



**Policies and Procedures**  
**of**  
**The Peninsula Minor Hockey Association**

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Last revision: June 2022

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# Peninsula Minor Hockey Association Policy Manual

## 1. GENERAL INFORMATION

### 1.1. ASSOCIATION

1.1.1. In addition to the requirements of British Columbia's Societies Act, a copy of the Constitution, Bylaws, and Policies of Peninsula Minor Hockey Association (PMHA) must be made available to members through the PMHA website.

1.1.2. Except where provided for in PMHA's Bylaws, no one is permitted to incur any debts on behalf of PMHA without prior approval of the Board of Directors.

1.1.3. Expenses for PMHA members while representing PMHA on official business will be covered as follows:

- a) Personal vehicle - \$0.53 per kilometer
- b) Air - return economy class fare
- c) Other transportation (bus, shuttle, taxi, etc.) - as per receipts submitted
- d) Accommodation – as per receipts submitted
- e) Meals will be reimbursed at the following per diem rates, or per receipts submitted up to an amount not to exceed the per diem rates.
  - Breakfast - \$15.00
  - Lunch - \$20.00
  - Dinner - \$25.00

1.1.4. If practical, PMHA shall endeavor to maintain a financial reserve fund equivalent to six months of operating expenses from the previous fiscal year.

1.1.5. In matters where PMHA policies are silent, the Board of Directors will refer to applicable policies and regulations set by the Vancouver Island Amateur Hockey Association (VIAHA), BC Hockey and Hockey Canada.

1.1.6. In the event of a conflict between PMHA policies and those set by VIAHA, BC Hockey, or Hockey Canada, the policies of the most senior organization shall prevail.

1.1.7. The Peninsula Eagles crest and logo will not be used without the prior approval of the PMHA Board or its designated representative.

## 2. REGISTRATION AND FEES

### 2.1. GENERAL INFORMATION

- 2.1.1. The regulations governing the registration of players will be those adopted by Hockey Canada, BC Hockey, VIAHA, and PMHA.
- 2.1.2. Players will be registered by divisions in accordance with BC Hockey regulations.
- 2.1.3. The Association will open applications for returning member registration on or near to April 1st annually.
- 2.1.4. Registration does not guarantee returning members a place or specific position on a PMHA team. Circumstances may dictate lower participant numbers in any given season. Participant priority will go to the registration date and time order in which returning members submitted their registration application and fees or deposit as required.
- 2.1.5. The PMHA Registrar must be notified of the change of address should a player change their place of residence between the time they register and the end of the season and required documentation provided.
- 2.1.6. Registration is not complete until all required documentation, information and fees are supplied in full.
- 2.1.7. Proof of age is required when registering for the first time with PMHA.
- 2.1.8. Proof of residency is required with each annual registration for new players, or when a returning player has moved or changed address.
- 2.1.9. Deadline for registration is December 1st.

### 2.2. AGES OF PLAYERS

- 2.2.1. Each player shall register into their age-appropriate division according to their age as at December 31<sup>st</sup> of the current year.

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2.2.2. Playing divisions are established in accordance with BC Hockey classifications. The divisions, and the ages of the players on December 31<sup>st</sup>, are as follows:

U6/U7 – (formerly Initiation)

- U6: 5 years old
- U7: 6 years old

U8/U9 – (formerly Novice Major)

- U8: 7 years old
- U9: 8 years old

U11 (formerly Atom)

9 and 10 years old

U13 (formerly Peewee)

11 and 12 years old

U15 (formerly Bantam)

13 and 14 years old

U18 (formerly Midget)

15, 16, and 17 years old

U21 (formerly U-21)

18, 19, and 20 years old

2.2.3. Should a player wish to participate in a division outside of their age group, a request must be made in writing stating the rationale for such a request. This letter is to be submitted to the Registrar via the President, who must sign the application. Final approval of such moves must be approved by VIAHA. Approval for such exceptions are on an annual basis only and must be requested each season.

### 2.3. ORDER OF REGISTRATION

2.3.1. Returning players residing within the communities of Central Saanich, North Saanich, Sidney, and parts of the Gulf Islands (draw zone) not being members of another team, club, union or Association affiliated with the BC Hockey or VIAHA and being members in good standing during the previous season, will be given priority in registration for the current season. Specifically, priority will be based on the registration date and time order in which returning members submitted their registration application and fees or deposit as required. This priority will cease after the last registration date of each year allocated for returning registrants.

2.3.2. After the last registration date of each year registration for returning members will be based upon space available in each division and subject to a late registration fee of \$100.

2.3.3. The Registrar will maintain a waiting list structured as follows:

- a) goalies in draw zone
- b) goalies out of draw zone
- c) skaters in draw zone
- d) skaters out of draw zone

For new registrants, priority will be determined by draw zone and date of application. Players within the draw zone will be given priority over players from out of the draw zone, until June 15. After June 15 priority will be determined by date of application only.

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- Goalies will be used to fill goalie positions.
- Skaters will be used to fill all other positions.

In all cases the Board of Directors will have final approval on clearing the waitlist within the limits established by the Board annually.

2.3.4. One (1) year transfers from other associations will not be confirmed until space in that division permits and with approval of BC Hockey and VIAHA.

### 2.4. NUMBERS

2.4.1. The number of players registered and the ice time available will determine the total number of teams per division.

2.4.2. The PMHA Board of Directors reserves the right to determine the final number to be registered on each team in each division for each season.

### 2.5. REGISTRATION FEES

2.5.1. The Board of Directors will set the registration fee for each season.

2.5.2. The full fee will be charged at the time of registration as well as any applicable try-out fees.

2.5.3. Players who have registered and not fully paid the required fees, including Representative Tryout fees, are not allowed on the ice for any tryout, practice or game.

2.5.5. All NSF cheques will be replaced, including NSF charge by cash or bank draft.

### 2.6. REFUNDS

2.6.1. Refunds for regular registration fees will only be granted to players who cease to play and submit a request in writing or by email to the Registrar before December 15 of the current year. No refunds will be issued after December 15 of the season the player was registered in. For PMHA Weekly Development prorated refunds for sessions completed less the PMHA administration fee will be provided up to and including October 31st. After October 31st no refund will be processed. For complete details on our refund policy please refer to the PMHA website under registration.

2.6.2. In the case of a season ending injury, a doctor's note must accompany notification of withdrawing.

2.6.3. If a player is expelled or suspended, no refund will be granted.



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2.6.4. There will be no refunds issued between September 1st to 30th.

2.6.5. Refunds may take up to 4-6 weeks to process from receipt of request.

2.6.6. A PMHA administration fee [which will be established and voted upon yearly] will not be refunded or prorated and will apply separately to regular PMHA registration fees as well as PMHA Development programs.

2.6.7. The Hockey Canada Insurance fee will not be refunded or prorated if the player participates in any on ice sessions.

2.6.8. For regular registration the refund amount will be the amount of registration, less PMHA Administrative fee and the Hockey Canada Insurance for any withdrawals after September 30<sup>th</sup>, prorated to the nearest week that the Registrar received notification.

2.6.9. Refunds for tryout fees shall not be granted after August 1. Exceptional circumstances, on a case by case basis, will be addressed by the Board of Directors on application to the Registrar.

### 3. RECREATIONAL HOCKEY PROGRAM

#### 3.1. PURPOSE

3.1.1. The purpose of the Recreational Hockey Program is:

- To promote and encourage amateur hockey
- To develop the highest possible standard of sportsmanship and citizenship
- To maintain and increase the interest of hockey in these communities; and
- To encourage competition and good fellowship not necessarily for the most proficient but rather for all participants

3.1.2. Regardless of hockey playing ability, all Recreational team players will be given equal ice time.

#### 3.2. PMHA RECREATIONAL TEAMS

3.2.1. The following will be designated as PMHA Recreational teams:

- All U6-U9 Minor and U6-U9 Major teams
- All U-11s teams
- All non-carded U-13, U-15, U-18 and U-21 teams

3.2.2. All PMHA Recreational teams will have a designated Head Coach with current qualifications and will follow and sign the Coaches Contract in Appendix A.

3.2.3. All PMHA Recreational teams will have a designated Hockey Canada Safety Person (HCSP) with current qualifications and will follow and sign the Safety Person Contract in Appendix B.

3.2.4. All team officials including Coaches, Team Managers, and Safety Persons will have all required qualifications, or be registered to complete all qualifications, by the Hockey Canada due date.

3.2.5. The process for Recreational Team tryouts is detailed in Section 3.4 and Appendix H. This process can be amended during the planning process for each season by the Board of Directors, or by the Coach and Player Development Committee under the authority of the Board.

3.2.6. For Recreational teams, the Association will provide jerseys to be worn for all games. As may be necessary, the Association may also provide to each team one set of goaltending equipment, including stick, pads, chest protector, trapper and blocker.

3.2.7. All jerseys will have a STOP sign on the center top on the back.

3.2.8. Any player injured while participating in a PMHA sanctioned activity who requires medical attention for the injury, must provide a written authorization from their doctor clearly stating the return to play date, and any restrictions governing return to full participation.

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3.2.9. In the event of player injury in a PMHA sanctioned activity, the decision to continue participation lies with the team Safety Person, certified by the Hockey Canada Safety Program, not the Head Coach, Assistant Coach, or Team Manager, unless so qualified.

3.2.10 All team officials including coaches, Safety Person and Team Manager will complete a criminal record check (CRC) and return the completed report to the Director responsible for Volunteer Records. No team official will be rostered to a team, or allowed on the ice, until the Director responsible for Volunteer Records has received a valid CRC. CRCs are valid for 3 years, and if expiring must be renewed prior to the official being rostered to the team.

3.2.11 Prior to team selection, during the preseason, players are required to attend assessments, practices and games. Failure to attend three consecutive sessions without contacting the Divisional Manager may result in the player being withdrawn from the Association.

### 3.3. RECREATIONAL TEAM COACH SELECTIONS

3.3.1. Recreational team coaches will be recommended by the Divisional Manager, or other person(s) as designated by the Board of Directors, as early in September as practical.

3.3.2. It will be the responsibility of the Directors responsible for Risk Management and the Volunteer Records coordinator to ensure criminal reference checks are completed for all recommended PMHA coaches.

3.3.3. Criteria to be used in the Recreational coach selection process should include, but not be limited to the following:

- Proof of Certification: preference will be given for those applicants certified;
- Letters of reference and previous evaluation forms;
- A record of coaching experience.

3.3.4. An email will be sent out to the entire Association at the end of the season, reminding anyone interested in coaching at the recreational level to submit a recreational team coaching application by the end of the Labour Day weekend. An abbreviated version of the coaching application (an expression of interest) will be made available on-line.

3.3.5. Recreational team coaches should report to their respective Divisional Manager regularly throughout the season and will take direction from the Board of Directors through them.

3.3.6. All recreational team coaches must sign and adhere to the PMHA Coach's Contract in Appendix A. Failure to do so may result in said coaching privileges being forfeited.

3.3.7. The association will, subject to board approval and upon application, provide a stipend of \$1,500 for a non-parent head coach. U-13, U-15, and U-18 (or Hockey Canada names succeeding these divisions) PMHA recreational teams are eligible.

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### 3.4. RECREATIONAL ASSESSMENTS

3.4.1. The following process is to be used to assess the recreational players so the recreation teams can be balanced or tiered as may be required by VIAHA regulations. The Board of Directors may alter procedure as necessary to ensure a fair and complete assessment is carried out.

3.4.2. Recreation (House) teams will be established by PMHA under the guidance of the Division Manager(s) with the goal of creating equally skilled teams.

3.4.3. PMHA will assign a Board member to oversee the recreational assessment process to ensure consistency with PMHA policies, procedures and guidelines. The Divisional Manager and Coach Coordinator will jointly ensure assessors are available as necessary throughout the process.

3.4.4. Each player will be given the opportunity to test his/her equipment and skate for fun during a pre-assessment ice breaker for their age division. Ice breakers are not assessed.

3.4.5. Players will be assessed and ranked in September by assessors with the goal to facilitate the Player Draft process.

3.4.6. Each player will be expected to assess through a series of skill and/or scrimmage sessions for their age division.

3.4.7. After the assessment process, a Draft meeting will be arranged (in all divisions with the exception of U6-U9) by the Divisional Manager with the designated Head Coaches and other assessors if warranted. The Draft will be based on the players' ranked assessments and other information from the previous season as may be required.

