



# **POLICY & PROCEDURE MANUAL**

**Lead, Develop and Promote Positive Hockey Experiences**

# **POLICY AND PROCEDURES MANUAL**

Updated November, 2023

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Our mission as a minor hockey board of directors is to provide a safe, inclusive, and fun environment for children and youth to develop their hockey skills, build character, and foster lifelong friendships. We are committed to promoting equitable play, respect, and sportsmanship both on and off the ice, and to supporting the physical, mental, and emotional well-being of all players.

Through collaboration with coaches, parents, volunteers, and community partners, we strive to create a positive and supportive hockey culture that celebrates diversity and encourages teamwork, leadership, and personal growth. Our ultimate goal is to inspire a love of the game that will last a lifetime.

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## SECTION 1 GENERAL

### 1.1 ADMINISTRATION

#### 1.1.1 Introduction

The SCMHA is a non-profit organization formed in 1961, and incorporated as a non-profit society in the Province of British Columbia on May 13, 1968.

The Association concerns itself with the interests and aspirations of young hockey players. The constitutional framework stems from the Society Act for the Province of B.C.

The funding for its activities comes from player registration fees, fund raising, gaming grants, sponsorships, and donations.

#### 1.1.2 Membership

Membership is made up of parents/guardians of players properly registered and in good standing in the Association.

#### 1.1.3 Membership Fees

Membership fees are \$1.00 per family and are payable at the time of registration

#### 1.1.4 Development of Policy and Procedures

The development of policies and procedures is an ongoing process. Members wishing to request additions, deletions and/or alterations can be made at the AGM, or any General or Executive meeting by completing a “Notice of Motion” form. (Appendix 1)

A Notice of Motion form intended for an Executive meeting must be forwarded to members of the executive a minimum of 48 hours prior to the meeting.

In specialty circumstances, when 48 hours’ notice is not possible, and the postponement of the motion will be detrimental to the running of the organization, the president, or designate, may allow a motion without 48 hours’ notice.

A notice of motion intended for a general meeting must be forwarded to the Secretary 30 days prior to the meeting.

The Secretary will forward the motion to members of the executive within 10 days of receiving it.

The Secretary will notify the membership via email, posting information on the website and in each arena 15 days prior to the AGM thus giving the general membership notification of the upcoming motion.

Roberts Rules of Order are used to move motions.

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Executive may suggest additions, deletions and/or alterations by bringing these changes forward to an Executive meeting. Discussions would occur and changes would be voted on through the standard motion process at Executive meetings.

#### 1.1.5 Mailing Lists

SCMHA does not provide mailing lists of association members to commercial businesses.

#### 1.1.6 Requests for Player Information

Hockey Canada, BC Hockey and SCMHA do not supply player information to other external organizations or individuals. Requests for player information by other organizations or individuals will be passed on to the respective parent/guardian.

SCMHA provides E pact with player names and email addresses for the purpose of contacting the family to collect and store their BC Hockey Medical forms. Medical information is provided solely at the players and parents discretion.

SCMHA uploads completed Baseline Assessments to players' E pact accounts for use by designated team officials.

#### 1.1.7 Booking, allocating and/or canceling of ice time:

Only the Ice Scheduler or designate has the authority to book, allocate and/or cancel ice time. Teams wishing to cancel practices or games must give the Ice Scheduler 48 hours notice as well as notify the Ref Assigner, in the case of games. Failure to do so may result in a fine equal to the cost of the ice rental, and any reffing costs accrued due to refs not being cancelled.

#### 1.1.8 Sanctioned Events and/or Activities:

Hockey Canada and BC Hockey define Sanctioned Events as "Travel To/From Arena; Use of Dressing Room pre/post game or practice; Ice time for practice or games"

All events or activities carried out under SCMHA name must meet with the approval of the Executive Committee or designate.

Any events or activities carried out without approval of the Executive Committee or designate are not sanctioned by SCMHA.

Liability for unsanctioned activities becomes the responsibility of participants and activity organizers.

In order to have an event sanctioned, teams must make application [Special Events Form] to BC Hockey/PCAHA

Association disciplinary action may apply to members organizing or taking part in unsanctioned activities or events.

All teams must obtain proper insurance coverage as per PCAHA/BC Hockey rules for dryland training, tournament attendance, fundraising, team building activities, etc. [see BC Hockey list]

Failure by coaches or players to wear a CSA approved helmet with chin strap fastened will

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result in BC Hockey pulling their sanctioning of the event and are not covered by insurance.

### 1.1.9 Meetings

Executive meetings are held the third week of each month throughout the year; or another approved time; and/or at the call of the President or designate.

In camera meetings are to be held at the discretion of the Executive.

The Annual General Meeting (AGM) will be held on or prior to May 31 of each year as per Part 3- 18 of the Constitution and Bylaws.

### 1.1.10 Correspondence to and from SCMHA members

The Secretary will create, on a yearly basis, a file for incoming correspondence from the membership and a file for outgoing correspondence to the membership.

Upon receipt of correspondence from the membership by any representative of the executive a copy of said correspondence will be immediately filed.

Upon sending of correspondence to the membership by any representative of the executive, a copy of said correspondence will be filed.

All correspondence to and from the membership must be included in Executive Officers reports at the next executive meeting.

### 1.1.11 Confidential Files

Confidential files will be kept in a locked filing cabinet in a secured location. Keys will be held by the President and the Secretary.

The Risk Manager is responsible for the secure storage of data related to CRC submissions.

### 1.1.12 Executive Confidentiality

Consistent with Roberts Rules of Order, all business conducted by the Executive Committee is confidential and known only to the members present: this applies to all discussions and associated communications including emails, email attachments, and draft meeting minutes prior to approval.

All Executive Officers will make available to the Secretary prior to the first Executive Meeting a secure email address that only they have access to that will be used for all email correspondence with that Executive Officer.

## SECTION 2 REGISTRATION

### 2.1 REGISTRATION

No player may participate in Association activities unless he/she is fully and properly registered.

The Executive Committee, with recommendations from the Finance committee will set registration deadlines, registration fees and fee due dates.

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A player is registered when a completed registration form has been filed with SCMHA and BC Hockey, and all money is paid in full.

Early bird registration is from June 1st- June 30th. Registrations after this date will pay regular registrations fees and are on a first come, first fully registered basis and will not be guaranteed association membership.

All registrations must be accompanied with a minimum \$100.00 deposit and post- dated cheques for residual. (July 30, August 30 of the current year is acceptable)

All 'A' player fees will be paid on or before November 1st

When penalties and/or suspensions occur at the end of the season and carryover to the next season, players are not eligible to play until all penalties and suspensions incurred are served from team declaration date or registration, whichever is the latter.

## 2.2 PLAYER MOVEMENT BETWEEN LEAGUES

The Board of Directors will give direction of team sizes based on registrations, all movement must take into consideration overall team sizes.

### 2.2.2 A Hockey

Any SCMHA player wishing to try out for A Hockey as an underage player may be permitted to do so. There is no deadline for "A" players to request to play on a higher team than their age group

The decision of the team makeup rests with the Coach and is approved by the Coach of the team the player is trying to join.

"A" players are not required to make a try out if there are extenuating circumstances ie Injury or being released from BCEHL etc.

### 2.2.3 C Hockey

Athletes wishing to play in divisions above their age group must submit a request form before the start of the season to allow for team make up decisions.

Evaluators will observe the player's performance during a minimum of 2 practices. These evaluators will meet with coaching staff knowledgeable of the players past performance.

To be considered for a move up in division, the following will be considered for each request:

- Demonstrate equal or better skill for the division moving to
- Demonstrate appropriate maturity for the division moving to
- Not displace another player from the new team
- Not restrict the associations' ability to form teams.

No player will play or practice on two different teams or divisions.

All moves are subject to PCAHA approval.

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## SECTION 3 FINANCIAL

### 3.1 DISCOUNTS

Registration fee discounts are available to families registering and paying for, three or more children as follows:

- The two oldest children will pay full rate (early bird or regular depending on date of registration).
- The discount will be applied to the third youngest and any subsequent younger children.
- Any children receiving free registration are not included in the total number of children registered.

Goalies (U11 & up)

- Goalies who provide their own equipment will be charged a reduced registration fee of \$150 as per the SCMHA goalie development plan.

Registration fees for players moving from another association will be pro-rated.

If numbers allow or as openings become available, late registrants (paid in full) will be granted membership on a first come basis.

### 3.2 REFUNDS

Players requesting a refund will be:

- refunded the registration fees less a \$25.00 administration fee,
- and less a pro-rated charge for each month of participation within the association. NO REFUNDS will be issued after December 31 of each year.

#### 3.2.2 Hardship Applications

SCMHA recognizes the costs involved to provide a program of hockey to our youth and carefully considers fees charged to parents. It is recognized from time to time that these fees may be prohibitive to the child being able to play.

If parents are experiencing financial hardship and wish to apply for assistance from SCMHA the following process should take place:

- parent/guardian should apply for funding all external sources-applications and information are available on our website. Visit [HTTP://SCMINORHOCKEY.COM/](http://SCMINORHOCKEY.COM/) copies of faxes, applications and any correspondence should be kept
  - If all available resources have been exhausted and families are not able to pay fees they should fill out the Application for Financial Assistance, which can be found on our website.
  - Submission to the Registrar should include proof of attempts to get funding.
  - the Registrar will present the application to the Executive who will review the application and the Registrar will communicate decision to the family.
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- any SCMHA funding will cover basic hockey fee only, not rep fees.
- families should recognize that funding comes with an expectation that the player will “pay it forward” by giving back to the association and community in some way.

### 3.2.3 Reimbursement

SCMHA will reimburse transportation/ferry costs to BC Hockey mandated courses if no course is being offered on the Sunshine Coast for that year.

Participants are expected to carpool when possible to reduce costs to the Association.

Transportation and course reimbursements will not be processed until ALL components of the course are completed

Association members will be reimbursed for all expenses necessary and reasonably incurred while negated in the affairs of SCMHA.

SCMHA will pay for all on ice helpers insurance fees if they are under 18 years old. All adults pay their own insurance fees, unless team or Division require helpers that are not coaches.

## 3.3 REMUNERATION OF ELECTED OFFICERS

No Director may be remunerated for acting as a Director but either a Director or an Officer may be remunerated for acting as an Officer at the discretion of the Directors, and a Director or Officer shall be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the Association.

## 3.4 FUNDRAISING

### 3.4.1 Guidelines

All teams may raise funds for their respective team. It is recognized that the funds raised are to be used for the betterment of the team as a whole. Team fundraising should be done using the Specific Team name. All fundraising activities must adhere to the guidelines set forth in the Fundraising Policy.

The SCMHA Director, Ways and Means will also organize and hold fundraising activities for the betterment of the association. These will include raffles, 50/50's, special events, tournaments and other activities.

All fundraising initiatives must have the approval, prior to being implemented, of the executive of the SCMHA.

Direct public support can be requested through activities such as car washes, candy sales, bottle drives etc.

Many local business and corporations make substantial contributions to our Association through the sponsorship of teams, tournaments and Association programs. The Director, Ways and Means may provide a list of these sponsors. Teams should NOT approach these sponsors for additional funding or donations.

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Specific team sponsorship is by permission only from the Director, Ways and Means. 15 days notice must be given to seek approval with a list of prospective businesses to be asked.

Teams will not be permitted to fundraise under SCMHA Gaming License without special executive permission. Ie For provincials or other special circumstances

All fundraising programs must be well supervised and controlled.

All profits from individual fundraising programs are deemed to belong to the team.

Teams may plan, budget and fundraise for the following purposes:

- Tournament team registration fees.
- The cost of hotel/motel accommodations at an away tournament.
- Team jackets, team sweat suits, hats equipment bags, etc. provided they meet executive approval.
- Dryland Training
- Provincial Championships.

Fundraising for any other items not mentioned above must be approved by the executive of the SCMHA.

