

Peninsula Minor Hockey Association



Guide for Working With Your VIAHA Commissioner

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MANAGER'S GUIDE TO WORKING WITH THE VIAHA COMMISSIONER

This guide is intended to provide Team Managers with additional insight into what information is required by your VIAHA Commissioner.

1. **Pre-Season games:** It is important to schedule as many pre-season games as you can. For house teams this is done so that the Division Manager can determine whether the teams are balanced evenly. If there is one team winning all the pre-season games, then player moves may be made by the Association to balance our weaker teams before the start of league play. Pre-season games should also be arranged with teams within PMHA as well as other associations.
2. **League Schedules:** Soon after your teams are formed you will become aware of which tournaments your coach may want to register in. It is very important to inform the Commissioner of the dates of these tournaments (once you are confirmed) so that the league schedule can be adjusted to work around those dates. If you are requesting to attend a tournament on a weekend that is not a blackout date email your Commissioner before the end of October with your request (may not be granted though).
3. **Game numbers:** Every game you play needs a VIAHA game number. This includes all league games, exhibition games and tournament games. **No game can be played without a game number being assigned either by Vice-President or the League Commissioner**
 - a. **League games** - Normally the Commissioner will pre-assign the league game numbers when the schedule is sent so you should not have to ask for those.
 - b. **Assessment and Exhibition games** - (Home Team only) needs to email the Commissioner and request a game number prior to game start. The referee scheduler will need the game number.
 - c. **Tournament games** - (this is done incorrectly every year).
 - i. If a tournament is being hosted by one of our neighboring MHA's here in South Island (such as Victoria, Saanich, JDF, Sooke, Peninsula) the tournament organizer will obtain bulk game numbers for all the games to be played. You do not have to worry about obtaining game numbers for the games you play in our local tournaments in South Island.
 - ii. If you are attending a tournament outside of our South Island region – (even though the host team will be getting bulk game numbers from their own Commissioner) – you must obtain game numbers for the number of games you anticipate playing (usually 4 to 6). This is required so that the South Island Commissioner can refer to their game numbers for reasons of discipline etc.



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4. **Game reports and Game Sheets:** As the home team it is your responsibility to email the Commissioner the Game Report and mail the copy of the game sheet. As the visiting team you must also email a Game Report. (A sample game report is attached.)
5. **Minimum number of players:** IAW HC rule 16 (a), a minimum of 6 players are required to play a game.
6. **Affiliated Players (AP):**
 - a. Teams may draw affiliate players from teams in lower division(s)/category(s) within the same MHA, subject to HC Regulation E.
 - b. Minor hockey players registered on a recreational team may not participate as an affiliate to a higher Division/Category team prior to the player participating in a league game with the recreational team unless approved by VIAHA.
 - c. The AP rule shall only be applied when a team has 14 or fewer skaters for a particular game. Note: An AP can only be used to bring the teams number of skaters up to 14.
 - d. Aps can be used if there is no goaltender available for a particular game.
 - e. Novice/Initiation players shall not be used as affiliate players for ATOM unless approved by the VIAHA through the Commissioner.
 - f. In keeping with fair play, affiliated players shall not be used permanently. The VIAHA may place further restrictions on teams or MHAs who abuse the use of affiliated players.
 - g. No Atom Development player(s) may AP to a Peewee Recreational "C" Team.
 - h. The last day to add affiliate players to a team's HCR roster is January 15 or near that date. All players appearing in any league, playoff, exhibition or tournament game must be on the teams HCR as "Approved" or Approved A".
 - i. An AP may appear in a maximum of 10 games with the higher Division or Category team during the entire season. The player is not permitted to exceed 10 games as an AP. This includes placement, league and playoff games. It does not include tournament or exhibition games.
 - j. The limit of 10 games for the season is removed only when the player's registered team completes its regular season and playoffs.
 - k. A player who exceeds the 10 game limit is considered an ineligible player under Reg #5.10, 5.11 and 5.12.
 - l. If an AP's name appears on the game sheet it is counted as one of the ten games regardless of whether or not the player actually played in the game. Hockey Canada Rule 2.2 would require a spare goaltender's name to be on the game sheet.
 - m. The responsibility for ensuring a player does not exceed the permitted number of games rests with the team and the MHA.
 - n. If no goalies are available to AP from a lower division, permission may be requested through the VIAHA Commissioner or your Minor Hockey Association President to laterally AP a goalie from your same division. Make sure to note this on Game sheet.
7. **Discipline:** It is important to establish contact with the Commissioner if any of your players have received a major penalty which will result in a suspension. The suspension guidelines are contained in rule 17.05 of the VIAHA handbook (see below). Suspensions shall take effect immediately and shall be served only by using league/ playoff/ tournament games.



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Exhibition games cannot be used in serving suspensions. *2014-2015 May have changed slightly, check updated VIAHA Handbook*

HC PENALTY TYPE	TIME	AUTOMATIC SUSPENSION
Minor Penalty	2:00	None
Major Penalty	5:00 + 10:00	The automatic Game Misconduct that accompanies all Major penalties – 1 game or 7 days if incurred in the last 10 minutes of the game as per HC Rule 4.6c.
10 Minute Misconduct	10:00	None except when a player incurs two 10-Min. Misconducts in the same game. The second 10-Min. Misconduct results in a Game Misconduct penalty.
Game Misconducts	10:00	Game Misconduct in last 10-min of a game – 1 league/playoff game or 7 clear days. Game Misconduct to a Team Official –suspension regardless of time of game. Note: Appendix #4
Gross Misconduct	10:00	Refer to BC Hockey Suspension Bulletin
Match Penalty	5:00	Refer to BC Hockey Suspension Bulletin
VIAHA Bench Mark VIAHA Fighting Major Instigator & Aggressor Team Official Game Misc.		As per Appendix #4

Most suspensions result from a misconduct being issued in the last 10 minutes of a game. Remember that the last 10 minutes starts with the time remaining on the clock at game end, then working backwards into the period to determine where the last 10 minutes actually were...i.e. game ends with 2:26 remaining. The last ten minutes would therefore be from 12:26 to 2:26 - so a major penalty issued at 11:06...would involve a suspension.



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Sample

This form is to be emailed to the appropriate Commissioner/Division Managing Director within 24 hours of game completion. Game sheets must be postmarked to the appropriate Commissioner/Division Managing Director within 48 hours of game completion.

Game Information

Division: PeeWee	Game #: EXB123	Game Date: 12 November 2015
Arena: Panorama A/B	Host MHA: PMHA	

Scorekeeping

Home Team: PMHA C3	Visiting Team: JDF C5
Goals For: 4	Goals For: 5
PIMS: 0	PIMS: 4
Time Remaining on Game Clock: 1:26	

Non-Minor Penalties (list ALL major, misconduct, game misconduct, gross and match penalties)

Team	Player Name	#	Penalty	Period	Time
JDF C3	John Smith	44	Fighting	3	9:44

This area is for all MAJOR penalties only such as 5 minute Majors, misconducts, game misconducts, match Penalties etc. It is not to be used to report 2 or 4 minute penalties.

Additional Comments

Referees did a great job, took charge and were fair to both teams.
Injury sustained by PMHA C3 player – separate injury report being filed through PMHA
Major penalty incurred by JDF in last 10 minutes of game. Will have to discuss suspension guidelines asap

Submitted By

Name: Jane Doe	Date: 12 November, 2015
Position: Manager, PMHA C3	