




Fundy Female Managers Meeting 2021-22



Manager Roles -

- JOB DESCRIPTION 
- Work with the head coach and bench staff to carry out the season plan.
- Conduct a parents meeting
- Develop an operating budget for the team.
- Submit team roster and facilitate bench staff getting qualifications.
- Coordinate travel, accommodation, meals and facility rental for the team.
- Team communication regarding events and schedule.
- Obtain necessary permits and supplies for the team.
- Coordinate team financial matters including player fees, fundraising, sponsorship, advertising, grants etc.
- Submit financial statements as per association policy
- Coordinate all pre and post game paperwork and distribute to appropriate parties (i.e. game sheets, etc.).
- Act as a point of contact for parents and players to express concerns etc.
- Be sure to delegate!! When in doubt it's probably the manager's job

FUNDY FEMALE HOCKEY ASSOCIATION



promoting the game of ice hockey for young women and girls



FUTURE KRAKEN!





- Emails for Board Members are listed on the website.
- Equipment manager is Chris Green. Email is ffha.chris@gmail.com
- When sending emails please send team name and division, player first and last name etc.
- Our current district director is Jodie Driscoll hnbdistrict5@gmail.com
- If you need to reschedule ice please contact our VP Renee Champagne, ffha.vp@gmail.com
- Please check the website of the league your team will play in to be sure of the game reschedule processes.

Contacts

COVID

- Each team requires a covid liaison who keeps everyone up to date on covid. They do not have to be on the roster. They need to be up to date on the return to hockey plan on the hnb website and aware of any guidelines if you go to tournaments.
- Please follow the guidelines.....Public safety is out and about.

- November 6 Development Day Cancelled
- **November 30 Competitive teams must have a minimum of 12 players rostered and approved by their District Director**
- **December 1 Deadline for Parent Respect in Sport Certification**
- **December 1 Deadline for all persons requiring certification to obtain their certification**
- **January 10 Last day for District Director to approve Team Rosters**
- **January 15 Deadline to assign Special Affiliate Players onto HCR Team Rosters**
- February 1 Fundraiser Draw
- February 10 Final Date to roster a player for Minor recreational players
 - Final date for player transfers
 - Final date to add bench staff
- March 25-27 Provincial Championships – this is coed...female may change to the week before this.
- April 12 HNB Award Nomination Deadline (J. Charles Daigle Award, Vance Toner Development Award, Volunteer of the Year, Female Breakthrough Award) and Scholarship Application Deadline (BF Lorenzetti Inc., Delta/Fortis Properties and Ron Bradbury Memorial)
- June 3-5 HNB Annual General Meeting - Miramichi

HNB Important Deadlines



RINKS



- Games and referees are scheduled for you so no worries there. Be sure to write your game numbers on game sheets and be very neat on the game sheets as you will need to take a picture and submit it.
- Clock – Home teams are responsible for completing the game sheet and clock. This can be by a parent volunteer or the team can hire someone to do this but payment comes out of the team budget. Pay is \$15 if you hire someone.
- It is not hard to do and there are instructions available at most ri.
- Game sheets will be provided the league the girls play in.
- Most rinks continue to have security in place who are checking id's and vaccination status....this could change we are not sure.

Cancelling Games

Only visiting team can request reschedule due to poor weather, Please allow at least 4 hours notice

- All teams must forward their exception list to their ice schedulers prior to the league schedule being made. This list should include any confirmed or possible tournaments.
- Games will not be rescheduled for:
 - Due to a shortage of team volunteers.
 - A conflicting practice has previously been arranged.
 - A team function has been planned.
 - A conflicting exhibition game has previously been arranged.
 - That will give us too many games within a close period.
 - The game means nothing to us.



- Everyone has a Hockey Canada account that contains all of their information. It will tell you qualifications, when your criminal record check is due and what association you are linked with.
- All team staff must be linked to Fundy Female. They will need to be transferred to Fundy Female. We will handle this when the rosters are submitted.
- All players and volunteers have one.



Reducing email volumes.....

- 1. This is a brand new system so please be patient. Hockey Canada changed their computer platform this year.