Teams must maintain accounting for all funds raised and spent at the end of the year. Reports to be submitted to the Ways and Means Director.

Should a player leave a team he/she shall forfeit any rights to any funds. At no time shall funds be returned to a player or parent

### 3.4.2 Sponsorship

Sponsorship Funds will be sought for Association benefit by the Director of Ways and Means.

A sponsorship is defined as a mutually beneficial exchange, whereby the sponsor receives a benefit of reciprocal value in return for providing cash and/or products and services in kind to the Association. Sponsorship dollars are not designated to a specific team, but allocated to the Association.

Sponsorship opportunities are available. (See appendix 12).

Sponsorship is not permitted for teams, unless permission is given by the Ways and Means Director

Teams should not approach sponsors for any donations, whether it be financial or product donations without permission by the Ways and Means Director

Director ways and means will follow up with invoices, renewals and sponsorship tracking

### 3.4.3 Gaming Activities and Funds

The SCMHA Teams will not be permitted to fundraise under SCMHA Gaming License without special executive permission. 30 days written notice of request required. Approval will be limited and based on special circumstances only. Teams will not hold Gaming Licenses under the SCMHA profile.

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The use of 50/50 fundraisers and raffles is governed by the Lottery & Gaming Act of BC and requires a level of handling and management that requires the knowledge and scrutiny of the Board of the Association. The improper organizing and scrutiny of 50/50 Fundraisers puts at risk the gaming grant- approximately \$50,000 --- given to the Association by the Province of British Columbia on an annual basis.

While considering a benefit to an individual team it does put the wider membership at risk if not done properly. Failure to comply with this policy will result in sanctions and penalties levelled against teams and individual members.

IF a gaming license special request is approved by the Board as per above, the following process must be followed:

- Team Event--Team Manager will be responsible for the application
- Application will be submitted on behalf of the team, and not under the umbrella of the SCMHA.
- All requirements of the Gaming Policy and Enforcement Branch must be adhered to. [www.gov.bc.ca/gaming](http://www.gov.bc.ca/gaming).
- Please use their web site to determine which Class of license you will need. (Generally a Class D or a Class B)The cost of the license is to be paid by the beneficiary of the event.
- A copy of your Government Gaming license must be on file with the Director, Ways and means prior to the date of your event.
- Gaming Event Revenue Report (GERR) must be submitted within one month of the completion of the event.
- A copy of the completed GERR is to be turned into the Director, Ways and Means.

#### 3.4.4 Funding Assistance for attending Provincial Championships

SCMHA will cover up to a maximum \$400.00 per player if their team makes the provincials (hotel, ferry, banquet, pass).

The requirement is that players who received the assistance work with the Ways and Means Director to give back and volunteer in the next season and volunteer at minimum two development opportunities

## SECTION 4 ELECTED AND APPOINTED POSITIONS

### 4.1 ELECTED OFFICERS

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- 4 Directors at Large as per the SCMHA Constitution and By Laws.

Part 7 of the Constitution and By Laws refers to Elected Officers and their duties. Further

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details of duties are found in Appendix 3 of the Policy and Procedure Manual.

The Four Directors at Large shall be appointed portfolios according to Association requirements

## 4.2 APPOINTED OFFICERS

- Referee In Chief
- Media Relations
- Tournament Coordinator

### 4.2.2 Orientation of Newly Elected/Appointed Officers

At the end of his/her term, each executive officer will submit recommendations for the incoming officer.

Newly elected/appointed officers may be assigned a returning officer whose role will be one of mentor.

## 4.3 CONFLICT OF INTEREST:

Any director who, at any time, has:

- A direct or indirect interest in existing or proposed contract(s) or transaction(s) with the association: or
- Holds any office or possesses any property whereby, directly or indirectly, duty and/or interest might create a conflict with her/his duties as a director; or
- By virtue of a personal, family, or team relationship may be seen to be a position which may conflict, or create conflict, with a duty or interest as a director, shall declare the nature and extent of this conflict of interest to the President, or his/her designate, at the first opportunity at any meeting of the directors or committee of the association.

Any director shall declare a possible conflict of interest, or concern for the appearance of such, either prior to the commencement of a meeting, or prior to a discussion of the particular issue and:

- The director who is in a position of conflict of interest shall leave the meeting room when the board reaches that agenda item. That departure, and the nature of the conflict, shall be noted in the minutes, and there shall be no discussion of that agenda item by the board until that director has left the room.
- Following completion of the discussion by the board, of that agenda item, the director shall return to the meeting room and the return shall be noted in the minutes.

Notwithstanding the above, the President may rule that the conflict does not warrant exclusion of the director's voice on any issue. It shall be noted, in the minutes that the conflict was acknowledged and that the director did not vote on the issue.

#### 4.4 EXECUTIVE POSITIONS

A person may not hold more than three executive positions per season within the SCMHA as defined by the SCMHA Policy and Procedure Manual

### SECTION 5 A & C TEAM INFORMATION

#### 5.1 EXHIBITION GAMES AND TOURNAMENTS

Must obtain permission and game numbers before participating in any exhibition games and/or tournaments.

Must obtain all necessary insurance as required by BC Hockey and PCAHA.

#### 5.2 TOURNAMENT, DRYLAND AND EXTRA ICE

Families and coaches can vote on whether they wish to attend these activities, as they are beyond SCMHA standard ice time, are optional attendance. They must adhere to insurance requirements from Hockey Canada, BC Hockey and PCAHA (see section 1.9)

#### 5.3 ICE ALLOCATION

This table represents the typical ice times for each Age division. This format is used to create the schedule for practices and games for all teams.

DIVISION	ICE ALLOCATION
U7	earliest ice slot - 2 ice times per weekend - share
U8	earliest ice slot - 2 ice times per weekend - share
U9	2nd Earliest Ice Slot 2 ice times per weekend
U11 C	1 evening practice solo - one shared ice time - 1 game time
U11 Female C	1 evening practice solo - one shared ice time - 1 game time
U13 C	1 evening practice solo - one shared ice time - 1 game time
U13 Female C	1 evening practice solo - one shared ice time - 1 game time
U15 C	1 evening practice solo - one shared ice time - 1 game time
U15 Female C	1 evening practice solo - one shared ice time - 1 game time
U18 C	1 evening practice solo - one shared ice time - 1 game time
U18 Female C	1 evening practice solo - one shared ice time - 1 game time
U11 A	2 evening ice times - 1 weekday morning - 1 game time
U13 A	2 evening ice times - 1 weekday morning - 1 game time
U15 A	2 evening ice times - 1 weekday morning - 1 game time
U18 A	2 evening ice times - 1 weekday morning - 1 game time



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## 5.4 GAME CONFLICTS AND RESCHEDULING GAMES

SCMHA follows the guidelines in Section G - Game Times and Schedules, of the PCAHA Rule Book for your team's Division. Subsections 11, 12, and 13 specifically cover rescheduling games and game conflicts.

The Team Manager is responsible to review his/her teams schedule carefully to make sure the game dates and times work for his/her team and identify any potential travel issues: for example, ferry schedule conflicts for early/late games.

There may also be game conflicts such as two games on the same day or a home and away game on the same night. If this happens it is up to the Home team or team designated by the League Manager to reschedule their game.

Reschedule conflicts as soon as you receive the schedule. If this process is delayed, it becomes very difficult as there are typically few options remaining. If your team is the visiting team and the home team does not call you within a week of the schedule being issued, call them.

## 5.5 CONFLICT GAMES

It is the Team Manager's responsibility to resolve conflict games. There are three steps that must be taken:

- If you have weekday (after 6pm) or weekend practice ice (see PCAHA rulebook Section G), you may be able to use your practice ice to resolve a game conflict.
- If you do not have a suitable practice ice, contact the Ice Coordinator to check the options for rescheduling your game. This typically means trading your conflicting home ice time for some other time.

After the Ice Coordinator gives you some options, call the Manager of the visiting team and offer the alternative(s) that are available. When a rescheduled time is agreed on, confirm the change with the Ice Coordinator.

The League Manager must be informed of the schedule change.

Note: if you have offered three options to the visiting team and they have not accepted one of the times, contact the League Manager and advise them of the situation. The onus may then be put on the visiting team to provide a game slot.

Call or send an e-mail to the Referee Assigner and arrange to have referees for the rescheduled game time. A minimum of 72 hour notice is preferred.

In most circumstances the Home team is responsible for rescheduling a conflict; however, the League Manager who makes up the schedule may occasionally designate the Visitor as the team that must resolve the conflict. This is sometimes done to equalize the rescheduling burden. The League Managers generally use an asterisk or some other mark to note which team has to reschedule: check these and do not automatically assume that if you are the Home team the conflict is your problem or vice versa.

### 5.5.2 Reschedule Request

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At times, teams within your group or flight will request a league game reschedule even if it is not a designated “conflict” game. This can be for various reasons; attending a tournament, players sick or away, too close to the holidays, etc. - some reasons are more valid than others and you should review Section G (11 and 12).

It is clear that scheduled PCAHA league games take priority over any of these “requests”. Keep in mind that both teams need to agree to a reschedule and this should be done at least 72 hours prior to the originally scheduled time. At the same time, there is an expectation that you take a reasonable approach and try to accommodate the other team if at all possible, it may be you that is asking for a favor the next time.

If you find the other team’s request to be unreasonable or they are non-cooperative it is best to seek advice from your SCMHA Division Coordinator and/or your PCAHA League Manager.

### 5.5.3 Tips for Team Managers:

- Notify the SCMHA Ice Scheduler as soon as conflicts arise.
- It is best to maintain a professional and cooperative approach to resolving scheduling conflicts.
- Maintain communication with your head coach as they may have preferences for game times. If in doubt, check with your head coach before committing to alternate game times.
- Address your team’s schedule as soon as possible starting with the most recent games.
- Take a progressive, logical approach. Most often, being proactive and patient will work in your favor.
- Don’t agree to anything that is unreasonable or will disadvantage your team, there’s always another way.
- Keep your team informed of the upcoming games; however, to avoid confusion, don’t distribute the full schedule until all the conflicts and reschedules have been resolved.
- Make sure your rescheduled games are correctly communicated to your league manager for entry into Team link as soon as possible. Verify changes have been entered correctly: gametime, location, date, etc. This will avoid problems with game sheet entry.
- Confirm final rescheduled game times with the Ice Coordinator and Referee Assigner.

See PCAHA rule book for full details regarding game times and schedules.

## SECTION 6 U7/U9 PROGRAM

### 6.1 INTRODUCTION

Hockey 1 to 4 is a program for beginner hockey players, developed in Canada and used around the world. It concentrates on the progressive development of fundamental skills such as skating, puck handling, passing and shooting

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The Hockey 1 to 4 program emphasizes teamwork, constructive activity, fitness and fair play.

It does not focus on power plays, penalty killing, breakouts or other strategic theories. It recognizes these skills are better taught once athletes have achieved high competency in fundamental skills.

Fundamental skills are best taught in a fun practice as opposed to the traditional hockey game.

Hockey Canada has mandated all Hockey 1 to 4 aged players use a cross ice model for practices and games. All SCMHA coaches must adhere to these policies.

### 6.1.2 Hockey 1 & 2

Emphasis is on fun and skill development.

Young athletes must be 5 years of age by Dec 31

Every effort is made to maintain a 5:1 ratio of skaters to coach.

All Hockey 1 & 2 teams receive a minimum of an hour of ice time, twice a week.

Maximum ice time, fun and skill development is achieved when all players are on the ice participating, during any game or station activity.

### 6.1.3 Hockey 3 & 4

Emphasis is on fun and skill development.

Young athletes are 7-8 years old.

Every effort is made to keep a 6:1 ratio of skaters to coaches.

Two (2) teams share a minimum of 1 hour of ice twice a week.

