BFIHA Managers' Meeting

October 15th, 2026

Held via Zoom

Thank you!!!

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

Burnaby Female Ice Hockey Association

- Cheryl Reesor - President
- Farhan Virji - VP On-Ice Operations
- Gurdeep Kainth - VP Off-Ice Operations
- Katie Larson - Director of Registrations
- Louisa Stanlake - Director of Divisions
- Gary Cheng - Director of Coaching
- Vaughn Balberan - Director of Ice Allocation
- Colin Mah - Director of PR & Marketing
- Gigi Ng - Risk Manager
- Chuck Brady - Director of Sponsorship
- Aaron Shuto - Treasurer
- Maria Ansorena – Secretary (U13 DM)
- Taylor Johnson – Director at Large

BFIHA Team | Burnaby Wildcats

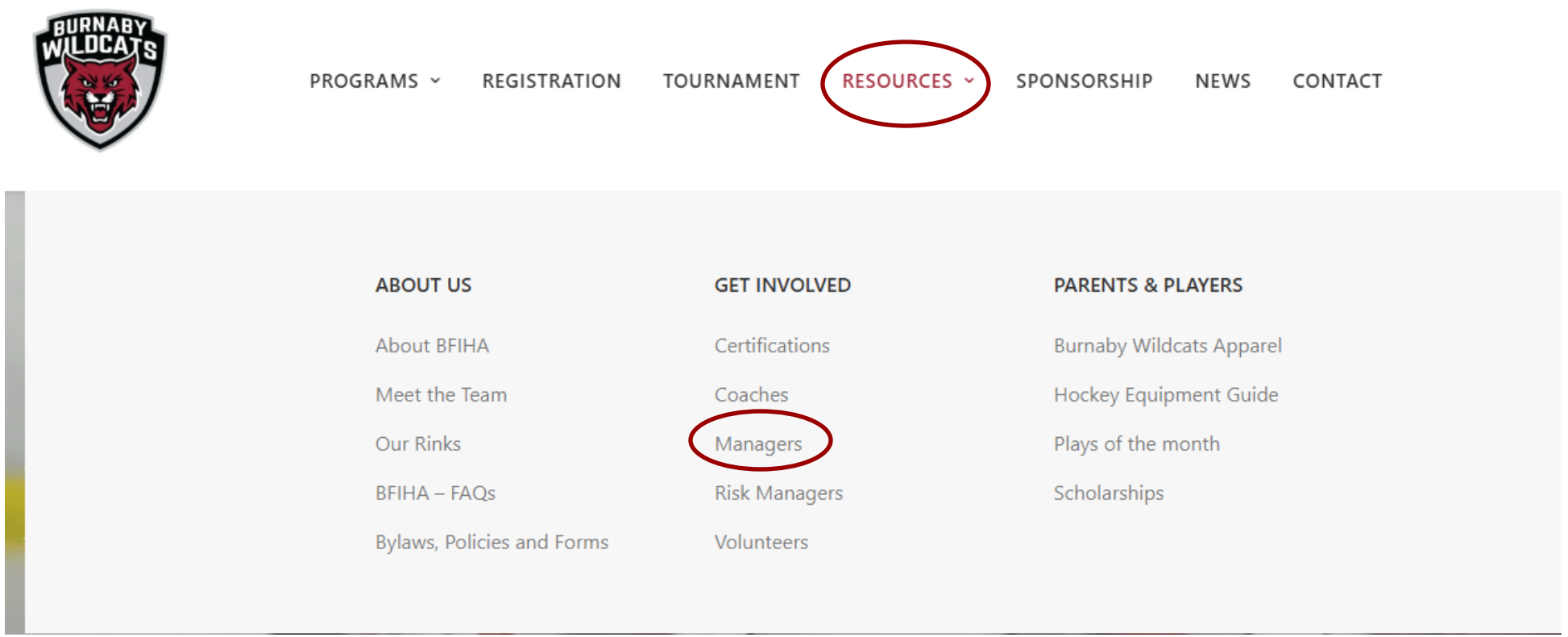
Agenda

- Division Managers
- TM Resources
- Hockey Structure
- Season Timeline
- Team Operations
- Tournaments
- Jerseys
- First Aid Kits/Game Pucks
- Picture Day
- Ice Protocols
- BFIHA Branded Apparel
- Game Play
- Referees
- Spordle Play
- Risk Management
- General Questions

