



Memorandum | Information

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To / À: All MHA volunteers / tout bénévole dans une association de hockey mineur

[Message français plus bas](#)

**This is a quick reference guide with important information your teams may request. It is very important to get this out to minor teams and all minor volunteers of HNB.**

**HNB Minor Hockey Executive committee contact info:** <https://hnb.ca/en/minor-hockey/hnb-minor-hockey-council> Teams should always go to their association first, and then contact their District Director, if needed.

**Rosters:** HNB Team rosters should be entered into the Hockey Canada Registry prior to a team playing a league game. Please contact your local association / registrar to acquire your team's roster.

**Important Dates:** <https://hnb.ca/en/minor-hockey/important-dates>

**Development weekend: November 3-4:** Teams MAY play games on Friday November 2<sup>nd</sup>, but no games to be played November 3-4. (The only exception to this is AAA leagues).  
<https://hnb.ca/en/minor-hockey/publications/development-weekend-guide>

**Criminal Record Check / Vulnerable Sector check:** Is required for all volunteers over the age of 18. Criminal record checks must be submitted to your local MHA every 3 years. One vulnerable sector check per volunteer must be completed. All Criminal record checks and vulnerable sector checks must be sent in as one package to the HNB office via the local association, prior to the December 15<sup>th</sup> deadline. Volunteers who need a letter of request can contact [mstlaurent@hnb.ca](mailto:mstlaurent@hnb.ca) to acquire a letter to take to their local police/RCMP detachment. Members may also use the [www.mybackcheck.com](http://www.mybackcheck.com) feature at a cost of \$25.00 plus HST **NOTE:** The MyBackCheck feature only covers the CRC, not the VSC.

**Special event sanction form:** This is used for any off-ice events teams may have (This includes team fundraising events). The only sporting activities that will be sanctioned are hockey, dry-land, and ball hockey. If a team participates in a non-sanctioned team activity, they do so without insurance. Teams may contact me directly for information, or submit their requests for approval. Teams may participate in events without sanction approval forms, but they do so at the risk of not having insurance coverage. <https://hnb.ca/en/minor-hockey/forms>

**Insurance policy:** Hockey New Brunswick and its registered members are insured season to season under Hockey Canada with BFL Canada. All players, coaches and bench staff must be listed on a roster for the current season to be covered on that insurance. For detailed information on HNB's insurance coverage, please visit the following link and turn to page 36. [https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Insurance/Downloads/safety\\_teamwork\\_e.pdf](https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Insurance/Downloads/safety_teamwork_e.pdf)

**Note:** For out of country team travel, teams are strongly encouraged to acquire additional sports injury insurance. The onus is on the player/family to ensure they have proper coverage when leaving the country to play hockey. Most private insurance companies will cover players while travelling, but it is the player's responsibility to ensure they have proper coverage before crossing the border.

**Injury Reports:** Should be filled out and filed with HNB within 90 days for any injuries of a HNB or NBIAA rostered player/bench staff. The claims are left open for one year from the date of injury. Hockey Canada is a second payer, therefore all claims must go to primary insurance prior to coming to me. If a member has other insurance, a copy of the Explanation of benefits must accompany all claims for reimbursement. The player's family is responsible to send a completed injury report form (Page 1 and page 2 must be completed) to me at [mstlaurent@hnb.ca](mailto:mstlaurent@hnb.ca), or by mail within 90 days from the date of injury. Detailed insurance info can be found at: <http://www.hnb.ca/en/hnb/insurance>

**Minor Operations Manual:** This is a very important tool for all MHA volunteers, including coaches and managers. You will find all important information related to Minor hockey, and changes voted by the HNB membership. All changes to the Minor operations manual are bolded in red. Info such as travel requirements, affiliation, player movement, certification requirements and much more are available on this document. If you have any questions related to this document, you should go to your association for clarification. [https://hnb.ca/images/NBMHC\\_OPERATIONS\\_MANUAL\\_1819\\_ENG1.pdf](https://hnb.ca/images/NBMHC_OPERATIONS_MANUAL_1819_ENG1.pdf) NOTE: Your association may impose additional requirements or regulations, so always check with your association. **NOTE:** AAA/ Elite Hockey has their own Operations Manual under "Elite Hockey" on the HNB website.

