

Sunshine Coast Minor Hockey Association Policy and Procedure Manual

Lead, Develop and Promote Positive Hockey Experiences



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MISSION STATEMENT

Our mission as a minor hockey organization 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.

LAND ACKNOWLEDGEMENT

The Sunshine Coast Minor Hockey Association respectfully acknowledges that the land on which we live, learn, and play is located on the traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation) and the shíshálh Nation (Sechelt Nation). We recognize and honor the enduring connection to this land and their contributions to our community.

As we engage in youth sports, we commit to fostering a culture of respect, inclusivity, and understanding of Indigenous history and traditions. We are grateful for the opportunities to enjoy the sports we love on this land and are dedicated to promoting an environment that supports the growth and development of all our young athletes.

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SECTION 1 | GENERAL ADMINISTRATION

1.1 INTRODUCTION

- The Sunshine Coast Minor Hockey Association (SCMHA) is a non-profit organization that was officially incorporated as a non-profit society in British Columbia on May 13, 1978.
- The association is dedicated to promoting the interests and celebrating the aspirations of young hockey players. Its operations are guided by the constitutional framework set out by the Society Act of British Columbia.
- Funding for the SCMHA's activities is generated through various sources including player registration fees, fundraising initiatives, gaming grants, sponsorships, and kind donations.

1.2 MEMBERSHIP

- Membership is composed of parents/guardians of players who are duly registered and maintain good standing within the Association.

1.3 MEMBERSHIP FEES

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

1.4 DEVELOPMENT OF POLICIES AND PROCEDURES

- Policy and procedure development is a continuous process. Members can propose changes by submitting a "Notice of Motion" form at the AGM, General, or Executive meetings. For Executive meetings, forms must be received 48 hours in advance.
- Membership requests for general meetings should be received by the association Secretary 30 days beforehand, who then forwards it to executives within 10 days. The Secretary is responsible for informing all members about the motion 15 days before the AGM via email and website notifications.
- Proposed changes are moved according to Robert's Rules of Order. Discussion and voting on alterations occur in Executive meetings following the standard motion process.

1.5 MAILING LISTS

- In adherence to Freedom of Information and Privacy Act (FOIPA) rules, SCMHA refrains from providing mailing lists of association members to commercial businesses, as this would infringe upon member privacy rights and the policies set forth by FOIPA.

1.6 REQUESTS FOR PLAYER INFORMATION

- Hockey Canada, BC Hockey, and SCMHA maintain strict privacy policies and do not distribute player information to any external organizations or individuals. Any request for player data from such entities will be forwarded directly to the corresponding parent or guardian for their approval.
- SCMHA engages with Epact by providing player names and email addresses, for the explicit purpose of reaching out to the families to collate and secure their BC Hockey Medical forms. The provision of medical information is solely under the jurisdiction of the players and parents, and rests entirely on their discretion.
- Further, SCMHA uploads the fully completed Baseline Assessments to individual players' Epact accounts, restricted for access by designated team officials only.

1.7 SANCTIONED EVENTS AND/OR ACTIVITIES

- A Hockey Canada or BC Hockey Sanctioned event or activity is one that is officially recognized and approved by the governing body, Hockey Canada. This implies that the event or activity adheres to the rules, guidelines, and standards set out by Hockey Canada. It includes, but is not limited to, organized games, practices, tournaments, and clinics.
- The main purpose of the sanctioning is to ensure the event or activity is conducted in a safe and regulated environment and that it supports the development and spirit of hockey in Canada. Benefits could include things like standardized rules, qualified referees, or insurance coverage.
- Participants and organizers of unsanctioned activities shall assume full responsibility for any resultant liabilities.
- To attain authorization for an event, teams are required to submit an application using the [Special Event Sanction Form](#) to BC Hockey/PCAHA.

1.8 MEETINGS

- Executive board meetings are held monthly throughout the calendar year.
- All executive board members are expected to attend each scheduled meeting.
- Absences will only be excused in cases of extenuating circumstances, which must be communicated to the board.
- Repeated, unexcused absences from regular meetings may result in disciplinary action, up to and including removal from the board.
- "In camera" meetings will take place at the discretion of the Executive, allowing for selective or private discussions.
- As stated in Part 3.7 of the Constitution and Bylaws, the Annual General Meeting (AGM) is mandated to be held on or before May 31 of each year.

1.9 COMMUNICATION

i. Communication from the Board to Membership

- **Regular Updates:** The Board will ensure transparent and consistent communication with all members through several key channels:
 - **Email:** Official announcements, policy changes, important dates and reminders and other relevant information will be communicated via email to ensure all members are kept informed.
 - **Website:** The association's website will serve as the central hub for information, including updates on events, policy documents, Executive Meeting Minutes and contact details for board members.
 - **Newsletters:** Periodic newsletters may be distributed to provide updates on association achievements, upcoming events, and other pertinent information.
 - **Social Media:** SCMHA will use its official social media accounts to share news, promote events, and engage with the community in real-time.
 - **Annual General Meeting (AGM):** A comprehensive review of the association's activities, financial status, and future plans will be presented at the AGM. This meeting is an opportunity for all members to engage directly with the Board.
 - **Surveys and Polls:** The Board may conduct surveys to gather member feedback on various initiatives and decisions to ensure that membership perspectives are considered in decision-making.

ii. In Camera Meetings

- There are times when discussions within Sunshine Coast Minor Hockey Association meetings must be kept confidential. Such discussions are considered to be “in-camera” meetings. In-camera meetings have a legitimate purpose, but their use should be limited. Because in-camera meetings restrict the normal information reported to the Membership, their use should be limited to those occasions when they are absolutely necessary.
- **Factors Supporting in-Camera Meetings**
 - In-camera meetings should be considered where the following subject matter is to be discussed:
 - a. personnel matters about any identifiable individual, including volunteers, Directors, registered participants, or Members of SCMHA,
 - b. commercially sensitive business matters, including matters subject to confidentiality agreements with third parties.
 - c. litigation or potential litigation; or,
 - d. the receiving of advice that is subject to privilege, including communications necessary for that purpose.
- **Minutes of in Camera Meetings**
 - Decisions made in an in-camera meeting (including any in-camera discussion within a broader meeting) and, when appropriate, the factors considered in determining to hold a discussion in-camera, should be recorded in separate minutes.
 - Minutes of an in-camera meeting should be distributed to those who participated in the meeting and after their approval should be kept confidential and separately along with any materials considered as part of the in-camera meeting.
 - Any access to in-camera minutes is limited to the participants of the in-camera meeting. Any requests for access to in-camera minutes by any other individual should be directed to the SCMHA President who will consult with the Vice President prior to granting access to in-camera minutes.
- The minutes from the Sunshine Coast Minor Hockey Association Board Meetings will be made available after they receive formal approval at the subsequent monthly board meeting.

iii. Communication from Membership to the Board

- **Formal Correspondence:** Members are encouraged to use email to communicate suggestions, concerns, comments, or queries to the Board. Correspondence should be addressed to the most appropriate Board member based on the subject matter. To ensure proper receipt and timely response, members must copy (cc) at least one additional Board member on all such correspondence.
- **Clarity and Respect:** Members should aim to communicate in a clear, concise, and respectful manner. This ensures constructive dialogue and effective resolution of issues.

iv. The 24-Hour Rule in Conflict Situations

- **Cooling-Off Period:** In any conflict or emotionally charged situation, SCMHA enforces a mandatory 24-hour rule. This requires members and board members alike to wait at least 24 hours after an incident before initiating communication regarding

the issue. This cooling-off period aims to allow all parties to reflect and approach the situation rationally.

- **Conflict Resolution Process:** After observing the 24-hour rule, members should follow the established conflict resolution procedures, as outlined in the SCMHA Policy and Procedures Manual, to ensure issues are addressed systematically and fairly.
- **Respect and Professionalism:** Throughout the conflict resolution process, all communication should remain respectful and professional. The goal is to resolve issues in a manner that upholds the integrity and objectives of SCMHA while fostering a positive community environment.

1.10 CONFIDENTIAL FILES

- Confidential files, both in paper and digital formats, will be safeguarded in a secure location. The Registrar bears the responsibility for ensuring the secure preservation of data pertaining to Criminal Record Checks (CRC) submissions.

1.11 EXECUTIVE CONFIDENTIALITY

- In accordance with the Robert's Rules of Order, all activities conducted by the Executive Committee remain confidential, and the information is disclosed exclusively to the members in attendance. This policy covers all aspects of deliberation and related communications, which include emails, email attachments, and meeting minutes in their draft stage before approval.
- Each executive director will be assigned a secure email address, exclusive to their usage, which will serve as the designated channel for all their association corresponding email communications.

SECTION 2 | REGISTRATION

2.1 PLAYER RECRUITMENT

- SCMHA offers reduced fees for U7/U9 all season, and an early bird registration discount on the full registration fees for U11-U18 until June 30th.
- Promotional infographics for the upcoming season are distributed to the School District before the end of the school year and promotional posts are shared on SCMHA Social Media accounts. Local recreational programs, such as the SCR D One Goal program, Bauer First Shift, and Try-It Hockey Programs, serve as recruitment initiatives for prospective players.

2.2 PLAYER REGISTRATION

- Player participation in Association activities is contingent upon thorough and valid registration. The Executive Committee, informed by recommendations from the Finance Committee, will establish the registration deadlines, fees, and payment dates.
- A player is officially registered only after a completed registration form has been submitted to both SCMHA and BC Hockey, and all dues have been cleared in full.
- The early bird registration period runs from June 1st to June 30th. Applications received after this timeframe will be subjected to regular registration fees. These registrations are processed on a first-come, first-registered basis and cannot be guaranteed membership to the association.

- Every registration must be supported by a minimum deposit of \$200, with installments agreed upon until to cover the remaining amount.
- Fees for all 'A' players must be settled on or before January 15th. Failure to settle outstanding fees by this deadline may result in the player being deemed ineligible to participate in playoff games.
- If a player faces penalties or suspensions at the season's conclusion that extend into the subsequent season, they are ineligible to participate in gameplay until all penalties and suspensions have been served, beginning from the team declaration date or date of registration, depending on which comes later.

2.3 PLAYER MOVEMENT POLICY

i. Purpose

- This policy governs the movement of Sunshine Coast Minor Hockey Association (SCMHA) players seeking to play hockey at a division higher or lower than their age group. This policy is supplemental to PCAHA, BC Hockey, and Hockey Canada rules and regulations concerning player movement.

2.3.1 U7 AND U9 DIVISIONS

ii. Intent

- The U7 and U9 programs are structured to provide age-appropriate hockey development. Player age is the primary determinant for placement, with a provision for limited movement based on skill level and maturity, in consultation with parents and coaches. The goal is to support player development, not to create homogenous skill groups.

iii. Movement Guidelines

- Movement up or down one division is permitted for exceptional cases, based on both on-ice skills and off-ice attributes such as emotional maturity.
- Teams must not seek to strengthen or weaken a level by moving multiple players.
- Players should generally play within their age group to maintain peer learning and skill development continuity.

v. Application Process

- Applications for movement within the U7 and U9 groups must be submitted by the Division Director to PCAHA after consultation with the involved parties.

2.3.2 U11 TO U18

vi. Movement to a Higher Division

- **Exceptional Cases:** Movement to a higher division is considered for exceptional players based on skills, maturity, and team composition needs.
- **Team Needs:** SCMHA reserves the right to invite players to higher divisions if necessary (e.g., a shortage of goalies).
- **Parental Requests:** Fees for higher division participation apply unless movement is requested by SCMHA.

vii. Movement to a Lower Division

- **Encouragement to Play at Age Level:** Playing at age-appropriate levels is encouraged to preserve learning opportunities and peer relationships.

- **Consideration for Movement Down:** Consideration is primarily for new players unless needed for age and skill balance. Approval requires PCAHA and SCMHA consent based on specific criteria.
- viii. **Criteria for Movement**
 - Factors considered for movement include:
 - On-Ice Skill Level
 - Emotional and Social Maturity
 - Physical Maturity
 - Experience
 - Team Needs and Space Availability
- ix. **Procedure for Player Movement**
 - **Application**
 - **To Higher Division:** Submit a written request using the player movement request form located on the SCMHA website.
 - **To Lower Division:** Requests should be made using the player movement request form located on the SCMHA website.
 - **Evaluation**
 - Head Coach will determine if the player meets eligibility for movement.
- x. **Selection and Approval**
 - Decisions are based on evaluations and space availability. SCMHA Board will support the decision of the Head Coach.
 - Final decisions communicated by September 30. Once accepted, movements are final except for team balancing.
- xi. **Fees**
 - A non-refundable fee applies for applications to a higher division, covering evaluation and division fee differences.
 - Refunds for lower division movements are contingent on registration fee differences.
- xii. **Appeals**
 - No appeals will be considered for player movement decisions.
- xiii. **Emphasis on Development**
 - SCMHA strongly emphasizes playing at appropriate levels for comprehensive development, acknowledging both skill and personal growth. The 24-hour rule applies after any decision or game-related grievance to foster a reflective and constructive communication environment.

