

Victoria Minor Hockey Association



REPRESENTATIVE PROGRAM

Information Manual

Revised August 2009

INTRODUCTION

Welcome to the Victoria Ice Hawks Representative Hockey Program.

This manual is intended to provide a greater understanding of what it means to participate within a Representative Hockey program, the commitment required and to help manage expectations while providing the support necessary for a successful minor hockey experience. The "Rep committee" operates the representative Program within the Association.

The Operating Procedures and the Rules and Regulations have been adopted to provide all Representative players with an enjoyable and meaningful hockey and learning experience while maintaining the integrity of the program.

Parents are requested to enhance the efforts of VMHA and its volunteers by:

1. Attending as many games as possible. Your children are making an effort to win your respect for them and your presence provides reinforcement;
2. Instilling a positive attitude and outlook towards the game of hockey and being supportive of your child and his or her team-mates, regardless of the win/loss column;
3. Being supportive of your child's coaches and other team staff members. Remember that Coaches, Trainers, Managers and other volunteers do not pretend to be perfect but, they are trying their best to ensure that your child has an enjoyable learning experience. Their desire and commitment to provide the best possible instruction to the players, is enhanced by attendance at seminars, clinics and workshops on an ongoing basis.

Purpose

The purpose of the Representative program is to allow for the potential development of a hockey player within a competitive program catering to the hockey player's needs, abilities and desires. The program is also designed to foster the team concept to allow for a players development on and off the ice as not only a hockey player but as a young citizen within the community.

Philosophy

- To promote and develop amateur hockey for youths, including the development of Representative Hockey teams with high levels of competency.
- To help develop good character among players and other members, by teaching the importance of the values of physical competition, physical activity, good sportsmanship, social participation and good fellowship.
- To promote and develop the fair treatment of others in an environment where there is no place for discriminatory behaviour with respect to race, place of origin, family circumstance, gender or creed.
- To help foster strong community support among members of VMHA and other community members who support the organization's activities.

The players within the program will be given the opportunity to gain a greater understanding of competitive sport, develop their skills in a safe and positive environment and be part of a group that is the team with a common goal while fostering a stronger community spirit.

Operating Policies & Procedures

VMHA currently offers two levels of Representative hockey: A & A2 (B) Hockey is referred to as the Vancouver Island Competitive League, and the Atom Development League. These programs are offered at both the male and female levels. The Association based on a three year average of registered male Peewee, Bantam and Midget players is currently tiered as a Tier 3 Association. All of the A1 teams thus compete at Tier 3 and the A2 teams compete at Tier 4 for the provincial playoff run.

In addition to the A & A2 (B) program players have an option at the Midget level to tryout for the Zone Major Midget team. The Midget AAA zone team is a team comprised of players from within a geographical area known as the South Island. Players must register with their home association, and then if selected to the team apply for a release to play for the zone team. The team plays within the BCMML and is operated by BC Hockey.

Only players legitimately registered (as per the Hockey Canada, BC Hockey and VIAHA Rules) with VMHA are eligible to play on A, A2 (B) and Development teams.

Rules and regulations apply to some of the procedures within the manual. All teams, players and team staff are subject to Hockey Canada, BC Hockey, and VIAHA rules & regulations.

MANAGEMENT COMMITTEE

The Representative Division Management Committee is a standing committee of VMHA. Its members include the Representative Program governor, appointed team representatives (Novice D, Atom A & A2, Peewee A, A2, Peewee Female A, Bantam A, Bantam Female A and Midget A), association ice scheduler, the Director of Hockey Operations, the Association President, and the Equipment manager. This committee is responsible to administer guidance and direction to any issue or situation that arises that is not clearly covered in either this manual or the corresponding VIAHA, BC Hockey or Hockey Canada publication.

COACH SELECTION

Coach selection begins in February and continues into the early spring. The Representative Management Committee in conjunction with the Coach Selection Committee makes the coach recommendations to the VMHA board for ratification. The selection process tends to unfold rather than follow a prescribed formula. Coach qualifications, Experience, philosophy and commitment to development are the key areas that are reviewed with applicants. VMHA is committed to ongoing coach recruitment at all levels, thus each season all coach applications are reviewed with equal consideration given to all applicants based on the above criteria.

Coach compensation (not including expenses) is limited to the Head Coach of each team. Coach compensation shall be in the form of an honorarium and will be at a rate set out by the Rep Program committee and ratified by the executive each season. There will be a min and max honorarium set with the team being responsible to bear the cost of compensating the coach. All coaching staff is eligible for expense reimbursement in accordance with the rates and restrictions set out in this document.

At the end of each season, all coaches must re-apply. There are no guaranteed positions. This does not mean however, that all staff is automatically dismissed. Coaches, trainers and managers are asked to be a very dedicated group of individuals and they must be treated with respect. If a staff is performing well, then removing it and replacing it with a new staff would be not be of benefit to the Association. This is taken into consideration during the application process. Continuity for the players and the program is a positive aspect and is encouraged if everything else is equal. Regardless, there is sometimes turnover of those who have coached in previous seasons and are not awarded teams in subsequent seasons.