Division Managers

- U7 – Monica Wallani (U7@burnabywildcats.ca)
- U9 – Andrea Louie (U9@burnabywildcats.ca)
- U11 – Krista Macaulay (U11@burnabywildcats.ca)
- U13 – Maria Ansorena (U13@burnabywildcats.ca)
- U15 – Ashley Fairfield (15@burnabywildcats.ca)
- U18 –Ronda Landsfried and Eddy Lai (U18@burnabywildcats.ca)

TM Resources



TM Resources – Manager Portal

PARENT MEETING & BUDGET

- Parent Meeting Template
- Budget Sample 1
- Budget Sample 2
- Budget Sample 3
- Opening a team bank account
- BC Hockey Sportsmanship in the Stands
- BC Hockey Sportsmanship in the Stands - Parent Contract
- Sportsmanship in the Stands Video

TEAM CONTACTS & EMAILS

- 2025/26 Season Team Contact Submission
- Division/Team Manager Wildcats Email set up
- Team Manager Email Signature template

SOCIAL MEDIA GUIDELINES

- Social Media Guidelines for teams
- Burnaby Wildcats IG profile logo

WILDCATS LOGO AND COLOURS

- Wildcats Logo and Colours for Team Projects

BFIHA MANUALS AND PRESENTATIONS

- BFIHA Managers Manual
- BFIHA Managers Meeting 2025 - Slides | Recording
- BFIHA HCSPs Meeting 2025 - Slides
- BFIHA Coaches Meeting 2025 - Slides | Recording
- BFIHA - Dressing Room Policy

ROOM BOOKINGS

- BFIHA Room Booking Request Form

TEAM FUNDRAISING

- BFIHA Fundraising Letter

GAMES, PLAYERS/GOALIES, TEAM OFFICIALS

- Volunteer letter requesting CRC in person at Burnaby RCMP
- Template - Jersey Inventory Sheet
- Referee Payment Form
- How to get opposing team contacts from Spordle Play
- Goalie Exception Request Template

ADDITIONAL RESOURCES

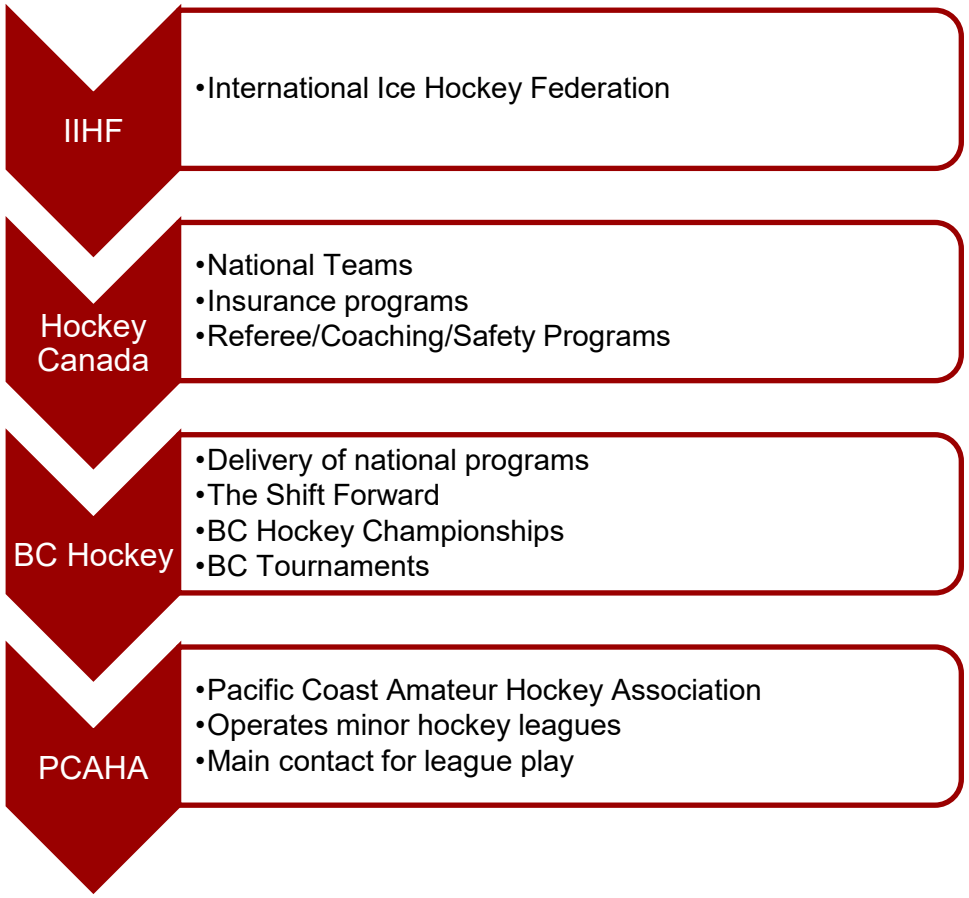
- Hockey Canada - Playing Rules
- Hockey Canada - Dressing Room Policy
- Hockey Canada - Dressing Room Policy FAQ

