



FOUNDED 1964

BMHA Coach/Manager Meeting

September 28, 2025

Bill Copeland Sports Centre - Lakeview Room

AGENDA

- Introductions
- Registration & Rostering
- Certifications
- Coach & Player Development
- Risk Management
- Jerseys & Equipment
- Goalie Equipment
- Ice Protocols
- Teamsnap
- Spordle
- Tournaments
- Volunteer Program
- Referees
- Meeting Room Bookings
- Fundraising & Sponsorships
- Parents Meeting
- Communications
- Season Timeline
- Calendar of Events



INTRODUCTIONS

- Keith Renfrey - President
- Calvin Chen - VP Risk
- Neale Quan – VP Programs
- Mike Silva – VP People
- Ian Lamb – Director Growth
- Lindsay Marchioro – Director C
- Louise Tagulao – Director A
- Jason Uy - Director Volunteers
- John Mak - Treasurer



INTRODUCTIONS

- Ty Babych – Director Hockey Operations
- David Jacobucci - Registrar
- Angela Sam – Ice Allocator
- Dennis Sato – Referee-in-Charge
- Sherry Du – Equipment Manager
- Stephen Stubbs – Goalie Equipment
- Ally Janmohamed – Sponsorships
- Agnes Pau – Communications
- Larry Hayes – Executive Advisor
- Rebecca Chau – Executive Administrator

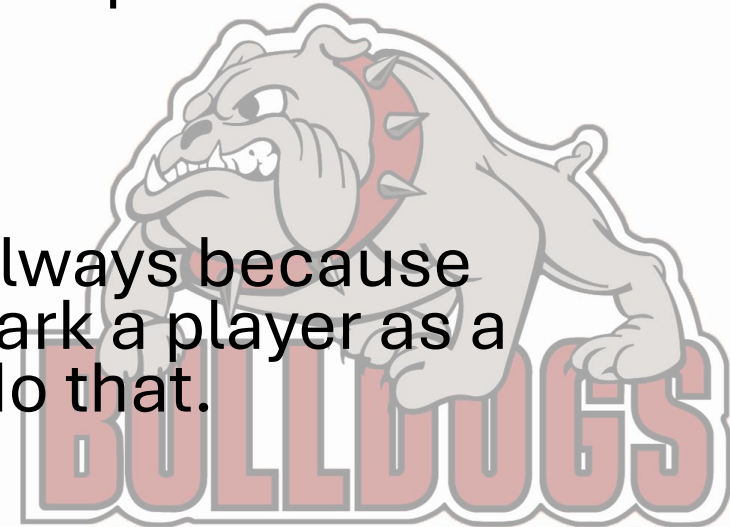


REGISTRATION & ROSTERING



For the first time, we're full!

1. Rostering in TeamSnap is done by the DMs.
 - This is done on the Rostering tab, and it MOVES the player's profile
2. Rostering in the HCR is done by sync'ing TeamSnap to the HCR
 - I will handle the errors manually.
3. Spordle Play reads the HCR
 - If there's an error in Spordle Play, it's almost always because you have an error in TS or in the HCR. If you mark a player as a non-player, they won't get rostered, so don't do that.



REGISTRATION & ROSTERING

- REP

- Players added to an “A” roster are considered “carded”
- There is a limit of cards per team, hence a delay in synching to HCR



REGISTRATION & ROSTERING

- “A” AFFILIATE PLAYERS

- Rep teams can AP up to 19 players
- Each AP can play a maximum of 10 games per season
 - Exception during playoffs if their main team’s season has already ended
- AP’d players **MUST** be rostered in the HCR – no exceptions!



