review of key MHA Policies and Procedures i.e., Locker Room, Team Selection, Ice Times
- Review of the Association complaint process / policy
- Code of Conduct expectations
- Each Team must advise DM of
  - Date of Parent Meeting
  - Number of parents attended
  - Team details ie U11 C2, WC U15A1

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



# Parent Meeting Requirements

## Sportsmanship Starts in the Stands Reporting

- STEP 1 -** (PARENTS) Watch the [Parent Presentation](#) (Video)
- STEP 2 -** (PARENTS) Sign the [Parent Code of Conduct and Fair Play Code Form](#) (deadline November 15)
- STEP 3 -** Each TM send email with details below by November 14<sup>th</sup> to DM
- STEP 4 -** Each DM to summarize and submit to Risk Manager November 15<sup>th</sup>

Division Name	U11 C	
Team Name	Date of parent Meeting	# of parents in attendance
C1		
C2		
C3		
C4		
C5		



# Sponsorships & Fundraising

- Sponsorships
  - BMHA level
  - Team level
- Fundraising
  - Primarily Team level – get buy-in of parents
    - SFU and Coquitlam Express games
    - Bottle return
    - Flip Give



# 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

\*Scoff's Hockey Shop also has branded apparel



# 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, 2024
  - U11 “C” teams only \$100, if keeping one of AtoMc jerseys
  - Cheques cashed if lost or damage was preventable
- 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
  - Hang dry jersey. Knit socks will shrink in dryer
  - Team jersey inventory log



# Jerseys

- Jersey Pick-up
  - If you have not yet made arrangements with Sherry Du, email [equipment@burnabyminor.com](mailto:equipment@burnabyminor.com)
- 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 – 18”, 20”, 24”, 28”, 30”, 31”, 32”
- Sublimated Socks – 24”, 26”, 28”, 30”
- “C” Teams
  - One pair of Dark knit per player
  - U11 “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 packs included
  - If items need replenishing, contact Sherry at [equipment@burnabymenor.com](mailto:equipment@burnabymenor.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
- Goalie Gear Locker in BLA dressing room hallway
- Contact Stephen Stubbs to set up appointment  
[goalie@burnabyminor.com](mailto:goalie@burnabyminor.com)



# Ice Protocols

<https://www.burnabyminor.com/ice-info/>

- Return unusable practice or game ice to [ice@burnabyminor.com](mailto:ice@burnabyminor.com) so ice can be re-assigned
- A minimum 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

- U13 & Younger
  - Managers book via Horizon
  - Request access

**Horizon Web Ref**  
Powerful Referee & Umpire Scheduling Software™

10 YEARS

**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 #:  This is the number for BMHA

Select a User Type:  There is no option for a "manager" position. Pls select "coach"

Personal message to your scheduler (optional):  Indicate which team you are manager for.

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**



# Referees

- Submitting a game

**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.

**STOP SIMULATING**

- 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: 09/15/2020 - 12:21pm PST





# Referees

- U15 & Older
  - Taken 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!



## End of Season

**Submit Payment Records of  
Referee Fees to  
BMHA Treasurer**



# Other Items

- Meeting Room Requests
  - Form on website
- PCAHA
  - Rulebook – only available online and has been posted for 2022-2023
- Special Event Sanction – PCAHA website



# Team Officials

## Team Official Certifications

- HCSP: Hockey Canada Safety Program
- Criminal Record Check
- Respect In Sport
- CATT
- BMHA will reimburse the costs of any clinics. See link above and scroll down to “Reimbursement of Costs” for more information