3.4.8. It is the Divisional Manager's responsibility to ensure that the Coaches have all the information they need to reach a consensus that teams are 'as equal as possible' before the Draft is complete.

3.4.9. If the Representative Team Assessment Process is not completed before the Recreational Team Draft, the Divisional Manager must do their best to account for the numbers and positions (e.g. defense, forward, or goalie) of potential releases from the Rep Process and include these positions in the Draft, even if there are no names attached to them.

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3.4.10. Some trading and movement during the Draft meeting may occur to account for special considerations such as, but not limited to, keeping siblings together. "Play with a friend" requests are not considered to be special considerations.

3.4.11. Player movement after the Draft will only be permitted for extraordinary situations that relate to re-balancing the teams for skill; the Divisional Manager and Coaches will meet a second or third time to trade players if necessary. If a solution cannot be found or agreed upon at this stage, the Board Member in charge of Rec Assessment will be asked by the Divisional Manager to mediate.

3.4.12. Players may be reassigned in keeping with VIAHA policy to other teams/Divisions at the discretion of the President or their designate at any time for reasons based on player development or safety issues (underage/overage requests); this sort of player movement will be done in consultation with the affected player, parents, coaches and Division Manager(s).

3.4.13. Players may only play for teams other than their assigned team pursuant to the Affiliated Player (A/P) rules under Hockey Canada.

3.4.14. It is intended that no team is to be assigned more than two goalies and if there are more goalies than teams, the last goalie(s) registered (based on date of registration and payment) will be offered a skater position or placed on the waitlist for an opening to occur.

3.4.15. Please refer to Appendix H for the Recreational Team Assessment Guidelines for U-11 to U-18, and refer to Appendix I for Team Formation Guidelines for U6-U9.

## 4. REPRESENTATIVE HOCKEY PROGRAM

### 4.1. PURPOSE

4.1.1. The purpose of the Representative Hockey Program is:

- To promote and encourage amateur hockey
- To develop the highest possible standard of sportsmanship and citizenship
- To maintain and increase the interest of hockey in these communities; and
- To encourage competition and good fellowship not necessarily for the most proficient but rather for all participants

4.1.2 The Representative Hockey program provides opportunities for players to develop their sportsmanship, citizenship, competitiveness and interest in accordance with their self-potential by ensuring that the most skilled and talented players in each division compete against similar players from other associations thus representing PMHA.

### 4.2. PMHA REPRESENTATIVE TEAMS

4.2.1 The following will be designated as PMHA Representative Teams:

- U-13 A and B
- U-15 A and B
- U-18 A and B, and U-18 Canada Hockey Certificate teams

4.2.2. Although U-11 A and/or B are not recognized by Hockey Canada and BC Hockey as representative teams, they are to follow the PMHA Policy for representative teams regarding player selection, coach selection, and number of players. U-11 A and/or B are recreational in all other aspects.

4.2.3. All PMHA Representative teams will have a designated Head Coach with current qualifications and will follow and sign the Coaches Contract in Appendix A.

4.2.4. All PMHA Representative teams will have a designated Safety Person with current qualifications and will follow and sign the Safety Person Contract in Appendix B

4.2.5. All team officials including Coaches, Safety Person and Manager will have taken all required qualifications or be registered to complete all qualifications by the Hockey Canada due date.

4.2.6. The final process for Representative Team tryouts can be found in Section 4.4 and Appendix G. This process can be amended during the planning process for each season by the Board of Directors, or by the Coach and Player Development Committee under the authority of the Board.

4.2.7. All PMHA representative teams will make every effort to carry a minimum of 9 forwards, 6 defense, and 2 goalies.

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4.2.8. Coaches of all Representative teams will provide as nearly as possible equal ice time to all players and goalies regardless of playing ability.

4.2.9. All PMHA Representative teams will be called "Eagles".

4.2.10. The Association will provide 2 sets of jerseys (home and away) to each representative team to be worn for all games. Player helmets are expected to be black or white.

4.2.11. All jerseys will have a STOP sign on the center top on the back.

4.2.12. Any player injured while participating in a PMHA sanctioned activity who requires medical attention for the injury, must provide a written authorization from their doctor clearly stating the return to play date, and any restrictions governing return to full participation.

4.2.13. In the event of player injury in a PMHA sanctioned activity, the decision to continue participation lies with the Safety Person, certified by the Hockey Canada Safety Program, not necessarily the head coach, assistant coach or team manager, unless so qualified by way of HCSP training.

4.2.14. For Representative teams in each division there will be no releases after the final roster has been confirmed by the Head Coach and Divisional Manager except for exceptional circumstances as approved by the Board of Directors.

4.2.15. There will be absolutely no carded player releases after October 15th of each year. This also applies to U-11 Development.

4.2.16. Information regarding additional ice costs and team expenses for Representative teams will be provided at the time of team selection.

4.2.17. All team officials including Coaches, Safety Persons and Team Managers will complete a criminal record check (CRC) and return the completed report to the Director responsible for Volunteer Records. No team official will be rostered to a team, or allowed on the ice, until the Director responsible for Risk Management has received a valid CRC. CRCs are valid for 3 years, and if expiring must be renewed prior to the official being rostered to the team.

4.2.18. All PMHA teams must play in the provincial direction, unless application is made to and approved by the Board of Directors for an alternate option.

### 4.3. REPRESENTATIVE TEAM COACH SELECTIONS

4.3.1. Each year, the Association will accept applications from prospective Representative Team coaches, the timeline to be established on an annual basis.

4.3.2. The Board of Directors will establish and appoint a Coach Selection Committee for the purpose of interviewing and recommending coaching candidates for PMHA Hockey teams to the Board. The Board reserves the right to deliberate in camera on coaching appointments. The Board of Directors

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reserves the right to request a presentation from the Coach Selection Committee on the rationale behind coaching recommendations. The Selection Committee will have a maximum of 5 members approved by the Board of Directors, and at a minimum should include the Coach Coordinator, the Vice President of Hockey Operations, and the respective Divisional Manager.

4.3.3. The coach selection committee is expected to put forward its recommendations to the Board of Directors in advance of the Board meeting when coach selections will be determined.

4.3.4. Criteria to be used in the representative coach selection process will include, but not be limited to the following:

- Proof of Coaching Certification.
- Letters of reference and previous evaluation forms.
- A record of coaching experience.
- Provision of a detailed outline and annual plan for the team and year in question.

4.3.5. The same predetermined questions will be asked of each candidate interviewed so that the evaluation criteria will be consistent.

4.3.6. Every effort should be made by the Board of Directors to complete the selection and appoint the representative team coaches (or interim coach as may be necessary) in each division by August 15th of each year.

4.3.7. Within 48 hours of the selection of a representative team coach by the PMHA Board of Directors, the Vice President of Hockey Operations, or their designate, will contact the successful and unsuccessful candidates for each respective team.

4.3.8. Representative team coaches must not make final selections of assistant coaches or team managers until such time as team placement is complete.

4.3.9. The Vice President of Hockey Operations, if granted the authority by the PMHA Board of Directors, may vet assistant coach appointments prior to confirmation of an assistant coaches' eligibility to be rostered.

4.3.10. Representative team Coaches should report to the Divisional Manager regularly throughout the season and will take direction from the Board of Directors through them.

4.3.11. All representative team coaches must sign and adhere to the PMHA Coaches Contract in Appendix A. Failure to do so will result in said coaching privileges being forfeited.

4.3.12. The association will, subject to board approval and upon application, provide stipends of \$3,000 for a non-parent head coach and \$1,500 for a non-parent assistant coach (to a maximum of 2 non-parent coaches per team). U-13, U-15, and U-18 (or Hockey Canada names succeeding these divisions) PMHA representative teams are eligible. At board discretion, a team that is not in the above group but is required by VIAHA to travel regularly for league games beyond the south-island catchment may also qualify for this, but not in addition to recreational non-parent remuneration.



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### 4.4. REPRESENTATIVE TEAM TRYOUTS

4.4.1. All PMHA players who are registered and insured with Hockey Canada are eligible to participate in their division's representative team tryouts.

4.4.2. Players attending representative team tryouts will be charged a fee which will be determined annually by the Board of Directors and will be collected at the time of the player's registration.

4.4.3. Players will not be permitted to join the representative tryout process after the process has begun, either dryland or on-ice assessment. Exceptions will be made for players on waitlist, transferring into PMHA, those registered and providing proof of continuation in Major U-15, Major and Minor U-18, Junior B assessments as outlined in 4.5, or injured as referenced in 4.4.18.

4.4.4. All PMHA U-11 Development and representative teams will abide by Hockey Canada, BC Hockey and Vancouver Island Amateur Hockey Association rules regarding the number of players and team officials rostered to each team.

4.4.5. The final team roster for all U-11 Development and representative teams in U-13, U-15 and U-18 will be in accordance with Hockey Canada and BC Hockey carding regulations.

4.4.6. The final team roster for subsequent representative teams in each division will be in accordance with BC Hockey Carding Regulations.

4.4.7. During the playing season, U-11 Development and representative teams should "call up" replacement players (A/P Affiliate Players) in accordance with Hockey Canada and BC Hockey rules. All players given the opportunity to play up (affiliate) with a higher team will be allowed to do so should it be their wish. It is the intent of PMHA that the opportunity to A/P will be provided to those players involved in final releases from a representative team, and those "bubble" players be permitted to play and practice at no additional cost to A/P. PMHA views this as a development opportunity to encourage all players, and in the event of an unforeseen issue, the Vice President of Hockey Operations will make the final decision on a case by case basis.

4.4.8. 'A' teams must draw affiliate players from their own divisions, starting from 'B' teams, unless no players are available in which case 'A' teams may draw from 'C' teams.

4.4.9. The Divisional Manager will be informed before any player movement occurs.

4.4.10. Players will be informed promptly of releases.

4.4.11. Where there are two carded teams in a division, players may be released during the representative assessments either to the B team, or to the Recreational team assessments.

4.4.12. Players may be released for disciplinary reasons and prior season suspensions may be carried over to the current season, which may limit the ability to assess the player in the time available.

4.4.13. If during the assessment process a player is removed due to an issue related to

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risk management, a full refund of their assessment fees will be made.

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4.4.14. There will be a “24 hour cooling off period” in effect during assessments. That is, no contact with any member of the Board of Directors, Divisional Managers, Coaches or Evaluators is permitted regarding the evaluation or placement of a player until 24 hours has lapsed.

4.4.15. If a player wishes to appeal the outcome of their placement after the tryouts are completed they must provide to the Vice President of Hockey Operations a letter of appeal (email acceptable) which clearly outlines their concerns and a \$200 deposit. The appeal must be received by the Vice President of Hockey Operations within 48 hours of the posting of the placements. After the review of the appeal (involving the Vice President of Hockey Operations (or their designate), the Divisional Manager (or their designate in the event they are related to the player in question) and one other member of the Board of Directors) has been completed and in the event that the appeal is not endorsed, the \$200 deposit will be cashed. If, however, the appeal is upheld, the player will be given another opportunity to be assessed and the \$200 deposit will be returned. In the event that an appeal is initiated by one of the persons named above either the board member (s) that was in charge of the assessment process or an impartial board member (i.e.: a person with no relative in the division) will be appointed in their place in consultation with the President, VP Hockey Operations and VP Administration.

4.4.16. After a letter of appeal is received by the Vice President of Hockey Operations, a meeting between the parents, player, Vice President of Hockey Operations (or their designate) and the Divisional Manager will occur within two days to discuss the appeal. Further review of the appeal, if required, will be completed within three days from the above-mentioned meeting. Process completion 7 days from receipt of appeal letter.

4.4.17. Players and/or parents must immediately inform the Divisional Manager if there are any circumstances (injury, illness, equipment, family emergency etc.) that may affect the players’ performance in the assessments.

