



VICTORIA MINOR HOCKEY ASSOCIATION OPERATIONS MANUAL

I. INTRODUCTION

A. GENERAL INFORMATION

1. This Operation Manual guides the Victoria Minor Hockey Association (Association), and is divided into two significant parts:
 - i) Part One – Hockey
 - ii) Part Two – The management of the Association.
2. The Association is governed by the rules of the:
 - iii) Hockey Canada (HC);
 - iv) British Columbia Amateur Hockey Association (BC Hockey)
 - The provincial sport governing body for amateur hockey...
 - v) Vancouver Island Minor Hockey Association (VIAHA);
 - Administers inter-association competition between Island Associations
 - vi) The British Columbia Societies Act and Association's Constitution & By-laws (see Appendix).
3. The Association may revise its Constitution and Bylaws, the Operations Manual and other documents as required. Copies are available to Members upon request.
4. In matters where the Associations' guidelines are silent, the Association will refer, *in the following order*, to applicable governance by HC, BC Hockey, VIAHA, and the respective organizations By-laws and regulations.
5. The operating area of the Association covers the City of Victoria, the Municipality of Esquimalt, the Municipality of Oak Bay and the Municipality of View Royal. This operating area may change from time to time, as result of the Association's membership in the VIAHA, and BC Hockey. For further information please refer to the VIAHA Handbook.
6. Parents wishing to discuss any matter related to the welfare of a player must first:
 - a. Contact their team manager or coach.
 - b. If the matter is not resolved, parents should contact their division manager.
 - c. If the matter is still not resolved, parents should contact, in person or in writing, the Association's Respective Program Governor. The matter can then be escalated to the Association President should it still not be resolved. Contact information is available at www.victoriaminorhockey.ca

B. ASSOCIATIONS' GOALS AND PHILOSOPHY

1. The purpose of the Victoria Minor Hockey Association (Association) is to promote sport with respect, safety and overall sportsmanship while providing a rewarding and positive experience for youth between the ages of five and twenty, to learn, play and strive for excellence in the game of hockey.
2. The Association through its executive, officials, coaches, managers, parents are all responsible for ensuring that youth in their hands will benefit from the experience, and hopefully stay in hockey enjoying it for years, rather than quickly dropping out and moving on to something else.
3. The VMHA intends to organize in a manner which:
 - i) Ensures positive and respectful behaviour in the youth.
 - ii) Cultivates such attributes as sportsmanship, creativity, responsibility, cooperation, sports excellence and a positive self-concept.
 - iii) Shows youth that the association does recognize their achievements when they are achieved through skill, ability, determination, persistence, cooperation and a spirited attention to both team and individual improvement.
 - iv) Stresses personal and team improvement, instilling the value of both winning and losing through the process of developing. The intention is to focus on developing players at a young age to ensure maximum retention within the sport.
 - v) Promote and support players that wish to pursue excellence within the sport through comprehensive development programs in addition to the regular program streams

4. Coaches, players and parents must demonstrate good sportsmanship; especially fair play at all times. This can be achieved by being; respectful of our opponents; courteous and polite to coaches, managers, teammates, fans, parents, arena staff, referees or any person involved with any minor hockey association. This behavioral is expected while attending practices, games or any other event Association members may be participating in.
5. Swearing or profane language of any kind on the ice, in the dressing room, in the lobby, in the corridors or directed at anyone in the arena will not be tolerated.
6. A coach may suspend any player during a game for disciplinary reasons. The division manager will be informed at the first opportunity and the matter will be brought before the disciplinary committee of the executive.
7. Players may be suspended indefinitely for causing destruction or damage to arena or personal property and the matter will be brought before the disciplinary committee of the executive. Replacement or repair of the same will rest with the responsible player(s) and/or parent(s).

C. VOLUNTEERS AND SUCCESS

The Association is primarily a volunteer driven organization, and its success depends on individuals in a variety of capacities.

Please think about what you can do to contribute to the success of the Association. There are many opportunities for volunteers to assist during the hockey season, including:

- i) Team Coaches, Team Managers, and Team Safety Officers;
- ii) Referees and Linesmen, Time keepers, Score keepers, and Statisticians;
- iii) Team fund raising activities;
- iv) Tournament Volunteers;
- v) Development Program Instructors
- vi) Various administrative tasks related to the day to day running the Association.

There is always room for renewed effort, new, ideas, and improvements. Your thoughts are appreciated but should always be presented in a positive manner and an understanding of how it impacts the overall program. Your efforts to implement program initiated improvements will result in a more rewarding sport and life experience for your child.

When you are asked to help with some project or fund-raising drive it is hoped that you will accept your responsibility readily but please recognize that some positions require a high degree of commitment plus training and/or certifications sponsored by BC Hockey.

Please remember that the executive, coaches and managers are committing their time for the betterment of the Association. In dealing with them please treat them with the same courtesy and respect that you would like to receive. Mistreatment of these personnel/volunteers will not be tolerated and are grounds for suspension and/or expulsion in accordance with the VMHA constitution.

II. TEAM TYPES

A. GENERAL INFORMATION

The Association generally offers two types of teams; House League (Recreational) and Representative A (Competitive). A decision regarding the number of Representatives Teams, will be made by the the Association's Executive, no later than the first week of April prior to each playing season. The decision will be based on the number of returning players, upcoming Recreational players, talent levels and any other mitigating factors. Final carding and declaration dates are in accordance with BC Hockey and VIAHA regulations and will take place in September of the playing season, allowing for any adjustment of declared teams due to swings in registration numbers. Female players may register and dual card on both female and integrated teams.

The number of players registered, their skills and abilities, and the ice time available shall determine the number and types of teams in each division. The aim of the association is to have (2) Hockey 1 (Initiation) teams, (4) Novice (Hockey 2,3,4) teams, (5) Atom Teams, (5) PeeWee Teams, (4) Bantam Teams, (3) Midget Teams and (1) Juvenile Team each season of operation. In addition the association aims to have at least one female team in each playing division as listed above. Normally, a maximum of seventeen [17] players may be registered for each recreational team. However, the Executive committee reserves the right to determine the final number to be registered in each division. Representative team numbers are based on several factors that vary from year to year. The following provides a brief overview of the playing divisions which may be established by the Association using the BC Hockey age classification (i.e., ages as of December 31 of the current playing season):

Division	Age (1)	Maximum Players	Practises and Games Per Week
Juvenile	18, 19 & 20 years	22 skaters, 3 goalies	<i>Rec 1/1 Rep 2/2</i>
Midget	15, 16 & 17 years	17 skaters, 2 goalies	<i>Rec 1/1 Rep 2/2</i>
Bantam	13 & 14 years	17 skaters, 2 goalies	<i>House 1/1 Rep 2/2</i>
PeeWee	11 & 12 years	17 skaters, 2 goalies	<i>House 1/1 Rep 2/2</i>
Atom	9 & 10 years	17 skaters, 2 goalies	<i>House 1/1 Rep 2/2</i>
Novice	7 & 8 years	16 skaters, goalie may alternate	<i>1/1 Rep 2/1</i>
Initiation	5 & 6 years	30 skaters and broken into groups	<i>2/0* Games after Christmas 1/1</i>

B. RECREATIONAL TEAM PROGRAM

Recreational program teams strive to develop participation and improvement in all players. The recreational program puts the emphasis on fun, enjoyment, and skill acquisition for the purpose of fitness, sports participation, and fellowship.

1. Players receive 'EQUAL ICE TIME', with the exception of the final five (5) minutes of each game, when, at the prerogative of the coach, line adjustments may be made for tactical purposes. Special teams are NOT to be used unless teams are involved in playoff games. The only exceptions to the above are:
 - i) the result of disciplinary actions taken by the team head coach; or
 - ii) circumstances that make the provision of equal ice time unrealistic such as:
 - a) The relative number of defence and forwards in attendance at a game in that players may receive additional ice time, but not at the expense of taking away ice time from other players, ie 2 centres are used and 3 sets of wingers.
 - b) The safety of a player primarily in the older divisions, in that there may be times within a game that certain players are kept from the ice.

2. Players are encouraged to attend all team functions including practices and games as part of their commitment of registering. Hockey is a team sport and the coaching staff relies on all players attending. However, players within the recreational program cannot be disciplined for missing practice and/or game time.

3. Teams within the Recreation program from Atom through Juvenile will participate within their designated VIAHA recreational league. Playing rules are in accordance with VIAHA regulation #3. The timing of games will be in accordance with VIAHA regulation #6. Game Sheets and Game reports shall be submitted in accordance with VIAHA regulation #7, with league commissioners being announced by the Program Governor prior to the commencement of season play. For teams to be eligible to play within their respective leagues they must comply with VIAHA regulation 9.02 and 9.05 as it pertains to exhibition games and team staff meetings. Standings within the respective leagues will be done in accordance with VIAHA regulation #11, and subsequent playoffs will be run in accordance with VIAHA regulation #12. Teams need to be aware of possible fines for failure to appear at league scheduled games in accordance with VIAHA regulation #14. Protest of games shall be done in accordance with VIAHA regulation#15.

4. Novice Division teams participate only in exhibition and tournament play. However, Novice division teams must still comply with all of the VIAHA regulations as they pertain to the playing rules. Novice teams must ensure that they stay in compliance with VIAHA regulation #5 as it pertains to registered team players for all of their games. Players can only play on the team they are registered to in accordance with the Hockey Canada Registry. Novice players cannot affiliate up to Atom without written approval from the VIAHA officers. Novice teams must have officials on the ice for all games involving another association and Hockey Canada playing rules do apply. If a Novice team finds itself short on players for a specific game or tournament, they may apply to the Program Governor to have a Novice player from another team re-registered to their team, but this must only be done on an emergency basis and not a regular occurrence.

5. Initiation Division – This division is primarily meant to introduce players to hockey and develop their skills to a level that they can play in a game setting. In accordance with VIAHA, the initiation division is not to play any games vs. other associations until the Christmas break at which time they may seek out exhibition games or jamborees to attend. Players are to be instructed within an academy skill based setting and inter-squad mini scrimmages are encouraged. Following the Christmas break, the initiation group can begin to book games with other association teams.

4. All questions in regards to the Recreational program should first go to the team manager whom can then try to ascertain the answer through this publication, along with assistance from the assigned Divisional manager or Program Governor.

C. REPRESENTATIVE TEAM PROGRAM

1. The Association's Representative Program is designed to develop those players looking to achieve sports excellence with a higher degree of commitment than at the Recreational level. It is much more demanding in respect to training, personal fitness, discipline and time commitment, and places a much greater importance on all competitive aspects of the game.
2. Representative players and their family's should be aware of and carefully consider the significant time and financial commitments required to playing hockey at this level:

Representative teams will practice twice and play two games each week. In addition Rep players are required to participate in the on ice and dry land development programs that run each week. Representative teams do a considerable amount of traveling both up-island and to the lower mainland. Additional expenses including assessment fees, additional ice time, tournament costs, travel and accommodation can add up to several thousand dollars per year. However, these costs can be reduced through team fundraising activities.

3. Representative players will be expected to:
 - i) Excel to the best of their ability as a hockey player.
 - ii) Display qualities and characteristics associated with being a contributing team member.
 - iii) Demonstrate their desire to reach their full potential as a player and Team Member.
 - iv) Attend all practices and games, including mandatory physical conditioning programs.
 - v) Participate in all tournaments entered as well as all games in the playoffs.
4. Players receive 'FAIR ICE TIME'. This principle allows coaches to make player selection decisions in key games yet be fair to the weaker members of the team.
 - i) Where possible equal ice time will be given during exhibition games but penalty killing and power play units may still be used.
 - ii) Coaches will attempt to use less experienced players during exhibition games so they may develop their skills, (i.e., play enough to be a contributing member of the team over the course of the year).
 - iii) This principle does not apply if a player is being disciplined.
 - iv) Fair ice, is not equal ice.

Notes:

- After teams have been finalized, each Representative Team Manager will call a parent's meeting to set objectives for the team for the season (i.e., amount of travel, participation, and fundraising activities).
- Representative teams should participate in no more than six (6) tournaments per season.
- *Complete details on the Representative program are contained in the Rep Information Manual that is attached to this document.*

5. All playing rules are in accordance with Hockey Canada, BC Hockey and VIAHA. Team staff are expected to ensure they are familiar with the VIAHA handbook as to comply with all rules and regulations.

III. PLAYER REGISTRATION PROCESS

A. GENERAL INFORMATION

1. The operating area of the Association covers the City of Victoria, the Municipality of Oak Bay, the Municipality of Esquimalt, and all the area of Royal Oak south of the Trans-Canada Highway, east of Parsons Bridge and the area between the Trans-Canada Highway and the View Royal Municipal boundary. This operating area may change from time to time, as result of the Association's membership in VIAHA and BC Hockey.
2. Except for the provisions described below, no player shall be registered as a member of, or compete for, a Minor Hockey team in any Association unless the residence of the player's parent is located in the same geographic subdivision in which the team, with which the player applies for registration, is located.
3. Any player in the "shared" draw zone with the Victoria Racquet Club Minor Hockey Association (VRCMHA) has up until the completion of their first year in Atom to make a decision to either remain in the VMHA or transfer to the VRCMHA. The decision to transfer must be made prior to March 31 of the current playing season. Once a player surpasses this time period they must remain with the VMHA unless their residence changes. Players may leave VRCMHA at any time to return to VMHA.
4. Players from outside the draw zone may be accepted on the following basis in accordance with VIAHA regulation 4.07. This regulation allows for Residential waivers based on waitlists or No Team in Category within the player's home association. Likewise, prospective members that are waitlisted may apply for a residential waiver should VMHA not offer a team in category or be full within the players playing division.
5. The team officials of every team shall be responsible for representations made in respect to the eligibility of the players of the team.

6. Players residing within the operating area of the Association, and not being members of another team, club, union or Association affiliated with BC Hockey and being members in good standing during the previous season, will be given priority in registration for the current season. This priority shall cease after the registration date allocated for returning registrants. This is done in accordance with the attached VMHA registration policy. Players cease to be members of the association on March 31st of the playing season, with the new playing season starting April 1st.

