

# **New Westminster Minor Hockey Association**

**Hockey 1-2 (Tyke) and  
Hockey 3-4 (Novice) Divisions**

## **Parent Information Handbook**



**Visit our website: [www.nwmha.ca](http://www.nwmha.ca)**

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## Welcome to New Westminster Minor Hockey

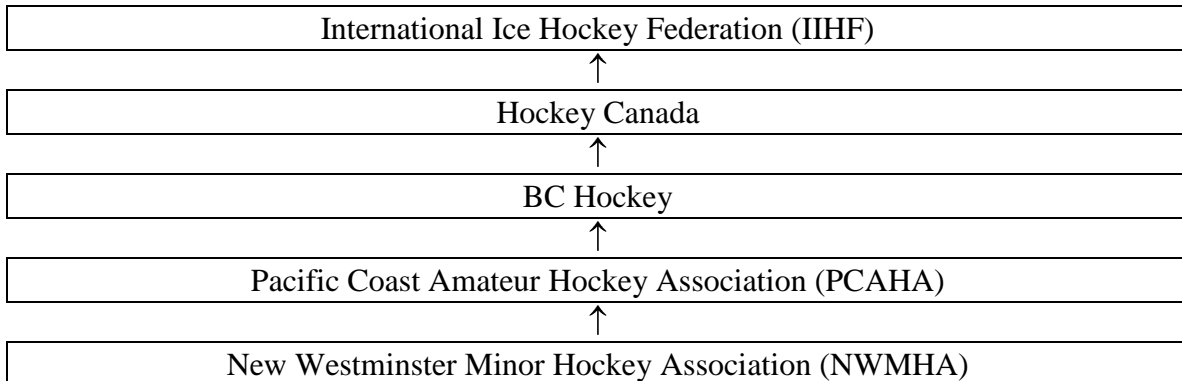
We are hoping that everyone is ready for a fun time learning to play hockey and for making new friends.

The purpose of this information booklet is to provide you with some basic information about what your family can expect over the season (September to March), and what the Association and your Division will expect of you.

Your team Coach/Manager will schedule a parent meeting at the beginning of the season and at that time you will be provided with further information on the program and you will be given an opportunity to ask questions.

As you review this booklet, remember that you are a member of the Association and every member is a volunteer. Hockey is a team sport and the Association, the Division and the individual groups/teams function best with everyone working together. We encourage and require the contribution and participation of all our members. If you are not sure how to help out, please do not hesitate to ask.

### Amateur Hockey Structure



### Registration and Additional Costs

Your registration fee covers the cost to the Association for your child's ice time, insurance, and referee costs. NWMHA attempts to offset the cost on one tournament per season. This is, however, subject to the financial situation of NWMHA and is decided on a year by year basis. Once the Hockey 1-4 team formation is complete, *you can expect an additional cost* of about \$75-\$100 per child, depending upon the expenses your team chooses to incur. Some teams generate additional funds through fundraising events (such as 50/50 draws). Be sure to attend the parent meeting when your team's budget is discussed and developed. If extra funds are an issue, please discuss with the division manager. There is an option of financial assistance for those who qualify.

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## **Team Budget**

Each team/group will develop a budget for the expected costs that a team will incur over the season. For example, costs may include: tournament fees (approx. \$850 to 1000 per team), player/coaches gifts and a season-end wind-up party. This amount will be discussed by the team Coach and/or Manager and is dependent upon the number of tournaments in which the team wishes to participate and the type of wind-up the team wishes to organize.

## **Fundraising**

NWMHA may have an opportunity to participate in fundraising at a Vancouver Giants game during the season, and parent volunteers will also be required for program sales and 50/50 ticket sales for this fundraising event. Funds generated from the sale of tickets goes back to your team, as well as a share of the 50/50 money raised.

Individual teams may decide to fundraise to help offset the additional team fees. This is usually an added effort and should be taken on by a parent who is not the team manager or coach. Some ideas are 50/50 at home games, a pub night, a draw of some sort, or fundraising sales.

## **Team First**

The principles of Team First are to promote fair play and respect for all participants within the Association. The expectation is for team officials, parents and players to sign a pledge before their child participates in hockey. This is the Code of Contact Form that must be signed at the start of the season. This pledge confirms every player and parent/guardian's commitment to observe the principles of Fair Play as set by the Canadian Hockey Association and supported by the New Westminster Minor Hockey Association.