4.4.18. If a player is injured prior to or during the scheduled representative team tryouts and wants to be considered for representative team assessment the following procedure will be followed:

- a) A signed doctor’s letter (“Hockey Canada Return to Play” form on BC Hockey website) stating expected return to play date must be provided to the Divisional Manager before tryouts start or within 24 hours of the injury. PMHA is not responsible for any costs associated with obtaining a doctor’s letter.
- b) The player must be cleared to play hockey (expected return date above), at the REP level, by September 30<sup>th</sup> of the current season before an application for late entry or re-entry into the REP tryout process will be accepted.
- c) The Divisional Manager, Head Coach, and PMHA Vice President of Hockey Operations will meet and determine if a late entry or re-entry after September 30<sup>th</sup> into REP tryouts is applicable on a case by case basis.
- d) The Divisional Manager will advise the player / parents of the decision on late entry or re-entry.
- e) If accepted into late entry or re-entry, when the player returns to play they will be assigned to a representative team to be evaluated with that team and then assigned appropriately.

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4.4.18 Players and/or parents must immediately inform the Divisional Manager if there are any circumstances (injury, illness, equipment, family emergency, etc.) that may affect the players performance in the assessments.

4.4.19 From this point on the evaluation process will follow the normal representative team tryout process.

### 4.5. JUNIOR A/B, MAJOR U-15, MAJOR and MINOR U-18 LEVEL or FEMALE ZONE TEAM TRYOUTS

4.5.1. The following rules apply to players who wish to try out for Junior A or B team (s) or a Zone U-15 - U-18 Major team but still desire to return to PMHA if released.

4.5.2. Players wishing to return to play at PMHA if they do not successfully retain a spot on a Junior A, B, Major U-15, Major and Minor U-18, female zone team, must register with PMHA as per normal registration dates and procedures with PMHA.

4.5.3. At the time of registration, the player must submit a letter to the Registrar stating their intent to return to PMHA should they be released from the team(s) for which they were trying out.

4.5.4. During the PMHA tryout period, the player must keep in contact with the Divisional Manager, Coach or Team Manager of the PMHA representative team for which that player may be interested in regarding the status of the player's tryout with the other team.

4.5.5. If the player is released from the other team, the player must immediately inform the PMHA Divisional Manager and representative team coach to determine the team tryout process to be followed.

4.5.6. If the player makes the respective team, the player must immediately inform the PMHA Divisional Manager, Registrar and team coach that they will not be returning to PMHA and are forfeiting the spot being held for them.

4.5.7. Only the fees for insurance, PMHA tryout, and association administration will be collected at the time of registration. The balance of the fees will be provided on a cheque postdated to November 1. The player must make a decision before November 1 if they are coming back to play for PMHA or wish to stay at the junior level forfeiting their spot at PMHA.

### 4.6. TRYOUTS AT OTHER ASSOCIATIONS

4.6.1. Registered members can try out for representative teams at other associations only when no representative team program is being offered in that category\division at PMHA for that season.

4.6.2. Players trying out for a representative team elsewhere must register with PMHA, as per normal registration dates and procedures with PMHA, if they want to guarantee a spot be held for them while

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they try out for a Junior A or B, Major U-15, Major and Minor U-18 or female zone team

4.6.3. At the time of registration, the player must submit a letter to the Registrar stating their intent to return to PMHA should they be released from the team(s) for which they were trying out. The division they register in at PMHA is the division in which a spot will be held for them should they return to PMHA to play.

4.6.4. Registration fees will be collected as per the established guidelines for all players.

4.6.5. During the tryout period the player must keep in contact with the PMHA Divisional Manager for the division in which they registered in regarding their tryout status with the other team.

4.6.6. If the player makes that team, the player must immediately inform the PMHA Divisional Manager and Registrar and will forfeit the spot being held for them.

4.6.7. If the player is released from the other team/association, the player must immediately inform the PMHA Divisional Manager and Registrar to determine the process to place them on a team at PMHA.

### 4.7. TEAM TRAVEL FUNDING

4.7.1. PMHA will provide funds for U-13, U-15, and U-18 representative teams participating in BC Hockey sanctioned Provincial Championship tournaments as follows:

Vancouver Island	\$500.00
Lower Mainland	\$750.00
Okanagan/Mainland	\$1,500.00
North Central	\$2,000.00
West Kootenay	\$2,500.00
North Western	\$2,500.00
East Kootenay	\$2,500.00
North East/Yukon	\$3,000.00

4.7.2. Based upon projected participation by the above teams, the Association will set in its budget the funds required to meet such funding subsidies.

4.7.3. All requests for financing must be made in writing to the PMHA Board of Directors.

4.7.4. Upon written request and at the discretion of the PMHA Board of Directors, the above amounts may be exceeded, contingent upon Association funds available and unique circumstances facing the particular team in question. Each team must submit a request in writing requesting further financial support, providing such detail.

## 5. RESPONSIBILITIES AND DUTIES

### 5.1. ASSOCIATION MEMBERS

5.1.1. Each parent and/or guardian will sign each season and abide by the Contract for Parents found in Appendix D.

5.1.2. Each player will sign each season and abide by the Contract for Players found in Appendix C.

### 5.2. TEAM OFFICIALS

5.2.1. Each Safety Person will sign each season and abide by the Contract for Safety Person found in Appendix B. Furthermore, each Safety Person will adhere to the PMHA Concussion Management and Return to Play guidelines found in Appendix J.

5.2.2. All Coaches will sign each season and abide by the Contract for Coaches found in Appendix A. Furthermore, each Coach will adhere to the PMHA Concussion Management and Return to Play guidelines found in Appendix J.

### 5.3. DIVISIONAL MANAGERS

Divisional Managers:

5.3.1. are encouraged to attend PMHA Board meetings in a non-voting capacity.

5.3.2. will not serve as Head Coach or Team Manager\* for a team in their respective division.

5.3.3. are members of the Dispute Resolution Committee and will make every effort to attend Dispute Resolution Committee meetings related to their division.

5.3.4. will attempt to resolve conflicts within their division. If not possible, they will notify the Vice President of Hockey Operations and/or present these conflicts at the Dispute Resolution Committee meeting with a request in writing.

5.3.5. shall make initial contact with all registered players prior to the season to notify them of their initial ice time(s).

5.3.6. are responsible for all communications with the players until the teams are formed and the Team Managers and / or Coaches take over those communications.

5.3.7. will only make decisions about team configurations (team makeup, numbers, type, level of team)

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with the involvement of the coaches, assessors, and approval from one of either the Coach and Player Development Committee, the Vice President of Hockey Operations, or the PMHA Board of Directors.

5.3.8. shall coordinate the execution of the representative team tryouts in a fair and orderly manner and under the direction of the Vice President of Hockey Operations.

5.3.9. shall ensure that all recreational teams of the same caliber are balanced in ability and numbers.

5.3.10. is required to ensure that all coaches, managers, and trainers are advised of the PMHA policies and directives from the PMHA Board of Directors.

5.3.11. shall ensure that each of their teams has coaches, a team manager and a Safety Person (maximum of 6 safety persons) by November 30th.

5.3.12. will distribute information to teams regarding:

- PMHA-approved referee, coach, and development clinics
- Ice time requests, availability and changes (from\to the Ice Allocator)
- Referee allocation, requests and notification (from\to the PMHA Referee in Chief)
- Carding and Affiliation deadlines, rules and regulations (from the Registrar)

5.3.13. Medical Forms, rosters and contact information (from the Registrar)will ensure that the PMHA Registrar is notified of the following:

- Any players that are registered but have not attended any practices or games by September 15
- Team rosters as the teams are formed
- Player movement after the teams are formed

5.3.14. shall inform the Director responsible for equipment of any damaged equipment and ensure that proper repairs are affected as required.

5.3.15. shall bring any situations arising from financial hardships to the PMHA Finance Committee, via a request in writing for special consideration or financial assistance on behalf of that player or family and provide the details of the situation.

5.3.16. shall ensure that no registered player is prohibited from participating in any on or off ice activities without the approval of the PMHA President (or designate), with the exception of disciplinary suspensions from the League.

5.3.17. will be responsible for organizing games and practices during the assessment process fortheir division.

\*If there are no other available or capable team managers. A Division manager can fill the role of Team Manager upon Board Approval.

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### 5.4. DISPUTE RESOLUTION COMMITTEE

5.4.1. The members of the Dispute Resolution Committee are specified in PMHA Bylaws.

5.4.2. The Dispute Resolution Committee will attend meetings of the PMHA Board of Directors at the request of the Board.

5.4.3. It will be the responsibility of the Dispute Resolution Committee to act as the Association's Disciplinary Committee for incidents involving members of the Association.

5.4.4. To this end, the Dispute Resolution Committee will investigate all Match, Gross or Major penalties assessed to PMHA on-ice members and issue suspensions as may be required without superseding BC Hockey and VIAHA suspension and penalty guidelines. The Dispute Resolution Committee will recommend to the Board of Directors further suspensions, as may be required, beyond those authorized as above. Member (parent or player) complaints are addressed under Section 7 of this document.

5.4.5. All disciplinary matters and other activities or decisions handled by the Dispute Resolution Committee will be reported to the Board of Directors.

5.4.6. The Dispute Resolution Committee will perform other such duties as may be assigned to it by the Board of Directors from time to time.



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### 6. DISCIPLINE

#### 6.1. GENERAL

The following will apply to all PMHA members while representing PMHA at any event or location:

6.1.1. The Board of Directors will have the authority to suspend and/or ask for the resignation [with cause] of any member of the Association.

6.1.2. Any PMHA member acting in an unsportsmanlike manner during any game or practice may be subject to disciplinary action by the PMHA Dispute Resolution Committee.

6.1.3. Hockey is to be played on the ice, not in hallways, dressing rooms or spectator areas. Abuse or damage of arena property or equipment [home or away] will 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 Board of Directors.

6.1.4. All matters related to damage as per 6.1.3 above will be first handled by the respective Divisional Manager.

6.1.5. Any team official or player who is impaired or who is found using drugs or alcohol at any PMHA game, practice, event or other activity will be subject to suspension until an investigation is finalized.

6.1.6. Profane language in dressing rooms, hallways, player benches, penalty box or on the ice will not be tolerated and may result in disciplinary action.

6.1.7. Fighting anywhere in an arena complex before, during, or after a game may result in severe disciplinary action by the PMHA Dispute Resolution Committee.

6.1.8. Referees are not to be approached before, during or after a game by any individual other than the Referee-in-Chief.

6.1.9. In the event that a player is suspended, the player's name, Division and infraction will be reported immediately [no later than 24 hours] to the Divisional Manager and Chair of the Dispute Resolution Committee. The player and coach will be advised of the disciplinary action to be taken. (See section 7)

6.1.10. Coaches will be responsible to enforce the Players Code of Conduct through minor disciplinary action of their players by either benching or suspending the player. In the case of suspension, the Divisional Manager and Chair of the Dispute Resolution Committee must be notified beforehand.

6.1.11. If disciplinary action is required beyond 6.1.10 the team officials may request further action by the Dispute Resolution Committee or the PMHA Board of Directors.

6.1.12. All players and team official disciplinary action will be governed by Hockey Canada, BC Hockey, VIAHA, and PMHA rules and policies.

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### 6.2. PENALTIES

6.2.1. The PMHA Board of Directors may impose Penalties and/or Suspensions in addition to those assessed by VIAHA, BC Hockey, or Hockey Canada.

6.2.2. It is the responsibility of the Team to notify the Divisional Manager and the Chair of the Dispute Resolution Committee within 24 hours of any of the penalties listed below being assessed to team players:

- Match Penalty
- Misconduct
- Game Misconduct
- Gross Misconduct

### 6.3. TEAM OFFICIALS RESPONSIBILITIES

6.3.1. Any PMHA Coach is responsible to PMHA for the conduct of their players before, during and after games and practices. Parents will be held responsible for their own actions. The PMHA Board of Directors retains the right to suspend any player for inappropriate action by the parents or guardians.

6.3.2. Players should change in their allotted dressing rooms. At no time should a team be without supervision of two team officials. The 'two-deep' rule must be adhered to regardless of the number of players in the dressing room. Failure to comply may result in the forfeiture of team official status.

6.3.3. At no time will a coach and a player be alone. For the protection of either party, other players, parents or coaches will be present. Failure to comply may result in the forfeiture of coaching privileges.

6.3.4. Each team must provide a parent or responsible person to act in the capacity of minor ice officials [time keeper, clock etc.] and only those assigned should be in the player's, penalty and time boxes.

6.3.5. Hockey Canada Insurance is in effect only for authorized games and practices and does not normally include any off-ice activities. Team Officials should consult the BC Hockey website and/or consult with the Director responsible for Risk Management for information about obtaining BC Hockey sanctioning for events.