Like any selection process, subjectivity is involved. However, the Committee places the greatest emphasis on the applicant's qualifications as both a coach and mentor, and also on his or her ability and desire to promote and implement the goals of the Association. A coach or entire staff is not precluded from moving up an age division and/or category from one year to the next. As well, a staff is not excluded because it is comprised partially or entirely of parents. Of particular concern to the Committee though, is the evaluation of a coaching staff that has children trying out for the team being applied for. In an effort to prevent any real or perceived conflicts of interest, prior to the approval of such a coaching staff, every effort is made to ensure that the parents' children have both the ability and desire to play on the respective team that they are trying out for...

Not every applicant is interviewed. If the committee believes that there is a good applicant for a given team, interviewing frequently adds little to the process unless a competing applicant has expressed an interest in a different team. That does not mean however, that applications are ignored. All are reviewed and re-reviewed in the hopes of finding superior applicants or applicants suitable for teams without coaches. The committee will be sent only qualified applicants for review. The Director of Hockey Operations will supply initial vetting of applications and recommendations. The DHO will then present the applicants to the committee, along with a recommendation and a list of all applicants that did apply to ensure that no bias has taken place within the selection process.

The Team Head Coaches are selected by the coach selection committee, with the remainder of the staff being selected jointly by the DHO and the Team Head Coach. All members of a coaching staff (head coach, assistant, trainer, and manager) must be approved by the VMHA executive.

PLAYER SELECTION

Tryouts are held in order to select players for all Representative teams. The time, location and cost are published and posted on the VMHA website. The dates are available with the Representative package that is available in early March.

Each player attending Rep tryouts will be charged a fee for each ice time. This fee, approved by the Board of directors, is designed to offset the cost of tryouts. By charging the development fee, costs are shared among players trying out rather than the entire minor hockey players in that association.

Rep tryouts traditionally start in late April with the core of the team being selected for the upcoming season. This process allows players to be identified and/or selected to the team early enough to facilitate spring and summer training initiatives. The second phase of the tryouts takes place in late August/early September. Following the tryout practice ice times, each team will participate in inter-squad and exhibition games. One of the purposes of these games is to permit the coaching staff to see the player competing against other players from the same age level.

VMHA representative teams shall have until their respective signing dates (as set by VMHA in accordance with VIAHA) to declare their teams on a roster sheet. Players selected will be asked to sign the roster sheet. All Representative players signing the roster sheet/commitment form for the first time will need proof of age (Birth Certificate only).

When a player signs a roster sheet/commitment form, they have signified a desire and willingness to play Representative hockey for VMHA in accordance with all rules/regulations.

Coaches selected for VMHA Representative Teams endeavour to make all the right decisions. However, they are not infallible. Coaches will select players based on the individual player's ability, desire, attitude, Team play, physical and mental potential and will endeavour to teach all players individual and team skills, tactics, self-discipline and good sportsmanship throughout the season. Any issues within this process will be dealt with in accordance with the published appeal program.

At the time of player selection, Rep fees must be paid as prescribed by the VMHA fee structure. The Board of Directors determines Rep fees annually.

PLAYER MOVEMENT

With few exceptions, player movement is restricted to Midget aged players wishing to try out for and play Major Midget AAA. All prospective players between Novice and Bantam age must try out only in their own age division and must play in their own age division. Any exceptions to this will have to be considered by the Rep Division Management Committee and then only in extraordinary cases. Players will not be eligible for try outs if they have tried out for an equivalent team within the rep program of a neighboring Association. This restriction does not apply to players that changed their place of residence at some point during the season and are offered an available spot on the team. Any player wishing to tryout for a Rep team under these circumstances must apply via the association to VIAHA/BC Hockey for an exemption to the tryout rule.

Any player wishing to move to a higher age division must apply to the Rep Division Management committee through the President prior to the 3rd tryout of the older age division. When a player is to be assigned to a higher age division team, so as to ensure that the player will receive proportionate ice time, the player must be considered in the top 25% on the team they are moving to. The final decision regarding players being signed to a higher division will be left with the Representative committee Management Committee after discussion with the Association Head Coach and coaching staff of the teams involved. Following an approved decision from the Association an underage application will be sent to VIAHA for District approval.

COMMITMENT

Participation in any competitive sport or activity such as hockey, requires considerable commitment (both in terms of time and money), dedication and sometimes sacrifice on the part of not only the volunteer coaches and players, but also their families. In order to meet the needs of a team, a participant's (coach's and player's) family may be asked to sacrifice vacation time and other activities. Difficulties with commitment and dedication are accentuated when a participant is involved in more than one competitive sport or activity. The Association respects the varying needs of families. In return for their commitment and dedication, the volunteers expect a corresponding level of commitment and dedication from the players, especially at crucial points in the season and at the older age divisions/ higher categories of play. As such, out of respect for **all participants**, any vacation/time away scheduled during the hockey season and/or other sport/club commitments should be addressed with the coaching staff **prior to the selection of the team.**

TEAM SIZE

All A & A2 (B) teams will carry fifteen (15) to nineteen (19) players, two (2) being goalies. Preferred number to be at seventeen (17). Atom Development teams will carry also carry fifteen (15) to nineteen (19) players, two (2) being goalies. Any variance to this must be approved by the Rep program committee via the Rep program governor.