2.4 “A” REP HOCKEY

- “A” (Rep) hockey represents the top-tier of hockey in the association. Typically, these teams consist of 12 to 19 individuals, chosen for their superior skills and talent in their respective age groups.
- “A” teams are selected through a rigorous try-out process.
- Every SCMHA player showing an interest in competing for a spot on the "A" team, including underage applications, may be granted the chance.

- There is no fixed deadline for "A" level players aiming to be part of a team that exceeds their age group.
- The decisions regarding the team composition are at the Coach's discretion, with final approval resting with the Head Coach who leads the team to which the player is aspiring to belong.
- Notably, it isn't mandatory for "A" level players to participate in a tryout in the presence of certain exceptional situations, i.e. recovering from an injury or awaiting BCEHL release, and similar circumstances.

2.5 “C” HOUSE HOCKEY

- House League hockey, or “C” hockey, is a recreational level of play requiring less of a time and financial commitment than that of “A” Hockey.
- Performance assessment will be undertaken by evaluators during at least two practice sessions.
- A player will not be permitted to practice or play in two distinct teams or divisions simultaneously.

2.6 FEMALE HOCKEY

- Female hockey was established within SCMHA in 2019.
- Since its inception, female hockey has seen significant growth and increased participation within the organization.
- The Female division may consist of both competitive and non-competitive teams, as determined by registration, interest, and available resources each season.
- The association will make every effort to ice female teams in each division from U7 to U18 annually, contingent upon sufficient player registration.
- A player will not be permitted to practice or play with two distinct teams or divisions within the organization simultaneously.

SECTION 3 | FINANCIAL

3.1 DISCOUNTS

- Families registering three or more players with the association in the same season are eligible for a \$150 discount per family.
- The discount will be applied regardless of the registration period (early bird or regular).
- This discount is applied once per family and is not calculated per child.
- The policy applies only to families with a minimum of three registered players in a given season.
- Goalies (U11 and up)
 - To encourage goalkeepers who own their own gear, a special discount is offered. They will be subject to a lower registration fee of \$150, in accordance with the SCMHA's goaltender development plan.
- Pro-Rated Fees
 - Fees for players transferring from other associations will be adjusted on a pro-rata basis.
- Late Registration
 - Subject to availability or as spots become available, late registrations (paid in full) will be accommodated strictly on a 'first-come, first-served' basis."

3.2 REFUNDS

- Players applying for a refund can expect the following:
 - The refunded amount will deduct a \$50.00 administrative fee from their original registration fee,
 - Additionally, a pro-rated fee will be subtracted, corresponding to each month of their active participation within the association.
- Please note that no refunds will be administered after December 31 of each year.

3.3 HOCKEY ACCESS FUNDS

- The SCMHA Hockey Access Fund aims to remove financial barriers and provide an opportunity to individuals under the age of 18 to participate in organized hockey within the Sunshine Coast Minor Hockey Association. We commit to fostering community values, personal growth, and life skill development through team sports.

i. Eligibility

- Individuals under the age of 18, experiencing financial difficulties are eligible to apply for this fund.

ii. Application Process

- To apply for the SCMHA Hockey Access Fund, email your request to registrar@scminorhockey.com and vicepresident@scminorhockey.com. After receiving your email, we'll request further information that includes:
 1. An explanation of your financial need
 2. Name and age of the player
 3. Other programs you've applied to (Jump Start, A4K, KidSport etc.)
 4. Amount requested
- All provided information will be strictly confidential and used solely to confirm financial need.
- The best time to apply is during the spring when registration opens. However, we consider applications throughout the year.

iii. Funding

- The fund primarily relies on yearly fundraising events, corporate and personal donations, and sponsorship opportunities. Further, grants and camp registration fees are disbursed based on individual needs evaluated on a case-by-case basis.
- Funding is provided for the following requests on an individual case by case basis:
 - *Registration fees, including rep hockey fees if applicable*
 - *Camp fees*
 - *Hockey gear and equipment*

iv. Donations

- To donate, contact us at waysandmeans@scminorhockey.com. While we appreciate public acknowledgment of donations, we respect donors' privacy, should they choose to remain anonymous.
- Please note: As SCMHA is a non-profit society and not a registered charity, we are incapable of issuing tax receipts. However, we ensure that 100% of the received donations will be used for the Fund.

v. Management

- The SCMHA, a non-profit society, will oversee the Access Fund, securing that donations are directed towards the individuals who need them the most. There will be no administrative fees.

vi. Confidentiality

- Sunshine Coast Minor Hockey Association ensures the confidentiality and privacy of all applicants and donors. No information received will be shared or used outside the application or donation process.

vii. Contact

- For enquiries or feedback related to the SCMHA Hockey Access Fund, please email us at waysandmeans@scminorhockey.com.
- For applications, email your inquiry and responses to registrar@scminorhockey.com and vicepresident@scminorhockey.com.

3.4 REMUNERATION OF ELECTED OFFICIALS

- No director is eligible for remuneration in their capacity as a director. However, remuneration may be provided to any individual serving as an Officer, including those who hold dual roles as Director and Officer, subject to the discretion of the Directors. Furthermore, all Directors or Officers are entitled to reimbursement for expenses that are both necessary and reasonably incurred in the course of conducting the Association's affairs.

3.5 FUNDRAISING

i. Guidelines

- All teams can fundraise towards their collective improvement, using their distinct team names, and complying with the Fundraising Policy guidelines. The SCMHA Fundraising and Events Director will organize fundraising efforts for the association, such as raffles, events, and tournaments.
- All fundraising activities require prior approval by the Fundraising and Events Director. Public support solicitation methods could include car washes, sales, and bottle drives.
- Local businesses extensively contribute to our association through sponsorships. Teams shouldn't approach these sponsors for extra donations without permission from the Director of Fundraising and Events. Any specific team sponsorship should be reported 15 days in advance for potential approval.
- Teams cannot use the SCMHA Gaming License for fundraising without specific executive permission. Each fundraising initiative must be well-managed, and all profits belong to the respective team.
- Teams can plan and budget for:
 - Tournaments
 - Accommodations
 - Team Apparel- [See Logo Use Policy](#)
 - Dryland training
 - Provincial championships.
- Any other fundraising objectives need SCMHA executive approval.
- Teams must provide year-end accounting records for all funds raised and expended to their team members.
- Upon departure, players forfeit any rights to funds with no provision for return to the player or parent.

ii. Sponsorship

- Sponsorship efforts for the benefit of the Association will be conducted by the Director of Fundraising and Events.
- A sponsorship is characterized as a reciprocal exchange where the sponsor provides cash, products, or services in kind to the Association, and in return, attains a benefit of commensurate value. Rather than being allocated to a specific team, sponsorship funds are designated for the Association's overall use.
- There are ample opportunities for sponsorship (refer to Appendix 12 for more information).
- Team-specific sponsorships are generally not permitted unless expressly authorized by the Director of Fundraising and Events. Teams are also advised not to solicit sponsors for any kind of donations, be they monetary or in-kind, without the explicit permission of the Director of Fundraising and Events.
- The Director of Fundraising and Events will take responsibility for managing sponsorships, which includes overseeing invoice generation, renewals, and tracking the progress of existing sponsorships.

iii. Gaming Activities and Funds

- SCMHA teams are prohibited from fundraising under the SCMHA Gaming License without obtaining exclusive executive permission, a 30-day advance written notice is mandatory. Approval is restrictive and granted solely based on extraordinary circumstances; teams can't possess Gaming Licenses under SCMHA.
- Regulation of 50/50 fundraisers and raffles fall under BC's Lottery & Gaming Act, necessitating diligent oversight by the Association Board. Improper handling risks our annual gaming grant from British Columbia.
- Although fundraising can benefit a team, improper execution poses wider membership risks. Non-compliance results in penalties against teams and members.
- In case executive approval is given for a special gaming license request, the following procedure is mandatory:
 - The team manager applies for the event.
 - Applications must represent the team, not SCMHA.
 - Compliance with the Gaming Policy and Enforcement Branch is a must (www.gov.bc.ca/gaming)
 - Determine your license class (usually Class D or B) on their website.
 - The event beneficiary bears the license cost.
 - A Government Gaming License copy must be filed with the Director, Fundraising and Events Director before the event.
 - Submit a Gaming Event Revenue Report (GERR) within a month post-event.
 - A copy of the completed GERR is to be given to the Director, Fundraising and Events Director.

iv. Funding Assistance for attending Provincial Championships

- SCMHA will provide funding, up to a maximum amount of \$400.00 per player, if their team qualifies for the provincial tournament.
- This funding will cover expenses related to hotel accommodations, ferry, transportation, and other expenses pertaining to the BC Championships.
- Financial assistance comes with an obligation for recipients to give back to the community. Players benefiting from this funding are required to collaborate with the

Fundraising and Events Director in volunteering at development opportunities for the forthcoming season.

SECTION 4 | ELECTED AND APPOINTED POSITIONS

4.1 ELECTED OFFICERS

- The following positions comprise the association's elected officers of the society:
 - President
 - Vice President
 - Secretary and Director of Communication
 - Treasurer
 - Registrar
 - In addition, there may be up to 8 elected Directors-at-Large, as specified by the SCMHA Constitution and By-Laws.
 - Director of Ice Scheduling
 - Fundraising and Events Director
 - Director of Initiation and Recreational Hockey
 - Director of Referee in Chief
 - Director of Equipment
 - Director of Female Hockey
 - Director of Hockey Operations
 - Director at Large
- Part 7 of the SCMHA Constitution and By-Laws provides an extensive description of these elected officers' roles and responsibilities.
- Additional information detailing their duties can be located in Appendices of the Policy and Procedure Manual.
- The Directors-at-Large will be assigned to specific portfolios as per the changing needs and requirements of the Association.

4.2 APPOINTED OFFICERS

- The following positions are appointed by the Board of Directors
 - Referee Scheduler
 - Rep Coordinator

4.3 INDUCTION OF NEWLY ELECTED/APPOINTED OFFICERS

- Upon completion of their term, each executive officer is expected to provide insightful recommendations to facilitate the transition for their successors.
- Newly elected or appointed officers may be endowed with a mentoring guide, a seasoned official familiar with the association's workings. This returning officer stands as a mentor, offering guidance and support to ensure a smooth transition into the new role.

4.4 CONFLICT OF INTEREST

- Directors must openly declare any potential conflicts of interest, wherein:
 - They have a direct or indirect stake in a present or proposed contract or transaction of the association, or
 - Their other positions or possessions may produce a conflict with their duties as director, or

- A personal, familial, or team relationship may prompt a perceived or actual conflict with their directorial duties.
- This declaration should be made to the President or their delegate as soon as possible within a directors' or committee meeting. Potential conflicts should be announced either before the meeting starts or before the related issue is discussed.
- Directors with a conflict should exit the room during the related agenda item discussion. Their exit, the reason, and the postponement of the item's discussion will be noted in the meeting minutes.
- Following the discussion's conclusion, they may re-enter the room; this will also be recorded in the minutes.
- However, the board may decide if a declared conflict doesn't necessitate excluding the director's voice, though abstention from voting on the issue is mandatory, and this will be documented in the minutes.

4.5 EXECUTIVE POSITIONS

- A person may not hold more than one executive position per season within the SCMHA as defined by the SCMHA Bylaws.
- Unless another qualified coach cannot be found, the President or Vice President shall not serve as the head coach of any team in any division during their term(s) of office. This provision is established to maintain the integrity of leadership roles and to avoid any potential conflicts of interest.
- Unless another qualified person cannot be found, no person may run for the position of President unless that person has first served at least one (1) year on the Executive Committee in some capacity.

SECTION 5 | TEAM OPERATIONS

5.1 EXHIBITION GAMES

- Permission to play in any exhibition game, tournaments, or jamborees must be obtained from the PCAHA League Manager.
- Any team wishing to play an exhibition game shall first obtain permission from its League Manager by way of an exhibition game number. Under no circumstances will an exhibition game be played without a game number.
- Failure to obtain a game number may result in suspension or other disciplinary action against the team official(s) responsible.
- If two PCAHA teams are playing in the exhibition game, the home team is required to obtain the exhibition game number.
- If the two PCAHA teams playing in the exhibition game report to different League Managers, the visiting team shall notify its League Manager of the exhibition game number assigned to the game.
- If a PCAHA team is playing an exhibition game against a non-PCAHA team, the PCAHA team shall obtain an exhibition game number whether the game is at home or away.
- If a PCAHA team wishes to play an exhibition game against a team registered with USA Hockey, against a Canadian team registered with a Member of Hockey Canada other than BC Hockey, or against a team registered with another Federation of the IIHF, whether at home or away, the team shall first obtain an exhibition game number from its League Manager. The team shall then forward a permission request to the PCAHA Office which shall apply on the team's behalf for BC Hockey approval.