## 7. COMPLAINTS, PROTESTS, APPEALS

### 7.1. PROCESS AND ACTIONS

7.1.1. The following process is for members (parents / players) to follow when they have a complaint that does not fall under the Harassment and Abuse provisions in Section 8 of this document.

**Step 1:** Adhere to 24-hour “cooling off” period. Go to the Team Manager for resolution. The Team Manager will consult with the Coach and attempt to resolve the problem.

**Step 2:** Go to the Divisional Manager, who may request information on the issue in writing, and may involve specific members of the PMHA Board of Directors, depending on the issue.

**Step 3:** Go to the Board of Directors via written complaint to the PMHA Secretary, if the other two steps do not result in resolution.

The Board shall refer complaints, protests, and appeals matter to the Dispute Resolution Committee.

7.1.2. An alternate process is available through the online reporting tool on the PMHA website.

7.1.3. At all times, whomever is handling the issue will endeavor to be fair, impartial and to ensure that each side knows all of the information that is being relied upon (full disclosure limited to direct parties) in the making of the decision.

7.1.4. If the claimant wishes to appeal the Board’s decision, the appeal must be submitted to the Vancouver Island Amateur Hockey Association and following that process, to BC Hockey.

## 8. HARASSMENT AND ABUSE

### 8.1. STATEMENT OF PHILOSOPHY

8.1.1. PMHA'S mission is to promote and encourage amateur hockey, and to develop the highest possible standard of sportsmanship and citizenship for the youth of our communities. The Association follows the principles and practices of the Canadian Hockey Association, the British Columbia Hockey Association, and Peninsula Minor Hockey Association's constitution and policies. PMHA is committed to providing a sport, volunteer, and work environment, which promotes equal opportunities and prohibits harassment, abuse, or discriminatory practices.

8.1.2. Protecting participants in PMHA's hockey development programs from all forms of harassment, abuse and neglect, whether emotional, physical or sexual, is an important element of risk management, and sports safety. Some behavior, 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. PMHA's primary interest is the well-being of its participants. PMHA maintains a zero-tolerance policy with regard to harassment or abuse, of or by, any player, coach, parent, volunteer, or participant in PMHA's programs or in its organization.

### 8.2. DEFINITION OF HARASSMENT AND ABUSE

8.2.1. 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.

8.2.2. Harassment and Abuse are defined as conduct that is insulting, intimidating, humiliating, offensive or physically harmful. Types of behavior which constitute harassment or abuse include but are not limited to:

8.2.3. Emotional abuse, which is a chronic attack on self-esteem, and constitutes psychologically destructive behavior by a person in a position of power, authority or trust.

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

8.2.5. 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.

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8.2.6. Sexual Abuse occurs when a young person is used by an older child, adolescent or adult for 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.

8.2.7. Harassment includes unwelcome jokes; innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.

8.2.8. Harassment also includes condescending, patronizing, threatening or punishing actions, which undermine self-esteem or diminish performance.

8.2.9. Harassment or abuse can include forced activities, actions, or practical jokes, which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.

8.2.10. Harassment and abuse include unwanted or unnecessary physical contact including touching, patting or pinching, unwelcome flirtation, sexual advances, request or invitations.

8.2.11. Harassment and abuse can include any form of hazing, or initiation practices.

8.2.12. Harassment and abuse can include any form of physical assault.

8.2.13. Harassment and abuse include any sexual offence including sexual assault.

8.2.14. 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.

8.2.15. 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.

### **8.3. RESPONSIBILITY FOR IMPLEMENTING AND ENFORCING POLICY**

8.3.1. This policy applies to all directors, officers, volunteers, coaches, athletes, officials, participants, members and workers of PMHA. This policy applies to harassment and abuse, which may occur during the course of any or all PMHA activities, events, practices, games, or business. Any concerned person may at any time seek confidential advice or assistance from the PMHA Risk Manager or a designated BC Hockey Harassment Advisor (male or female) on how to deal with a situation of harassment or abuse.

8.3.2. This policy will not prevent a person of authority in PMHA from taking immediate, informal, corrective disciplinary action in response to behavior that constitutes a minor incident of harassment.

8.3.3. When any member of PMHA has reasonable belief that a minor is being abused, he or she will report this to authorities, pursuant to the provisions of the Child Protection Act, and will advise the PMHA Board of Directors that a report has been made. PMHA will take no further action until such time as child protection authorities and/or police have concluded their investigation.

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8.3.4. Such matters will 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.

### 8.4. COMPLAINT AND INVESTIGATION PROCEDURE

8.4.1. 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 behavior is unwelcome, offensive, illegal, and contrary to this policy.

8.4.2. If confronting the person responsible for harassment or abuse is not possible, or if after confrontation the unwanted behavior 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 to an official of PMHA. For the purposes of this policy, an official is any person in one of the following positions: Board member, Divisional Manager, Team Manager, Coach, or Assistant Coach.

8.4.3. Once an incident has been reported, the role of any official of PMHA 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 appropriate.

8.4.4. If an official of PMHA considers that they are unable to act in this capacity, the complaint will be referred to another elected or appointed official who is able and willing to assist in reaching an informal resolution of the complaint.

8.4.5. 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 PMHA who receives such a complaint will provide a copy to the PMHA Board of Directors, and will refer further actions to BC Hockey, and to the BC Hockey Harassment Complaint Procedure.

### 8.5. TIMELINES FOR COMPLAINTS AND INVESTIGATIONS

8.5.1. Any complainants under Section 8, and any official acting on behalf of PMHA, will follow the process outlined in Appendix F for complaint or conflict resolution, and its timeline.

8.5.2. Once the complaint has been reported, verbally and/or in writing, the PMHA official will 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.

8.5.3. In addition to providing information to the PMHA official, the respondent may be requested to provide a written statement to PMHA.

8.5.4. On completion of the fact gathering stage, the PMHA official will summarize the incident; provide copies of the complaint, and the results of the fact gathering, in a written report to the PMHA

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Board of Directors.

8.5.5. On receiving these documents, the PMHA Board of Directors will 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 PMHA policy, and the matter will then be concluded.

8.5.6. If the PMHA Board of Directors concludes that the complaint should be dealt with by means of a formal hearing, it will appoint a minimum of three individuals to serve as a Harassment (Abuse) Advisory Panel, with one individual appointed to serve as Chairperson of the Panel. This Panel will follow the flow chart for complaint or conflict resolution as provided by this PMHA Policy, and the matter will be resolved to the best of PMHA's ability.

8.5.7. The PMHA Board of Directors will 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 will be used by the Panel to review the complaint.

8.5.8. The Panel will review the statement, or incident report, or letter, of the complainant, relevant documentation provided by the official acting on behalf of PMHA, and the statement of the respondent, and will render a decision at the informal level.

8.5.9. At the formal level, the PMHA Board of Directors may appoint an outside investigator, or an appointed harassment and abuse advisor from BC Hockey, who will conduct a formal investigation of the incident, and will provide a written report to the PMHA Panel. The panel will 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 will then render a decision.

8.5.10. 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 will be reviewed with both the complainant and the respondent present, as well as any witnesses to the incident. Following such a hearing, the Panel will render its decision.

8.5.11. In holding a hearing, the Panel will govern the hearings by such procedures as it may decide.

8.5.12. If at any point in these proceedings, whether informal or formal, the complainant becomes reluctant to continue, it will be at the sole discretion of the Board of Directors to continue the review of the complaint in accordance with this policy.

8.5.13. After reviewing and rendering a decision on any harassment or abuse matter, the Panel will present its findings to the Board of Directors with a copy provided to both the complainant and the respondent. This report may include:

- A summary of the relevant facts;
- A determination as to whether the acts complained of constitute harassment or abuse as defined in this policy;
- Any disciplinary action to be taken;

- Measures to remedy or mitigate the harm or loss suffered by the complainant;
- The nature and severity of the harassment or abuse;
- Whether the harassment or abuse was an isolated incident or part of an ongoing pattern of behavior;
- The nature of the relationship between the complainant and harasser;
- The age of the complainant;
- Whether the perpetrator had been involved in previous harassment or abusive incidents;
- Whether the perpetrator admitted responsibility and expressed a willingness to change behavior;
- Whether the perpetrator retaliated against the complainant.

8.5.14. 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:

- Verbal apology;
- Written apology;
- Letter of reprimand from the organization;
- A fine or levy;
- Referral to counseling;
- Removal of certain privileges of membership, volunteer duties, coaching or managing responsibilities, or employment;
- Required certification in Respect in Sport courses;
- Demotion, removal of volunteer privileges, or pay cut;
- Temporary suspension, with or without pay;
- Termination of employment, or contract, whether volunteer or paid employment;
- Expulsion from membership;
- Publication of the details of the sanction;
- Any other sanction which the Panel considers appropriate in the circumstances.

8.5.15. Failure to comply with a sanction as determined by the Panel will result in automatic suspension from membership in PMHA notwithstanding the above procedures; the Board of Directors may determine that the alleged offence is of such seriousness as to warrant suspension of the member from PMHA pending a review of the complaint.

## 8.6. APPEAL PROCESS

8.6.1. Both the complainant and the respondent will 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 PMHA Board of Directors.

8.6.2. 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 PMHA 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.



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8.6.3. An appeal will be heard by the PMHA Board of Directors, which will base its decision on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the report of the PMHA appointed official, the report of the outside investigator, and/or the report of the PMHA appointed Panel, and the notice of appeal, as received.

8.6.4. An appeal will be heard by the PMHA Board of Directors, which will base its decision on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the report of the PMHA appointed official, the report of the outside investigator, and/or the report of the PMHA appointed Panel, and the notice of appeal, as received.

8.6.5. In rendering a decision on an appeal, the PMHA Board of Directors will 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.

8.6.6. The decision of the PMHA Board of Directors, acting as the Appeal Review, will 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.

### 8.7. CONFIDENTIALITY

8.7.1. PMHA 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, PMHA will do so to the appropriate authorities. It is also the policy of PMHA to allow publication of the decision of the Panel, or the Board of Directors, where the acts complained of constitute harassment or abuse.

### 8.8. ACTIONS FOR FALSE COMPLAINTS

8.8.1. PMHA will take action against any false complaints in this area of sensitive and serious concern. These actions may, at the discretion of the PMHA Board of Directors, constitute sanctions similar or equivalent to, sanctions for harassment or abuse.

### 8.9. PLAN FOR IMPLEMENTATION OF THIS POLICY

8.9.1. PMHA has adopted the above policy and procedures and provided notice to its members.

### 8.10. PLAN FOR PREVENTION and ENFORCEMENT OF THIS POLICY

8.10.1. PMHA will publish, as part of its policy manual, the above plan information for definition of harassment and abuse, for implementation of prevention of harassment or abuse, and for policy enforcement, including its investigative procedures, decision-making process, and appeal mechanism. This harassment and abuse policy will be posted on the PMHA web site and will be made available to any member of PMHA on request.

## 9. TEAM BUDGETS, TROPHIES AND PHOTOGRAPHS

### 9.1. TEAM BUDGETS

The PMHA Team Budget Policy is a guideline for teams as they set their budgets for the season. This budget must be prepared and approved by the team parent group (66%) at the start of the season and then submitted to the PMHA treasurer for final approval.

#### TEAM EXPENSE GUIDELINES:

9.1.1. All U11, U13, U15 and U18 competitive teams must have a team treasurer that is separate from the team manager. This person cannot be a member of the family of either the team manager or coaching staff.

9.1.2. All U11, U13, U15 and U18 competitive teams must submit a copy of their parent approved team budget by October 31st to the PMHA Treasurer. All other teams that collect team fees from parents will submit their team budget to PMHA by November 15th. A subsequent updated/revised budget may be requested for submission to PMHA no later than January 1st. All teams will submit a copy of their team financial results at the end of the current season to the PMHA Treasurer by the deadline date of April 1st.

9.1.3. All competitive teams in PMHA must have a separate team bank account with two signors and these signors must not be from the same family. Teams that have a non-parent Head Coach require two (2) parents to co-sign and they must not be from the same family.

9.1.4. In the event the team has extra funds (greater than \$50) at the end of the season (after parents have been reimbursed their team fees) these funds can either be left in the account for a team the next season, can be donated to a non profit group or charity of the teams choice or they can contact the PMHA Board and ask them to help identify and donate it to a PMHA family that may be in need.