AFFILIATED PLAYERS

VMHA teams affiliate with up to 19 affiliated players (AP's). HC, BC Hockey and VIAHA rules apply.

Under BC Hockey rules, a player in the Atom, Peewee, Bantam and Midget divisions can participate as an AP in no more than five (5) games after January 10th and still maintain eligibility for the team to which he/she is carded.

An AP may participate in the activities of the team to which he or she has been affiliated only if the player has no tournament, regular season or play-off game commitment with the team to which he or she is carded or rostered. If a player violates this rule he or she may be suspended from play in both teams. An AP may only be used to replace a player in the event of injury, illness, suspension or if a player is away on holidays.

The intent of AP's is for emergency use only and not as replacement. A team merely short one player may not constitute an emergency. The appropriate Coaches must be informed before an AP is notified to play. The coach of the team needing an AP is responsible for notifying the Association Head Coach and ensuring that the coach of the team to which the player is carded is also notified. No coach requesting the use of an AP will call a player directly unless requested to do so by the coach of the team to which the player is carded.

AP fees will be determined by the Rep League Management Committee. A player's participation in more than five games must be reported to the Association Head Coach and Rep Program Governor. Teams may assess fees to AP's. Such fees may not exceed: \$5.00 per practice; \$2.00 per league or exhibition game; or 5% of tournament fees. Such fees are to be paid to the team account. Teams may choose to waive this fee should they deem it to be appropriate.

Teams are encouraged to invite AP's to one weekly practice to ensure integration of all Rep Program players. One practice per week should be kept exclusive for rostered players unless the AP is actively playing for the affiliated team during that period. This integration should increase towards the end of the playing season.

ONGOING PLAYER EVALUATIONS

Ongoing player evaluations are permissible with the consent of the Representative Program Management Committee but only at the A & A2 (B) category. Player release rules apply. There can be no ongoing evaluation involving Recreational League players.

ICE TIME

A & A2 (B) Hockey is not equal ice time. It is fair ice time, taking all circumstances into consideration. As the season progresses, a coaching staff has the right to go with players who have exemplified an ability to perform in key situations in addition to having a positive team attitude.

Within the development program fair ice time should be the norm with the exception of the last 5 minutes, special teams and Playoff games. In all cases the coach's discretion is relied upon and any issues that arise are referred back to the Representative Program Management committee through the Rep program governor. For clarification, fair ice time takes into consideration, effort, attitude, on ice performance and team leadership. Parents should refrain from questioning coaches' decisions particularly as it relates to the handling of the team and game situations. Individual questions relating to ice time situations should be forwarded to the Rep Program Governor and/or the DHO to review. In all cases regarding player ice times parents are asked to follow the 24 hour rule prior to addressing the issue.

PLAYERS MOVING INTO RESIDENCE

The Rep program Governor will be notified of a new player moving into residence if the player signifies that they have played at a Rep level in their previous residence. After the player has been properly registered, as per VMHA regulations, the player shall be granted a tryout period in a designated age category, up until January 10th of the current hockey season. This regulation is subject to restrictions.

EQUIPMENT/COLOURS

A player must wear VMHA colours. An approved combination of Red/white/blue socks (supplied at player's cost) and Jerseys (supplied), facemask as approved by the HC, Red helmet, and black or red pants (Red pant shells will be issued). Red/White/Blue gloves are recommended and are available for purchase from the association. Association travel bags are also required for all players. Hockey jerseys and pant shells that are issued and approved by VMHA must be worn during all games and tournaments. BNQ approved throat protectors are also mandatory equipment for ALL VMHA players including goaltenders. Internal mouth guards are recommended for all players playing contact hockey. During practice players are to be wearing practice socks and issued practice jerseys. Players that repeatedly do not have the above listed practice attire will be asked to leave practice until they have the prescribed attire.

Only VMHA officials (not parents or players) are allowed in equipment storage areas. Lockers and equipment storage areas are to be kept neat and clean at all times. All VMHA equipment must be returned in full within two (2) weeks of final playing date (including first-aid kits, Jerseys, Jersey bags, equipment bags, etc.) or as otherwise determined by the Equipment Manager of VMHA. Game jerseys are the property of VMHA and must be returned at the end of the season, unless otherwise specified. Jerseys are to be used for game purposes only and not for practices. The use of a game jersey for other than VMHA games, unless approved by the Rep program governor will result in a suspension. Game Jerseys are to be kept in the supplied Jersey Bags and kept in the possession of a designated Jersey manager. They are not to be kept by individual players.

DRESS CODES

All coaches and players in the Rep Division of VMHA must abide by the dress code that is set by the Board of Directors. Both are required to attend all games (including league, playoff, tournament and exhibition) wearing dress pants (no blue jeans or track pants), collared shirts, ties and dress shoes (no running shoes) and team jacket. The Atom Development team will be required to adhere to the same dress code with the exception that the team will be given a choice of choosing the team track pants and running shoes in lieu of dress pants and dress shoes. Either way it must be a uniform approach. We are representing our local cities and our association. We hope that everyone shows that they are proud of the City that they represent. Trainers are to wear running shoes or other rubber soled shoes at games for safety purposes they must be in the team issued tracksuit during games. During warm up periods prior to games teams are required to wear the team apparel as laid out by the management committee. There is to be no players conducting their warm-ups in public areas wearing their undergarments as warm up gear. For teams on road trips appropriate bus wear would be team apparel again with players ensuring that they adhered to the dress code prior to leaving the bus for any purpose (reaching destination, food stop etc). Players and/or coaches failing to abide by the dress code will face disciplinary action and possible administrative suspensions. Teams are encouraged to ensure all players wear their team jackets to practices as well.

