

# East Kootenay Minor Hockey



## Quick Reference Guide for Managers/Coaches

### 1. Monthly League Game Reports

All monthly **league game reports (penalty reports)** must be submitted to the EK President via email at [ekmha-president@hotmail.com](mailto:ekmha-president@hotmail.com) by **noon on the first Sunday of the following month**.

**Reportable months:** November, December, January, February, and March.

**Note:** If a league game needs to be changed, you must first obtain permission from the EK President. The change must also be reflected in the **E-Game schedule**.

If a game is not rescheduled, the team unable to attend the original game will be assessed a **no-show fine**.

### 2. E-Games

All games—including **exhibition, league, tournament, tiering, and playoffs**—must now be entered as **E-Games**.

You can access league schedules here: <https://eastkootenay.hisports.site/>

### 3. Game Scheduling

Team managers are responsible for scheduling games.

All scheduled games must be communicated to both:

- **EK President:** [ekmha-president@hotmail.com](mailto:ekmha-president@hotmail.com)
- **EK Secretary:** [ekmhasecretary@gmail.com](mailto:ekmhasecretary@gmail.com)

This ensures games are entered into **Spordle** and assigned an **E-Game number**.

### 4. Important Dates

All key dates are posted on the **BC Hockey** website:

<https://bchockey.net> → *Administration* → *Resources* → *Handbook*.

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## 5. Hosting Tournaments

Tournament forms can be found on our website under:

**EKMHA.com** → [Important Forms and Documents](#)

Tournament requests must be submitted **at least 14 days prior** to the tournament and include **official team rosters**.

Send completed forms to the EK Secretary at [ekmhasecretary@gmail.com](mailto:ekmhasecretary@gmail.com).

## 6. Team Official Certification

All **bench staff** must be fully certified by **December 1**.

- On **December 1**, a letter will be sent outlining any deficiencies.
- On **December 15**, any uncertified team officials will be fined **\$250 per person**.
- On **December 31**, any team still not compliant will face a **team travel suspension** until all certifications are complete.

### Important:

- *On-Ice Volunteers* are only permitted to assist during practices—**not during games**.
- The **minimum requirements** before attending a clinic include:
  - Respect in Sport (RIS)
  - Criminal Record Check (CRC/VPC)
  - Concussion Awareness Tool (CAAT)These can be completed through the [BC Hockey Clinics Portal](#).

Each team must have at least one certified **Hockey Canada Safety Person (HCSP)** listed on the roster and present at all team events. Multiple certified HCSPs are encouraged to ensure coverage.

For questions regarding the above items, please contact:

**Leann Smith** – [ekmho@bchockey.net](mailto:ekmho@bchockey.net)