9.1.5. Any items at a cost greater than \$400 that were not approved in the original team budget must be voted on and approved by the parent group. If time does not permit the organization of a team meeting to review and discuss, the parent group must be given notice of the vote in writing and be given 24 hours to submit their vote. Approval is based on 66% of those that vote.

9.1.6. A budget update must be provided to the parent group once the first installment of the team ice bill has been paid. This update should include what has been spent year to date, what is still anticipated for the rest of the season as well as an overview of additional funds that may be needed and/or refunds that can be expected.

#### 9.1.7. TEAMS MAY BUDGET FOR THE FOLLOWING CATEGORIES:

- Ice for Rep teams (\$6,000 - \$8,000 per team)
- Non-Parent Coach travel expenses for out of town travel to games and tournaments, not to exceed \$1500.00 for the season for each PMHA approved Head Coach or Assistant Coach. The following are expenses eligible for reimbursement at the rates specified:

## Peninsula Minor Hockey Association Policy Manual

- 53 cents per km to cover fuel costs of personal vehicles used – limited to one vehicle as carpooling is expected, additional vehicles at coaches expense.
- Ferry costs for one vehicle for out of town games or tournaments.
- Hotel rooms for each night of the tournament (includes night before tournament start and evening of tournament end) booked at the same hotel and rates as the team – double occupancy (maximum of 2 rooms for three coaches or 1 room for 2), additional rooms or nights at coaches expense.
- Per diem to cover meals of \$60 per day (\$15 Breakfast, \$20 Lunch and \$25 Dinner)
- Paid Coach fees
- Extra Practice & Exhibition Games (including referees and timekeepers)
- Tournament Fees
- Bus Rental
- Goalie Instruction / Guest Training Specialists
- Dryland Training
- Fundraising Expenses such as 50/50 tickets, supplies, etc.
- Practice Jerseys / Socks
- Team Equipment / Extra First Aid Supplies / etc.
- Team Functions, Year End Windups & Gifts
- PMHA Player and Coach Apparel (new jackets, hockey bags or equipment, etc) or Provincial Championship Apparel for players, coaches, sponsors or team volunteers
- Banking Fees
- Miscellaneous (with detail)

9.1.8. Teams wishing to exceed suggested PMHA budget limits (see below) must send in a written request to their Divisional Manager who will then contact the PMHA Board of Directors for approval.

### 9.1.9. SUGGESTED TEAM EXPENSE BUDGET LIMITS

- U7 and U9 – up to \$5,000
- C-Division Hockey for U11, U13, U15, U18– up to \$8,000
- A/B teams for U11, U13, U15, U18 – up to \$25,000

## 9.2. TEAM TROPHIES AND BANNERS

9.2.1. All trophies or banners won by PMHA teams in league play, playoffs, Provincial or National playoffs and tournaments are to be turned over to PMHA by May 1 of the current playing season.

9.2.2. It is the responsibility of the winning team to ensure that their name and year are engraved on the trophy or banner.

9.2.3. The PMHA Board of Directors or its designate will approve all trophies and banners before they are placed in the viewing case or hung in the arena.

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### 9.3. TEAM PHOTOGRAPHS

9.3.1. Team photographs will be taken each playing season as arranged by the Board of Directors or its designate.

9.3.2. Each player and coach 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. Teams are encouraged to provide sponsors with a team photograph.

## 10. FUNDRAISING

### 10.1. GENERAL

10.1.1. Funds for the normal activities of the Association will be raised by:

- Registration fees as set annually by the Board of Directors after a budget of estimated costs for the season has been reviewed;
- Gaming grant application after a budget of estimated costs for the season has been reviewed.
- Sponsorship initiatives in keeping with this policy, to be reviewed annually by the Board of Directors.

10.1.2. All fundraising and sponsorship activities must comply with BC Hockey sanctioning and with rules determined by the Province of British Columbia's Ministry responsible for gaming policy and enforcement.

10.1.3. The Association Treasurer will keep an accounting of the dispersal of all of the above funds, with the exception of fundraising or sponsorship funds earned by individual teams.

10.1.4. Gifts or financial contributions to the Peninsula Minor Hockey Association may be accepted by the Board of Directors at its discretion.

### 10.2. SPONSORS

10.2.1. The Association's Director responsible for sponsorship will be responsible for overseeing Association sponsorship efforts, sponsor recognition, and liaising with team managers regarding any approved team sponsorship initiatives.

10.2.2 Only the Association has the right to secure sponsorship of PMHA team jerseys. Individual teams may not alter or deface PMHA jerseys to include the placement of advertising or sponsor recognition.

10.2.3 Only the Association has the right to coordinate any rink board, or in arena permanent advertising signage, or sponsor recognition signage.

10.2.4. Any Association or team sponsor is authorized to advertise its support of Peninsula Minor Hockey during the season in which sponsorship has been received, at the sponsors' expense, and with the pre-authorization of the Director responsible for sponsorship.

10.2.5. Current season sponsors are not to be approached for further funding unless approved by the Director responsible for sponsorship.

10.2.6. The levels of Association and Team Sponsorship, and the Association endorsed recognition program will be established annually by the Board of Directors based on the recommendation of the

## Peninsula Minor Hockey Association Policy Manual

Director responsible for sponsorship.

### 10.3. INDIVIDUAL TEAMS

10.3.1. Fundraising or sponsorship initiatives by individual teams will be permitted for the following approved functions only; to defray tournament registration and associated expenses, to defray travel expenses and to purchase extra ice time.

10.3.2. To ensure that all fundraising is coordinated and not repeated throughout the PMHA, that excessive fundraising is not done, and that all sponsors receive appropriate recognition, the Director responsible for fundraising may request a team to submit in writing, the type of fundraiser and date held.

10.3.3. PMHA will not assume responsibility for any debts incurred through individual team sponsorship or fundraising activities.

10.3.4. The PMHA Board of Directors reserves the right to deny any individual team sponsorship or fundraising event. In the event that Association approval is required for a specific type of gaming application, the Association will consider approving such applications on a case by case basis and may require the applicant to remit up to 25% of the net proceeds to the Association.

10.3.5 It is the responsibility of each individual team to provide any appreciation letter, or team photo to sponsors or fundraising partners.

## 11. MAILBOX AND KEYS

### 11.1. MAILBOX and KEYS

11.1.1. The handling and directing of PMHA mail from Canada Post shall be performed by the authorized Board members. It will be the responsibility of the PMHA Secretary to find a replacement to deal with mail should they be unable to perform these duties at any time.

11.1.2. All Board members, Divisional Managers, and committee members may be issued keys for the Association Storage lockers located at the arena.

11.1.3. Issuance of keys and return of the same will be the responsibility of the PMHA Secretary.

11.1.5. PMHA does not and cannot guarantee arena mailbox security. Nothing of value nor anything of a confidential nature should be placed in the arena mailbox.

11.1.6. Dependent on need, the use of Association's Computer(s) may be assigned to an Association Board member for the duration of their term.

## 12. PMHA SCHOLARSHIPS

### 12.1. GENERAL

12.1.1. Scholarships will be awarded to PMHA registered members who best meet the qualifications set hereunder.

12.1.2. The Board of Directors will determine the number and the amount of the scholarships to be provided each year.

12.1.3. PMHA will recognize their members who develop their academic aspirations, and at the same time, nourishing their interest in hockey.

### 12.2. ELIGIBILITY

12.2.1. Scholarship candidates must be current PMHA registered members or former members with 3 or more years of membership.

12.2.2. Qualifications for the scholarships are set by the PMHA Board of Directors and/or the Finance Committee, and may include:

- Sportsmanship
- Hockey ability and performance or quality contribution
- School and community participation

### 12.3. HOW TO APPLY

12.3.1. To apply for a scholarship, candidates must submit a letter of application, and the following documents at the time of application:

- Letter of support from the applicant's hockey Coach or Referee-in-Chief.
- Copy of the most recent school report card;
- Copy of letter confirming attendance at a post-secondary institution;
- A minimum of two letters of reference.

### 12.4. SELECTION

12.4.1. The Finance Committee will review all scholarship applications, recommending the successful applicants and scholarship amounts.



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### 12.5. SUBMISSION

12.5.1. Letters of application and supporting documents for scholarships must be received by the PMHA Finance Committee no later than September 1. Decisions will be made by November 1.

12.5.2. All applications and supporting documentation become the property of PMHA.

## Appendix A: Contract for Coaches

### Coaches Code of Conduct

1. I will treat my team's players, their parents, the opposing team's players, coaches, and parents with respect and dignity.
2. I will conduct practices and games so that players have the opportunity to challenge themselves and to improve their skills.
3. As a team coach of the Peninsula Minor Hockey Association, I will always conduct myself accordingly, and responsibly, in order to set a positive example to my players
4. I will offer only positive encouragement and assistance to my players.
5. I will strive to be the best coach I can be, both in games and in practices.
6. I will refrain from using profane language at all times.
7. I am committed to demonstrating good sportsmanship and a keen competitive spirit at all times.
8. I will ensure that all players get equal instruction, support and follow VIAHA policy on the VIAHA Fair Play Code.
9. I will regard all game officials with respect and understanding.
10. I will always ensure that when my team is participating in any hockey function that they are properly, safely equipped and supervised
11. I want to have as much FUN as I can while I am involved with hockey and I am committed to ensuring my team does as well.
12. I will be reasonable in my demands of my players' time, energy and enthusiasm, recognizing that they are active individuals with a variety of interests.
13. I will endeavor to be fair and just in all my decisions.

#### PLEASE READ IN FULL

I am aware that the aim of minor sports is the personal and character development of EACH participant and that every player in my charge will be given equal opportunity and consideration in all situations and contexts. I am aware of the Peninsula Minor Hockey Association's Policy Statement and agree that any behavior on my part that would be contrary to the above COACHES CODE OF CONDUCT would forfeit my coaching privileges. I further agree to attend all clinics and meetings as may be required by the Association.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Peninsula Minor Hockey Association Policy Manual

### **Coach Responsibilities**

- A. Recreational team coaches will allot equitable ice time to all players assigned to their team, regardless of ability.
- B. All coaches will create a sociable environment that will assist in each player's physical and skill development.
- C. All coaches will 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.
- D. All coaches will 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 Hockey Canada Insurance;
  - In case of an injury, that proper medical aid is obtained as quickly as possible.
  - They have completed all required courses and training set out by PMHA, VIAHA, BC Hockey.
- E. All coaches will ensure that their teams are on time for all ice sessions and that the ice is cleared before the allotted time has elapsed.
- F. Any member of PMHA may raise a complaint and / or may appeal any suspension and/or any decision.
- G. All coaches will ensure that all hockey equipment assigned to their teams, from the Association, is cared for properly.
- H. All Recreational team coaches will 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.
  - ensuring all players on the team, as well as their parents are aware of the pertinent Hockey Canada; BC Hockey, VIAHA, and PMHA rules governing game conduct and sign the appropriate codes of conduct.
  - Divisional Manager / VIAHA receives all game sheets and, if requested, monthly reports on the status of their team including, but not limited to such things as: win/loss, penalty minutes, internal problems etc.
  - that the team has a certified Safety Person.
- I. Player discipline will be the prerogative of the Coach, with a maximum 1 game or practice suspension. Such occurrences will be reported to the Divisional Manager. For those occurrences where more than 1 game or practice suspension is considered warranted, team coaches will refer the matter to the Divisional manager, for action to be taken.
- J. All incidents involving suspensions of PMHA players must be reported to the Divisional Manager.
- K. All coaches will 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.