## **Proper Treatment of Referees**

Abuse of referees is not tolerated and may result in disciplinary action. This includes intimidation such as yelling at the refs while they are on the ice or following the refs into the referee room after a game. If there is an issue with a ref, please contact the Referee-in-Chief [ric@nwmha.ca](mailto:ric@nwmha.ca) or the Referee Allocator [refereeallocator@nwmha.ca](mailto:refereeallocator@nwmha.ca).

## **Conflict Resolution**

There are, on occasion, incidents of conflict amongst various individuals in minor hockey. Please let 'cooler heads' prevail. Allow a minimum of 24 hours to pass prior to any attempt to address an issue. Use this cooling off period to validate the facts and collect your thoughts.

## **Player Equipment Required**



- |  |  |
|--|--|
| <input type="checkbox"/> Athletic support (jock/jill)                                  | <input type="checkbox"/> Red hockey socks              |
| <input type="checkbox"/> Shin pads   | <input type="checkbox"/> Elbow pads                    |
| <input type="checkbox"/> Shoulder pads   | <input type="checkbox"/> Gloves                        |
| <input type="checkbox"/> Practice jersey   | <input type="checkbox"/> Knee length hockey pants      |
| <input type="checkbox"/> Neck guard  | <input type="checkbox"/> Helmet (full face-mask/visor) |
| <input type="checkbox"/> Tape (for stick)  | <input type="checkbox"/> Skates                        |
| <input type="checkbox"/> Garter belt (sometimes it is built-into the athletic support) | <input type="checkbox"/> Stick                         |
|  | <input type="checkbox"/> Hockey bag                    |

Game hockey socks may be provided by the Association, depending on available funds for the season.

## **Player Accessories – Highly Recommended**

- Long-sleeved undershirt and full length underwear
- Mouth Guard
- Black Helmet: This is an Association requirement for Atom and above
- Water bottle with your child's name on it

It is important for all players to obtain appropriate and well-fitting equipment. Coaches and experienced parent volunteers can assist you if you are unsure about your child's equipment requirements. Please check equipment regularly during the season.

Resource link for proper fitting equipment

<https://www.youtube.com/watch?v=VtzUxPeb2k> (video from Hockey Canada)

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**Name bars** can also be purchased (by the team or by individuals). Please ensure that these are 'hand-sewn' (not 'machine-sewn') onto the jerseys. They must be displayed either above or below the "stop sign" patch.

## **Team Equipment Provided by the Association**

We are very fortunate in that our Association covers the cost of the following equipment that is required by the team:

- ✓ set of team jerseys
- ✓ team pucks
- ✓ First Aid kit for Safety Person
- ✓ stop sign patches
- ✓ goalie equipment

All the above items are to be returned to the Association at the end of the season.

## **Game Jersey**

Team jerseys are provided by NWMHA. Parents are to provide a \$75 postdated cheque (dated April 30 of following year) for the assigned jersey. This cheque will be returned to the player/parent when the jersey is safely returned at the end of the season. Cheques will be cashed for lost jerseys and jerseys that are ruined. Please wash jerseys periodically during the season in cold water and hang to dry. Game jerseys are not to be worn during practices. The exception to this is for Hockey 1 players only.

## **The Initiation Program**

The focus of the Initiation Program (Hockey 1-4) is on skill development. During the first number of weeks of the season, players will be put into groups to facilitate a series of practices. By the beginning of November, each player in Hockey 2-4 will be evaluated and assigned to a team. The purpose of this evaluation process is to balance the teams within each Division and, ultimately, to ensure that our teams have fun when they play against teams within the PCAHA.

## **Hockey 1**

The objective of the Hockey 1 program ("Introduction to Hockey") is to provide first-time registrants (aged 9 and under) with instruction in the basic skills of the game of hockey in a positive, non-competitive atmosphere, utilizing the Hockey Canada "Introduction to Coaching Program" lesson plans. *There will be no formal structured hockey games for Hockey 1.* By using the progressive lesson format, players will be introduced to hockey in a fun, positive and safe environment.

Players involved with the Hockey 1 program are permitted to participate in one jamboree over the course of a season and the PCAHA year-end windup.

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Although the Hockey 1 group is not organized into structured teams, the concept of active participation of the group is necessary. The Hockey 1 group will need volunteers such as Manager, Coaches, and Assistant Coaches to assist with the on and off ice operations of the group (see Roles and Responsibilities).

If the budget permits, the association provides paid instructors to be involved in the Hockey 1 program. The intent of hiring these professional instructors is to provide mentorship for the volunteer coaches and to help ensure that proper technique is being taught for skill development.

