BFIHA Coaches Meeting

October 13th[th] 2026

Delivered using Zoom

Thank you!!!

We really appreciate the support of volunteers to make the Wildcats season successful!

Agenda

- Welcome & Introductions
- Association Guiding Principles & Goals
- Parent Meeting Requirements
- Risk Management
- Message from our RIC
- Ice Scheduling
- Affiliate Players
- Communications & Marketing
- Jerseys & Equipment
- Team Snap & Rostering
- Coaching & Development

Welcome & Introductions

Cheryl Reesor, President

Farhan Virji, VP On-Ice Operations
Gurdeep Kainth, VP Off-Ice Operations
Neale Quan, Director of Hockey Development

Louisa Stanlake, Director of Divisions
Gary Cheng, Director of Coaching
TBD, Director of Tournaments
Gigi Ng, Risk Manager
Chuck Brady, Director of Sponsorship
Aaron Shuto, Treasurer
Taylor Johnson, Director of Events and Engagement

BFIHA Contact Us

Katie Larson, Director of Registrations
registrar@burnabywildcats.com

Vaughn Balberan, Director of Ice Allocation
ice@burnabywildcats.ca

Colin Mah, Director of PR & Marketing
communication@burnabyminor.com

Maria Ansorena, Secretary
info@burnabywildcats.ca

Association Guiding Principles

These principles guide every decision we make for the benefit of our players, the coaches, and our volunteers.

Hockey should be fun and inclusive	for all players, regardless of their skill level or hockey background.
Development matters more than results	the game teaches lifelong skills like resilience, teamwork, and self-confidence.
We prioritize player development, well-being, and experience	above the preferences of parents and coaches.
Respect and integrity are non-negotiable	on the ice, in the locker room, and in the stands.
Families and volunteers are essential partners	and we are committed to supporting and appreciating them.
Both A (rep) and C (house) programs are valuable	each with their own unique purpose and goals.

Association Goals

These goals guide how we operate and how we define success. They are listed in order of importance to reflect our core values, and are slightly different for our Recreation (C) program and Competitive (A) program

#1 Player Retention
We aim to foster a lifelong love for the game. Retention is our #1 success indicator — girls should want to return every season because they had a positive experience.

'C' Program: Players should feel that hockey is fun, welcoming, and fits their interests — whether that's casual play or competition.

'A' Program: Players should choose to stay in A tiered teams because they felt challenged, supported, and valued. A teams must be competitive — not just for wins, but to match the expectations of players who thrive in that environment.

Association Goals

These goals guide how we operate and how we define success. They are listed in order of importance to reflect our core values, and are slightly different for our Recreation (C) program and Competitive (A) program

#2 Player Satisfaction
Enjoyment goes beyond just coming back. We want players to feel **happy, connected, and proud** of their experience — regardless of level.

'C' Program: Satisfaction comes from friendships, fun memories, feeling included, and getting to be part of a team. While winning isn't everything, it still matters — no one enjoys losing every game. Balance is key, and winning is not always about the final score. Teams can win by improvements they've made in games, in new systems they've learned, and build momentum that gives them confidence and a sense of accomplishment.

'A' Program: Players are more satisfied when they feel they've contributed to a successful season, improved their skills, bonded with their teammates, and feel accepted by their team. Every player — not just top performers — needs to feel seen and supported.

Association Goals – C program

These goals guide how we operate and how we define success. They are listed in order of importance to reflect our core values, and are slightly different for our Recreation (C) program and Competitive (A) program

#3 Player Development

Hockey is a team game, but every player should grow individually. Skill development — skating, puck handling, game sense — is central to our mission. We'll look to coaches, parents, and players themselves to evaluate whether players are improving and being challenged appropriately.

#4 Team Success

Competition is a healthy part of hockey. While we don't measure success solely by wins and losses, team performance helps us assess whether we're supporting players and coaches effectively. This is applicable to teams in U11 - U18.

Association Goals – C program

These goals guide how we operate and how we define success. They are listed in order of importance to reflect our core values, and are slightly different for our Recreation (C) program and Competitive (A) program

#5 Volunteer Satisfaction

Volunteers are the backbone of minor hockey and our association. We aim to:

- Encourage more families to get involved
- Ensure volunteers feel prepared, supported, and appreciated
- Create an experience they want to return to

#6 Parent Satisfaction

Parents are essential partners in every player's hockey journey — from time and financial support to emotional encouragement. Their experience should be positive, informed, and respectful of the investment they make.