TEAM TYPE	HEAD COACH	ASSISTANT COACH	SAFETY PERSON	MANAGER
<b>HC-Carded Teams</b> (all “A” teams in U13 and above) (incl. all HC-carded Female teams)	<b>Coaching Level - Development 1</b> <b>Checking Qualification - Yes (U13, U15)</b> <b>Respect in Sport - Yes</b> <b>CATT - Yes CRC - Yes</b>	<b>Coaching Level - Development 1</b> <b>Respect in Sport - Yes</b> <b>CATT - Yes CRC - Yes</b>	<b>Safety Program - Yes</b> <b>Respect in Sport - Yes</b> <b>CATT - Yes CRC - Yes</b>	<b>Respect in Sport - Yes</b> <b>CATT - Yes CRC - Yes</b>
<b>U11 “A” Teams</b> (PCAHA-carded)	<b>Coaching Level - Coach 2 - Coach Level</b> <b>Checking Qualification - Yes</b> <b>Respect in Sport - Yes</b> <b>CATT - Yes CRC - Yes</b>	<b>Coaching Level - Coach 2 - Coach Level</b> <b>Respect in Sport - Yes</b> <b>CATT - Yes CRC - Yes</b>	<b>Safety Program - Yes</b> <b>Respect in Sport - Yes</b> <b>CATT - Yes CRC - Yes</b>	<b>Respect in Sport - Yes</b> <b>CATT - Yes CRC - Yes</b>
<b>“C” and non-HC-carded Female Teams, U11 and above</b> (PCAHA-rostered)	<b>Coaching Level - Coach 2 - Coach Level</b> <b>Checking Qualification - Yes (U11 to U15)</b> <b>Respect in Sport - Yes</b> <b>CATT - Yes CRC - Yes</b>	<b>Coaching Level - Coach 2 - Coach Level</b> <b>Respect in Sport - Yes</b> <b>CATT - Yes CRC - Yes</b>	<b>Safety Program - Yes</b> <b>Respect in Sport - Yes</b> <b>CATT - Yes CRC - Yes</b>	<b>Respect in Sport - Yes</b> <b>CATT - Yes CRC - Yes</b>
<b>U6, U7, U8, and U9 Female U7 and U9</b> (PCAHA-rostered)	<b>Coaching Level - Coach 1 - Intro to Coach</b> <b>Respect in Sport - Yes</b> <b>CATT - Yes CRC - Yes</b>	<b>Coaching Level - Coach 1 - Intro to Coach</b> <b>Respect in Sport - Yes</b> <b>CATT - Yes CRC - Yes</b>	<b>Safety Program - Yes</b> <b>Respect in Sport - Yes</b> <b>CATT - Yes CRC - Yes</b>	<b>Respect in Sport - Yes</b> <b>CATT - Yes CRC - Yes</b>

**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 (U9 and below), fines or other disciplinary action will result.

**Note 3:** All team officials must submit a current Criminal Record Check (CRC) and Vulnerable Sector (VS) check prior to participation.

**Note 4:** Development 1 Coaches must complete maintenance modules (professional development) to retain certification.

**Note 5:** Coaches who acquired Coach 2 - Coach Level in 2016-2017 or prior are also qualified at Coach 1 - Intro to Coach Level.

**Note 6:** Beginning in 2020-2021 the Coach 2 - Coach Level clinic includes the Checking Qualification module.

**Note 7:** On-ice helpers rostered in HCR are not Team Officials and may not participate in games in any capacity.



# Team Officials

## Hockey Canada ID Number

- Team officials require an HCID
- Link found on BMHA website under Get Involved > Team Official Certifications
- Transfer from other association or ASHL player, already have HCID
- Instructions on website

## Certifications

- Link found on BMHA website under Get Involved > Team Official Certifications

## Team Officials

- U5-U9: BMHA will pay insurance up to 10 team officials (coaches, manager, HCSP), \$40 per person over 10
- U11 and up: BMHA will pay insurance up to 5 team officials (coaches, manager, HCSP), \$40 per person over 5

## Coach / Manager List

- Created to help teams stay in contact, resolve ice conflicts, request affiliate players
- Advise if you do not wish your contact information distributed