Full ice drills as well as a full ice integrated station approach is used to teach skills. Athletes from both teams rotate through stations manned by well prepared coaches.

Teams will not be formed until/around October 15.

### 6.1.4 Hockey 3 & 4 Games

All games times shall be as per PCAHA Rules and Regulations – Section G, as it relates to the overall game duration as well as the times for each period.

No scores or penalties

Please see PCAHA Cross – Ice guidelines for the current season

## SECTION 7 C LEAGUE PROGRAM

### 7.1 INTRODUCTION

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The C League consists of four divisions based on age as of December 31 of the current year.

- U11
- U13
- U15
- U18

Juvenile aged players with special circumstance, who have played 3 years of minor hockey and who are full time high school students, may apply to the Executive to play as over age players in U18 C.

There will be no Body Checking in any division in C League (“C”) as per PCAHA rules.

Job Descriptions for Coaches, Division Coordinators, Team Managers, HCSP See Appendix 3

## SECTION 8 A LEAGUE PROGRAM

### 8.1 A LEAGUE OPERATIONS

SCMHA will:

- Register all teams with BC Hockey and PCAHA
- Provide the team with three (3) ice times/week for two (2) practice times and (1) one league/exhibition time.
- Provide referees and game sheets for all home games.
- Provide each team with home and away jerseys.

#### 8.1.2 A League Try Out Fees

Based on recommendation of the Finance Committee a try out fee will be set by the Executive before registration.

A try out fees and dates will be advertised on the website.

As per Section 3 no player will be insured by Hockey Canada and/or allowed on the ice unless fees are paid in full, including try out fees.

Fees must be paid prior to the first try-out session.

#### 8.1.3 A League Coach Selection

Interested coaches must complete the Coaching Application “A” Hockey, including a list of possible candidates who could act as independent evaluators for try outs and submit as directed.

A Coach Selection Committee will be formed as per SCMHA Constitution and will meet to review applications, check references, review independent evaluator candidate lists and decide if there will be an interview.

Interview will take place if required

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Committee will make recommendations to the Board for approval.

Member of the Selection Committee will contact each candidate and inform them of the decision.

#### 8.1.4 A League Try Out Process

A meeting with the Head Coach and the A Coaches will be held in August prior to the start of the try out process, to review the process and clarify that evaluators are in place.

Independent evaluators need to be present at all try outs to provide an unbiased evaluation of each player's skill set based on Hockey Canada's National Skills Testing Criteria.

The evaluators will not have any direct affiliation with the team or any players trying out.

Players will be provided with a numbered jersey for the duration of the tryout process and will wear that jersey at all practices and inter-squad evaluation games.

Evaluators will not have any of the player's names on their evaluation lists – they will only have a list of the jersey numbers to be assessed.

Evaluators will be provided with a clipboard and evaluation sheets with the numbers of the jerseys given out to players (no names)

Coaches will review the evaluator's data and make the final decision on players for his/her team.

It is recognized that the coaches may be looking for players who possess a certain skill set and a positive work ethic and attitude.

Coaches must be able to justify their selection decisions to the Head Coach or Director of Hockey Operations

Each tryout will be limited to a maximum of 36 skaters initially in order to allow for proper evaluation. Due to the numbers of players trying out, there may be initial cuts made prior to the 4th ice session.

The A Coach in consultation with the Director of Hockey Operations may reassign a player to the C level at any time during the tryout process, if in his/her opinion the player is not suitable to play at the A level.

There will be a meeting at the start of the tryout process with all the parents outlining what the process will be.

Parents are not to have any discussion with the Independent evaluators during the A evaluation process in order to maintain transparency and objectivity.

An exit meeting will be held with each player and their parents/guardian to discuss their strengths and weaknesses and what they need to improve on in order to be able to achieve their goals in the future.

Exit interviews should take place face to face and held in an area away from the rest of the players

Exit meetings should not take place in the officials rooms

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Every effort should be made to ensure that once a child has had their interview, they are not subject to questions by their peers. For example players leaving the interviews should not have to pass by players waiting to have an interview.

Players should be asked not to discuss the outcomes with other try-out candidates until after they have left the facility and a formal email has been sent to all by the coaches.

#### 8.1.5 A Team Roster

The A teams are not fully set until January 10th as set out in the player movement rules of PCAHA. Players may be reassigned from the A team to the C teams, or from the C teams to the A team at any time prior to this deadline. However, if this is to happen, the A coach or manager must discuss this decision with the division C coaches and Division coordinator prior to informing the player and parents of the decision to ensure all team officials involved are prepared to support their team and players through this transition. The player and his/her parents will be informed of the reason for the movement prior to this taking effect. See PCAHA rules Section C 15. And 20 d for further specific details regarding the addition/deletion of players to/from A teams.

## SECTION 9 COACHING

### 9.1 COACH/COACHING MODEL

The National Coaching Certification Program (NCCP) is the development model used in the development of SCMHA coaches.

#### 9.1.2 Financial Commitment to coaching development

SCMHA is committed to coaching development understanding that skilled coaching by well- trained coaches is fundamental to a successful Minor Hockey program. To this end, the SCMHA's annual budget will reflect this commitment.

Clinics, workshops and/or seminars will be offered throughout the year through BC Hockey and Hockey Canada.

Coaches wishing to participate in coaching development beyond what is offered locally may apply for SCMHA sponsorship or reimbursement

For Coach Job Descriptions please see Appendix 3

#### 9.1.3 Coach Recruitment & Selection

The recruitment of coaches is the responsibility of the Head Coach, if the role is fulfilled.

After the appointment and throughout the summer months, coordinators will continue to recruit coaches in their respective streams, encouraging prospective coaches to apply for positions.

The Association will also put out a call to the membership for interested parties to apply for Head Coach positions, with a deadline date attached

The Coach Selection Committee will meet to review the applications, interview if necessary

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and make recommendations.

Once teams are assigned to coaches, and additional assistant coaches are identified those coaches will be required to fill out the application form and submit it so that it is on file.

Applications will remain on file for two years

Coaches must submit a CRC every year

Coaching applications can be found in Appendix 4 of this manual

#### 9.1.4 Coaching Evaluation

SCMHA believes that coaching is a perpetual learning experience.

Coaching evaluation is an integral part of building and ensuring the best possible coaching for our players.

Coaches require constructive feedback from other coaches, parents and players to support their learning experience.

Coaches, parents, players and association representatives may be asked to evaluate SCMHA coaching once a year at the end of season.

#### 9.1.5 Coaching Certification Standards

Sunshine Coast Minor Hockey will support coach development. Coaches are required to complete certifications as per Hockey Canada Guidelines

### 9.2 ON ICE HELPERS

From time-to-time minor hockey teams enlist older hockey players or other volunteers to assist with practices, scrimmages and other activities. It is important to ensure that insurance is in place by following the below guidelines:

Any on-ice helpers must be a current registered member of BC Hockey / Hockey Canada.

If the individual is not currently registered through a minor association, junior team, senior team or as an associate member, the association wishing to have this person help must register the individual

On Ice Helpers are required to wear the following:

- CSA certified helmet with chin strap fastened
- appropriate face protection required for the player's level of play
- A BNQ certified neck guard must also be worn by all minor hockey aged players assisting as an on-ice helper.
- U15 and below on ice helpers must wear full gear.
- U18 players are required to wear a CSA helmet with chin strap fastened, appropriate face protection, skates, gloves, jock, stick and BNQ neck guard.

Any helper who is not a BC Hockey minor or junior player must have certification in Respect in Sport (RIS) and a current CRC. Additionally, they must be under the direct supervision of the certified team officials.

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Non-Members offering coaching or other on-ice help for a fee is not a volunteer, and must become an associate member prior to participation. A person working in this capacity should not be rostered with an MHA Volunteer team

### 9.2.2

## SECTION 10 RISK MANAGEMENT

### 10.1 OVERVIEW

The process by which an organization identifies, assesses controls, eliminates and/or minimizes the risk of injury or financial loss arising from its activities.

Hockey by its nature has inherent dangers. There is always the risk of personal injury. For this reason strategies to reduce the risk of injury are mandatory.

### 10.2 RISK MANAGEMENT COORDINATOR

The Risk Manager will serve a two year term on the executive committee as a Director and will be voted into office at the AGM. For Job Description please refer to the Appendix 3

### 10.3 INSURANCE

#### 10.3.1 Insurance

Hockey Canada provides additional insurance for injured members (players, referees, coaches, managers, trainers, minor officials etc.). The insurance assists when injury expenses are not covered by the medical and/or dental plan(s) of the member or her/his parents.

SCMHA players are not insured until registration fees are paid in full. For this reason players are not allowed on the ice until fees are paid in full.

#### 10.3.2 Insurance coverage details

It is the responsibility of the parent of the child or the individual injured to file a claim with BC Hockey within 90 days. The team HCSP or the Risk Manager can help with the filling out of the form and any questions that arise from it. BC Hockey Injury Report forms are included in each team's first aid kit supplied by the Risk Management Coordinator.

The insurance only covers sanctioned events such as direct travel To/From rink, On Ice time (games/practices) and pre/post game/practice time in the Dressing Room.

Non-sanctioned events have no insurance coverage and are not authorized by SCMHA, PCAHA or BC Hockey unless a Special Events application for the event has been obtained (Dryland Training, warm-ups outside of the dressing room, fundraising, chalk talk, team gatherings, community events, etc. are not sanctioned events – see BC Hockey's list for more details).

Out of Country travel is not sanctioned unless team have been approved under an Inheritrix& USA Hockey Tournament Travel/Exhibition Games Sanction Request Form



and have obtained additional insurance coverage for travel.

Any activities offered by Entrepreneurial or Private Instructors/Groups are not sanctioned and therefore are not covered by insurance unless proper applications are made to BC Hockey (including Respect in Sport (RIS) - taken by all providers and Criminal Record Checks (CRC) - submitted by everyone) and each team has received permission via an approved Special Event application.

#### 10.4 CRIMINAL RECORD CHECK/SCREENING PROCESS

All adults (18 years and older) in the Association must have a Criminal Record Check (CRC), including a vulnerable sector search, if working directly with athletes as well as any on ice helpers over the age of 15. [Board members, Division Coordinators, Coaches, Officials, HCSP, etc.]

**CRC's must be renewed every year. Three Years**

Past Due volunteers must provide their CRC by Aug 15 of the new season if they want to be allowed to volunteer.

**Volunteers have 30 Days to complete their CRC**

~~New volunteers must supply proof of application by Sep 30 of the new season if they want to be allowed to volunteer and must have the actual CRC submitted no later than Dec 15.~~

Applicants must request a CRC online or manually through the Justice Ministry [See the Safety Tab, CRC button – there is a link and an Access Code for making application or a Reference Number for anyone wishing to submit a manual application]

Completed eCRC records will be provided directly to the Association through the Risk Manager via an email response from the Justice Ministry.

The Risk Manager is solely responsible for the receipt, tracking, confidential handling and expiry notification of all Criminal Record Checks.

In certain cases a more thorough check may be required, including, but not limited to, a Vulnerable Persons Check and/or to be fingerprinted for screening.

The Risk Manager may request that an applicant fill in a Volunteer Self Disclosure form.

If anyone is convicted of an offense before the term is up for their CRC submission, they must fill in a Volunteer Self-disclosure form.

The Risk Manager will review the disclosure form information as it relates to the guidelines listed in section 9.5 with two other board members, chosen by the Risk Manager - to determine if the volunteer is cleared to work within the SCMHA and report out to the Board on the decision. At no time will the volunteers name be disclosed to anyone other than the Risk Manager.

All New Volunteers must supply proof of application by Sept 30th and have CRC in Risk managers hands by DEC 15th

Additional Copies of CRC's can be obtained from the Justice Ministry by the applicant and shared with other organizations.

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If a CRC results in a negative result, the Risk Manager, President and Vice President will review the volunteer's eligibility to continue volunteering in the Association.