- BC Hockey - Minimum Suspension Guidelines
- BC Hockey - Sportsmanship in the Stands
- BC Hockey - Apply for a new HCR#

- PCAHA Rulebook
- PCAHA Games & Spordle
- PCAHA Forms Hub
- PCAHA Team Managers U7 & U9
- PCAHA Team Managers U11 – U21
- PCAHA Adverse Weather Information
- Referee/Linesman Expense Allowances
- Team Uniform Colours
- 2025/26 U7 Guidelines
- 2025/26 U9 Guidelines
- 2026/27 Manager Meeting Presentation
- 2026/27 Manager Meeting Handouts

Manager Portal

Hockey Structure



Burnaby Female Ice Hockey Association (BFIHA)

Season Timeline

- PCAHA Managers Meeting Calendar Link
- Dec 1st U9 League Games Starts
- Jan 1st U7 League Game Starts

P.C.A.H.A. 2026-2027 LEAGUE SCHEDULES

APPROXIMATE WEEK-BY-WEEK BREAKDOWN

Wk.	Approx. Dates	Female Leagues
1.	Sept. 7-13	Prep/Evaluation & Development
2.	Sept. 14-20	Prep/Evaluation & Development
3.	Sept. 21-27	Prep/Evaluation & Development
4.	Sept. 28-Oct. 4	Placement Round - Week 1
5.	Oct. 5-11	Placement Round - Week 2
---	Oct. 9-12	(Thanksgiving weekend)
6.	Oct. 13-18	Placement Round - Week 3
7.	Oct. 19-25	Placement Round - Week 4
--	Oct. 26-Nov. 1	scheduling break
8.	Nov. 2-8	Regular Season - Week 1
9.	Nov. 9-15	Regular Season - Week 2
10.	Nov. 16-22	Regular Season - Week 3
11.	Nov. 23-29	Regular Season - Week 4
12.	Nov.30-Dec. 6	Regular Season - Week 5
13.	Dec. 7-13	Regular Season - Week 6
14.	Dec. 14-20	Regular Season - Week 7
---	Dec. 21-Jan. 3	Winter Break
15.	Jan. 4-10	Regular Season - Week 8
16.	Jan. 11-17	Regular Season - Week 9
17.	Jan. 18-24	Regular Season - Week 10
--	Jan. 25-31	(scheduling period)
18.	Feb. 1-7	Playoffs - Week 1
19.	Feb. 8-14	Playoffs - Week 2
20.	Feb. 15 -21	Playoffs - Week 3
21.	Feb. 22-28	Playoffs - Week 4
22.	Mar. 1-7	Playoffs - Week 5*
---	Mar. 8-12 (tent.)	Scholarship Tournament
---	Mar. 15-26	Spring Break
---	Mar. 18-21	BC Hockey Championships

Team Operations – Parent Meeting

- Parent Meeting no later than November 15th
  - Team Budget
  - Volunteers
  - Sportsmanship Starts In the Stands and BC Hockey Code of Conduct
  - Coach expectations
  - Tournaments
    - As a team you decide how many tournaments to enter – voting may be required (75% majority)
    - If a player can't make it, they still pay as it is a team cost
  - Email your DM with Team Name (ie U15C1), Date of parent meeting, how many parents in attendance and a copy of the agenda

Team Operations – Volunteers

- New this year → Mandatory volunteer hours
  - U7 and U9: 10 volunteer hours per family (each family is required to complete at least 2 FDT shifts)
  - U11, U13, U15 and U18: 15 volunteer hours per family
  - U21: No volunteer hours this year
- Each family will be required to provide a $200 deposit cheque to their team manager at the beginning of the season
  - Families with more than one player in the Wildcats will provide their cheque to the team manager of their oldest child
- Team managers will communicate volunteer opportunities and follow up with families through TeamSnap
- A volunteer-hours tracking spreadsheet will be provided to each team so that hours can be recorded and monitored throughout the season.
- At the end of the season, each family will submit a final report of their completed volunteer hours.
- Team managers will then report to the association which families have completed their required hours and which families have not