B. PLAYER MOVEMENT BETWEEN ASSOCIATIONS

1. No player shall change Association registration except as provided below, and in accordance with the procedure detailed below. In all cases, the final decision will be made jointly by the President in consultation with the Board of Directors.
 - i) Residential Move
 - Can only occur when a player resides with his/her parent and the parent changes his/her permanent place of residence and the player continues to reside with his parent. This shall not be a temporary residence.
 - The parent of a player is:
 - (a) Either of his/her parents where both of his/her parents have a common residence or if there is only one surviving parent, such surviving parent, and
 - (b) In the event that his/her parents are living apart, the parent who has custody of the player, or if both parents have custody, the parent with whom the player habitually resides or if the player does not habitually reside with either parent, the mother of the player, and
 - (c) In the event that both his/her parents are deceased, the person who is in loco parentis to the player. Loco parentis means: one who has taken a position in reference to a child of that of a lawful father, assuming the office of a father and the obligation of supporting the child, assuming a parental character and discharging parental duties, although not the parent.
 - ii) Residential Waiver Transfer
 - Can only occur when the Association does not offer a team in the player's category or their home association has waitlisted them. These are both one in accordance with VIAHA Regulation #4.07
 - No player will be considered for a one year release to another association under a no team in category unless they are registered with VMHA prior to April 1st
 - Releases to another association will be for a one-year period and only to play on the designated team.
 - *All Transfers are done in accordance with VIAHA and BC Hockey regulations, which may vary from year to year and will supersede any regulations outlined above.*

C: REGISTRATION PROCESS

1. The Association will distribute Registration information to all players before the end of the hockey season. Registration information is also available on the Associations web site or by contacting the Registrar. Registrations are done in accordance with the registration policy.
2. All returning players must be "members in good standing" from the previous season (e.g., returned equipment issued to them in the previous season and no fees or expenses from the previous season are outstanding).
3. Proof of age and residency is required when registering. A copy of the player's birth certificate and a copy of a utility bill (e.g., water, or hydro) must be included with all registration forms along with the appropriate fees.
4. The association will hold a minimum of 3 returning player registration dates. Following these dates, any returning player not registered, will not be guaranteed a spot and will be subject to late fees.

5. Players who wish to attend Representative team try-outs must indicate this on their form along with submitting the \$75 tryout fee. These try-out forms must be submitted with the registration forms.
6. Following the final returning player registration date, registration will be open to new registrants and returning players on a first come, first serve basis until all teams are full. The Registrar shall maintain a waiting list for new registrations. Priority shall be determined in accordance with the Registration policy.

Notes

- Information on returning players assists the Association make an informed decision regarding the number of teams, team types, and the number of new players the Association can accept for the next season.
- Players shall be registered by divisions in accordance with BC hockey regulations, and those of the Association.

D. REGISTRATION FEES

1. The Executive committee shall set the registration fees for each season, after a budget of estimated costs for the season have been established and approved.
2. The full fee shall be charged at the time of registration as well as any applicable try-out fees in accordance with the registration policy.

Approximate Cost per Activity	Cost	
Representative Tryout Fee <ul style="list-style-type: none"> • Submitted with the application form and can be dated for August 1st • Non-refundable 	\$75	
Base Registration Fee	\$295-\$595	
Equipment (Jerseys, goalie equipment, crests, pucks etc.), amortized over up to 4 years;	inc	
Mutual Aid (insurance) per player	inc	
Ice time for practices and games	inc	
Team pictures	inc	
Referees for regular season play;	inc	
Clinics for referees and coaches;	inc	
Development Program	\$315	
Contributions to provincial playoff travel fund and HP Programs;	inc	
Representative Team costs to BC Hockey and VIAHA;	inc	
Team Fee's (for tournaments etc additional ice etc)	tba	
Fund Raising Fee <ul style="list-style-type: none"> • Non-refundable, however players will be issued raffle tickets to sell in order to recoup their fees 	\$100	
Administrative costs for BC Hockey, VIAHA AGM and travel costs	inc	
Rep Fee (for those players assigned to Rep teams	\$100-\$400	

3. Player's who have not registered and paid the required fees, including Rep Fee, are not allowed on the ice for any tryout, practice or game without the express written consent of the President and/or the association Treasurer.
4. All payments are to be made by cash, cheque, or money order in accordance with the Registration policy and returning player letter sent out to each player of each playing season
 - Additional fees are also charged for additional development programs that arise from time to time.
 - Rep players are subject to additional fees for required equipment as outlined in the Rep program.

- All NSF cheques shall be replaced, including a \$15 NSF service charge by certified cheque, cash or money order. If payment is not remitted within 7 days of notification, the player(s) will be temporarily suspended.

E. PLAYER DISCOUNTS AND FINANCIAL ASSISTANCE

1. The Association offers two types of discounts on player registration fees:
 - i) Multiple program discounts. This pertains to spring and summer development programs. This discount is applied in a progressive order based on the number of camps booked. The first two camps are at full posted rate, the third camp is charged minus a 10% discount, the 4th camp is charged minus a 20% discount and all subsequent camps for that particular Spring, Summer season are charged minus a 30% discount
 - ii) A 10% discount for multi-player (3 or more) families (i.e., all players registering from the family receive a 10% discount) applies to in season registrations
2. The Association supports agencies such as Kid sport, Jumpstart, Big Brothers & Sisters in assisting players. Players must apply through those agencies for assistance if they are in need of financial subsidation.

F. REFUNDS

1. Refunds are done in accordance with the posted registration and refund policy which is attached to this document.
2. If a player is expelled or suspended, no refund shall be granted.
3. Refunds are only on the base registration fee in accordance with the posted Registration policy.

IV. PLAYER SELECTION PROCESS FOR TEAMS

A. GENERAL INFORMATION

1. All players will be assessed at the start of each season for placement on teams.
2. The objective of the assessment/selection process is to balance the interests and skills of individual players with others and group similar skilled and talented players in each division to compete against similar players from other Associations. From year to year VIAHA changes criteria for selection of Recreational teams and VMHA is obliged to follow that as fairly as possible.
3. The Association will strive to make the selection process as fair and transparent as possible: Where possible:
 - i) Assessments will occur over the first few ice times.
 - ii) Assessors will be following a set criteria for player assignment
 - iii) Players will be informed of the specific drills and skills for which they will be assessed;
 - iv) Assessment results will be recorded.
4. No player may participate in the assessment/selection process, unless they are registered and in "good-standing" with the Association, and have received their Hockey Canada Registration ID with the Association.
5. All complete details on Rep Team tryouts are outlined in the Rep Information manual as an attachment to this document. The Rep Information manual is the key document in all Rep program matters and will supersede any conflicting information that may be outlined.
6. Rep Team tryouts will be transitioned to a spring tryout program over the 2009/2010 season.

B. RECREATION LEAGUE ASSESSMENTS AND PLACEMENTS

1. The Association will consider requests to place players on the same team as friends or neighbors, or car-pools but teams must be the first priority. Parents may make this request in writing to the divisional manager prior to players being assigned to a team. There is no guarantee but the recreation program does offer a little more flexibility in this than the Representative program. In years where VIAHA dictates that the Rec teams be equal in skill, there is a greater likely hood of accommodating such request.

2. The following criteria are to be used as the basis for balancing teams:
 - i) Hockey skills (i.e., puck handling, passing/receiving, shooting and general hockey sense/team play)
 - ii) Skating skills
 - iii) Height and weight
 - iv) Positions played
 - v) Age
3. The DHO will arrange an evaluation meeting with all coaches to select teams. Once initial teams have been selected, several exhibition games will be played. Depending on circumstances some player movement between teams may be necessary.
4. The Program Governor is responsible for ensuring that house teams tiered appropriately in skill and ability and must approve any player movement after the initial teams have been selected.
5. If player switches occur, they must be completed prior to the start of league play and prior to team photos.

Notes:

- Once Representative teams have been finalized, all remaining players will be assigned to a Recreation team within their own Division, which may cause some additional player movement.
- Parents should recognize that Recreation teams will be comprised of players with greatly varying levels of ability, maturity, and competitiveness.
- During the season, there will be opportunities for stronger players, under the VIAHA Affiliate rule, to move from Recreation to Representative when regular players are absent.

C. REPRESENTATIVE TEAM ASSESSMENTS AND PLACEMENTS

1. As outlined in the Rep Information

D. PLAYER MOVEMENT BETWEEN TEAMS AND DIVISIONS DURING THE SEASON

1. Players may be reassigned to different teams within a Division (e.g., Representative A to Rec, or Rec to Rec) for one or more of the following reasons, Rep player reassignments to Recreational teams are done in accordance with the Rep Manual.
 - i) Unsatisfactory behavior including, lack of effort, lack of progress or skill development, unsportsmanlike-like-conduct, lack of respect to coaches, teammates or to game officials.

Note:

 - If a player's behavior becomes a problem, the Head Coach will enlist the assistance of the DHO and Program Governor to discuss the manner with the player's parent(s).
 - This discussion must occur before a final decision is made with regarding the player either "remaining with the team or being reassigned, and the player must be given an opportunity to voluntarily, improve his/her behavior.
 - ii) Depending on circumstances (e.g., team imbalances,) player movement
2. Players maybe reassigned to a different Division (e.g., Atom to Pee Wee or the reverse) for one or more of the following reasons:
 - i) On rare occasions where a player is so misplaced that a move to a higher or lower division would be in the best interests of the child and minor hockey in general. In such cases, a request shall be made in writing to the Ice Committee who may authorize such a move on a temporary basis. The Executive must ratify final approval of such moves. Once ratified, either an OA or UA form must be submitted to VIAHA for final approval.
 - ii) A significant improvement in skills and ability house player may develop his/her skills significantly and show that he/she deems to become a member of a Representative team later in the season;

such a can be added to the roster.

- i) *Players may be temporarily moved using the Affiliate rule under VIAHA regulations*
 3. At the request of parents and with the permission of the Executive, it is possible for a child to play in a lower Division as an OVER-AGE player (i.e. 12 year old Peewee in Atom) for one season only due to a lack of emotional, physical and/or social maturity or very slow progress in skill development which would otherwise hinder the player's performance in the Division in which that child belongs.
 4. During the playing season, Representative Teams may "call up" replacement players in accordance within VIAHA and BC Hockey rules. All players given the opportunity to play up shall be allowed to do so should it be their wish. In the event of a disagreement between coaches, the DHO will make the final decision. The DHO shall be informed before any player contact or movement occurs.
 5. Before the start of league play, the coaches of the A, and C teams shall meet to identify the probable players for call up. If for any reason those players become unavailable during the season, the respective coaches will meet to identify possible replacements.
 6. Players reassignments at the beginning of the hockey season will be arranged between coaches and the the DHO, reassignments done after December 31 of the current hockey season require Executive approval, and parent consent.
- E. Female Players – Female players will be allowed to be rostered on two teams in accordance with VIAHA regulation 5.04. A minor female player may register on a female team and an integrated team. The player will be required to pay the full rate of registration on one team and be allowed to register for the second team at a 50% reduction in registration rate. This is done to continue to encourage female participation in the sport.

V. TEAM EQUIPMENT

A. GENERAL INFORMATION

- *The Association's Logo cannot be used without Executive approval.*
- *Nothing shall be attached to team jerseys except the following:*
- *Sponsor bars – Done through the Association's Equipment Manager only*
- *Stop safety sign*
- *Rep Program Tracksuits and apparel are done through Kirby's Source for Sports*
- *Recreational Program Tracksuits and apparel are done through Showcase Awards*

B. TEAM COLOURS:

1. Association approved colours shall be worn by all teams for all games. All players are to wear matching game socks.
2. Where uniforms of both teams are so similar that in the opinion of the referee there will be confusion, it shall be the responsibility of the home team to change its uniforms to a contrasting colour.

C. TEAM EQUIPMENT

1. Each Team will be issued two sets of team jerseys (i.e., home and away), two pairs of matching socks for each player, plus goaltending equipment (which includes pads, chest protector, trapper and blocker). Novice Recreational Team goaltenders will also be provided sticks.
2. Team jerseys must not be worn off the ice, or for team practices unless with prior approval of the Association Equipment Manager. Team Jerseys are to be kept by the assigned team Jersey Mgr
3. All team equipment must be cleaned and returned at the end of the season or replaced.
4. Damaged equipment (i.e., misuse not normal wear) must be repaired or replaced by the player.
5. Player's not returning or replacing equipment will not be eligible to register for the following season.

Rental cost for a full set of goalie equipment (pads, gloves, chest protectors) to a team at the level of Novice or Atom will be free of charge, the head coach for those teams must sign a liability form

upon signing the gear out for the season. All individuals at all levels of play may rent a set of goalie gear for the season subject to availability as follows: \$100.00 for a set of equipment at the Novice/Atom Level, \$150 at the Peewee Level, \$200 at the Bantam/Midget Level.

D. TEAM PHOTOGRAPHS

1. Team photographs will be taken each playing season prior to November 30 as arranged by the Executive Committee.
2. The cost of these photographs is included in each year's registration fee.
3. Each player, coach and sponsor will be provided with a team photograph. Player team photographs will also include an individual photograph. Additional photographs are the sole responsibility of the parent or team.
4. The Association will place in its *location* viewing case, a photo of each team.

E. TEAM FUNDRAISING

1. Fund raising by individual teams shall be permitted for the following approved functions:
 - To defray tournament registration and associated expenses.
 - To defray travel expenses.
 - To purchase extra ice.
2. The Association's jerseys or logo shall not be used in conjunction with any fundraising activity without prior approval of its Executive Committee or the Director responsible for fundraising activities.
3. All team fundraising events/plans must be submitted to the team parents for approval and a final year-end accounting of the same presented by April 15th of the current playing season.
4. To ensure that fundraising activities are properly organized and coordinated and not repetitive throughout the Association, that excessive fundraising is not done, and that all sponsors receive appropriate advertising and representation, the Executive or Director for fundraising may request teams to submit, in writing, the following:
 - A statement of intent describing the type of fundraising event.
 - The date(s) the event is to take place.
 - A list of current team sponsors.
 - The team's current expenditures/financial statements.
 - Team yearly plan
 - The name(s) of the team manager.
5. The Executive reserves the right to deny any team fundraising event.
6. A final fundraising budget and closing financial statement shall be made to the Executive upon request.
7. The Association will not assume responsibility of any debts incurred through team fundraising activities.