- 2. Go to the Spordle website and create your account. Then once it is created click link a member and search for your name. If you can't find yourself make sure you have the correct name etc.

- <https://account.spordle.com/login?referrer=https%3A%2F%2Fregister.hockeycanada.ca%2Fhome>

. If you have trouble creating your account, please check this link

- <https://spordle.atlassian.net/wiki/spaces/HCR/pages/2077687853/Creating+Your+Account+Coaches+Parents>

- ******* once you create the account you have to go and search for your name to link the old account to the new one.**

How to
access your
hockey
Canada
account....

- These are extremely important.
- They are due November 15th and must be totally complete. PLEASE DON'T SUBMIT TILL YOU ARE 100% SURE OF YOUR ROSTER !
- Each roster needs every player and affiliate listed. Jersey numbers are needed. PLEASE COMPLETE THE FORM ELECTRONICALLY.....ITS SOOOO MUCH EASIER TO READ.
- Include all people who will be on the bench and the ice, manager, hockey safety person.
- PLEASE LIST ONLY ONE HEAD COACH AND 2 ASSISTANT COACHES. REMAINING COACHES SHOULD BE LISTED AS AT LARGE COACHES.
- MANAGER AND SAFETY PERSON MUST BE ON THERE TOO
- We pay for every adult listed on the roster so please only list those that are committed and attend team activities.
- Please use the name that the team staff member uses for their Hockey Canada account. No nicknames or shortened names – William not Will or Bill. It takes a long time to find people who are not listed correctly. Dates of birth are also needed for this form.



Official Rosters

- Deadline for all requirements is December 1st, 2021 – NO EXCEPTIONS. IF YOU ARE ON THE ICE AFTER THE BENCH AFTER THIS DATE AND PLAY A GAME, IT IS FORFEITED.
- All coaches, managers, and volunteers require Respect in Sport Activity Leader (online course) or Speak Out!
- All coaches, managers, and volunteers over the age of 18 require a criminal record check and vulnerable sector check.
- Any new minor hockey player will need to have one (1) parent complete the online Respect in Sport Parent Program. The link to this course can be found at <https://tinyurl.com/d3uupt2m>
- Each team must have a Hockey Canada Safety Person. This person also needs all crim checks and respect in sport activity leader. The link to the online HCSP course can be accessed at <https://register.hockeycanada.ca/clinics>

All volunteers under the age of 16, as of December 31st, 2021, who are currently registered on a minor hockey or high school hockey team do not require any coach certifications. These volunteers must wear a helmet with full face shield when volunteering with minor hockey teams. KVMHA asks that they take Respect in Sport Activity Leader.

- **Required Coaching Courses:**
- **U7 and U9: (Head Coach and Assistant Coaches)**
- HU- Online Coach 1/2
- Coach Level 1
- **U11, U13, U15, U18 (C, B, A, AA): (Head Coach and Assistant Coaches)**
- HU-Online Coach 1/2
- Coach Level 2

Volunteer Requirements –

For details and to register... go to HNB.ca and click on clinics.



- Respect in Sport PARENT: Deadline for Respect in Sport parent certification is November 30th of the current season. One parent of a new player born after 2005, must complete a one-time course online called "Respect in Sport Parent". The cost of this course is \$12.00 plus HST. The course takes approximately one hour to complete.

- Already certified and want to add a child?: The link is NOT made in E-Hockey. If a parent has completed this course for an older child already in the system, and now has a new player in hockey, the parent must log back into their existing RIS Parent account, click on "Profile", then click on "Child Management" and add their child to their profile and click "save".

- If the parent forgot their username or password, they click on the "recover username or reset Password" link on the page to retrieve it. Anyone else can contact me directly for troubleshooting.
<https://hnb.ca/en/clinics/respect-insport-parent-program> This program was designed to tell me exactly where the parent is in the certification process. If a parent linked their children to their profile, and there are not duplicate profiles for the child in the HCR, it likely means that the parent did not complete the certification process. NOTE: Respect in Sport Leader and Respect in Sport parent are two separate certifications and are not transferable. Both links are clearly defined on the HNB website, under clinics.



