

DARTMOUTH WHALERS MHA COACHES & MANAGERS MEETING



October 19, 2021

Notable Changes for 2021-2022 Season



- Several new board members
- New Vision / Mission / Values
- Dartmouth Whalers By-Laws were re-written for clarification
- Several policies being developed and implemented.
- Partnership with my backcheck.com
- Several new corporate partners
- Process changes
- Zero tolerance on coaching certifications

LET'S GET BACK TO HOCKEY



- ▶ “Great leaders learn from the past, make changes in the present, and succeed in the future.”
- ▶ Accountability within ourselves, within our teams, within our membership. (Be on time, give 100%, be supportive as parents and coaches and team staff)
- ▶ Be proud, work hard and make this the best hockey year yet.



Vision:

To provide quality hockey programming and skill development, while building leaders who will make meaningful contributions to their communities.

Mission:

To be a leader within the sport community by providing education-based hockey programming, where players will develop skills both on and off the ice; encouraging them to be the best they can be.



VALUES



Transparency:

To be open and honest in decision making and execution.

Excellence:

To constantly improve and raise the bar.

Accountability:

To oneself, each other (teammates) and the organization.

Character:

Through success or failure, we will look to learn from all experiences.

Hard Work:

Be prepared to come to work hard and put in additional effort.



Officiating



- 5 days notice for exhibition games, email RIC - Pete Boutin
- Any issues with officials are to be sent to Pete Boutin
- <https://youtu.be/4D5ordPNKhk>



RISK MANAGEMENT AND CERTIFICATIONS

Risk Management -- Kwabby Oppong

riskmanager@whalers.org

Certifications – Robbie Baird

certifications@whalers.org



Risk Management

Anyone helping / having involvement with team, on or off ice MUST be on Hockey Canada Team roster and be set up a HCR Profile (not just a login id)

New to Hockey Coaching, Managing or helping with team, must set up a HCR Profile

Minimum of following must be completed to be involved with team:

Criminal Record Check *(CRC) WITH VULNERABLE SECTOR CHECK

New partnership with backcheck.com – Volunteers are paid for by DWMHA.

Respect In Sport Volunteer – cost is ~\$30 and is different from RIS Parent

HU course- Planning a safe return to hockey

**NEW – you can share results with DWMHA and HNS – doing this will allow the results to be shared directly to them, please DO NOT only share with DWMHA, it is HNS that needs to see them. It is your responsibility to continually check your HCR account and make sure your certifications are there.



- Coaching Certification Deadlines, Suspensions, Ineligibilities
 - December 1st

Coaching Due Diligence - Each **individual** is responsible to ensure that his / her required checks and coaching credentials are up to date / appropriate for which level of hockey you are volunteering / forwarded to MHA.

Head Coach Responsibilities - In connection with any bench staff who fails to comply with requirements, HCs will be suspended from coaching duties as well.



- 11.14. Any Team Official previously registered on the Hockey Canada Registry(HCR) with any team and was not approved due to lack of the following,
 - Respect in Sport Volunteer Program(RIS),
 - Criminal Records Check(CRC) with Vulnerable Sector Verification (VSV)will NOT be eligible to be registered with any team until these are obtained. This includes on ice or off ice activities.
- This regulation would not include Team Officials that have been approved in the past but their CRC/VSV have expired. These Team Officials would still have until December 1st to obtain their renewals
- Any Bench Staff that is Ineligible after the Dec 1st Deadline are not eligible to be involved with their team or any team until the required certification are obtained, entered on the HCR and changed to Approved.

A FEW CERTIFICATION REMINDERS



- ▶ • Criminal Record Checks expire every 3 years
- ▶ • Hockey Safety course expires every 3 years
- ▶ • Coaching courses DO NOT expire
- ▶ • Respect in Sport does not expire and can be transferred from other sports (this is a universal course) the old “speak out course” is also an equivalent.
- ▶ • All certifications can be checked under your online HC Profile

RECREATION LEVEL COACHING REQUIREMENTS



- ▶ Any coach at the recreational level must have
 - Intro to coaching (or Development 1)
- ▶ • CRC with VSC
- ▶ • Respect in Sport
- ▶ • HU course- Planning a safe return to hockey
- ▶ • NOTE - One staff member must have a HC Safety course (expires every 3 years as well)

COMPETITIVE COACHING REQUIREMENTS



- ▶ Any coach at the Competitive level must have
 - NCCP Development 1
- ▶ • CRC with VSC
- ▶ • Respect in Sport
- ▶ • HU course- Planning a safe return to hockey
- ▶ • HU Safety Course (expires every 3 years as well)
- ▶ • NOTE - One staff member must have a HC Safety level 2 course (expires every 3 years as well)



Risk Management

DWMHA Team Responsibilities

~ Player Health Forms (completed and brought to all games and practices)

~ Establish Emergency Action Plan - Discuss with all Team.

