



**RMHC Checklist for
Coaches and Managers
2024-2025**

1. HNB Team Guide

HNB have published a Team Guide which covers a wide range of topics which have been traditionally covered by this document.

https://www.hnb.ca/images/2023/TEAM_GUIDE.pdf

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2. Coaches / Assistant Coaches / Managers:

- All rostered volunteers must sign RMHC Volunteer Code of Conduct form and return to division coordinator.
- See HNB team guide for Certification requirements.

HNB is strictly enforcing qualifications for coaches and managers. Any member who does not have the proper qualifications shown in the Hockey Canada database must either provide proof of course completion or take the course again prior to the December 15th deadline. **Members who do not have proper qualifications will be removed from team rosters.**

3. Discipline and Suspensions

Note: RMHC has Parent, Player and Volunteer code of conduct forms that must be signed and returned to the Division coordinator. If any parent, player or volunteer fails (or refuses) to sign this form they will be suspended until signed.

RMHC has a Discipline procedure that all teams must follow. Please review this document and ensure that all incidents are well documented, and the proper people are notified ASAP. (within 14 days) The document is on the RMHC website under Clinics/Forms.

HNB Suspensions:

- It is each team's and coach's responsibility to know the rules concerning suspensions.
- Any time a player or coach receives a major penalty and/or misconduct, assume there will be supplementary discipline; to determine if there is a suspension - and the length of the suspension - contact the applicable representative of the tournament committee, league committee or RMHC.
- Check the RMHC website for the *Minimum Standards for Discipline*.
- Executive Director will communicate suspensions received from the HNB Suspension Coordinator back to the appropriate team and/or coordinator.

Budgets:

Note: With the increasing cost of hockey, it is important to remember that ALL team events must be covered under the team budget. No mandatory events should be planned that do not fall under this budget.

All teams in U11 through U18 must submit budgets to the VP of Competitive or VP of Recreational as follows:

- Beginning of Season Budget: by November 15th
- Mid-Season Budget (year-to-date): by January 15th
- End of Season Budget (season wrap-up): by April 15th

The RMHC Team Budget Template is located on the website under Clinics/Forms.

The team budget limits for player and fundraising contributions are as follows:

- U7: Maximum of \$125 in player contribution / \$250 in fundraising
- U9: Maximum of \$200 in player contribution / \$400 in fundraising
 - *U7 and U9 player contributions may be variable depending upon the number of rostered players per team.*
- Recreational teams: \$750 in total including player contribution and fundraising; maximum of \$300 in player contribution (seed money)
- Competitive teams: \$900 in total player contribution and fundraising; maximum of \$450 in player contribution (seed money)

BANKING: Each team is required to have its own bank account. Only team funds in and out of the account and statements of activity provided monthly, or upon request, to the respective VP.

Fundraising:

- All team fundraising activities must be submitted to your respective RMHC division coordinator for approval by November 15th; a letter stating your event, date and time must be submitted in writing prior to the event. This is to prevent overlap for events such as

bottle drives. Any team not obtaining approvals will be asked to cancel their event if a conflict occurs.

- For fundraising within the lobby of the arenas, please submit requests through the Executive Director.
- **If any flyers or handouts are used for fundraising, they must include the team name, a contact name and phone number.**
- **If you are planning a gift basket raffle:**
 - Obtain a lottery licence
 - Do not include bottles of alcohol in the basket – only gift cards from ANBL

Please note: RMHC will not be reimbursing teams for Provincial Championships, please include this in your budget planning. Competitive teams are to pay their own league fees.

Non-Parent Coaches: RMHC supports teams having non-parent coaches and has the following budget guidelines for these coaches. Teams should budget for this based on number of away tournaments you will be attending:

- Head coach: costs of one hotel room for duration of tournament, gas to and from the tournament and per diem of \$60 per day for meals.
- Assistant coach: \$60 per diem for meals.

4. Tournaments:

HNB rules limit teams to a **five (5) tournament maximum** for all teams in U11 and above. This will include your home tournament but will not include Provincial Championships.

- RMHC teams:
 - 2 away (max)
 - 2 local
 - 1 home

NOTE: Away tournaments are tournaments that are outside a 115 km limit from Byron Dobson rink. Any exceptions to this rule must first be approved by respective VP for team.

5. U7 & U9:

- **U7-1 and U7-2**
 - No games outside of District 6 (Shediac only exception)
 - Jamborees:
 - 1 away (within district)
 - 1 home
 - Timbit Jamboree
- **U9-1 & U9-2**
 - No games are permitted outside of NB.
 - **November 1st** start date for half-ice games
 - **Maximum of 40 games**
 - Jamborees:

- 1 away within N.B. (max)
 - 1 local
 - 1 home
- See more U7 and U9 information at: <https://www.hnb.ca/en/u7-u9>

