

CMHA

Managers Meetings

OCTOBER 8, 2020



AGENDA

- Introductions
- Team Officials
- Risk Management
- Season Overview
- TeamSnap
- Covid Covid Covid
- HiSports
- Development & Goalies
- Other Info and Open Discussion

Introduction

This meeting is an overview of topics – there is a lot more information on our website.

This is to highlight the most important tasks needing to be completed first, as well as to provide new information or changes for the current season.

Please take the time to also review the information on our website.

Order of Communication

1. Team Manager
2. Division Manager
3. Division Director
4. VP in charge of Division
5. President

Exceptions: DOHO, Risk, RIC, Ice, Equipment

Team Officials

- Team Official rostering process – takes 3-4 days:
 - Head Coach or Team Manager emails DD a list of names to be added as Team Officials. At same time – advise those persons to [register as Team Officials](#).
 - DD will review and send that list to Admin, who will add those names to the Team Official approvals list. 48 hours to approve.
 - Once approved, Admin will contact the Team Officials to get certifications completed and will add them to the roster once that is done.
 - CANNOT participate with team until they are on the HCR Roster.
- Up to 8 rostered Team Officials paid for
 - Ok to decide you want extras, but the extra rostering fees (approx \$50 per official) may be charged to the team.

Team Officials

- On ice helpers? Encourage them to take their coaching clinic or HCSP.
 - Especially this year – Coaching clinics are easier to complete since most are online.
- Players as On Ice Helpers?
 - Usually OK and encouraged.
 - For this season it has been recommended by PCAHA not to approve this. We are going to say no for the first round of cohort play and re-evaluate after then.
 - If approved later - refer to [BC Hockey bulletin](#) for guidance.

Qualifications & Courses

Prior to Rostering:

- Planning a Safe Return to Hockey
 - HU Online Course - FREE
- Criminal Record Check (CRC)
 - Online application process – FREE
 - Admin will advise if additional information is needed.
- Concussion Awareness (CATT)
 - Online Class - FREE
- Respect in Sport
 - Online Class – PAID – reimbursement available once completed
 - Deadline is technically Dec 1st, but our best practice is to require it prior to rostering.

Hockey Canada Safety Person – HCSP ONLY

- HU Online – due Dec 1st – PAID – reimbursement available once completed

Coaching Qualifications

U6 – U9 : **Coach 1**

- HU Online Coach 1 – pre-requisite
- + Coach 1 Clinic – marked as 'Trained' when complete.

U11 and U13 – U18 C : **Coach 2**

- HU Online Coach 2 – pre-requisite
- + Coach 2 Clinic – post-task required – marked as 'Trained' when complete.

U13 – U18 A and U21 : **Development 1**

- Development 1 – includes online clinic + on-ice training + MED online evaluation
- + Field evaluation and post-task also required – marked as 'Certified' when complete.

Coaches with Coach 2 cert prior to 2014 who are Head Coaches for the first time may also need Checking component – we will advise you if needed.

All Clinics are reimbursable - **only after complete, including post-task if required**

Risk Manager – **Mark Seter**

- Development, implementation, administration and evaluation of Association Risk Management Program.
- Ensure teams have qualified HCSP by Dec. 1
- Ensure facilities are safe environment and investigate safety concerns
- Ensure team officials and members are updated as needed with BC Hockey safety bulletins
- Establishing protocol for handing injury forms
- Insurance matters
- ePact Administration.

Risk Management

ePACT – replaces paper medical forms

- Emergency management network
- Allows all medical forms to be stored in one easily accessible and secure database.
- Families have already been emailed out the invite to join and/or update their player's medical profile.
- Team officials are required to become certified to use the ePACT tool.
- Team officials will be given access to the tool soon – should be sometime this week.

Risk Management

- No harassment or bullying is to be tolerated. Incidents must be addressed immediately. Advise DD even if working on dealing with issues within the team.
- Players are not to be left alone in dressing rooms.
- Dressing room policy to be established for teams with female players.
- Team Officials must pair up when in the dressing room with the kids.
- NO CAMERAS or ELECTRONIC DEVICES of any kind are permitted to be used in dressing rooms. This is to protect both the kids and team officials.
- Coaches must wear helmets with chin-straps fastened

Season Planning

- Set a budget
 - Note that this season ref fees are NOT included in player registration fees.
 - Change to Rep Carding fee – only \$25 per player – BUT all extra ice that exceeds the usual C allotment will be charged directly to teams.
- Have a team meeting – consensus on budget
- Delegate! Don't do everything yourself – get help.
- Everyone score/time keeps!
- Treasurer and second signer – CMHA letter required
- Decide whether to fundraise and how

Refer to CMHA Team Manager Manual

Fundraising

- If fundraising involves gambling activities – teams must follow BC Gaming requirements, and all required reports must be filed.
- Prizes must never be alcohol or gaming items.
- Class D gaming – goes under the TEAM
- Class B gaming – must go under the Association and be approved by the Executive.
- Minors may not sell gaming items.