Team Operations – Team Budget

- **Team Events**
  - Holiday & wrap-up parties (e.g., bowling, Fun Park)
  - Include meals & room bookings (~$40/player)
- **Tournament Fees**
  - Budget for 2 (C teams) or 3 (A teams) tournaments
  - Costs range: $1200–$2000+; Wickfest ~$3000
  - Extra tournaments = *Extraordinary Expense*
- **Gifts & Swag**
  - Coach gifts: ~$50 each
  - Player swag: $50–$100/player
  - End-of-season gifts: ~$20/player
- **Exhibition Game Referee Fees**
  - Exhibition game fees covered by team
  - Share costs with opposing team
- **Miscellaneous**
  - Supplies (e.g., envelopes, tablet for scorekeeping)
  - Budget ~$100 if no tablet purchased
- Rep teams finances – see Manager's Manual

Team Operations – Team Officials

Team Official Certifications

- HCSP: Hockey Canada Safety Program
- Criminal Record Check
- The Shift Forward (TSF)
- CATT

- The Shift Forward has replaced Respect in Sport. A valid RIS will still be honoured until 2028.
- BFIHA will reimburse the costs for training: reimbursement google form
- On-ice helpers need CRC and TSF – not officially rostered
- Co-Managers – only one will be rostered
- Coaches need CRC, TSF, and CATT to initially be rostered on a team. Coaches have until Dec 1 to complete Coach training.

SUMMARY - TEAM OFFICIAL QUALIFICATIONS - 2026-2027

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) **The Shift Forward** - Yes **CATT** - Yes **CRC** - Yes	**Coaching Level** - Development 1 **The Shift Forward** - Yes **CATT** - Yes **CRC** - Yes	**Safety Program** - Yes **The Shift Forward** - Yes **CATT** - Yes **CRC** - Yes	**The Shift Forward** - Yes **CATT** - Yes **CRC** - Yes
U11 " A" Teams (PCAHA-carded)	**Coaching Level** - Coach 2 **Checking Qualification** - Yes **The Shift Forward** - Yes **CATT** - Yes **CRC** - Yes	**Coaching Level** - Coach 2 **The Shift Forward** - Yes **CATT** - Yes **CRC** - Yes	**Safety Program** - Yes **The Shift Forward** - Yes **CATT** - Yes **CRC** - Yes	**The Shift Forward** - Yes **CATT** - Yes **CRC** - Yes
" C" Teams U11 and above (all)	**Coaching Level** - Coach 2 **Checking Qualification** - Yes (in U11 to U15) **The Shift Forward** - Yes **CATT** - Yes **CRC** - Yes	**Coaching Level** - Coach 2 **The Shift Forward** - Yes **CATT** - Yes **CRC** - Yes	**Safety Program** - Yes **The Shift Forward** - Yes **CATT** - Yes **CRC** - Yes	**The Shift Forward** - Yes **CATT** - Yes **CRC** - Yes
U7 and U9 (all)	**Coaching Level** - Coach 1 **The Shift Forward** - Yes **CATT** - Yes **CRC** - Yes	**Coaching Level** - Coach 1 **The Shift Forward** - Yes **CATT** - Yes **CRC** - Yes	**Safety Program** - Yes **The Shift Forward** - Yes **CATT** - Yes **CRC** - Yes	**The Shift Forward** - Yes **CATT** - Yes **CRC** - Yes

Note 1: BC Hockey requires that each team designate a Head Coach and limits each team to one registered Manager.
Note 2: Each team must have at least one qualified Team Safety Person registered. Failure to do so by **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: The Shift Forward replaces Respect in Sport for 2026-2027. Unexpired Respect in Sport qualifications will be valid until June, 2028.
Note 5: Development 1 Coaches must complete maintenance modules (professional development) to retain certification.
Note 6: Coaches who acquired Coach 2 between 2008-2009 and 2016-2017 are also qualified in Coach 1.
Note 7: On-ice helpers/volunteers rostered in HCR are not Team Officials and cannot go on the bench during games.