Respect in sport parent
<https://tinyurl.com/d3uupt2m>



Affiliates

- Are for U11 teams and higher
- Have lots of rulesplease read them so you are informed.
- They need to be approved by our President.....
- Email parents, when they approve add on team coach and get their approval and then send to ffha.president, I will get approval from president and then place on roster. Please put it on one email thread.
- Please be sure to include team names and level so we know who you are talking about.

- **Affiliation**

- Affiliation must be identified in the HCR prior to the player being used in a game, no later than January 15.

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- Players shall be permitted to affiliate with only 1 team

- First year players in a division may affiliate to a higher category within their division. Second year players in a division may affiliate to a higher category within their division or to the next division.

- In the U15 and U18 divisions, players may affiliate to a higher category within their division, or a higher division.

- Additionally, first year or second year female players in a division may also affiliate to a higher female category within their division or to the next female division.

- The NBMHC shall not allow rostered development players to play as affiliate players for competitive level teams. Rostered competitive AA, A, B level players may not play as affiliates for 'C' level teams. 6.8.13

- Players may affiliate to a higher division or category (i.e. B to A, A to AA) provided the teams are not playing in the same league schedule.

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- Players rostered to 'C Level' teams can only affiliate to competitive level teams within their same community club. Should the community club not offer a competitive team in that division, the player may affiliate to a competitive team in a neighboring community club. On a case-by-case basis and at the discretion of the area's District Director; a competitive level player whose association does not have a competitive team in a higher category, may grant permission to affiliate from a competitive team to a "C" team in a higher division.

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Tournaments

Check out HNB website for tournaments.

You need to send our tournament dates to the ice scheduler as soon as you have them to minimize game reschedules.

- If you have registered but not heard if you are in the tournament, please submit this to your coordinator anyway.
- All Kraken teams must register for our tournament the Kraken Cup, December 3rd to 5th.
- The cost for the tournament is \$550 for U7 and U9 teams, they will have 3 games and will be a jamboree.
- The cost for U11-U15 teams is \$750.
- Kraken teams will get a \$150 discount if they volunteer to help with the tournament. (discount code)

To register:

<https://events.teamsnap.com/registrations/toykOWZol2KHKj43UmCKTdWNXEKbdVHV4XaM1jodNC2KMkJjSP>

- **Travel permits are required for ALL tournaments, including HNB Sanctioned tournaments and exhibition games (whether you're the home team or the away team.
- The electronic travel permit section is not yet up and running on the new hockey canada website. So until further notice use this.....
- https://www.hnb.ca/images/2021/Travel_Permit-Out_of_Province-exhibition-jamboree.pdf
- Exhibition games – you can host 2 each season. If you host more you need to pay refs etc.



Travel Permits

Special Events Permits

- Required for all team events outside of practices, games and tournaments.
- The application is electronic:
<https://sportscert.bflcanada.ca/?BRANCH=HNB>
- .HNB website has more info on this.
- Needed for all special events – sea dogs games, bottle drives, team parties etc.
- We have confirmation that HNB tends to only approve events related to hockey. If a team wants to play bubble soccer, it may not be approved but ball hockey would be.
- For details about what is ok and what is not ok check this out...
- https://www.hnb.ca/images/2019_Sanctioning_Guidelines.pdf



Criminal checks

Every person who comes in contact with the kids (on the ice, opening doors on the bench, managers etc) **MUST** have a Criminal record check and a **VULNERABLE SECTOR CHECK**

All names of volunteers are entered into the Hockey Canada Registry.

Currently New checks are needed every 3 years.

ALL VULNERABLE SECTOR CHECKS MUST BE IN BY DECEMBER 15TH OR YOU CANNOT BE ON THE ICE ETC WITH THE KIDS

Checks can be requested online. Google Saint John Police Force or Kennebecasis Regional Police to apply.

Don't stress about fingerprints.

There is a cost to the check but it is reduced with a request letter which I sent out with this package of info.

Take a pic or scan of your check for your records and send to registrar.ffha@gmail.com and I will forward to HNB.