5.2 TOURNAMENTS

- A team wishing to participate in any tournament or jamboree must first obtain a tournament permission number from its League Manager. Failure to do so shall result in disciplinary action. The Managing Director has the right to revoke or deny any Tournament permission.
- If a PCAHA team wishes to participate in any tournament outside the Lower Mainland District, the team shall first obtain a tournament permission number from its PCAHA League Manager. It shall then forward a permission request to the PCAHA Office which shall apply on the team's behalf for BC Hockey approval.
- Please complete the PCAHA Interdistrict Travel/Exhibition Game Form, available on the PCAHA web site Forms page, and forward it and the required information to the PCAHA Office.
- In all tournaments or jamborees, teams must consist only of those players who are included on the team roster filed with the PCAHA Executive Director (except as specifically permitted under the Affiliate Player and Goaltender Exemption rules).

5.3 TOURNAMENTS, DRYLAND AND EXTRA ICE

- Coaches have the liberty to decide whether their team would like to participate in tournaments, dryland and extra ice activities, which extend beyond the standard team commitment as detailed by the SCMHA.

5.4 INSURANCE

- All players must be registered in HCR for purpose of coverage under Hockey Canada insurance as soon as they register with the Association.
- Registered participants of SCMHA are provided with Hockey Canada supplemental Major Medical/Dental compensation to cover additional medical and dental costs once private insurance is exhausted, or for those without private insurance, subject to certain limits. Each participant contributes to the Hockey Canada Insurance Program. This fee covers:
 - Liability insurance
 - Accidental death and dismemberment insurance
 - Major medical/dental secondary compensation
 - Risk management, safety, and administration fees
- The PCAHA provides extra hospital/medical insurance for participants traveling with a Canadian-based PCAHA team outside B.C. for sanctioned games. It covers costs beyond B.C. government medical fees in case of emergencies. The policy applies to players, team officials, registered volunteers, and players' family members under 70 directly involved in the game(s). These individuals must have Canadian government medical coverage to qualify. Proper game sanction, including exhibition or tournament permission, is required from the team's League Manager and PCAHA Office for policy activation. Insurance is nullified without appropriate sanction.

5.5 ICE ALLOCATION

- Team ice allocation for practices and games is determined based on the total number of teams within the association, overall ice availability, and any extenuating factors such as special events or tournaments.
- Teams with PCAHA league commitments will be given scheduling priority. As a result, other teams' practices may, on occasion, be rescheduled.

- In the event that a team's scheduled ice time is displaced, the Director of Ice Scheduling will make every reasonable effort to provide an alternate ice time for that team within the same week, subject to availability.
- The association is committed to ensuring fair and transparent ice allocation across all teams and will communicate any changes to affected teams as promptly as possible.

5.6 BOOKING, ALLOCATING AND/OR CANCELLING OF ICE TIME

- Only the designated Ice Scheduler or their appointed representative is authorized to schedule, assign, and/or cancel ice time. Any teams looking to cancel their practices or games need to provide a minimum of 48 hours' notice to the Ice Scheduler.
- Furthermore, if they are canceling or scheduling games, it's crucial for them to notify the Referee Scheduler as well. Non-compliance with this requirement may lead to a penalty equivalent to the cost of the ice rental, coupled with any additional referee expenses incurred if referee cancellations are not timely managed.
- **Dark Ice Policy**
 - i. **Purpose:**
 - The purpose of this policy is to ensure efficient and equitable use of ice time for all teams within the association, in compliance with the SCRD mandate regarding unused ice. This policy aims to minimize the wastage of valuable ice time and prevent the reallocation of unused ice to other organizations.
 - ii. **Policy Statement:**
 - All teams must adhere to the following guidelines regarding the usage of scheduled practice or game time:
 1. Notification Requirement: Teams must notify the Ice Scheduler, at least 48 hours in advance if they will not be utilizing their scheduled ice time.
 2. Emergency Circumstances: In the event of extraordinary circumstances where there is less than 48 hours' notice of unused ice, it is the responsibility of Team Managers and Coaches to communicate on TeamSnap Coaches and Managers chats to find another team to use the ice.
 3. "Dark Ice" Charges: Any unutilized ice time will be considered "Dark Ice" and will be charged back to the team at the rates of SCRD Non-Prime Time for early mornings and SCRD Prime Time for all other times based on the SCRD pricing.
 - iii. **Implementation and Compliance:**
 - It is the responsibility of all Team Managers and Coaches to ensure compliance with this policy. Failure to adhere to the notification requirements or to find an alternate team to use the ice in emergency circumstances may result in charges for "Dark Ice."

5.7 GAME CONFLICTS AND RESOLUTION

- Team Managers must proactively review and manage schedules, addressing needs such as travel logistics and game overlaps. If the home team doesn't initiate proactive resolution within a week of schedule release, visiting teams are requested to step in, given limited rescheduling options.
- The resolution process, largely shouldered by Team Managers, follows these steps:

1. Managers can use weekday (post-6pm) or weekend practice time (refer to PCAHA Rulebook, Sec. G) to rectify clashing games.
 2. In absence of suitable practice time, the Director of Ice Scheduling can assist in exploring rescheduling opportunities, such as trading conflicting home ice times.
 3. After receiving rescheduling options from the SCMHA Ice Scheduler, liaise with the visiting team's Manager for mutual agreement. Confirm the new time with the Ice Scheduler.
- The League Manager must be informed about all schedule changes. If three proposed times are rejected by the visiting team, the League Manager should be contacted to put the onus on the visiting team. Following agreement on a new time, inform the Referee Assigner by email (preferably at least 72 hours in advance).
 - In case a schedule indicates a "conflict" game, teams are required to negotiate a suitable date and time, and inform the League Manager. In case of disagreement, the Managing Director will mediate, and their decision will be final.
 - All games should be played before the beginning of the second half or end of the league, depending on their position in the league schedule. Declaring a forfeit is unacceptable and could lead to disciplinary actions, potentially suspensions, at the Managing Director's discretion.

5.8 RESCHEDULE REQUESTS

- Situations may arise that necessitate the need for rescheduling a league game that does not fall under the designated "conflict" category. Varying circumstances may be the cause of such deviation, such as tournament participations, player illnesses, holidays, and so forth. We advise you to refer to Section G of the PCAHA Handbook for further clarification.
- It is crucial to understand that previously scheduled PCAHA league games are given precedence over these requests. Any proposed rescheduling must be agreed upon by both involved teams, ideally 72 hours prior to the original game time. However, this policy also expects teams to be flexible, assessing the feasibility of accommodating reasonable requests, as the situation might be reversed in future.
- Should you encounter resistance or unfair demands from the other team while attempting a reschedule, we recommend you consult your SCMHA Division Coordinator or PCAHA League Manager.

5.9 GUIDELINES FOR TEAM MANAGERS

- Promptly inform the SCMHA Ice Scheduler of any potential scheduling conflicts.
- Maintain a professional, collaborative approach when dealing with schedule changes.
- Keep your head coach in the loop with scheduling issues as they may have preferences regarding game times. Check with your coach before committing to new game times.
- Actively manage your team's schedule, prioritizing the most recent games.
- Implement a proactive, logical process. Patience and active planning tend to produce favourable outcomes.
- Avoid accepting unsuitable or disadvantageous scheduling proposals. There is always a better solution.
- Keep your team updated on forthcoming games. To avoid confusion, defer distributing the complete schedule until all rescheduling and conflicts are resolved.
- Ensure that the details of your rescheduled games are accurately communicated to your league manager for entry into the scheduling system right away. Confirm the correct input of details such as game time, location, date and others, this prevents errors during game sheet entries.

- Coordinate final game timings post-rescheduling with the Ice Coordinator and Referee Assigner.
- For comprehensive information regarding game timings and schedules, refer to the PCAHA rule book.

SECTION 6 | U7 AND U9 HOCKEY

6.1 U7 AND U9 PATHWAYS TO HOCKEY

- Sunshine Coast Minor Hockey Association follows the Hockey Canada U7 and U9 Pathways to Hockey Program.
- The primary focus should be on a positive, fun, and educational experience, as this foundational period forms the basis for future hockey abilities. Development should be executed through a progressive, learn-to-play teaching model which prioritizes skill-building through practice drills, skill sessions, and fun activities.
- Hockey Canada's model combines age groups U7 (5-6 yrs) and U9 (7-8 yrs), suggesting that players with similar skills be regrouped together to maximize puck touches, thereby improving skill development. This model reportedly offers more puck interactions, shot attempts, passes and goal attempts than traditional methods, particularly for less skilled players.

6.2 U7 AND U9 DEVELOPMENT AND PROFICIENT GROUPINGS

(Grouping terminology is subject to change by PCAHA.)

- A minimum of four pre-evaluation skates and three evaluation sessions are recommended before the season starts. These sessions should be player-friendly, inclusive and aimed at getting back on the ice.
- Each season, the Board of Directors, in consultation with division team officials, will determine the appropriate streams or levels of teams to be offered within the U7 and U9 divisions.
- The number of teams formed in each division will be based on the total number of registered players in the respective age groups, considering overall player enrollment and available ice time. Consistent with Hockey Canada guidelines, an ideal team size is eighteen (18) players per team.

6.3 U7 AND U9 GAME PLAY

- For game play, U7 teams can start inter-association games from January 1, while U9 can start from December 1. (Subject to change by PCAHA)
 - Prior to these dates, teams are allowed to play intra-association games.
 - SCMHA will defer to PCAHA rules regarding half-ice/full-ice game play.

6.4 U7 AND U9 TOURNAMENT PLAY

- Tournaments are encouraged for team building and hockey culture.
- SCMHA will defer to PCAHA rules with regard to U7 and U9 tournaments.

SECTION 7 | “C” LEAGUE PROGRAM

7.1 INTRODUCTION TO HOUSE “C” HOCKEY

- “C” hockey is recreational with an emphasis on team play and skill development. Bodychecking is not permitted at any level in “C” hockey.
- The “C” League consists of four divisions comprised of players in the age group as of December 31st of the current year.
 - U11
 - U13
 - U15
 - U18

7.2 JUVENILE AGED PLAYERS

- In certain circumstances, a provision is in place to accommodate Juvenile aged players who wish to participate in the U18 C League. Players who are no longer U18 but are full-time high school students and have not previously played at the Rep level in U18 can submit a request to the Executive for consideration to compete as an over-age player in the U18 “C” division. It is recognized that some special circumstances may warrant this flexibility, and each application will be reviewed on a case-by-case basis.
- Approval by the PCAHA Executive Director is required.

SECTION 8 | FEMALE HOCKEY PROGRAM

8.1 FEMALE HOCKEY PROGRAM

The Female Hockey program at SCMHA is incorporated within the PCAHA female league, with participation beginning at the U11 level. Teams for U7 and U9 are focused on development, practicing locally and attending tournaments and exhibition games.

Female teams compete against clubs from Whistler, the Lower Mainland, and the Fraser Valley, extending to select divisions that include teams from Western Washington. All teams adhere to PCAHA female hockey league rules and participate in a tiered program.

In October, teams undergo a tiering round to establish their competitive flights, which are categorized as follows:

- U13-U18: Gold, Blue, Red, with a possible Purple flight based on team quantity and skill level.
- U11: Gold, Blue, Purple (if necessary), and Red.

For U11 teams, the Blue division and lower are separated into East and West groups to facilitate travel. All divisions from U13-U18 also include A (rep) divisions. It is important to note that all female hockey in both C and A divisions is non-contact.

For player movement, underage players (U11 and up) wishing to advance must submit a request via the SCMHA website to the Director of Female Hockey for board consideration. Conversely, overage players (U11 and up) seeking to move down must follow the same process for approval. U9 players wishing to move up to U11 are also required to submit a request.

SECTION 9 | “A” LEAGUE PROGRAM

9.1 INTRODUCTION TO REP “A” HOCKEY

- Rep (Representative) or “A” hockey is the highest calibre of hockey available in SCMHA. Rep teams typically represent the more skilled and talented players in their age group. Rep hockey is a fast-paced, highly competitive level of hockey that offers exceptional players a challenge.
- The “A” League consists of four divisions comprised of players in the age group as of December 31st of the current year.
 - U11
 - U13
 - U15
 - U18

9.2 “A” LEAGUE TRYOUTS

- The Executive, following the recommendation of the Finance Committee, will establish a try-out fee before the registration process begins.
 - The exact amount of this fee, along with the dates of the try-outs, will be announced on the website.
 - As stated in Section 3, no player will be granted insurance coverage by Hockey Canada or permitted on the ice unless all necessary fees, including the try-out fee, have been paid in full.

9.3 “A” LEAGUE TRYOUT PROCESS

- A Pre-try-out meeting will be held prior to evaluations between the Director of Hockey Operations and the Association "A" Coaches to review tryout procedures and ensure independent evaluators are organized.
 - These evaluators, unbiased and unaffiliated with the team, will assess each participant's skills based on Hockey Canada's Criteria during all try-out sessions. They will only identify players by numbered jerseys provided for the tryouts, with no player's name attached to evaluations.
 - To maintain impartiality, parents are to avoid discussions with evaluators during evaluations.
- Coaches, reviewing the evaluators' assessments, will finalize team selections. They must be able to justify selections to the Director of Hockey Operations. Special attention will be given to specific skill sets, work ethic, and attitude.
- Initial try-outs will accommodate up to 36 skaters.
- Cuts may occur before the fourth tryout session due to large turnout. The "A" Coach, in consultation with the Director of Hockey Operations, can reassign a player to the "C" league if the player's performance isn't fitting for the "A" level.
- At the start of tryouts, parents will receive a briefing detailing the process.
- Exit meetings, detailing players' strengths and areas for improvement, will take place individually and privately. To avoid unnecessary stress, discussions should be confidential until formal emails are sent out by coaches' post-tryouts.