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- L. All coaches will emphasize improvement of all basic skills from an individual as well as an overall sport point of view.
- M. All coaches will provide for tactical and psychological development in anticipation of progress to a higher level in the sport.
- N. All coaches will model exemplary sportsmanship in all dealings with opposition players and coaches, on- ice and off-ice game officials, team members, parents and fans.
- O. Team coaches will ensure that players are “carded” through the Registrar in accordance with VIAHA and BC Hockey rules.
- P. Recognize when to refer players to other coaches or specialists, allowing players goals to take precedence over their own.
- Q. Communicate and cooperate with players parents or legal guardians, involving them in decisions pertaining to their child’s development, and ensure that after the team is set, that a team Manager is selected to address issues such as team scheduling and team budgeting in keeping with PMHA and VIAHA guidelines.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B: Contract for Safety Persons

### Safety Persons Code of Ethics

The Safety Person will:

1. strive to enhance the safety of all hockey participants at all times.
2. will use only those techniques, which they are qualified to administer.
3. will always err on the side of caution and should never practice any behaviour, which may ultimately harm a participant or worsen an injury.
4. will strive to achieve the highest level of competence and should continue to educate them self to update and improve upon basic skills.
5. will respect all participant information as confidential. Such information will not be disclosed to any person without the consent of the participant and their parents or guardians, except where required by law or in the event of an emergency.

#### PLEASE READ IN FULL

I am aware that the aim of minor sports is the personal and character development of each participant and that every player is entitled to equal opportunity and consideration in all situations and contexts. Further, I agree that any behaviour on my part that would be contrary to the above Safety Persons CODE OF ETHICS could forfeit my opportunity to act as Safety Person. I further agree to attend all hearings, meetings, and the Peninsula Minor Hockey Association may require clinics as.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Safety Person's Responsibilities**

The Safety Person will:

- A. ensure that an effective risk management program that strives to prevent injuries and accidents before they happen is in place with their team.
- B. take a proactive role in identifying, minimizing, or eliminating risks during all activities of the team.
- C. conduct regular checks of player's equipment to inspect for proper fit, protective quality and maintenance and will regularly advise players and parents regarding the same.
- D. maintain accurate medical history files on all players, ensuring that they are brought to all games and practices.
- E. maintain a fully stocked First Aid Kit and ensure that it is brought to all games and practices.
- F. practice and implement an effective Emergency Action Plan with their team, ensuring that all involved understand their roles.
- G. be prepared to recognize all life-threatening and significant injuries.
- H. manage all minor injuries according to basic injury management principles and refer players to medical professionals when deemed necessary.
- I. 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.
- J. act as Safety Person for both their team and the opponent's team if only one is present.
- K. always err on the side of caution.
- L. hold a valid Hockey Canada HOCKEY Safety certification.
- M. In the event of player injury in a PMHA sanctioned activity, the decision to continue participation lies with the Team Safety Person, certified by the Hockey Canada Safety Program.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C: Contract for Players

### Player Code of Conduct

**As a player, I shall:**

**Rules:** Abide by the rules of hockey, the policies of the PMHA and principles of good sportsmanship.

**Respect/Sportsmanship:**

Respect my teammates, coaches, team officials, referees, opponents, opposing coaches, opposing team officials and other participants in PMHA games, practices and other association activities.

Not make any derogatory comments as to another individual's race, ethnic origin, colour, religion, gender and/or sexual orientation.

Not put anyone down, or say or do anything that could hurt someone else physically or emotionally.

Work hard to improve my skills both as an individual and as a team player.

Not lose my temper at games, practices or Association activities.

Act in a safe and responsible manner at games, practices and all PMHA activities.

Support my teammates including those who are less skillful both on and off the ice.

**Commitment:**

Attend all practices and games and in the event that I have a legitimate reason for not being able to attend a practice or game, I will provide my coach with as much notice as possible of my anticipated absence.

Be on time and prepared to commence a game or practice in keeping with the schedule established by the coach.

Play whatever position I am assigned by my coach to the best of my ability.

I will encourage my parents to be involved with my team in some capacity because it is important to me.

**Safety:** I will always ensure when I participate in a team function that I am properly and safely equipped in accordance with BC HOCKEY, VIAHA, and Hockey Canada Insurance regulations.

**Fun:** I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!

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**Be the best example of a star hockey player you can be.** When you wear your PMHA jersey, you represent our association! Make us proud by being kind, smiling, friendly, and playing fairly.

I understand that to be a PMHA player, I must comply with this Code of Conduct and that my failure to do so could result in disciplinary action against me including suspension from my team and playing hockey.



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**PLEASE READ IN FULL**

I am aware that the aim of minor sports is the personal and character development of each participant and that every player is entitled to equal opportunity and consideration in all situations and contexts. Further, I agree that any behaviour on my part that would be contrary to the above PLAYER'S CODE OF CONDUCT could forfeit my playing privileges. I further agree to attend all hearings and meetings as may be required by the Peninsula Minor Hockey Association.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Social Media Guidelines

The Peninsula Minor Hockey Association acknowledges and understands its members' rights to freedom of expression including the use of social media networks. In this context, however, each member must remember that playing for and representing PMHA is a privilege. As a volunteer, player, parent or guardian of a player, you represent PMHA and it is expected that you portray yourself, your team, and the Association in an unquestionable manner at all times. Any online postings must therefore be consistent with Association guidelines.

### Guidelines:

If you participate on a social networking site (including team group chats), you must keep the following guidance in mind:

- Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including photos, videos, comments, and posters) may be accessible even after you remove it.
- Use discretion when sending and/or receiving “friend requests”.
- What you post may affect your future. Many university school admissions officers, scouts, professional teams, national governing bodies, volunteer organizations and employers review social networking sites as part of their overall evaluation of a candidate or employee. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including photos, videos, comments and postings).
- Similar to comments made in person, PMHA will exercise ZERO TOLERANCE with respect to disrespectful/offensive comments and behavior online.

### Monitoring and Consequences:

Any violation of these guidelines is subject to investigation and sanction by the Association. PMHA reserves the right to determine appropriate sanctions for any violation of these guidelines (such sanctions may vary from removal of the objectionable material, suspension or termination of membership).

I agree to abide by the principles of these Social Media Guidelines as set by Peninsula Minor Hockey. I also agree to abide by the disciplinary decisions as may be set by Peninsula Minor Hockey.

PRINT PLAYER'S NAME \_\_\_\_\_ DATE: \_\_\_\_\_

### SIGNATURES:

PLAYER: \_\_\_\_\_ PARENT: \_\_\_\_\_

## Appendix D: Contract for Parents

### Parents Code of Conduct

As a parent or guardian of a PMHA player, you have a responsibility to:

**Rules:** Ensure to the best of your ability that your child abides by the rules of hockey, the policies of the PMHA and principles of good sportsmanship.

**Participation:** I will not force my child to participate in Hockey. I will remember that the reason for participating is to have fun and the game is for the kids, NOT the adults.

**Commitment:** I understand that my child's coaches are volunteers who spend significant time and energy in planning practices and games. I also understand that hockey is a team sport and that my child owes his/her teammates the courtesy of consistent attendance and effort at practices and games. I will communicate with the coaches as soon as practicable any time my child will be unable to participate in, or will be late to, a practice or game. In addition, I understand that if my child is frequently absent from, or tardy to, games and/or practices, the coaches have discretion to take action in accordance with the guidelines established by the team at the beginning of the season.

**Sportsmanship/Respect:** Ensure to the best of your ability that your child respects his/her teammates, coaches, team officials, referees, opponents, opposing coaches, opposing team officials and other participants in PMHA games, practices and other association activities.

**Conduct:**

Ensure to the best of your ability that your child conducts himself/herself in a manner that minimizes the risk of injury, both physical and psychological, to himself/herself and others which includes refraining absolutely from making any derogatory comments as to another individual's race, ethnic origin, colour, religion, gender and/or sexual orientation.

Ensure you and all supporters of your child refrain from criticism of coaches, team officials, referees, teammates, opponents, opposing coaches, opposing team officials and other participants in PMHA games and other association activities and, when you feel that criticism is warranted, you shall offer it in a manner that is fully respectful, through proper channels and away from the hockey rink.

Ensure you and all supporters of your child refrain from directing comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to players, team officials, referees and association volunteers including but not restricted to division managers, board members and executive members (directors). If you feel that criticism of any such person is warranted, you shall offer it in a manner that is fully respectful, through proper channels and away from the hockey rink.

Ensure you and all supporters of your child refrain from discussing the weaknesses of other team players and/or coaching staff with your child.

**No Coaching:** I will refrain from coaching my child or other players during games and practices unless I am one of the team coaches or asked to assist by the team coaches.

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**Learning:** I will encourage the learning and development of the kids as athletes and members of our community. To that end, I will emphasize commitment, effort, development, sportsmanship and respect.

**PLEASE READ IN FULL**

I am aware that the aim of minor sports is the personal and character development of each participant and that everyone involved with hockey is entitled to equal opportunity and consideration in all situations and contexts. Further, I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the CODE OF CONDUCT FOR PARENTS.

Name: [printed] \_\_\_\_\_

Signature: \_\_\_\_\_

Name: [printed] \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Parent Responsibilities**

- A. Unless invited by a coach, parents are not allowed into the dressing rooms except in the U-11 and below divisions where parents may assist their child in dressing players.
- B. Parents have a responsibility to treat everyone fairly and are required to complete Respect in Sport in keeping with VIAHA regulations.
- C. Parents should encourage their child to play sports without undue pressure.
- D. Parents should understand what their child wants from sports and provide a supportive atmosphere for achieving those goals.
- E. Parents should assist the coaches in teaching players cooperation, teamwork, and following rules.
- F. Parents should help their child learn to accept and meet the responsibilities to the team and to the coach.
- G. Parents must trust the care of their young player to the coaches at practices and games, respecting the coaches' decisions, directions and philosophy.
- H. 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.
- I. Parents must keep winning in perspective and help their child do the same.
- J. 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.
- K. Parents will make an effort to attend their child's games while emphasizing the fun and enjoyment of it.
- L. Parents must respect and show appreciation for the volunteers who give of their time to provide a safe and enjoyable hockey experience for their child.
- M. Any adult who brings a player to a game or practice must provide the team coach or manager with a contact telephone number if they leave the arena. This applies up to and including U-13 players.

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- N. Parents will notify the PMHA Registrar of their child's change of address should their child change their regular place of residence between the time the register and the end of the season
- O. If a parent has a concern related to the welfare of a player the parent will first approach the team manager. If a resolution is unable to be reached, then refer to PMHA Policy Section 7.
- P. It is the responsibility of the player and parent to present written authorization from their doctor clearly stating the return to play date with any restrictions to full participation after that player was injured while participating in a PMHA sanctioned activity and required medical attention for the injury.

Name: [printed]\_\_\_\_\_

Signature: \_\_\_\_\_

Name: [printed]\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix E: Harassment and Abuse

The Peninsula Minor Hockey Association strives to solve all problems expeditiously as possible. Communications are paramount. Every step in the process will involve updates to all parties involved. PMHA provides these guidelines for Conflict Resolution, Harassment and Abuse complaints; together with the Conflict Resolution Flowchart problems should be dealt with expeditiously. If there are any other questions please contact your Team Manager for clarification.

All timelines suggested herein are approximate. The intent is for the process to be transparent as related to the direct parties, in an expeditious and fair manner.

### **Actions to be taken at each level:**

**Claimant:** Incident occurs; Claimant (Parent, Player etc.) decides to raise a complaint. They contact their Coach /Team Manager. (5 Days from Incident)

**Coach / Team Manager:** Once a complaint is received by Coach / Team Manager they decide to either refer the matter to the next higher authority or deal with it themselves. If deemed appropriate, an incident report is to be filled out and copies given to the parties involved. (Claimant / Team Manager / Divisional Manager or Director responsible for Risk Management.) (7 days from incident)

**Divisional Manager:** When the Division Manager receives a complaint, they will decide if they can address the matter or if it should be referred to the Director responsible for Risk Management. (10 days from incident)

**Director Responsible for Risk Management:** When the Director responsible for Risk Management receives a complaint, they will decide if they can address the matter or if it should be referred to the Board of Directors. (14 days from incident)

**Board of Directors:** The Board reviews the report, and decides if it can be resolved informally, or if it should be referred to a Harassment Advisor Panel. (20 days from incident)

**Harassment Advisors:** When Harassment Advisors receive a complaint, they investigate and make a report and recommend a decision. They then inform parties concerned reporting to the Board of Directors. (25 Days from incident)

**Board of Directors:** When the Board receives a report from the Harassment Advisors, they ratify the decision informing the parties involved and their rights of appeal, ensuring the complaint has been handled correctly. (30 Days from incident)

**Appeal:** Once a claimant is informed of the Board's 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 BC Hockey:** If the claimant wishes to appeal the decision to BC Hockey, their complaint is then handled by BC Hockey.