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- Please have a bank account for the team that is not your personal account.
- Each team should have 3 signing officers – 2 are required to sign each cheque. Please have a parent or two involved.
- No cheques are given out until all 3 people have signed.
- Each team needs a budget, it must be submitted to topcornersj@gmail.com.
- Parents should be kept up to date on the budget throughout the year.
- PLEASE CALL AHEAD BEFORE YOU GO THE BANK!!
BOOK AN APPOINTMENT, IT WILL SAVE YOU ++
TIME

Sample Budget

socks/name bars	919.82
Kraken Cup	600
Dieppe Meltdown	610
Year End party	316.2
party expenses	93.98
venue	50
Provincials	750
TOTAL EXPENSES	3340.00

Hoodies 458.78 optional



SEED MONEY 16 X 125	2000
Bottle Drive	678
50/50 Oct. 20	62
50/50 Oct.26	42
50/50 oct. 27	23
50/50 - jan. 10	50
50/50 jan.12	24
50'50 jan. 19	30
50/50 Feb.1	31
Gift basket draw	400
Total revenue	\$3340.00

Not everyone is able to write cheque. Please always give an option to fundraise if possible.....

Fundraising and Bottle drives

- Book a redemption centre and get a special events permit. Please consider Covid. Many people are doing contactless bottle drives.
- Fundraising – please no alcohol or smoking related events or products.
- Be reasonable with your fundraising please.
- Flipgive is offering \$100 donation to team if you sign up on HNB website.
- Airport redemption centre often gives \$50 donations to teams if you bring them your bottles.
- Send your projects to topcornersj@gmail.com.
- Do we want to do something association wide for teams...



Apparel

Rinkside Sports at the Qplex has the socks.....

Otherwise you can go where you wish....

Please be respectful with our brand and if you get something that you love be sure to share it with us!!



- Each player will get 10 tickets – they can be sold and the player keeps the money (\$30) or they can put their own names on the tickets and submit them for the draw.
- We will collect and send tickets to HNB in mid January.
- Tickets for the draw can be dropped off to your manager
- WHEN THEY ARE PASSED IN PLEASE REMOVE THE STAPLES. Tickets will be due by January 10th. The draw is February 1st.
- DO NOT THROW OUT UNUSED TICKETS!!!! PASS THEM IN AS WE GET MONEY BACK FOR THEM.

Hockey NB tickets



- Injury Reports: Must be filled out and filed with HNB within 90 days for any injuries of an HNB rostered player/bench staff.
- The claims are left open for one year from the date of injury. Hockey Canada is a secondary payor, therefore all claims must go to primary insurance prior to coming to HNB.
- Detailed insurance info can be found on hnb.ca but here is a summary https://hnb.ca/images/hc_insurance_brochure_eng.pdf
- Injury report <https://hnb.ca/images/hnb/injury-report-hockeycanada-NB-e.pdf>
- Medical forms should be completed for all players
- https://hnb.ca/images/hnb/pdf/medical_information_sheet4.pdf

Injuries
unfortunately
happen

- The following outlines the process to be followed for the FFHA membership (parents, players, coaches, etc) regarding bullying, safety, or other issues that require intervention by a coach, manager, or other representative within FFHA.
 - Issues **must first be highlighted to the attention of the team officials (head coach or manager)**. The complainant is to follow the established team protocol for first point of contact; Team Manager vs Head or Assistant Coach. It is recommended to use the HNB complaint intake form to document the complaint, available here <http://www.hnb.ca/en/minor-hockey/publications/complaint-intake-form>.
 - If an issue cannot be addressed by the Team Official(s), the **escalation point is to the Vice President**. If the issue still cannot be resolved, the issue can then be to the President **and then** to Hockey New Brunswick the person submitting the complaint.
Any issue requiring escalation will require the following
1. A completed HNB complaint intake form, available here <http://www.hnb.ca/en/minor-hockey/publications/complaint-intake-form>
 2. A copy of any emails related to the issue
 3. Detail steps taken by the team/coordinator to rectify the issue
 4. Contact emails/phone numbers
 5. Expected outcome/resolution
 6. Send the above via email to vice president and or president if appropriate.



Complaints....what??

FFHA Complaint Intake Process