

# Fundy Kraken Managers Meeting

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2024/2025 season



# Meet Our Team

FUNDY FEMALE HOCKEY ASSOCIATION

**KATHY HIGGINS**  
PRESIDENT

**JEN ESTEY**  
VICE PRESIDENT

**NICK DEMERCHANT**  
DIRECTOR OF OPERATIONS

**TANYA BOYER**  
TREASURER OF MINOR

**ELIZABETH COLEMAN**  
COORDINATOR REP/REC

**TARA MCGRAW**  
REGISTRAR

**MARY CHAMPION**  
COMMUNICATIONS

**MATT MANDERSON**  
DIRECTOR OF ELITE

**ANGELA LANGILLE**  
DIRECTOR OF ICE

**MARC WALKER**  
DIRECTOR OF GOALTENDING

**PAUL MILLS**  
AT LARGE MEMBER

**KIM BEATON**  
TREASURER ELITE

FUNDY KRAKEN

# Manager Roles & Responsibilities

- 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, tournaments, accommodations, meals and facility rentals for the team.
- Coordinate time keepers for home games Parent w/siblings
- Team communication regarding events and schedule.
- Obtain necessary permits and supplies for the team.
- Coordinate team financial matters including a Budget for player fees, fundraising, sponsorship, advertising, grants etc.
- Submit financial statement as per association policy
- Coordinate all pre and post game paperwork and distribute to appropriate parties (i.e. game sheets, etc.).
- Act as a liaison between parents/players and bench staff
- Be sure to delegate!! When in doubt its probably the managers job!
- Responsible for distributing, collecting and following jersey policy (Replacement cost is \$100)



# Team Snap:

- All of our registrations are now done through team snap.
- Teams are rostered to teams by FFHA, it is REALLY important that you DO NOT MANUALLY roster players because then they will look “UN-ROSTERED” from our team snap side of things and the. A duplicate registration profile is created, one with incomplete information.
- Sometimes we are waiting for payments before rostering players, for example, If you are missing a player on team snap you must reach out to the coordinator (Elizabeth Coleman [ffhacoordinator@gmail.com](mailto:ffhacoordinator@gmail.com))
- You can add bench staff, but not until approved.



# Volunteer Requirements

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- Deadline for all requirements is December 1st, 2023
  - NO EXCEPTIONS. IF YOU ARE ON THE ICE OR ON 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.
  - <https://www.fundyfemalehockey.ca/wp-content/uploads/sites/2776/2021/10/CRC-request-updated-bilingue.pdf>
- 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://hnb.ca/en/clinics/respect-in-sport-parent-program>
- Each team must have a Hockey Canada Safety Person. This person also needs a criminal record check, vulnerable sector check 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, 2023, 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. Fundy Female 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

**For details and to register...  
Go to HNB.ca and click on clinics.**

# Important Dates

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- **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:** Last day for District Director to approve Team Rosters
- **January 15:** Deadline to assign Special Affiliate Players to HCR Team Rosters
- **Affiliate deadlines:** January 15th
- **February 12:** HNB Fundraiser Tickets (green tickets all players receive.). Kraken will collect by Jan 15<sup>th</sup> as we need time to get them organized and mail them to hnb in time.
- **February 10:** Final Date to roster a player for Minor recreational players
  - Final date for player transfers
  - Final date to add bench staff
- **Provincials:** March 14-16. (March 21-23 B/AA, and 28-30A/C, coed)
- **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 6-8** HNB Annual General Meeting – Saint John

# GAMES

- Games and referees are scheduled for you for regular season games. Contact Tanya Boyer to schedule refs for exhibition games.
- Game Sheets are provided and filled out every game but they are the **home teams'** responsibility to provide and send in. We will provide game sheets to teams. 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 to your league. COED: (U9) [snbmhlscores@gmail.com](mailto:snbmhlscores@gmail.com) or Female Provincial League [femaleprovincialscheduler@gmail.com](mailto:femaleprovincialscheduler@gmail.com)
- There is a 45 game maximum for the season which includes exhibition games, tournament games and 24 regular season games. This can not be exceeded and does not include provincials.
- Clock – Home teams are responsible for the 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. I recommend creating a parent schedule at the beginning of the season and letting them switch amongst themselves if need be.
- 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:
    - A shortage of team volunteers.
    - A conflicting practice previously arranged.
    - A team function.
    - 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.



# GAMES CONT'D: Rescheduling Process



## NB FPL Game Rescheduling Process

All requests for game reschedules are to be approved by the Female ROC rep of requesting team prior to alternate arrangements being made by either team.

This applies only to situations not dependent on weather/road conditions. Games may be rescheduled by coaches where weather has forced the game to be moved.

