

# Fundy Female Managers Info

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2023-2024



# The Managers Role

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- Work with the coaches to carry out the season plan
- Host a parents meeting
- Make and communicate the team budget
- Coordinate travel plans – accommodations, tournaments, permits
- Get timekeepers for home games
- Complete the team roster
- Jersey distribution and collection
- Liaison between parents/players and bench staff
- Fundraising
- Be sure to review cell phone/social media rules
- 24 hour rule

When in doubt...the manager probably does it!

# Important info.....

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- Get to know the HNB website....everything is there
- The new HNB Team Guide is a great resource.
- Emails for board members are on the website.
- When sending emails please always include team name and division as well as player or coaches first and last name.
- If you need to reschedule ice or talk about ice please contact your Team Coordinator Elizabeth Coleman at [ffhacoordinator@gmail.com](mailto:ffhacoordinator@gmail.com)
- Ice scheduling is one of the most challenging jobs in the association...please be kind.
- Please check the website of the league your team plays in for up to date schedules and how to reschedule games etc.
- Don't be afraid to delegate etc.
- Please make sure you and your bench staff consider your own safety and always have 2 adults if you are with the players. Be safe.

Be sure to review the HNB Team Guide. [TEAM GUIDE.pdf \(hnb.ca\)](#) and the safe sport guide.....  
[https://www.hnb.ca/images/2022/Safe\\_Sport\\_-\\_policy\\_manual.pdf](https://www.hnb.ca/images/2022/Safe_Sport_-_policy_manual.pdf)



# Important dates.....

November 5	Submit roster form to registrar
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 15	Deadline for all persons requiring certification to obtain their certification
January 10	Deadline to roster a Minor development or competitive player Last day for District Director to approve Team Rosters
January 15	Deadline to assign Special Affiliate Players onto HCR Team Rosters
February 7	HNB Fundraising 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 22-24	NBMHC Provincial Championship
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 7-9	HNB Annual General Meeting - Fredericton

# Games



- Games and referees are scheduled for you.
- Kraken tip: Add the game numbers to team snap so you can fill game sheets out easily.
- After the game, take a pic of the game sheet and submit to [femaleprovincialscheduler@gmail.com](mailto:femaleprovincialscheduler@gmail.com). The home team has to but it's always a good idea to have a pic of the game sheet.
- Home team supplies the game sheet and needs a timekeeper. Parents can volunteer to do this or you can plan for this in the budget. It's about \$15-\$20/game to hire a timekeeper. We are gathering a list of timekeepers which the team coordinator will have. Here is the link if you know someone who wants to be a timekeeper.
- <https://forms.gle/V3NzF1giPmgvugDd9>
- Only a visiting team can cancel a game due to bad weather. Please try to give 4 hours notice if you need to do this. This decision is made by the Head Coach.
- Please forward a list of tournaments with dates that your team is attending to your Team Coordinator by November 5<sup>th</sup>. If you aren't confirmed please send it anyway. There is a maximum of 4 tournaments per year, including provincials.
- Games cannot be rescheduled for the following reasons: practices, shortage of team volunteers, a team function is planned, exhibition games, the game means nothing to us.
- You can play a game with 6 players and a goalie.
- Teams are allowed to host one exhibition game per year. If you want to host more exhibition games, you need to pay for the referees and possibly ice yourself. Please get the ok from the Team Coordinator.



# Hockey Canada Accounts

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- All players and volunteers must have an account. It contains all their information relating to hockey. It shows all courses and when vulnerable sector checks are due. Volunteers can check on their own what coaching courses they need etc.
- Criminal record/vulnerable sector checks are due every 3 years.
- Once you have the account.....you must make sure it is linked to Fundy Female. All players are already linked but volunteers may have played when they are young and are still linked to that association. If that is the case, they need to contact the registrar or myself to get transferred.
- How to get to your account or make one.....go to
- <https://myaccount.spordle.com/login> and then register a new participant
- Or you can google Hockey Canada Registry...that is what I do!