F. TEAM SPONSORS

1. Sponsorship fees will be set annually by the Executive and solicited from sponsors.
2. The Fundraising Coordinator shall be responsible for procuring and recommending to the Executive for final approval all sponsors.
3. The Funding Coordinator may seek from the Executive, authorization to place suitable advertisements in the local newspaper, as may be required to seek sponsors, as well as provide sponsor's appropriate recognition.
4. The team sponsor banners must be posted prior to games commencement and is the responsibility of the team manager.
5. Sponsors will be allowed to remain with the same team for the upcoming season.
6. Sponsors are not to be approached for further funding unless approved by the Fundraising Coordinator or Executive. All requests for sponsorship must be sent to the Executive for approval

- If you have or know someone interested in sponsoring a team, please contact a member of the Association's Executive.
- *Fundraising activities may be used to generate revenue for individual Team or for the Association.*
- The Association's Treasurer shall keep an accounting of the revenue and dispersal of funds

VI. SAFETY

A. GENERAL INFORMATION

1. It is everyone's responsibility (i.e., players, parents, and coaches) to promote safe hockey and to identify unsafe conditions or situations to the Team Safety person, Team Manager, Coach, or member of the Association's executive.
2. *Unsafe conditions which will result in a minimum suspension of one game include the following:*
 - i) *Player's leaving doors open onto the rink.*
 - ii) *Player's not wearing or wearing damaged protective gear such as neck guards, helmets, mouth guards.*
 - iii) *Player's wearing any jewellery items before going on the ice.*
 - iv) *Player's not removing partial dentures and/or orthodontic appliances before going on the ice.*
 - v) *Player's chewing gum while on the ice.*
 - vi) *"Stop" signs on back of each jersey*
 - vii) *Players sharing water bottles even if members of the same family. Players are strongly recommended to clean water bottles on a regular basis.*
 - viii) *Mutual Aid Insurance – no one (i.e., player, coach or parent) is allowed on the ice or behind the bench at any time unless insured.*
3. All players' must be properly dressed and equipped in accordance with HC, BC Hockey, VIAHA and mutual aid regulations.
4. A general First aid kit will be issued at the start of the season to each coach. Coaches or the Team Safety Person are expected to replace any used equipment immediately and submit receipts to their Team Manager for reimbursement.
5. All injuries of a significant nature (i.e., if medical attention is required) must be reported to the coach, and depending on the injury a note from medical staff indicating it is safe to return to hockey.
6. Injury Report Forms must be completed and submitted to the Risk Coordinator within 48 hours.
7. *Risk Management ensures that an effective risk management program that strives to prevent injuries and accidents before they happen is in place with their team.*

Notes:

- All equipment must be worn while on the ice except the right-hand glove in order to shake hands with the opposing team at the end of the game must be worn at all times
- No camera or pictures to be taken in dressing rooms, address this item again as far as allowing cell phone and PDA's and the like in dressing rooms. BCAHA Bulletins/VMHA EXECUTIVE MEETING MINUTES- July 6/04

B. TEAM SAFETY PERSON

1. Each Team shall have a Safety Person who shall take a proactive role in identifying, minimizing, or eliminating risks during **all** activities of the team.
2. Coaches will seek a volunteer from the parents of each team to be the Safety Person. This person is not required to be behind the bench but is expected to attend all games and a majority of practices.
3. All Safety Persons shall be properly trained and at a minimum have the following valid credentials:
 - i) Speak out

- ii) Safety Course
 - iii) *Criminal Record Check*
4. The Association will provide training opportunities for all Safety Persons at the start of each season.
 5. The Safety Person shall:
 - i) Conduct regular checks of player's equipment to ensure proper fit, protective quality and maintenance and shall regularly advise players and parents regarding the same.
 - ii) Promote proper conditioning and warm-up techniques as effective methods of injury protection.
 - iii) Maintain accurate medical history files on all players, ensuring that they are brought to all games and practices.
 - iv) Ensure the Coach maintains a fully stocked First Aid Kit and ensure that it is brought to all games and practices.
 - v) Practice and implement an effective Emergency Action Plan with their team, ensuring that all involved understand their roles.
 - vi) Be prepared to recognize all life-threatening and significant injuries.
 - vii) Manage all minor injuries according to basic injury management principles and refer players to medical professionals when deemed necessary.
 - viii) Be able to recognize injuries, which require a player to be removed from action, referring the player to medical professionals and coordinating their return to play.
 - ix) Promote a healthy lifestyle with all hockey participants by being a good role model and educating participants regarding hygiene, performance-enhancing substances, drug and alcohol abuse, nutrition and hydration.
 - x) Always err on the side of caution
 6. The Trainer shall abide by and sign the *Code of Conduct*

C. HARASSMENT & ABUSE

1. The Association is committed to providing an environment, which promotes equal opportunities and prohibits harassment, abuse, or discriminatory practices. Protecting players, and the Association's volunteers from harassment, abuse and neglect, whether emotional, physical or sexual, is an important element of risk management, and sports safety.
2. Some behaviour, which is defined as abuse when directed toward a child or youth, may constitute harassment when directed toward a peer, or when perpetuated between adults. The Association's primary interest is the well being of its participants, and has a **ZERO TOLERANCE** policy with regard to harassment or abuse, of or by, any player, coach, parent, volunteer, or participant in Association's programs or in its organization.
3. The Association's Executive, may take immediate, informal, corrective disciplinary action in response to behaviour that constitutes a minor incident of harassment.
4. When any member of the Association has reasonable belief that a minor is being abused, he or she shall report this to authorities, pursuant to the provisions of the Child Protection Act, and shall advise the Executive that a report has been made. In such cases, the Associations shall take no further action until such time as child protection authorities and/or police have concluded their investigation. Such matters shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence in these proceedings.

VII. PLAYER AND PARENT GUIDELINES

A. General Information

A high level of behavior is expected from all players in the Association. All players will be expected to conduct themselves in a manner, which will bring respect and honor to themselves, their team and the Association, both on and off the ice.

The Association expects all its players to obey the following rules:

- i) Arrive at the appointed arena at least 30 minutes prior to the start of a practice or game if requested by coach
- ii) Respect must be shown between players and coaches and between themselves.

- iii) Dressing rooms must be kept tidy and objects and ice must not be thrown; playing with sticks/pucks in the room or hallway is not permitted.
- iv) Screaming and yelling is not acceptable
- v) Bullying or taunting of team mates or other players is not tolerated

Coaches may suspend players for a minimum of one game or practice for any one or more of the following causes:

- i) Noticeable infractions of good conduct on or off the ice.
- ii) The use of alcohol, profanity, or the use and/or possession of illegal drugs while involved in any authorized game, practice or training session.
- iii) Persistent disobedience, disrespect and/or lack of cooperation.
- iv) Continued failure to report for games, practices and/or training sessions without proper notification.
- v) For lack of effort, disregard of instructions, poor behavior, late arrival for games, missing practices (Representative).
- vi) Not getting off ice in a timely manner after a practice or game.
- vii) Hazing of teammates will result in an immediate one-year suspension (BCAHA).

Any team permitting a player who is ineligible by reason of being under suspension or of not being properly registered with that team to play in a game shall automatically forfeit that game and may be subject to further disciplinary action.

Any team permitting a suspended team official to participate in a game shall automatically forfeit that game and may be subject to further disciplinary action.

Any team permitting a team official who is ineligible by reason of not being properly registered with that team to participate in a game may be subject to disciplinary action at the discretion of the Division Manager.

1. *Program Governor, DHO, VP or President may suspend any player or team official for up to one full game.*
2. *A team head coach may also suspend any player for up to one full game for contravention of the Constitution, Bylaws or any policy, rule or regulation then in effect.*
3. *The player and his/her parent(s) will be advised of the reason(s) for the suspension.*
4. *Any serious contravention of the Constitution, Bylaws, the rules or regulations governing the Association or the playing rules adopted by the Association from time to time shall be referred by the Vice-President responsible for discipline and protests to the Discipline Committee which shall, after reviewing the matter, either orally or in writing as the Discipline Committee shall decide, take one or more of the following actions:*
 - a) *reprimand the person or persons,*
 - b) *suspend for a fixed period of time or expel a Member or Player from the Association,*
 - c) *Exonerate or otherwise find in favour of the Member.*

B. PLAYERS - RESPONSIBILITIES AND DUTIES

- 1) The Association expects all players to observe the following general rules:
 - i) Play for the "fun of the game"; don't play just to please your coach or parents.
 - ii) Play, by the rules.
 - iii) Never argue with the decision of an official. Let your captain ask any, necessary questions.
 - iv) Control your temper. Don't mouth off, slam sticks or equipment.
 - v) Work equally hard for yourself and the team. Your team will benefit and so will you.
 - vi) Be a good sport. Cheer all good plays, whether by your team or the opposition.
 - vii) Treat all players, as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player. Remember the goals of the game are to have fun, improve your skills contribute to the team and feel good. Cooperate with your coach, teammates, opponents and officials, because without them you wouldn't have a game. Shake your opponent's hand at the end of

the game. The glove must be removed from the right hand (mandatory). Follow the direction of the Coaching staff and Manager at all times and treat them with respect. If for any reason a player is not able to attend a practice or a game, they shall contact the coach or manager as soon as possible.

2) All players shall abide by and sign the *Player's Code of Conduct*. [See APPENDIX A]

C. PARENTS - RESPONSIBILITIES AND DUTIES

- 1) The Association expects all its parents to observe the following general rules:
 - i) Do not force an unwilling child to participate in sports.
 - ii) Remember children are involved in organized sports for their enjoyment and benefit, not yours.
 - iii) Encourage your child to always play by the rules.
 - iv) Show your definite disapproval of hockey violence.
 - v) Teach your child that honest effort is as important as a victory, so that the result of the game is accepted without undue disappointment.
 - vi) Turn defeat into victory by helping your child work, towards skill improvement amid good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
 - vii) Remember that children learn best by example. Applaud good plays by your team and members of the opposing team as well.
 - viii) Recognize the value and importance of volunteer coaches, trainers and managers; they give their time and resources to provide recreational activities for your child. Do not publicly criticize them. If there is an ongoing issue, use the appropriate channels to seek correction.
 - ix) Direct any concerns about officiating to the Referee-in-Chief. Do not publicly question the official's judgement and never their honesty.
 - x) Support all efforts to remove verbal and physical abuse from children's sporting activities.
 - xi) Parents are not allowed into the dressing rooms except in the Atom C and below divisions where parents may be **requested** by the Coach or Manager to assist in dressing players. Unless invited in by the Coach parents are to keep the Dressing rooms and hallways clear.
 - xii) The Coach may ask the parents at the novice and atom c levels to leave 10 minutes prior to game start.
 - xiii) Parents are responsible for making arrangements to ensure attendance of their children at all games, practices and training sessions, etc.
 - xiv) Remember the roar of the spectators should be positive rather than a critically negative influence on players.
 - xv) *Parents have a responsibility to treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.*
 - xvi) *Parents should assist the coaches in teaching player's cooperation, teamwork, and following rules.*
 - xvii) *Parents should help their child learn to accept and meet the responsibilities to the team and to the coach.*
 - xviii) *Parents must trust the care of their young player to the coaches at practices and games, respecting the coaches' decisions, directions and philosophy.*
 - xix) *Parents must supply the coach and/or manager with information regarding any allergies or medical conditions that may affect their child's performance and enjoyment of the game.*
 - xx) *Parents **must** keep winning in perspective and help their child do the same.*
 - xxi) *Parents must teach their child to recognize sexual, physical and verbal abuse and to learn to speak out when either perceives something to be wrong.*
 - xxii) *Parents should make an effort to attend their child's games while emphasizing the fun and enjoyment of the same.*

2) Parents agree to abide by and sign the *Fair Play Code for Parents*. [See APPENDIX)

VIII. PENALTIES AND DISCIPLINE

A. GENERAL INFORMATION

1. The following shall apply to all Association members while representing any Association event or location.
2. The Executive Committee shall have the authority to suspend and/or ask for the resignation [for cause] of any member of the Association.
3. Any Association member acting in an unsportsmanlike manner during any game, practice or event may be subject to disciplinary action by the Executive Committee.
4. Hockey is to be played on the ice, not in hallways, dressing rooms or spectator areas.
5. Abuse or damage of arena property or equipment [home and away] shall result in an immediate suspension of the team or player involved until the responsibility of the cost of the incurred damage is determined and/or resolved to the satisfaction of the Executive. The Ice Committee chair and the respective Divisional Manager shall first handle all matters related to damage.
6. Any team official or player who is impaired or who is found using drugs or alcohol at any Association game, practices, event or other activity will be subject to severe action.
7. Profane language in dressing rooms, hallways, player benches, and the penalty box or on the ice will not be tolerated.
8. Fighting anywhere in an arena complex before, during, or after a game may result in severe disciplinary action by the Association's Executive Committee.
9. Referees are not to be approached before, during or after a game by any individual other than the Head Referee. On ice, only designated Captains and Assistants may approach the referee.
10. In the event that a player is suspended, the player's name, Division and infraction shall be reported immediately [no later than 24 hours] to the Divisional Manager and Ice Committee Chair. The player and coach will be advised of the disciplinary action to be taken.
11. Coaches shall be responsible for minor disciplinary action of their players by either benching or suspending the player. In the case of suspension, the Divisional Manager and Ice Committee Chair must be notified beforehand.
12. Any player that is repeatedly absent for games or practices without notifying the coaching staff or team manager may be subject to disciplinary action by the Ice Committee upon request to do so by the team officials.
13. All players and team official disciplinary action will be governed by HC, BC Hockey, VIAHA and VMH Association's rules and policies.
14. Any member found to be improperly making use of team email addresses may also be subject to disciplinary action. With the increased use of email, all members are to be cognizant of the harassment, abuse and bullying as it transcends into email.
15. Any member found to be negatively targeting the association, its volunteers or members will be subject to disciplinary action up to and including expulsion. Members are to follow proper protocols in dealing with any issue that may arise.