REGISTRATION & ROSTERING

- “C” AFFILIATE PLAYERS



- Teams with 12 or less skaters can consider an AP
- DMs will have list of players able to play up - email the lower division DM for list
- Need to get player's Head Coach's approval
- Contact PCAHA League Manager for approval
 - LM will add AP to Spordle for specific game
 - Team official needs to mark as “AP” in Spordle game line-up
- Each AP can play a maximum of 10 games per season
 - Exception during playoffs if their main team's season has already ended



REGISTRATION & ROSTERING

– TEAM OFFICIALS



- The Division Managers MUST put every Team Official on the Team Official Spreadsheet
 - **Green** officials are rostered in the HCR
 - **Red** officials are NOT rostered in the HCR (so not in Spordle Play) - there's a comment as to why they cannot be rostered
 - *Italics officials* are not registered in TS
- All Team Officials have to “register” using the [Team Officials registration form](#) (Teamsnap) that should be sent out by the DMs



REGISTRATION & ROSTERING

– TEAM OFFICIALS



Hockey Canada Registration Number

- Team officials require an HCR# (formerly Hockey Canada Identification # or HCID)
- <https://burnabyminor.com/team-official-certifications/>

Team Officials

- BMHA will pay for up to 5 team officials (head coach, manager, HCSP, 2 assistant coaches), \$40 per official over 5
- U5 & U7 & U9 – up to 8 team officials, \$40 per person over 8



COACH/MANAGER LIST



- Created to help teams stay in contact, resolve ice conflicts, request affiliate players
- Before you leave, please provide contact information for coach/manager
- Advise if you do not wish your contact information distributed



CERTIFICATIONS



SUMMARY - TEAM OFFICIAL QUALIFICATIONS - 2025-2026

TEAM TYPE	HEAD COACH	ASSISTANT COACH	SAFETY PERSON	MANAGER
HC-Carded Teams (all "A" teams in U13 and above)	Coaching Level - Development 1 Checking Qualification - Yes (in U13 and U15) Respect in Sport - Yes CATT - Yes CRC - Yes	Coaching Level - Development 1 Respect in Sport - Yes CATT - Yes CRC - Yes	Safety Program - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Respect in Sport - Yes CATT - Yes CRC - Yes
U11 "A" Teams (PCAHA-carded)	Coaching Level - Coach 2 Checking Qualification - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Coaching Level - Coach 2 Respect in Sport - Yes CATT - Yes CRC - Yes	Safety Program - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Respect in Sport - Yes CATT - Yes CRC - Yes
"C" Teams U11 and above (all)	Coaching Level - Coach 2 Checking Qualification - Yes (in U11 to U15) Respect in Sport - Yes CATT - Yes CRC - Yes	Coaching Level - Coach 2 Respect in Sport - Yes CATT - Yes CRC - Yes	Safety Program - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Respect in Sport - Yes CATT - Yes CRC - Yes
U7 and U9 (all)	Coaching Level - Coach 1 Respect in Sport - Yes CATT - Yes CRC - Yes	Coaching Level - Coach 1 Respect in Sport - Yes CATT - Yes CRC - Yes	Safety Program - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Respect in Sport - Yes CATT - Yes CRC - Yes

Note 1: BC Hockey requires that each team designate a Head Coach.

Note 2: Each team must have at least one qualified Team Safety Person registered. Failure to have a qualified Team Safety Person registered with the team on or before **December 1st** will result in the team being ineligible for playoffs. Where there are no playoffs (U7 and U9), fines or other disciplinary action will result.

Note 3: All team officials must submit a current Criminal Record Check (CRC) and Vulnerable Sector (VS) check prior to participation.

Note 4: Development 1 Coaches must complete maintenance modules (professional development) to retain certification.

Note 5: Coaches who acquired Coach 2 between 2008-2009 and 2016-2017 are also qualified in Coach 1.

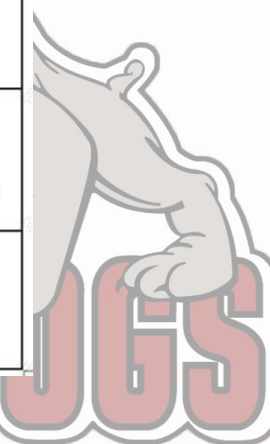
Note 6: On-ice helpers/volunteers rostered in HCR are not Team Officials and cannot participate in games in any capacity.