SECTION 10 | COACHING

The Sunshine Coast Minor Hockey Association (SCMHA) is dedicated to the development of coaches through the National Coaching Certification Program (NCCP), which serves as the foundational development model for all SCMHA coaches.

10.1 FINANCIAL COMMITMENT TO COACHING DEVELOPMENT

- SCMHA firmly believes that proficient coaching delivered by well-trained individuals is vital to the success of our Minor Hockey program. In line with this belief, SCMHA will ensure that our annual budget reflects a commitment to ongoing coaching development. Throughout the year, clinics, workshops, and seminars will be organized in collaboration with the Director of Hockey Operations, BC Hockey, and Hockey Canada to facilitate coach training.
- Coaches who seek to participate in additional coaching development opportunities, beyond what is readily available locally, are encouraged to apply for SCMHA sponsorship or reimbursement to support their professional growth.

10.2 COACH TRAVEL REIMBURSEMENT

- To support our coaching staff and recognize the unique logistical challenges of being part of a ferry community, the Sunshine Coast Minor Hockey Association has established the following reimbursement policy for head coaches participating in away games.
 - i. **Reimbursement for Ferry Travel:** Head coaches will be reimbursed for all ferry travel expenses incurred for attending away games. This includes the cost of ferry tickets and any applicable reservation fees. Reimbursement will be equivalent to the cost of the car and driver ferry fees, utilizing the BC Ferries Experience Card for payment.
 - ii. **Traveling with Assistants:** If a head coach travels with an assistant coach, both coaches will be eligible for reimbursement for their ferry travel.
 - iii. **Reimbursement Limits:** The association will cover a maximum of two coaches and one vehicle per away game. This policy acknowledges the commitment required to participate in hockey while navigating the logistical challenges inherent to our ferry community.

10.3 NON-PARENT COACHES

- It is a policy of the Association that those who provide volunteer services to minor hockey should not suffer financial costs as a result, teams will reimburse up to two non-parent coaches per team for travel and other expenses incurred as a consequence of their position.
 - i. **SCOPE**
 - Non-Parent Head Coaches at the U15A and U18A levels will be paid \$6000.00 per season, divided equally by the number of the players and invoiced to the players of the team through the Association as per the SCMHA Salary Compensation for Non-Parent Head Coaches Policy.
 - Teams will reimburse up to **two non-parent coaches** for travel expenses related to out-of-town games/tournaments as per SCMHA Policies and Procedures.
 - ii. **PROCEDURES**
 - **The following are expenses eligible for reimbursement for all non-parent coaches (“A” and “C”) at the rates specified:**

1. 0.68 cents per km to cover fuel costs if a personal vehicle used – limited to one vehicle as carpooling is expected, additional vehicles at coaches' expense.
 2. Reimbursement for ferry travel expenses is managed by the association's treasurer. As articulated in the Ferry Travel Policy, reimbursements will be authorized for one vehicle for each off-Coast or away game. We strongly encourage coaches to utilize carpooling for the purpose of these reimbursements.
 3. Hotel rooms for each night of the tournament booked at the same hotel and rates as the team, double occupancy (maximum of 2 rooms) additional rooms or nights at coaches' expense
 4. Per diem to cover meals to a maximum of \$70 per day (\$15 breakfast, \$20 lunch, \$35 dinner).
 5. Coaches are limited to scheduling up to three out-of-town tournaments in a season for which expenses will be reimbursed – additional out-of-town tournaments will be at the coach's expense. Exceptions are made for additional events such as Provincial Championships whereby additional expense coverage will be required for the coaching.
 6. The following procedure must take place for out of province tournaments:
 - a. Expression of Interest: Identify potential hockey tournaments outside of the province. Research premises, rules, registration deadlines, fees, and other key details.
 - b. Team Meeting: Schedule a meeting with all team members to discuss the opportunity. Provide everyone with detailed information about the tournament, including the potential costs and commitments involved.
 - c. Discuss and Vote: Open a discussion about whether the team is interested and/or able to participate. After the discussion, take a vote. A decision must be reached with a majority agreement in favor of participation. If the majority is not in agreement, the team will not participate in the out-of-province tournament.
- **Such reimbursements are subject to the following:**
 1. Amounts shall be submitted by the non-parent coach to the team's Manager monthly for reimbursement. Receipts are required for reimbursement.
 2. Expenses shall be submitted using the [SCMHA Expense Reimbursement Form](#).
 3. As it is assumed that coaches who are parents would attend their child's games and so reimbursement for travel will not be made to parent coaches with the exception of ferry reimbursement as set forth in the SCMHA Policies and Procedures.

10.4 COACHING EVALUATION

- SCMHA holds the perspective that coaching is a continuous learning journey. Evaluating coaching effectiveness is an essential component of fostering high-quality coaching for our players.
- Constructive feedback from the Director of Hockey Operations, fellow coaches, parents, and players is invaluable in supporting coaches' development. At the close of each season, SCMHA will solicit evaluations from coaches, parents, players, and association representatives regarding the coaching staff's performance.

10.5 COACHING CERTIFICATION STANDARDS

- The Sunshine Coast Minor Hockey Association is committed to supporting the professional development of its coaching staff. Coaches are required to complete certifications in

accordance with Hockey Canada Guidelines to ensure they meet the standard of excellence required to foster skill development, teamwork, and sportsmanship among all players.

10.6 ON-ICE HELPERS

- Occasionally, teams recruit older players or volunteers to assist with practices, scrimmages, and other activities. To ensure proper insurance coverage, please adhere to the following guidelines:
 - i. **Registration:** All on-ice helpers must be current registered members of BC Hockey or Hockey Canada. If an individual is not registered through a minor association, junior team, or as an associate member, they must be registered by the SCMHA.
 - ii. **Safety Equipment Requirements:**
 - **U15 and Below:** Full hockey gear required
 - **For U18 Players:**
 - CSA-certified helmet (with chin strap fastened)
 - Skates
 - Gloves
 - Jock/Jill
 - Stick
 - Neck guard
 - **For Adult Helpers:**
 - CSA-certified helmet with the chin strap fastened
 - Skates
 - Gloves
 - Personal protective equipment as deemed necessary (e.g., jock/jill strap)
 - iii. **Certification Requirements:** Individuals who are not current minor or junior players must complete the Respect in Sport (RIS) certification and have a current Criminal Record Check (CRC). They must also operate under the direct supervision of certified team officials.
 - iv. **Paid Helpers:** Non-members providing coaching, or on-ice assistance for a fee do not qualify as volunteers and must become associate members prior to participation. These individuals should not be rostered with a team.

SECTION 11 | RISK MANAGEMENT

Risk management is the proactive process through which organizations identify, assess, control, eliminate, and/or minimize the potential risks of injury or financial loss arising from their activities. Given the inherently dangerous nature of hockey, where the risk of personal injury is ever-present, it is essential to implement mandatory strategies designed to reduce this risk effectively.

11.1 INSURANCE

- i. **Insurance Provision**
 - As registered players and participants with the Sunshine Coast Minor Hockey Association (SCMHA), all players are insured for additional coverage provided through Hockey Canada. This insurance assists with injury-related expenses not covered by the personal medical and/or dental plans of the member or their parents.

SCMHA players are not insured until their registration fees are paid in full; therefore, players are prohibited from participating on the ice until fees are settled.

ii. **Claim Procedure and Coverage Details**

- It is the responsibility of the injured individual or their parent to file a claim with BC Hockey within 90 days of the incident. Assistance with completing the form is available from the team Hockey Canada Safety Person (HCSP) or the Registrar. BC Hockey Injury Report forms are included in each team's first aid kit, supplied by the Equipment Manager.
- Coverage applies only to sanctioned events, which include direct travel to and from the rink, on-ice activities (games and practices), and pre/post-game activities within the dressing room. Non-sanctioned events, such as dryland training, warm-ups outside the dressing room, and fundraising activities, will not have insurance coverage unless a Special Events application has been approved.
- Travel outside the country is not sanctioned unless the team has obtained approval under the Inheritrix & USA Hockey Tournament Travel/Exhibition Games Sanction Request Form and has secured additional insurance for travel.
- The association does not cover activities provided by entrepreneurial or private instructors/groups unless the appropriate applications have been submitted to BC Hockey. This includes ensuring all providers have completed Respect in Sport (RIS) training and submitted Criminal Record Checks (CRCs); permissions must also be granted through an approved Special Event application.

iii. **Player/Parent Scrimmage**

- Managers must obtain appropriate insurance coverage for any scrimmage ice sessions in which parents or guardians are invited to participate in a fun scrimmage with players. For further information and assistance with securing this coverage, please contact the Director of Fundraising and Events.

11.2 CRIMINAL RECORD CHECK/SCREENING PROCESS

- All adults (ages 18 and older) within the Association are required to complete a Criminal Record Check (CRC) with a vulnerable sector search if they work directly with children and youth. CRCs must be renewed every three years.
- Previous volunteers must submit their CRCs checks by December 15 of the new season to maintain eligibility to volunteer. Applications for CRCs can be made online or manually through the local RCMP station; further instructions, along with an access code, are available on the SCMHA Website.
- The Registrar is responsible for the receipt, tracking, confidential handling, and expiry notifications concerning all CRCs. In certain instances, additional background checks may be required, including Vulnerable Persons Checks or fingerprinting.
- If an applicant has a conviction before their CRC term concludes, they must complete a Volunteer Self-Disclosure Form. The Registrar will review the disclosed information, alongside two other board members selected by the Registrar, to determine the volunteer's eligibility to continue involvement with SCMHA. The volunteer's identity will remain confidential throughout this process.
- All new volunteers must demonstrate proof of application submission by September 30 and ensure their CRC is in the Registrar's possession by December 15. Additional copies of CRCs may be obtained from the Justice Ministry by the applicant and shared with other organizations.
- If a CRC yields a negative result, the Registrar, President, and Vice President will collaboratively assess the volunteer's eligibility to continue their service within the association.

11.3 EMERGENCY ACTION PLAN

- Upon forming any SCMHA team, an Emergency Action Plan (EAP) must be completed and maintained by the Head Coach at all times. The EAP must adhere to Hockey Canada Guidelines for each facility the team visits.

11.4 SAFETY REQUIREMENTS

- All SCMHA officials and members are expected to practice effective risk management strategies as follows:

i. On-Ice Safety Checklist for Team Officials

1. Insurance Verification
 - Ensure all individuals on the ice and bench are insured through Hockey Canada.
2. Ice Surface Inspection
 - Confirm that the ice surface is clear of debris, ruts, bumps, or bare spots.
3. Protrusions Check
 - Check for any protrusions from the boards, glass, or screens that could pose a danger.
4. Padding Inspection
 - Ensure all supporting struts for glass, wire screens, or upright posts are padded appropriately.
5. Players' Bench Cleanliness
 - Ensure the players' bench is clear of garbage and any potential hazards.
6. Arena Lighting
 - Verify that adequate lighting is operational for all practices and games.
7. Gate Security
 - Confirm all gates are securely and properly closed before play begins.
8. Protective Equipment
 - Ensure all players wear full protective equipment, including CSA-approved helmets with chin straps fastened, face masks, and BNQ throat protectors.
9. Coaches' Helmets
 - Confirm that coaches wear CSA-approved helmets with chin straps fastened while on the ice.
10. Ice Access Protocol
 - Ensure no players, team officials, or parent helpers are allowed on the ice until the ice resurfacing machine has left the ice surface and rink gates are securely closed.
11. Hydration and Rest
 - Monitor that athletes maintain hydration and take adequate rest during all games and practices.
12. Injury Awareness
 - Be aware of athletes' physical limitations and previous injuries to prevent further injury.

ii. Off-Ice Safety Checklist for Team Officials

1. Player Stretching
 - Ensure players stretch properly in designated areas before games and practices.
2. Dressing Room Maintenance

- Confirm that dressing rooms are regularly cleaned, well-lit, and free of debris and electrical or fire hazards.
- 3. AED and Emergency Equipment
 - Check that all Automated External Defibrillators (AEDs) are functional and accessible, and that a landline phone is available.
- 4. Fire Exit Awareness
 - Ensure teams and officials are familiar with the locations of fire exits and first aid kits within the facility.
- 5. Safe Walkway
 - Inspect the walkway from the dressing rooms to the ice surface for safety, ensuring it is covered with solid rubber padding or another non-slip surface.
- 6. Player Supervision
 - Ensure players are supervised at all times, including in dressing rooms and while transitioning to and from the ice surface.
- 7. Dietary and Allergy Awareness
 - Be aware of any allergies or special dietary needs among athletes.
- 8. Transport Safety
 - Verify that individuals transporting team members are not under the influence of alcohol or substance use.
- 9. Safety of Off-Ice Officials
 - Ensure safety precautions are in place for off-ice officials.
- 10. Penalty Box Precautions
 - Exercise caution when dealing with players in the penalty box, ensuring a safe environment for all involved.

