



## STRAIT RICHMOND PIRATES U11A 2024-2025

### Team Staff:

#### 1) **Bench Staff:**

- a) Head Coach: Mark MacKeigan
- b) Assistant Coach: - **NEED**
- c) Assistant Coach/Trainer: - **NEED**
- d) Assistant Coach: - **NEED**

#### 2) **Team Manager:** Melissa Warner

- a) Act on direction of the team head coach and report directly to the team head coach.
- b) Develop an operating budget for the team.
- c) Coordinate travel and accommodations for Tournament(s).
- d) Assist with team communication regarding events.
- e) Coordinate all pre- and post-game paperwork and distribute to appropriate parties (i.e. game sheets, etc.).
- f) Arrange for off-ice officials.

**\*If there are any questions or concerns, please bring them forward to team manager who will forward to our coaches.**

#### 3) **SRMHA 50/50 Collector:** - **AURELIE**

- a) Distribute tickets to players as needed.
- b) Collect tickets at a minimum of one practice or game/week (can be more if available).
- c) Complete chart that outlines number of tickets collected/distributed per player and have parent/guardian sign sheet to confirm recorded information.
- d) Collect and pass in all tickets and money to Anne McNamara.
- e) Once every few weeks you will be required to count tickets and money for weekly draw (usually Sunday at 6:00pm; SRMHA Room-Richmond Arena).

#### 4) **Game 50/50 Coordinator:** **AURELIE/ SHANNON**

- a) Set up schedule for parents/guardians to work home game 50/50 draws

#### 5) **Clock/Scoreboard Operator Coordinator:** **SHANNON TO MAKE SCHEDULE**

- a) Operate the clock/scoreboard
- b) Update game sheet/Grayjay scoring
- c) Music/Announcing

**\*\*If we cannot get parent volunteers, we will have to pay for someone to do this\*\***



## Season Info:

- 1) **Practices: (players to be in dressing room ½ hour before start time)**
  - a. Monday (PHCC) – 6-7:30pm
  - b. Thursday (Richmond) – 6:00-7:30pm **currently no ice in Richmond Will update once open**
  
- 2) **Games (subject to change): (players to be in dressing room 1 hour before start time)**
  - a. Saturday (away) **TBA**
  - b. Sunday (home) **TBA**
  
- 3) **Tournaments**
  - a. Our goal is to attend 2 away tournaments:
    - i. December - TBD
    - ii. TBD – January/February
    - iii. Home – March Break
  - b. We will also host a home tournament – March 15/16
    - ◆ All parents are **required** to volunteer in some manner. Teams Responsibility to organize the tournament \*\*\*
  
- 4) **League:** Scotia Minor Hockey League – North Conference
  - **October 20th- Scheduling meeting – Melissa will attend**
  
- 5) **GrayJay App:** *All forms of communication will be done through GrayJay App.*
  - a. All games and practices will be listed under Schedule on GrayJay App (**this can change so please check regularly**).
  - b. Please update availability asap so coaches can adjust their practice/game plans based on player availability.
  - c. Any questions or comments can be sent via the message option.
  
- 6) **Top Tier Fees: \$713.34 (total; two installments of \$352.50)**
  - a. Preferred payment option is e-transfer: **Will Notify once set up**
  - b. Fees to be paid in two installments:
    - i. 1<sup>st</sup> installment of \$356.60 due: November 15<sup>th</sup>, 2024
    - ii. 2<sup>nd</sup> installment of \$356.60 due: January 15<sup>th</sup>, 2025
  - c. Sponsorship: You are permitted to get sponsorship for the cost of top tier fees.
  - d. Budgets will be reviewed in December and adjusted as required. If possible, please only pay installments when they are due to avoid having to refund.



Overall Budget		Individual Player Breakdown	
Games/Practices	Cost	Games/Practices	Cost
2 hour ice rental (\$190/hr) x 20	\$7,600.00	2 hour ice rental (\$190/hr) x 20	\$506.67
Time Keeper \$20 x 20	\$400.00	Time Keeper \$20	\$26.67
Events/Tournament-Away		Events/Tournament-Away	
Tournament #1	\$1,200.00	Tournament #1	\$80.00
Tournament #2	\$1,200.00	Tournament #2	\$80.00
Tournament #3	-	Tournament #3	-
Miscellaneous		Miscellaneous	
Contingency	\$300.00	Contingency	\$20.00
<b>Total</b>	<b>\$10,700</b>	<b>Total</b>	<b>\$713.34</b>
		<b>AP Players</b>	<b>\$?</b>

7) **Jerseys/Name Bars/Socks:**

- a. Deposit of \$50/jersey (will be refunded upon return at end of season)
- b. Players will need a white and a black name bar (last name only). These are about \$20/set. This will be arranged by Manger. (We are not permitted to put name bars on our own jerseys. If you know of someone who would be able to do this, please let me know.)
- c. Socks are \$25/pair (\$50 for home & away)
- d. We cannot put sponsor bars on jerseys.

8) **24-hour Policy:**

- a. Always wait 24 hours before speaking to anyone regarding incidents related to hockey games/practices. 24 hours, gives time for perspective/reflection and soothes raw emotions.

9) **Social Media Policy:**

- a. Refrain from posting videos to social media unless the video shows your child only.
- b. Individual pictures are permitted. Group pictures are only permitted if you have permission from all parents/guardians of children present in the photo.
- c. See SRMHA Website for a copy of the policy.
- d. There may be instances where we live stream games. This will be done via private Facebook Group.

10) **Forms:**

Please complete and return as soon as possible:

- a. Player medical forms
- b. Player Attestation Forms
- c. Parent Attestation Forms
- d. Coaches Attestation Forms



### **Parent Responsibilities:**

- ❖ If you have any questions/concerns regarding hockey practices/games, etc. please bring up with the team manager who will discuss with coaches.
- ❖ Families will be required to sell SRMHA 50/50 tickets at rates indicted by the SRMHA 50/50 Coordinator.
- ❖ Update availability on Grayjay asap
- ❖ Check schedule on GrayJay regularly (it can change)
- ❖ Use GrayJay messages-chat to communicate when we are not at practices/games
- ❖ **Parents are not permitted in the dressing rooms before/after practices and games.**
- ❖ **Always wait 24 hours before speaking to anyone regarding incidents**
- ❖ **Do not post videos to social media.**
- ❖ **Always have permission from parents before posting pictures of their children**
- ❖ **\*\*Reminder - Jerseys need to be passed in at the end of the season and must be in similar condition to receive your refund\*\***

**DRESSING ROOM SUPERVISION** Hockey Nova Scotia requires all Coaches/Bench staff and member Minor Hockey Associations to provide supervision for dressing rooms before, during and after all games and practices by following the "**Rule of Two formally known as the Two Deep Method**" of supervision recommended by Hockey Canada (**No parents in the dressing room**). A lone personnel member should never be in the dressing room with players at any time, especially when players are showering or changing: two adults should be present together, this is called the "Rule of Two formally known as the Two Deep Method" of supervision. Parents of all players should be made aware of the "Rule of Two formally known as the Two Deep Method" and avoid letting their children into unsupervised dressing rooms. (The regulation requires that no player is left unattended, and no adult is left alone supervising players. So, unless it is a parent and their child, there needs to be two adult dressing room monitors at all times.) As Manager, you need to ensure that this policy is always followed and may be required to assist with ensuring the rule is followed.