Team Operations – Team Officials

- New this year → Scorekeeping Mentors required for each team U11 to U21 before the start of league play
  - Name of individual needs to be reported to the league manager
  - Responsible for training scorekeeping parents
- These team representatives:
  - Will be required to register for and attend all PCAHA E-Gamesheet training sessions. Completion of the training sessions will be recorded in the Hockey Canada Register (HCR)
  - Will be the team support for people helping other parent volunteers
  - Should not be the team manager
  - Are not required to sit in the scorekeeper box during the game
- Teams will be responsible for correct scoresheets. Incorrect gamesheets (unnecessary suspensions) could result in revocation of tournament permissions

More info here

Team Operations - TeamSnap

- Our main communication tool for teams
- Division Managers will give “Manager” access to TM’s
- Using TeamSnap, TM’s will:
  - Update schedule information
  - Send emails to teams on critical information
  - Use the chat function to communicate quickly to team
  - Review player’s availability
- TeamSnap for Teams: Members and Contacts Guide to Getting Started - TeamSnap Playbook

Tournaments

- Apply early—spots fill fast!
- **After** acceptance:
  - Get TPN from PCAHA League Manager
  - Submit Hockey Canada roster (DM's will get official rosters from BFIHA Registrar)
  - Get travel permit for out-of-town events
    - This is now done via Spordle!! Instructions in link above. You will require the TPN in order to submit the form. Cheryl needs to approve on Spordle, please email her at president@burnabywildcats.ca to let her know you have submitted a form as she does not get a notification.
- Can only do 1 tournament during play-offs!
- Book hotels & transport early
- Use team funds for entry fees—ensure to add to Team Budget
- Request sanction for off-ice team events

Remembrance Day Tournament

- November 7-9th
- U9 will not be in the tournament this year, but will be in the Family Day Tournament. Rep teams are also not in the tournament.
- Costs: U11 and above - $600 entrance fees (regular fees for U11 and above is $1900!!!!)
- Expectation that Wildcat families will help volunteer!
  - 50/50, Raffle Table, candy wheel etc.
- Tournament Committee is looking to fill positions! Please reach out to tournament-director@burnabywildcats.ca if you can help.
- Also looking for sponsors or donations for raffle!

Money raised from RDT is incredibly important to BFIHA!

Family Day Tournament

- 2nd year of the tournament!!
- Family Day Weekend, February 13-15th
- Specifically for U7 and U9
- Tournament Committee is looking to fill positions and to use RDT as training for new members! Please reach out to tournament-director@burnabywildcats.ca if you can help.

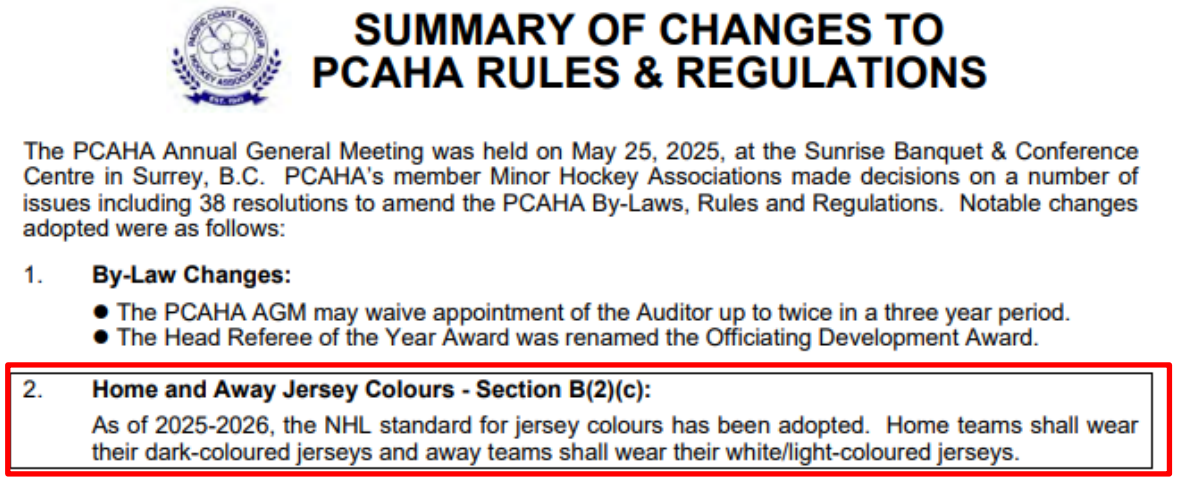
Money raised from FDT is incredibly important to BFIHA!