11.5 MEDICAL AND FIRST AID

- As outlined in the Emergency Action Plan, each team must designate one member trained in Hockey Canada Safety Person (HCSP) certification. The certified team official may also serve other roles within the team, such as coach, manager, or team parent. The specific duties of the HCSP-certified team official can be found in section 17.5.
- The Equipment Manager will provide safety bags for each team, which will include essential items such as quality scissors, ice packs, tensor bandages, adhesive tape, triangular bandages, disposable latex gloves, Band-Aids, and index cards. Team safety personnel must ensure that the first aid kit is adequately stocked at all times.
- Each player or their parent must complete a Hockey Canada Medical Form using the electronic system or by submitting a paper form to the HCSP at the beginning of the season or before September 15. Returning players must update their forms annually at the start of the season or before September 15.
- Players who sustain a concussion must adhere to the Hockey Canada Return to Play (RTP) process. Players returning to play following a concussion, must wear a yellow jersey during practices.
- Upon returning from an injury, players may be required to wear a yellow jersey, following consultation between the coach and the player's family.

SECTION 12 | DRESSING ROOM POLICIES

12.1 DRESSING ROOM MONITORING

i. TWO-DEEP POLICY

- The Sunshine Coast Minor Hockey Association is committed to ensuring the safety and well-being of all its minor participants. This policy is designed to decrease the risk of misconduct, abuse, bullying, and neglect in the hockey environment.
- **Definitions:**
 - "Two-Deep" means that, at all times, at least two screened and trained adults approved by SCMHA are present or within immediate reach when interacting with minor participants.
- ii. **Hockey Canada “Rule of Two” Guidelines:**
 - To best ensure safety for all participants, all minor hockey programs sanctioned by Hockey Canada and its members are required to implement the ‘Rule of Two’ for all dressing rooms. The ‘Rule of Two’ requires two trained and screened adults to be present in the dressing room or immediately outside, with the door propped open, to monitor the environment and ensure it is free of any discrimination, harassment, bullying, or other forms of maltreatment. The Rule of Two remains in place when showers are in use.
 - **Policy Details:**
 - SCMHA's activities involving minors must always be supervised by at least two adults. At least one of these adults must be an SCMHA-approved coach or volunteer. No minor should be alone with an adult unless that adult is their parent or guardian.
 - At least two adults must be present in the dressing rooms or directly outside when players are present.
 - If a minor participant needs individual attention (medical treatment, disciplinary action), it must be handled in clear view of other adults.
 - During travel, adults are prohibited from sharing rooms with minor participants unless they are the participant's parent or guardian. Coaches, volunteers, or staff members carrying out overnight supervisory or chaperone roles must do so in pairs.
 - **Exceptions:**
 - Emergency situations, where a delay in medical attention could negatively affect the player’s health.
 - **Non-Compliance:**
 - Failure to adhere to the Two-Deep Leadership Policy will result in disciplinary action, up to and including dismissal of volunteering duties. It may also result in reporting to legal authorities.

12.2 INJURY TREATMENT

- The designated safety person should avoid treating injuries out of sight of others. Adherence to the “Two Deep Method” supervision system during injury treatment is essential.

12.3 FEMALE TEAMS

- SCMHA recommends that when employing the “Two Deep Method” with female hockey teams, there should be two female supervisors present with the players whenever possible. If this is not feasible, there may be one male and one female supervisor; however, the male supervisor must remain outside the dressing room but within hearing distance to ensure the comfort and safety of everyone. The door should be left slightly ajar to facilitate communication, and the dressing room will be considered a co-ed space when necessary. For further guidelines, please refer to the BC Hockey Co-ed Dressing Room Policy regarding dress codes for co-ed teams.

12.4 ROAD TRIPS

- It is advisable that team personnel and players do not share accommodations to maintain appropriate boundaries, regardless of potential cost savings. If sharing a room is unavoidable, the “Two Deep Method” rule must be adhered to at all times. There is a zero-tolerance policy regarding the consumption of alcohol or drugs by team personnel in shared accommodations.

12.5 PHYSICAL CONTACT

- Team personnel must avoid any physical contact with players unless it is necessary for safety or medical reasons.

12.6 ISOLATED SPACES

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

12.7 SPORT AND TRAINING FACILITIES

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

12.8 PARENTS IN LOCKER ROOMS

- Except for younger age groups (U7, U9 & U11), SCMHA discourages parents/guardians from entering locker rooms unless absolutely necessary. Team officials or their designated representatives are responsible for supervising players in the locker room.
- If a player requires assistance with their uniform or gear, is injured, or has a disability that necessitates assistance, parents/guardians should inform the coach, who will then provide support. Parents/guardians are encouraged to help teach their players the skills needed to dress independently from an early age.
- In circumstances where parents are permitted in the locker room, coaches may request that parents/guardians step outside for a brief period before and after games to allow for team discussions. As players mature, coaches may exercise discretion in encouraging parents/guardians to refrain from entering the locker room.
- In general, parents/guardians should not enter the dressing room if players are undressing to less than shorts and t-shirts for co-ed dressing rooms, or to shorts for all-boys dressing rooms.

12.9 CO-ED DRESSING ROOM POLICY

- When a team includes both male and female players, the following dress code will be enforced in the team dressing room:
 - Male players are required to wear at least shorts while females are present.
 - Female players must wear a minimum of shorts and a t-shirt while males are present.
 - When separate facilities exist for both male and female participants, individuals should use these facilities to change to the point where they are adhering to the co-ed dress code described above. Once dressed appropriately, all players may return to the co-ed dressing room.
- When separate facilities are not available:

- Players must dress, undress, and shower in shifts while maintaining the minimum dress code outlined above.
- Players of the under-represented gender shall have priority access to shower facilities after the rest of the team has completed their showers.
- Teams are responsible for ensuring compliance with these guidelines.

12.10 COACHES AND TEAM OFFICIALS CHANGING ROOMS

- Coaches and team officials must use a separate room for changing. They are not permitted to shower, undress, or change in the same dressing room as the players. However, they may put on jackets, shell pants, and skates in the same room as the players. If coaches must leave the room to change, they must ensure that the “Two Deep” supervision method is maintained in the dressing area at all times.

SECTION 13 | CONDUCT AND DISCIPLINE

13.1 CONDUCT & DISCIPLINE POLICY

- The Sunshine Coast Minor Hockey Association is dedicated to fostering the growth and development of young hockey players while promoting a safe, respectful, and inclusive environment. SCMHA is guided by the rules and regulations set forth by the Pacific Coast Amateur Hockey Association (PCAHA) and BC Hockey, and expects its athletes, coaches, and all associated individuals to adhere to these guidelines.
- Membership in SCMHA and participation in its activities come with numerous benefits and privileges. However, with these benefits, members and participants are expected to uphold certain responsibilities and obligations. This includes compliance with the SCMHA Code of Conduct, SCMHA Policies and Procedures, and SCMHA Regulations and Rules.
- The SCMHA Codes of Conduct and the Policy and Procedures Manual outline the expected standard of conduct for all individuals involved in SCMHA activities and events. Those who fail to meet this standard may face disciplinary action as outlined within this policy.
- This policy applies to all SCMHA member players, coaches, team staff, volunteers, parents, and spectators associated with its activities. It encompasses discipline matters arising during all SCMHA business, activities, and events, including competitions, practices, training camps, dryland practices, meetings, and related travel.
- The Vice-President is responsible for overseeing all conduct and discipline matters outlined in this policy. When matters are deemed to be of a serious or contentious nature, the Vice-President will notify the SCMHA Executive and convene an ad hoc meeting if necessary.
- SCMHA has developed clear procedures for identifying and addressing conflicts. Please refer to the appendices for Conflict Resolution Flow Charts that outline the various scenarios encountered within the Association.

13.2 DISCIPLINE COMMITTEE

- The Discipline Committee will consist of up to five (5) members, including two (2) board members and three (3) association members. The Vice-President will serve as the chair of the Discipline Committee.

13.3 CODES OF CONDUCT

- The Codes of Conduct can be found in the Appendices of this Manual. SCMHA strives to foster a safe, supportive, and enjoyable atmosphere for all members. The behavior of all individuals is vital to the success of the organization.

13.4 CONSEQUENCES FOR BREACHES OF THE COACHES' CODE OF CONDUCT/ETHICS

- Coaches are expected to be exemplary role models for developing athletes. Any actions by a coach that involve cheating, using intimidating behavior, abusing officials or players, or using illegal drugs and/or alcohol while responsible for a team at any sanctioned event may result in suspension from all Minor Hockey activities pending a review by the Vice President.

13.5 CONSEQUENCES FOR BREACHES OF THE PLAYERS' CODE OF CONDUCT

- Players are expected to serve as role models in their communities. Breaches of the Code of Conduct will lead to supplementary discipline as defined in Section 13.12 of this manual.

13.6 CONSEQUENCES FOR BREACHES OF THE PARENT/GUARDIAN CODE OF CONDUCT

- Parents and guardians are expected to be exemplary role models in the hockey community. Breaches of this Code of Conduct may result in a meeting with the Vice President, or escalation to the Discipline Committee or SCMHA Executive. Serious or repeated issues could potentially lead to sanctions which may include, but are not limited to:
 - Loss of Member in Good Standing status, which would deny the ability to vote in SCMHA elections and hold volunteer positions.
 - Suspension from association events, which would deny attendance and participation.

13.7 FAIR PLAY

- SCMHA adheres to the National Coaches Certification Program (NCCP) Fair Play Codes for Players, Coaches, Officials, Parents, Spectators, and League Organizers. Fair play is mandatory for "C" and Female Divisions from U7 to U18, as well as for U11A, with the following considerations:
- SCMHA operates under a strong athlete-centered philosophy where development and equal opportunity take precedence, reinforcing the importance of these values in nurturing young athletes. This philosophy emphasizes that development is prioritized over the final score, guided by the principle of "We develop to win," not "We win to develop."
- Our coaches are committed to providing fair play opportunities, ensuring equal ice time for all players to the best of their ability, while acknowledging that game dynamics may require adjustments in ice time based on strategic considerations. Practice attendance may also be considered when determining ice time, provided this is communicated effectively to the team. Disciplinary actions, including temporarily sitting a player for unruly behavior, are within coaches' responsibilities to maintain a respectful and supportive environment.
- It is important to note that there is no fair play policy for U13A, U15A, or U18A divisions where players must earn their ice time through performance. We appreciate your understanding of our Fair Play philosophy as we strive to create a positive and development-focused experience for all.

13.8 ICE SCHEDULE AND GAME COMPLETION POLICY

- All regular season games in all streams, including the Initiation Program, C Divisions, Female Divisions, and A Divisions, must conclude at the scheduled time. Tournaments are

treated as regular season games. While time will be scheduled for potential overtime in A Playoff Games, certain games may extend beyond the scheduled time. In such exceptional cases, allowing the game to run over time is considered fair play. All members must collaborate to ensure that players complete their games.

13.9 SOCIAL MEDIA

- SCMHA recognizes social media as a valuable tool for sharing information, hosting discussions, and building relationships. However, it can also enable inappropriate and unsupervised conduct that may adversely affect the welfare of SCMHA and its players.
- Negative communications about players, parents, or officials on social media will be considered a breach of the Code of Conduct and will be addressed and disciplined. Inappropriate behavior on social media, including but not limited to messages or images that are offensive, abusive, or illegal in nature, will not be tolerated and will result in disciplinary action and deferral to the RCMP.

13.10 PHOTOGRAPHY SHARING GUIDELINES

- Sharing photos and videos via social media can help keep loved ones informed about significant moments. However, posting images and videos of children online carries risks. Precautions can be taken to minimize the likelihood of content being shared more widely than intended.
- In public spaces, taking photos is generally permissible unless it offends or annoys those nearby. Consider the following questions before posting:
 - Who can see these photos?
 - Is there anyone else in the photo? (Remember that some individuals may not want their image posted online)
 - Could this photo cause offense?
 - Does the photo contain identifiable information?
- When uploading photos and videos, review the privacy settings on your device and the social media platform to control who can view your content. Other safer methods for sharing photos and videos include secure email or multimedia messaging. Be thoughtful about how and where you share photos of SCMHA players and teams.

13.11 SOCIAL NETWORKING POLICY

- This policy applies to all public communication through mediums such as text, image, video messaging, X (formally Twitter), Facebook, Snapchat, Instagram, LinkedIn, TikTok or any other online networks. All SCMHA members must adhere to this policy, including Board Members, Coaching & Bench Staff, Teams, on-ice and off-ice officials, players, players' family members, and supporters.]
 - While SCMHA values social media and recognizes its importance, it is vital to be aware of potential drawbacks and risks. Utilize social media wisely, understanding that your behavior represents SCMHA and its members. Inappropriate conduct can lead to disciplinary action.
- i. **Social Media Guidelines:**
- All participants in social media and networking are held to the same standards as in traditional media outlets.
 - Inappropriate remarks or comments that are harmful to a team, the Association, or any individual will face repercussions.
 - Remember that social media comments are public and can be widely seen, including by Association, Team personnel, players, corporate partners, and media.