*Any child who is under the age of 9, and is also new to hockey, is permitted to participate in the Hockey 1 program.*

### **Hockey 2 – 4**

#### ***Team Formation***

The objective of the Hockey 2 – 4 programs is to provide an introduction to team play for hockey players under the age of 9 in a non-competitive, recreational structure. The emphasis in the program is to promote skill development and sportsmanship and the continued utilization of the Canadian Hockey Association Initiation Program. Hockey 2 may be referred to as “Tyke”, and Hockey 3 and 4 referred to as “Novice”.

Following the initial weeks of skill development, teams will be formed in appropriate skill levels using the criteria set out in the Initiation Program. The number of teams and number of players per team will be decided once the teams are skill-balanced in accordance with the PCAHA rules.

Generally, two ice times per week are allocated to each team. One ice time is used for practice and the second ice time is used for games. The League Manager will assign “league”\* games, and the team Manager will schedule all remaining “exhibition”\*\* games. Some of these games will be Home games, and others will be Away games. During games, all players are entitled to equal ice time.

A team meeting will be held by the Coach and/or Team Manager at the beginning of the season to define roles and responsibilities, team goals, and to discuss the team budget.

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## **Hockey 1-4 Summary (for guideline purposes)**

	<b>Hockey 1</b>	<b>Hockey 2</b>	<b>Hockey 3</b>	<b>Hockey 4</b>
<b>League Games</b>	No formal games.  Jamborees are permitted at the end of the season.	6 assigned “league” games.	13 assigned “league” games starting after the Remembrance Day weekend.	13 assigned “league” games starting after the Remembrance Day weekend.
<b>Inter-Association Games</b>	No formal games.	Commences no sooner than November 1 <sup>st</sup> .	Commences no sooner than October 15 <sup>th</sup> .	Commences no sooner than October 15 <sup>th</sup> .
<b>Maximum Number of Games</b>	No formal games.	25 total games (including exhibition games) and a maximum of 2 tournaments.	30 total games.	35 total games.
<b>Posting Scores</b>	N/A	No	No	Yes; no more than a 5 goal spread posted.

\* League Games are those games which are scheduled by the PCAHA.

\*\* Exhibition Games are non-league games that are scheduled by your Coach/Manager.

## **Goalie Rotation**

Each season, all players should rotate through the goalie position. The Association provides a free goalie clinic that your child can attend before their turn. The benefits of this rotation schedule are that every player has the opportunity to play in goal and, as an Association, we are training future goalies. It is up to the coach to ensure that all players rotate through this position. There should not be a designated goalie in H2 to H4. If supplies are available, goalie gear can be loaned out to players who are interested in regularly attending the goalie clinic.

## **Equal Ice Time**

Equal ice time is a league policy. The emphasis in minor hockey is on skill development and to provide the best hockey experience for all players. If there are concerns with this policy and how it is/is not playing out on your team, please discuss with your Coach or Team Manager. They will bring it to the attention of the executive if need be. Please refer to league policy for more information: <http://www.nwmha.ca/pdfs/policies.pdf>



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## **Team Roles and Responsibilities**

The Team First concept is based on teamwork, respect and active participation. One family member for each player is expected to assist in the operations of the team. This may include volunteer positions such as:

- |   |   |
|---|---|
| <input type="checkbox"/> Coach                  | <input type="checkbox"/> Snack parent         |
| <input type="checkbox"/> Manager                | <input type="checkbox"/> Team Treasurer       |
| <input type="checkbox"/> Safety Person          | <input type="checkbox"/> Score/Clock Duties   |
| <input type="checkbox"/> Referee Payment Parent | <input type="checkbox"/> 50/50 Sales          |
| <input type="checkbox"/> Fundraising Committee  | <input type="checkbox"/> Tournament organizer |

## **Summary of Duties**

### **Manager**

The Team Manager is required to attend the PCAHA President's League Manager's Meeting in November. The Manager's most important role is to be the "team communicator" and to help ensure the season goes smoothly. The below duties are not an exclusive list. All the below duties can be delegated to other team parents, but the team manager is responsible for coordinating the duties and overseeing that they are completed. Parents can co-manage; but, only one parent can be the point of contact for PCAHA.

