

# **BOW RIVER BRUINS HOCKEY ASSOCIATION**

## **Development season 2020**

**[www.bowriverhockey.ca](http://www.bowriverhockey.ca)**

### **Introduction**

As we all know, this season will be different than others. The beginning of the season up until Winter Break is the Development Season. In the development season each cohort will be separated into evenly skilled mini teams and each team will practice and play games with the other teams in their cohort only. Under the current Return to Hockey guidelines, no travel or tournaments are permitted.

There will be practices and scheduled mini games within the cohort for U9 and up. For U7 (Timbits), there will be no formal games, only informal games within practices. All games will be officiated by the coaches. No referees will be assigned.

As such, our volunteer roles will look different as well for the development season. Due to the simplification of the season, a manager in the traditional sense will not be required. Alternatively, the role of a team lead will be utilized to ensure the smooth operation of the team and allow the coaches to concentrate on the 'on ice' activities. The team lead will act as a liaison between the head coach and parents to keep everyone well informed and coordinate all administrative tasks of the season.

The Bow River Hockey website has a "Manager" section that contains this manual and other information. The following information is intended as a guideline to ensure things run as simply and smoothly as possible.

## **Season structure**

Please review and be familiar with the Hockey Calgary guidelines for your age group:

[https://www.hockeycalgary.ca/assets/file/Operations/League\\_Management/Game\\_Play\\_Guidelines\\_-\\_Development\\_Season\\_-\\_2020-21.pdf](https://www.hockeycalgary.ca/assets/file/Operations/League_Management/Game_Play_Guidelines_-_Development_Season_-_2020-21.pdf)

[https://www.hockeycalgary.ca/assets/file/Operations/covid/Return\\_to\\_Play\\_-\\_Community\\_Aug\\_27\\_UPDATE.pdf](https://www.hockeycalgary.ca/assets/file/Operations/covid/Return_to_Play_-_Community_Aug_27_UPDATE.pdf)

## **Health checks**

The most significant role of the team lead is the coordination of the health checks. As we have experienced during evaluations, health checks will be facilitated through TeamSnap. Team leads will be responsible for ensuring all health checks are completed by the players and the coaches prior to each ice time. Safety coordinators should serve as back-up to this role if the team leads are not able to attend the ice time.

Every player and coach who is skating that day MUST COMPLETE their health check on their phone for that day's event. This is not available through the web browser version of TeamSnap. Players and coaches are not allowed to participate if they have not completed their Health Check prior to their ice time. There will be a hard copy of the health check questionnaire available on the website. Team leads should keep hard copies of these forms in their binders for use if the player doesn't have access to the TeamSnap app on a device. Verbal checks are not sufficient. There must be either a digital check done or a hard copy on paper. Clock volunteers will also need to complete health checks which is most easily facilitated through a hard copy form.

If a mistake is made when answering the Health Check questions, unfortunately the answers cannot be changed digitally. Players will have to complete a hard copy Correction Form. Team leads should also keep a supply of these forms in their binders.

As the team lead, you will be able to see who has completed their health check by selecting the date in the schedule and quickly scanning to see a green heart for cleared, a red heart with a line through it for not cleared, and a question mark for not yet completed. All hard copy forms must be retained for the season. AHS may reach out to us about a contact tracing issue. Any hard copies should be scanned and emailed to [healthcoordinator@bowriverhockey.ca](mailto:healthcoordinator@bowriverhockey.ca) after each ice time. Please include the player name, team name and date in subject or body of the email.

## **Team Finances**

There will be no cash calls or fundraising permitted in the development season. The expectation is that there would not be additional expenses other than acquisition of additional practice ice. The expectation would be that any of these practices would be organized at the cohort or mini-team level in order to be a Hockey Calgary sanctioned event on a user pay/cost recovery basis.

## **Volunteer roles**

Fewer volunteer roles will be required this year and they may look different. As such, no volunteer checks will be collected. The roles are:

Coaches  
Team lead  
Safety coordinator  
Clock attendant

## **Issuing of Practice and Game Schedules**

Team Snap will be populated by the association for games and practices that are assigned to the team. Any additional practices, events and games that are organized by the teams should be added to Team Snap by the team lead. Note that no additional games outside of the cohort are allowed in the development season.

## **Resolution of Team Disputes**

Occasionally disputes arise within a team over issues such as behavior, discipline, equal ice time, quality of the program provided by the coaches, etc. The parents should bring their concerns to the team lead who should work with the coach and parents to resolve issues. **Bow River policy is to try to resolve disputes at the team level first.**

If the team lead and coach cannot resolve the problem, he/she should contact their Age Group Coordinator who will assist in solving the problem or advise on the appropriate action. If satisfactory solution cannot be found at the team level or with the Coordinator, the matter will be referred to the Association discipline committee.