B. PLAYER PENALTIES

1. The Associations Executive may impose Penalties and/or Suspensions in addition to those assessed by SVIMHA, BCAHA or CHA.
2. The following is a summary of penalty types and suspensions:

HC PENALTY TYPE	TIME	AUTOMATIC SUSPENSION
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Penalty Shot	0:00	None.
Minor Penalty	2:00	(*)None.
Major Penalty	5:00	The automatic Game Misconduct that accompanies all Major penalties may result in suspension (see below).
10-min. Misconduct	10:00	(**)None.
Game Ejection	10:00	Refer to VIAHA Suspension guidelines
Game Misconduct	10:00	<p>(***) HC Rule 32(c) - Game Misconduct in last 10-min. of regular time - 1 league/playoff game or 7 clear days. Game Misconduct to a Team Official (regardless of time of game).</p> <p>Player who is the Instigator and/or Aggressor in a Fight (outside of last 10 minutes) - 1 league/playoff game or 7 clear days.</p> <p>Player incurring a second or subsequent Game Misconduct penalty not in last 10 min. of regular time - 1 lg./playoff game or 7 clear days.</p> <p>Note: When the Game Misconduct is incurred in the last 10 minutes of regular time, the above automatic suspensions will be applied to include the automatic suspension under CHA Rule 32(c) so that there is no "double jeopardy".</p>
Gross Misconduct	10:00	Refer to BCHockey Suspension Bulletin.
Match Penalty	5:00	Refer to BC Hockey Suspension Bulletin.

Fighting (CHA Rule 59(a))

Major for Roughing (CHA Rule 59(b)-Note 2)

Minor or Major for Checking From Behind (CHA Rule 53(a))

Two (2) Major Penalties in one game (CHA Rule 30(b))

Two (2) 10-min. Misconducts in one game (CHA Rule 31(c))

All 5-min. Major penalties

Notes:

*-except in the case of the Minor penalty for Checking From Behind, which carries with it an automatic Game Misconduct, or in the case of the Instigator Minor or Aggressor Minor.

**-except in the case of a player's second 10-min. Misconduct in the same game.

*** "In Minor and Female Hockey, any player or team official who is assessed a Game Misconduct penalty in the last ten minutes of regular time, or at any time in overtime, or at the conclusion of the game and prior to the player or team official entering his dressing room, shall automatically be suspended for a minimum of the next regular league/ playoff game"

Any player incurring an Instigator Minor and/or Aggressor Minor in addition to a Fighting Major outside of the last 10 minutes of regular time shall also incur an automatic suspension of one league/playoff game or 7 clear days, whichever comes first.

Any player who receives a second or subsequent Game Misconduct penalty not in the last 10 minutes of regular time (excluding a Game Misconduct for Fighting in which the Instigator Minor penalty or the Aggressor Minor penalty has been assessed) in the same game shall be automatically suspended for 1 league/playoff game or 7 clear days, whichever comes first.

Any player who receives more than one Game Misconduct in the last 10 minutes of regular time, the player will be suspended for one league/playoff game or 7 clear days, whichever comes first, for each Game Misconduct received.

3. It is the responsibility of the Team to record and notify the Divisional Manager and/or 1st VP within 24 hours of any of the penalties listed below being assessed to team players:
 - i) Match Penalty
 - ii) Misconduct
 - iii) Game Misconduct
 - iv) Gross Misconduct
4. If a player takes the above penalties consistently (*i.e.*, 1-2 per month), the Division Manager shall contact the Coach to inform them that either they take the necessary disciplinary action or the 1st VP will impose a disciplinary suspension on the player in question.

C. PLAYER SUSPENSIONS:

1. Where a player or team official incurs penalties in a game resulting in more than one suspension, such suspensions shall be served consecutively, beginning with the suspension for the most serious penalty.
2. Suspensions shall be stated in one of the following forms:
 - i) "...until Midnight, (date).", or "...until Midnight, (date), or (number) league or playoff games, whichever comes first"
 - ii) In the latter case, the date shall be calculated on the basis of 7 clear days for each game.
3. Suspensions take effect immediately and must be served until the required number of league/playoff games or clear days has expired.
 - i) A suspended individual may not participate in any exhibition games between the league/ playoff games.
 - ii) Games in tournaments sanctioned by BC Hockey and the Association shall be considered "league" games for the purpose of serving suspensions under this Section.
 - iii) For suspensions in effect prior to the Christmas break, the days between the last scheduled league game prior to the Christmas break and the first scheduled league game shall not be included in determining the number of days served.
 - iv) For suspensions occurring at or near the end of league play or during playoffs, the days between the last league game and the first playoff game, between playoff rounds, and between the last playoff game and the start of tournament play (if any) shall not count against the suspension.
 - v) For suspensions occurring after March 1st and the team have no further games then the suspension will be carried over and served after September 15th, at the Division Manager's discretion.
 - vi) A player who receives a suspension while playing for another team under the Affiliate Player, Casual Player, or Goalkeeper Exemption rules must serve the suspension with his/her regular team. The only exception to this is where the penalty is incurred in an out-of-District tournament where the player is travelling with the team, and then remaining games in that tournament will count against the player's suspension.
4. Where an indefinite suspension has been assessed, a hearing must be held or a decision rendered within 14 days of the suspension.
5. BC Hockey special suspension rules for players and team officials will not prevail in BC Hockey playoffs, B.C. Winter Games, sanctioned tournaments, and games played outside VIAHA. CHA discipline rules will be enforced in these competitions; however, VIAHA suspensions in force must be served.
6. It shall be the responsibility of each team's officials to ensure that correct records of Misconducts, Game and Gross Misconducts, Fighting, and Match penalties be kept, and that players serve their total game suspensions as required by CHA, BCAHA, VIAHA rules, whether or not notification is given by the respective League Manager. Failure to comply with the rule may result in disciplinary action against the offending team official(s) by the Division Manager or Executive.
7. If the scorekeeper fails to note the Game Misconduct on the scoresheet all suspensions shall apply as if the penalties had been correctly recorded.

C. TEAM OFFICIAL PENALTIES:

Any team official who incurs a Game Misconduct, regardless of the time of game, shall be automatically suspended in accordance with the VIAHA Rules and Regulations

Team officials shall be responsible for supervising and controlling the conduct of their players before, during, and after each game. Failure by team officials to control the conduct of their players before, during, or after a game (for example, dressing room vandalism, bench brawls, lobby and parking lot altercations, etc.) shall result in suspension and/or other disciplinary action to the player(s) and team official(s) responsible. In addition, the cost of any damages shall be assessed against the team. Team officials shall ensure proper fan control at all games. Notwithstanding the required duties of the home team in this clause, the management of the visiting team shall be prepared to assist, where necessary and at the direction of the referee, in ensuring that proper fan control is maintained. Failure of team officials to act shall be brought before the Division Manager.

All player and or team official rules may change from time to time and the HC, BC Hockey and VIAHA regulations supersede this document. Team staff are encouraged to keep apprised of the VIAHA handbook

D. OTHER:

1. Abuse of on-ice officials and other participants by spectators shall not be tolerated. Should any spectator engage in unsportsmanlike behaviour, verbal abuse, taunts, slurs, etc., the Referee shall have full authority to have such spectator removed from the arena. If necessary, the Referee shall suspend the game until the individual(s) involved are removed from the rink area.
2. The Managing Director will investigate all reports of off-ice profane, obscene, or abusive language or conduct by players, team officials, off-ice officials, or any person associated with a team or Association and shall take disciplinary action when necessary.
3. League Managers shall have the authority to advise team officials of suspensions and disciplinary action, when applicable, as governed by the VIAHA rules. Teams failing to observe suspensions shall be reported to the Managing Director.
4. Should it be brought to the Managing Director's attention that any team or team official is operating in a manner contrary to the basic concepts of sportsmanship, gentlemanly conduct, and fair play, the Division Manager shall investigate and request the member Association in question to take disciplinary action as appropriate in the circumstances. If no action is taken, then the Managing Director may take disciplinary action.

IX. PRACTICE ICE AND GAMES

A. GENERAL INFORMATION

B. LOCATIONS

- *Four rinks, reasonable hours*
- *All reasonable attempts will be made to avoid practice and games on the same day*
- *All players and coaches should be off the ice at the end of their ice time, no exceptions.*
- *Sharing of early morning practice ice and prime slots*
- *If coaches want additional ice for practice or to play an exhibition game or make-up game they must look to purchase buy ice through the ice allocator*
- *The ice allocator produces the schedule in accordance with the set out time slots and league requirements from VIAHA. With some of the arenas on a month to month contract some ice schedules will not be available as confirmed more than a month out.*

C. PRACTICE AND GAME DURATIONS

Ice time duration may vary depending on the Team Type and Division. Generally the following:

Division	Practice Ice	Game Ice
Juvenile	Rec - none Rep 50-60 Minutes full	Rec 90 minutes Rep 120 minutes
Midget	Rec -50-60 Minutes shared Rep 50-60 Minutes full	Rec 90 Minutes Rep 110-120 minutes
Bantam	Rec- 50-60 Minutes Rep 50-60 Minutes	Rec 80-90 Minutes Rep 110-120 minutes
PeeWee	Rec 50-60 Minutes Rep 50-60 Minutes	Rec 75-90 Minutes Rep 110-120 minutes
Atom	Rec 50-60 Minutes Rep 50-60 Minutes	Rec 75-80 Minutes Rep 75-80 Minutes
Novice	All 50-60 Minutes	All 60-80 Minutes

D. GAME REPORTS

Games Reports must be completed for all Games

All team members must be listed on the game sheet, and will be cross referenced with ineligible players (e.g., unregistered players, non-rostered players, suspended player).

F. TEAM TROPHIES AND BANNERS

1. All trophies or banners won by Association teams in league play, playoffs, Provincial or National playoffs and tournaments are to be turned over to the Association by May 1st of the current playing season.
2. It is the responsibility of the winning team to ensure that their name and year are engraved on the trophy or banner.
3. The Association's *Equipment Manager* shall approve all trophies and banners before they are placed in the viewing case or hung in the arena.

G. EXHIBITION GAMES AND TOURNEMENTS

- Permission to play in any exhibition game, tournaments, or jamborees must be obtained from the League Commissioner and for Tournaments the Program Governor must be notified.
 - EXHIBITION GAMES:
 - (a) Any team wishing to play an exhibition game shall first obtain permission from its League commissioner by way of an exhibition game number. Under no circumstances will an exhibition game be played without a game number. Failure to obtain a game number may result in suspension or other disciplinary action against the team official(s) responsible.
 - (b) In addition, permission must be obtained from the BC Hockey District Director for any exhibition games versus USA Hockey teams, whether at home or away, and permission must

be obtained from the BC Hockey for any exhibition games versus Canadian teams from other provinces, whether at home or away. Branch permission is not required for exhibition games in other districts within the Branch. However, permission is required to attend tournaments outside the district.

TOURNAMENTS:

A team wishing to participate in any tournament or jamboree must first obtain a tournament permission number from its League commissioner. Failure to do so shall result in disciplinary action.

Any team or Association using players in a sanctioned tournament or jamboree who are not on the team's roster (except as specifically permitted under the Affiliate Player and Goaltender Exemption rules) shall be liable to disciplinary action by the VIAHA.

X. COACH SELECTION AND DEVELOPMENT

A. GENERAL INFORMATION

The Association wishes to stress that our coaches have accepted the enormous challenge to give the players lots of positive approval and encouragement and to emphasize team participation and shared responsibility.

Coaches are responsible for psychologically preparing their players through goal sensing, self-discipline, problem solving, preparation, and motivation so that the child emerges from the experience with a healthy self-image and respect of others. We encourage the coach to get to know their players off the ice as well in order to better understand how to teach that player in a hockey setting.

The Association realizes the greatness of the challenge is offering to its coaches and other participating adults, yet we recognize that the benefits for our children are well worth the effort.

Every team at house and Representative shall have a team manager other than the coach. It is recommended that each coach make the selection of a team manager a priority at the start of the season in order that the coaches may concentrate their efforts on coaching and not administration. BC Hockey has various books and brochures, instructional resources, and videotapes available for loan. Coaches especially are encouraged to check this office out.

- Along with the Manager, maintain discipline among the players both on and off the ice. Develop team respect for the ability, of opponents, as well as for the judgement of officials and opposing coaches
- Practices should be fun, well-organized and should take into consideration the maturity, level of the players.
- Ensure that equipment and facilities meet safety, standards and are appropriate for the age and ability of the players.
- Follow, the advice of a Doctor in determining when an injured player should return to action.
- Make a personal commitment to keep yourself informed on sound coaching principles and the principles of individual growth and development.
- All coaches must be properly certified in accordance with Association, BC Hockey and VIAHA policy.
- Coaches of Representative teams must have their Dev 1 level and be striving to achieve the High Performance Stream coursing

1. *All team officials, shall be appointed for a ONE-YEAR term only, and must be approved by the Executive.*
2. *All team head coaches will be recommended by the DHO and must be approved by the Executive. If there are multiple applicants and a decision must be made the DHO may convene the coach selection committee to assist with recommendations to the board*
3. *Team head coach will appoint all assistant coaches, trainers and managers in consultation with the DHO and program Governor*

4. *All team head coaches, assistant coaches, trainers, and managers must be properly certified.*

Any team official can be removed from the Association or suspended for any one or more of the following causes:

The use of profanity, alcohol and the use and/or possession of illegal drugs during any authorized game, practice or training session involving players .Incompetent coaching methods. The mishandling of any player to that player's detriment; any form of child abuse. Continuous discourteousness, poor Sportsmanship and lack of enthusiasm. Contravention of any, rules or regulations. Failing to control and to use rough tactics and rowdy play, on or off the ice, where there is serious danger to the players. Failure to show a willingness to work with the association in providing a productive and positive program

A. COACH SELECTION

The Director of Hockey Operations will be responsible for Coach Development and evaluation. Good coaches can be better and the Association recognizes that good coaching is the backbone of our organization. VMHA supports coaches improving their qualifications and do provide reimbursement for coaching courses on completion of post-tasks.

NOTE: If minimum requirements are not meet by December 31 of the current hockey season the person is no longer allowed behind the bench. In addition in accordance with BC Hockey, coaches whom do not complete their post task are not eligible to coach. It is the responsibility of each coach to ensure they

B. COACH SELECTION - GENERAL

- The DHO is authorized to establish and appoint the Association's **Coach Selection Committee** for the purpose of interviewing and recommending candidates for VMHA Hockey teams to the Executive Committee.
- The Selection Committee shall have a maximum of five (5) members and a minimum of (3).
- It shall be the responsibility of the DHO/Risk manager to ensure all necessary reference and security checks, including criminal reference checks are completed for all recommended coaches.
- Criteria to be used in the Recreational Coach selection process shall include, but not be limited to the following:
 1. Certification: preference will be given for those applicants certified at Hybrid or coach stream level. Safety/Trainer Certification: preference will be given for those applicants with certification;
 2. Letters of reference and previous evaluation forms;
 3. A record of coaching experience.