## 10.5 EMERGENCY ACTION PLAN

Upon the formation of any SCMHA team an Emergency Action Plan (EAP) must be completed and in the possession of the Head Coach at all times. The EAP is to be completed according to Hockey Canada Guidelines for each facility the team travels to.

### 10.5.2 Safety Requirements:

It is the responsibility of all SCMHA officials and members to practice risk management strategies.

#### On-Ice Checklist for Team Officials

- All persons on the ice and bench are insured through Hockey Canada.
- No debris, dangerous ruts, bumps or bare spots are on the ice surface.
- No protrusions from the boards, glass or screen.
- Supporting struts for glass, wire screen, or upright posts are padded.
- No garbage on the floor of the players' bench.
- Entire arena lighting system is turned on and functioning for all practices and games.
- All gates are securely and properly closed.
- All players, at all times, wear proper full protective equipment for games and practices, including CSA approved helmet – with chin strap fastened, facemask and BNQ throat protectors.
- Coaches are required to wear CSA approved helmets with chin straps fastened, while on the ice.
- Failure to wear a helmet by Coaches or Players will result in the pulling of BC Hockey Sanctioning of the event and are not insured.
- Players, team officials and parent helpers are not on the ice until the ice resurfacing machine is completely off the ice surface and rink gates are securely closed.
- Athletes maintain hydration by receiving sufficient rest and water during all games and practices.
- Awareness of all physical limitations and/or previous injuries to athletes allowing no athlete to risk injury or further injury.

#### Off-Ice Checklist for Team Officials

- Players stretch properly before games and practices in properly sanctioned areas
- All dressing rooms are cleaned regularly, properly lit, free of debris and free of any electrical or fire hazards.
- All AED machines are in good working condition, a land line phone is located in the facility and the air quality monitoring units are showing safe levels.
- Teams and officials know the location of Fire Exits and First Aid Kits within the arena facility.

- The walk from the dressing rooms to the ice surface is covered with solid rubber padding or other non-slip surface (free of bumps, ruts and debris).
- Players are supervised at all times including in dressing rooms, as well as, proceeding to and from the ice surface.
- Aware of allergies and special diets of athletes.
- Ensure persons transporting team members are not under the influence of alcohol.
- Ensure safety of off-ice officials.
- Ensure caution is used when dealing with players in the penalty box.

### 10.5.3 Medical and First Aid:

As detailed in the Emergency Action Plan, each team must have one member trained in HCSP. The certified team official may or may not have a second role on the team such as coach, manager, team parent etc. The duties of the HCSP certified team official is listed in Appendix 3.

The Risk Management Coordinator will make available first aid kits for each team. Contents will include: good quality scissors, ice packs, tensor bandage for wrapping snow/ice pack, adhesive tape, triangular bandage (sling), disposable latex gloves, Band-Aids, and 20 index cards.

The team safety will be responsible for ensuring the first aid kit is properly stocked at all times.

Each player/parent must fill out a Hockey Canada Medical Form for their player using the EPact system or providing the HCSP with a completed paper form at the start of the season or before Sept 15th. Returning players must “update” the form in Epact each year at the start of the season or before Sept 15th

Players who suffer a concussion shall not be allowed to return to the ice without a physician’s written approval [use the Hockey Canada Return to Play (RTP) form].

Player who has missed ice time due to and injury or illness and/or have been under the care of a physician must also submit a RTP form.

The RTP form must be completed by the highest level of treating physician (i.e. specialist if applicable).

The RTP form must clearly state the level of play that is being authorized i.e.:

- Return to yellow jersey practice
- Return to full body contact practice – A or C level hockey
- Return to game play – body contact C level hockey OR
- Return to game play – body contact A level hockey OR
- Return to game play – body contact/hitting A level hockey
- Any combination of the above

Players coming back from a concussion with a RTP form must follow the Hockey Canada Return to Play protocols.

Players with a cast/soft brace must have a RTP form completed by a physician and wear a

yellow jersey to attend practices. To participate in games, players must have a return to full game play and cast removed.

Soft braces area allowable by a physician permission/return to play.

All injuries will be reported to the Risk Manager in a timely fashion and not less than twice a year in December and at the end of the season.

Major injuries must be reported within 12 hours to the Risk Manager

## SECTION 11 DRESSING ROOM POLICIES

### 11.1 DRESSING ROOM MONITORING

Players should be supervised at all times by team officials or their appointed designate.

Two (2) adults should be present together; which is called the “Two Deep Method” of supervision.

Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision.

#### 11.1.2 Injury Treatment

The safety person should avoid treating injuries out of sight of others. Use the “Two Deep Method” supervision system.

### 11.2 FEMALE TEAMS

SCMHA recommends that when using the “Two-Deep Method” with female hockey teams, there shall be two (2) female supervisors with the players where possible.

If not possible there may be one (1) male and one (1) female supervisor. The male supervisor however, would not enter the dressing room but would be within hearing distance to protect supervisors or players.

The door shall be left slightly ajar for the purpose of facilitating the listening and the dressing room will be deemed a Co-ed Dressing Room

Please refer to the BC Hockey Co-ed Dressing Room Policy for dressing room dress codes on Co-ed teams.

### 11.3 ROAD TRIPS

Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits.

If sharing a room is unavoidable, be sure that the “Two Deep Method” rule is observed at all times.

There will be zero tolerance for consumption of alcohol or drugs by team personnel in the shared accommodations

### 11.4 PHYSICAL CONTACT

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Team personnel should not touch a player.

### 11.5 ISOLATED SPACES

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member).

### 11.6 SPORT AND TRAINING FACILITIES

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member.

### 11.7 PARENTS IN LOCKER ROOMS

Except for players at the younger age groups (U7, U9 & U11), SCMHA discourages parents from entering locker rooms unless it is truly necessary.

Team officials and/or their designate shall arrange for supervision of players

If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, parents inform the coach and request that he or she will be help their player.

We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently.

In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players.

As players get older, the coach may in his or her discretion discourage parents from a locker room.

In general, parents should not enter the dressing room if the players undress to less than shorts and t shirts for co-ed dressing rooms and shorts for all boys dressing rooms.

### 11.8 CO-ED DRESSING ROOM POLICY

In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:

- Male players will not undress to less than a minimum of shorts while females are present.
- Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.

When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above.

Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room.

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When separate facilities do not exist for both male and female participants:

- Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
- Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

It is the responsibility of the team to ensure that these guidelines are followed.

## 11.9 COACHES AND TEAM OFFICIALS CHANGING ROOMS

Coaches/Team Officials must use a separate room to change in. They may not shower or undress or change in the same dressing room as the players. They may put on their jackets, shell pants and skates in the same room. If they must leave the dressing room to get changed, they must ensure that there is still a Two Deep` presence in the dressing room.

## SECTION 12 CONDUCT AND DISCIPLINE

### 12.1 CONDUCT & DISCIPLINE POLICY

Membership in the SCMHA, as well as participation in the activities of the SCMHA, brings with it many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including but not limited to complying with the SCMHA Code of Conduct, SCMHA Policies & Procedures, and SCMHA Regulations and Rules.

The SCMHA Codes of Conduct and the Policy and Procedures Manual identify the standard of conduct, which is expected of members, and other persons involved in SCMHA activities and events. Individuals who fail to meet this standard may be subject to the disciplinary sanctions identified within this policy.

This policy applies to all members of the SCMHA, as well as to all individuals participating in activities, including but not limited to players, family members, coaches, officials, volunteers, directors, officers, tournament coordinators, committee members, team managers, trainers and administrators.

This policy applies to discipline matters, which may arise during the course of all SCMHA business, activities and events, including but not limited to competitions (including exhibition games and tournaments), practices, training camps, dryland practices, meetings and travel associated with these activities.

SCMHA has developed procedures on how Conflicts are to be identified and dealt with. Refer to Appendix 6 for Conflict Resolution Flow Charts for the various scenarios encountered in the Association.

#### 12.1.2 Discipline Committee

The Discipline Committee shall consist of up to five (5) members including two board members and 3 association members. The Vice-President will chair the Discipline

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Committee.

## 12.2 CODES OF CONDUCT

Codes of Conduct can be found in the Appendices of this Manual. SCMHA strives to provide a safe and fun atmosphere for all our members. The behavior of all members is key to a successful organization.

### 12.2.1 Consequences for a breach of the Coaches' Code of Conduct/Ethics:

Coaches are expected to be exemplary role models for developing athletes. Any coach cheating, using intimidating behavior, abusing officials and/or players or using illegal drugs and/or alcohol when responsible for a team or its players may be suspended from all Minor Hockey activities pending review by the President or President's designate.

### 12.2.2 Consequences for a breach of the Players Code of Conduct:

Players are required to be role models to their community. Breaches of the Code of Conduct will result in Supplementary Discipline as defined in Section 12.5 of this Manual.

### 12.2.3 Consequences for a breach of the Parent/Guardian Code of Conduct:

Parents and Guardians are expected to be exemplary role models in the hockey community. Breaches of the Code of Conduct will result in a meeting with the Vice President and could possibly lead to an association suspension, preventing attendance and participation at association events.

### 12.2.4 Alcohol, Drugs & Tobacco Use and Athletes:

Any player found to be in use of, under the influence of and/or in possession of alcohol, tobacco or illegal drugs, while involved in SCMHA activities, shall be immediately suspended from all Minor Hockey activities for a period of not less than 14 days.

If a second offense occurs, the player shall be suspended indefinitely pending review of the Discipline Committee.

## 12.3 FAIR PLAY CODES

SCMHA will adhere to the National Coaches Certification Program (NCCP) Fair Play Codes for Players, Coaches, Officials, Parents, Spectators, and League Organizers.

### 12.3.2 Ice Schedule Fair Play Code:

All regular season games in all streams, Initiation Program, C League and A league, must end at the scheduled time. Tournaments are considered regular season games.

Although time will be scheduled for possible overtime in A Playoff Games, some games may run over time. In this special circumstance allowing the run over is fair play. Members must all work together to ensure our players complete their games.

## 12.4 SOCIAL MEDIA

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SCMHA refers to social media as social networking sites that are used to share information and opinions, host conversations and build relationships.

Social media can take many forms, including text/words, pictures, video, audio and real-time or live discussions or chats.

SCMHA understands the importance of Social Networking, however, it also allows for inappropriate unsupervised conduct which may be detrimental to the welfare of the SCMHA and the future of SCMHA players.

Communications using social media that speak of other players, parents, or officials in a negative manner shall be considered a breach of the Code of Conduct and will be dealt with according to Section 12.2.

Inappropriate behavior over Social Media including but not limited to communications, messages or images arising from SCMHA activities that are of an offensive, abusive or illegal nature will not be tolerated and will in disciplinary action being taken by the SCMHA.

#### 12.4.1 CELL PHONES AND OTHER ELECTRONIC DEVICES:

Cell Phones and other electronic devices are not permitted to be in sight in the dressing room (home or away).

Coaches and Managers may ban or collect cell phones or other electronic devices from the dressing room.

It is at the discretion of the coach to allowing music playing devices to be used.

### 12.5 SUPPLEMENTAL DISCIPLINARY PROCEDURES

Under this policy, there shall be three types of infraction which may warrant discipline:

- Technical infractions - these are violations of the Regulations and Rules of Competition of the PCAHA and/or BC Hockey, which shall result in automatic sanctions as specified in the PCAHA and/or BC Hockey Operations Manual.
- Minor infractions - these are infractions under the SCMHA Code of Conduct which are not severe but which may warrant immediate corrective action as specified in this Policy.
- Major infractions - these are infractions under the SCMHA Code of Conduct, which are more severe and may warrant disciplinary action as specified in this Policy.

SCMHA strives to teach all players the values of team sports. This means that not all suspensions or discipline will be of a punitive nature. Some individuals will be encouraged to volunteer for the association, or officiate, or otherwise contribute to the sport they are participating in.