Refer to CMHA Team Manager Manual

Tournaments

- **Currently PCAHA says no**
 - Very unlikely any tournaments will occur this season, as timing does not work within the cohort model.
 - Would need two weeks of no games prior to and after the tournament, and would only be able to have 4 teams compete with each other. This is why it doesn't work.
- If Phase 4 happens faster than expected – this may change.
- Ok to get on waitlists if any are open, but don't put out payments.

RIC and Assigner – **Kim Lamberton**

- Handles assigning for U9 – U15 C and CMHA Ref Development
 - Other divisions – assigning is via PCAHA
- Please ensure ref envelopes are pre-made as 'referee' or 'linesmen' with exact denominations (limited shrapnel, please).
- Be prepared for two-official games even if three officials are scheduled (split up envelopes or carry extra ref envelope).
- Do not ask a Ref to work a game alone – Captains or Team Officials will need to assist in cases of emergency as per PCAHA rules.
- Be respectful and supportive. If issues occur, wait 48 hours and then send an email to ric@cloverdaleminorhockey.com

Ice Allocator – Shelly Gardiner

- Request a login to the Ice Allocator system for your team. Once logged in, click the Calendar icon, select the 'Season' option, select season, Division, and Team:



IceAllocator
Dynamic Innovations Incorporated

Cloverdale MHA
Deanna Cox

Season events
Season events by team

Season: 2017-2018 | Division: Hockey 1 | Team: C4-Nedila

Row 1 to 23 of 23

Day	Date	From	To	Facility	Event
Thu	2017-Oct-05	18:15	19:15	Lng Sportsplex #4	Shared
Thu	2017-Oct-12	18:15	19:15	Lng Sportsplex #4	Shared

- You will see the ice allocated to your team, and you can toggle to see ice times booked for other teams. Best practice is to regularly check that the ice you think you have is actually showing in Ice Allocator.
- Use the Inventory Calendar option to see the full ice schedule, and the 'Sale' tab to look for extra ice 😊

TeamSnap – Setup

- All managers will be set up as 'owners' of their teams.
- Please leave the Division and Number in the team name for Admin reasons.
 - ie **U9 C5** Superstars or **U18 C1** Pylons
- Team Officials should have separate profiles created and be flagged as both 'Manager' and 'Non-Player' by the Team Manager
 - Profiles are created through Team Official TeamSnap registration process.
- Player profiles should not have 'Manager' access.

This setup allows emails to be sent by Exec, DDs and DMs via TeamSnap to 'Managers' (Team Officials) separate from 'Players'.

TeamSnap – Communications

- Ask your team to update player profile with at least one cell phone number.
- Family members can be added using **Add Family Member** feature – great for families with multiple households and/or who have others helping with driving (ie grandparents). Can turn off 'receive emails' if desired.
- Once everyone is set up, you can use the **Messages** tab to text out to everyone in addition to emailing them all.
- **Chat** feature on mobile app is also great for quick communications such as carpooling etc.
- These features save many headaches (and phone calls) by allowing the updates to reach the whole team instantaneously if there are last minute changes to ice time or location, etc.

TeamSnap – Schedule

This season all team events must be entered in TeamSnap for tracking and tracing purposes.

Be sure to check Ice Allocator every week, and compare your TeamSnap schedule to IA for any ice time errors (they happen!).

- Practices
 - Usually easiest to create one entry and set it to repeat weekly until mid-March, then go back and delete the individual 2-3 practices during the Christmas break.
- Games
 - Good practice to fill out the location and street address for travel games (most PCAHA locations are pre-entered and can be selected from the list).

TeamSnap – Other Features Available

Availability

- Players should be updating regularly to provide status of attending each event

Payments Tab

- Keep track of who owes what and quickly notate as you collect payments.

Tracking Tab

- Keep track of other items that the team may need to complete – forms etc.

Media Tab

- For sharing of photos and videos.

TeamSnap – Assignments

- This can be used to assign refreshments, score and time keeping, who is goalie, etc.
- Can be used for both practices and games.

