



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>
If you need to take any further courses they can be found here: <https://www.bchockey.net/clinics/clinics.aspx>
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 <https://www.bchockey.net/clinics/clinics.aspx>.
3. You must use the association Teamsnap platform, if you do not already have access or have opened your own team you must transfer it over, please contact registrar@surreymminorhockey.com for further assistance. DO NOT add any players to your team, this will be done by your division manager or the registrar as we must roster players in the system.
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 good for 3 years – RIS are good for 5 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 count towards your total 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. Bank Accounts: Please provide our treasurer with the names of your three signatories and your team name in order to be issued a letter to open an account. treasurer@surreymminorhockey.com SMHA's preferred bank is Prospera they will provide all of our teams with a no fee account. One of the signing authorities must provide their address in order to receive bank statements for the team. The address of Surrey Minor Hockey Association is not to be used.
10. If someone on your team is new to volunteering and has not played minor hockey before 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 website please email webmaster@surreymminorhockey.com.
12. HiSport - Electronic Game Sheet System
Your team officials must be listed in the HCR in order to be seen in Hisport so please be sure to provide your division manager with your team officials as soon as possible. You can get your team number from your division manager or the registrar. For more information or tutorials on how to use it go here: <https://www.bchockey.net/Content.aspx?id=304>.
13. Referees: For information about referee's please visit <https://pcaha.ca/referees/>
14. Withdrawals: If any player decides to withdraw they must complete our REFUND FORM and submit it to the division manager and registrar@surreymminorhockey.com.
15. 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.