## Appendix F: Conflict Resolution

Does the incident involve harassment, bullying, or other behaviour where a child is potentially at risk?

### NO

If “No”, follow the steps below and refer to the PMHA Policy Document, Section 7.

- **Step 1:** Adhere to 24-hour “cooling off” period. Go to your Team Manager for resolution. Your Team Manager will consult with Coach and / or your Divisional Manager and attempt to resolve the problem.
- **Step 2:** If you are unable to approach your Team Manager, go to your Divisional Manager, who may request information on the issue in writing, and may involve specific members of the PMHA Board of Directors, depending on the issue.
- **Step 3:** If you are unable to resolve your issue by going to your Team Manager and / or your Divisional Manager, an alternate process is available through an online reporting tool on the PMHA website.
- The Board of Directors will refer all complaints, protests, and appeals to the Association’s Dispute Resolution Committee for resolution in accordance with association policies.

### YES

If “Yes”, follow the steps below and refer to the PMHA Policy Document, Section 8.

- **Step 1:** Any person who experiences harassment or abuse, who witnesses harassment or abuse, or who believes that harassment or abuse has occurred, is encouraged to immediately make it known that the behavior is unwelcome, offensive, illegal, and contrary to PMHA policy.
- **Step 2:** If confronting the person responsible for harassment or abuse is not possible, or if after confrontation the unwanted behavior 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 immediately to an official of PMHA. An official is any person in one of the following positions: Board member, Divisional Manager, Team Manager, Coach, or Assistant Coach.
- **Step 3:** The PMHA official is to report the issue immediately to the PMHA Director responsible for Risk Management, and / or the Vice President of Hockey Operations, and / or the PMHA President. Peninsula Minor Hockey will investigate the incident in accordance with the PMHA Policy Document, Section 8.



## Appendix G: Representative Team Assessment Guidelines

### **Objective:**

The high-level objective of the representative team assessment process is to select players and goalies to the appropriate representative teams, and U-11 Development A and B teams, in the shortest period of time with unbiased and accurate assessment results. Assessment results are based on a collaborative approach between the Head Coach and outside non-PMHA parent volunteer assessors.

Head coaches and Assessors will have equal votes on player placement decisions and a unanimous vote is the goal. A head coach with their own child in the division may not vote on their child's placement. When needed and based on the approval of the Board, paid goalie assessors can be used due to the heightened competition for the goalie positions.

The VP Hockey Operations will oversee Rep Assessments and Coach Selection Committee. For any division where they have either a child or close relative participating in Rep Tryouts (Niece, Nephew, Step-Child or Grandchildren) a neutral member(s) of the Board of Directors will be appointed to oversee the assessment process for that division. In addition, any member of the board that is applying to coach a team cannot participate in the coach selection process in any way for the division they are applying to coach, this includes, but is not limited to viewing of the coach surveys, coach applications and oversight or choice of the coach selection committee.

The member(s) of the board that will be appointed to oversee a division where there may be a conflict of interest will be determined through the consultation of the President, VP Hockey Operations and VP Administration. This member (s) will then be presented to the board at the next meeting and will be voted on and approved prior to taking on the oversight role for either assessments and/or coach selection.

Generally, contact with the assessors is discouraged outside of closed door placement meetings which includes the presence of the PMHA Board member assigned to provide oversight of divisional assessments.

### **Fees:**

A fee is charged to each player in the assessment process. These funds are used to cover costs associated with referees, ice costs, paid goalie assessors and other costs like food and beverages for volunteer assessors.

### **One Rep team or Two:**

Where there are enough players and goalies, it is the intent of PMHA to create two teams (an A and B team) in order to foster development opportunities.

### **Tasks that need to be completed during August:**

- Appropriate number of teams in every age category need to be agreed upon prior to the Rep

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- assessment process starting.
- This should be a motion made at the Board meeting that should be held in August prior to Rep Assessments starting.

TASK – email is sent to all Rep families with the times for all ice times and a reminder of the mandatory parent meeting on the first day of assessments. This email needs to be sent out at a minimum of one week prior to the first day of Rep Assessment and posted to the PMHA web site.

Process for Age groups where there are enough players/goalies for Two Rep Teams:

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### **Step 1: Assessment process**

TASK – Coaches in consultation with the Divisional Manager will sort kids into equal teams/groups of skaters and goalies. Rep Coaches will make best efforts to ensure that each team/group is equal in skill and with roughly the same defensemen and forwards. If the Rep Coach is not familiar with players in that division, the coaches will get assistance from the Divisional Manager and the Vice President of Hockey Operations.

- Minimum one skill session ice time for players (evaluated). Minimum ice requirement for skill assessments is one ice slot of 60 minutes per group.
- One skill session ice time for goalies (evaluated). Ice requirement is a minimum of one ice slot of 60 minutes each for goalies per grouping. Appropriately skilled shooters shall be sourced to ensure continuity in the evaluations. Whenever possible the goalie evaluator will provide skills shooters to the skill session.
- Minimum two intrasquad scrimmages (evaluated). Best efforts will be made to ensure goalies get equal playing time in scrimmages regardless of number of goalies trying out.

TASK – parent meeting by Divisional Manager and a PMHA Board member with all families on reviewing the process and key milestones (should be held on the first day).

#### Objective and Outcomes of Step 1:

- Initial ranking of the skaters and of the goalies.
- Assessors will have a ranking that they have created as a group and both the A and B Coach will have their own ranking. One member of the PMHA Board will be assigned to moderate this process. NO other parents or coaches are to be involved in this process.

TASK - Discussion and voting process will be used to identify player locks to the A and B team. Voting process is that the assessors get one vote and the coach of the A Rep team gets one vote. A head coach with their own child in the division may not vote on their child's placement. In the event of a tie vote, the PMHA Board Moderator will chair further discussion and if a tie cannot be broken in a subsequent vote, then the player will stay in the assessment process for further evaluation. Coaches cannot choose players who do not assess within range for the team, keeping only A/B bubble players and not the players who are clearly assessed as recreational level players. The goal is to remove these players such that more focus is placed on evaluating the rest of the group.

TASK - Identify players on the A/B bubble. These players should be ranked. Voting on this is not required, however there should be discussion between coach and assessors to ensure all players are getting a fair and equitable evaluation without bias.

TASK - Identify players on the B team and those who are on the B / Recreation bubble, and where warranted players may be released to Recreation. Coach input from B coach and assessors will also need to find general agreement on identifying these players.

OUTCOME - Release players to Recreation. The releases to Recreation should all be unanimous votes between assessors and coaches and discussion on this if needed needs to be thorough. The intent, particularly at the U-11 Development level is that these releases should be comprehensive as to enable

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players and parents a clear understanding of which program is best suited for the players assessed skill level.

TASK - email is sent to the entire group of Rep families with the assessment jersey of those players who are locked on A and B and the releases to Recreation. The communication method may be altered, so long as privacy and sensitivity are ensured during the release process. Coaches are discouraged from holding multiple assessment interviews with players during the process. A reminder that all remaining players not listed need to be available to play in the upcoming weekend inter-association games.

### **Step 2: Inter-association games**

- Rep Coaches and assessors will evaluate play during the inter-association games. During this weekend there will be additional players locked to A. In order to accommodate proper evaluation of A/B bubble players, these players will play in the inter-association games which may mean that A lock players will sit out these games. Objective and Outcomes of Step 2:
- Coaches and Assessors need to identify remaining players that are competing for positions on the A team and only do assessments on those players.

TASK – email is sent out to all remaining families in the Rep / Development stream to those players who are on A and who are on B. The U-11 Development assessment process and team selection concludes at this stage.

### **Step 3: For U-13, U-15 and U-18 Divisions**

- The A team can carry additional players for up to ten days following the inter-association games in order to make a determination on any final releases.
- The B team can carry additional players that were identified on the B / Recreation bubble for up to fourteen days following the inter-association games in order to make a determination on any final releases.
- After the inter-association games and any additional games and practices as per the above, then all remaining spots on the A team and B team, including goalie positions should be assigned.

### **Goalie Assessments**

Results of goalie technical assessments (to include the inter-squad games) are to be provided to the A and B team coaches. Coaches must utilize the evaluation provided by the contracted goalie assessor(s).

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When deciding on the final goalies going into the inter-association games a coach may take more than two goalies but the selection should be based on the goalie rankings as assessed during the technical session and assessment games. For instance, if the A team coach needs further evaluation they may take three goalies into the inter-association games, but the coach should not take goalies ranked out of order from the assessed rankings. Goalies must be ranked 1, 2 or 3 but the coach should not take a 1, 2 or 5th ranking goalie. The coach can take three goalies to the inter-association games, but also has to ensure they all get fair playing time with the exception of any goalie who has been locked to the team.

Depending on circumstances and overall registration numbers, each team will aim to carry 15 skaters and 2 goalies.

### **Sample coaches log:**

A locks
_____
_____
_____
A/B bubble
_____
_____
_____
B locks
_____
_____
_____
B/Rec bubble
_____
_____
_____
Rec
_____
_____
_____

## Appendix H: Recreational Team Assessment Guidelines (U-11 - U-18)

The following guidelines apply to U-11 C, and to recreational teams in U-13 through U-18.

The steps below to be completed by the Divisional Manager unless otherwise noted. It is the responsibility of the Coach Coordinator to maintain a roster of eligible coaches, and for the Divisional Manager to keep the Board Member charged with over-sight of the Recreational Assessment Process informed as the process moves through to completion.

### Step 1 – Pre Season

- Early to mid-August: identify Recreational Head Coaches and A/Cs by phone and email.
- Assessors are normally the Head Coaches and Assistant Coaches for the Division. Assessors can also be coaches from other divisions or from previous years. It is sometimes helpful (but not necessary) to have an assessor who knows none of the kids to neutralize assessment biases that may occur in certain situations.
- Confirm Recreational Coach/Assessor Group and set up a schedule based on ice times provided by the Ice Allocator.
- Based on skater and goalie registration numbers, determine if there are enough or too many goalies. If too few or too many, notify the Registrar so that they may notify other associations for possible goalie transfer opportunities. Create an email list from Registration information and email all parents who have registered their players for recreational hockey. Ask parents to confirm that they received the email and to confirm their player's position (position declaration may not apply to younger age groups). NOTE: this is an important step as the registry doesn't always identify goaltenders AND some of the parents may have inadvertently registered for recreation instead of representative.
- Confirm with parents of U-18 players regarding Letters of Intent to try out for junior teams.
- Confirm with all of the females in your division as to their intent, especially if some are trying out for female zone teams. If they do not make a zone team you will need to save a spot for them if they want to return to PMHA to play recreational hockey.
- Liaise closely with PMHA's Female Coordinator and the Registrar before assessments to ensure overall numbers are managed. In addition, confirm if female players have dual card status when PHMA girls' teams exist. This is especially important in the younger divisions, where many new-to-hockey parents are unaware of what dual carding is, and how it works.

### Step 2 – Ice Breakers

- Notify Registrar regarding coaches (full name required) who will be on the ice so that they may be insured under Hockey Canada rules.
- Notify Parents about Ice Breakers and Upcoming Assessment Times
- Two icebreaker sessions are usually enough if the registration numbers indicate 3 to 4 teams for recreation.
- Assign two coaches from the Coach/Assessor Group to run the ice breakers. Each skater gets 1 ice breaker. Divide the division's population alphabetically ensuring that you have an equal number of goalies per session. The purpose of the ice breakers is to get players back on their skates and test out equipment before assessments. Normally, ice breakers consist of 15 or so minutes of warm up followed by a scrimmage. The lure of a scrimmage game can attract more

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bodies than a practice, especially in the older age groups. Ice breakers are not mandatory but are highly recommended. Ice breakers are not assessed.

- If a female-only ice breaker session is scheduled, only those female players with dual-card status should participate in the recreation team ice breaker.