#### **List of duties:**

- |   |  |
|---|--|
| <input type="checkbox"/> Establishes team budget                  | <input type="checkbox"/> Assists the Coach as needed |
| <input type="checkbox"/> Manages and tracks paperwork             | <input type="checkbox"/> Manages team funds          |
| <input type="checkbox"/> Arranges exhibition games                | <input type="checkbox"/> Organizes fundraising       |
| <input type="checkbox"/> Ensures game schedule                    | <input type="checkbox"/> Organizes wrap up party     |
| <input type="checkbox"/> Coordinates volunteers for game duties   | <input type="checkbox"/> Submits team budget at end  |
| <input type="checkbox"/> Completes game sheets and mails to PCAHA | <input type="checkbox"/> Pays refs                   |
| <input type="checkbox"/> Organizes entry into tournaments         | <input type="checkbox"/> Enters games on Teamlink    |

### **Coach and Assistant Coach**

To promote player development using the highly structured (and researched) model of play that has been established by Hockey Canada, it is the expectation that all coaches within NWMHA will teach/instruct players using the guidelines and teaching materials conceived by Hockey Canada. The coach role is to encourage and foster sportsmanship and teamwork amongst the players. The coach is the "team leader" and is responsible for teaching players both hockey and life skills.

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## **Safety Person (Risk Manager)**

- Examines the arena and player for equipment and safety
- Develops and disseminates an emergency plan for injured players
- Brings the First Aid kit to all games and practices (provided by the Association's Equipment Manager, it will be replenished by the Association as necessary)
- Provides on-ice assistance if needed though this is not a first aid provider position
- Provides an Injury Report that is made available to the attending physician in the event a player must attend Emergency.

## **Certifications for Team Officials**

All certifications must be completed by **December 15**. You can volunteer on the ice while taking the certifications, provided you have your hockey ID. **You will not be allowed on the ice after December 15 if you have not completed your certifications.** *The exception being those coaches required to take the hybrid coaching course – in this case, the seminar must be taken before December 15 but the homework can be submitted up until March 31. It is very important that the homework be submitted and received on time or you will not complete the course. The Association will only reimburse you once for taking the hybrid course.*

**All volunteer team officials (Coaches/Assistant Coaches, Managers, Safety Person) are required to take:**

- Respect in Sport Online Module

**All volunteers are required to provide a Criminal Record Check.**

- This is provided free of charge and must be renewed every 5 years. Please contact your division manager for an online link.

**Head Coach and Assistant Coaches will need a Hybrid Coaching Course.**

- The only exception to this rule is for Hockey 1. H1 on-ice helpers only need a Criminal Record Check and Respect in Sport. H1 Coaches are encouraged to take the Hybrid Coaching course, but it is not mandatory. **Our association encourages any parent who is interested in helping on the ice to take the coaching course.**

**Safety Person**

- Hockey Canada Safety Program (HCSP) Online Module

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## **Obtaining a Hockey ID**

In order to register for the modules and the coaching course you will need a hockey ID. This is provided by the registrar once you provide your date of birth. Please contact your Division Manager or Team Manager to start the process. Your hockey ID is tied to our Association insurance, so this must be obtained before you are allowed on the ice.

## **Reimbursement of Module and Course fees**

Participants will have the Module and Seminar cost reimbursed by the Association. Please submit receipts to Division Manager or the Association Treasurer.

*If you are interested in volunteering, please contact your Division Manager or your Team Manager. Help is always appreciated.*

Visit the PCAHA website for Modules and Seminar dates and locations at [www.pcaha.bc.ca/clinics/](http://www.pcaha.bc.ca/clinics/) or

<http://www.bchockey.net/Clinics>

## **On-Ice Helpers**

On Ice Helpers must be 16 years and older and must be registered with New Westminister Minor Hockey. Full gear is required while on the ice. They will also have completed their Respect in Sport. **Siblings under the age of 16 are not allowed on the ice during practices.**

## **Dressing Room Etiquette**

- ⇒ Please ensure to arrive at the rink for practice and games at least ½ hour prior to the scheduled time to have your child dressed and ready to go on the ice 5-10 minutes prior to ice start time.
- ⇒ Please ensure that you dress your child in the dressing room and not in the general lobby.
- ⇒ There are no cameras or other picture-taking devices allowed in the dressing rooms.
- ⇒ The dressing room is the place where valuable information is communicated and team bonding is formed. Coaches may request that parents leave the dressing room 5 minutes prior to the start of the game in order to speak privately with the players.
- ⇒ Always notify the Coach or Manager in a timely manner when your child will not be able to attend a game or practice.

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## 1.06 CO-ED DRESSING ROOM POLICY

- a) In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:
  - i. Male players will not undress to less than a minimum of shorts while females are present.
  - ii. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
- b) When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room).
- c) When separate facilities do not exist for both male and female participants:
  - i. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
  - ii. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
- d) It is the responsibility of the team to ensure that these guidelines are followed.

