



**TEAM START UP CHECKLIST**

**"OFFICIAL" NAME OF TEAM:** \_\_\_\_\_ **THUNDER 2016/17**

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

**1. HEAD COACH:** \_\_\_\_\_

- COACH COURSE       RIS       CRIMINAL RECORD CHECK    CATT (new)
- HITTING/BODY CHECKING CERTIFICATION (ATOM-JUVENILE ONLY)

**2. ASSISTANT COACH:** \_\_\_\_\_

- COACH COURSE       RIS       CRIMINAL RECORD CHECK    CATT (new)

**3. ASSISTANT COACH:** \_\_\_\_\_

- COACH COURSE       RIS       CRIMINAL RECORD CHECK    CATT (new)

**4. TEAM MANAGER:** \_\_\_\_\_

- RIS       CRIMINAL RECORD CHECK    CATT (new)

**5. TREASURER:** \_\_\_\_\_

- RIS       CRIMINAL RECORD CHECK

**I. Cheque Signing Authority:** \_\_\_\_\_

**II. Cheque Signing Authority:** \_\_\_\_\_

**III. Cheque Signing Authority:** \_\_\_\_\_

**6. TEAM PARENT: (Optional)** \_\_\_\_\_

- CRIMINAL RECORD CHECK

**7. HCSP:** \_\_\_\_\_

- HCSP COURSE       RIS       CRIMINAL RECORD CHECK    CATT (new)

**Team Banking:**

**NAME OF BANK:** \_\_\_\_\_

(Prospera Credit Union is the preferred bank of SMH)

**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.)

## Team Formation Guidelines

### 1. Select: Coaches

POSITION:	DIVISION "C" Course(s) Required	DIVISION "A" Course(s) Required
Head Coach	Coach 2 HU-Online Coach ½ <b>Atom-Juvenile:</b> Coach Instructional Stream (Checking Skills) CATT Course	Coach Development 1  <b>Atom-Juvenile:</b> Coach Instructional Stream (Checking Skills) CATT Course
Asst. Coach	Coach 2, CATT Course	Coach Development 1, CATT Course
Asst. Coach	Coach 2, CATT Course	Coach Development 1, CATT Course

For all Courses check the BC Hockey website or ask your Division Manager.

CATT: Concussion Awareness Training Tool.

2. **Select:** Other Team staff as per Team Checklist. Managers and HCSP must now also have CATT Course. You are allowed 5 Team Staff on your roster. If you go over 5, you will be charged \$45 per person over.
3. **Request Bank Letter:** Send email to [Treasurer@Surreyminorhockey.com](mailto:Treasurer@Surreyminorhockey.com). List 3 people who will be the signers on the bank in the email. The Official Team Name is listed on the bank letter and will match the bank account. ALL TEAMS MUST REQUEST A NEW BANK LETTER EACH SEASON.
4. **Team Checklist:** The team checklist will be sent as an attachment to the bank letter.
5. **Criminal Record Checks (CRCs):** The letter to take into the Police Station is located on the Surrey Minor Website under Team and Member Resources. The cost for a CRC is \$0.00 with the letter. All CRCs, once received, are to be given to the Division Manager. New CRCs are required every year.
6. **Respect in Sport:** All Coaching/Team staff are required to take the official full RIS course. The Parent RIS course is not acceptable. See the front of this sheet to which positions are required to have it. You will require a Hockey Canada Registry number and that can be obtained by emailing the: [Registrar@Surreyminorhockey.com](mailto:Registrar@Surreyminorhockey.com) and asking for one.
7. **Deadline for Course Completion:** December 15, 2016.