#### 12.5.1 Technical Infraction

The President is responsible for ensuring that all PCAHA/BC Hockey issued suspensions

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are reported directly to the Discipline Committee within 48 hours.

Discipline listed below is in addition to suspensions given by BC Hockey

- Any player supplemental discipline action administered by any team in any division and/or stream must be documented using the SCMHA Player Supplemental Discipline Form (Appendix 7), and Supplemental Discipline Log (Appendix 8)
- Copies must be given to the player/parent and the respective Division Coordinator.
- Division Coordinators will forward to the Vice President.
- A coach of any SCMHA team may suspend, for discipline, any player for a maximum of 1 game.
- Suspensions of more than 1 game can only be given by the Chair of Disciplinary Committee or the President.
- SCMHA tracks all penalties received by individual members. In doing so it may notify an individual regarding their conduct within the association.
- The first gross or match penalty received by any member on any team in any stream will receive a letter from the Discipline Committee.
- Receipt of the players third major penalty resulting in a suspension triggers the Multiple Suspension Procedure Section 12.5.4
- A suspended player who knowingly plays or a coach who knowingly plays a suspended player will be suspended immediately pending a discipline committee hearing. The player and/or coach risk indefinite suspension.

### 12.5.2 Minor Infractions

Minor infractions are those that are determined to be breaches of the SCMHA Code of Conduct by any member of the SCMHA. This rule is not in place to replace minor infractions defined by the rules of the PCAHA, BC Hockey, or Hockey Canada.

Disciplinary situations involving minor infractions occurring within the jurisdiction of the SCMHA will be dealt with by the appropriate person having authority over the situation and the individual involved (this person may include, but is not restricted to coach, team manager, executive or committee member, tournament chairperson, official).

Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

The Player Supplemental Discipline form and Progressive Discipline Log (Appendix 8) must be completed for all Minor Infraction Discipline incidences. The Supplemental Discipline Form is required to be submitted to the Division Coordinator, who will submit the required forms to the Vice President within 7 days. The Progressive Discipline Log must be submitted at the completion of each season to the Vice President.

The following disciplinary sanctions may be applied, singly or in combination, for minor

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infractions:

- Verbal reprimands
- Written reprimand to be sent to the individual
- Verbal apology by the individual
- Written apology by the individual
- Suspension from the for a maximum duration of 7 Days.
  - a. The Head coach is submit the Supplemental Discipline form outlining the details of the discipline applied to the Incident. This could include a full suspension from all team events including on ice and off ice events.

Other sanctions as may be considered appropriate for the offense, upon further review by the Vice President and or Discipline Committee.

### 12.5.3 Major Infractions

Major infractions are those that are determined to be breaches of the SCMHA Code of Conduct by any member of the SCMHA. This rule is not in place to replace major infractions defined by the rules of the PCAHA.

If the incident is determined to be a major infraction by the Vice President and or Discipline committee upon receipt of the Player Supplemental Discipline Form, the player shall be notified no later than 7 days from date of receipt of the Discipline Form, and shall be advised of the procedures outlined in this Policy as follows:

- The Player is Suspended from all team activities from the Date of the Incident, until the investigation is completed.
- The player will have 7 days to respond, in writing, to the Vice President and or Discipline committee.
- The Discipline Committee shall hold the hearing as soon as possible, but not more than 14 days after the receipt of the accused response. The Committee may decide to conduct the hearing in person or by telephone.

The Committee shall govern the hearing by such procedures as it may decide, provided that:

- The person alleged to have committed an infraction should be given written notice (by courier, registered mail or email) of the day, time and place of the hearing

The Committee may request that witnesses to the infraction be present or submit written evidence.

If at any point in the proceedings, the alleged offender becomes reluctant to continue it shall be at the sole discretion of the Discipline Committee to continue the review of the infraction in accordance with this policy.

After reviewing and deciding the infraction matter, the Committee shall present its findings in a written report to the President of the SCMHA, for the purpose of Board Approval, This report shall contain:

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- A summary of the relevant facts
  - A determination as to whether the acts complained of constitute an infraction as defended in this policy
  - Disciplinary action to be taken, if the acts constitute an infraction.

When directing appropriate disciplinary sanction, the Disciplinary Committee shall consider factors such as:

- The nature and severity of the infraction
- Whether the infraction involved any physical contact
- Whether the infraction was an isolated incident or part of an ongoing pattern
- The nature of the relationship between the parties involved
- The age of the Complainant
- Whether the alleged admitted responsibility, expressed remorse, a willingness to change or make amends.

Failure to comply with a sanction as determined by the Committee shall result in further disciplinary action up to and including legal action if required.

Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Disciplinary Committee shall determine the appropriate disciplinary sanction.

The Disciplinary Committee may hold a hearing for the purpose of determining an appropriate sanction.

The Disciplinary Committee may apply the following disciplinary sanctions singly or in combination, for major infractions:

- Written reprimand to be placed in individual's file
- Written apology by the individual
- Suspension from certain SCMHA events, which may include suspension from the current game or competition or from future competitions
- Suspension from certain SCMHA activities (i.e. competing, coaching or officiating) for a designated period of time
- Suspension from all SCMHA activities for a designated period of time
- Other sanctions as may be considered appropriate for the offense
- Loss of Member in Good Standing status and expulsion from the SCMHA
- The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent SCMHA Policy, such as those dealing with social media, bullying, harassment, doping, personnel or event-specific matters.
- Unless the Discipline Committee decides otherwise, any disciplinary sanctions shall commence immediately upon approval of the Board.

#### 12.5.4 Multiple Suspension Procedure

A Player who receives 3 Major Game misconducts, or match penalties is suspended from game, practice, and team functions indefinitely pending review.

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The Vice-President will report the supplemental suspension to the Chair of the Conduct and Discipline committee.

The Committee will review the situation, with player and parent/guardian present, and determine any necessary discipline, including possible additional suspensions.

The player is not permitted to play games or practice with his team until a resolution is reached.

The purpose of this rule is to enforce the SCMHA Policy of Sportsmanship.

The Conduct and Discipline Committee will consult with the Player and Parents to reach a resolution.

#### 12.5.5 Appeal Process

An individual(s) may appeal a decision of the Conduct and Discipline Committee. Any appeal to the findings of the Conduct and Discipline Committee by the aggrieved party(ies) shall be in writing. The appeal letter shall set out the grounds for the appeal, the complete and comprehensive particulars pertaining to the case and shall be emailed to the President and Secretary within seven (7) days of notification of the decision of the CDC.

### 12.6 CRIMINAL CONVICTION OF A SEXUAL NATURE

Notwithstanding the procedures set out in this Policy, any member or participant of the SCMHA who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference or sexual assault, shall face automatic suspension from participating in any activities of the SCMHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the SCMHA in accordance with this Policy.

### 12.7 VANDALISM OF FACILITIES

Any member of the SCMHA, coach, trainer, manager or player who deliberately damages or defaces facilities used by or equipment of the SCMHA shall be suspended from the SCMHA until the cost of repair or replacement of the damaged equipment has been paid in full.

### 12.8 DRUG OR ALCOHOL USE

The use of alcohol or drugs at any SCMHA sponsored function, where minors are present, or in any arena or other facility used for such function, by any coach, trainer, manager, official or player affiliated with the SCMHA will not be tolerated and may lead to suspension without refund (where applicable), for the balance of the season.

### 12.9 BULLYING/HARASSMENT

There is a zero tolerance policy for any bullying or harassment in person or via Social Media and any found in contravention of this policy will be dealt with according to Section 12.2 of this policy.

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### 12.10 UNFORESEEN ISSUES

Situations arising during the season that are not covered under the disciplinary policies will be referred to the SCMHA Executive for their ruling.

### 12.11 CONCERN & COMPLAINTS – 24 HOUR RULE

Twenty Four (24) Hours must be taken from the time of the perceived infraction, and commencing a discussion with the appropriate authority of the SCMHA

Complaint process flow charts are found in Appendix 9.

### 12.12 RETALIATORY ACTION

Any action by a player, family member or team official that is deemed to be retaliatory in nature with regards to an earlier finding by the Disciplinary Committee, may result in Loss of Good Standing as a member and expulsion from SCMHA.

## SECTION 13 OFFICIALS

### 13.1 GENERAL

Sunshine Coast Minor Hockey encourages Members to become Officials. We support our volunteers fully. SCMHA will hold a Hockey Canada Certification clinic a minimum of once per season for all Officials. The Hockey Canada Officiating Program (HCOP) is the development model used in the development of SCMHA officials.

### 13.2 REFEREE IN CHIEF

The Referee in Chief has the authority to remove from any game or dismiss a referee deemed incompetent. They must supply documentation of the events to the Executive Committee.

The Referee in Chief, and all on ice officials, are mandated by BC Hockey and all of their on ice reports are submitted confidentially to the Referee Assigning Center (RAC) for review.

Refer to Appendix 3 for detailed Job Description

### 13.3 REFEREE ASSIGNOR

The referee Assigner assigns games from U9 – U13. PCAHA assigns games from U15 – U18.

The Assignor schedules on-ice officials.

The home team will assign scorekeepers/timekeepers

On-ice officials are scheduled with one weeks notice.

### 13.4 TRAINING STRATEGY FOR OFFICIALS:

A mentorship program for U9 on-ice officials monitored until Christmas.

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On-ice clinics for younger officials to provide instruction for rules interpretations and positioning.

**13.5 FINANCIAL COMMITMENT TO ON-ICE AND OFF-ICE OFFICIALS:**

Mentors for U9 Officials receive a stipend / game.

SCMHA purchases support materials for referees and pays for the carding of all officials.

Anyone registered as a SCMHA player will be reimbursed after four (4) games. The official will be responsible to submit their clinic receipt to the Treasurer for reimbursement.

Adult officials will be reimbursed for insurance fees once four (4) games have been completed.

Officials shall be given their stipend at the end of each game

Rates shall be as per PCAHA based on level and the position they are officiating

**13.6 DISCIPLINE IN REGARDS TO OFFICIALS**

The Referee-in-chief monitors feedback from the association and communicates directly with the officials.

Referees are subject to discipline as laid out by BC Hockey and PCAHA

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## SECTION 14 AWARDS

### 14.1 GENERAL

Coaches will coordinate selection of the above awards for their teams through consultation with all the coaches involved. Winners will be communicated to the Awards Committee Chairperson, the Ways and Means Director.

“A” teams are considered their own Division as are female teams.

Note: Divisional awards will be given out only if there are more than one C team registered in that division. Otherwise one set of awards are given out to that division.

The below list of awards is subject to change. All awards are handed out as the SCMHA Executive deems necessary each season.

### 14.2 AWARD DESCRIPTIONS

#### 14.2.1 MVP – Most valuable Player:

This award is presented a player who is recognized as the “go-to-person” or the player most relied on by the team for his skill, talent and ability to come through in a difficult situation. It is awarded to the player who the coaching staff believes has consistently demonstrated hard work and a marked talent in puck handling, shooting, passing and skating throughout the year in different and difficult circumstances. He has shown leadership both on and off the ice throughout the season.

#### 14.2.2 MSP – Most Sportsmanlike Player:

This award is presented to a player who has demonstrated extraordinary team play and spirit, both in their approach to the game and their attitude towards their teammates. It is awarded to an individual who works hard, shows dedication to their team and their teammates in all circumstances, places the interests of their team and teammates ahead of themselves, who does not complain, perseveres and relies on sportsmanship, on and off the ice, to achieve their goals.

#### 14.2.3 MIP - Most Improved Player:

This award is presented to a player who is honored for his work ethic, determination and positive attitude in improving his hockey skills and abilities over the course of the year. It is awarded to an individual who works hard, shows marked improvement in puck handling, shooting, passing and skating, as measured from the beginning to the end of the season.