Parent Meeting Requirements

BC Hockey requires that all Minor Hockey Associations, host a Parent Meeting prior to November 15 annually and must contain…

- Review of key MHA Policies and Procedures i.e., Locker Room, Team Selection, Ice Times
- Review of the Association complaint process / policy
- Code of Conduct expectations
- Sportsmanship Starts in the Stands (next slide)

Failure to comply with this requirement will result in the cancellation of BC Hockey sanctioning for events hosted or operated by the Minor Hockey Association.

NOTE: Unsanctioned events are not eligible for coverage under the Hockey Canada Insurance

Parent Meeting Requirements

The Sportsmanship in the Stands content is available on the BMHA website here:
https://www.burnabyminor.com/sportsmanship-starts-stands/

The BC Hockey content for the Sportsmanship in the Stands is available here:
https://www.bchockey.net/parents/sportsmanship-starts-in-the-stands

Upon completion of the team meeting, the team manager will send the meeting agenda and summary to their division manager.

The summary will include the following information:

1) Team hosting the team meeting
2) Name of team manager & head coach
3) Date of the parent meeting
4) Number of parents attended
5) Confirm that the Sportsmanship in the Stands content was presented (please watch the short video)

The division managers will collect the team manager's summaries and submit a division report via the following google forms.
https://forms.gle/vC44pdmVYtfezDTX6

DMs to upload one team meeting agenda, we do not need all of the team's agendas.

Once all BFIHA divisions have submitted their reports, BFIHA risk manager will submit an association report to BC Hockey to confirm we have completed the requirement.

Risk Management

Team Officials

- Criminal Record Check must be completed, you cannot work with the kids or be rostered until it is.
- Be present
- Rule of Two
- Ensure certifications are as required – Check your Hockey Canada Profile
- Wear proper gear on ice
- Ensure only rostered officials are on the ice / bench
- HCSP volunteer meeting

SUMMARY - TEAM OFFICIAL QUALIFICATIONS - 2025-2026

TEAM TYPE	HEAD COACH	ASSISTANT COACH	SAFETY PERSON	MANAGER
HC-Carded Teams (all "A" teams in U13 and above)	**Coaching Level** - Development 1 **Checking Qualification** - Yes (in U13 and U15) **Respect in Sport** - Yes **CATT** - Yes **CRC** - Yes	**Coaching Level** - Development 1 **Respect in Sport** - Yes **CATT** - Yes **CRC** - Yes	**Safety Program** - Yes **Respect in Sport** - Yes **CATT** - Yes **CRC** - Yes	**Respect in Sport** - Yes **CATT** - Yes **CRC** - Yes
U11 "A" Teams (PCAHA-carded)	**Coaching Level** - Coach 2 **Checking Qualification** - Yes **Respect in Sport** - Yes **CATT** - Yes **CRC** - Yes	**Coaching Level** - Coach 2 **Respect in Sport** - Yes **CATT** - Yes **CRC** - Yes	**Safety Program** - Yes **Respect in Sport** - Yes **CATT** - Yes **CRC** - Yes	**Respect in Sport** - Yes **CATT** - Yes **CRC** - Yes
"C" Teams U11 and above (all)	**Coaching Level** - Coach 2 **Checking Qualification** - Yes (in U11 to U15) **Respect in Sport** - Yes **CATT** - Yes **CRC** - Yes	**Coaching Level** - Coach 2 **Respect in Sport** - Yes **CATT** - Yes **CRC** - Yes	**Safety Program** - Yes **Respect in Sport** - Yes **CATT** - Yes **CRC** - Yes	**Respect in Sport** - Yes **CATT** - Yes **CRC** - Yes
U7 and U9 (all)	**Coaching Level** - Coach 1 **Respect in Sport** - Yes **CATT** - Yes **CRC** - Yes	**Coaching Level** - Coach 1 **Respect in Sport** - Yes **CATT** - Yes **CRC** - Yes	**Safety Program** - Yes **Respect in Sport** - Yes **CATT** - Yes **CRC** - Yes	**Respect in Sport** - Yes **CATT** - Yes **CRC** - Yes

Note 1: BC Hockey requires that each team designate a Head Coach.