Recreation Team coaches will be named as early in September as is practicable and be finalized no later than September 30th of each season.

All Coaches shall report to the DHO and Program Governor throughout the season and shall take direction from the executive through them.

All appointed coaches must sign and adhere to the VMHA **Coach's Code of Conduct**. [see **APPENDIX**] Failure to do so will result in said coaching privileges being forfeited.

C. COACH SELECTION - REPRESENTATIVE TEAMS

In addition to the above general

Prior to March 31st of each year, the Association will accept applications from prospective

Representative. Team coaches. Criteria to be used in the Representative. Coach selection process shall include, but not be limited to the following:

Proof of Certification: Development 1, Development 2 or High Performance 1

Safety/Trainer Certification: preference will be given for those applicants with certification;

Provision of a detailed outline and annual plan for the team and year in question. The same pre-determined questions shall be asked of each candidate so those evaluation criteria will be consistent. The individual qualifications/experience, however, must be the determining factor in making the final selection. Every effort should be made by the DHO to complete the selection of the highest carded Representative Team Coach in each division by April 1st of each year. That Representative Team coach shall not name his assistant coach(s) and/or manager(s) if they are parents of players trying for the team until after the team selection has been finalized and/or approval by the DHO and Program Governor has been granted. Within 48 hours of the selection of a Representative Team Coach by the Association's Executive, the DHO, or his designate, shall contact the successful and unsuccessful candidates for each respective team. All appointed Representative Team coaches must sign and adhere to the Association's Coach's Code of Conduct [see APPENDIX B]. Failure to do so will result in said coaching privileges being forfeited.

D. COACH DEVELOPMENT

Coaches Planner should be utilized and reimbursement is available

C. Recreational COACHES - RESPONSIBILITIES AND DUTIES

The Association expects all Coaches to observe the following general rules:

- House Team coaches shall allot equitable ice time to all players assigned to their team, regardless of ability.
- All House Team coaches shall create a sociable environment that will assist in each player's physical and skill development.
- All House Team coaches shall conduct themselves in a sportsmanlike manner consistent with the aims of the Association and consequently set a good example for the players for whom they are responsible.
- House Team coaches shall ensure that:
 - All players are adequately protected with the proper protective equipment while they are on the ice, on the bench or when going to and from the dressing room;
 - Each of the participants on the ice or in the box is covered by Mutual Aid;
 - In case of an injury, that proper medical aid is obtained as quickly as possible.
- All House Team coaches shall ensure that their teams are on time for all ice sessions and that the ice is cleared immediately after the allotted time has elapsed.
- Any member of VMHA may raise a complaint and / or may appeal any suspension and/or any decision.
- House Team coaches shall ensure that all hockey equipment assigned to their teams, from the Association, is cared for properly.
- All House Team coaches shall ensure that team managers are assigned to be responsible for all administrative matters such as, but not limited to: team rosters, practice/game schedules, ensuring sufficient game officials and parent meetings, the first of which must be held once team rosters are finalized.
- It is the House Team Coach's responsibility to ensure that all players on the team, as well as their parents are aware of the pertinent CHA; BC Hockey, VIAHA and VMHA rules governing game conduct and sign the appropriate codes of conduct.
- The House Team coach shall provide the Program Governor all game sheets and with monthly reports on the status of their team including, but not limited to such things as: win/loss, penalty minutes, internal problems etc.

- Player discipline shall be the prerogative of the Coach, with a maximum one (1) game suspension. Such occurrences shall be reported to the Divisional Manager. For those occurrences where more than one (1) game suspension is considered warranted, House Team coaches shall refer the matter to the Ice Committee, through the Divisional manager, for action to be taken within seven (7) days.
- All incidents involving suspensions of VMHA Players must be reported to the Divisional manager.
- All House Team coaches shall abide by and sign the Association's **Code of Conduct for Coaches**
- All Coaches must wear Tracksuits, Helmets and Hockey Gloves when on the ice for practices. Coaches are encouraged to purchase Association Tracksuits and teams are encouraged to reimburse coaches for this expense.
- Coaches are responsible to ensure that team financial statements are kept and provided to the Association Treasurer on completion of the season. This is to be done prior to April 15th.

D. REPRESENTATIVE TEAM COACHES – ADDITIONAL RESPONSIBILITIES AND DUTIES

The Association expects all Representative Team Coaches to observe the following general rules:

- Representative. Team coaches shall develop an enjoyable and self-fulfilling environment in which **ALL** players are able to achieve a degree of excellence in accordance with their interest and self potential.
- Representative. Team coaches shall emphasize improvement of all basic skills from an individual as well as an overall sport point of view.
- All Representative. Team coaches shall provide for tactical and psychological development in anticipation of progress to a higher level in the sport.
- All Representative. Team coaches shall model exemplary sportsmanship in all dealings with opposition players and coaches, on-ice and off-ice game officials, team members, parents and fans.
- Representative. Team coaches shall ensure that the maximum number of players, as required by C.H.A., BC Hockey. and/or VIAHA . are selected and "carded" through the **Registrar** by in **accordance with BC Hockey carding rules.**
- **Rep Team Coaches must wear Association Tracksuits, Helmets and Hockey gloves when on the ice.**
- **Rep Team Staff must abide by the dress code in accordance with the Rep Program manual**
- **All Rep Program manual rules and regulations must be followed**
-

XII. COMPLAINTS, PROTESTS, APPEALS

PROTESTS AND COMPLAINTS

An interested party may protest any act or omission by a Player, Member, on-ice official or off-ice official during an authorized Association hockey game which they, he or she feels has significantly affected the outcome of the game or the general well-being of the Association.

All protests must be made in writing and delivered to the Vice-President responsible for discipline and protests within seventy-two (72) hours of the subject game. The Vice-President responsible for discipline and protests shall forthwith notify the team or individual subject of the protest that they have seventy-two hours to deliver their response to the protest in writing. Complaints about any act or omission of a Player or Member at any authorized association activity shall be delivered in writing to the Vice President responsible for discipline and protests and must be signed by the complainant. The Vice-President responsible for discipline and protests shall decide whether a hearing of the protest or complaint is warranted and, if he or she so decides, he or she shall refer the matter to a discipline committee composed of one or more members of the association appointed by the Vice President responsible for discipline and protests. The discipline committee shall hold a hearing at the earliest practical opportunity. All interested parties shall be required to attend before the discipline committee. Any interested party may lead evidence and make submissions. After hearing the parties and considering the matter, the discipline committee shall make a written decision which may be oral or in writing as determined by the discipline committee.

If the decision is in writing a copy of the decision shall be delivered to the interested parties. The

discipline committee may consult with other members of the Executive as it deems appropriate prior to making his or her decision.

COMPLAINTS, PROTESTS, APPEALS, HARASSMENT and ABUSE

: SUSPENSIONS AND APPEALS

- 1) Divisional Manager or Program Governor may suspend any player or team official for up to one full game.
- 2) A team head coach may also suspend any player for up to one full game for contravention of the Constitution, Bylaws or any policy, rule or regulation then in effect.
- 3) The player and his/her parent(s) will be advised of the reason(s) for the suspension.
- 4) Any serious contravention of the Constitution, Bylaws, the rules or regulations governing the Association or the playing rules adopted by the Association from time to time shall be referred by the Vice-President responsible for discipline and protests to the Discipline Committee which shall, after reviewing the matter, either orally or in writing as the Discipline Committee shall decide, take one or more of the following actions:
 - a) reprimand the person or persons,
 - b) suspend for a fixed period of time or expel a Member or Player from the Association,
 - c) exonerate or otherwise find in favour of the Member.
- 5) Any person may appeal:
 - a) their expulsion or suspension;
 - b) their suspension under by-law or
 - c) a decision of a discipline committee .
- 6) All appeals must be in writing and delivered to the Vice President responsible for discipline and protests with a deposit of \$100 which deposit shall be refunded if the appeal is successful. On application by the appellant the Vice President responsible for discipline and protests may waive the deposit if it would present undue hardship to the appellant.
- 7) *For the purpose of an appeal:*
 - a) any decision of a team head coach, program governor or divisional manager may be appealed to the Discipline Committee;
 - b) Any decision of the Discipline Committee may be appealed to the Executive; and
 - c) any decision of the executive may be appealed to the Executive.
An appeal to the Executive shall be heard at a regularly scheduled or extraordinary Executive Meeting. Any decision of the Executive on an appeal is final.

7.1. COMPLAINTS, PROTESTS and APPEALS

Actions Taken at each level Forward:

VMHA strives to solve all problems expeditiously as possible. Communications are paramount. Every step in the process will involve updates to all parties involved. VMHA provides these guidelines for Conflict Resolution, Harassment and Abuse complaints; together with the Conflict Resolution Flowchart problems should be dealt with quickly. If there are any other questions please contact your Team manager for clarification. The communication channel used is in accordance with Regulation 22 of the VIAHA handbook.

Claimant:

- Incident occurs; Claimant (Parent, Player etc...) decides to raise a complaint. They contact their Coach /Team Manager. (5 Days from Incident) Note* Please respect the "Cooling off " period if applicable.

Coach / Team Manager:

- Once complaint is received by Coach / Team Manager they decide to either refer the matter to the

next higher authority or deal with it themselves. Either way an incident report is to be filled out and copies given to the parties involved. (Claimant / Team Manager / Program Governor or Risk Manager)
(7 days from incident)

Divisional Manager:

- When the Division Manager receives a complaint they will decide if they can handle it or if it must go to Ice Committee. (10 days from incident)

Risk Manager:

- When the Risk Manager receives a complaint they will decide if they can handle it or if it must go to Harassment Advisor Committee. (10 days from incident)

Ice Committee:

- When Ice Committee receives a complaint they decide to either refer the matter to the Executive or deal with it themselves. The Ice Committee investigates and makes an informal decision. They then inform parties concerned reporting to the Executive. (14 Days from incident)

Harassment Advisors:

- When Harassment Advisors receive a complaint they decide to either refer the matter to the Executive or deal with it. The Harassment Advisors investigate and make an informal decision. They then inform parties concerned reporting to the Executive. (14 Days from incident)

Executive:

- When the Executive receives a report they ratify the decision informing the parties involved and their rights of appeal, ensuring the complaint has been handled correctly. When receiving a complaint they investigate and make an informal decision again informing parties involved. (30 Days from incident)

Appeal:

- Once a claimant is informed of the Executives decision they have 5 days to appeal.

Appeal Committee Decision:

- When an appeal is received the President, Past President and a representative of the claimant conduct a Formal investigation. They have 7 days to reach a decision and inform the parties involved.

Appeal to VIAHA or BC Hockey:

- If the claimant wishes to appeal the decision to BC Hockey their complaint is then handled by BC Hockey after exhausting the appeal process within VMHA

COMPLAINT AND INVESTIGATION PROCEDURE:

Any person who experiences harassment or abuse, who witnesses harassment or abuse, or who believes that harassment or abuse has occurred, is encouraged to make it known that the behaviour is unwelcome, offensive, illegal, and contrary to this policy. If confronting the person responsible for harassment or abuse is not possible, or if after confrontation the unwanted behaviour continues, any person who has experienced or witnessed such harassment or abuse, or who believes such harassment or abuse has occurred, should report the matter any Association Executive. Once an incident has been reported, the role of any official of VMHA is to serve in a neutral, unbiased capacity in receiving such an incident report; to advise the parents or guardians of such an incident, if the person who has experienced harassment or abuse is a minor; and to assist in an informal resolution of the complaint, where this is appropriate. If an official of VMHA considers that they are unable to act in this capacity, the complaint shall be referred to another elected or appointed official who is able and willing to assist in reaching informal resolution of the complaint. If informal resolution of any complaint is appropriate or possible, and if the person who has experienced, witnessed, or who believes harassment or abuse has occurred, decides to pursue a formal complaint, an official from VMHA who receives such a complaint shall provide a copy to the executive of VMHA, and shall refer further actions to BC Hockey, and to the BC Hockey Harassment Complaint Procedure.

TIMELINES FOR COMPLAINTS AND INVESTIGATIONS:

- Any complainants, and any official acting on behalf of VMHA, shall follow the flow chart for complaint or conflict resolution, and its timelines, as provided by this VMHA policy.
- Once the complaint has been reported, verbally and/or in writing, the VMHA official shall then gather

facts surrounding the incident by speaking directly with the complainant, and the person or persons against whom the complaint is made (the respondent/s), as well as any witnesses who might have relevant facts or observations about the incident.

