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**WKMHA Atom Development and Rep Manager & Coach Info 2020/2021**

Welcome to West Kelowna Minor Hockey. This information is intended to be used as a tool by managers and coaches to assist them in the operations of their atom dev or rep team

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|  | WKMHA Executive 2020/2021 |  |
|  |  |  |
| President | Marnie Douglas | [wkmhapresident@shaw.ca](mailto:wkmhapresident@shaw.ca) |
| 1st VP | Mike Kay | [wkmha1stcive@shaw.ca](mailto:wkmha1stcive@shaw.ca) |
| 2nd VP | Kevin Freh | [wkmha2ndvice@shaw.ca](mailto:wkmha2ndvice@shaw.ca) |
| Treasurer | Aimee Ward | [wkmhatreasurer@shaw.ca](mailto:wkmhatreasurer@shaw.ca) |
| Director of Operations | Scott Koenig | [wkmhadirectoroperations@shaw.ca](mailto:wkmhadirectoroperations@shaw.ca) |
| and Programs |  |  |
|  |  |  |
| Director of Divisions | Eileen MacDonald | wkmhadivisions@gmail.com |
| Referee In Chief | Ryan Thiessen | [wkmharic@shaw.ca](mailto:wkmharic@shaw.ca) |
|  |  |  |
|  | Support Staff 2020/2021 |  |
| Administration/ Registration/ | Toni Pickrell | [westkelownaminorhockey@shaw.ca](mailto:westkelownaminorhockey@shaw.ca) |
| Ice Ambassador | Toni Pickrell | [westkelownaminorhockey@shaw.ca](mailto:westkelownaminorhockey@shaw.ca) |
| Head Coach | James Eccles | [wkmhacoach@gmail.com](mailto:wkmhacoach@gmail.com) |
| Equipment Manager | Andrea Fleming | [wkmhaequipment@gmail.com](mailto:wkmhaequipment@gmail.com) |
| Goalie Equipment Manager | Scott Dawson | [hockeyrepairs@yahoo.ca](mailto:hockeyrepairs@yahoo.ca) |
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**Team Meetings:**

A team meeting should be set up shortly after the teams have been determined. The team meeting should include

a) introduce the bench staff

b) discuss the plan for the season including team expectations, dress code, volunteer duties, safety procedures etc

c) discuss the team budget

d) code of conduct- required to be signed by players, parents and coaches –forms are on the webiste

**Budget and Team Bank Account:**

All teams are required to open a team bank account that requires 2 signatures. If the bank requires a letter to open the account, contact [westkelownaminorhockey@shaw.ca](mailto:westkelownaminorhockey@shaw.ca) and include the name of the team and the names of the 2 people who are requesting signing authority

All teams are required to submit a copy of their financial records for the season to [westkelownaminorhockey@shaw.ca](mailto:westkelownaminorhockey@shaw.ca) by April 15th

[Team Financials sample](file:///C:\Users\West%20Kelowna%20MHA\Documents\Documents%202020-2021\WKMHA%20Policy%20and%20Documents%202019-2020\Team%20Financials%20Sample.xlsx)

**TeamSnap**

Beginning in the 2019/2020 season, all teams will be provided with a TeamSnap account. The Head Coach of the team should notify WKMHA Admin of the name of the person who will be operating your TeamSnap account. This should be your team’s main source of communication and information

**Fundraising:**

All team fundraising needs to be approved by the WKMHA Executive

[Fundraising Policy](file:///C:\Users\West%20Kelowna%20MHA\Documents\Documents%202020-2021\WKMHA%20Policy%20and%20Documents%202019-2020\Fundraising%20Policy.docx)

Teams wishing to host 50/50 or raffle ticket draws are required to apply for a Class D gaming license

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/class-d>

Gaming license applications should be in the name of the team, not in the name of West Kelowna Minor Hockey Association

**Rosters:**

Roster Size- Team rosters are limited to 17 skaters and 2 goalies however WKMHA typically uses the following for atom dev and rep teams

U18 Rep- 17 skaters and 2 goalies

U11 Dev, U13 and U15 Rep- 15 skaters and 2 goalies

Adjustments to these numbers may be made as long as the maximum allowance is not exceeded

U15 and U18 teams MUST roster at least one designated goaltender. A designated goaltender can only play that position and cannot play out as a player. Peewee and below teams do not need to designate a goaltender.