# ROSTERS.....Super Important

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- They are due November 5<sup>th</sup>.
- They must be complete....if there are blanks, it will be sent back.
- Do not submit it until you are 100% sure of your players, bench staff and AFFILIATES.
- Kraken Tip: Complete your roster and then let it sit for a few days before sending.... To make sure no changes come up.
- Each roster needs every player and affiliate listed. Jersey numbers are needed and you must indicate position (forward, defense or goaltender for U13 and above).
- All TEAM staff must be on the roster – if someone is not on the roster, they are not on the ice, bench or in the dressing room. NO EXCEPTIONS.
- Every team must have a head coach, manager, hockey safety person, and assistant coaches. You can have on ice volunteers but only if you already have 2 assistant coaches.
- Fundy Female pays for every adult on the roster so please make sure those who are volunteering are committed to the team.
- Only one manager should be listed on each team roster. Those helping the manager do not need to be listed.

# Coaching requirements

The below chart outlines the certification requirements for team staff. The deadline for team staff to complete is **December 15<sup>th</sup>**.



	Coach 1	Coach 2	Respect in Sport Activity Leader	HU Online Coach 1/2	HU Online Safety	CRC/VSC
<b>U7 / U9</b>	All Coaches		All Team Officials	All Coaches	1 Team Official	All Team Officials
<b>U11/U18</b>		All Coaches	All Team Officials	All Coaches	1 Team Official	All Team Officials

NOTE: Criminal Record Check / Vulnerable Sector Checks need to be completed every three years.

One Parent or Guardian of each participant must complete the Respect in Sport Parent Program by **December 1<sup>st</sup>**.

[Clinic Schedule](#)

On ice volunteers need to have a CRC/VSC and Respect in Sport Activity Leader

CRC/VSC = criminal record check/vulnerable sector check – send them to [mcurrie@hnb.ca](mailto:mcurrie@hnb.ca), include your Hockey Canada number, and Fundy Female as your association in the email.

Player volunteers – we love them to help out! All volunteers under the age of 16 do not require coaching courses. Players must wear a helmet with full face shield. Fundy Female encourages them to take Respect in Sport activity leader. Anyone over the age of 18 needs a CRC/VSC.

HNB website has all the info on clinics and how to sign up.....search [hnb.ca](http://hnb.ca) and then go to clinics or click here [Hockey New Brunswick - Clinics \(hnb.ca\)](#)



# How to submit your roster

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- We are using a google drive to collect all rosters.
- STEP 1 Please fill in this roster template.  
[https://docs.google.com/spreadsheets/d/1qsrOHoUkn2d0w\\_WGOGCSKvc9XDhvyos4vdsug45KPn4/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1qsrOHoUkn2d0w_WGOGCSKvc9XDhvyos4vdsug45KPn4/edit?usp=sharing)
- STEP 2 Save the form
- STEP 3 Then fill out the roster form and attach the roster to it. Here is the link to the form:  
<https://forms.gle/xh2zW2Boh38khf878>
- If for any reason you do need to make a change.....resubmit the form and use color or CAPS to make the change obvious so the change is easy to see.



# Affiliation

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- Affiliations are the responsibility of the coaches. Coaches have to go through the proper process of requesting permission for affiliates: Coaches must get permission from the players coach, players parents and send those emails or proof of (screen shots are fine) to the coordinator (Elizabeth Coleman) and President, (Kathy Higgins).
- Once coaches have confirmed their affiliates they send the list of affiliates to the managers to add to the google doc roster. If there are any issues managers may be contacted to communicate that to the coaches.



# Respect in Sport Parent

<https://tinyurl.com/d3uupt2m>

Respect in Sport PARENT: Deadline for Respect in Sport parent certification is December 1<sup>st</sup> 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?: 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.

This link may also help.... <https://hnb.ca/en/clinics/respect-in-sport-parent-program>

NOTE: Respect in Sport Activity 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.