(Establish a Charge Person, Call Person, and Control Person).

(Establish Emergency Communications Procedure

~ Select Parents/ Coaches to Assist with **Two Deep** (CRC, RIS)

~ Become Familiar with Required HNS / DWMHA Policies

Tracking only once players double vaccination confirmation.

(Remember we do not collect any of the covid information or hold it on file, we simply state if it has been verified).

HNS & DWMHA Policies to Know

- Dressing Room Supervision Policy (Important 2 Coaches / Adults)
- Policy on the Prevention of Harassment, Bullying and Abuse
- On Ice Bullying Policy
- Abusive Parent Policy
- On Ice Helpers - Not for Adults (siblings, older players, etc)
- Social Media Policy

Risk Management

DWMHA Liability



- All on ice activity is fully covered by Hockey Canada insurance

- NO parent vs players games as it's not covered by insurance to have, only players and bench staff rostered are covered by insurance and allowed on ice

- All off ice team activity, including off ice training, fundraising events, team building events and any activities while at tournaments (i.e. Swimming in hotel pool) are not covered under the Hockey Canada Insurance as these are not sanctioned events.

COMPLAINTS PROCESS



- ▶ Complaints should be dealt at the team level
- ▶ The 24-hour rule shall apply
- ▶ If there is a player safety concern, then the complainant can contact the team manager within the 24-hour rule.
- ▶ Concerns should be directed FIRST to the team manager.
- ▶ The team manager shall conduct, or find persons to conduct, a preliminary investigation of the complaint.
- ▶ Should the complaint not be resolved at the team level, the complaint can be forwarded to the Divisional Coordinator.
- ▶ The divisional coordinator may at their discretion elevate the complaint to their director.
- ▶ The director then makes the decision if the risk manager and or discipline committee will need to be involved.



HOCKEY CANADA REGISTRY

HCR



- ▶ Congratulations to our director of registration, Beth MacMullin as she was offered a job with HNS for her registrar expertise.
- ▶ Team officials must be put on the roster and that official **MUST** have a Hockey Canada Registry ID.
- ▶ Rosters need to be submitted ASAP before games are played
- ▶ Beth is the contact for HCR questions

HCR



- ▶ Need all team info ASAP including all bench staff. Anyone involved in team, on ice or off must be rostered on Hockey Canada roster
- ▶ o Head coach name, DOB and/or HCR # and email
- ▶ o Manager name, DOB and/or HCR # and email
- ▶ o Assistant Coaches names, DOB and/or HCR # and email
- ▶ o Safety rep(s) name, DOB and/or HCR # and email
- ▶ o Dressing room volunteer name, DOB and/or HCR # and email (if applicable)
- ▶ o Treasurer name and email

HCR



- ▶ 4 people are included, any one above 4 will be billed to team. If a bench staff is rostered to two teams, costs will be shared by teams.
- ▶ · Safety reps must be rostered in order for team to be approved by HNS, but are not considered to be part of the 4 included and are not a charge to team as they are not covered by HC insurance
- ▶ · Once teams are rostered, a copy will be sent to team to review and need to have confirmation back with any changes ASAP and will be submitted to HNS to approve and Ken Boyce to review qualifications. Once approved a final copy will be sent to team
- ▶ · Please ask all bench staff to be rostered if they have a HC profile, if they don't they must create one. HCR profile and HCR login profile are TWO DIFFERENT THINGS. For further clarification, or further info on volunteer qualifications go to website and go to Risk / Safety and choose Volunteer certifications on drop down menu
- ▶ · If you can't see your qualifications under your profile, you are in the Login Profile and not your HCR one. They are two different things

GRAY JAY ONLINE GAMES / WEBSITE



- ▶ · CMHL Teams – Team rosters along with bench staff are to be entered.
- ▶ · CMHL Teams - Exhibition games, practices and all Whaler events like dryland to be entered
- ▶ · Rec Teams – all scheduling in system to be done by Recreation Scheduler Pat Kamerman
- ▶ · Parents can subscribe to calendar when you go into schedule
- ▶ · One person per team to be set up, reach out to Beth to be set up
- ▶ · Game sheets are electronic, have one or two paper ones as back up just in case
- ▶ · Any issues with website please reach out to Beth

TEMPORARY APPROVALS FOR GAMES



- ▶ This pertains to ALL NON-LEAGUE GAMES ONLY. For those teams that play in leagues, a seasonal travel permit will still be provided and is not included within this communication.
- ▶ For all other games, for ALL TEAMS, including exhibition (home or away), tournaments, etc., an email will need to
- ▶ be sent to the local Regional Director by a team rep which is to include the information below. All permits requested will be considered to be approved, unless notified by the Regional Director.
- ▶ The following info is to be included with the permit request:
 - ▶ Team name
 - ▶ Name, Level and Division of team playing against
 - ▶ Time and Date of Game