### **Step 3 – Skills Assessment (U-11 to U-15)**

- Divide players and goalies into Groups for Skills Assessments; assign assessment jerseys; ask for help from your Coach/Assessor Group to make the groups as evenly skilled as possible.
- Assign 2 or 3 of your coaches to run the on-ice drills and assign 4 or 5 of the remaining coaches to assess from the stands
- A separate skills assessment process may take place for goaltenders. If this is the case, division managers work with the PMHA Goalie Development Director or consultant to ensure that the affected families are informed about the time, location, and nature of those assessments.
- Sample assessment sheets for skills and scrimmages are available on the PMHA web site.
- Assign a ‘Coordinator’ to collect the assessment sheets from each coach after the skills and scrimmage game sessions. The Coordinator tallies the numbers and presents the final rankings (dividing the forwards and defence) to the Divisional Manager and coaches before the Draft Meeting.
- For Skills Assessments – the Coach Coordinator will provide a Skills Assessment Ice Plan, or on-ice coaches must use the example Skills Assessment Ice Plan for their age division found on the PMHA website.

### **Step 4 – Scrimmage Games (U-11 to U-18)**

- For Scrimmage Games – assign Coach/Assessor group to manage the bench during scrimmages. Assign (ideally) the same assessors in the stands that were used for the skills session (puck and cone drills). The benches will be run by parents or assistant coaches who are not assessing the games. They are there only to open the gate and to line the players up as the assessors are asking them to do. They are not to instruct or cheer on players, and parent coaches should not be on the same bench as their own child.
- GAME NUMBERS, GAME REPORTS, and SUBMISSION TO VIAHA Commissioners. Scrimmage games during the assessment process may have referees, and if a referee is present the VIAHA requires game numbers. Division managers are responsible for obtaining game numbers from VIAHA Commissioners, and will provide those numbers to the parent volunteer scorekeepers.
- Division managers are responsible for providing scorekeepers with scrimmage team rosters, score sheets, and blank game reports. After each game, it is the division manager’s responsibility to ensure that the score sheet and game report are submitted to the appropriate VIAHA commissioner. Division Managers can delegate the task of submitting the game report to a volunteer parent.
- To help ensure that teams are as even as possible, Division Managers will consider both the age of the players, and player skill levels to the degree they may already be known.
- Each player will be assigned to at least 2 scrimmage games.
- Every effort should be made to ensure that your scrimmage teams are as even as possible; ask your coaches to review the teams beforehand and keep in mind that the releases from the A/B assessment process will need to be accommodated in the recreational assessment process.
- Make sure the bench coaches know that the goalies require equal ice time during scrimmage games.
- Assign parents to run the clock and score sheet for all scrimmage games

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### **Step 5 – Meeting to Draft the Teams**

- All participants in the draft team selection process should attend a meeting with the Board Member to ensure they clearly understand the draft process in advance of the draft.
- After assessments are completed and rankings calculated, all Head Coaches, Assistant Coaches and other assessors meet with the Divisional Manager and Board Member to draft teams based primarily on keeping teams balanced for skill AND considering the following factors:
  - Sibling sets to be kept together unless parents ask otherwise.
  - Separate any known 'difficult' behaviours so that they don't become concentrated on one team.
  - Special emphasis should be made on placing goalies. In the event there will be two goalies per team, a goalie that assesses very high must be paired with a goalie whose assessed level is low. Goalie placement should be addressed prior to proceeding to the draft.
  - To help ensure the creation of equal teams, a 'serpentine' draft is recommended. If three recreational teams are being created, the draft order would be as follows:
    - Round 1: Team 1, Team 2, Team 3
    - Round 2: Team 3, Team 2, Team 1
    - Round 3: Team 1, Team 2, Team 3
- In execution of the draft, the following should be considered; the number of preassigned players to any given team must be limited. The head coach's child would be on that team. The child of the assistant coach is also permitted to be preassigned. After that, the balance of all players will be in the draft pool. The preassigned players will be "slotted" in the draft based on where they assessed. Examples - if the head coach's child ranked as a 1st round player, then that team does not pick in the first round of the draft. If the assistant coach's player is ranked in the 6th round, then they would also not pick in Round 6.
- The draft should be done first on skill and then trades can occur to account for special circumstances; final team configurations require a consensus from the Head Coaches and Divisional Manager.

### **Step 6 – Exhibition Games within First Two weeks of Setting the Teams**

- Divisional Managers will review results of intrasquad scrimmage or inter-association games in the first two weeks after the teams are set; if the scores from these games indicate an unequal skill distribution; a meeting will be held with Coaches and Divisional Manager to discuss making a few trades to even out the skill.



## Appendix I: U6-U9 Team Formation

The following paragraphs describe the process for creating all U6-U9 teams. Throughout this process, the Divisional Manager will communicate and work with a member of the Board who has been assigned to them, and it is the responsibility of the U6-U9 Divisional Managers to complete the following tasks:

- As soon as possible in August, contact the PMHA Registrar for a list of emails and registration information for all registered players / parents.
- Send an email to all registered players / parents, advising of the dates and times for the initial Ice Breakers. Take appropriate measures to ensure that all emails are delivered and received.
- Work with the PMHA Board to ensure that Coaches, Assistant Coaches, On-ice Helpers, Safety Persons, and Team Managers are in place prior to the beginning of the season.
- In concert with Team Managers, obtain PMHA jerseys from the PMHA Director responsible for jerseys, and distribute them at the first ice-breakers, while keeping a detailed record of who has each jersey.

### Step 1- Ice Breakers

The ice breakers are an opportunity for the kids to get on the ice for fun warm-up drills and activities, and for Coaches and Safety Persons to check that all equipment is present and in good repair. As determined by numbers, registered players are divided into equal ice-breaker groups, usually based on the player's last name. (Each ice breaker session should have no more than the equivalent of two teams – a maximum of 38 players – on the ice at one time.)

During the Ice Breakers session, and in subsequent practices early in the season, coaches are encouraged to informally assess players' skills and abilities. While teams are not formed on this basis, this provides useful information for dividing up groups of players during practices.

In U6-U9, no players are designated as goalies, and all players will have the opportunity to play goal during the season if they choose to.

### Step 2 – Team Formation

In accordance with BC Hockey regulations, all U6-U9 teams are formed based on the age of the players. The teams, and the ages of the players on December 31<sup>st</sup>, are as follows:

U6/U7 (Formerly known as "U6-U9 Minor" and "Initiation")

- U6: 5 years old
- U7: 6 years old

U8/U9 (Formerly known as "U6-U9")

- U8: 7 years old
- U9: 8 years old

## Appendix J: Concussion Management & Return to Play Guidelines

PMHA follows Hockey Canada protocol with respect to concussion or suspected concussion management.

**DEFINITION:** All players who experience a concussion must be seen by a physician as soon as possible. A concussion is a brain injury which may involve loss of consciousness, but which most often occurs without a loss of consciousness.

**MECHANISM:** Blow to the head, face or jaw, or even elsewhere on the body. Concussion may also result from a whiplash effect to the head and neck.

### **COMMON SYMPTOMS & SIGNS:**

- Symptoms and signs may have a delayed onset (may be worse later that day or even the next morning), so players should continue to be observed even after the initial symptoms and signs have returned to normal.
- Injuries to the brain are characterized by an altered state of consciousness. It is the altered state of consciousness that is the key thing to look for with any head injury
- Concussion is a “symptom” injury – there are fewer outward signs than symptoms. This may make it more difficult for the observer to detect and easier for the player to mask/hide the symptoms.
- A player may show any one or more of the following symptoms or signs AND ANY ONE OF THESE SIGNS OR SYMPTOMS IS ENOUGH TO REMOVE A PLAYER FROM ACTION:

### **Symptoms**

- Headache • Dizziness • Feeling dazed • Seeing stars • Sensitivity to light • Ringing in ears • Tiredness
- Nausea, vomiting • Irritability • Confusion, disorientation

### **Signs**

- Poor balance or coordination • Slow or slurred speech • Poor concentration • Delayed responses to questions • Vacant stare • Decreased playing ability • Unusual emotions, personality change, and inappropriate behavior.

### **CONCUSSION MANAGEMENT:**

Loss of consciousness – the team safety will initiate Emergency Action Plan and call an ambulance. The possibility of a neck injury will be assumed. Safety or designated person will continue to monitor airway, breathing and circulation.

No Loss of consciousness -- these key steps will be followed:

- Player will be removed from the current game or practice
- Player will not be left alone; monitor symptoms and signs but do not administer medication. The approach of “When in doubt, sit them out” will be followed.
- Coach, parent or guardian will be notified about the injury
- The player must be evaluated by a medical doctor as soon as possible
- The player must not return to play in that game or practice.

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**RETURN TO PLAY PROTOCOL:** The return to play process is gradual and begins after a doctor has given the player clearance to return to activity. If any symptoms/signs return during this process, the player must be re-evaluated by a physician. No return to play if any symptoms or signs persist. Remember, symptoms may return later that day or the next, not necessarily when exercising!

IN THE EVENT OF A CONCUSSION OR SUSPECTED CONCUSSION IN A PMHA SANCTIONED ACTIVITY, THE DECISION TO CONTINUE PARTICIPATION LIES WITH THE TEAM SAFETY PERSON, CERTIFIED BY THE HOCKEY CANADA SAFETY PROGRAM. THE TEAM SAFETY PERSON WILL ALSO BE RESPONSIBLE FOR COORDINATING THE PLAYERS RETURN TO PLAY.

Additional information about concussions can be found on the PMHA website.

## Appendix K: Director Portfolios for PMHA BoardMembers

The responsibilities of the following Executive Committee positions are set in PMHA bylaws, and are outside of this policy:

- President
- Vice President, Administration
- Vice President, Hockey Operations
- Secretary
- Treasurer
- Registrar
- Female Hockey Coordinator

All other members of the PMHA Board are regular Directors, and each must have a portfolio. The PMHA Board has established the following portfolios:

### a) Ice Allocator

The Ice Allocator will:

- With the PMHA Board, determine the Association's annual ice needs and terms of reference.
- With other members of the Board as may be appropriate, meet annually with the Panorama Recreation Commission in order to discuss the terms of reference and to finalize the association's ice allocation for the upcoming year.
- Recommend to the Executive Committee for ratification, the apportioning of ice time required by the various teams and divisions.
- Put into place a process for the purchase of EXTRA ice as may become available during the playing season.
- Ensure that all charges received for the purchase of ice are reconciled prior to approving the same for payment.

The Ice Allocator will allocate PMHA ice times as follows:

- U6-U9 Minor and U6-U9 Major – 2 shared ice slots per week
- U-11, U-13 and U-15 – 1 shared practice per week and 1 game slot every other week
- U-18 – full ice practice every week and 1 game slot every other week
- U-21 – 1 ice slot per week

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### **b) Equipment Manager**

The Equipment Manager will:

- Be responsible for acquiring, maintaining and distributing Association equipment to the Divisional Managers or individual players and teams.
- Maintain an inventory of all PMHA equipment.
- Issue PMHA players goalie gear. A deposit of \$250.00 will be required to sign out goalie equipment. Equipment to be returned at end of season and reassigned for summer clinics if needed.
- Purchase and provide pucks to each team for the season.
- Repair, purchase, store and clean association equipment as required within the budget allocated for each season as approved by the Executive.

Assistant Equipment Managers may be appointed by the Board of Directors should the need arise. Association equipment shall be used for only those purposes authorized by the Equipment Manager

### **c) Jersey Manager**

The Jersey Manager will:

- Be responsible to acquire, maintain, and distribute Association jerseys to each team.
- Maintain an inventory of Association jerseys, track the distribution of the jerseys and retrieve them at year end.
- Replace jerseys each year based on need and will not exceed the allocated budget for that season as approved by the Executive.
- On behalf of PMHA purchase only jerseys with PMHA logo and colours. Any deviation from this must be approved by the Executive.
- Purchase matching socks to be provided to PMHA players.
- For any jerseys not returned at year end, the Jersey Manager will instruct the Treasurer to cash the jersey deposit cheque for that player.

### **d) Volunteer Records Coordinator**

The Volunteer Records Coordinator will:

- Beginning of the season, pull list of volunteers from Hockey Canada Registry (HCR). Verify they have the proper credentials to take on their respective role - Respect In Sport, Criminal Record Check, Online Safety, Coaching Courses (varies depending on level of hockey).
- Contact divisional managers to advise which volunteers have what outstanding. As CRCs come in, update the HCR. Some volunteers will require CRC letters still as they will need to be fingerprinted, coordinate this as requests come in.
- Continually verify if courses have been completed, update spreadsheets and submit to divisional managers what is outstanding as deadline approaches so they can follow up with team managers.
- Once the rostering deadline has passed, remove, amend or clarify with volunteers regarding their status on the roster.