Assignments « Prev 1 2 Next »

Game / Event	Date	Time	Location	Assignments	Who
Team Practice	Wed, Sep 28, 2016	6:30 AM	Excellent Ice Rink #3 White	New Assignment	--
Team Meeting	Sat, Oct 1, 2016	6:00 PM	Excellent Ice Rink #2 Blue	New Assignment	--
Away at H4CS	Sat, Oct 1, 2016	7:00 PM - 8:00 PM (Arrive at 6:45 PM)	Excellent Ice Rink #2 Blue	TIMEKEEPING	ASHTON GILL
				SNACKS	BENJAMIN MATSUO
				GOALIE	DYLAN IRELAND
				SCOREKEEPING	JAYDEN KANG
				New Assignment	--
Team Practice	Wed, Oct 5, 2016	6:30 AM	Excellent Ice Rink #3 White	GOALIE - PRACTICE ONLY	DYLAN IRELAND
				GOALIE - WILL PLAY IN NEXT GAME	JORDAN LI
				New Assignment	--

game assignments

practice assignments

TeamSnap – Covid Related Tracking

- **24-48 hours prior to event** – Manager should send a reminder to any who have not filled out Availability.
- **Two hours prior to event** – Manager or HCSP should send a reminder to any who have not filled out the Health Check.
- Also send follow up email to any who have a **Not Cleared** Health Check status. Those families should complete a BC CDC Covid assessment and send the Manager or HCSP an email confirming the outcome. HCSP should retain the response emails in a file in case of Contact Tracing or City audit of records.
- Make sure all team attendees are correctly marked as 'Going', and those who do not attend as 'No', for Contact Tracing or City audit of records.

Covid

- **Return to Hockey Protocol** is going to continue to be updated. Requirements are changing at least weekly right now.
- City will be removing the Attendance form requirement soon. Will replace with spot checks for Attendance and Health Check data.
- Have to maintain numbers within the 45 people limit until Oct 13.
- **Phase Three:** Spectators will be permitted - 50 person limit, but MUST be tracked and health screened, and data retained.
- May have to have dual roles for some teams at games at first (managers are scorekeepers, second HCSP is timekeeper, etc).
- Hoping for other things to be more 'normal' as season progresses, but the tracking and tracing will be required for the whole season.

Covid

Phase Three Changes as of Oct 13th:

- Spectators allowed up to total of 50 participants.
- Washrooms and taps available in dressing rooms
- Games permitted – only within cohorts.

What we need from you:

- Communicate via your DD with any snags in the process, or suggestions that could make any part of the protocols operate more efficiently.
- Adhere to all rules and regulations.
- Do not verbally confront City employees as this will be handled in the most severe manner with suspensions and possible removal from positions. Please communicate this to all your parents, players and team staff.

HiSports – Online Game Sheets

- Game Sheets are all done via HiSports: www.hisports.app
- www.games.pcaha.ca for standings and schedules
- Team Officials – register for HiSports using HCR ID – if you are rostered, then your team should be available to you.
- Need your **HCR Team Number + Game Number** for Scorekeeping.
- ‘Set lineup’ option – enter jersey #s, positions, captains, assistants.
- If a Team Official is not in HiSports - they are not on your HCR Roster and cannot be on the bench.
- Information on how to use HiSports: <https://help.hisports.app/hc/en-us>

Director of Hockey – **Craig Sherbaty**

- Attends Board Meetings
- Provide oversight for Coach Selection
- Provide oversight for Player Development
- Provide oversight for Coach Mentorship and Development
- Provide objectivity and professional experience to the above areas.

Manager Report – New Process

Requested to be submitted once a month to DOHO and Division Director.

- Challenges of the team
- Team issues that arise
- Team successes from the team
- Team activities

Manager Report - Benefits

- This will allow us to keep our finger on the pulse of all teams
- Allows us to get ahead of any issues
- Allows us to provide support to the team and the coaches
- Assists us in guiding development for the team
- Follow our SMART initiatives

Communication

Any team issues call me and the DD right away.

Coaching issues call me.

Don't let things fester.

Important Dates

- NOW RTP, CRC, CATT and RIS due
- NOW Coaches register for Coaching Clinic
- Nov 1 Picture Day
- Dec 1 RIS, Coaching Cert, & HCSP deadline
- March 1 Coaching - Post Task deadline

Resources Available

- Manager Resources:
 - CMHA - Team Manager page
 - CMHA - Covid-19 Update page
 - Hockey Canada website
 - BC Hockey website
 - PCAHA website
 - Your DDs and DMs (and VPs)

Thank You!!