- Do not disclose confidential personal or team-related information.
- Use good judgment when posting or commenting; once shared, comments cannot be retracted.
- If affiliated with SCMHA, seek approval before participating in an online network.

ii. Social Media Violations

- The following actions may lead to disciplinary measures:
 - a. Publicly criticizing Association officials or making statements detrimental to a team, the Association, or any individual.
 - b. Disclosing confidential information, such as player injuries, strategies, or any sensitive matters.
 - c. Making negative comments about SCMHA teams, the Association, leagues, or any of its members.
 - d. Engaging in any form of bullying, harassment, or intimidation.
 - e. Sharing content that promotes negative influences or criminal behavior.
 - f. Sharing content that contradicts SCMHA policies.
 - g. Posting derogatory, racist, or sexist comments.
 - h. Sharing content meant to frighten individuals or misrepresent reality.
- Any violations of this policy will be investigated and may lead to disciplinary action, as determined by the SCMHA Disciplinary Committee.

13.12 SUPPLEMENTAL DISCIPLINARY PROCEDURES

- Under the SCMHA Discipline Policy, three types of infractions may warrant disciplinary action:
 1. **Technical Infractions:** Violations of PCAHA and/or BC Hockey Regulations and Rules resulting in automatic sanctions, as specified in the PCAHA and/or BC Hockey Operations Manual.
 2. **Minor Infractions:** Breaches of the SCMHA Code of Conduct that are not severe but may warrant immediate corrective action as specified in this Policy.
 3. **Major Infractions:** Severe breaches of the SCMHA Code of Conduct that may result in disciplinary action as specified in this Policy.
- SCMHA is committed to teaching players the values of teamwork and sportsmanship. Thus, not all suspensions or disciplinary measures will be punitive in nature; some individuals may be encouraged to volunteer for the Association, officiate, or contribute to the sport in other meaningful ways. Any team disciplinary action must be communicated to the Vice-President or their designate.

i. Technical Infractions

- The Vice-President is responsible for overseeing all association suspensions issued by PCAHA/BC Hockey and individual teams.
- The following procedures are in addition to any suspensions imposed by BC Hockey:
 - a. Any player facing supplemental disciplinary action from any team in any division or stream will be served the SCMHA Player Supplemental Discipline Form by the Vice President, documenting the incident. Copies of these documents must be provided to the player/parent and the respective team manager.
 - b. Coaches/Managers will forward the necessary documentation to the Vice President.

- c. A coach on any SCMHA team may suspend a player for discipline for a maximum of one game.
- d. Suspensions longer than one game can only be issued by the Vice-President or their designate.
- e. SCMHA tracks all penalties received by individual members and may notify individuals regarding their conduct within the Association.
- f. The first gross or match penalty received by any member in any team will result in a letter from the Vice President.
- g. If a suspended player plays or a coach plays a suspended player knowingly, immediate suspension will ensue, risking an indefinite suspension.
- h. A suspended player or coach is not eligible to participate in any BC Hockey sanctioned game.

ii. **Minor Infractions**

- Minor infractions are those breaches of the SCMHA Code of Conduct by any member. This policy does not replace minor infractions defined by PCAHA, BC Hockey, or Hockey Canada.
- Disciplinary situations involving minor infractions within SCMHA jurisdiction will be managed by the appropriate authority over the situation involved (including coaches, team managers, executive members, etc.). Procedures for handling minor infractions will be informal and decided at the discretion of the responsible individual. That person must inform the individual being disciplined of the nature of the infraction and allow them the opportunity to present their perspective.
- Disciplinary sanctions for minor infractions may include:
 - Verbal reprimands
 - Written reprimands issued to the individual
 - Verbal apologies from the individual
 - Written apologies from the individual
 - Suspension from participation for a maximum of seven days.
 - Suspensions longer than one game can only be issued by the Vice-President or their designate.

iii. **Major Infractions**

- Major infractions are breaches of the SCMHA Code of Conduct by any member and are distinct from major infractions defined by the PCAHA rules. When an incident is deemed a major infraction by the Vice President or the Discipline Committee, the following procedures shall apply:
 - The player will be notified of the major infraction no later than 7 days from the date of the incident.
 - The player will be suspended from all team activities beginning 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 or the Discipline Committee.
 - The Discipline Committee will convene a hearing as promptly as possible, but no later than 14 days after receiving the accused's response. The hearing may be conducted in person or via telephone.
- The Committee will govern the hearing using its own procedures, ensuring the alleged offender receives written notice, via email, detailing the date, time, and location of the hearing. The committee may request the presence of witnesses or written evidence related to the infraction.

- If, at any point during the proceedings, the alleged offender becomes reluctant to continue, it is at the sole discretion of the Discipline Committee to proceed with the review of the infraction according to this policy.
- After completing the review and determining the outcome of the infraction, the Committee will present its findings in a report to the President of SCMHA for Board approval. This report shall include:
 - A summary of relevant facts
 - A determination of whether the actions constitute an infraction as defined in this policy
 - Recommended disciplinary action if the actions are deemed infractions.
- When determining the appropriate disciplinary sanction, the Disciplinary Committee will take into account factors such as:
 - The nature and severity of the infraction
 - Whether the infraction involved 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
 - Any expressed admission of responsibility, remorse, or the willingness to change or make amends.
- Failure to comply with the sanctions imposed by the Committee may result in further disciplinary action, including legal action if deemed necessary.
- If the individual acknowledges the facts of the incident, they may waive the hearing, in which case the Disciplinary Committee shall determine the appropriate disciplinary sanction. The Disciplinary Committee may hold a hearing to establish the appropriate sanction.
- Disciplinary sanctions for major infractions may include, but are not limited to:
 - Written reprimand to be placed in the individual's file
 - Written apology from the individual
 - Suspension from certain SCMHA events, including the current game or future competitions
 - Suspension from specific SCMHA activities (e.g., competing, coaching, officiating) for a designated period
 - Suspension from all SCMHA activities for a designated period
 - Other appropriate sanctions, as deemed necessary
 - Loss of Member in Good Standing status and potential expulsion from SCMHA
 - Additional sanctions that may be required due to other SCMHA policies related to social media, bullying, harassment, doping, or event-specific matters.
- Unless the Discipline Committee decides otherwise, all disciplinary sanctions will commence immediately upon approval by the Board.

13.13 MULTIPLE SUSPENSION PROCEDURE

- SCMHA will adhere to the BC Hockey Minimum Suspension Guidelines.

13.14 APPEAL PROCESS

- An individual may appeal a decision made by the Conduct and Discipline Committee. Any appeal must be submitted in writing, outlining the grounds for the appeal and comprehensive details regarding the case. The appeal letter must be emailed to the President and Secretary within seven (7) days of being notified of the decision imposed by the Discipline Committee.

13.15 CRIMINAL CONVICTION OF A SEXUAL NATURE

- Regardless of the outlined procedures in this policy, any member or participant of SCMHA convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, or sexual assault shall face automatic suspension from all SCMHA activities for a period corresponding to the length of the criminal sentence imposed by the Court. The individual may also face further disciplinary action by SCMHA in accordance with this policy.

13.16 VANDALISM OF FACILITIES

- Any SCMHA member, be it a coach, trainer, manager, or player, who deliberately damages or defaces SCRD facilities or equipment will be suspended until the full cost of repair or replacement is compensated.

13.17 DRUG OR ALCOHOL USE

- Any player found to be using, under the influence of, or in possession of alcohol, tobacco, vapes, cannabis, or illegal substances during SCMHA activities will face an automatic suspension from all Minor Hockey activities for a minimum of 14 days. A second offense will result in an indefinite suspension, pending review by the Discipline Committee.
- The unauthorized consumption of alcohol or use of any drugs at BC Hockey sanctioned events is strictly prohibited. Violations by coaches, trainers, managers, officials, or players may lead to disciplinary action, potentially resulting in suspension for the remainder of the season.

13.18 BULLYING/HARASSMENT

- At SCMHA, we uphold a strict zero-tolerance policy against bullying and harassment in all forms, including in-person and online interactions. This commitment ensures that all participants, players, coaches, parents, and officials, can engage in a respectful and safe environment.
- **Scope of the Policy:**
 - Bullying and harassment can manifest in various ways, including but not limited to emotional abuse, verbal insults, physical intimidation, or cyberbullying through social media and other digital platforms.
- **Reporting and Enforcement:**
 - Any individual who experiences or witnesses bullying or harassment is encouraged to report the behavior to the appropriate authorities within SCMHA. All reports will be taken seriously and investigated promptly.
 - Violations of this policy will be addressed in accordance with Section 13.0 of the SCMHA policy manual, ensuring appropriate disciplinary actions are implemented to uphold the integrity of our organization.
- SCMHA is dedicated to fostering a positive atmosphere that promotes respect, teamwork, and inclusivity.

13.19 UNFORESEEN ISSUES

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

13.20 CONCERNS & COMPLAINTS – 24 HOUR RULE

- A minimum of twenty-four (24) hours must be observed from the time of the perceived infraction before initiating a discussion with the appropriate authority within SCMHA. The complaint process flow charts can be found in the Appendices.

13.21 RETALIATORY ACTION

- Any retaliatory action taken by a player, family member, or team official concerning a prior finding or decision made by the Disciplinary Committee may result in a loss of Good Standing as a member and expulsion from SCMHA.

13.22 MANDATORY INCIDENT REPORTING

- Any incident involving serious injury, bullying, harassment, abuse, or violation of PCAHA or BC Hockey sanctions must be reported to the appropriate authorities immediately, in line with the organization's mandatory reporting policy.

13.23 REVIEW OF POLICY

- This conduct and discipline policy will be reviewed annually or as deemed necessary by the SCMHA Executive Committee, with amendments to align with PCAHA and BC Hockey guidelines and standards.
- In all matters, SCMHA aims to cultivate an environment of accountability, respect, and integrity. All members can expect to be treated fairly and without prejudice under this policy while advancing the core principles of the sport and ensuring the best possible experience for all involved. Please note that this policy may be updated without prior notice to ensure compliance with PCAHA and BC Hockey's evolving guidelines and standards.

SECTION 14 | OFFICIALS

14.1 GENERAL

- Sunshine Coast Minor Hockey Association (SCMHA) actively encourages members to pursue roles as off-ice and on-ice officials and is committed to fully supporting our volunteers. Each season, SCMHA will host at least one Hockey Canada Certification clinic for all aspiring officials. The Hockey Canada Officiating Program (HCOP) serves as the developmental framework for SCMHA on-ice officials.

14.2 REFEREE IN CHIEF/REFEREE ASSIGNOR

- The Referee in Chief holds the authority to remove any on-ice official from a game if deemed incompetent. In such cases, they are required to provide documentation of the circumstances to the Executive Committee. The Referee in Chief, along with all on-ice officials, must submit their on-ice reports confidentially to the Referee Assigning Center (RAC) for review, as mandated by BC Hockey.
- The Referee Assignor is responsible for assigning games all sanctioned games within SCMHA. On-ice officials will receive their assignments with a minimum of one week's notice.
- The home team is responsible for assigning scorekeepers and timekeepers officials.

14.3 TRAINING STRATEGY FOR ON-ICE OFFICIALS

- To foster the development of our on-ice officials, SCMHA implements a mentorship program for on-ice officials, which will be monitored until Christmas. Additionally, on-ice clinics will be conducted for younger officials to provide instruction on rules interpretation and proper positioning.

14.4 FINANCIAL COMMITMENT TO ON-ICE AND OFF-ICE OFFICIALS

- Mentors for on-ice officials will receive a stipend per game worked.
- SCMHA is committed to purchasing support materials for referees and will cover the carding fees for all officials.
- Any on-ice official registered as a SCMHA player will be reimbursed after completing four (4) games, provided they submit their clinic receipt to the Treasurer for reimbursement.
- Adult officials will also be reimbursed for their insurance fees after completing four (4) games.
- Stipends for on-ice officials will be distributed at the conclusion of each game. Payment rates will align with the PCAHA guidelines, depending on the official's level and position.

14.5 DISCIPLINE IN REGARD TO OFFICIALS

- The Referee in Chief monitors all feedback regarding on-ice officials from the association and ensures effective communication with them. Referees are subject to discipline as outlined by BC Hockey and PCAHA standards.
- It is crucial to note that any form of abuse directed at officials will be considered a Major Infraction, regardless of the circumstances. SCMHA members are strictly prohibited from yelling at, or approaching on-ice officials before, during, or after any sanctioned game. By maintaining respect and professionalism towards our officials, we uphold the integrity of our sport and promote a positive environment for all participants.

SECTION 15 | AWARDS

15.1 GENERAL

- Coaches will collaborate to coordinate the selection of awards for their respective teams through discussions with all involved coaching staff. Award winners will be communicated to the Fundraising and Events Director. "A" teams, "C" teams and Female teams will be recognized as separate divisions for award purposes.
- SCMHA reserves the right to withhold any award in a given season if no appropriate recipients are identified.