CERTIFICATIONS



On-Ice Helper - Required Certifications and Equipment			
Age of Helper	Registration	Equipment	Certification
14 years and below	<ul style="list-style-type: none"> Must be a registered member of BC Hockey or Hockey Canada If not registered they must be added as a "volunteer" on the roster 	<ul style="list-style-type: none"> Full equipment Bantam aged goalies may wear full player equipment instead of goalie equipment on the ice. 	<ul style="list-style-type: none"> N/A
15 years old	<ul style="list-style-type: none"> Must be registered member of BC Hockey or Hockey Canada If not registered they must be added as a "volunteer" on the roster 	<ul style="list-style-type: none"> CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves Full tracksuit or pants and sweater are recommended to be worn on the ice 	<ul style="list-style-type: none"> N/A
16 years old	<ul style="list-style-type: none"> Must be registered member of BC Hockey or Hockey Canada If not registered they must be added as a "volunteer" on the roster 	<ul style="list-style-type: none"> CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves Full tracksuit or pants and sweater are recommended to be worn on the ice 	<ul style="list-style-type: none"> Respect in Sport
17 years old	<ul style="list-style-type: none"> Must be registered member of BC Hockey or Hockey Canada If not registered they must be added as a "volunteer" on the roster 	<ul style="list-style-type: none"> CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves Full tracksuit or pants and sweater are recommended to be worn on the ice 	<ul style="list-style-type: none"> Respect in Sport All volunteers that are 17 years old turning 18 years old in the calendar year require a Criminal Record Check and Vulnerable Person Check
Adult (18 and older)	<ul style="list-style-type: none"> Must be registered member of BC Hockey or Hockey Canada If not registered they must be added as a "volunteer" on the roster 	<ul style="list-style-type: none"> CSA certified helmet, chin strap fastened, gloves Full tracksuit or pants and sweater are recommended to be worn on the ice 	<ul style="list-style-type: none"> Respect in Sport Criminal Record Check and Vulnerable Person Check
Non-members (offering coaching or on ice help for a fee)	<ul style="list-style-type: none"> Must become an Associate Member Not to be rostered with a Minor Hockey Association 	<ul style="list-style-type: none"> Must follow above outlines for ages for required equipment on ice 	<ul style="list-style-type: none"> Requirements on Associate Member application



CERTIFICATIONS



BMHA Website “Get Involved” Page

- <http://www.burnabyminor.com/team-official-certifications/>
- Registration for RIS, CATT & CRC
- Spordle Access

Clinic Reimbursements Process

- For Respect in Sport (RIS) and HCSP courses:
 - Complete [reimbursement form](#)
 - Email completion certificates & payment receipts to VP Risk
- For Coaching courses:
 - Complete Coaching [reimbursement form](#)
 - Email receipts and, if needed, any workbook materials to Director Hockey of Operations



PLAYER & COACH DEVELOPMENT



BMHA DEVELOPMENT TEAM

- Ty Babych – Director of Hockey Operations & U15A1
- Ken Guthrie – U18A1
- Ben Nottingham – U13A2
- Jeff Nottingham – Coastal Tsunami
- Phillip Kim – U18A2
- Austin Caktas – Goalie Development



BMHA DEVELOPMENT PLAN



PROGRAM HIGHLIGHTS

- Development goals have been distributed to each DM
 - If you have not received, please contact your DM
- BMHA Development Team - run all development sessions throughout the year for all age groups
- If a different instructor is leading your ice time, please be assured that a development plan is in place for every age group, ensuring consistency across BMHA.



BMHA DEVELOPMENT PLAN



HOW OUR PLAN WORKS

- Year-long development structure in place for all age groups
- Sessions designed and led by the Coach & Development Team to ensure consistency across BMHA
- Development goals are distributed by DMs and tailored to each division
- On-ice sessions will focus on core skill progression, age-appropriate drills, and team play

