



SURREY MINOR HOCKEY ASSOCIATION

TEAM START UP CHECKLIST

"OFFICIAL" NAME OF TEAM: _____ **THUNDER 20**____ / ____

Team Management: *Information and names given below must match your team roster.*

1. **HEAD COACH:** _____
☐ COACH COURSE ☐ RIS ☐ CRIMINAL RECORD CHECK ☐ CATT ☐ SAFE RETURN TO HOCKEY COURSE
☐ Instructional Stream - Checking CERTIFICATION (U11 - U15 ONLY)
2. **ASSISTANT COACH:** _____
☐ COACH COURSE ☐ RIS ☐ CRIMINAL RECORD CHECK ☐ CATT ☐ SAFE RETURN TO HOCKEY COURSE
3. **ASSISTANT COACH:** _____
☐ COACH COURSE ☐ RIS ☐ CRIMINAL RECORD CHECK ☐ CATT ☐ SAFE RETURN TO HOCKEY COURSE
4. **TEAM MANAGER:** _____
☐ RIS ☐ CRIMINAL RECORD CHECK ☐ CATT ☐ SAFE RETURN TO HOCKEY COURSE
5. **TREASURER:** _____
☐ RIS ☐ CRIMINAL RECORD CHECK
I. Cheque Signing Authority: _____
II. Cheque Signing Authority: _____
III. Cheque Signing Authority: _____
6. **TEAM PARENT: (Optional)** _____
☐ RIS ☐ CRIMINAL RECORD CHECK
7. **HCSP:** _____
☐ HCSP COURSE ☐ RIS ☐ CRIMINAL RECORD CHECK ☐ CATT ☐ SAFE RETURN TO HOCKEY COURSE
8. **U6 - U9 ONLY - HALF ICE BOARD SET UP**
☐ Equipment Training _____ & _____

Team Banking:

NAME OF BANK: _____ (Prospera Credit Union is the preferred bank of SMHA)

BRANCH LOCATION: _____

ALL COURSES MUST BE "COMPLETED" NOT JUST SIGNED UP FOR!

(SUBMIT "COMPLETED FORM" PRIOR TO RECEIVING TEAM GRANT CHEQUES.)

(PLEASE NOTE: LOCATION AND DATE FOR ISSUING TEAM GRANT CHEQUES WILL BE ANNOUNCED.)

IMPORTANT Guidelines

1. Coaches and other team officials are responsible for confirming their qualifications. To be sure you know what you need to be qualified you can visit <https://www.bchockey.net/Content.aspx?id=284>

Questions about qualifications should be directed to our coach coordinator (coachcoord@surreymminorhockey.com). You are also able to review your own qualifications through your eHockey profile <https://ehockey.hockeycanada.ca/ehockey/account/login.aspx>.

2. **NEW** Mandatory BC Hockey course for all team officials: [Planning a Safe Return to Hockey](#)

The course is mandatory for: coaches, safety people, and officials prior to registering for the 2020-21 season. It is also available and suggested for parents to educate themselves regarding the protocols in place for their child(ren).

This course takes approximately 20 minutes to complete and there is no charge. The 'Planning a Safe Return to Hockey' course can be accessed through the Hockey University platform [HERE](#).

3. You must use the association TeamSnap platform. If you do not already have access or have opened your own team in TeamSnap, you must transfer it over. Please contact registrar@surreymminorhockey.com for further assistance.

4. All team officials must have a **valid CRC** with the association prior to working with any children. CRC's can be submitted here <https://justice.gov.bc.ca/eCRC/> **Access Code: 4NX4CF5GJG**. If you have not already done this, you will want to make note of the confirmation information at the end of submitting the form and send it to registrar@surreymminorhockey.com, otherwise you will not be added to the roster until this is submitted.

5. **Coaches should not be** on the ice or bench until they have completed their CRC's, CATT, & RIS. CRC's are valid for 3 years, RIS are valid for 5 years, and CATT does not expire. Please make sure you get these done as soon as possible.

6. You are allowed **5 team officials** listed on your roster. If you go over 5, you will be charged \$45 per person over.

7. **Only qualified Coaches** are permitted on the bench. If you have on ice volunteers/helpers, they must be listed on your roster for insurance purposes and they count towards your total of 5 allowable. Please confirm through your division manager if you require further information.

8. **A team cannot play any games without a qualified, rostered Safety person**

9. At any time during the season, if a **player must quit due to injury or any other reason**, please inform the Registrar and your division manager as soon as possible

10. If someone on your team is **new to volunteering**, they will need a Hockey ID which they can get here <https://ehockey.hockeycanada.ca/ehockey/account/login.aspx>

11. Visit our website for **coaching and manager information** if needed, <https://surreymminorhockey.com/coachs-corner/>. If you have any items you would like to see posted on the Surrey MHA website, please email webmaster@surreymminorhockey.com

12. **HiSports - Electronic Game Sheet System – Pre-season exhibition games before you have your roster.**

Contact your PCAHA League Manager to request a game number and provide them with an "Interim" team officials name and email address. They will add your team official to the HiSports system roster so you can register and record your games. You can get your team number from your division manager or the registrar.

Your team official will have to add each player to the HiSports Roster if they do not see them on there already. Go here for more information or tutorials on how to use HiSports, <https://www.bchockey.net/Content.aspx?id=304>.

13. At the end of the season, all teams will have access to TeamSnap until about March 30. Then the season will be archived by the association, so please wrap up your team chats, information etc... before then. You can still access your teams by logging into TeamSnap using a computer and clicking on archived teams on your homepage.