All teams must meet the Hockey Canada requirements for bench staff- See Team Qualifications

AP Players require approval as per the WKMHA AP Policy and will also be added to your roster

Your official HCR –Hockey Canada Roster – will be available once your team has been finalized.

Any changes to your team will require a change to your HCR

**~~AP Policy:~~ There are no AP’s permitted this season due to COVID**

~~ALL TEAMS should have a list of Affiliate players including at least one goaltender~~

~~Teams MUST name at least one AP player by December 1~~~~st~~~~. Teams that do not name at least one AP player by December 1~~~~st~~ ~~will not be able to add any AP players to their roster for the season~~

~~The deadline to AP a player is January 15~~~~th~~

~~All AP requests are to made through Dave Whistle- Head Development Coach wkmhahdcmajor@gmail.com~~

~~[WKMHA AP Policy](C:\\Users\\West Kelowna MHA\\Documents\\Documents 2018-2019\\Registration 2018-2019\\WKMHA AP Policy 2018-2019 April 17b.docx)~~

**Team Qualifications:**

All teams MUST meet the Hockey Canada certification requirements for all bench staff and on ice volunteers. Team officials have until Dec 1st to complete all requirements. Anyone with incomplete credentials on Dec 1st will be removed from the roster

All Head Coaches in U11 through U18 are required to have the Instructional Stream Checking Clinic. Starting in 2014 Instructional Stream Checking has been included in the Coach 2 Course

It is each coach/bench staff’s responsibility to ensure they obtain the required courses for their designated position

WKMHA will reimburse all required course fees upon submission of receipt and once you have been rostered to a team

[Bench Staff Credential Requirements Chart 2020/2021](file:///C:\Users\West%20Kelowna%20MHA\Documents\Documents%202020-2021\Coaches%202019-2020\Bench%20Staff%20Requirements%202019-2020.xlsx)

HOCKEY CANADA ROSTER REQUIREMENTS FOR BENCH STAFF

a. only one head coach may be rostered

b. at least one safety person must be rostered, but additional safety people can be added

c. one bench manager must be rostered (only one)- this is not the team manager

d. teams are **not required** to name any assistant coaches but **may** roster multiple assistant coaches

e. bench staff may be rostered in multiple roles ie head coach/safety person

f. only those named on the roster are able to participate on the ice or bench.

g. on ice volunteers are NOT eligible to be on the bench during games

h. use of ineligible bench staff or players (those not listed on the roster) will result in suspension of the head coach

[On Ice Helpers Required Certification and Equipment](file:///C:\Users\West%20Kelowna%20MHA\Documents\Documents%202020-2021\WKMHA%20Policy%20and%20Documents%202019-2020\On%20Ice%20Helpers%202018-10-22%20vFINAL%20(002).pdf) can be found on the website

**Safety Person**

It is the responsibility of the Safety Person to ensure Injury reports and Return To Play forms are completed

**Player Health Information Record:**

All Players are required to complete the Hockey Canada Player Medical Information Sheet and submit this to the team’s safety person. These forms should be kept on hand at each team event. All forms are confidential and are to be destroyed by the team’s safety person at the end of the season

[Hockey Canada Player Medical Information Sheet](file:///C:\Users\West%20Kelowna%20MHA\Documents\Documents%202020-2021\FORMS%20%20k\PLAYER%20MEDICAL%20FORM.pdf)

**Hockey Canada Injury Report:**

A Hockey Canada Injury Report needs to be completed when injury occurs. The completed from should be sent to the WKMHA office and will then be emailed to BC Hockey. Please submit injury reports within 90 days of the incident and ensure the form is completed in full including all required signatures

[Injury Report Form](file:///C:\Users\West%20Kelowna%20MHA\Documents\Documents%202020-2021\FORMS%20%20k\Hockey%20Canada%20Injury%20Report%20form%202019-05-13.pdf)

**Return to Play Form:**

A Hockey Canada Return to Play form MUST be completed for any player returning to player after an injury or illness. A copy of this form needs to be sent to the WKMHA office to attach to the injury report

Injury Report form

[Hockey Canada Return to Play form](file:///C:\Users\West%20Kelowna%20MHA\Documents\Documents%202020-2021\FORMS%20%20k\RETURN%20TO%20PLAY1.pdf)