COMMUNICATION

If a parent or player requires a meeting to discuss a problem, contact should be made in the order listed below, one at a time until the matter is resolved:

1. Consult the Rep Information Manual for clarification
2. The team Manager requesting a meeting
3. The Representative Program Governor
4. The Association Head Coach/DHO
5. The Association President for inclusion at the following Executive meeting

PROBLEMS, GRIEVANCES, ETC.

The policy guidelines (amended March 2007) have adopted a Grievance and Appeal Procedure. Copies will be made available from the website. Please follow these procedures.

ANNUAL SURVEY

A survey of players and parents will be done yearly. The surveys are reviewed by the Representative Program Management Committee when reviewing applications for coaching positions and when planning programs. This survey is done via exit interviews with players and parents following the season completion.

CONDUCT

VMHA supports the Code of Conduct initiative. Parents and other spectators are expected to enjoy the game of hockey with the usual cheering for all participants. Becoming emotionally involved with referees, coaches, managers and opposing players and parents is not acceptable behaviour. Parents in particular, should be a positive factor in the enjoyment of the game.

All persons attending games or practices as spectators are expected to behave in a responsible manner. Representative program management committee members Representative Program Governor, Association Head Coach, association President and/or game officials may require persons to leave an arena and arena property for any of the following conduct:

1. Swearing, offensive and foul language
2. Excessive taunting or inciting players
3. Excessive verbal abuse of game officials, players, coaches, or other spectators.
4. Fighting or other disorderly conduct

Persons may also be refused admittance to future games or practices as determined by the Representative Program Management committee in conjunction with the VMHA disciplinary board and/or the VMHA Executive, subject to the right of Appeal pursuant to the Grievances and Appeals procedure in the VMHA policy guidelines.

TEAM RULES

Team staffs may set their own rules provided they are approved by the Representative Program Management Committee and do not in any way contradict what is stated herein. Any penalties imposed for breach of such rules must be clearly set out and equally applied to all and shall be in writing. Any team rule changes, before coming into effect, must also be approved by the Representative Program Management Committee.

PARENT INQUIRIES/CONCERNS

All parent inquiries and/or concerns are to be directed to the team manager first. The team manager will then approach the coaching staff with the concern. Any formal complaints must be done in writing with the complaining party identifying themselves. Any informal inquiry can be directed through the team manager.

PARENT SUPPORT FUNCTIONS

VMHA needs parents' help and talents. Volunteers are always needed to assist at equipment sales, tournaments, fundraising and other activities. If you can assist in any way, please contact the Association President.

TOURNAMENTS

The Representative program management Committee must approve all tournaments. Tournaments in centres other than those on Vancouver Island also require permission from the Association President. All Representative teams will be pre-selected to enter 4 tournaments as chosen by the committee. Any changes to these pre-selected tournaments must be pre-approved by the committee. VMHA will host at least two Representative tournaments each season. The 1st tournament for each team being Thanksgiving weekend will be designated an Away (out of town tournament) to allow team building with the exception of the Pee wee A Tournament hosted by VMHA. Each Team will host a tournament with final tournament hosting dates to be determined by the Rep Committee.

The 2009/2010 projected tournaments hosted by the Association may be used as a print for the future seasons to come with flexibility in the Tiers offered following the placement of our Representative Teams and the existence of an A2 (B) team in the hosting Division. Final decisions on actual tournament hosting dates cannot be released until approved by VIAHA and BC Hockey as per the new regulation laid out in June 2009.

Tournament costs will be built into the Overall team budget and players will not receive monetary credit for not attending tournaments. Players are expected to make themselves available to attend tournaments and should they be unable to attend they must request in writing to the management committee to be exempted or face administrative suspension. Legitimate exemptions will not be unreasonable withheld although maximum participation is expected and encouraged. Players are to all stay at the team designated hotel for each tournament in accordance with the Rep program and the tournament team rules. Each player must sign the tournament team rules form at the beginning of each season. This form is to be kept in the team binder.

TEAM BUDGETS

Each team is responsible for its own operating budget during the season. The costs to run a team can be quite substantial and include such items as tournament entry fees, lodgings for coaching staff, postage, stationery, telephone long distance charges, travel allowance, bus travel, additional team ice, dry land training, etc...

Budgets of \$12,000 to in excess of \$25,000 are becoming increasingly normal, with the amounts mostly dependent upon the amount and distance of travel during tournaments and league games. The budgets are set by the team staff with ratification being given by the Rep Program Governor. There is no voting on the team budgets; however parents should all be issued regular budget updates to ensure the team is doing its due diligence in keeping with the budget. Significant variances to the budget such as additional tournaments added to the budget after the season start will be voted on with a majority vote constituting implementation. Once the budget is approved, it is the parents' responsibility to uphold the financial requirements as set down in the budget.