Note 2: Each team must have at least one qualified Team Safety Person registered. Failure to have a qualified Team Safety Person registered with the team on or before **December 1st** will result in the team being ineligible for playoffs. Where there are no playoffs (U7 and U9), fines or other disciplinary action will result.

Note 3: All team officials must submit a current Criminal Record Check (CRC) and Vulnerable Sector (VS) check prior to participation.

Note 4: Development 1 Coaches must complete maintenance modules (professional development) to retain certification.

Note 5: Coaches who acquired Coach 2 between 2008-2009 and 2016-2017 are also qualified in Coach 1.

Note 6: On-ice helpers/volunteers rostered in HCR are not Team Officials and cannot participate in games in any capacity.

https://www.bchockey.net/coaches/be-a-coach or
https://www.bchockey.net/coaches/be-a-coach/team-requirements

Risk Management

Travel / Team Event Insurance

- BC Hockey / PCAHA rules
- When in doubt, ask!

Tournaments

- President / PCAHA / BC Hockey approval required
- Forms available on PCAHA website
- Require official HCR from Registrar

Hockey Canada Insurance

- Please be aware that if a team intends to book ice that is not provided by BFIHA using team funds, they must obtain special event sanction from Hockey Canada before using the ice. Failure to do so will result in the event not being covered by Hockey Canada's insurance and will be in contravention of BFIHA’s policies. If a team wishes to regularly rent ice that is not provided by BFIHA using team funds, they must arrange for ice rental through BFIHA to ensure insurance coverage.

- If engaging a private service provider, they must be formally registered through BC Hockey as either a team official or "Associate Member". This ensures that the individual has the basic requirements (like CRC, RIS, etc.). BC Hockey advised that utilizing a non-approved private service provider will nullify insurance coverage.

Association Policies & Processes

Escalation Process

- Parent → Team Manager → Coach → DM → Director of Coaching → VP On-Ice
- 24-Hour Rule

Discipline

- BFIHA Policy 20.101
- **Coach can suspend player for up to 2 games (U11 and up)**
- Suspensions more than 2 games must be approved by Executive

Association Policies & Processes

Other Resources

- BC Hockey

http://www.bchockey.net/RiskManagement/riskmanagement.aspx

- PCAHA (Risk Management Forms)

http://www.pcaha.ca/forms/index.php

- Rules for Properly Wearing Helmets / Facial Protectors

https://pcaha.ca/referees/Rule%20Clarifications%20-%20Helmets%20&%20Facial%20Protectors.pdf

- Hockey Canada New Dressing Room Policy

https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Downloads/dressing-room-policy-e.pdf

Game Officials

Hockey Canada Maltreatment Section 11

rulebook_casebook_e.pdf (hockeycanada.ca)

- You are responsible for the team and your rink time – players, parents and visiting teams.
- You represent your team, BFIHA, and the City of Burnaby
- The kids are watching you…

Message from our Referee In Chief

As Referee in Chief, I would like send all Team Officials and parents a friendly reminder to treat game officials with the utmost respect.

Referees are an integral part of the game. As the saying goes... "No referees, no games."
Young, minor hockey referees need support and encouragement from everyone.
Abusive behaviour towards any official will not be tolerated.

The majority of minor hockey officials are young and inexperienced.
They are eager to learn and eager to develop and need to be looked at no differently than any player.
Whenever a game is finished, players usually hear " good job", "good game", "nice game"... despite whatever the outcome of the game was.
Officials should hear the same encouraging comments.

Excited, nervous and unsure but proud and brave, they muster enough courage to put on that striped jersey and they put themselves out there. They are exposed to both teams, players, coaches, and parents. You do not realize how intimidating it can be unless you put yourself in their position.

So do me a favour, be on their side for a while.