#### 14.2.4 UH - Unsung Hero:

This award is intended to go to the ‘unsung hero’ of a team. This is a player who plays a quiet but important role on the team. The player that best displays dedication, sportsmanship, enthusiasm and genuine love for the game of hockey. This is not solely intended for the player who normally stands out on a team by scoring all the goals and making all the big plays. The player should truly be a team player who works hard and who is always eager to help and support his teammates.

DH – Dallas Hein Memorial:

Given to a U18 A player epitomizes the spirit of hockey through good citizenship

14.2.5 DB – Darryl Baker Award:

Given to a U18 C player who shows hard work and grit

14.2.6 AE – Award of Excellence:

Given to the U15 A or C player who shows outstanding leadership and sportsmanship on and off the ice and who epitomizes the spirit of the game through good citizenship

14.2.7 LA – Lifetime Achievement Award

Lifetime achievement award will be bestowed upon any member of the Association for distinctive services.

14.2.8 VY – Above and Beyond Award:

This is awarded to a volunteer that has gone above and beyond within the Association. Awarded to a parent or volunteer based on association member feedback.

14.2.9 Award of Merit

The Award of Merit Award honors those individuals who have provided outstanding contributions, involvement and service to the SCMHA. Award of Merit recipients have displayed commitment to the ideals of the SCMHA, have worked tirelessly for the improvement of the game and have had a notable impact on both the game and the players involved. Award of Merit are awarded by the board as deemed necessary.

14.2.10 Most Improved Team Award

This award is chosen by the Executive Board

14.2.11 Most sportsmanlike team

This award is chosen by the Executive Board

**14.3 SCMHA DIVISIONAL AWARDS CHART**

<b>AWARD</b>	<b>U7</b>	<b>U9</b>	<b>U11 C</b>	<b>U11 A</b>	<b>U13 C</b>	<b>U13 A</b>	<b>U15 C</b>	<b>U15 A</b>	<b>U18 C</b>	<b>U18 A</b>
<b>MDP</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>MSP</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>



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<b>MIP</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>UH</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>DALLAS HEIN</b>										<b>X</b>
<b>DARRYL BAKER</b>									<b>X</b>	
<b>AWARD OF EXCLC</b>								<b>A or C</b>		

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## SECTION 15 BURSARIES

### 15.1 BURSARY POLICY

SCMHA will award two (2) bursaries per year (\$1000.00 each)

Bursaries will be open to all SD 46 graduating grade 12 students who have played or officiated within the SCMHA organization in their grade 12 year

Should there be no appropriate candidates applying, the money shall be carried over to the next year.

**Bursaries must be claimed within 18 months of graduation or are no longer valid.**

SCMHA will budget \$2000 per season to the Scholarship and Bursary Fund held by SD#46.

The treasurer shall send funds to the School District in January of each year

#### 15.1.2 Selection Criteria

- student must have played hockey or officiated with SCMHA in their Grade 12 year
- student must have a plan to pursue post secondary education
- preference will be given to those students who:
- showed exemplary sportsmanship while playing for SCMHA
- behavior on and off the ice reflected good role modeling
- have given of themselves to SCMHA (i.e. officiating, on ice help)
- have a record of community service

#### 15.1.3 Application Process

Students should write a cover letter that demonstrates how they have met some or all of the Selection Criteria above and forward the cover letter along with a certified copy of their grades and a minimum of two (2) letters of reference to:

SCMHA - PO Box 1879 - Sechelt BC V0N 3A0

Application Deadline: May 1. Applications will be reviewed by the SCMHA Board of Directors at the May executive meeting.

Successful applicant names will be communicated to the School District by June 1.

A member of the Board or designate will present the award at Graduation Ceremony.

## SECTION 16 VOLUNTEER SCREENING PROCESS

### 16.1 RISK ASSESSMENT

The Sunshine Coast Minor Hockey Association (SCMHA) is committed to providing a positive hockey experience in a safe environment for all of our members.

The Volunteer Screening Process is designed to identify and mitigate any potential risks

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that may be presented by our parent/adult volunteers that will have direct contact with the youth. This process provides the due diligence required when providing recreational hockey activities to minors.

The screening process will outline job descriptions, recruitment and application processes, volunteer training and evaluations, volunteer reference checks and criminal record checks (CRC).

## 16.2 RECRUITMENT

### 16.2.1 Players

An early bird rate is offered for \$150 off the full registration fees until June 30th.

Promotional flyers for the upcoming season are sent to the elementary schools just before the school year end.

Local recreational programs such as the SCR D One Goal program, Bauer First Shift, Esso Female Program are events put on by SCMHA to recruit potential players.

### 16.2.2 Executive Committee - Executive Directors (Voting)

Nomination forms are available on the website and are to be submitted to the President before the AGM.

Nominations for candidates are also accepted at the Annual General Meeting (AGM)

All candidates are to be members in good standing.

Executive Directors are voted to their positions at the Annual General Meeting by the membership.

Each of these roles has a (2) year term.

### 16.2.3 Executive Committee - Board Members (Appointed)

At the AGM, a request for volunteers to take on these roles is made.

Active recruitment is also undertaken by Executive members seeking to fill these specific roles.

When there are more than two volunteers interested in a role, an interview is conducted.

Volunteers are to be members in good standing.

These roles are (but not limited to): Referee In Chief, Referee Assignor, Media Relations Coordinator, Tournament Director

Each of these roles has a (1) year term and are appointed annually.

### 16.2.4 Coach Recruitment:

Recruitment of coaches is the responsibility of the Head Coach.

Head Coaches will recruit coaches throughout the off season in their respective streams,

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encouraging prospective coaches to apply for positions.

SCMHA will advertise the coaching positions available on the website.

Application forms for coaches are available on the website.

Completed applications are to be submitted as directed.

The Coach Selection Committee will meet to review the applications, interview prospective applicants, and make recommendations to the Executive.

A level coaches are selected prior to the A team tryouts each season.

C level coaches are selected prior to the beginning of the season.

#### 16.2.5 Team Manager:

Division Coordinators and the Executive will actively recruit a parent/adult volunteer to undertake the management of each team within their respective divisions.

Team managers will not have a family relationship with the Head Coach.

Team managers will be required to fill out the application form, and submit along with references.

Applications will remain on file for two years.

Team managers must meet the CRC requirements.

#### 16.2.6 Hockey Canada Safety Person:

Division Coordinators will actively recruit a parent/adult volunteer to undertake the Hockey Canada Safety Person role for each team within their respective divisions.

HCSP will be required to fill out the application form, and submit along with references.

Applications will remain on file for two years.

HCSP must meet the CRC requirements.

HCSP must commit to completing the HCSP and Respect in Sport before Dec 1st of the season.

#### 16.2.7 Interview Process Summary:

The Coach Selection Committee is appointed by the Executive Committee, and chaired by the Head Coach/Head Coach. The Committee shall consist of three other individuals, none of which are prospective coaches.

The Committee will review the submitted applications for the positions of coaching for the upcoming season.

The Committee will design role specific questions for the interviews of the applicants.

The Committee will conduct personal interviews with all applicants to assess their qualifications, previous coaching experience, previous disciplines, and letters of recommendations, references and evaluations.

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The Committee will review the applicants and make recommendations to the Executive Committee for the Association coaches for the season.

When there is a situation where two or more parent/adult volunteers have expressed interest in the same role (non-coaching), the Executive Committee will appoint a Volunteer Selection Committee consisting of no less than (3) Executive Directors.

The Executive Board will review the submitted applications and conduct personal interviews with the applicants as required.

References will be collected and checked.

#### 16.2.8 Reference Checks:

References are required for each Association volunteer.

We require two references, stating relationship and contact information.

References are contacted either by phone or in person.

Verify that no more than one reference is an existing SCMHA volunteer.

Verify that neither reference is a relative.

The date of the interview and responses to questions is recorded.

The reference check remains with the volunteers file for two years.

#### 16.2.9 Orientation and Training:

SCMHA will provide training to all new volunteers.

All teams are offered training sessions for game sheet management, and team link game entry.

All Executive Directors, Coaches and Team Officials are given the current season PCAHA Rules & Regulations Handbooks.

The Registrar will track all coaching certifications and requirements.

The Head Coach will host informational meetings for the coaches.

SCMHA will host Coach Certification Seminars where and when applicable.

### 16.3 SUPERVISION AND EVALUATION:

#### 16.3.1 Supervision:

The Head Coach and Division Coordinators meet with the Executive Committee to update and discuss their respective divisions, teams and adult/parent volunteers.

The Head Coach is responsible for tracking and the following up of Coaches certification requirements.

The Head Coach is available to all Coaches throughout the season for mentorship, extra training, and any assistance required by the Coaches.

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Division Coordinators are responsible for communication with Team Officials throughout the season.

#### 16.3.2 Evaluation:

SCMHA believes that coaching is a perpetual learning experience. Coaching evaluation is an integral part of building and ensuring the best possible coaching for our players. Coaches require constructive feedback from other coaches, parents and players to support their learning experience.

Coaches, parents, players and association representatives may be asked to evaluate SCMHA coaching at the end of season by way of an anonymous survey.

Team Officials are asked for their comments regarding the season. Recommendations they may have to improve and/or assist in the execution of their roles.

Survey results are discussed at the Executive Committee meeting following the survey(s), and areas for improvement are identified and discussed.

Survey results are presented at the Annual General Meeting, with an action plan to deal with any areas that need improvement.

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**APPENDIX 1**  
**NOTICE OF MOTION**

DATE:

MOVED BY:

SECONDED BY:

Circle one:

Policy#      Bylaw #      New Policy or Bylaw  
Motion

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Rationale

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Amendment

Tabled to:

Defeated: Yay Nay

Carried as Amended: Yay      Nay

Abstained:

Notes

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**APPENDIX 2**  
**PLAYER MOVEMENT REQUEST FORM**

I request that \_\_\_\_\_ be evaluated to play as an

underage/overage player in the \_\_\_\_\_ division for the following reasons:

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(Write on the back of the application if space provided is inadequate)

I have read and understand Section 2 of the SCMHA Policy and Procedures Manual

ALL MOVES ARE SUBJECT TO PCAHA APPROVAL

Please return this form to the Registrar.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name



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## APPENDIX 3 JOB DESCRIPTIONS

### Head and Assistant Coaches:

- Abide by the Coaches Contract and Code of Conduct (see Appendix 5A)
- Abide by SCMHA Fair Play Code for the Ice Schedule and NCCP Fair Play for Coaches
- At the start of the season remind and or educate parents that hockey by its nature has inherent dangers and there is always the risk of personal injury
- Check the ice surface for potentially dangerous situations or conditions prior to the start of a game or a practice
- Be responsible for safety and discipline of players on her/his team on the ice, in the dressing room and at all times when traveling with the team.
- Be responsible for ensuring that the “Two Deep” level of supervision is maintained at all times during team related activities.
- Remain current with coaching philosophies, methods and strategies through personal education and by attending clinics and workshops.
- Utilize maximum ice time and ice surface for player development.
- Be well prepared and organized for practices ensuring fun and development for athletes.
- Ensure individual athletes get the instruction and support they need.
- Attend meetings as called by the Head Coach or SCMHA designate
- Take and complete appropriate coaching course plus "respect in sport" and "making ethical decisions"
- Follow Hockey Canada coaching manual for developmental plans and goals
- Develop individual player skills and teach teamwork
- Develop game plans and line ups
- Set up team expectations/goals and assist players in meeting those goals
- Hold a preseason meeting with parents plus additional meetings as needed
- Liaise with team manager for organizing tournaments and team schedule
- Liaise with the HCSP on safety related matter
- Ensure that each practice or game has a HCSP in attendance
- Lug pucks to the arena and the games
- Be sure to have fun and smile

### Team Manager:

- Take the Coaches Respect in Sport course.
- Submit a CRC
- Obtain list of contact information for all players and parents.
- Compile list of parent volunteers and delegate responsibilities.
- Distribute jerseys to players, record numbers
- Distribute and keep signed copies of the “Code of Conduct” for all players,

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- parents and coaches
- Familiarize yourself with PCAHA and SCMHA rules and regulations.
  - Ensure that the team has a HSCP at each practice.
  - Ensure that Two Deep is maintained at all times during team activities [travel, dressing room, team functions, etc.]
  - Games:
  - Arrange for both visitors' and your dressing rooms.
  - Ensure appropriate dressing rooms available for female players (if applicable.)
  - Fill out electronic game sheet with game number and have visiting manager fill in team information.
  - If home team – ensure all volunteers are in place. (Timekeeper, scorekeeper, safety person, and others as required.)
  - Provide payment to the Officials at the end of each scheduled game.