Adverse Weather

- Inevitably, every year there is snow during a game day
- PCAHA has information on adverse weather here: Adverse Weather Information – PCAHA
- PCAHA will make decisions when there is a travel advisory from Drive BC/police/RCMP for the whole Lower Mainland
- Decisions for specific areas will be made by League Managers, with input from the Managing Director and impacted teams as conditions can vary across the Lower Mainland
- It must be a **travel advisory**, not weather advisory, from the Police, municipality or Environment Canada
- Teams need to confirm that they are affected by the “essential travel only” advisory on a route to or from game

Jerseys

- Dark & White – Dark is considered our **HOME** jersey
- Jersey Deposit Cheque - $200, payable to BFIHA, post-dated April 1, 2027
  - U11 teams only $100, due to AtoMc jerseys
  - Cheques cashed if lost or damage was preventable
- BFIHA jerseys for games only
  - No alteration – Name bars, A's/C's can be applied/removed professionally at Scoff's
  - Do not machine sew or iron on anything
  - Wash cold, hang dry
  - Team jersey inventory log



SUMMARY OF CHANGES TO PCAHA RULES & REGULATIONS

The PCAHA Annual General Meeting was held on May 25, 2025, at the Sunrise Banquet & Conference Centre in Surrey, B.C. PCAHA's member Minor Hockey Associations made decisions on a number of issues including 38 resolutions to amend the PCAHA By-Laws, Rules and Regulations. Notable changes adopted were as follows:

1. **By-Law Changes:**
   - The PCAHA AGM may waive appointment of the Auditor up to twice in a three year period.
   - The Head Referee of the Year Award was renamed the Officiating Development Award.

2. **Home and Away Jersey Colours - Section B(2)(c):**
   As of 2025-2026, the NHL standard for jersey colours has been adopted. Home teams shall wear their dark-coloured jerseys and away teams shall wear their white/light-coloured jerseys.

Jerseys

- Jersey Pick-up
  - If you have not yet made arrangements with Gosia, email equipment@burnabywildcats.ca

- End of Season Collection
  - Recommend collecting at last game of season
  - Washed, grouped by colours, numbered 1-19, 31
  - A’s & C’s removed
  - Report any damage (Team jersey inventory log)

Picture Day

- November 8th – Christine Sinclair Centre - 9 am to 1 pm
- Picture orders will be done online
- Timeslots will also be chosen online. More information to come.
- Each player will receive a Memory Mate photo package, which includes both an individual and team photo
- Managers will be required to line players up in order of jersey number 15 min prior to the team's timeslot

You will need to bring a $250 ice deposit cheque!!!

This can come from Team Manager or Coach, 1 cheque per team

Ice Protocols

- Return unusable practice or game ice to ice@burnabywildcats.ca so ice can be re-assigned
- A minimum of 3 weeks notice of the date of the returned ice is required
  - Halloween ice needs to be returned NOW!
  - We need this notice to get a credit back from the City.
  - Contact Ice Allocator in the case of league game conflicts
- Free Ice Available emails will go out
- We DO NOT want ice sitting empty at any time
- Teams with No Shows will have their ice deposit cheque cashed

BFIHA Branded Apparel

ONLINE STORES



WILDCATS SCOFF'S STORE



WILDCATS REALHIP STORE

Game Play

- Confirm league game schedule & add to TeamSnap
  - Home team is required to resolve game conflicts; Ice allocator can help find ice
- Assign scorekeepers, timekeepers, changeroom attendants in TeamSnap
- Ensure HCSP is present for all games
- Confirm game details (location, jersey color) with opposing manager at least 3 days before
- Encourage attendance confirmation via TeamSnap
- Complete roster in Spordle Play ≥ 15 mins before game (typically managers do this, but it is the responsibility of the Head Coach for it to be correct!!)
- Provide referee payments in labeled envelopes
- Bring extra jersey; players should bring both home & away jerseys
- For home games, complete game sheet in Spordle Play

PCAHA League Managers

Referees

- U7-U13
  - Referees are booked via our Referee-in-Chief (RIC).
  - RIC will book directly in Spordle once he sees game numbers
  - Exhibition games – please send an email to RIC@burnabywildcats.ca with the game information. RIC will then make sure refs are booked.

- U15-U18
  - PCAHA directly books referees
  - PCAHA is running a 4-ref system for U18C, U18A and U21A (not U21C). Please see PCAHA memo for more info. Be prepared with ref payments for 3 ref system just in case.

Paying Referees

- Payments are set by PCAHA and can be found in their 2025-2026 season memo here
- BFIHA will e-transfer ref money to Team Managers
- Payments to refs are expected in cash in separate envelopes at the end of the game
- Please report any no-shows to RIC@Burnabywildcats.ca
- Respect the referees!
- Track payments here. Any leftover referee money will need to be returned to BFIHA at the end of the season.