Thanks,

Referee In Chief,
Ray Lian

Ice Protocols

- Return unusable practice or game ice ASAP to ice@burnabywildcats.ca so ice can be reassigned
- A **minimum of 3 weeks notice** of the date of the returned ice is required

GAME CONFLICTS

- Note the ice belongs to BFIHA and not the team. There may be an occasion where an ice
- time will be taken to resolve a conflict game
- Free Ice Available posting
- Ice requests from Free Ice posting will always be confirmed
- Team Manager to add/change events/games in TeamSnap
- We DO NOT want ice sitting empty at any time
- Teams with No Shows will have their ice deposit cheque cashed

Affiliate Players - Overview

- All BC Hockey and PCAHA Rules must be adhered to
- Players must prioritize their home team games. An opportunity to play a higher level of hockey is a good opportunity for development and can therefore be prioritized over practices with their home team.
- Barring any schedule conflicts, coaches are to allow players to AP.
- The AP needs to have the skill and ability to compete at the higher level of hockey. This is to be determined by the coach of the team the player is normally rostered.
- Coaches should ensure that all players with the skill and ability to play up are being asked to AP equally – no favoritism
- AP's are determined between coaches, but TM's will need to coordinate rostering of AP's

Affiliate Players - Rep

- Players are listed on the roster of the rep team as “Affiliate Players”
- Coaches determine who to roster on the team and will report to Team Manager
- TM will work with Registrar to add AP players to roster
- AP Players can be used in games without having to email PCAHA league manager
  - Players will show up on Spordle roster and can be chosen for individual games
- U11 A1 is not included in this and will follow “C” league AP rules

Affiliate Players - House

- AP players are organized on a game-by-game basis
- Coaches determine who they can AP for a game
- TM will email PCAHA league manager to obtain AP permission for individual games. Will need following information:
  - Coach permission of AP player's home team
  - Player's name, home team and HCR
  - Game information (game number, date, time, location, opponent)

Affiliate Players - Overview

Goalies:

Need President approval and submission to PCAHA. Goalie Exemption Request Template now available in the Manager Portal. Fill out and forward to Cheryl (president@burnabywildcats.ca) for signing and forwarding to PCAHA.

Tournaments:

Require BC Hockey approval (allow 2 weeks for this!). Fill out Player Replacement/Relief Form and forward to PCAHA league manager.

Coach Certifications

Types of certification

https://www.burnabywildcats.ca/certifications

- Register for right course from the drop down menu

Coach Clinics

https://register.hockeycanada.ca/clinics

- Sign up for clinics with Hockey Canada eHockey Profile Sign up early when clinics have availability
- BFIHA will not be able to host clinics due to ice limitations

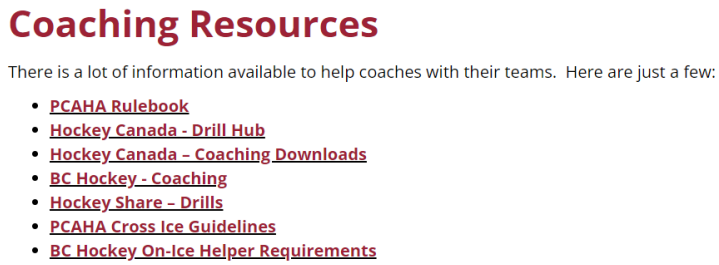
Coach Education & Resources

- Burnaby Female Ice Hockey Association
- Gary Cheng, Director of Coaching

- BC Hockey Clinic Materials
  https://www.bchockey.net/coaches/coaching-resources#clinic-materials

- Hockey Canada
  https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Coaching/Downloads/2018/NCCP-coaching-overview_e.pdf

  https://www.hockeycanada.ca/en-ca/hockey-programs/drill-hub



Coaching Resources

There is a lot of information available to help coaches with their teams. Here are just a few:

- PCAHA Rulebook
- Hockey Canada - Drill Hub
- Hockey Canada – Coaching Downloads
- BC Hockey - Coaching
- Hockey Share – Drills
- PCAHA Cross Ice Guidelines
- BC Hockey On-Ice Helper Requirements

Coaches

- Clinic Reimbursements Process
  http://www.burnabywildcats.ca/certifications
- Equipment and Apparel
  - CSA certified helmet, gloves, stick
  - Tracksuits, no jeans, **no logos other than BFIHA**
  - Pucks are supplied



Thank you for all your time with the kids!