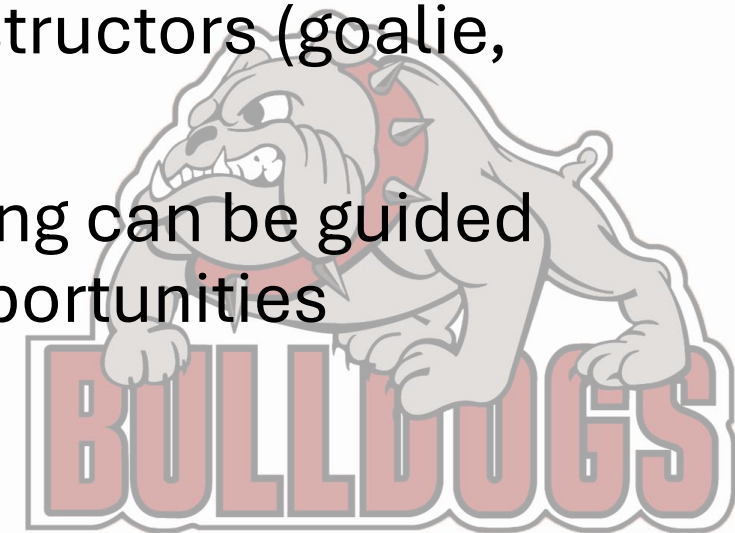


BMHA DEVELOPMENT PLAN



COACH DEVELOPMENT SUPPORT

- Coaches receive practice plan templates and seasonal development goals
- Development Team available to provide on-ice mentorship during practices
- Opportunities for coaches to work with guest instructors (goalie, dryland, specialty skills)
- Pathway support: coaches interested in advancing can be guided toward certification courses and mentorship opportunities through BMHA



COACH REQUIREMENTS



	U7 & U9	U11C & Above C Teams	U11A Teams	U13A & Above A Teams
Head Coach	Coach 1 Respect in Sport CATT CRC Checking: No	Coach 2 Respect in Sport CATT CRC Checking: Yes (U11 to U15)	Coach 2 Respect in Sport CATT CRC Checking: Yes	Development 1 Respect in Sport CATT CRC Checking: Yes (U13 & U15)
Assistant Coach	Coach 1 Respect in Sport CATT CRC	Coach 2 Respect in Sport CATT CRC	Coach 2 Respect in Sport CATT CRC	Development 1 Respect in Sport CATT CRC

On-Ice Equipment & Apparel

- CSA certified helmet, chin strap on!
- Tracksuits, no jeans, BMHA Logos only

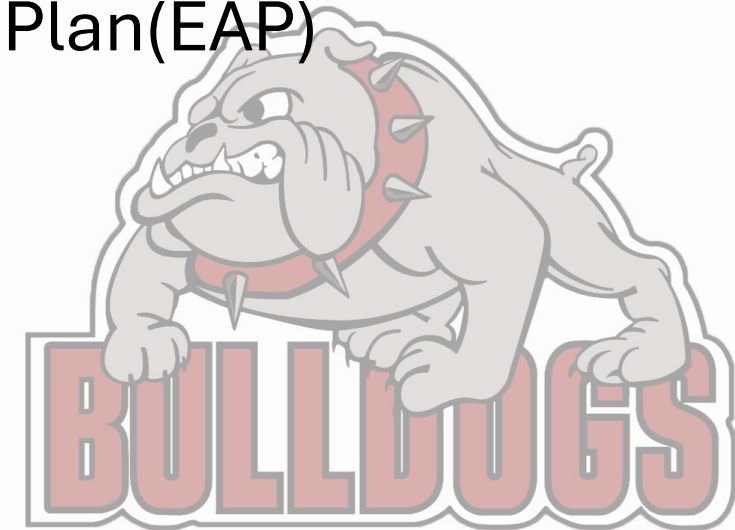


RISK MANAGEMENT

– TEAM OFFICIALS



- Criminal Record Check must be completed, or you cannot work with the kids or be rostered
- Ensure all required certifications are valid – check your Hockey Canada Profile in Spordle
- Ensure only rostered officials are on the ice / bench
- Safety People(HCSP) have an Emergency Action Plan(EAP)
- Follow dressing room policies



RISK MANAGEMENT

– DRESSING ROOM POLICY



- [Hockey Canada Dressing Room Policy](#) (updated Sept 2023)
- BC Hockey continues to adhere to the same policy & guidance
 - The Minimum Attire Rule
 - Team Talks
 - Use of Showers – Recommended Best Practice
 - Rule of Two
 - No Horseplay/Violent Activities in Dressing Rooms
 - No Recording in Dressing Rooms or Dressing Environments