- In addition to providing information to the VMHA official, the respondent shall have opportunity to provide a written statement to VMHA. On completion of the fact gathering stage, the VMHA official shall summarize the incident; provide copies of the complaint, and the results of the fact gathering, in a written report to the Executive of VMHA.
- On receiving these documents, the VMHA Executive shall decide if the complaint should be dealt with informally. If the complaint is to be handled informally, the appropriate response mechanism per the flow chart for complaint or conflict resolution as provided by this VMHA policy, and its timelines, and the matter shall then be concluded.
- If the VMHA Executive concludes that the complaint should be dealt with by means of a formal hearing, it shall appoint a minimum of three individuals to serve as a **Harassment and Abuse Advisory Panel**, with one individual appointed to serve as Chairperson of the Panel. This Panel shall follow the flow chart for complaint or conflict resolution as provided by this VMHA policy, and its timelines as nearly as practicable, and the matter shall be resolved to the best of VMHA's ability.
- The VMHA Executive shall then determine, having regard to the nature of the complaint, and the potential seriousness of the complaint, or the outcome of the informal or formal complaint resolution procedure, determine which of the following shall be used by the Panel to review the complaint.
- The Panel shall review the statement, or incident report, or letter, of the complainant, relevant documentation provided by the official acting on behalf of VMHA, and the statement of the respondent, and shall render a decision at the informal level.
- At the formal level, the VMHA Executive shall appoint an outside investigator, or an appointed harassment and abuse advisor from BCAHA, who shall conduct a formal investigation of the incident, and shall provide a written report to the VMHA Panel. The panel shall consider this report, as well as the statements, incident report, or letter, of the complainant, and the statements of the respondent, and the report of the official, and shall then render a decision.
- Also at the formal level, the Panel may review the written report of the outside investigator as above, and may decide to conduct a review of the incident, through a hearing, at which this report shall be reviewed with both the complainant and the respondent present, as well as any witnesses to the incident. Following such a hearing, the Panel shall render its decision.
- In holding a hearing, the Panel shall govern the hearings by such procedures as it may decide.
- If at any point in these proceedings, whether informal or formal, the complainant becomes reluctant to continue, it shall be at the sole discretion of the Executive to continue the review of the complaint in accordance with this policy.
- After reviewing and rendering a decision on any harassment or abuse matter, the Panel shall present its findings to the Executive with a copy provided to both the complainant and the respondent. This report shall include:
 - i) A summary of the relevant facts;
 - ii) A determination as to whether the acts complained of constitute harassment or abuse as defined in this policy;
 - iii) Any disciplinary action to be taken;
 - iv) Measures to remedy or mitigate the harm or loss suffered by the complainant;
 - v) The nature and severity of the harassment or abuse;
 - vi) Whether the harassment or abuse was an isolated incident or part of an ongoing pattern of behaviour;
 - vii) The nature of the relationship between the complainant and harasser;
 - viii) The age of the complainant;
 - ix) Whether the perpetrator had been involved in previous harassment or abusive incidents;
 - x) Whether the perpetrator admitted responsibility and expressed a willingness to change behaviour;
 - xi) Whether the perpetrator retaliated against the complainant.
- In recommending disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment or abuse:

- i) Verbal apology;
 - ii) Written apology;
 - iii) Letter of reprimand from the organization;
 - iv) A fine or levy;
 - v) Referral to counselling;
 - vi) Removal of certain privileges of membership, volunteer duties, coaching or managing responsibilities, or employment;
 - vii) Required attendance at BC Hockey "Speak Out – Respect in Sport" Clinics;
 - viii) Demotion, removal of volunteer privileges, or pay cut;
 - ix) Temporary suspension, with or without pay;
 - x) Termination of employment, or contract, whether volunteer or paid employment;
 - xi) Expulsion from membership;
 - xii) Publication of the details of the sanction;
 - xiii) Any other sanction which the Panel considers appropriate in the circumstances.
- Failure to comply with a sanction as determined by the Panel shall result in automatic suspension from membership in VMHA.
 - Notwithstanding the above procedures, the Executive of VMHA may determine that the alleged offence is of such seriousness as to warrant suspension of the member from VMHA pending a review of the complaint.

APPEAL PROCESS:

- Both the complainant and the respondent shall have the right to appeal the decision of the Panel. A notice of intention to appeal, along with grounds for appeal, must be provided to the VMHA Executive within 14 days of the complaint or respondent receiving the Panel's report.
- Permissible grounds for an appeal are:
 - The Panel did not follow the procedures laid out in the policy, or in the flow chart for complaint or conflict resolution provided by this VMHA policy.
 - Members of the Panel were influenced by bias or conflict of interest.
 - The Panel reached a decision which could not be supported by the evidence, or which was grossly unfair or unreasonable.
- An appeal shall be heard by the VMHA Executive, which shall base its decision on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the report of the VMHA appointed official, the report of the outside investigator, and/or the report of the VMHA appointed Panel, and the notice of appeal, as received.
- In rendering a decision on an appeal, the VMHA Executive shall have authority to uphold the decision of the Panel, to reverse the decision of the Panel, and/or to modify the Panel's recommendations for disciplinary action or remedial measures.
- The decision of the VMHA Executive, acting as the Appeal Review, shall be final and binding. However, either complainant or respondent may seek a review of the decision process in accordance with the BC Hockey Harassment Complaints Procedure.
- In extraordinary circumstances, and at its sole discretion, the VMHA appointed Panel, or the VMHA Executive, may abridge or extend the timelines in this policy.

CONFIDENTIALITY:

- The Association recognizes the sensitive and serious nature of harassment and abuse, and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, Association will do so to the appropriate authorities. It is also the policy of the Association to allow publication of the decision of the Panel, or the Executive, where the acts complained of constitute harassment or abuse.

ACTIONS FOR FALSE COMPLAINTS:

- The Association will take action against any false complaints in this area of sensitive and serious concern. These actions may, at the discretion of the Executive, constitute sanctions similar, or

equivalent to, sanctions for harassment or abuse.

- In addition, *all members* of the Association will be supported in attending BC Hockey “Speak Out – Respect in Sport” clinics, and are referred to the BC Hockey “Speak Out – Respect in Sport” Guide for further information

PART TWO - THE ASSOCIATION

I. MEMBERSHIP

MEMBERSHIP

Is in accordance with the Constitutional Bylaw

The below note is in addition to what is written as to the definition of membership in the By Law

1. A member, after a vote of the Executive and upon notification from the Executive giving the reason therefore, may be expelled from the Association or suspended for any act or omission deemed to be seriously detrimental to the well-being of the Association or any of its members or the reputation or the best interests of the Association generally and without limiting the generality of the foregoing for one or all of the following:
 - a) The use or possession of, or being under the influence of alcohol or illegal drugs by any team official during any Association activity where a Player is present;
 - b) the mistreatment of any Player, parent, executive member or team staff
 - c) continuous discourteous behavior or poor sportsmanship;
 - d) deliberate contravention of the Constitution, Bylaws, or Rules or Regulations of the Association;
 - e) the use or possession of illegal drugs at an authorized Association activity;
 - f) for Executive Members, repeated absence from Executive meetings without cause or proper notification
 - g) for players, continuous absence from hockey games or practices without cause or proper notification or repeated disruption or disrespectful conduct at any Association activity;
 - h) failure to pay any or all of a Player's registration fees.
2. Membership runs from April 1st (or date of registration, whichever date is later) through until March 31st of each playing year. Members must be registered and in good

REGISTER OF MEMBERS

1. The Registrar of the Association shall maintain a current Register of Members.
2. The Registrar of the Association shall also maintain a current Register of Players.

NOTICE TO MEMBERS

1. A notice may be given to a member, either personally or forwarded by mail to his/her address.
2. A notice sent by mail shall be deemed to have been given on the fifth day following that on which the notice is posted.
3. Notice of removal of a member from the Society shall be by REGISTERED MAIL.
4. Notice by email shall be considered delivered on the second day following that on which it was sent

II. EXECUTIVE

ELECTION OF OFFICERS AND DIRECTORS

1. At least one month before the Annual General Meeting, the President shall appoint a person who is not running for any office or directorship to be the Nominating Committee Chairperson.

2. The Nominating Committee shall prepare and present at the Annual General Meeting, a list of nominees, at least one for each office.
3. Further nominations may be made from the floor at the Annual General Meeting.
4. Only persons who have served at least one year on the Executive may be nominated for President and only persons who have been members of the Association for at least one-year may be nominated for any other Executive position.
5. Nominees, if not present at the meeting, must have previously provided written assurance that they will stand for office.
6. In the event that three or more persons are nominated for any position, the successful candidate must poll more than 50 per cent of the total votes cast and if necessary, "elimination-voting" will be used such that the nominee receiving the least number of votes shall be removed from consideration in a successive vote.

PROGRAM

The program offered by the Association may consist of the following:

- a) Junior "B" and/or Juvenile
- b) Rep "A" and Recreational teams from Peewee, Bantam and Midget
- c) Rep (Development) Atom and Recreational Atom
- d) Hockey 1,2,3,4 Programs (Recreational, Rep)
- e) Female programs in all divisions

EXECUTIVE MEMBERS

The President (or in his or her absence the Vice President) shall be the chairperson at all Executive Meetings at which he or she is present and the Executive may establish by ordinary resolution the person or persons who shall be chairperson if the President (or Vice President) is not present at the Executive Meeting; The president may at any time take a telephone/email vote of the executive on any urgent matter.

The duties of the members of the Executive shall be as follows:

a) President

shall perform the duties with the usual privileges of the office
 is authorized to appoint each Vice President to one or more of the responsibilities
 is authorized to appoint any officer to act in his/her behalf for a specified purpose
 is an ex-officio member of all committees
 is the VIAHA representative for the Association
 shall exercise the powers of the Executive in case of emergency
 ensure that all Executive personnel are made aware of their duties and are carrying them out
 effectively responsible for the preparation of the agenda for all meetings
 shall prepare a year-end report for the ANNUAL GENERAL MEETING

Although not stated in the Association's By-laws the President shall also:

- Shall preside as Chairperson at all meetings; in his or her absence the Vice President shall preside
- Shall preside; or if none of these is present within 30 minutes of the scheduled commencement of the meeting, those present shall select one of their number to be Chairperson at that meeting.
- May, at any time, make a telephone vote/email of the Executive on an, urgent matter
- Shall have the power to suspend any player, team official, game official or team for failure to comply with the Constitution/By-Laws and/or regulations of the VMHA, HC, BC Hockey , or VIAHA
- Ensure that all Executive personnel are made aware of their duties and are carrying them out
- Represent the Association or designate some to represent the Association at the VIAHA, BC

- Hockey and HC Meetings.
- Shall be the primary point of contact for inter-association communications
- Shall have signing authority for the Society
- Shall have the authority to appoint a person to fill a vacancy in the Executive. The person so appointed shall hold office only until the conclusion of the next AGM

b. Vice president

- (ii) The Vice President shall have the following responsibilities:
- responsible to assist the President and shall have and exercise all the powers of the President in his/her absence
 - shall have and exercise all the powers of the President in his/her absence;
 - in the event that the President shall resign and/or be unable to carry on for any reason, he/she shall become President for the remainder of the term
 - shall provide direction to the association treasurer and registrar.
 - Shall provide direction to the Association Ice Scheduler
 - Shall chair the Discipline Committee
 - Shall provide direction to the Association Director of Hockey Operations

c. Secretary

- directly responsible to the President
- shall be responsible for the recording, preparation and distribution of minutes of all meetings
- shall have custody of the minutes and corporate seal of the Association
- responsible for filing all correspondence
- shall maintain current records with the Registrar of Companies
- shall notify members of and advertise the Annual General Meeting.

Responsibilities of the Secretary are also defined in the following:

THE SEAL

1. The corporate seal of the Association shall be a circular disk inscribing therein the words "VICTORIA MINOR HOCKEY ASSOCIATION".
2. The seal shall be kept in the custody of the Secretary.
3. The seal of the Association shall not be fixed to any document or instrument unless authorized by the Executive and only by and in the presence of such officers as the Executive may authorize. Such persons shall sign every instrument/document to which the seal is affixed.

RECORDS OF THE ASSOCIATION

The records of the Association may be inspected by any member in good standing of the Society day upon reasonable notification to the Secretary.

Although not stated in the Association's By-laws the Secretary shall also:

- Responsible for all correspondence responsible for the custody, and maintenance of the Registrar of Members
- Shall file AGM reports/documents with the Registrar of Companies and the Reference Department, Victoria Public Library as per the Societies Act advertise the AGM
- Perform such other related duties as shall be necessary for the good and welfare of the Society
- Shall turn over to the successor all files, communications and documents pertaining to the office

d) Treasurer

- directly responsible to the Vice-President;
- shall receive all monies payable to the Association and ensure they are properly deposited into bank accounts in a chartered bank of Canada;

- responsible for the payment of all bills, by cheque, approved by the Executive
- responsible for maintaining a proper set of books to record the financial transactions
- shall prepare a written financial report for each Executive meeting and shall present a financial report at each Annual General Meeting;
- shall turn over to the successor all cheque books, papers, invoices and monies pertaining to the affairs of the Association

Responsibilities of the Treasurer are also defined in the following;

FINANCES

The finances of the Society shall consist of two main accounts, Current and Gaming.

The funds of the Association may be invested in any investment that a Trustee in British Columbia could invest in. The authorized signatories on the Association bank accounts shall be any two of the President, Vice-President or the Treasurer

The fiscal year end of the Society is March 31st.

All significant expenditures, not specifically included in a budget presented by the responsible Executive Member must be approved by the Executive at a meeting prior to the expenditure being made. No member of the Association shall incur indebtedness in the name of the Association without prior approval of the Executive. The Treasurer shall, in consultation with the Vice-President and finance committee, prepare financial statements to be presented at the Annual General Meeting.

NO EXECUTIVE REMUNERATION

No voting members of the Executive or board of directors shall receive remuneration or other financial benefits for their services to the organization, regardless of the type of service performed.

BORROWING POWER

The Executive may raise or borrow funds or secure the payment of money, in particular debentures, in such manner, as the Executive deems appropriate in the best interest of the Association, subject to the *Society Act*.

AUDIT OF ACCOUNTS

The Executive may, from time to time, appoint an auditor or auditors to hold office for such period as the Executive may determine and may set such conditions as would allow the auditors to properly conduct their audit of the Association's finances and such report shall be formerly presented at the first Executive Meeting following completion of the report.

Although not stated in the Association's By-laws the Treasurer shall also:

- Shall prepare a written financial statement of receipts and disbursements for each Executive meeting and present a financial report and duly, audited statement at each Annual General Meeting
- Shall perform such other related duties as shall be necessary, for the good and welfare of the Society

f) Registrar

- directly responsible to the Vice-President
- publicize, organize and co-ordinate all registration sessions including the verification of birth certificates of new players and that they reside within the boundaries of the Association
- maintain and publish a master list of playing members upon completion of all registration sessions
- register playing members and approved team officials on BC Hockey HCR and finalize related claims
- complete any Transfers;

- present requests for refunds to the Executive;
- maintain a current copy of all team rosters;
- prepare interim reports for Executive meetings and a year-end report for the ANNUAL GENERAL MEETING;
- Responsible for registration in all ancillary programs through the Spring and Summer

g) Rep Program Governor:

Shall be responsible for the operation of the Rep program and act as the main communication conduit for the teams within the program. Duties are also outlaid within the Rep Program manual and throughout this document

h) Recreation Program Governor:

Shall be responsible for the operation of the Recreational program and act as the main communication conduit for teams within the program. The President may assign Divisional managers to work with the Program Governor dependant on the size of each respective division. Duties are also outlaid within this document

i) 3 Directors

- shall assist with the general Association business and shall act as members and/or chairpersons of committees, including but not limited to the following;
 - (1) Female Program
 - (2) Awards
 - (3) Nomination
 - (4) Ice allotment
 - (5) Appeals
 - (6) Tournaments
 - (7) Sponsorships
 - (8) Discipline
 - (9) Coach Selection
 - (10) Equipment
 - (11) Communications
 - (12) Fund Raising

Directors shall also:

- a) Distribution of equipment to each Division
- b) Inventory of all equipment including Jerseys
- c) Purchase of all equipment required
- d) Repairs during and after the season
- e) Review and approve invoices
- f) Ensure all equipment and sweaters are returned at the end of each season
- Ensure that the following item are available for distribution to each Division:
 - a) Goalie equipment (limited)
 - b) Pucks in buckets (practices)
 - d) Jerseys
 - e) Score sheets

j) Immediate Past President

- directly responsible to the President;
- shall serve as an advisor to the President to maintain continuity from playing season to playing season;
- shall be a officer of the Association;

- may be appointed by the President to any Committee as required.