	3 Official System		2 Official System
Division	Referee	Each Linesperson	Each Referee
U7 (all)	N/A	N/A	$20.00
U9 (Cross-Ice)	N/A	N/A	$20.00
U9 (Full Ice)	$35.00	$30.00	$35.00
U11 "C"	$40.00	$35.00	$40.00
U11 "A"	$45.00	$35.00	$45.00
U13 "C"	$45.00	$35.00	$45.00
U13 "A"	$55.00	$40.00	$55.00
U15 "C"	$55.00	$40.00	$55.00
U15 "A"	$60.00	$45.00	$60.00
U18 "C"	$65.00	$50.00	$65.00
U18 "A"	$75.00	$50.00	$70.00
U21	$80.00	$55.00	$75.00

	4 Official System	
Division	Each Referee	Each Linesperson
U18 "C"	$60.00	$50.00
U18 "A"	$65.00	$50.00
U21 "A"	$70.00	$55.00

Where the 4 official system is authorized, should fewer than four officials appear for a U18 "C", U18 "A", or U21 "A" game, the normal expense allowances for 3 or fewer officials shall apply (see above).

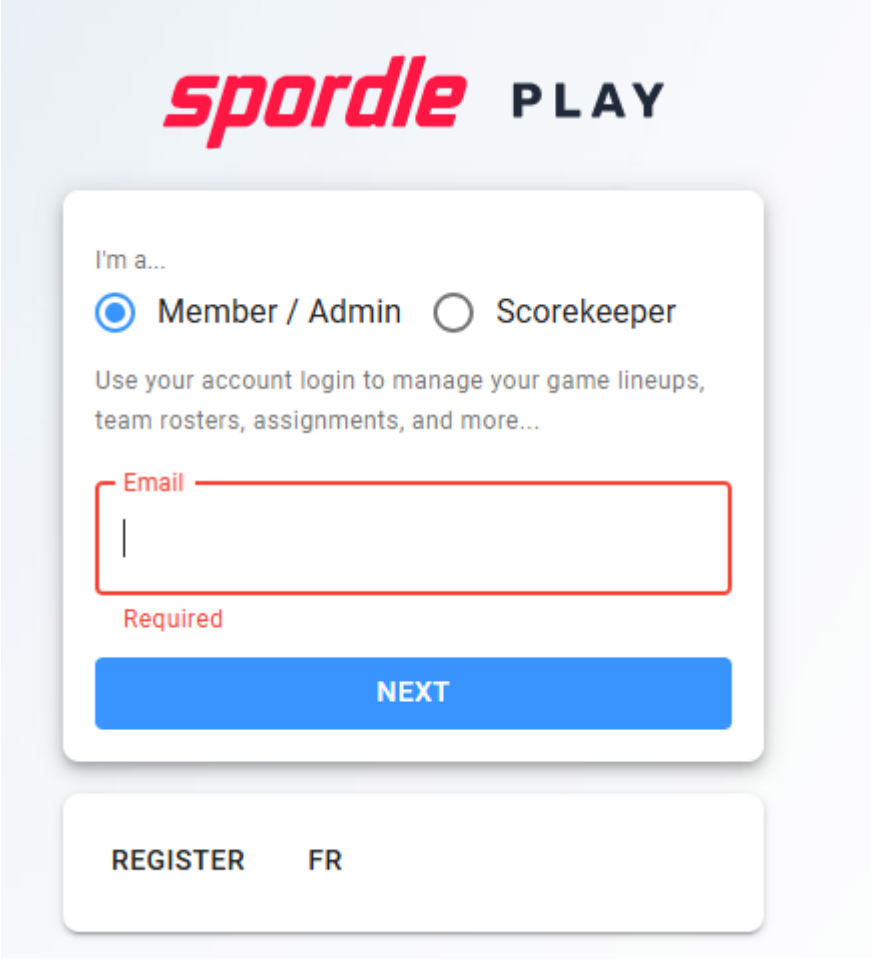
For any game exceeding 90 minutes, an additional $5 per official will be added for each additional 15 minutes of game time (rounded up).

No rate in excess of the above schedule shall be permitted (including all exhibition, league, playoff, and tournament/jamboree games).

It is recommended to have an extra Referee payment just in case 1 ref does not show up