RISK MANAGEMENT



BC Hockey Special Event Sanction

- The purpose of sanctioning a special event is to extend Hockey Canada Insurance Program coverage to activities that do not fall under regular hockey programming.
- Special Event Sanctions are for usage of team events such as dryland training, fundraisers, end of season parties, and other activities outside of regular hockey programming. Not all activities are eligible for coverage.
- Apply at least 10 business days before via [Special Event Sanction form](#)



RISK MANAGEMENT



Outside/Third Party Skill Providers and Instructors

- For activities with private or entrepreneurial instructors that are not registered as members of the team (e.g. dryland training, goaltender coaching, specialized skating training), they must hold a “BC Hockey Associate Membership”.
- Associate Members also require Respect in Sport certification and a Criminal Record Check for involvement in BC Hockey activities. Private instructors will not be approved by BC Hockey for participation until all requirements are met.



JERSEYS & EQUIPMENT



- Apparel
 - Cyclone Taylor Sports - knit socks, Laga team jerseys and apparel (exclusive provider)
 - Laga Sports - sublimated socks for our rep players, team jerseys
 - Time Out Source For Sports (North Vancouver) - evaluation pinnies, game pucks, and apparel
 - Real Hip - apparel (exclusive provider)
 - McDonald's - AtoMc jerseys & socks (for our U11C teams)
 - Timbit - practice jerseys U5 U7
- Socks
- First Aid Kits
- Game Pucks
- Pinnies



JERSEYS & SOCKS DETAILS



- Dark & White Jerseys
- Dark for home, white for away - if conflict, home association changes
- U11C teams get to keep AtoMc Jerseys - only \$100 jersey deposit
- If jersey is missing/damaged, manager to provide jersey deposit cheque
- Name bars are now allowed from Scoffs Hockey – 75% team approval
 - \$30 - new name bars
 - \$12 - existing name bars
- A's & C's must be gently sewed on by hand
- Hang dry jersey. Knit socks will shrink in dryer
- Replacement socks available for purchase
 - Knit socks \$10
 - Sublimated socks \$20



GOALIE EQUIPMENT – U7 & U9



- Team sets can be borrowed by coaches/managers
- Teams issued standardized sized sets with a smaller/larger option available
- Set includes - leg pads, chest protector, glove, blocker, stick, throat protector, bag
- Players use their own skates, helmet, & pants
- \$50 deposit per set
- Contact goalie@burnabymenor.com to borrow gear



GOALIE EQUIPMENT – U11 to U21



- Sets can be borrowed by coaches/managers or by an individual player
- \$50 deposit per set
- Leg pads, chest protectors, gloves, blockers, sticks, throat protectors, & bags available at most sizes
- Goalie skates, pants, knee pads, and helmets are limited supply
- Contact goalie@burnabyminor.com to borrow gear



ICE PROTOCOLS



- Return unusable practice/game ice to ice@burnabymh.com so it can be reassigned
→ min. of 3 weeks notice (e.g., Halloween, tournaments)
- Game Conflicts
- Free Ice Availability Emails
- Ice Conflict Resolution Process (found on [Ice Info](#) web page)
- No Ice Schedule (found on [Ice Info](#) web page)
- We DO NOT want ice sitting empty at any time
- Teams with No Shows will have their ice deposit cashed