**NBIAA(High School) Associate player agreement:** Associate agreement for the 18-19 season. Permissions needed, and who is allowed to associate to or from. Any exceptions to this agreement must acquire an exemption via Nic Jansen and Allyson Ouellette by filling out the Player exemption form on the HNB website under Publications, NBIAA agreement. [https://hnb.ca/images/HNB\\_NBIAA\\_MOU\\_-\\_May\\_2018\\_WEBSITE\\_INFO.pdf](https://hnb.ca/images/HNB_NBIAA_MOU_-_May_2018_WEBSITE_INFO.pdf)

**Travel Permits:** All travel permit requests should be done via the E-Permit site: [https://hnb.ca/images/hnb/pdf/e\\_travel\\_permits\\_procedures\\_ENG\\_2017.pdf](https://hnb.ca/images/hnb/pdf/e_travel_permits_procedures_ENG_2017.pdf) Please note that ONLY volunteers listed on a roster may request an e-travel permit for their team. **\*\*Travel permits are required for ALL tournaments, including HNB Sanctioned tournaments and exhibition games (whether you're the home team or the away team. This sanctions the host team for an exhibition game).** **NOTE:** All travel out of province or out of country requests should be requested via [mstlaurent@hnb.ca](mailto:mstlaurent@hnb.ca) on a completed form (please contact her to acquire the form), to ensure the tournament or team is sanctioned by the branch or federation. There are specific guidelines for travel permits. Please refer to section 21 of the Minor Operations Manual.

**Female Hockey:** link to the HNB website regarding female hockey: <http://www.hnb.ca/en/minor-hockey/female-hockey> A new agreement was successfully voted in by the HNB membership this season, which allows female players to dual-register within an all female HNB Minor team, as well as a mixed-

gender HNB Minor team. **NOTE:** AAA and NBIAA players are NOT permitted to Dual Register. Please read stipulations carefully at: <https://hnb.ca/images/hnb/pdf/dual-agreement-1819-final.pdf>

**Respect in Sport PARENT:** One parent of a new player, regardless of their age, must complete a one-time course online called "Respect in Sport Parent". The cost of this course is \$12.00 plus HST, and it takes approximately one hour to complete. If a parent has completed this course for an older child already in the system, and now has a new player in hockey, the parent must log back into their existing RIS Parent account, click on "Profile", then click on "Child Management" and add their child to their profile and click "save". If the parent forgot their username or password, they can click on the "recover username or reset Password" link on the page to retrieve it. Anyone else can contact me directly for troubleshooting. <http://www.hnb.ca/en/clinics/respect-in-sport-parent-program>

This program was designed to tell me exactly where the parent is in the certification process. If a parent linked their children to their profile, and there are not duplicate profiles for the child in the HCR, it likely means that the parent did not complete the certification process.

NOTE: Respect in Sport Coach and Respect in Sport parent are two separate certifications and are not transferable. Both links are clearly defined on the HNB website.

**Certification for Coaching:** <http://www.hnb.ca/en/clinics> Questions related to coach clinics and certification can be directed at Matt Vautour at [mvautour@hnb.ca](mailto:mvautour@hnb.ca). Deadline to be certified is December 15<sup>th</sup> of the current season.

**All out of Country Players:** Please note that all out of country players, **including border players (U.S.), and exchange students** must receive clearance from Hockey Canada PRIOR to any participation with any hockey program with HNB. This rule applies to anyone entering Canada for any reason, regardless of whether or not their home country offers ice hockey. Association registrars and/or Association Presidents should contact Mireille St-Laurent directly at HNB for further instructions regarding these potential players. Players may not participate in any programs of HNB until they have the proper permission from Hockey Canada. They must also provide proof of valid health insurance for sports in Canada to be eligible for Hockey Canada insurance.

Please contact me if you have any questions or concerns regarding any of the information herein. Have a great season everyone and thank you for your volunteer time!

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