#### HSCP – Team Safety Person

- Must conduct regular checks of players' equipment through-out the season and ensures that correct measure is taken prior to the players next ice time.
  - Assists in overall supervision of the team.
  - Utilizes the Epact system for access to player medical information
  - Utilizes the Epact mobile app as a virtual binder for the team information
  - Maintains a team injury log
  - Ensure the team safety bag is with the team on all occasions.
  - Maintains team safety kit and ensures that it is restocked as needed
  - Implements an Emergency Action Plan for the team and through this is prepared to react in the event of accidents, injuries and medical emergencies.
  - Follows the guidelines under sections 8.6/8.7 and 8.9 for emergency situations.
  - Manages all injuries, learns to recognize serious injuries and refers injured players to qualified professionals.
  - Requires players who receive a head injury to obtain medical attention/return to play prior to being allowed back to hockey activities.
  - A team safety person must be present at each practice and all games.
  - Must assume a leadership role in promoting the values of fair play and integrity.
  - Hold meeting with parents at the start of the year to go over safety protocols such as the “Two Deep” requirement, Locker Room protocols, Association’s web page Safety tab resources, Concussion protocols, Return to Play steps, Return to Play forms, Medical Forms, Social Media policies and Bullying/Harassment policies, Equipment rules and any other safety related policies or procedures as outlined by PCAHA and BC Hockey related to parents and/or players
  - Reports any serious injury or death to the Risk Manager within 12 hours of the incident
  - Provide a CRC every three years as per section 8.5
  - Attends HCSP meetings as called by the Risk Manager
  - Assist Team Manager with event sanction forms and provides the Risk Manager with copies
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- Ensures the Return to Play forms are submitted and copies given to the Risk Manager prior to a player's return to hockey related activities when a player has left a game due to injury or has sought medical attention or has suffered a major injury or illness.
  - Reports all team injury stats/logs, medical forms, return to play forms and other related documents to the Risk Manager twice a year in Dec and April
  - Does a final safety bag inventory noting items that are missing and submits this report along with the safety bag at the end of the season.
  - Ensures that a team who is travelling has all the necessary approvals and insurance in place prior to departure
  - Assists coaches in assessing players during their Return to Play process
  - Must check each facility for safety concerns prior to the commencement of each ice time, ensuring AED units are in working condition, phone location is known, Air quality monitoring units are showing safe levels; dressing rooms, playing surface, boards and benches etc. are in good condition (See BC Hockey facility checklist) as per 8.7

### Board Members/Directors and Non-elected Officials

#### President

- Liaise with BC Hockey
- Liaise with PCAHA and Lions Gate League
- Attend conferences and meetings on behalf of the board
- Chair the board meetings
- Chair the AGM
- Oversee the team evaluation process at the start of the year in collaboration with the Vice- President
- Recruit and recommend individuals to the executive board for Lions Gate League director role when required
- Advise Board members and other non-elected officials of PCAHA rules
- See Constitution for further details

#### Vice President

- Oversee all conduct and discipline in the association
  - Chair the COCD Committee
  - Attend conferences and meetings in place of the President when necessary
  - Perform the roles of President in their absence
  - Oversee the team evaluation process at the start of the year in collaboration with the President
  - Recruit and recommend individuals to the executive board for the Lions Gate League Director role when required
  - Advise board members and other non-elected officials of PCAHA rules
  - See constitution for further details
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### Secretary

- Conduct the correspondence of the society
- Issue notices of meetings of the society and directors
- Keep minutes of all meetings of the society and directors
- Post on the Association's notice board a summary of all Executive meetings. The summary will not include any information that the Executive Committee deems confidential.
- Have custody of all records and documents of the Association except those required to be kept by the Treasurer or the Risk Manager
- Have custody of the common seal of the society (Wayne Rowe's office)
- File all statutory filings under the Society Act. (Wayne Rowe's office)
- Be a signing officer of the Association.
- Ensure that game sheets and game numbers are obtained and distributed to all the Division Coordinators
- See constitution for further details

### Registrar

- Be responsible for the registering of all members of the Association
- Maintain a register of all current members in accordance with the Society Act and make a copy available on request within a reasonable period of time
- Be responsible for player registration and the registration of all those players with the Pacific Coast Amateur Hockey Association and B.C. Hockey
- Register all teams and team rosters with all affiliated leagues or Associations.
- Oversee the assigning of players and team officials to Pacific Coast Amateur Hockey/BC Hockey
- Hockey players' certificates and submit these certificates and any further documentation to
- these Associations for the "A" teams (this applies to U11 A only).
- Present a written report of the years registrations at the Annual General Meeting
- Submit registered players contact information to Epect for the purpose of gathering BC Hockey Medical Information data
- Submit player and official team rosters to Epect to facilitate assigning of team administrators
- Review and make recommendations regarding hardship requests
- See constitution for further details

### Treasurer

- Collect fees
  - Review invoices and make payments
  - Provide Division Coordinators with Division funding for officials
  - Oversee Jersey deposit cheques and cash as warranted
  - Provide monthly balance sheets
  - Provide monthly income statements
  - Prepare the annual budget for approval at the AGM
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- Process refunds related to:
    - Player who leave the association
    - Goalie's who provide their own gear (U11 and up)
  - RIS, HCSP, Coaching Courses, Official certifications
  - Board member approved travel/expenses
  - Process sponsor funding
  - Pay out approved bursary funding
  - Maintaining association accounting and bank records
  - Maintaining association's bank accounts and transactions
  - See constitution for further details

#### Equipment Manager

- Distribution, maintenance, and collection of equipment owned by the Association.
- The purchasing of all new equipment approved by the Executive Committee. c) To perform other related duties as determined by the Executive Committee. See constitution for further details

#### Director of Hockey Operations

- Oversee hockey program delivery and player development for the organization
- Recruit, interview and recommend Association Head Coach for appointment by the executive board
- Liaise with BCAHA District Head Coach regarding coaching clinics
- Oversee and support the duties of the Head Coach and report to the executive board
- Oversee and support the duties of the Referee in Chief and report to the executive board
- Coordinate ongoing opportunities for coaches and referees

#### Director of Scheduling

- To represent the Association at the Annual Ice users meeting and to request and negotiate the ice needed for the Associations upcoming year.
- The scheduling, re-scheduling, exchange and cancellation of the ice time.
- To approve and record all ice time used by teams under the jurisdiction of the Association regardless of the purpose and means of payment.
- To approve ice time for BC Minor Hockey exhibition, league or playoff games through Divisional Coordinators prior to scheduling the game.
- Oversee and support the duties of the Referee Assignor and report to the executive board
- To provide ice usage report and forecasts to the executive board as required)To perform other related duties as determined by the Executive Committee.

#### Ways & Means Director

- Procure sponsors for the organization
  - Organize association wide fundraising opportunities and events
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- 
- Coordinate opportunities for team share fundraising
  - Obtain all necessary permits and licenses (SE permit, gaming license, etc.)
  - Oversee all team fundraising activities
  - See constitution for details

#### Risk Manager

- Become qualified in the Hockey Canada Safety Program and Respect In Sport.
- Reviewing activities, programs and operating procedures in order to identify, understand, and minimize the risks confronted in the operations of the association.
- Ensuring effective strategies to minimize risks are in place and practiced.
- Meet with the Facilities Manager to review SCMHA risk management strategies and complete the Arena Safety Checklist (see appendices)
- Ensuring up to date insurance is in place for the association and provide the proper documentation to the SCRD by Sept. 15th.
- Ensuring Criminal Record Checks are received every three years, from all volunteers working directly with players
- Filing CRC documents and tracking who needs to update their CRC's for the new season.
- Attend association HCSP clinics as a liaison between association participants and the BC Hockey Course Conductors.
- Ensure that all association teams have at least one HCSP qualified person assigned to their team roster by the PCAHA deadline.
- Maintain accurate and current association records of all HCSP qualified volunteers.
- Attend Association executive meetings and advise the executive of all safety and risk management concerns within the association.
- Complete regular arena safety checks on all facilities used by the association and liaise with the arena facility manager with respect to association safety issues.
- Conduct regular meetings with team safety people.
- Act as a risk management advisor for association tournaments/special events/dryland training/fundraising etc.

#### association Head Coach

- Obtain references of first-time applicants for coaching positions with this Association.
- Chair each interview for the coaching positions
- Chair the coaches selection committee for various divisions within the Association
- Work with the Director of Hockey Operations to develop and administer the Association Development Curriculum
- Review Team Level Coaches performance throughout the season
- Support Team Level Coaches as required
- Notify all coaching applicants of the various selections for the year.
- Perform public relations as required

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- Recommend coaches to Director of Hockey Operations for attendance at higher level clinics
  - Meet with Association coaches to discuss letters of complaints, problems and solutions prior to placing in the coaches' file
  - Coordinate meetings of coaches and players with local referee-in-chief or BC Hockey Rules Committee Member
  - Liaise with the Risk Manager to promote safety guidelines
  - Ensure coaches aware of and complying with SCMHA policies and procedures, BC Hockey related protocols, and PCAHA rules
  - Perform other related duties as determined by the Director of Hockey Operations

#### Referee-In-Chief

- To maintain an effective line of communication between the referees, the Association, and the National Referees Certification Program.
- To coordinate training programs for all referees.
- To encourage the development of junior referees by using a shadowing system.
- Perform evaluations of all of the Association referees, being verbal to the referee themselves or by means of a written document to be given to the referee named and placed in said referee's file, that is to be kept by the Referee-In-Chief.
- Have the authority to remove from any game or dismiss a referee deemed incompetent and supply documentation of the events to the Executive Committee.
- To perform other related duties as determined by the Executive Committee.
- Coordinate upgrading clinics and the annual certification of referees.
- Ensure that all officials have signed the Fair Play Code for Officials
- Advise all SCMHA 16 years old and over that they must complete the Coaches-Respect in Sport on line Course.
- Advise all SCMHA Officials 18 years and over that they must complete a Criminal Record Check to be submitted to Hockey Canada
- Liaise with Head Coach
- Recruit new officials
- Assist the Senior Evaluator
- Mentor all SCMHA Referees to improve officiating skills
- To perform other related duties determined by the Executive Committee

#### Referee Assignor:

- The role of the assignor is to assign officials to all U9, U11 A & C, U13 A & C Exhibition, League, Play-off and SCMHA Tournament games and his/her appointment shall be final
- At this time U15 & U18 A & C League games will be assigned by PCAHA.
- To supply a weekly list to the President of the Association of the appointed referees for the
- upcoming week's games for the Association.
- Provide equal opportunity for all the Association's members who are referees and use adult

- 
- referee's only as needed for appropriate age levels.
  - To perform other related duties as determined by the Executive Committee from time to time.