Ice Coordinator

Shall be an appointed division by the President and may or may not be an elected Director. The ice coordinator also known as the ice allocator or ice scheduler is responsible for dealing with all ice related scheduling issues. The coordinator must establish relationships with the four Recreation commissions within the 4 facilities used by the association and lobby for ice on behalf of the association. The scheduler must produce weekly schedules throughout the season based on the available ice from the 4 facilities. The ice scheduler must also schedule in tournaments, jamborees, buy ice and any other association events. The ice allocation is done on a priority basis with league related games taking 1st priority, regularly scheduled practices 2nd, exhibition games 3rd, and buy ice 4th. The ice scheduler shall also be responsible for booking all ice for the Spring and Summer programs. The ice scheduler must reconcile all ice, produce a report and submit ice bills to the treasurer for dispersal to the various teams and tournaments. The ice scheduler is responsible to coordinate with the registrar to determine the maximum number of players that can be registered based on ice available from the various arenas.

Divisional Managers

1. The Divisional Manager shall be responsible to the Program Governor as outlayed below. The respective program Governor shall act as the Division manager for any division without an assigned Divisional manager.
2. They shall inform the Equipment Manager of any damaged equipment and ensure that proper repairs are affected as may be required.
3. Divisional Managers shall ensure that the coaches in their division are aware of the proper procedures to be followed for obtaining medical assistance in case of injuries.
4. They shall provide assistance as may be required in the proper administration of injury claims.
5. Divisional Managers shall ensure that each team in their division has a manager and trainer appointed prior to the start of regular season play.
6. Divisional Managers shall call a meeting at the beginning of the season with all the coaches, managers and trainers in their division in order to discuss VMHA policies and directives from the Executive Committee.
7. They shall ensure that the Policies of the Association are adhered to in their division
 - *Directly responsible to the Program Governor*
 - *Responsible for the efficient and organized operation of their Division, including all actions of players and team officials, in accordance with the Constitution and By-laws of the Society*
 - *Assist with registration sessions if required)*
 - *Assist the Head Coach/Development Coordinator with clinics in his/her Division (i.e., manage, or coach maintain, publish and distribute up-to-date standings of Recreational and Representative teams)*

Referee in Chief

1. Directly responsible to the President, for the following: recruiting all game officials
2. Arranging rules clinics for players/coaches
3. Ensure all coaches are informed of any rule changes
4. Conduct regular meetings with officials

5. On-going evaluation of officials to ensure their proper "assignment" maintain an up-to-date list of officials and games officiated ensure that fees are paid to officials in accordance with the schedule approved by the Executive and VIAHA in consultation with Ice Coordinator, supervise assigner for all game officials, house and Representative, in accordance with VIAHA and BC Hockey policy/regulations
6. Coordinate training programs (clinics) in accordance with the National Referees' Certification Program
7. Recommend a referee scheduler to the president that is responsible for scheduling officials

Equipment Manager

- 1) An Executive Committee member shall be appointed Equipment Manager, and Assistant Equipment Managers may be appointed by the Executive should the need arise.
- 2) The Equipment Manager shall be responsible for acquiring, maintaining and distributing Association equipment to the Divisional Managers or Team Coaches/team manager, and
 - i) Equipment purchases require three quotes and Executive approval.
 - ii) The Equipment Manager shall issue each House Team with a set of team jerseys, socks and goalkeeping equipment except for goal sticks. [*Note: goal sticks will be provided at the Novice level].
 - ix) The Equipment Manager shall issue each Representative Team with home and away jerseys as well as goal keeping equipment, except for sticks.
- 3) The Equipment Manager shall maintain an inventory of all Association equipment.
- 4) The Equipment Manager shall ensure that team jerseys are worn for scheduled games only.
- 5) The Equipment Manager shall ensure that no unauthorized use of Association equipment is permitted.

Director of Hockey Operations

1. Responsible to Vice President
2. Arranges for skill development clinics (i.e. power skating, stick skills, etc...)
3. Manages the library of instructional videos and makes them available to Association coaches and ensure that they are returned
4. Assists with appointment of team Head Coaches in accordance with the guidelines in this pamphlet.
5. Act as a liaison between the VIAHA and BC Hockey in arranging for coaches' clinics and making application for same
6. Assist with clinics for players and conducts regular coaches meetings
 - responsible for the proper operation of the administration and finances of the Association including sponsorship and fundraising
 - responsible for on ice Hockey Operations of the Association
 - responsible for coach and player development
 - Chairperson of the Coaching Selection Committee
 - Be a resource person for all executive members as it pertains to hockey operations
 - Structure and develop both a Representative and Recreational program for presentation to the executive for approval
 - Be responsible for the overall development of the players to ensure the association offers a competitive program
 - On request be available to attend practices and act as a mentor coach
 - Structure and develop Rep Program Tryout procedures
 - Conduct and supervise all Recreational program assessments

The DHO shall be a contracted position in which the Executive committee shall seek out and contract an individual to take on the role on a contractual basis. The DHO shall be compensated at a rate as agreed upon by the Executive committee commensurate with the role that the DHO will play in the overall development, implementation and running of the on ice operations of the association.

DISCIPLINARY COMMITTEE

- A Disciplinary Committee shall be appointed by the Executive, and shall be chaired by the Association's Vice President.
The Committee shall investigate and report to the Executive Committee all disputes and breaches of Association's policy.
The Committee shall investigate all misconduct penalties assessed Association on-ice members and issue in-house suspensions as may be required up to a maximum of a three [3] game suspension.
The Committee shall recommend to the Executive Committee any further recommended suspensions
All disciplinary matters handled by the Committee shall be reported to the Executive Committee.
The Committee shall perform other such duties as may be assigned to it by the Executive from time to time.

FINANCE COMMITTEE

Responsible to the Vice President and is in charge of developing, implementing and monitoring the annual budgetary requirements of the association. The finance committee shall consist of members from the association that are appointed to the committee by the President. One of the Directors with a background in finance shall be charged with being the chair for the committee. The treasurer shall also sit on the committee.

ASSOCIATION MEETINGS

Regular Meetings
Special Meetings
Annual Meetings

MEETINGS

1. All meetings of the Association shall be conducted in accordance with the provisions of Roberts Rules of Order subject to the Constitution and Bylaws.
2. Any meeting of the Society may be adjourned at any time and from time to time and any business may be transacted at such adjourned meeting as might have been transacted at the original meeting.
3. Annual General Meeting:
The Annual General Meeting of the Society shall be held each fiscal year between the 1st - 15th April:
At any Annual General Meeting, the following shall be included in the order of business:
 - (i) Call to Order
 - (ii) Roll Call (from Register of Members)
 - (iii) Adoption of Agenda
 - (iv) Adoption of minutes
 - (v) Correspondence
 - (vi) Annual Reports
 - (vii) Amendment(s) to Constitution/By-Laws
 - (viii) Life Memberships
 - (ix) Election of Officers
 - (x) New Business
 - (xi) AdjournmentNotice shall be given to the members, stating the nature of business to be conducted, at least 14 days prior to the date of the meeting and may be advertised in the local media (radio and paid ad) at least 14 days prior to the date set;
All members in good standing, other than members under the age of 19, in attendance shall sign the Register of Members and be eligible to vote;
No rule, made by the Society at an Annual General Meeting, invalidates a prior act of the Executive that would have been valid if that rule had not been made.
A quorum consists of 25 members at the AGM. If less than 25 members are present by

unanimous vote, the AGM may proceed.

4. Special General Meetings:
 - a) The President may call a Special General Meeting at any time during the year
 - b) 20% of the membership of the Society may request a Special General Meeting, providing two weeks notice is given to the President who shall then notify Members and advertise as appropriate as would be done for an Annual General Meeting.
5. Executive Meetings:
 - a) The Executive shall conduct monthly meetings and at the discretion of the President a meeting may be combined thus reducing the demand on the executive.
 - b) The President, Vice-President, Secretary, Treasurer, Registrar and directors should attend all meetings. The executive may vote to remove an executive member that misses more than two consecutive monthly meetings or is inconsistent in attending the monthly meetings
 - c) The President may call or any member of the Executive may request a "Special Meeting" of the Executive and all Executive Members shall be duly notified.

QUORUM

1. A quorum for an Executive meeting shall consist of six members.
2. A quorum for an Annual General Meeting shall consist of 25 members and for a Special General Meeting, 20% of the membership but in no case less than six members.
3. If less than 25 Members are present at an Annual General Meeting, the Members there present may, by unanimous vote, vary the requirement that 25 Members be required to constitute a quorum and establish an alternate number of Members to constitute a quorum but in no case less than six members.

VOTING PROCEDURES

1. All decisions shall be made on the basis of simple majority and shall be binding on all members.
2. Voting shall be decided by a show of hands unless a Member of the Executive asks for a secret ballot in a case of extenuating circumstances that shall be approved or denied by the chairperson
3. Proxy votes shall not be permitted.
4. At all Annual General Meetings and Special General Meetings of the Association, every member over the age of 19 years who is present, and in good standing, other than the Chairperson, is entitled to cast one vote. In the case of a tie, the Chairperson shall have the deciding vote, being the only vote the Chairperson shall have.
5. At all Executive Meetings every Officer and director, other than the President or meeting Chairperson, is entitled to cast one vote. In the case of a tie, the President or meeting Chairperson shall have the deciding vote, being the only vote the President or meeting Chairperson shall have.

BY-LAW 18: ALTERATION OF CONSTITUTION AND BY-LAWS

The Constitution or the By-Laws of the Society shall not be altered or added to except by special resolution at the Annual General Meeting.

Notice of any proposed special resolution to create any addition, repeal or alteration of any By-Law, shall be signed by the proposed mover and seconder and must be delivered to the President at least 30 days prior to the Annual General Meeting so that such resolution(s) can be discussed at an Executive meeting, and duly entered in the minutes, prior to being voted on.

The majority required to pass a special resolution shall be 75% of the members present at the Annual General Meeting.

BY-LAW 20: POLICY AND REGULATIONS

The Executive may establish rules, regulations, or policies from time to time in the best interests of the Association subject always to the terms of any organization to which the Association is a member.

I - ADMINISTRATIVE / SUPPORT

A: Travel

Expenses for Executive members while representing the Association on official business will be covered as follows:

- Travel
 - By personal vehicle: - Travel - \$0.35 per km.
 - By air, return economy class fare:
- Accommodation - receipts submitted
- Meals - \$35.00 per diem
- Where possible double occupancy should be used for hotels

B. Expenses

Executive members may be reimbursed for expenses incurred as a direct benefit to the association. Receipts must be presented to the Association Treasurer.

C. Instructors

The Association shall contract instructors to operate the following programs and these programs shall be run as stand alone programs that should provide a monetary benefit back to the general VMHA program. The Finance committee shall oversee the operation of the individual programs and report back to the Executive on any recommended changes to the programs.

1. High Performance Spring Development Program
2. Spring Tournament Teams
3. Summer Hockey Camps
4. In Season Development Program
5. Specialty Development Clinics

D. Tournaments

The Association shall endeavour to support or run tournaments in most playing divisions should the availability of ice present itself. The Representative teams shall be given an opportunity to host a tournament to offset the high cost of travel for league, playoff and tournament games. The Representative teams will be responsible for the complete operation of those said tournaments. The Association will also endeavour to host recreational tournaments within the various divisions and those will be done as Association tournaments, with consideration being given to VMHA teams that participate and volunteer their time.

**APPENDIX I
DEFINITIONS**

In this document, unless otherwise defined in a specific regulation, the following definitions shall apply:

BC Hockey	The British Columbia Amateur Hockey Association
HC	Hockey Canada The Canadian Hockey Association has renamed itself "Hockey Canada", effective the 2003-2004 season. For purpose of these Rules and Regulations, references to "CHA" should be taken to mean "Hockey Canada".
CHOP	The Canadian Hockey Officiating Program
CHSP	The Canadian Hockey Safety Program
Divisions	This Association divides its players into the following Divisions based on the Juvenile, Midget, Bantam, and PeeWee divisions into "A", "B", and "C" categories, and the Atom division into "A" and "C" categories. The Novice and Tyke divisions shall have one category only, "C". are further divided, these subdivisions shall be known as "categories"
"Coach"	shall refer to the person(s) on a team responsible for instruction of the players, including running practices and other training sessions and running the team bench during games.
"Division"	means the age divisions of Minor Hockey as established in Section A(1), above, namely Juvenile, Midget, Bantam, PeeWee, Atom, Novice, and Tyke.
Female team"	shall mean a team composed solely of Female players, plus male and/or female team officials.
Forfeit"	where applied to the result of a game shall mean the team in question automatically loses the game and all points (including Sportsmanship Point) accumulated in that game. The game shall be recorded in the standings as a loss for that team and as a victory for the opposing team. If the game has been played, the goals for, goals against, and penalty minutes shall stand as recorded. If the game has not been played, the score shall be recorded as 0-0.
Jamboree"	- shall refer to a "friendship jamboree"-type event specially sanctioned as such by the BCAHA and PCAHA.
League Manager	shall refer to the person appointed by the PCAHA to supervise a particular group of teams. League Managers shall report to their respective Managing Directors
NCCP"	- shall mean the National Coaching Certification Program
Off-Ice Official	- shall mean the Official Scorer (scorekeeper), Timekeeper, Penalty Timekeeper, and Goal Judges.
On-Ice Official	shall mean the Referee or Linesman.