The coach of team requesting rescheduling of game notifies their Female ROC rep to provide:

- a. Reason
- b. Game #
- c. Teams involved
- d. Date & Time original game to be played
- e. Location

ROC Female Rep approves or rejects request based on reason provided and advises ROC Female Rep associated with opposing team.

The coach requesting rescheduling then communicates with coach of opposing team and ice schedulers to agree to new time & date. Team that is requesting rescheduling is required to provide a time & place should the opposing team not be able to provide a time.

Time & place must be mutually agreed to. If teams cannot agree on a time/place to play the rescheduled game, the Female ROC reps, will intervene.

All League games are to be played. Teams failing to play any league scheduled game may be subject to \$500 fine and disqualification from provincials.



# HOCKEY CANADA ACCOUNT

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.

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://myaccount.spordle.com/login>

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

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



All players must have a parent take the Respect In Sport – Parent. If parent has already taken it for a previous child under Minor Hockey then they can link their younger child to this on their Hockey Canada log in.



# Official Rosters

## These are extremely important

- A link will be provided at a later date where you will add your roster .
- They are due November 15<sup>th</sup> and must be totally complete.
  - PLEASE DON'T SUBMIT UNTIL YOU ARE 100% SURE OF YOUR ROSTER !
- Each roster needs every player and affiliate listed. Jersey numbers are needed.
- Include all people who will be on the bench, 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 (1 only) AND SAFETY PERSON MUST BE ON THERE AS WELL
- We pay for every adult listed on the roster so please only list those that are committed to attending team practices and 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.



# Tournaments:

- Check out HNB website for tournaments (under female)
- You need to send your 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 co-ordinator anyway.
- All Kraken teams must register for our tournament the Kraken Cup, December 13-15<sup>th</sup>, 2024!
- There is a maximum of 3 tournaments including Kraken Kup!
- Provincials will be help in March, more details to follow but all teams except u9 must budget up to \$1000.
- You must submit a travel permit for your tournament.



# Provincial League:



Region	Contact		u7	u9	U11a	U11aa	13A	U13AA	U3AAA	U15A	U15AA	U15AAA	U18A	U18AA	Total	Notes
Central			1	3	3	1	1	1	1	1	1	1			14	
SEFHA-A	Chris	Fury	2	3	3	1	2	1	1	2	1	1	1	1	19	
SEFHA-B	Michel	Panthers				2	2			2				2	8	
SEFHA-C	Jill	Sirens		1	1					1					3	U9&11 travel
Miramichi	Guy		1	1	1	1	1	1		1		1	1		9	
Acadia Penn	Marie-Pier			1	1		1				1				4	U9&11& 13 travel
Western Valley	shawn				1			1							2	u11 travel
West Kent	Denis	Blizzard	1	2	1	1	1		1	1	1				9	
Fundy	Kathy	Kraken	2	3	3	1	2	1	1	3	1	1			18	Includes 1 U15A for Grand Manan
<b>Total</b>			<b>7</b>	<b>14</b>	<b>14</b>	<b>7</b>	<b>10</b>	<b>5</b>	<b>4</b>	<b>11</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>86</b>	

# Affiliates:



- Affiliates are for U9 teams and up
- There are lots of rules ....please read them so you are informed.
- All need to be approved by our President
- **You may only affiliate players from FFHA.**
- Parents and Current coach must approve.
- A players main team practices/games may not be missed to attend affiliate practices/games.
- Email parents, team coach and cc Elizabeth Coleman, Coordinator and get their approval.
- Once all approvals are received Elizabeth will send the email chain to Kathy Higgins @ [ffha.president@gmail.com](mailto:ffha.president@gmail.com) for approval.
- All approvals must be visible on the email chain.
- Please be sure to include team names and division so we know who you are talking about.

# Respect in Sport PARENT:



- Deadline for Respect in Sport parent certification is November 30<sup>th</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?:
  - 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.
  - 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.



# Everything else!:



- Fundraising: Maximum of two fundraisers per team.
- Sponsorship: Sponsorship is allowed but nothing can be put on anything owned and being returned to Kraken,
- Travel Permits: Necessary when the team goes anywhere together aside from regular season games. When in doubt, you need one.
- Team Budgets: You must submit a team budget to Tanya Boyer & Jen Estey at the beginning of the season (By Nov 15th.)
- Booking Hotels: This can be the most time consuming part of it all. Feel free to delegate to someone!
- Team Fees: Max of \$250. fro parents but you can fundraise on top of that!
- Just a reminder that jerseys are \$100 to replace. Track and make parents sign for them. Take note on contracts of any damage when they receive them. This is becoming an issue and the cost is a lot!
- Provincials will be either March 13-15 or March 21-23. This year they will be announced much earlier by Mid December.
- Emails for Board Members are listed on the website.
  - <https://www.fundyfemalehockey.ca/board-of-directors/>
- When sending emails please send team name and division, player first and last name etc.