6. Parent Communication:

- Ensure proper communication with all players and parents, throughout the season.
- *Do not share email distribution lists with any outside party (spring hockey groups, minor sports groups, fundraising companies, etc.)*
- Must have a parent meeting at the beginning of the season, and continued communication throughout the season; **please invite the applicable RMHC division coordinator or VP to the first parent meeting**
- **Medical Information Sheet (Hockey Canada):** Must be completed by a parent for each player and kept on file by the team coach / manager – by November 15th
 - Forms can be found on the RMHC website under Clinic/Forms
- **Parent's Code of Conduct:** Must be signed by the parents of players. The signed forms must be gathered by team manager and returned to division coordinator by November 15th (including U7 & U9). If any parent does not sign and return the form they will be suspended from attending RMHC events until the form is signed and returned.
- **Player's Code of Conduct:** Must be signed by each player. The signed forms must be gathered by team manager and returned to division coordinator by November 15th (excluding U7 & U9). If any player does not sign and return the form they will be suspended from attending RMHC events until the form is signed and returned.
- The beginning of the season parent meeting covers:
 - Introduction of coaching staff and team manager
 - Coaching / team philosophy and goals
 - Player and parent communication (including the 'Lines of Communication' section below)
 - Player and parent expectations
 - Dressing room rules
 - Schedule
 - Tournaments
 - Budget
 - Fundraising
 - Per player financial contribution
 - Team volunteer opportunities
- **Lines of Communication:** Any issues should first be addressed at the team level through the team manager, then, if necessary, to the respective RMHC division coordinator, then to

the respective division VP, then to the RMHC executive. **Please do not go directly to Hockey NB.** Inform parents of this process through the parent meeting.

7. Travel Permits:

- **U7 / U9:** Required for all games and jamborees (home or away)
- **All Other Levels:** Required for all non-league games (home or away). This includes exhibition and **all** tournaments.
- Once you are rostered on a team, the travel permit tab will show in your personal HCR account under “My Account. When the permit is approved you will be notified by email.

8. Special Events Sanctioning:

- Hockey NB has adopted special event sanctioning guidelines. Each team must complete the form and submit to HNB. The only sanctioned sporting activities are hockey, dryland and ball hockey.
- The document is on the RMHC website under Clinics/Forms.

9. Player Injuries:

- For player injuries, the *Hockey Canada Injury Report* must be completed and forwarded to HNB within 90 days of the accident
 - managers should have copies on hand so that players can have the form signed at time of injury
- **New** - Injured players who are on the bench must wear **full equipment**.

10. Referee Scheduling:

- Referees are requested by emailing the Executive Director.
- Managers and head coaches - please review the upcoming games listed on the RMHC website for your team to ensure that games have been set up accurately and completely.

11. Player Affiliation:

- RMHC encourages player affiliation.
 - Please refer to the HNB Minor Operations Manual for affiliation procedures. Maximum of 15 games – exhibition/tournament games excluded
 - The player being called up must be listed on your Hockey NB roster as an affiliate
 - The affiliate cannot participate with your team if it will result in missing a game or practice with the affiliate’s team
 - The player needs to be indicated as an affiliate (AP) on the game sheet

- Should the affiliate player miss a game, practice or team event with their permanent team (to participate with the affiliate team), the affiliate player designation will be revoked.

12. RMHC Equipment:

- Equipment and jerseys must be signed out at the beginning of the season and signed back in at the end of the season.
- U7 are supplied by Tim Hortons. U71 keep their “My First Jerseys”. U72 *players may be able to keep their jerseys at the end of the season depending upon the replacement cycle of the jerseys.*
- U9 jerseys need to be returned unless otherwise advised.
- U11 jerseys are supplied by McDonald’s. *Players keep their jerseys at the end of the season.*
- All other divisions need to return jerseys unless otherwise advised.
- Garment bags are recommended for RMHC Blues jerseys to help extend the life of the jerseys.
- For all jerseys, any name bars or A’s and C’s should be sewn on to the jersey. **Do not use adhesive labels.**
- Sponsor bars are not permitted on jerseys without permission from the Executive Director.

13. Team Clothing

RMHC has partnered with Doyle Corporate Image to be the exclusive provider of Blues Clothing for our club teams. The Blues or RMHC logos are property of RMHC (used under license from the NHL) and should not be sent to other clothing providers without prior consent of the Executive Director.

14. Miscellaneous:

- **Blues Room** – book through the Executive Director
 - Book early – cancel early
 - Reserve enough time
 - Respect the booking times
- Hockey Canada Network App - Coaches may purchase or visit Drill Hub on the Hockey Canada website. Free for U7/U9.
- Game sheets are available in the lower equipment room or the lockers in the upper rink.
- Pre-Game Warm-Ups in the arenas are not permitted, as per the Town of Riverview.
- Sunflower seeds are prohibited in the dressing rooms as per the Town of Riverview.

- **Hockey NB Fundraiser tickets** were paid for by each member with their registration; the tickets can be sold by the members; no money is to be returned. Ticket stubs should be placed in box by the Blues Room.
- Ice times not being used need to be turned in to the Executive Director a minimum of **one week in advance** of the ice time; please turn in times early so that they can be reallocated to teams who may be in need of ice. **Failure to do this will result in your team being billed for the ice at nearly twice the RMHC rate.**
- For additional ice time bookings or meeting room bookings in Riverview, all requests go through the Executive Director. The Town requests only one point of contact.
- RMHC is on Facebook. Encourage your team members to 'like' as important information will be posted.
- *Dressing room photos are strictly prohibited.*
- Storms: **Safety is the first priority**; error on the side of caution' when deciding whether or not to keep scheduled games or practices
- **On-ice helpers** – there is no such thing - only certified, rostered personnel on the bench or on the ice.
- Tracksuits – available for all coaches in U7 through U13