ICE PROTOCOLS – CITY ARENAS

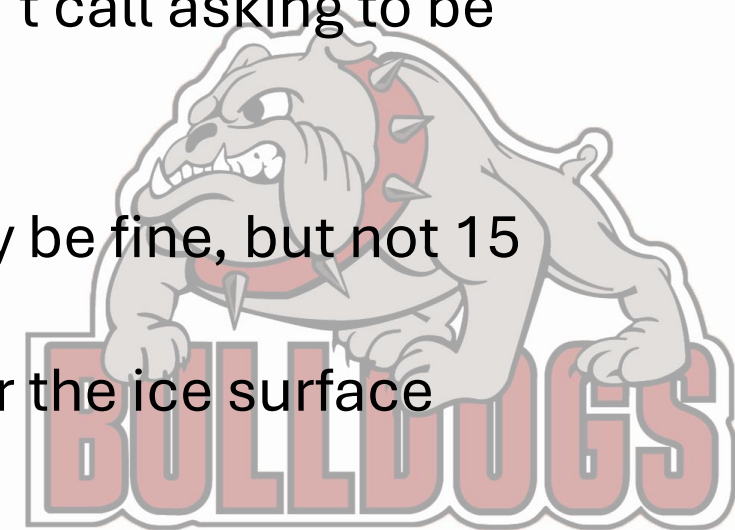


Facility Access

- Practices - dressing room doors will be unlocked 30 minutes prior to start time.
- Home Games - dressing room doors will be unlocked 60 minutes prior to start time.
- For early morning ice times, the arena will open 30 minutes before scheduled ice times. Staff will not open doors earlier, so please don't call asking to be let in.

Ice Use

- Teams should not go on the ice early - a few minutes may be fine, but not 15 minutes before your scheduled slot.
- For everyone's safety, all players and coaches must clear the ice surface when the Zamboni gate is open.



ICE PROTOCOLS – CITY ARENAS



Facility Etiquette

- Keep music levels respectful in the dressing rooms, especially while other user groups are on the ice. Aside from the dressing room, music can only be played during ice times using the sound system.
- All dryland activities must be done outdoors, not in lobbies, stands, dressing room tunnels, next to the rink, or any common areas.
- No sport play (e.g., pucks, sticks, soccer, etc.) in the lobbies, stands, dressing room runnels, next to the rink, or any common areas.

Bumpers

- Bumper pads will be available at all City of Burnaby rinks by Oct.8
- Use them as needed, and return & stack neatly in the same place after.

***BMHA TEAMS' RESPONSIBLE FOR INFORMING VISITING TEAMS**



TEAMSNAAP



- Enter or Import practice & game schedule to Teamsnap ([how to import link here](#))
- Assign
 - Timekeeper & scorekeeper for all home games
 - Dressing room parents for all games & practices
- Keep assignments in Teamsnap accurate (for volunteer hours tracking)
- TIPS
 - Do not change team name on Teamsnap
 - Use tracking option to track things like jersey deposit, volunteer fee cheque, etc.
 - Add rink number when applicable (e.g. Rink 5 at Scotia Barn)
 - Add game number under Extra Label field
 - Enter Team ID as a post so easier for scorekeeper to find



SPORDLE



- Difference between spordle.com and play.spordle.com
- Login as “Member/Admin” (need spordle play username and password)
 - Review & signoff team roster before the game starts
- Login as “Scorekeeper” (need game ID and team ID)
- Can export the schedule so don’t have to enter manually to Teamsnap (on BMHA Youtube Channel)
- Can find contacts of all the head coaches & manager of the teams in the same grouping/division
- PCAHA-Hosted Spordle Play Coach/Manager meeting
 - U11-U21 – Saturday, Oct 4 10:30am
 - U7-U9 – Friday, Oct 24 7:30pm



TOURNAMENTS



- C/House – up to 2 local tournaments
- Rep – up to 3 (mostly local, maybe 1 outside Lower Mainland)
- Extraordinary Expenses → Needs team secret ballot vote (75%)
 - C/House – 3rd or non-local event
 - Rep – out-of-province/air travel
- All tournaments require different approvals/forms dependingt on where tournament is held
 - [PCAHA Tournament Permission info](#)
- Apply Early!



VOLUNTEER PROGRAM



- BMHA and Tournament Level - SportsHelpers
- Team Level Volunteers
 - Game specific volunteers - Teamsnap
 - Non game specific volunteers - SportsHelpers
- Teamsnap assignments will be loaded to SportsHelpers once a month
- Use this [form](#) to add team specific roles (e.g. Treasurer, Social coordinator)
- BMHA and Tournament level roles will be posted when needed and an email will be sent out to let families know when to sign up.
- Volunteer webpage is always being updated
- Please use the following labels on Teamsnap: **Clock, Scorekeeper, Dressing Room, Video, Music, Photographer**
- Notify Director of Volunteer if Team Manager will upload volunteer hours to Sports Helpers.