#### Tournament Coordinator:

- The role of the Tournament Coordinator is to liaise with the Ways and Means Director in an effort to host Tournaments for the SCMHA
- Tournament approval and sanctioning needs to be obtained from PCAHA
- Promotes Tournament via PCAHA Tournament web site, SCMHA web site, etc.
- Takes registration
- Coordinates 50/50 draws, raffles, concession etc. and obtains all necessary permits/licenses
- Liaise with Ice Scheduler to minimize ice conflicts
- Liaise with Referee Schedule to ensure adequate coverage for all tournament games
- Update the board on Tournament activities
- To perform other related duties determined by the Executive Committee

#### Media Relations Coordinator

- The role of the Media Relations Coordinator is to keep the SCMHA web site current, posting related information and managing the web site on behalf of SCMHA
- Providing Web training to SCMHA Directors and/or non-elected officials
- Sending out SCMHA notices to the local newspapers
- Promoting SCMHA in various venues through-out the community
- Ensuring registration signage is displayed in key locations in the community
- To perform other related duties determined by the Executive Committee

#### Executive Committee

The Executive Committee shall consist of the Board of Directors of the Association. The Executive Committee shall:

- appoint all standing committee's on an annual basis.
- Appoint the following non-elected officials of the Association:
  - Association Head Coach
  - Lions Gate League Director (as required)
  - Referee – In – Chief
  - Referee Assignor
  - Divisional Coordinators
  - Tournament Coordinator
  - Media Relations Coordinator
  - Risk Manager



**APPENDIX 4  
COACHING APPLICATION – A OR C**

NAME	
DATE OF BIRTH	
PLACE OF BIRTH	
ADDRESS	
EMAIL	
TELEPHONE HOME	
TELEPHONE WORK	
CELL	
OCCUPATION	
EMPLOYER	

HEAD COACH FOR

U7	U9	U11 A or C	U13 A or C	U15 A or C	U18 A or C
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CERTIFICATION/TRAINING	YEAR COMPLETED	LOCATION
RIS		
HYBRID COURSE		
DEVELOPMENT 1		
HCSP		
CRC		

Other Coaching Course or Training Activities:


Coaching Experience (A separate page can be attached if space on this form is insufficient)

Hockey (start with the most recent)

YEAR	ASSC/TEAM NAME	AGE GROUP	POSITION

Other Sports

YEAR	SPORT	ASSC/TEAM NAME	AGE GROUP	POSITION

Other Experience with Children and Youth

YEAR	ACTIVITY	GROUP NAME	AGE GROUP	POSITION

Personal Playing Experience:

YEAR	ASSOC/TEAM NAME	DIVISION

Coaching References:

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_

2 Name \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_

All Coaches must sign a Code of Conduct before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

**For A Coaches only – PLEASE INDICATE WHO YOU PROPOSE TO USE AS INDEPENDENT EVALUATORS**

NOTE: The Coach Selection Committee will review your proposed candidate for suitability and advise if they are accepted.

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_

3. Name \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_

4. Name \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_

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## APPENDIX 5 CODE OF CONDUCT/FAIR PLAY CODE – COACHES

- I will teach my players to play fair and to respect the Rules, Officials, Opponents and Teammates.
- I will ensure all players receive equal instruction, discipline, support and appropriate fair play time.
- I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
- I will make sure that equipment and facilities are safe and match the players age and ability.
- I will encourage players to be the best they can be in a positive manner.
- I will encourage and praise good sportsmanship.
- I will not single out a player and give negative feedback in front of his/her teammates.
- I will remember players need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills. I agree to abide by the principles of the Fair Play Code as set by the Canadian Hockey Association and supported by SCMHA.
- I will follow BC Hockey guidelines for player development at the level appropriate for my teams division.
- I also agree to abide by the Rules, Regulations and Decisions as set by Sunshine Coast Minor Hockey Association.
- I will foster a culture of safety, ensuring that injured players don't return to play prematurely, which could exacerbate their injury.
- I will promote respect for the HCSP and support their judgement as it relates to player injuries and removal from play.
- I will ensure that the Two Deep policy is utilized for all team activities.

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Name

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Signature

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Date

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**CODE OF CONDUCT/FAIR PLAY CODE – DIVISION COORDINATORS**

- I will do my best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background.
- I will absolutely discourage any sport program from becoming primarily an entertainment for the spectators.
- I will make sure that all equipment and facilities are safe and matches the athletes' ages and abilities.
- I will make sure that the age and maturity levels of the children are considered in program development, rule enforcement and scheduling.
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
- I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills, and I will encourage them to become certified.
- I will encourage teams within my division to utilize safe practices, as outlined in the SCMHA policy and procedures manual
- I will promote the use of the "Two Deep" method for all activities involving SCMHA players
- I will foster a culture of respect for Referees

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Name

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Signature

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Date

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## CODE OF CONDUCT/FAIR PLAY CODE – PLAYERS

- Play by the rules of hockey and in the spirit of the game.
- Respect your coaches, HCSP, teammates and all parents.
- Be respectful of opposing teams, regardless of the score. Winning isn't everything. Every loss is an opportunity to improve.
- Acknowledge all good plays and performances on the ice and encourage your teammates.
- Hockey is a team sport. Passing the puck and playing as a team carries better results than not.
- We win as a team and we lose as a team. Support your teammates and be accountable for how well you play.
- Know that coaches, safety and officials are there to help. Accept their decisions without question, especially in relation to removal of play due to injury, and show them respect.
- I understand that concussions are a form of head trauma that can have long term health effects, therefore, I will honestly report any symptoms promptly to the HCSP and if advised, will comply with all the "Return To Play" protocols that are in place to assist me in recovery and returning to the game.
- Talk to a parent or coach if you have concerns or problems with anyone.
- Use proper dressing room etiquette at all times. There will be no tolerance for swearing or bullying.
- Respect our arenas and all of the facilities that we visit. Locker rooms are to be used for changing and storage, not rough housing. We are representing the Sunshine Coast and hope to be invited back to all of the arenas we play at.
- When travelling as a team on the ferry, we need to be respectful of the ferry and the other passengers.
- I will not engage in any bullying behavior towards any other individual within the SCMHA, including any social media bullying.
- I will not use any drugs, alcohol or tobacco during SCMHA activities and ice times.
- I am aware of and will abide by SCMHA's Social Media policy
- I understand that failure to comply with the Code of Conduct will result in loss of ice time and may result in a hearing before the Conduct and Disciplinary Committee

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Name

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Signature

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Date

## CODE OF CONDUCT/FAIR PLAY CODE - PARENTS

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- Team sports provide many great moments that parents and children can share and enjoy. The experience should be positive and enjoyable for all members of your team and opposing teams. The following are important measure we all must take to ensure a fun and safe year.
- Treat everyone fairly and equally regardless of race, gender, skill. Each member of the team plays an important role and contributes to the overall success of the team.
- Be encouraging to your child without unhealthy pressure.
- Teach cooperation and teamwork to your child as well as teaching them rules.
- Attend games and volunteer wherever needed.
- Keep winning in perspective and help your child do the same. We all like to win, but playing fair comes first.
- Help your child meet responsibilities of the team and coaches.
- Teach your child to recognize physical, verbal and sexual abuse.
- Respect the decisions of coaching staff; never interfere with their direction, decision or coaching philosophies. I will support any calls made by the HCSP in relation to removal from play due to injury and will assist my child in understanding that safety comes first for long term enjoyment of the game.
- In the event that my child incurs a concussion or any other serious injury, either during hockey or any other activity, I will respect the “Return To Play” protocols as outlined by Hockey Canada, that are available for viewing under the SCMHA Web Page - Safety Tab
- Speak our respectfully and appropriately when you have concerns.
- Respect all parents on your team and opposing teams.
- Do not attend games or practices under the influence of alcohol or drugs.
- No yelling or criticizing of any child’s performance from the stands.
- Zero tolerance for use of bad language towards athletes, coaches, officials and spectators.
- Address concerns through proper channels of communication. Do not do it in the presence of children or in the locker room.
- Follow the complaint procedure as outlined in section 10.11 of the P&P manual.
- Take part in fund-raising as requested by the Ways and Means Director. Please help in assuring that we provide all of the kids with a fun and safe hockey year.
- I understand that a breach of this code of conduct may result in a hearing before the Discipline Committee, the results of which could affect my status as a member in good standing.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**APPENDIX 6**  
**CONFLICT COMMUNICATION FLOW SHEETS**

**Parent - Parent Conflict Resolution Flowchart**

**Dispute/disagreement with another parent/guardian**

- Consult Code of Conduct & Handbook- IF NO SOLUTION:

24-hour cooling off period prior to speaking to, emailing or communicating with the other parent/guardian

Communicate your concerns to the other parent/guardian

If no mutually agreed solution

Speak to the team manager

If no mutually agreed solution

Speak to your league coordinator (Rep Coordinator or Recreation Coordinator)

If no mutually agreed solution, 24 hour cooling off period

If still no resolution, contact SCMHA Vice-President and outline your concern and the attempts taken towards resolution.

If still no resolution, Conduct and Discipline Committee to be convened to discuss the issue with those involved to attempt to mediate a mutually agreed solution.



Letter/Summary Report to parents, coaches and SCMHA Executive outlining solution(s), and action(s) required.

**Parent - Coach Conflict Resolution Flowchart**

**Dispute/disagreement with Coach**

- Consult Code of Conduct & Handbook- IF NO SOLUTION:

24-hour cooling off period prior to speaking to, emailing or communicating with coaching staff

Communicate your concerns to another member of the coaching staff

If no mutually agreed solution

Speak to your league coordinator (Rep Coordinator or Recreation Coordinator)

If no mutually agreed solution, 24 hour cooling off period

Contact Director of Hockey Operations -DOHO

If no mutually agreed solution, 24 hour cooling off period

If still no resolution, contact SCMHA Vice-President and outline your concern and the attempts taken towards resolution.

If still no resolution, Conduct and Discipline Committee to be convened to discuss the issue with those involved to attempt to mediate a mutually agreed solution.



Letter/Summary Report to parents, coaches and SCMHA Executive outlining solution(s), and action(s) required.



**Player-Player Conflict Resolution Flowchart**

**Dispute/disagreement with player**

- Consult Code of Conduct & Handbook- IF NO SOLUTION:



24-hour cooling off period prior to speaking to, emailing or communicating with the other player or coaching staff



Communicate your concerns to a member of the coaching staff  
If no mutually agreed solution



Speak to your league coordinator (Rep Coordinator or Recreation Coordinator)  
If no mutually agreed solution, 24 hour cooling off period



Contact Director of Hockey Operations -DOHO  
If no mutually agreed solution, 24 hour cooling off period



If still no resolution, contact SCMHA Vice-President and outline your concern and the attempts taken towards resolution.



If still no resolution, Conduct and Discipline Committee to be convened to discuss the issue with those involved to attempt to medicate a mutally agreed solution.



**Letter/Summary Report to parents, coaches and SCMHA Executive outling solution(s), and action(s) required.**

APPENDIX 7
SCMHA SUPPLEMENTAL DISCIPLINE FORM

\*\*This report SHOULD be submitted within 48 hours of the incident\*\* All Information is confidential\*\* Circle One:

Minor Infraction Major Infraction Technical Infraction

Date of Incident: Location:

Submitted By: Position:

Phone: Email:

INCIDENT DETAILS Individuals Involved:

Name: Team: Phone:

Name: Team: Phone:

Details of Incident: (Time of game; teams involved; factors involved in the incident; others)

Multiple horizontal lines for incident details.

Action (s) Taken:

Horizontal lines for action taken.

Head Coach Signature (required): Date:

For SCMHA use only: Investigate By: Date:

No Action Required - Incident Closed - Date;

APPENDIX 8  
SCMHA SUPPLEMENTAL DISCIPLINE LOG

\*\*This report SHOULD be submitted within 48 hours of the 3<sup>RD</sup> Suspension\*\* All Information is confidential\*\*

Submitted By: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

SUSPENSION DETAILS:

DATE	INFRACTION	DISCIPLINE APPLIED

Action (s) Taken:

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Player Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head Coach Signature : \_\_\_\_\_ Date: \_\_\_\_\_

For SCMHA use only: Investigate By: \_\_\_\_\_ Date: \_\_\_\_\_