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TITLE SPONSORS

▶ PHL

- ▶ \$3500 to the association
- ▶ \$5300 in gift cards
- ▶ 5% back to association
- ▶ Player discount gift cards 20% off and free sharpening's



Pro Hockey Life



▶ Staples

- ▶ 20% discount on print and promotional items
- ▶ Full catalogue for us
- ▶ Dedicated account manager
- ▶ Additional 10% back to the whalers to help keep player costs down.
- ▶ Can be used by anyone, so share the barcode!

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SPONSORS



- ▶ Sobeys
- ▶ \$2000 to association



- ▶ Dominos Pizza
- ▶ Free pizza to every whalers player in DWMHA!!!



- ▶ Scotiabank / Atom Mc / Timbits
 - ▶ Ongoing support and further talks for more involvement.



Financial Responsibility



Player Registration

- Payment of Fees due November 30th
- Can't play if not in good standing
- If players are not paid in full by Dec 31st and no payment plan in place, player will be removed from all team activities.
- Coaches and managers notified if players not paid up
- DWMHA Policy #9
- If a manager / coach knows of a player or family in need please contact the financial assistance coordinator (Can be some help through MBC etc.)

Financial Responsibility



Team Financial Reporting

- Budget CAPS must be followed, any exceptions must be approved by board.
- Budget to Parents – approved by at least 2/3
- **November 30** - Submit approved budget to Divisional Coordinators & treasurer using Whalers template
- **January 15** - Interim Financial Report to parents for period ending Dec 31, copies to Divisional Coordinator & Treasurer
- **April 15** - Final Financial Report for full season due
- Budgets **WILL BE** audited
- **DWMHA Policy #14**
- **Budget Template** can be found online under Managers section)

Financial Responsibility



Bank Accounts

- Letter must be signed by the President, letter is on website, complete and send to secretary for signature.
- Bank account in team name
- Minimum of 2 signatories (Team Manager & Team Treasurer)
Treasurer to have online banking access, Manager to have debit purchase access along with both having online viewing access to account
- Proper record keeping
- **It is the responsibility of both Manager and Treasurer to ensure the account activity is viewed on a regular basis to ensure all transactions are valid.**
- Reconcile monthly and close account after final bills paid
- Make records available upon request by DWMHA
- Submit Final Budget document to Treasurer
- **We support Scotiabank as they support us, please support them with your banking for your teams.**

Financial Responsibility



Fundraising

- Seed money used for any team costs – **NOTE SEED cap amts**
- Team fundraising for team expenses only
 - Not personal items (e.g., meals, travel, apparel and equipment)
- Application for Lotto Permits – Lotto Series under \$500
 - **All applications must be submitted by Team Head Coach or Manager of sports team and must include contact info (Name, address and phone #)*
- Surplus to parents and/or Mary Beth Chaulk Fund
- Limits on return of parent contributions
 - Seed money – 100%
 - 50/50 – 75%
 - Auctions – 20% of gross revenue
- **DWMHA Policy #16**

Financial Responsibility



Sponsorships

- Team-determined rate
- Banners (NEW – must now include our corporate partners, PHL and Staples)
- Sponsor name bars **not allowed** on new jerseys
- Anti-Spam Legislation
 - <http://crtc.gc.ca/eng/com500/faq500.htm>

Team Budgets



- - Fundraising – **Budget and SEED caps**

Maximums per Division			
	Budget CAP	Fundraising Team Cap	Seed \$ Per Parent Cap
Novice	\$12,400.00	\$9,000.00	\$200.00
Atom	\$20,100.00	\$15,000.00	\$300.00
Peewee	\$25,100.00	\$20,000.00	\$300.00
Bantam	\$30,100.00	\$25,000.00	\$300.00
Midget	None	\$15,000.00	open

Any team that wishes to exceed the CAPPED budget for their division can request permission from the Board by sending a request in writing to their Divisional VP with an updated Budget and reason for their request.