VOLUNTEER PROGRAM – U18 & U21



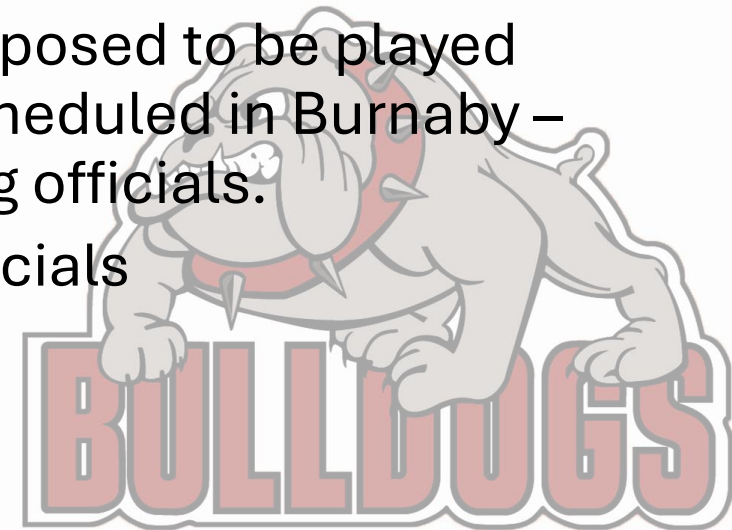
- Not included in the volunteer program
- Team manager assigns volunteer roles like before
- U21 needs help with timekeeping and scorekeeping.
 - Sign up to help out by filling this [form](#)
 - \$25/game for timekeeper and scorekeeper
 - U21 team managers can email u21gamehelpers@burnabyminor.com to reach out to potential timekeepers and scorekeepers.



REFEREES



- U15 and above (PCAHA assigned via Spordle)
- U13 and below (Horizonweb via BMHA RIC)
 - Create an account (found in Managers' Manual on [Managers](#) web page)
 - Teams must add their games in system – include PCAHA game #
 - Do NOT cancel a game – Webref only accepts a game number once, so if a game is rescheduled, the details of the game should be adjusted.
 - If you have special circumstances, ie. Game was supposed to be played at another association but has been moved and rescheduled in Burnaby – check with RIC if you are unsure who will be assigning officials.
 - Exhibition Games – Discretionary if you use 2 or 3 officials
 - League Games – 3 officials



REFEREES



	3-Official System		2-Official System
Division	Referee	Each Linesperson	Each Referee
U7 (all)	N/A	N/A	\$20.00
U9 (Cross-Ice)	N/A	N/A	\$20.00
U9 (Full Ice)	\$35.00	\$27.00	\$35.00
U11 "C"	\$40.00	\$31.00	\$40.00
U11 "A"	\$42.00	\$33.00	\$42.00
U13 "C"	\$45.00	\$35.00	\$45.00
U13 "A"	\$50.00	\$37.00	\$50.00
U15 "C"	\$52.00	\$39.00	\$52.00
U15 "A"	\$55.00	\$41.00	\$55.00
U18 "C"	\$58.00	\$43.00	\$58.00
U18 "A"	\$65.00	\$47.00	\$65.00
U21	\$70.00	\$50.00	\$70.00

	4-Official System	
Division	Each Referee	Each Linesperson
U18 "A"	\$59.00	\$47.00
U21 "A"	\$64.00	\$50.00



REFEREES



- Have separate envelopes for referees and linesmen
 - Bring an additional envelope for referee (in case there's only two officials in the game)
 - [Calculator](#) to determine how many bills to get from the bank
- Have envelopes ready in the scorekeeper's box before game starts
- No Show Report in Spordle
- Update [BMHA Referee payment schedule](#)



MEETING ROOM BOOKINGS



- Bill Copeland, Kensington, Rosemary Brown Arenas
- BMHA usually covers costs for occasional team use; fees may be passed to teams in some cases
- Must go through BMHA Executive Administrator – do not contact City directly
- Process (allow 7-10 business days):
 - Submit [room booking form](#) (found on [Forms & Document](#) web page)
 - BMHA checks availability with City
 - Confirmation email sent back once finalized