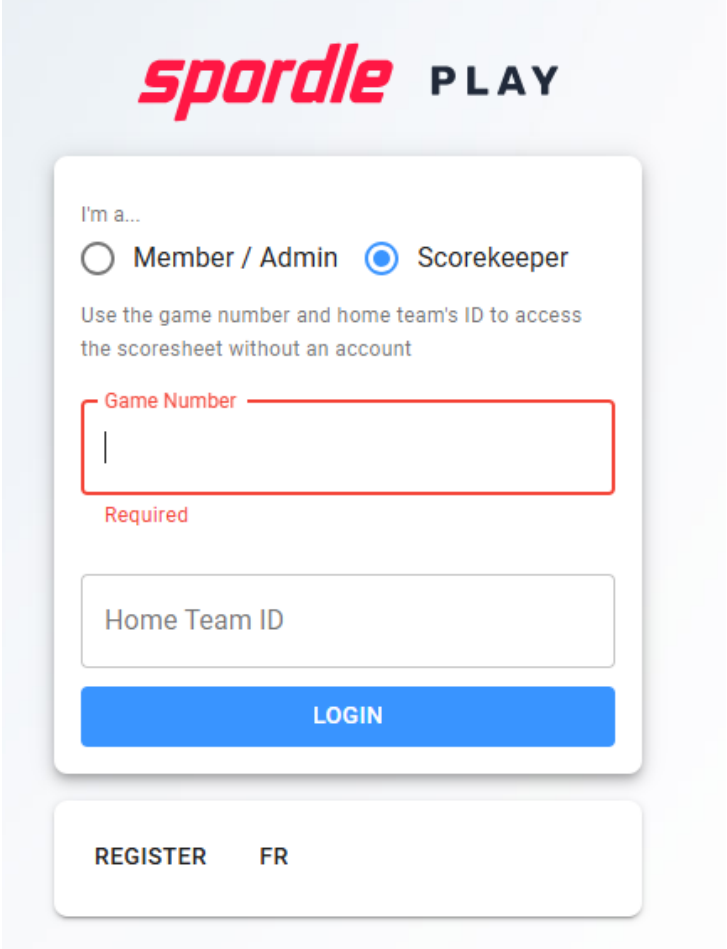
Spordle Play

- Check your roster! Contact Katie (registrar@burnabywildcats.ca) if people need to be added/changed.
- Head Coaches/Team Managers will have access to Spordle Play once rostered to a team. See here how to set this up.
- Spordle Play
- Contacts for other teams can be found in Spordle Play



Spordle Play

- Game Numbers and Team HCR Numbers are required for Scorekeepers to sign in to Spordle Play
  - Recommended to put game numbers and Team #’s in TeamSnap notes
- Scorekeeper guide - PLAY DOCUMENTATION - Help and Resource Centre
- https://www.youtube.com/watch?v=0-Udz3Q1WoI



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.
- 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

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.

Risk Management

- Team Officials Criminal Record Check and “The Shift Forward” (or valid RIS) must be completed before stepping on the ice
- HCSP must be in attendance for every ice time!!
- Early morning practices – access to changerooms only 30 minutes before ice time
- Wear proper gear on ice
- Ensure only rostered officials are on the ice / bench
  - On-ice helpers can be on the ice but cannot be on the bench for games

Risk Management – Rule of Two

- The Rule of Two is a Hockey Canada requirement
- At least two adults must be present in the team environment
- In dressing rooms, this may include one adult inside and one immediately outside (hallway or adjacent area), as long as the second adult can respond quickly in an emergency
- At least one adult inside should be female if supervising female players
- For U11 and above, male adults (including coaches) are not allowed inside the dressing rooms until all players are fully dressed
- Players must never be left unattended
- No cell phones, tablets, or recording devices are allowed in dressing rooms at any time

Risk Management – Implementation Rules (U11-U15)

- Female volunteers are prioritized for inside supervision for all practices and games
- If only one female volunteer is available, a second adult (male) may supervise immediately outside, provided that privacy is maintained (e.g., wall, curtain, or divider)
- Male volunteers may assist inside only after all players are fully dressed
- For dressing rooms without a privacy wall, teams are encouraged to maintain privacy by creating a private zone using portable screens, curtains, staggered dressing (players take turns changing), or other suitable methods, while maintaining supervision from the hallway

Risk Management – Implementation Rules

U7-U9

- Parents or adult volunteers (male or female) may enter to assist with dressing and equipment

U18

- Hockey Canada policy still applies at this age group
- Minimum supervision requires 2 adults standing with the door ajar. The adults should be able to hear what is transpiring in the dressing room
- Male adults may not enter until all players are fully dressed.

Risk Management

Escalation Process

- Parent → Team Manager → Coach → DM → Executive
- 24-Hour Rule

Other Resources

- BC Hockey http://www.bchockey.net/RiskManagement/riskmanagement.aspx
- PCAHA (Risk Management Forms) http://www.pcaha.ca/forms/index.php

Other Items

- Meeting Room Requests
  - A fee of $40/hr will apply, except for pre-season team meetings.
- PCAHA
  - Rulebook –available online
- Special Event Sanction – submit for non-game activities (ie. Team parties)

Questions?