15.2 AWARD DESCRIPTIONS

- MVP (Most Valuable Player):**
 - This award recognizes the player who serves as the "go-to person" for the team, demonstrating exceptional skill, talent, and the ability to perform under pressure. The recipient consistently exhibits hard work and a high level of competency in puck handling, shooting, passing, and skating throughout the season, particularly in challenging situations. This player also exemplifies leadership both on and off the ice.
- MSP (Most Sportsmanlike Player):**

- This award is presented to a player who embodies outstanding team spirit and sportsmanship, both in their approach to the game and in their interactions with teammates. The recipient exemplifies hard work, dedication, and selflessness, consistently placing the interests of the team above their own. They demonstrate perseverance and rely on sportsmanship to achieve their goals, both on and off the ice.
- iii. **MIP (Most Improved Player):**
 - This award honors a player for their significant growth in skills and abilities over the course of the season. The recipient demonstrates a strong work ethic, determination, and a positive attitude, resulting in marked improvement in puck handling, shooting, passing, and skating from the start to the end of the year.
- iv. **UH (Unsung Hero):**
 - This award is dedicated to the "unsung hero" of the team, a player who may not always stand out on the score sheet but plays a vital role within the team dynamic. The recipient displays dedication, sportsmanship, enthusiasm, and a genuine love for the game of hockey, consistently working hard and supporting their teammates.
- v. **The Wall:**
 - This goes to a defenseman or goalie who embodies grit and dedication in their role, steadfastly protecting the net.
- vi. **DH (Dallas Hein Memorial):**
 - Awarded to a U18 A player who exemplifies the spirit of hockey through exceptional citizenship and community involvement.
- vii. **DB (Darryl Baker Award):**
 - Presented to a U18 C player who consistently demonstrates hard work, resilience, and grit throughout the season.
- viii. **AE (Award of Excellence):**
 - This award is given to a U15 A or C player who showcases outstanding leadership and sportsmanship on and off the ice, embodying the spirit of the game through good citizenship.
- ix. **LA (Lifetime Achievement Award):**
 - The Lifetime Achievement Award is bestowed upon a member of the Association for their distinguished service and significant contributions to the organization.
- x. **VY (Above and Beyond Award):**
 - This award recognizes a volunteer who has gone above and beyond in their support of the Association. It is awarded based on feedback from association members and can be presented to a parent or volunteer.
- xi. **Award of Merit:**
 - The Award of Merit honors individuals who have made outstanding contributions, shown significant involvement, and provided exceptional service to SCMHA. Recipients have demonstrated commitment to SCMHA's ideals and have positively impacted the sport and its players. The Board awards the Award of Merit as deemed necessary.
- xii. **Most Improved Team Award:**
 - This award is chosen by the Executive Board and recognizes the team that has demonstrated the most significant improvement over the season.

xiii. Most Sportsmanlike Team Award:

- This award is also selected by the Executive Board and acknowledges the team that exemplifies sportsmanship throughout the season.

xiv. Spirit Award

- The Hockey Spirit Award is given each year to a team or an individual who represents the true heart of the game, someone who sets an example, acts as a positive role model, and makes lasting contributions to the community without expecting anything in return. It recognizes pride, passion, loyalty, dedication, and a desire to make hockey better for everyone around them.

15.3 SCMHA DIVISIONAL AWARDS CHART

AWARD	U7	U9	U9 F	U11 C	U11 F	U11 A	U13 C	U13 F	U13 A	U15 C	U15 F	U15 A	U18 C	U18 F	U18 A
MDP	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MSP	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MIP	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
UH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
WALL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
DALLAS HEIN															X
DARRYL BAKER													X		
Award of Excellence										X	X	X			

SECTION 16 | BURSARIES

16.1 BURSARY POLICY

- The Sunshine Coast Minor Hockey Association (SCMHA) is pleased to offer an annual total of \$2,000 in bursary funds to graduating Grade 12 students from School District 46 (SD 46) who have actively played or officiated within the SCMHA organization during their Grade 12 year. The Board will determine each year how the \$2,000 will be distributed.
- In the event that no suitable candidates apply, the funds will be carried over to the following year. Bursaries must be claimed within 18 months of graduation; otherwise, they will become invalid.
- SCMHA allocates a budget of \$2,000 per season to the Scholarship and Bursary Fund maintained by SD46. The Treasurer will transfer the funds to the School District in January of each year.

16.2 SELECTION CRITERIA

- To be eligible for consideration, students must meet the following criteria:
 - Have played hockey or officiated with SCMHA during their Grade 12 year.
 - Demonstrate a plan to pursue post-secondary education.
- Preference will be given to applicants who:

- Exhibit exemplary sportsmanship while representing SCMHA.
- Reflect positive behavior on and off the ice, serving as good role models.
- Have contributed to SCMHA through activities such as officiating or providing on-ice support.
- Maintain a record of community service.

16.3 APPLICATION PROCESS

- Students interested in applying for the bursary should submit a cover letter that outlines how they meet the selection criteria detailed above. Additionally, applicants must provide a certified copy of their grades and at least two (2) letters of reference. Applications should be emailed to secretary@scminorhockey.com.
- **Application Deadline:** May 1.
- Applications will be reviewed by the SCMHA Board of Directors at their executive meeting in May. Successful applicants will be notified by June 15, and a member of the Board or their designate will present the award during the Graduation Ceremony.
- By supporting our student participants, SCMHA aims to encourage their educational and personal growth, reflecting our commitment to the development of young athletes both on and off the ice.

SECTION 17 | VOLUNTEERS

17.1 GENERAL

- The Sunshine Coast Minor Hockey Association is a volunteer-run organization, and as such, it depends on the volunteer assistance of its members to function successfully. Volunteers are essential to maintaining and growing our association.

17.2 RISK ASSESSMENT

- The Sunshine Coast Minor Hockey Association (SCMHA) is dedicated to providing a positive hockey experience in a safe environment for all members. The Volunteer Screening Process is designed to identify and mitigate potential risks associated with our adult volunteers who will have direct contact with youth participants. This process ensures the due diligence required to safely deliver recreational hockey activities to minors.
- The screening process includes job descriptions, recruitment and application procedures, volunteer training and evaluations, reference checks, and criminal record checks (CRC).

17.3 RECRUITMENT

- Executive Committee - Executive Directors (Voting)**
 - Nomination forms for Executive Director positions are available on the SCMHA website and in the appendix and must be submitted to the board at minimum one week prior to the Annual General Meeting (AGM). Nominations from the floor will only be accepted if no previous nomination has been received. All candidates must be members in good standing. Executive Directors are elected by the membership at the AGM for a two-year term.
- Executive Committee - Board Members (Appointed)**
 - A request for volunteers to fill appointed roles is communicated through association email. Executive members actively recruit individuals to take on specific positions.

If more than two volunteers' express interest in a role, interviews will be conducted. All volunteers must be members in good standing. Roles available include but are not limited to: Referee Assignor and Rep Coordinator. Each position has a one-year term and is appointed annually.

iii. **Coach Recruitment**

- The recruitment of coaches is primarily the responsibility of the Director of Hockey Operations, who will seek candidates in their respective streams, encouraging prospective coaches to apply. SCMHA will advertise coaching positions via association email and social media. Application forms for coaches will be shared in the "call for coaches" communication. The Coach Selection Committee will review applications, conduct interviews with prospective candidates, and make recommendations to the Executive. A-level coaches will be selected before A-team tryouts each season, while C-level and female level coaches will be appointed before the start of the season.

17.4 COACH SELECTION PROCESS

- The Sunshine Coast Minor Hockey Association (SCMHA) Coach Selection Committee is dedicated to establishing a transparent, equitable, and effective recruitment process for appointing coaches. Our goal is to select individuals who will foster player development, embody sportsmanship, and cultivate a passion for hockey among our young athletes.
- **Qualifications for Committee Members**
 - Ideal candidates for the Coach Selection Committee should possess the following qualifications:
 - A strong understanding of essential coaching traits and competencies.
 - Comprehensive knowledge of hockey, including how to align coaching experience with age divisions.
 - Absence of personal conflicts of interest with any potential candidates (e.g., familial relationships, close friendships).
 - An ability to illustrate fairness and objectivity during candidate evaluations.
 - A commitment to confidentiality and a high level of integrity and trustworthiness.
- **Objectives of the Committee**
 - To maintain a transparent and fair selection process for all head coaching positions.
 - To align coaching candidates with the appropriate age group and developmental needs.
 - To ensure that selected coaches reflect and promote the values and mission of the Sunshine Coast Minor Hockey Association.
 - To create a supportive environment focused on athlete development, safety, and good sportsmanship.
- **Process Overview**
 - **Committee Formation:**

The selection committee will be composed of either 3 or 5 appointed members. The Director of Hockey Operations will act as the Chair, and the committee will include one Executive Board Member. Additionally, one to three members will be individuals without any executive roles. To ensure impartiality, all committee members must have no affiliations with the teams they are responsible for evaluating.
 - **Open Call for Applications:**

An announcement regarding available coaching positions will be made by the executive,

accompanied by a clear application form outlining the required information and qualifications.

- **Reviewing Applications:**
Submitted applications will be assessed based on predefined selection criteria.
- **Interviews:**
Shortlisted candidates will participate in interviews where a standardized set of questions will evaluate their coaching philosophy, relevant experience, communication abilities, and their approach to various situational challenges.
- **On-Ice Assessment:**
Selected coaches will be invited to conduct on-ice development sessions, where they will demonstrate their coaching skills and techniques in a practical setting.
- **Seasonal Plan Submission:**
- Candidates will be required to submit a seasonal coaching plan for evaluation by the committee.
- **Final Selection:**
The committee will deliberate on interview and on-ice performance results to determine the final candidates to recommend to the executive board. Written feedback will be compiled for all applicants for the board's reference.
- **Notification:**
The Committee will communicate with successful candidates and provide feedback to those who were not selected, where feasible, to support their future applications.
- All SCMHA Coaches are required to adhere to the "Coaches Code of Conduct". See Appendix

17.5 TEAM MANAGERS

- The Head Coach will actively recruit the team manager for their respective team. The Team Manager should be competent in organization, communication, association, PCAHA and BC Hockey rules and regulations. Team managers must also meet the CRC requirements.
- The Team Manager role cannot be assigned to the spouse of the head coach. They may however act as a co-manager, provided they are not responsible for matters related to team conflict resolution.
- Team Managers are required to attend the Coach/Manager meeting at season start-up.
- The Team Manager will uphold the SCMHA Policies and Procedures and follow processes as described in the Manager's Manual.

17.6 HOCKEY CANADA SAFETY PERSON

- Team officials will actively recruit a parent or adult volunteer to serve as the Hockey Canada Safety Person (HCSP) for each team. HCSP candidates must complete the application form and provide references, which will remain on file for two years. The HCSP is required to fulfill CRC requirements and must commit to completing the HCSP certification and Respect in Sport training by December 1 of the season.

17.7 ORIENTATION AND TRAINING

- SCMHA will provide training for all new volunteers.
- Training sessions for game sheet management and entry will be offered to all teams via PCAHA.
- All Executive Directors, Coaches, and Team Officials will receive the current season's PCAHA Rules & Regulations Handbooks.
- The Registrar will track all coaching and volunteer certifications and requirements.

- The Director of Hockey Operations will conduct seminars/meetings for all coaches.
- Additionally, SCMHA will host Coach Certification Seminars as needed.

17.8 COACH SUPERVISION AND EVALUATION

i. **Supervision**

- The Director of Hockey Operations will meet with the Executive Committee to provide updates and discuss their respective divisions, teams, and adult volunteers. The DOHO is responsible for monitoring and following up with coaches regarding certification requirements, offering mentorship, extra training, and any assistance needed throughout the season.

ii. **Evaluation**

- SCMHA believes that coaching is a continuous learning experience, and coaching evaluation is essential for ensuring the best possible experience for players. Coaches require constructive feedback from fellow coaches, parents, and players to support their development. End-of-season evaluations may be conducted through surveys distributed to coaches, parents, players, and association representatives.
- Team Officials will be asked for their feedback regarding the season, including recommendations for improvement in their roles. Survey results will be discussed at the Executive Committee meeting after the surveys are collected, identifying areas for improvement.

17.9 VOLUNTEER DISCOUNTS

- Each member of the SCHMA Executive Board will receive a \$100 discount from their player registration fees, over and above the volunteer levy, in recognition of the significant amount of time worked each season on behalf of the association.

17.10 VOLUNTEER LEVY

i. **Overview**

- A \$200 Volunteer Levy is included in registration fees, when registration is completed prior to December 31st.
- The Volunteer Levy payment will be refunded at the end of the season or rolled over to the following season when the required volunteer hours are completed.
- It is the responsibility of each volunteer, excluding rostered team officials and executive members, to track their volunteer hours using the Volunteer Tracking Sheet and submit it at the end of the season to request the Volunteer Levy refund or rollover.
- When the rollover option is selected, a coupon code will be provided to apply a \$200 discount on the next season's registration, to offset the \$200 levy.
- Executive members and rostered team officials are not required to track their volunteer hours. They will be provided with the Volunteer Levy discount code at the end of the season and are only required to submit a request when a refund is required.

ii. **Volunteer Hours**

- Each SCMHA family is required to complete a minimum of ten (10) volunteer hours per season, or they otherwise forfeit their \$200.00 Volunteer Levy. It is important to note that the association would rather each family complete a volunteer commitment and contribute to the success of the association than forfeit the fee.
- Two (2) of the required ten (10) volunteer hours must be completed by volunteering at a tournament.