Bank accounts in the name of the team shall be established at the beginning of the season. These accounts must have a minimum of two (2)-signing officers for each team; the signing Authorities must not be related to each other to ensure proper degrees of separation.

TEAM FUND-RAISING INFORMATION

The Representative Program management committee has established a fundraising/sponsorship program that will run program wide to benefit all four teams. This program will run events such as silent auctions, raffles etc to allow for better coordination and improved results. The goal of this program is to fundraise approx. 50% of the net team budget. All teams will be expected to provide an equal number of participants to assist with this from their respective parent groups to ensure an equal split of the proceeds. Further team fundraising is left to the team in consultation with the parents. Teams are not to do more than two individual fundraisers per season. It is requested that they put their efforts into the Rep program fundraising/sponsorship campaign. For the complete fundraising rules, regulations and program please refer to Appendix 1 of this document.

For teams that do choose to utilize their two fundraisers they must follow the following guidelines.

1. Any Fundraising is NOT permitted without the approval of the Rep Program Governor
2. Advertising and Promotional materials must not mention or refer to VMHA or Sponsors without written consent from VMHA Executive. They must be done under the team name.
3. Fundraising projects must not compete with existing VMHA and/Rep program sponsorship/fundraising campaigns
4. Sale of equipment owned by VMHA is prohibited.
5. A special sanction form from BC Hockey must be submitted and approved
6. Teams are not to keep individual player fundraising accounts. All funds that are received through fundraising must go into a general team account. To do any different would be in contravention of existing rules and regulations.

SPONSORSHIP

The Representative Program Management committee will coordinate program wide sponsorship in conjunction with the association executive.

COACHES EXPENSES

Mileage

1. 35 cents per kilometer for up to two cars for total distance for all out-of-town games and tournaments. Coaches are asked to double up for travel purposes and if they do not double up, only 50% of their mileage costs are covered.
2. If a bus is used, no mileage may be claimed by any coach. All coaches ride free on team buses.
3. Team buses are highly recommended by VMHA, especially in the winter season. VMHA will not assist in busing costs for any team, except upon advancement to the Island Final playoffs, and Provincial championships. This is only done upon approval of the association executive.

Out-of-town Tournaments or Island league Multiple Games

1. Hotel Rooms

Maximum amount paid is 20 hotel nights per season. Teams may approve more with variance vote.

Example: Two rooms for two nights = 4 hotel nights

2. Meal Allowances

For tournaments, the lesser of \$25 per day **or** \$10 per meal per coach, to a maximum of four (4) coaches (excluding alcoholic beverages)

For league games in Port Alberni, Comox, Campbell River, Triport or Powell River Coaches will receive the same meal allowance as for tournaments. Any day trips that are Nanaimo or South no meal allowance will be issued. Any overnight league game trips will be paid out the same as for tournaments regardless of city being played in.

3. Coaches Uniform

Teams are to cover the cost of the on ice tracksuit and team jacket for Coaching/training staff. This is to a maximum of 4 personnel.

Note: THESE ARE THE COACHES MINIMUM EXPENSES TO BE PAID BY THE TEAM. MORE MAY BE PAID BUT MUST BE APPROVED VIA A BUDGET VARIANCE VOTE.

Expectations of Rep Players

"High achievement always takes place in the framework of high expectation."
-Jack Kinder-

DRESSING ROOM EXPECTATIONS

1. Always arrive for your practices or games as per team rules.
2. Dress quickly.
3. Greet your teammates as they arrive in the dressing room and make them feel welcome.
4. Do not criticize the referee after the game.
5. Do not swear in the dressing room.
6. Listen to your coach at all times.
7. Do not criticize your teammates after a game.
8. No horseplay, throwing of snow, ice or tape at each other in the dressing room.
9. Undress quickly at the end of the game.
10. Leave the dressing room the way you found it - CLEAN.

Damage of arenas will not be tolerated. Anyone found doing any damage will be suspended from further team play!!

ON ICE EXPECTATIONS

1. Do not criticize the referee.
2. Do not slap your stick on the ice when the opposing team receives a penalty. (If you do, you could also get a penalty.)
3. There should be no emotional outbursts or swearing related to line changes, penalties, etc.
4. Listen to what your coach or manager tells you.
5. Encourage your teammates.
6. If you receive a penalty, go straight to the box.
7. Play as a team - it takes all players to build a strong contender and a championship team.
8. Always give your best effort.
9. Keep your mind on the game, not in the stands.

Rules and Regulations

GENERAL REMARKS

The below listed Rules and Regulations are in addition to the playing rules of VIAHA, BC Hockey and Hockey Canada.

All teams are subject to these rules and regulations regardless of where the team activity takes place. This is to include any and all games (League, Tournament, Exhibition, etc.)

Any team official or player who breaches the rules may be subject to suspension at the discretion of the Representative Program Management Committee and/or WMHA executive through the association discipline committee. Such suspensions include practices.

Coaches, the appropriate Executive members will apply disciplinary actions as they see fit for violation of any Rules.