**Policies:**

[Arena Code of Conduct, Alcohol and Social Media Policy link](C:\\Users\\West Kelowna MHA\\Documents\\Documents 2018-2019\\ARENA CODE OF CONDUCT ALCOHOL SOCIAL MEDIA.docx)

[WKMHA/BC Hockey Locker Room Policy link](file:///C:\Users\West%20Kelowna%20MHA\Documents\Documents%202020-2021\WKMHA%20Policy%20and%20Documents%202019-2020\West%20Kelowna%20Minor%20Hockey%20Association%20Locker%20Room%20Policy.docx)

**Scorekeeping:**

Score keeping info can be found under RESOURCES on our website

Coaches and or any bench staff need to create a LOGIN for their team

Go to Hisports.app

Go to Register

Enter your email address as listed on the HCR roster and your HCR ID- also listed on the HCR

[BC Hockey HiSports Scorekeeping](file:///C:\Users\West%20Kelowna%20MHA\Documents\Documents%202020-2021\WKMHA%20Policy%20and%20Documents%202019-2020\HiSports%20-%20Mobile%20App%20Scorekeeping%20Flow%20(002).pdf)

**Scheduling and Game Cancellations:**

League scheduling takes place Oct 23, 2020

League games will start the weekend of November 6th

Teams should expect to be scheduled on Dec 19/20 weekend, Jan 2/3 weekend, any long weekends including Family Day unless otherwise requested

Head Coaches will be emailed a copy of their schedule following the scheduling meeting. You do not need to contact the office as this will be sent to you when it is available

Please review your schedule right away

Any teams requesting a reschedule to OMAHA regular season games after Nov 15 will be assessed a $25 fine. Fines can be paid to WKMHA to forward on to OMAHA

**League Play and Playoffs:**

This will not be a typical season. Currently the goal is to facilitate games for teams. It is not likely that there will be banners or playoffs for any divisions and BC Hockey has cancelled all Provincial Championships for Rep teams

**Extra Ice Requests**:

You can make a request through your Division Manager. All extra ice requests are tracked. Available ice will be handed out as fairly as possible so that all teams have approximately the same # of games and extra practices in the season

**Exhibition Games and Tournaments:**

Due to having to maintain cohort groups, All exhibition games are to be booked by the ice scheduler only. Teams may not book their own exhibition games

There will be no tournaments up to December break. Tournament status after December is TBA

**Ice Cancellation:**

Any practice ice or exhibition game ice cancellations require 72 hour notice to the Ice Ambassador. Cancellations within 72 hours will be charged to the team

**Travel Procedures:**

NA for 2020-2021 due to COVID restrictions

**Jerseys and Equipment:**

The WKMHA Equipment Manager is Andrea Fleming [wkmhaequipment@gmail.com](mailto:wkmhaequipment@gmail.com)

Please contact her for all equipment needs, jersey issues, ice packs, pinnies etc

Please give Andrea 24 hour notice is you require something to be added to your locker

Recreation teams will be supplied with one set of jerseys that the players keep at the end of the season. Name bars can be applied to these jerseys

There will also be a second set up jerseys left in each locker to use as back up where there are jersey conflicts. Teams may also use these when going to tournaments as a second jersey

Spare jerseys are to be washed prior to returning to the locker

Pucks and first aid supplies will be left in your locker

You can pick up your locker key from the office. Please return the key by April 1st

**Special Event Sanctioning:**

A Special Event Sanction must be obtained for dryland training, fundraisers and any other activity outside of regular hockey programming. Not all events are eligible for sanctioning

Special Event Sanction requests should be submitted online to BC Hockey 7-10 business days prior to the start of the event

[Link to BC Hockey Special Events Info](https://www.bchockey.net/RiskManagement/SpecialEvents.aspx)

[Link to BC Hockey Sanctioning form](https://www.bchockey.net/applicationforms/specialeventsanction.aspx)

[Link to BC Hockey Special Event Sanction Guidelines](file:///C:\Users\West%20Kelowna%20MHA\Documents\Documents%202020-2021\Sanctioning%20Guidelines.pdf)

**Home Tournament:**

TBD due to COVID restrictions

**Team Photos:**

WKMHA photos are Thursday Nov 12th for U11 –U18

WKMHA photos are Saturday Nov 14th for U7 and U9

All teams are expected to participate.

Schedule TBA

The WKMHA Administrator will notify your team manager when your photos are available for pick up in the office