FUNDRAISING & SPONSORSHIP



Team Fundraising

- Buy in from parents
- Presented as team level (not BMHA as a whole)
- Examples: Bottle return, Flip Give, [Krispy Kreme](#)

Sponsorship

- Team level
- BMHA level



PARENTS MEETING – BY NOV. 15



- Coach's Philosophy & Expectations
- Dressing Room Policy
- Ice Times
- Sportsmanship Starts in the Stands
 - Ask parents to watch video & fill in BC Hockey form
 - Manager sends DM the date & number of families in Parents Meeting
- Fair Play Code form
 - [Parent](#)
 - [Player](#)
- Tournaments
- Budget/Expenses
 - Team Fees
 - Rep Fees – 1st installment by Nov. 30 & 2nd installment by Jan. 31
- Volunteer Expectations



COMMUNICATIONS

- BMHA association-wide emails – TeamSnap
- Stix 'N Pux
- Social Media
- LiveStream - <https://burnabymenor.com/livestreaming/>



TIMELINE



Pre-season

- Accurate roster in Teamsnap and Spordle
- Jersey & volunteer deposit cheque
- Apply for tournaments
- Hold parent meeting
- Assign team roles

Regular Season

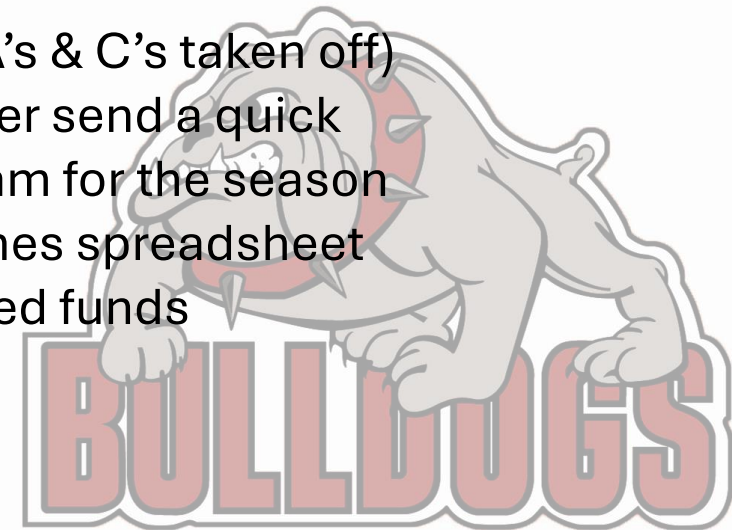
- Enter games on Teamsnap (export from Spordle)
- Finalize tournaments
- Collect team fees
- Create game & team level volunteer roles
- Resolve conflict games

Playoffs

- Enter games on Teamsnap
- Start planning wrap-up party
- Order any wrap up gifts
- Figure out how to collect jerseys (last game or during wrap up party)

End of Season

- Collect jerseys (A's & C's taken off)
- Manager/Treasurer send a quick accounting to team for the season
- Fill in referee games spreadsheet
- Refund any unused funds



CALENDAR OF EVENTS



PCAHA Coach/Manager Meetings

- U11A – Oct 1, 2025
- U13A – Sept 22 or Oct 6, 2025
- U15A & U18A – Sept 25, 2025
- U11C to U18C – Sept 29, 2025
- U21C – Oct 1, 2025

Spordle Play Coach/Manager Meetings

- U11 - U21 teams – Oct 4, 2025
- U7 – U9 teams – Oct 24, 2025



CALENDAR OF EVENTS



- BMHA Picture Day – Nov 15 & 16, 2025
- U18C Scholarship Tournament – Dec 2025
- Pat Quinn Classic – Dec 27 – 31, 2025
- U18A Scholarship Tournament – Jan 2026
- U21 Scholarship Tournament – Jan 2026
- BMHA Award Nominations – March 2026
- PCAHA Presidents' League Championship Days
– Mar 7 & 8, 2026 at RIC
- BMHA Spring Blast Tournament – Mar 13 – 15, 2026
- BMHA Volunteer Appreciation Banquet – April 2026