ALL REPRESENTATIVE TEAMS

1. Tryouts

- a. Except as stated in Player Movement (page 6) and (b), players are to attend tryouts in their own age category.
- b. All prospective Rep players from Bantam and up must have registered in their own age division and attend at least three (3) tryouts in their own age division while attending tryouts in a higher age division. If the player has not been to his own tryouts, a space may not be open for him.
- c. No player may register for Representative program play after the final open registration date of any season; save and except when, a player moves into the VMHA draw zone after the final open registration date, or is moved up on a one-for-one change with another previously registered player, or has been trying out for a team above minor hockey i.e. Junior.
- d. Players that do not attend tryouts are not eligible to roster as affiliate players until the start of recreational League play.
- e. When releasing a player from a team, the reason(s) for the release must be given to the player.
- f. Players, except as stated in (d), who tryout for a particular level, make the team, but refuse to sign a card and/or roster sheet will be automatically assigned to the Rec. League and not be allowed to be an affiliated player.

2. Declaration of Teams

- a. The team roster must be declared by the end of each team's tryouts. The team roster must have 12 skaters and 1 goalie declared following the tryouts.
- b. Teams will have until the start of league tiering play to make their final cuts and roster they're remaining players.

Remaining players are then assigned to A2 (B) teams where applicable or the recreational League.

If teams are not selected within the above-noted time period, carded and/or rostered and fees paid in accordance with the association guidelines, the Head Coach of the offending team may receive a suspension. The suspension shall commence at the beginning of regular season play.

Remaining players are then assigned to Recreational Division.

3. Players Released from the MML AAA Zone team

These players will be granted tryout sessions providing they have registered with VMHA.

4. Rostering of HC Cards/Rosters for Representative Teams

For league administration purposes, electronic rostering must be completed prior to the first Vancouver Island Hockey Rep League game.

5. Player Release Rules after Team Selection

A player can be released from a Representative team by one of the following methods:

- a. One-for-one trade with a lower category team
- b. The player is released outright by the team
- c. The player quits the team

The above listed releases (from Rep team) are subject to the following rules

Release Methods:

(1) One-for-one trade with a lower team:

- (a) Coaches contact the DHO and Rep Governor immediately, for approval.
- (b) HC card or roster position must immediately be presented to the Rep Governor
- (c) One-for-one player movement shall be permitted up to and including December 1st of any year providing there are open cards on the Rep team

(2) Player released outright by Coaches:

- (a) Coaches contact the DHO and Rep governor immediately.
- (b) Approval must be obtained from the Rep Program Management Committee.
- (c) HC card roster position must immediately be presented to the Rep governor
- (d) The team in the category immediately will be assigned the player providing they have the roster space
- (e) If there is no roster space on the recreational team, the two governors' will assess the situation in consultation with the Association Head Coach to determine the best course of action for all involved.

(3) Player quits the team:

- (a) Coaches contact the Rep Governor and DHO immediately

- (b) The player must immediately send a written notice of his/her intention to quit to the Rep Governor. They must then indicate in their written notice if they wish to play recreational level hockey.
- (c) A player refusing to play in Recreational League will have his or her registration cancelled and refunds will be in accordance with the association registration policy. If the player quits after December 1st the player may apply to play in the Rec. League but will be ineligible to be declared as an AP for 30 days. Any player who plays or practices with any team other than the Rec. League team during the said 30 day period will automatically be considered ineligible to play for any team other than assigned Rec division team. Any coaches using such players will be subject to discipline and/or suspension. Any player filing a formal grievance and appeal regarding the above ineligibility will not be permitted to play for any team other than assigned Rec. League team until the decision on appeal is given.

The outright release of players after December 1st will generally not be permitted except for disciplinary reasons. Such releases will also generally be refused if the effect is to reduce the number of players on the team below our minimum roster requirements.

6. Declaring Affiliated Players

The declaration and signing of AP's must be complete by December 31st.

7. Player Suspension guidelines

Coaches may suspend players for up to one game, a further 3 games may be assessed by the Rep Program Governor and any suspensions sought over that, not including playing infractions must be done through the association Discipline committee.

8. Player and Coach Behaviour

The following behaviors will not be tolerated:

- a. Use of offensive and foul language, on or off the ice.
- b. Criticism of teammates. Players are expected to be supportive of their teammates.
- c. Bench complaining and criticizing coaching staff. Players are expected to be supportive of their coaches.
- d. Taunting or inciting opposing players.
- e. Smoking, chewing tobacco, use of alcoholic beverages or use of any illegal drugs by players or coaches will not be tolerated during games, practices or at tournaments while representing VMHA. There shall be no consumption or possession of alcoholic beverages by coaches, trainers, players or other team officials while in the presence of players. This rule does not apply to coaches and team officials taking alcoholic beverages to overnight tournaments to be consumed during private hours.
- f. Horseplay (including throwing objects) on ice or off ice in dressing rooms, hallways etc. To avoid possible injury, players should not walk around dressing rooms barefoot or while wearing skates.

Team officials are responsible for any unruly behavior of their players and are expected to discipline accordingly.

9. Contact with Referees and Officials

There shall be absolutely no contact, directly or indirectly, between coaching staffs and the referee-in-chief regarding officials' assignments. Concerns must be directed to the Rep Governor and association Head Coach.

10. On-ice Staff at Practices

No person shall be on the ice during any practice, who is not rostered with a VMHA team unless approved by the Association President.

11. Mid-season Staff Changes

If there are any changes to a staff during the season, the Rep Governor and association Head Coach must be notified so that approval can be obtained from the Board.

