



SURREY MINOR HOCKEY ASSOCIATION

TEAM START UP CHECKLIST

“OFFICIAL” NAME OF TEAM: _____ THUNDER 2024/25

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

1. **HEAD COACH:** _____ HOCKEY ID# _____
 COACH COURSE RIS CRIMINAL RECORD CHECK CATT
 Instructional Stream - Checking CERTIFICATION (U11 - U15 ONLY)
2. **ASSISTANT COACH:** _____ HOCKEY ID# _____
 COACH COURSE RIS CRIMINAL RECORD CHECK CATT
3. **ASSISTANT COACH:** _____ HOCKEY ID# _____
 COACH COURSE RIS CRIMINAL RECORD CHECK CATT
4. **TEAM MANAGER:** _____ HOCKEY ID# _____
 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)** _____
 RIS CRIMINAL RECORD CHECK
7. **HCSP:** _____ HOCKEY ID# _____
 HCSP COURSE RIS CRIMINAL RECORD CHECK CATT
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>

Questions about qualifications should be directed to our certification coordinator (certifications@surreymminorhockey.com). You are also able to review your own qualifications through your Spordle profile <https://myaccount.spordle.com/>

You must also ensure your information is up to date by logging into Spordle: Some helpful links [HCR Spordle My Account Set Up](#)
[HCR My Account information update](#)

2. You must use the association TeamSnap platform. If you do not already have access or have opened your own team in TeamSnap, you must transfer it over. Please contact registrar@surreymminorhockey.com for further assistance. **Do NOT add players to your team this must be done by your division lead or the registrar.**

3. 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, make note of the confirmation information at the end of the form and send it to registrar@surreymminorhockey.com. **You will not be added to the roster until this is done.**

4. **Coaches should not be** on the ice or bench until they have completed their CRC's, CATT, & RIS. CRC's are valid for 3 years, RIS are valid for 5 years, and CATT does not expire. Complete these as soon as possible.

5. The association covers costs for **5 team officials** listed on your roster. If you go over 5, your team will be charged \$45 per person over.

6. **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 they count towards your total 5 covered. Please confirm through your division manager if you require further information.

7. **A team cannot play any games without a qualified, rostered Safety person present**

8. At any time during the season, if a **player must quit due to injury or any other reason**, please inform the Registrar and your division manager as soon as possible

9. If someone on your team is **new to volunteering**, they will need a Hockey ID which they can get by emailing the following information to the registrar@surreymminorhockey.com : Full Legal Name, Gender, Date of Birth, Full Mailing address, the year they moved in & phone number.

10. 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 Surrey MHA website, please email webmaster@surreymminorhockey.com. For Media posts please email Media@surreymminorhockey.com

11. **HiSports - Electronic Game Sheet System – Pre-season exhibition games before you have your roster.**

Contact your PCAHA League Manager to request a game number and provide them with an "Interim" team officials name and email address. They will add your team official to the HiSports system roster so you can register and record your games. You can get your team number from your division manager or the registrar.

12. TOURNAMENTS

Tournaments fill up fast but please be sure that SMHA is not hosting a tournament for your division prior to applying to outside associations. You will need to email the president requesting a permission letter to participate in a tournament, be sure to provide all the tournament information as well as you team information. Once you receive permission from the president you will email this to your league manager to get final approval. Please remember the beginning of the season is extremely busy with rosters, you must submit your full team checklist to your division lead and your CRC's to the Registrar in order to be added to an official roster.

13. BANK ACCOUNTS

Each team must email treasurer@surreymminorhockey.com with your team name and 3 signing officials for your teams bank account. You will receive a letter to assist your team in opening an account. The association prefers Prospera as they subsidize costs for our teams through grants.

14. 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.