- (u) **"Residential Association"** - shall mean the Association within the draw zone of which the player's parents reside, or in the case of a private club Association, within the "defined residential area" of which the player's parents reside.
- (w) **"Team Official"** - shall mean all or any of the persons involved in the management of a team. Team officials shall be designated as coach, manager, or CHSP official. Team officials shall:
 - (i) Ensure that the team abides by all VMHA, VIAHA, BC Hockey and HC rules and regulations at all times.
 - (ii) Attend all divisional meetings or appoint an alternate delegate.
 - (v) Ensure that the correct referee fees in cash are given to the timekeeper before the start of the game (all home games).
 - (vi) Ensure that all players, team officials, and on-ice officials (referees/ linesmen) are afforded unobstructed access to dressing rooms before, during, and after the game.
 - (vii) Ensure that all suspensions are served as required by the VIAHA and BC Hockey rules and regulations.
 - (viii) Control the conduct of players before, during, and after the game.
 - (ix) Ensure proper fan control at all games as outlined in Section H(8).
 - (x) Acquire Coaching Levels and/or other certification as required
 - (xi) Maintain a high standard of conduct and provide a good example of sportsmanlike behaviour to the players in his/her charge.
 - (xii) Ensure at all times that the team is conducted in accordance with the principles of sportsmanship, fair play, and respect for all participants.
- (x) **"Tiering"** - Grouping of teams within a category or classification on the basis of competitive strength.
- (y) **"Transmitted"** - When referred to in the Game Report section shall mean mailed, hand delivered, or by courier.

B. DEFINITION OF HARASSMENT AND ABUSE:

Harassment is a form of discrimination which is prohibited by human rights legislation in Canada, and which can be an offence under Canada's Criminal Code. Abuse is any form of physical, emotional, and/or sexual mistreatment or lack of care which causes physical injury or emotional damage, and which can be an offence under Canada's Criminal Code. A common characteristic of all forms of harassment or abuse is an abuse of power or authority, and/or a breach of trust.

Harassment and **Abuse** are defined as conduct that is insulting, intimidating, humiliating, offensive or physical harmful. Types of behaviour which constitute harassment or abuse include but are not limited to: **Emotional abuse**, which is a chronic attack on self-esteem, and constitutes psychologically destructive behaviour by a person in a position of power, authority or trust.

Physical abuse, which is the result of a person in a position of power, authority or trust, purposefully injuring, or threatening to injure.

Neglect is chronic inattention to the necessities of life, such as clothing, shelter, nutrition, hygiene, supervision, rest, medical care, moral guidance and discipline, and may occur in hockey if injuries are not adequately considered or treated, if players are made to play with injuries, if equipment is inadequate or unsafe, if there is non-intervention when team members or coaches are persistently harassing another player, or if road trips occur that are not properly supervised.

Sexual Abuse occurs when a young person is used by an older child, adolescent or adult or his or her own sexual stimulation or gratification. There are two categories: contact and non-contact. Contact involves touching or fondling in sexual areas, forced sexual activity, vaginal or anal intercourse, penetration, or sexually oriented hazing. Non-contact involves obscene remarks, voyeurism, pornography, sexually intrusive questions or comments, forced sexualized posing or activity.

HARASSMENT:

Harassment includes:

- i) Unwelcome jokes; innuendo or teasing about a person's looks body, attire, age, race, religion, sex or sexual orientation.
- ii) Condescending, patronizing, threatening or punishing actions, which undermine self-esteem or diminish performance.
- iii) Forced activities, actions, or practical jokes, which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance
- iv) Unwanted or unnecessary physical contact including touching, patting or pinching, unwelcome flirtation, sexual advances, request or invitations.
- v) Any form of hazing, or initiation practices.
- vi) Any form of physical assault.
- vii) Any sexual offence including sexual assault.

Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment can also constitute harassment or abuse.

In the case of minors, abuse and neglect are as defined in British Columbia child protection legislation.

Within British Columbia, a person is considered a child up to the age of nineteen years of age.

APPENDIX 3

COACH SELECTION PROCESS - GUIDELINES FOR SELECTION OF COACHES

Invite Applications

- Place announcement in newspaper and any local community newsletters -advertise through municipal recreation department -write or telephone present coaches
- might make use of local radio or television (i.e. public service announcements)

DHO to appoint Selection Committee if required

- Local head coach or individual responsible for liaison with coaches.
- Must provide committee members with philosophy and objectives of the Association and other relevant information (e.g., number of teams, association rules and regulations, etc.)
- make them aware of their time commitment

Review Applications

- Application forms should include name, address, telephone numbers, level of coaching, certification, most recent team coached and team preferences (e.g., first, second, third).
- Applicants should also be requested to send a brief hockey resume, including: plan'
- Experience, coaching experience, administrative or other experience. special coaching! clinic/program attendance these applications and resumes should be reviewed by committee to eliminated an) exceptionally, weak applicants. If a large number of applications are received, it maybe necessary, to establish a short list of applicants to be interviewed.

Conduct Interviews

Submit Recommendations to Executive for Approval

Notify Applicants

- The committee chairman should send a letter to each successful applicant outlining his/her duties and responsibilities, as well as an estimate of the expected time requirements for the assignment.
- Successful applicants should be asked to confirm their acceptance.
- A letter should then be sent to all unsuccessful applicants

Orientation

- As a follow-up, the coaches who have been selected should be sent a package of information which includes the following: philosophy, and objectives of association guidelines to coaches and code of conduct special association rules and regulations -notification of organizational meeting for all coaches prior to start of season

Other Considerations

- Encourage and promote coaches to participate in available coaching and leadership clinics -inform coaches of the supervision procedures of the association
- Establish end of season procedures for recognizing the contributions of association coaches
- Preference will be given to qualified coaches (especially at "Representative") who will not be coaching their own children as long as other factors are equal.
- As an association we want the best possible coaching for our children and recognize the contributions of all volunteers.
- At Representative level an independent evaluation team of three (3) knowledgeable and independent (no prior knowledge of the players) evaluators as determined by the association head coach (and with the approval of the executive) will select the team in the case of a coach/parent to assure fairness in player selection.

Coaches in house must be willing to obtain the required coach level near the start of the season (before or after) if not previously certified.

- 11) The Association expects all its coaches to observe the following general rules:
- a) Make a list of OBJECTIVES for both team and individuals, planning is a large part of success.
 - b) Be reasonable in your demands on player's time.
 - c) Teach players that rules are necessary and important.
 - d) Avoid overplaying the talented players. The average players need and deserve their fair share of ice time.
 - e) Remember that players are involved in hockey, for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the players for making mistakes or losing. Remember that players need a coach whom they can respect. Be generous with your praise when it is deserved and set a good example on and off the ice.

APPENDIX - COACHING EVALUATION

This form can be used by coaches for self-assessment or by, associations as one method of evaluating their coaches.

RATING SCALE:

- 1 - Poor
- 2 - Fair
- 3 - Good
- 4 - Very Good
- 5 - Excellent

LEADERSHIP:

(1) Hard Worker	1	2	3	4	5				
(2) Leads by Example	1	2	3	4	5				
(3) Consistent in Decision Making			1	2	3	4	5		
(4) Respects Players	1	2	3	4	5				
(5) Respected by his Players	1	2	3	4	5				
(6) Respects Officials and Opponents	1	2	3	4	5				
(7) Exhibits Good Sportsmanship	1	2	3	4	5				
(8) Maintains Composure in Dressing Room and Behind Bench	1	2	3	4	5				
(9) Gives Assistants Responsibilities and Input				1	2	3	4	5	

ADMINISTRATION:

(1) Pre-Practice Planning			1	2	3	4	5
(2) On-Ice Practice Organization			1	2	3	4	5

MOTIVATION:

(1) Understanding		1	2	3	4	5	
(2) Provides Encouragement			1	2	3	4	5
(3) Praises Effort		1	2	3	4	5	
(4) Builds Player Confidence			1	2	3	4	5

PERSONALITY:

(1) Enthusiastic	1	2	3	4	5
(2) Likeable	1	2	3	4	5
(3) Honest	1	2	3	4	5
(4) Sense of Humor	1	2	3	4	5

TEACHING

(1) Knowledgeable	1	2	3	4	5
(2) Patient	1	2	3	4	5
(3) Develops Player Potential	1	2	3	4	5
(4) Provides Individual Help	1	2	3	4	5
(5) Provides Feedback in Games/Practices	1	2	3	4	5
(6) Receptive to New Ideas/Suggestions	1	2	3	4	5

B.C.A.H.A. COACHES EVALUATION FORM

PRACTICE EVALUATION

DATE:

NAME OF COACH:

ASSOCIATION:

NAME OF EVALUATOR:

(I) PREPRESENTATIVE PRACTICE

a) Coaching staff arrived on time	1	2	3	4	5
b) Players arrived on time	1	2	3	4	5
c) A written practice plan	1	2	3	4	5
d) Practice plans explained to players	1	2	3	4	5
e) Off ice stretching	1	2	3	4	5

(II) PRACTICE

a) On ice warm-up	1	2	3	4	5
b) Skill practice	1	2	3	4	5
c) Team plan practice	1	2	3	4	5
d) Conditioning	1	2	3	4	5
e) Cool down	1	2	3	4	5
f) Ice utilization	1	2	3	4	5
g) Assistant coach utilization	1	2	3	4	5
h) Players active 70% of time	1	2	3	4	5
i) Goaltenders were coached	1	2	3	4	5
j) Practice plan was followed	1	2	3	4	5

(III) COMMUNICATIONS/TEACHING

a) Clearness, conciseness	1	2	3	4	5
b) Error correction (I on 1)	1	2	3	4	5
c) Error correction (group)	1	2	3	4	5
d) Positive feedback	1	2	3	4	5
e) Use of demonstration	1	2	3	4	5
f) Enthusiasm	1	2	3	4	5
g) Skills knowledge	1	2	3	4	5
h) Team plan, knowledge	1	2	3	4	5
i) Conditioning knowledge	1	2	3	4	5

(IV) DISCIPLINE

- | | | | | | |
|-----------------------------|---|---|---|---|---|
| a) Players control | 1 | 2 | 3 | 4 | 5 |
| b) Players work ethic | 1 | 2 | 3 | 4 | 5 |
| c) Players respect of coach | 1 | 2 | 3 | 4 | 5 |

(V) POST PRACTICE

- | | | | | | |
|--|---|---|---|---|---|
| a) Players received direction for next event | 1 | 2 | 3 | 4 | 5 |
| b) Did coach evaluate practice | 1 | 2 | 3 | 4 | 5 |
| c) Record kept of practice | 1 | 2 | 3 | 4 | 5 |

(VI) COMMENTS:

(V) POST GAME

- | | | | | | | |
|---|---|---|---|---|---|---|
| a) Coach discussed game with assistants | | 1 | 2 | 3 | 4 | 5 |
| b) Coach discussed game with players | 1 | 2 | 3 | 4 | 5 | |
| c) Players given direction for next event | 1 | 2 | 3 | 4 | 3 | |

COMMENTS:

BC Hockey. COACHES EVALUATION
GAME EVALUATION

DATE:

NAME OF COACH:

ASSOCIA'NON:

NAME OF EVALUATOR:

S: Vs

(I) PRE GAME

- | | | | | | |
|--|---|---|---|---|---|
| a) Players/coaching staff arrived on time | 1 | 2 | 3 | 4 | 5 |
| b) Off ice warm-up | 1 | 2 | 3 | 4 | 5 |
| c) Explanation of game plan to players | 1 | 2 | 3 | 4 | 5 |
| d) Game planned to opposition's strengths/weaknesses | 1 | 2 | 3 | 4 | 5 |
| e) Motivation | 1 | 2 | 3 | 4 | 5 |
| f) Meeting with game officials | 1 | 2 | 3 | 4 | 5 |

(II) GAME

- | | | | | | |
|---|---|---|---|---|---|
| a) On ice warm-up | 1 | 2 | 3 | 4 | 5 |
| b) Follow through on pre game strategies | 1 | 2 | 3 | 4 | 5 |
| c) Coaching strategy matched to players ability | 1 | 2 | 3 | 4 | 5 |
| d) Positive feedback on bench | 1 | 2 | 3 | 4 | 5 |
| e) Players given equal ice time | 1 | 2 | 3 | 4 | 5 |
| f) Line change smoothness | 1 | 2 | 3 | 4 | 5 |
| g) Player's respect towards officials | 1 | 2 | 3 | 4 | 5 |
| h) Player's respect towards teammates | 1 | 2 | 3 | 4 | 5 |
| i) Player's respect towards opposition | 1 | 2 | 3 | 4 | 5 |
| j) Player's respect towards coach | 1 | 2 | 3 | 4 | 5 |

- k) Coach's respect towards officials 1 2 3 4 5
- l) Coach's respect towards players 1 2 3 4 5
- m) Coach's respect towards opponents 1 2 3 4 5
- n) Coach recording of happenings for reference 1 2 3 4 5
- o) Coach allocated statistical responsibilities 1 2 3 4 5
- p) Coach's control of bench 1 2 3 4 5

(III) BETWEEN PERIODS

- a) Coach communicated strategy with assistants 1 2 3 4 5
- b) Strategy adjustments made 1 2 3 4 5
- c) Players given a chance to rest 1 2 3 4 5
- d) Coach more positive than negative motivation 1 2 3 4 5

FORM

APPENDIX
VICTORIA MINOR HOCKEY ASSOCIATION - COACH'S APPLICATION

**APPENDIX A
Player's Code of Conduct**

**APPENDIX B
Coach's Code of Conduct**

**APPENDIX C
Trainer's Code of Ethics**

**APPENDIX D
Fair Play Code for Parents**

**APPENDIX E
CONFLICT RESOLUTION**

1. When a problem arises contact the Coach or Team Manager. Please take 24hrs to "Cool Off" if required.
2. Coach/ Team Manager will set up meeting to resolve problem within the team and fill out Incident Report. A copy of the Incident Report goes to Claimant, Team Manager and VMHA through Program Governor. (3 Days)
3. If problem remains unsolved the Program Governor / Risk Manager will investigate and resolve the problem.
4. If problem remains unsolved, The Executive will investigate, discuss and resolve the problem. Report back to the parties involved. (30 Days)
5. At any time, if the problem is resolved, please inform the next higher authority.
6. If the problem is with the immediate authority proceed to the next highest.
7. The Vice President will handle disciplinary issues.
8. The Risk Manager will handle Harassment and Abuse issues.

Incident Report

Date: _____ Time: _____ Place: _____