12. Medical Report Form

All players and coaching staff shall complete the Medical Report Form no later than the date of signing of the BC Hockey roster.

13. First Aid Kit

A suitable first aid kit must be on the bench during all practices and games.

14. Medical Clearances

Any player that has been injured and has been under doctor's care must have written permission from their doctor before they will be permitted to participate in games and practices.

15. Scholarships

Under the Rep program VMHA has implemented a scholarship program that will run concurrently to the player bursary program. There will be UP to two scholarships offered per season per division. Scholarship details are outlined in the separate scholarship application form and any player eligible to play for VMHA can apply. The program while approved and implemented is offered on a year to year basis dependant on the financial ability of the association to cover the cost of the program.

Substance Abuse Policy

GENERAL POLICY STATEMENT

VMHA Executive, Coaches and Managers have decided to assume a leadership role in creating a positive drug free lifestyle and a healthy environment dedicated towards the development of skills, attitudes, confidence and good sportsmanship for VMHA players.

Young people use alcohol and drugs due to peer pressure, curiosity, stress, escapism, rebellion and social culture. A DRUG IS DEFINED AS ANYTHING, OTHER THAN FOOD WHICH IS TAKEN TO CHANGE THE WAY THE BODY OR MIND WORKS.

Alcohol is the most commonly abused drug, followed by tobacco, cannabis and cocaine. Early detection, professional assistance and realistic expectations will lead to positive social consequences.

Drug abuse can result in health problems like increased illness and physical damage to the body. Drug abuse can result in personal problems such as loss of motivation, or addiction. Drug abuse can result in group problems like strained and unhappy family relationships.

Players must have an opportunity to be equipped with the knowledge, values and skills to make responsible decisions. VMHA is committed to preventing and countering problems associated with substance abuse and promoting a climate of intolerance for illegal drugs.

In regards to alcohol and smoking on bus trips, involving VMHA teams, the rule is quite simple: NO DRINKING OR SMOKING. This should be reinforced by the team rules as well. The Bus Companies also mandate this.

VMHA teams staying out of town - must follow the local regulations for drinking with respect to age and responsibilities.

Tobacco use by coaches, managers, players or anyone associated with the team will be prohibited in arenas.

POLICY COMPONENTS

VMHA has decided to adopt a policy of PREVENTION, EDUCATION AND ENFORCEMENT in dealing with any Substance Abuse problems within the scope of the VMHA jurisdiction.

PREVENTION

The primary strategy is to deter players from becoming involved with illegal drugs or the abuse of other substances including legal drugs, which are harmful to their own lifestyle and counterproductive to the conditioning of hockey players, and responsible citizens.

EDUCATION

VMHA believes education is a three-fold responsibility. These are:

1. Coaches, trainers and managers
2. Players
3. Parents

Coaches, Trainers and Managers are instructed through coaches' clinics and trainers' clinics prior to the start of the season. Guest speakers at coaches' meetings keep the coaching staff up to date on current trends, issues and problems.

Seminars on communication are arranged; to help deal with abusive language, to emphasize a point, and to deal with general conduct.

Parents must be made aware of drinking and driving on weekends. This is an increasing problem.

The provision of accurate information, fostering the development of positive attitudes towards good health as well as formal presentations by law enforcement and medical personnel will assist players to acquire knowledge, values and assist them to deal with negative peer pressure.

ENFORCEMENT

Executives, Coaches, Managers and Parents share a common responsibility to set and maintain standards consistent with respect for the law and rules prohibiting substance abuse.

The continued possession or use of any drug prohibited by law will result in immediate disciplinary action which may range from suspension to release, dependent upon circumstances involved.

HELP AVAILABLE

1. THE PLAYER WILL NOT BE SUSPENDED IF HELP IS GENUINELY PURSUED.
2. Ask the player if there are any problems at home, at school with their friends that may account for the change in play and attitude.
3. Ask the player if any habits have changed, such as eating or sleeping. A food allergy could be responsible.
4. Ask the parents if they've noticed any change in the player's attitude or habits.
5. Ask the parents if the player is hanging around with different friends that may be involved with drugs.

IN SEASON DEVELOPMENT PROGRAM

Each season the Association offers an in season development program made available to each player registered with Victoria Minor Hockey. It is a requirement that Rep players register for this program as an integral part of their overall development in addition to their team practices.

SPECIALTY DEVELOPMENT CAMPS

There will be up to two weekend specialty development camps run throughout the season. The camps will vary in cost from \$50-\$75 each. It is expected that all players will attend these camps as part of their commitment to playing within the program. Any player not attending the camps will be required to notify their team coach in writing as to why they are unable to attend. This information is to be passed on to the Association Head Coach and Rep Governor. These camps are an integral part of the development for each team and the individual players within the program.