## **Team Pictures**

Team pictures are usually scheduled for early November (exact date/time TBA). Please have your son/daughter fully dressed (without the helmet) for picture day. Arrive at Queens Park Arena 15 minutes prior to your scheduled picture time with the completed Order Form (to be provided by the team Coach/Manager). A team photo and a single picture of your son/daughter is provided free of charge. Additional photos may be purchased. In either case, please complete and submit the Order Form on picture day.

## **Tim Hortons TimBits Jamboree**

This optional Jamboree is usually held in January and is open to Hockey 1 and 2 players. It is a one-day event where the players have an opportunity to be coached by members of the Vancouver Giants (dependent upon their availability). Tim Hortons provides donuts, beverages and a gift for each player. It is up to the team Coach or Manager to register their team for this event. There is no cost as it is sponsored by Tim Hortons.

## **PCAHA Year-end Wind Up**

Each year the PCAHA organizes a wind-up for all Associations within the PCAHA. This wind-up is scheduled for the end of the season (in March) and is a mandatory game for H1 players. Your team Coach/Manager will advise you of the exact date once it has been scheduled.

## **Dates to Remember**

September	Initiation Program begins
End of October	Hockey 2-4 team formation complete
Early November	Team pictures (exact times TBA)
January	Tim Hortons Timbits Jamboree (H1 and H2)
March	PCAHA year-end Wind-Up
March 31	Earlybird registration deadline for the following season

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## Resources

### **Sage Wear (official clothing supplier):**

Bud Sage    phone 604 522 6048        bud@sagewear.com

### **Equipment Stores (Certainly not exclusive, just some suggestions)**

<b>The Hockey Shop (preferred vendor)</b> 10280 City Parkway Surrey, BC V3T 4C2 1-800-567-7790	<b>Sport Check</b> Unit 600, 5771 Marine Way Burnaby, BC V5J 0A6 (778) 329-9381
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<b>Cyclone Taylor Sports</b> 1020 Austin Ave Coquitlam, BC 604-936-0481	<b>MVP Athletics</b> #110 - 5898 Trapp Avenue Burnaby, B.C. V3N 5G4 604-525-8835
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<b>Wal-Mart</b> 805 Boyd St, New Westminister, BC V3M 5X2 (604) 524-1291	<b>Canadian Tire</b> 7200 Market Crossing Burnaby, BC V5J 0A2 604-451-5888
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On-Line Store: <http://www.hockeymonkey>

**Arena Maps**

<http://www.arenamaps.com>

**BC Hockey:**

<http://www.bchockey.net/>

**BC Hockey Policy Manual:**

<http://www.bchockey.net/Files/2%20-%20Branch%20Policy%202013-08-30.pdf>

**Pacific Coast Amateur Hockey Association:**

<http://www.pcaha.bc.ca>

Has link for rule book among other important info

**Hockey Canada**

<http://www.hockeycanada.ca>

**NWMHA Policies**

<http://www.nwmha.ca/pdfs/policies.pdf>

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## **Contact Information**

If you have any questions or concerns, please contact your team Coach or Manager. If you require additional information, please feel free to contact your Division Manager.

Hockey 1-2 Division Manager:

Hockey 3-4 Division Manager:

[mailto:Hockey1\\_2dm@nwmha.ca](mailto:Hockey1_2dm@nwmha.ca)

[mailto:Hockey3\\_4dm@nwmha.ca](mailto:Hockey3_4dm@nwmha.ca)

For more information regarding NWMHA please access our Website:  
[www.nwmha.ca](http://www.nwmha.ca)

President	president@nwmha.ca
1st Vice President (Web Page, Sponsorship and Advertising)	vp1@nwmha.ca
2nd Vice-President (Tournaments)	tournaments@nwmha.ca
3rd Vice-President (Safety and Photo Day)	vacant
Secretary	secretary@nwmha.ca
Treasurer	treasurer@nwmha.ca
Registrar	registrar@nwmha.ca
Coach Coordinator	coachcoordinator@nwmha.ca
Referee-in-Chief	ric@nwmha.ca
Ice Allocator	iceallocator@nwmha.ca
Equipment Manager	equipmentmanager@nwmha.ca
Referee Allocator	refereeallocator@nwmha.ca
Past President	pastpresident@nwmha.ca
Juvenile Division	vacant
Midget Divison	midgetdm@nwmha.ca
Bantam Divison	vacant
PeeWee Division	peeweedm@nwmha.ca
Atom Divison	atomdm@nwmha.ca
Hockey 3/4	hockey3_4dm@nwmha.ca
Hockey 1/2	hockey1_2dm@nwmha.ca