# Tournaments and Travel



- Are lots of fun...of course the Kraken Kup will be the best.
- No more than 4 tournaments per year are allowed including provincials.
- We will send a link to register for the Kraken Kup soon. The discount code will be KRAKEN.
- Prepare parents at the team meeting that they may need to volunteer an hour or two. No experience necessary.
- Be sure to budget for provincials....\$800.00 for U11 and up.
- Travel permits are needed for all tournaments including our own tournament. You also need one for all exhibition games (even if you are the home team).
- It can take time to get permits....give yourself 5 days lead time at least.
- You need to be on a roster to be able to request a travel permit. Permission is requested by request when you become a manager, some people take longer than others if HCN's are difficult to find or you need to be transferred from another organization. Send along your HCN # to the coordinator (Elizabeth Coleman) if you do not yet have access.
- To request a permit..... Sign into your Hockey Canada Account....by googling Hockey Canada 3.0 or use this link
- <https://account.spordle.com/login?referrer=%2Fdashboard>
- Then click Manage
- Click Travel Permit
- Click Add and fill out details
  
- If you need a permit before November 5th...contact me at [lfletcher@rogers.com](mailto:lfletcher@rogers.com) or 506-653-0224 and give me your name, role on the team and what team it is and I will add you.

# Special Events Permits

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- These are required for all events outside of practices, games and tournaments, such as bottle drives, team parties, sea dogs games, dryland training.
- They ensure you have insurance.
- Be sure to give yourself enough lead time to get your permit approved.
- The application is easy and online. Here is the link:
- [BFL CANADA](#)
- For details about what events are covered check this out. [https://hnb.ca/images/2019\\_Sanctioning\\_Guidelines.pdf](https://hnb.ca/images/2019_Sanctioning_Guidelines.pdf)





# Bank Accounts and Budgets

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- You must be accountable for the money that is spent. Do not put yourself at risk. Make a budget, keep receipts and involve other parents on the team. Keep parents up to date on the budget.
- Teams need to have their own bank account for transparency.
- Each team needs a budget and it needs to be sent to [ffha.treasurer@gmail.com](mailto:ffha.treasurer@gmail.com).
- Fundraising is very helpful for the team. There is a limit of 2 fundraisers per team....if you want to do more please contact Kathy Higgins to review.
- Fundraisers that involve alcohol are not allowed.
- We have players who have difficulty paying registration. When requesting team fees allow a reasonable amount of time to pay. Some people may need a pay cycle for unexpected costs, for example.
- Kraken tip: not everyone ends up paying their team fees etc. Have a plan in place for that.
- There are funding agencies that can assist with player registration costs if that information may be of benefit to a player on your team. Please contact myself or Registrar Cindy Goggan.
- Sponsorships – need to be approved by the Fundy Female Board. Please notify your Team Coordinator.

# 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
<b>TOTAL EXPENSES</b>	<b>3340.00</b>

**Hoodies** **458.78 optional**

Team fees 15x \$130	\$1950.00
Bottle Drive	\$800.00
Gift Card Raffle	\$590.00
<b>TOTAL REVENUE</b>	<b>\$3375.00</b>

# Apparel

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- The Fundy Kraken is a well recognized brand. We ask that you be respectful of it and if you have a question about using it please contact your coordinator.
- If you get someone made that you love, we'd love to see it too!
- Team socks will be a cost to your team (so add it to your budget) and is not included with player registration. Lesters/Estey's/Doiron's/Qplex are some places but feel free to go where you please.
- "A" teams have all navy socks and AA team socks have a red stripe.



# Hockey New Brunswick Tickets

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- Each player will get 10 tickets.
- Players can sell them and keep the money OR they can put their own names on them. Please collect these tickets from your team and then submit to your Team Coordinator, Elizabeth Coleman.
- The draw is February 7<sup>th</sup>.
- Please remove the staples from the tickets.
- Please tell players not to throw them out if they do not want them. If you have extras give them to your Team Coordinator - we get \$\$ back for them from HNB.

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- Be sure to review the HNB Team Guide. [TEAM GUIDE.pdf \(hnb.ca\)](#)

And the safe sport guide....

[https://www.hnb.ca/images/2022/Safe\\_Sport\\_-\\_policy\\_manual.pdf](https://www.hnb.ca/images/2022/Safe_Sport_-_policy_manual.pdf)

- **HAVE A GREAT SEASON!!!!**