TEAM STAFF SELECTION

The following team staffs other than the head coach are required. Assistant coach (max 2) Team trainer (safety), Team Manager and team treasurer. Immediately following the selection of the team the Team head Coach is to meet with the parents and introduce the team staff. The above positions must be filled at this time if they have not yet been filled. The team head coach may pick his/her team staff in conjunction with the DHO at any time following his/her appointment. When picking these team staff, all care needs to be exercised that if the chosen team staff are parents of players trying out, that everyone involved is reasonably certain of the player's desire and ability to make the team. If the player should not make the team, the team staff member would have to be replaced. At this initial meeting the Head Coach is to outline the philosophy of the team staff and the association to the parents. He/she is to introduce the yearly plan from a development standpoint. Review the Rep program scheduling and answer any questions from the parents to the best of his/her ability. This team meeting must be attended by at least one member of the Representative Program Management committee.

TEAM STAFF DUTIES AND RESPONSIBILITIES

1. Duties and responsibilities of Coaching Staff

Victoria Minor Hockey requires a high standard of conduct from its Representative program coaching staff and in the image projected to participants of the VMHA. The coaching staff is an integral part of the Association and is expected to support the decisions of the Executive and abide by VMHA Policies. The following is a list of items the Representative program and Association expects from coaches:

- a. Participate in team tryouts.
- b. Run on-ice sessions.
- c. Be organized, consistent, fair and available.
- d. Participate in player selections.
- e. Discuss final player selection with the association Head Coach and evaluators.
- f. Attend coaches meetings, association and representative program meetings.
- g. Emphasize and exhibit sportsmanship.
- h. Participate in player development camps.
- i. Nominate a competent manager with the approval of the association Head Coach and Representative Program Management Committee. The nomination is then formally ratified at the first executive meeting following tryouts.
- j. Ensure players equipment is safe and in good condition.
- k. Conduct team control.
- l. Apply discipline fairly, when and where required.
- m. Enforce suspensions.
- n. Deal with potential problems early.
- o. Produce and follow a complete Season plan with development program detailed
- p. Support and abide by Executive decisions and Association policies.

- q. Report continued discipline problems to Representative Program Governor ASAP.
- r. Encourage participation in Rep Program fundraisers.
- s. Prepare affiliation lists in conjunction with the Association Head Coach.
- t. The coaching staff must have a controlled attitude towards officials. Lack of coaching self control will not be accepted VMHA and will bring review and possible dismissal.
- u. Accept responsibility for condition of dressing room.
- v. Ensure that players properly represent the association and cities that the players hail from
- w. Ensure players and coaches shake hands with their opponents and officials at the end of the game.
- x. Provide a copy of "team rules" to all parents prior to the season. These rules should clearly outline his or her expectations of players especially with regard to team discipline.
- y. Use practice times provided and paid for by the Association.

2. Duties and responsibilities of Team Manager

The team manager is nominated by the coach with the approval of the Association Head Coach and Representative Program management committee. Ratification of this position is done by the executive at the 1st executive meeting following team selection. The manager then works with the coaches to appoint parents to other positions such as team treasurer, phoning assistant, director of parent concerns etc. The Manager is the first team staffs member any team parents or director of parent concerns approaches with any team or player concerns. The Manager will then communicate those concerns to the coaching staff. Parents should not contact the coaches directly regarding team concerns, unless the safety of players is at stake. The Manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities. The Manager's duties include:

- a. Prepare and organize team schedules in consultation with the team head coach. Supply those schedules to all team players, parents and coaches.
- b. Distribute any information to team parents and players as required.
- c. Organize off-ice officials (Timekeeper and Scorekeeper) for all home games.
- d. Assist coaching staff in arranging exhibition games.
- e. Arrange any special sanction forms or tournament travel forms as required.
- f. Prepare an itinerary when the team is traveling and submit to the association Head Coach.
- g. Arrange for exhibition game numbers as required.
- h. Forward a copy of all game reports to appropriate league commissioner and Association Head Coach.
- i. Arrange on-ice officials (Referee and Linesmen) for all home exhibition games as required with the Referee-in-Chief.
- j. Make arrangements for all team fund raising in accordance with guidelines provided by the Association and Representative program.

- k. Ensure any suspensions are adhered to. Failure to adhere to suspensions may result in longer suspensions to both player(s) and/or coaching staff.
- l. Ensure the team Trainer has a suitable First Aid kit at the bench each game and practice. Be aware of emergency procedures at the home and away rinks, keeping handy the phone numbers for ambulances and other emergency services.
- m. Maintain a complete set of any Parental Consent forms and Medical History forms. These must be available at every game and practice. Ensure, in the event that an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and that the necessary Medical Report form is available for completion by the attending physician.
- n. Ensure an Injury Report form is to be filled out and delivered to the Treasurer as soon as possible anytime a player/coach sustains an injury. This should be done in conjunction with the team Trainer and coaches as necessary.
- o. Ensure all players are properly carded and a valid HCR roster report is in hand.
- p. Collect and remit any payments to the Treasurer as required.
- q. Arrangement through the Ice Coordinator for all extra ice time and the payment of all ice bills within the terms permitted by Association policy.
- r. Set-up a telephone or e-mail "Team Distribution List" in order to distribute information to parents and players. The Representative Program Governor is to be included on the dist list.
- s. Ensure team treasurer supplies completed team budgets to the Representative program management committee and Association Treasurer as required.
- t. See that care is taken of Jerseys and other team equipment before, after and between games.
- u. Ensure that the properly completed game report has been delivered to the on-ice .
- v. ensure officials are present and ready at least fifteen minutes before each home game.
- w. Maintain copies of game reports.