## **Medical Information**

A "Medical Information" form from Hockey Canada can be found on the Bow River website – under the Team Safety section of the Manager's office. Each player should complete this form as soon as possible once the teams are formed and emailed or hard copy given to the team lead. New this year, we are asking the team lead to upload a copy of this form to TeamSnap so that the coaches and team lead have access to the information. Directions on how to upload this information is included under the "Manager's Office" on the Bow River website. Please ensure the directions are followed carefully to ensure the documents are uploaded as "private" so they are not viewable to anyone outside of the coaches and team lead. Team leads and coaches should review these forms for information that may impact the players in the season (ie: injuries and allergies, etc.) and plan accordingly.

A hard copy of the form should be maintained in the safety binder. These forms contain confidential information and should be kept in a sealed envelope and only accessed in case of incident.

## **Insurance and Accident Reporting**

In case of an accident or injury, an injury report should be filled out immediately and sent to the BRBHA Safety coordinator at [safety@bowriveryhockey.ca](mailto:safety@bowriveryhockey.ca). The forms are available on our website under the 'Managers Office' tab and are also included in the team safety binder.

## **Dressing rooms**

No cell phones are permitted to be used in the dressing rooms at any time.

Players (goalies excepted) are expected to arrive at the rink fully dressed. Masks must be worn until the player enters the ice and worn again once the player exits the ice.

Parents should only be in the dressing room if a player needs assistance getting skates tied or helmets on and should immediately vacate afterwards.

A minimum of two coaches should be present in the dressing room at all times.

Dressing rooms should be locked when the team is on the ice.

## **Team Jerseys/Equipment**

Game jerseys will be distributed to each player for them to keep for the duration of the development season. These jerseys are to be hung up and to be brought to the rink only for game days.

Please note that team jerseys are not to be worn for practices. After washing these jerseys should be hung to dry – not put into dryers. The Association is requesting that no name bars or sponsorship crests are used during the development season.

Pinnies will be supplied to each team for use if you are playing a team with the same color jerseys. These pinnies should be washed after every use.

Other items such as goalie equipment (U7 and U9), pucks, and first aid kits are issued to each team from Bow River Hockey. If additional equipment or equipment repair is needed, please contact the Equipment Coordinator at the address on the website. You will be informed at season end as to the collection dates of the jerseys and team equipment. Shared U9 Goalie Equipment sanitization guidelines are included under the "Manager's office" on the Bow River website.

Coaches will be asked to sign-out their team equipment and jerseys and will be responsible to ensure it is signed back in at the end of the development season.

## **Submission of Game Sheets to Hockey Calgary**

No game sheets will be used in the development season.

## **Information and Communication from Bow River Hockey**

Bow River Hockey will periodically provide information to the teams primarily through the Age Group Coordinator who will then pass on the information to the head coach and/or team lead. Check the Bow River Hockey website ([www.bowriverhockey.ca](http://www.bowriverhockey.ca)) often and encourage your team parents and players to do so as well.

In the development phase, if a player on your team has been written up by the coaches for an infraction, this must be reported within 24 hours to Bow River's 1<sup>st</sup> VP at [1stvp@bowriverhockey.ca](mailto:1stvp@bowriverhockey.ca). Team leads will support the coaches to ensure this reporting occurs.

## **Safety Requirements**

There is a prescribed safety knowledge and roles course defined by Hockey Canada that at least one coach per team (2 coaches per U7 Team) must have completed. (<http://www.hockeycanada.ca/en-ca/Hockey-Programs/Safety/Player-Down/Safety-Person-Trainer.aspx>).

It is also required that coaches and team leads along with the safety coordinators define an Emergency Action Plan (<http://www.hockeycanada.ca/en-ca/Hockey-Programs/Safety/Player-Down/Emergency-Action-Plan>) which should be laid out in your safety binder. As well, the safety coordinators are responsible for completing the arena check form at the beginning of every ice time. They will also be asked to be backup to the team lead if the team lead is unable to perform the health check confirmation prior to an ice time.

## Team Photos

The 2020 photo day is Sunday, October 25. Photo times will be scheduled around allocated ice times.

- Full gear, excluding skates and helmet, is to be worn for teams U13 (PeeWee) and below. For U15 (Bantam) and U18 (Midget) teams, the team is to decide if they will wear dress clothes (preferred) in lieu of full equipment. Jerseys are required.
- An individual picture only will be taken on photo day. No team photo will be taken. A composite of individual photos will be created for display at Bowness Arena. A memory mate will be included in each player's fees with the individual player photo only.

## *Valuable Tips*

◇ Utilize email through TeamSnap for all communications and summarize in person meetings through follow up emails. Note: This function will not be available until evaluations are complete (October 4)

Utilize TeamSnap's availability function to determine whether to move ahead with events. Ensure you give people a deadline to update.

◇ It is recommended that the team lead maintain an organized binder to keep all the paperwork and any other information handy. The binder should be with the team lead at all ice times.

Suggested items in the binder are:

- Health check questionnaire and error correction forms
- Safety forms
- Parent contact list and volunteer duties