



SURREY MINOR HOCKEY ASSOCIATION

TEAM START UP CHECKLIST

“OFFICIAL” NAME OF TEAM: _____ THUNDER 2019/20

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

1. **HEAD COACH:** _____

- COACH COURSE** **RIS** **CRIMINAL RECORD CHECK** **CATT**
- Instructional Stream – Checking CERTIFICATION (ATOM-BANTAM ONLY)**

2. **ASSISTANT COACH:** _____

- COACH COURSE** **RIS** **CRIMINAL RECORD CHECK** **CATT**

3. **ASSISTANT COACH:** _____

- COACH COURSE** **RIS** **CRIMINAL RECORD CHECK** **CATT**

4. **TEAM MANAGER:** _____

- RIS** **CRIMINAL RECORD CHECK** **CATT**

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**

8. **H1-H4 ONLY – HALF ICE BOARD SET UP**

- Equipment Training** _____ & _____

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.)

IMPORTANT Guidelines

1. Coaches

For all Courses requirements check the BC Hockey website <http://www.bchockey.net/Content.aspx?id=284>
If you require further assistance please contact coachcoord@surreyminorhockey.com

2. Team Staff / Officials:

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

3. Request Bank Letter:

Send an email to Treasurer@Surreyminorhockey.com. List 3 people who will be the signers for the bank account in the email. The Official Team Name is listed on the bank letter the treasurer will provide you. ALL TEAMS MUST REQUEST A NEW BANK LETTER EACH SEASON.

4. Criminal Record Checks (CRCs): Team staff All team officials listed on the roster must have a valid CRC with the association CRC's are valid for 3 years. CRC's can be submitted here

<https://justice.gov.bc.ca/eCRC/> Access Code: 4NX4CF5GJG.

Once you have successfully submitted the online form you will receive an email confirmation, keep this for your records but be sure to read the email carefully as you may need to go into a branch for finger printing.

5. Respect in Sport: All Coaching/Team staff are required to take the official full RIS course. The Parent RIS course is not acceptable. You will require a Hockey Canada Registry number and that can be obtained by going to <https://ehockey.hockeycanada.ca/ehockey/account/login.aspx>

6. Deadline for Course Completion: December 15th Any Rostered coach or team official who has not met this deadline is considered NOT qualified and should not be on the bench or ice for any reason.