

Quick Reference Guide for Managers/Coaches

District Operations Task Group ekmho@bchockey.net

1. ekmha-president@hotmail.com **If a league game must be changed you must first get the permission of the EK President to change the game and must be changed in the egame schedule, if the game is not rescheduled then the Team that couldn't make the original game will be assessed a no show EK fine
2. All games will now be EGames so all Teams must register on the egame site to be able to access the games on the schedule at <https://eastkootenay.hisports.site/> all exhibition games, League games, tournament games, tiering, playoffs will be in this format (no paper game sheets)
3. All important dates can be located on the BC Hockey website under Administration – Resources– Handbook (please take note of the District Policy #11 regarding Ineligible team officials)
4. **Hosting Tournaments:** The updated Hockey Canada Regulations require that all teams attending sanctioned tournaments must submit an official HCR roster to the tournament host. All tournaments (U11 to U18) will be egame format and as such you will need to fill out the EGame Tournament Request form and must include all Official HCR rosters (or approved Hockey USA rosters) along with their travel permit and game schedule no later than 12 noon the Monday before your tournament; send to ekmha@shaw.ca
5. **Affiliate Players:** Affiliate Players must be included on the HCR Roster prior to participating in games and clearly marked as “AP” on the Roster and egame sheets
6. **Requests for Out of Province Travel & Exhibition Games involving non-BC Hockey teams:** All requests for travel outside of BC & exhibition games against teams from outside of BC must be approved by the appropriate BC Hockey OTG member (ekmho@bchockey.net). Submit a completed Out-of-Province & USA Hockey Tournament Travel/Exhibition Game Form (found on BC Hockey website under Administration – Forms) to OTG member 7-10 business days prior to event. An official USA Hockey roster must be included with the requests for exhibition games against USA Hockey Teams. The OTG will email the contact on the application with approval or concerns, so please make sure you include an email address **Note that a team playing exhibition game against a team in District does not need a travel permit; the Hosting team requesting the Exhibition Game will include the team on the form that is coming to play them**
7. **Recreational Tournament Team Request (BC Hockey Policy 7.13):** Submit a completed BC Hockey Recreational Tournament Team Request Form to ekmho@bchockey.net at least 21 days prior to the tournament for review. After review, if approved, a tournament team roster will be created in the HCR & the MHA will be contacted. If there are any concerns or ineligible players or team officials appear on the proposed roster the MHA/team will be contacted.
8. **Recreational Player Relief Request (BC Hockey Policy 7.12):** Submit a completed BC Hockey Application for Recreational Player Replacement/Relief to ekmho@bchockey.net the OTG member at least 7 days prior to the tournament. Replacement players should be listed on the request form & an HCR Roster indicating the unavailable players must be included with the request. The OTG will advise the MHA/Team of approval or concerns by email. An HCR Roster will be created for the specific tournament. If it is for league play the approved form should be taken with the team to present at the league game (a copy will be supplied to the EK President)

9. **Goaltender Replacement (BC Hockey Policy 7.01):** If a team finds itself without a goaltender for a game, & no affiliate goaltender is available, the MHA President must submit a written request to the OTG member at ekmho@bchockey.net for a replacement goaltender. The request must include the reason for the request, the name of the proposed relief goaltender and written permission from the proposed goaltender's team. Please copy on all short notice requests (under 7 days) jmckenzie@bchockey.net so they can be dealt with if the OTG member is unavailable. The Team/MHA will be notified by email of the decision.
10. **Tournament Back-up Goaltender (BC Hockey Policy 7.11):** Submit a completed BC Hockey Tournament Back up Goaltender Request Form to ekmho@bchockey.net the OTG member 21 days prior to the tournament. After review, the host association will be notified of the status of the application.
11. **Exhibition Games in District/InterDistrict:** Any team hosting an Exhibition game with another team (a BC team, from another province or USA) must complete the InterDistrict/Exhibition Game Form and send to the OTG member to obtain an Exhibition Game number (this is the sanction for that game). If a team is travelling for an Exhibition game must obtain approval prior to attending the Exhibition game. Send to ekmho@bchockey.net
12. **District Policy for Ineligible Team Officials:** Dec 1 is deadline for all bench staff to be certified, a letter will go out indicating deficiencies, Dec 15 if bench staff is still not certified a fine of \$250/uncertified team official will be assessed and if still not with certified staff as of Dec 31 a travel suspension (team) will be imposed until such time everyone is properly certified (may result in their removal from the HCR roster). **No On-Ice-Volunteer/Volunteer should ever be on the Bench for games**, they are strictly to help in practices, any team that has an ineligible Team Official showing on their HCR prior to Dec 1 must not be involved with the Team or sanctions may be implemented. (Bare minimum before attending a clinic is Respect in Sport RIS, Criminal Records Check CRC/VPC, and Concussion Awareness Tool CAAT and can be done through the Clinics portal online by visiting BC Hockey website) A certified Safety Person must be on each team and present for all team functions (can have multiple on the roster to ensure one is always available)
13. **Process for U9 to U11 Player Movement:** Process for U9 to U11 Player movement In order to Register or Affiliate a U9 age player to an U11 team. 1. Completed application form to be submitted by the Association President to the BC Hockey Operations Task Group Member for your District 2. If the request is to register a U9 player to an U11 team, an independent evaluation MUST be included with the application. 3. Operations Task Group Member will then distribute the form to the District President and BC Hockey Operations Task Group Coordinator for their positions on this request 4. BCH Operations Task Group Coordinator will then submit request to BC Hockey CEO for the final approval or denial. **The EK District has also implemented a Policy that they will only consider U9 to U11 player movement under Safety Concerns, the District will not support Skill level based requests.**
14. Any question about the above items please don't hesitate to contact Leann Smith at ekmho@bchockey.net