CMHF



- Games To Be Rescheduled (TBRs)
 - Contact CMHF Rep at centralminorrep@whalers.org with game info to request it to be rescheduled
 - Please send in following format with Game #, date and team as subject line
GAME # (OFF CMHF SITE)
TEAM NAME
DATE/TIME/RINK
HOME OR AWAY GAME
REASON FOR TBR
 - CMHF Rep will reschedule & send you email to confirm
- Game TBR's – must have **proper reason**
 - 2 games same night
 - Away for a tournament
 - Christmas Concert, Exams – not enough players
 - Halloween for Peewee age and below
 - **Fundraising event is not a valid excuse**

Ice Policy



- **NO ICE TO GO UNUSED!!**
 - If game conflicts with practice time, ice must be sold
 - Via email to other Whalers teams only
 - If can't sell, ice can be returned as long as notified 72 hrs in advance
 - If not sold, team will still be billed for ice
 - If ice is not given back and goes unused team will be charge full cost plus 40% admin fee
- If no home game scheduled, ice to be used as practice – teams will be allotted **18 hours of home ice before being billed**
- Deanette must be informed of all ice swaps/trades/sales
- Teams can buy ice from rinks directly or through Deanette online ice sheet
- Use of GrayJay for scheduling games and practices – **ALL ICE TIMES TO BE ENTERED IN Grayjay**
- **Policy #13**

SOCIAL MEDIA



- ▶ DWMHA is committed to creating and maintaining a positive hockey experience for everyone involved. Knowing this, any form of harassing, criticizing or use of Social Media for inappropriate purposes, often known as forms of cyberbullying, by any member of the DWMHA, including coaches, players, parents, volunteers, officials, bench staff or Board members, **will be subject to disciplinary consequences through our Association's Disciplinary Process.**

FUNDRAISING INFO



- ▶ Welcome back to another Whalers hockey season. I wanted to take a moment and introduce myself as the Whalers Fundraising Coordinator returning for another season. As well as running the organization's 50/50 raffle I would like to let you know that I am here for you if you have any questions regarding lottery licences, running specific fundraisers or if you needed any help with fundraising ideas.
- ▶ Please reach out by email if you have any questions.
- ▶ Christian Hiriart
Whalers Fundraising Coordinator
Fundraising@whalers.org





**DARTMOUTH
WHALERS MHA
50/50
JACKPOT**



CURRENT JACKPOT

\$14,000.00
and climbing!!!

Last year by the numbers

Net Ticket Sales	\$75,461
Total player discounts	\$27,085
Total Whalers Revenue	\$8,330

50 / 50 INFO



- ▶ the highest credit applied was \$886.65 (sold \$2570.00 worth of tickets) with only 1 player earning this, they were also top seller for 4 draws and earned \$400 PHL gift cards. The brother of this player sold \$670 in tickets and earned credit of \$231.15. This family sold \$3,240.00 and earned \$1117.80 in credits!
- ▶ 2nd - \$489.90 (sold \$1420 worth of ticket) and was earned by only one player
- ▶ 3rd - \$479.55 and was earned by only one player
- ▶ 4th - \$458.85 and was earned by only one player
- ▶ 5 players earned a credit of between \$303.60 and \$389.85
- ▶ 14 Players Earned a credit between \$200.10 and \$3269.10
- ▶ 55 Players earned a credit between \$100.05 and \$196.65
- ▶ 78 Players earned a credit between \$51.75 and \$96.60
- ▶ 71 Players earned a credit between \$27.60 and \$48.30

MARY BETH CHAULK FUND



- NEW committee this year and moving to be a charity.
- MBC Fund can help cover costs for all level of players
 - New parameters being developed
 - Does not have to be part of another funding imitative.
- Last year, we supported 30+ under privileged players
- Consider bank balance and jersey deposit being donated at year end to go towards MBC for following season



Community Involvement

Dartmouth Whalers have always had a strong connection to our community!

Events this year to support our community...

- Remembrance Day - Sullivan's Pond Cenotaph
(encourage team participation - possible dedication wreath)
- Winter Clothing Drive - Suggested Drop-off Date Nov. 29 - Dec. 1st
(used and/or new winter jackets, snow pants, gloves and toques)
- Heritage Day Family Skate (donations to support the Mary Beth Chaulk Fund)
- Spring Clean-up Adopt-a-Highway - Year-end Club BBQ
(Great way to use our volunteer resources and teach our kids to respect the environment we call home)

Logo Usage & Apparel Sponsor



- Apparel sponsor is Pro Hockey Life
- Policy will continue to be enforced this year
- **REMINDER** - All teams if looking to use logo on items other than those being offered at PHL, must have board approval prior to using.
- Team orders need to be placed as soon as possible, if not PHL might not be able to get stock and you won't be able to go elsewhere

Important Dates



- October 15: Top Rep teams must be registered
- October 31: All other teams must be registered
- November 15: IP and Novice teams must be registered
- December 1 – Certification cut off
- December 1 – payments due
- SEDMHA Female: Nov 28 – Dec 1
- March Break - The Joe
- SEDMHA Novice Jamboree (TBA)
- April - SEDMHA Minor Hockey Tournament



QUESTIONS?

Have a great season!

 **#WhalersProud**