# Non-BMHA Instructors/Coaches

On Ice Helper - Required Certifications and Equipment			
Age of Helper	Registration	Equipment	Certification
<b>14 years and below</b>	<ul style="list-style-type: none"> <li>Must be a registered member of BC Hockey or Hockey Canada</li> <li>If not registered they must be added as a "volunteer" on the roster</li> </ul>	<ul style="list-style-type: none"> <li>Full equipment</li> <li>Bantam aged goalies may wear full player equipment instead of goalie equipment on the ice.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>15 years old</b>	<ul style="list-style-type: none"> <li>Must be registered member of BC Hockey or Hockey Canada</li> <li>If not registered they must be added as a "volunteer" on the roster</li> </ul>	<ul style="list-style-type: none"> <li>CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves</li> <li>Full tracksuit or pants and sweater are recommended to be worn on the ice</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>16 years old</b>	<ul style="list-style-type: none"> <li>Must be registered member of BC Hockey or Hockey Canada</li> <li>If not registered they must be added as a "volunteer" on the roster</li> </ul>	<ul style="list-style-type: none"> <li>CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves</li> <li>Full tracksuit or pants and sweater are recommended to be worn on the ice</li> </ul>	<ul style="list-style-type: none"> <li>Respect in Sport</li> </ul>
<b>17 years old</b>	<ul style="list-style-type: none"> <li>Must be registered member of BC Hockey or Hockey Canada</li> <li>If not registered they must be added as a "volunteer" on the roster</li> </ul>	<ul style="list-style-type: none"> <li>CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves</li> <li>Full tracksuit or pants and sweater are recommended to be worn on the ice</li> </ul>	<ul style="list-style-type: none"> <li>Respect in Sport</li> <li>All volunteers that are 17 years old turning 18 years old in the calendar year require a Criminal Record Check and Vulnerable Person Check</li> </ul>
<b>Adult (18 and older)</b>	<ul style="list-style-type: none"> <li>Must be registered member of BC Hockey or Hockey Canada</li> <li>If not registered they must be added as a "volunteer" on the roster</li> </ul>	<ul style="list-style-type: none"> <li>CSA certified helmet, chin strap fastened, gloves</li> <li>Full tracksuit or pants and sweater are recommended to be worn on the ice</li> </ul>	<ul style="list-style-type: none"> <li>Respect in Sport</li> <li>Criminal Record Check and Vulnerable Person Check</li> </ul>
<b>Non-members (offering coaching or on ice help for a fee)</b>	<ul style="list-style-type: none"> <li>Must become an Associate Member</li> <li>Not to be rostered with a Minor Hockey Association</li> </ul>	<ul style="list-style-type: none"> <li>Must follow above outlines for ages for required equipment on ice</li> </ul>	<ul style="list-style-type: none"> <li>Requirements on Associate Member application</li> </ul>

If you have any questions please contact your local association, Risk Manager or the BC Hockey office 250-652-2978 or [info@bchockey.net](mailto:info@bchockey.net)



# Certification for HCSP

- [Links](#)
- HCSP: Hockey Canada Safety Program
- Criminal Record Check
- Respect In Sport
- CATT
- BMHA will reimburse costs upon completion  
<http://www.burnabyminor.com/team-official-certifications/>







# Tournaments

- Team manager to send a form to be signed by BMHA president if they are traveling out of the lower mainland - please send forms completed with all details to [president@burnabyminor.com](mailto:president@burnabyminor.com)
- This form is then sent to your associated PCAHA League Manager

<https://pcaha.ca/forms/index.php>

“Interdistrict Travel / Exhibition Game Form”  
*for outside of PCAHA but within BC*

“Out of Province & USA Hockey Travel / Exhibition Game Form”  
*for outside of BC*



# Tournaments

- Hockey Canada Roster – request a copy from the Registrar

# Risk Management

## Travel / Team Event Insurance

- BC Hockey / PCAHA rules

When in  
doubt, ask!

## Team Officials

- Criminal Record Check must be completed, or you cannot work with the kids or be rostered
- Be present – HCSP must be in attendance for every ice time
- Rule of Two
- Ensure certifications are updated as required
- Wear proper gear on ice
- Ensure only rostered officials are on the ice /bench





# 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 (U11 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>



# Internal Team Complaints Process

- “24 hour” rule – if considering to follow up on an issue, wait 24 hours.
- Incidents must be received in writing using the BMHA complaint form within 7 days of the incident.

[BMHA-INCIDENT-FORM.pdf \(burnabyminor.com\)](https://burnabyminor.com/BMHA-INCIDENT-FORM.pdf)



# Team Manager Resource Library

- [Google Drive Link](#)
- Intended as a resource for managers
- Open to adding more content
  - Email [director-volunteers@burnabymenor.com](mailto:director-volunteers@burnabymenor.com)



# We are a team of volunteers

- We thank you for your involvement and patience throughout the season!
- We ask that the BMHA support staff (Ice Allocator, Registrar etc.) and board of directors be given 48 hours to reply to emails.

**THANK YOU AND HAVE A FUN SEASON!**



FOUNDED 1964



Open for Questions?