- There are no exemptions to the volunteer requirements.
- There is no maximum number of hours that a family can contribute within a given year.
- There is no roll-over of volunteer hours from year to year.
- The following opportunities count toward Volunteer Hours:
 - Executive Board Members
 - Head Coaches
 - Assistant Coaches
 - Team Managers
 - Safety Persons
 - Tournament Coordinator
 - Coach Selection Committee
 - Discipline Committee
 - Game volunteers, including Score/Time Keepers, Score Box Helper and Videographer (at team manager's discretion).
 - Team Volunteers: treasurer, conflict resolution coordinator, etc. (at team manager's discretion)
 - Association Tournaments:
 - 50/50 Raffle
 - Concierge Table
 - Silent Auction and Raffle Table
 - Silent Auction and Raffle Item Solicitations (including the submission of a team basket for raffle)
 - Score/Time Keeping
 - Baking contributions
 - Ladies Night Committee
 - Year End Award Banquet Volunteer
 - Association Fundraisers
 - Special Events as communicated from the Association
- Contact the Fundraising and Events Coordinator to suggest other volunteer opportunities.

SECTION 18 | EXECUTIVE JOB DESCRIPTIONS

18.1 PRESIDENT (2-YEAR TERM)

Job Summary:

The President serves as the Chief Executive Officer of the Society, overseeing the execution of its mission and the performance of other officers and directors. This leadership role entails presiding over all meetings, managing emergency decisions when directors are unavailable, and ensuring compliance with regulations. The President fosters relationships with external organizations, supports the Executive Board, the association's volunteers and maintains operational oversight while acting as a proactive advocate for the Society's needs within the community.

Key Responsibilities:

- a. Supervise other directors in their duties and ensure adherence to the Society's policies and procedures.
- b. Preside over all Society meetings, including Board meetings and the Annual General Meeting (AGM).
- c. Appoint a nominating committee for the AGM.
- d. Have the authority to immediately suspend any member, player, team official, game official, or any individual affiliated with the Society if, in the President's sole and unimpeded discretion, such conduct is deemed detrimental to the well-being of a member, player, or game official, or significantly obstructs the Society's ability to fulfill its objectives. This suspension shall remain in effect only until the next duly convened meeting of the Executive, at which time further action may be considered.
- e. Liaise effectively with BC Hockey, PCAHA, and the Lions Gate League.
- f. Forward all conduct and disciplinary communications to team personnel and Vice-President immediately upon receipt.
- g. Sign tournament, exhibition, and affiliate player requests upon receipt.
- h. Oversee the recreation team evaluation and balancing process, including the appointment of unbiased evaluators.
- i. Collaborate with the Vice President on disciplinary matters.
- j. Prepare agendas for meetings and ensure logistical arrangements for the AGM.
- k. Attend all SCR D ice allocation meetings and advocate for the Association's needs.
- l. Revise the Constitution and Bylaws as necessary in collaboration with the Vice-President.
- m. Ensure timely and effective communication of all PCAHA Bulletins and directives to the Executive team and membership as required.
- n. Attend Managers' and Coaches' meetings
- o. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Minimum one year of experience in a director's position on the Society's Board.
- b. Extensive knowledge of the Society's Constitution, policies, and procedures.
- c. Strong conflict resolution skills and the ability to make critical decisions effectively.
- d. Proven leadership abilities with a track record of managing teams and overseeing organizational operations.
- e. Excellent communication and interpersonal skills for effective collaboration with stakeholders.
- f. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

18.2 VICE-PRESIDENT (2-YEAR TERM)

Job Summary:

The Vice-President of the Sunshine Coast Minor Hockey Association plays a vital role in overseeing the conduct and discipline within the association, ensuring adherence to PCAHA rules, and supporting the association in all operations. This leadership position is responsible for managing essential processes like team evaluations, communications, and policy revisions while upholding a strong commitment to the values of the association. The Vice-President will act as the official representative in meetings and conferences when the President is unavailable and must be prepared to make critical decisions in the best interests of the members.

Key Responsibilities:

- a. Oversee all conduct and discipline associated with the SCMHA, implementing and enforcing the code of conduct throughout the season.
- b. Chair the Conduct and Discipline Committee (COCD) and ensure adherence to SCMHA policies and procedures.
- c. Attend conferences and meetings on behalf of the President when necessary, executing the roles and responsibilities of the President in their absence.
- d. Oversee the Rep team evaluation process at the beginning of the season, including securing evaluators for all divisions.
- e. Recruit and recommend candidates for the Lions Gate League Director role to the executive board as needed.
- f. Advise board members and non-elected officials on PCAHA rules, ensuring compliance and understanding of the association's governance.
- g. Revise the Constitution, Bylaws, and Policy and Procedure Manual in conjunction with the President as necessary.
- h. Serve as a direct support to the Director of Hockey Operations and Head Coaches, providing guidance and assistance when required.
- i. Support the DOHO with the implementation of coach development sessions throughout the season
- j. Vet hardship applications in collaboration with the Registrar, ensuring fair consideration for all requests.
- k. Attend Managers' and Coaches' meetings
- l. Exercise the authority to immediately suspend any member, player, team official, game official, or associated individuals whose conduct is deemed detrimental to the association's objectives or overall well-being.
- m. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Proven experience in a leadership role, preferably within a board setting or similar organizational capacity.
- b. Demonstrated ability to resolve conflicts effectively and make critical decisions under pressure.
- c. Extensive knowledge of the SCMHA Constitution, policies, and procedures, with a commitment to maintaining policy integrity.
- d. Strong organizational skills with the ability to prioritize tasks and manage multiple responsibilities effectively.
- e. Excellent written and verbal communication skills for collaboration with stakeholders, members, and the community.
- f. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

18.3 TREASURER (2-YEAR TERM)

Job Summary:

The Treasurer plays a critical financial oversight role within the Sunshine Coast Minor Hockey Association. As steward of the association's finances, the Treasurer is responsible for the collection, processing, and management of fees, the preparation and presentation of financial reports, budget planning, and ensuring the integrity of accounting and banking operations. This position requires diligence, strong accounting skills, and a commitment to financial transparency and accountability.

Key Responsibilities:

- a. Collect and process membership and other fees, accurately recording all transactions in the accounting system.
- b. Review all incoming invoices and execute timely payments.
- c. Allocate and distribute funds to rep and house coordinators or team managers for officials as per SCMHA guidelines.
- d. Prepare and deliver monthly financial reports to the board, outlining the organization's fiscal status.
- e. Develop the annual budget for presentation and approval at the Annual General Meeting (AGM).
- f. Manage the processing of refunds in collaboration with the Registrar for players who leave the association and for goalies who provide their own gear (U11 and up).
- g. Process reimbursements for Respect in Sport (RIS), HCSP, coaching courses, official certification costs, and board member-approved travel and expenses.
- h. Administer sponsor funds and ensure proper allocation in accordance with sponsor agreements.
- i. Distribute approved bursary funding to School District 46 in a timely manner.
- j. Maintain meticulous records of all accounting transactions and bank records to ensure transparency and accuracy.
- k. Oversee all overdue fees and ensure appropriate follow-up actions are taken.
- l. Contact members who are not in good standing due to outstanding fees, providing reminders and payment instructions as necessary.
- m. Prepare and send invoices for association purchases
- n. Prepare and send invoices to sponsors and follow up as needed to ensure timely payment.
- o. Supervise the maintenance of SCMHA's bank accounts and execute financial transactions with diligence.
- p. Prepare and submit the annual gaming grant application before May 31st and execute the grant reconciliation report by July 31st.
- q. Process the Director of Hockey Operations invoice upon executive approval.
- r. Handle payment of non-parent head coach invoices as authorized by the board.
- s. Work with the Registrar to apply cash, cheque, and e-transfer payments for registration fees.
- t. Coordinate with the Sunshine Coast Credit Union for the processing of banking documentation related to the change of signing authorities.
- u. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Proven experience in accounting or a similar financial role, preferably within a non-profit organization or sports association.
- b. Strong understanding of accounting principles, finance management, and budgeting.
- c. Proficiency in accounting software.
- d. Exceptional organizational skills and attention to detail.
- e. Excellent communication abilities for reporting and collaborating with various association members.
- f. Capacity to adhere to strict deadlines and handle confidential information responsibly.
- g. Experience in completing grant applications and financial reports.
- h. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

18.4 REGISTRAR (2-YEAR TERM)

Job Summary:

The Registrar for the Sunshine Coast Minor Hockey Association (SCMHA) is responsible for managing all aspects of player and member registration within the organization. This vital role ensures compliance with relevant regulations and governing bodies, maintains comprehensive records, and oversees the allocation of players and team officials. The Registrar plays a crucial role in facilitating smooth operations and effective communication within the association and with affiliated leagues.

Key Responsibilities:

- a. Oversee the registration of all members, ensuring compliance with the Society Act and BC Hockey governing bodies.
- b. Manage and support player registration, including completing necessary documentation for the Pacific Coast Amateur Hockey Association (PCAHA) and BC Hockey, as well as registering all teams and their rosters with affiliated leagues.
- c. Present a detailed written report on annual registrations at the Annual General Meeting, providing insights into participation trends and areas for improvement.
- d. In collaboration with the Vice-President, review and provide recommendations regarding hardship requests submitted by members, ensuring fair and transparent processes.
- e. Oversee the certification of coaches and volunteers in collaboration with the Equipment Manager, ensuring all individuals meet necessary requirements.
- f. Create and manage registration forms for all association programming.
- g. Allocate players and team officials to their respective teams within the registration platform, maintaining accuracy and efficiency in team assignments.
- h. Apply for oversized team rosters, when necessary, in consultation with the Board of Directors, to accommodate association needs.
- i. Promote and advertise registration initiatives through various channels in the community to maximize participation and engagement.
- j. Ensure a stringent process for Criminal Record Checks (CRCs), making sure they are updated every three years for all volunteers in contact with players.
- k. Manage and maintain the filing and tracking system for CRCs, facilitating updates as needed.
- l. Provide a detailed monthly report to the executive board, summarizing actions and initiatives taken in the previous month.
- m. Attend monthly meetings to provide updates on registration numbers and trends.
- n. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Proven experience in an administrative or registrar role
- b. Strong organizational skills with attention to detail and the ability to manage multiple responsibilities efficiently.
- c. Excellent communication skills, both written and verbal, for effective interaction with members, stakeholders, and community partners.
- d. Familiarity with the Society Act, PCAHA, and BC Hockey regulations and policies.
- e. Proficiency in using registration software and managing databases to track member information.
- f. Capacity to attend community events to promote registration initiatives and support the association's objectives.
- g. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

18.5 SECRETARY AND DIRECTOR OF COMMUNICATION (2-YEAR TERM)

Job Summary:

The Secretary is integral to the governance framework of the Sunshine Coast Minor Hockey Association, ensuring the meticulous management of correspondence, records, and administrative processes. This role requires a high level of professionalism, organization, communication skills, and a firm understanding of the Society Act and the association's code of conduct.

Key Responsibilities:

- a. Conduct and maintain the official correspondence of the association with precision and confidentiality.
- b. Issue timely notices for all society and board of directors' meetings.
- c. Record and preserve detailed minutes of all meetings, ensuring accuracy and compliance with statutory requirements.
- d. Post minutes of Executive meetings on the Association's website, respecting confidentiality guidelines for in-camera sessions.
- e. Manage statutory filings in accordance with the Society Act.
- f. Serve as a signing officer, upholding the financial and legal integrity of the Association.
- g. Facilitate room bookings for Team Managers upon request and ensure adequate reservation of venues for executive and membership meetings, including the Annual General Meeting (AGM) and Town Halls.
- h. Coordinate ferry passes and distribute to team managers for all off-Coast games and events.
- i. Organize voting ballots or online voting processes for the AGM to guarantee a transparent and equitable election procedure.
- j. Prepare a membership list for the Annual General Meeting.
- k. Update Association website and deliver association communication as required.
- l. Produce and distribute a monthly newsletter, informing members of updates, events, and other relevant activities.
- m. File Society updates and AGM minutes and financial reports for society compliance.
- n. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Proven experience in administrative roles, preferably within non-profit or community organizations.
- b. Strong interpersonal and communication skills, both written and verbal.
- c. Demonstrable ability to handle confidential information with discretion.
- d. Proficient with word processing, spreadsheets, and website management.
- e. Acquaintance with the Society Act and governance practices.
- f. Commitment to the association's mission and values, with an emphasis on integrity and professionalism.
- g. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

18.6 DIRECTOR AT LARGE | PORTFOLIO: REFEREE IN CHIEF

Job Summary:

The Referee-In-Chief (RIC) is responsible for overseeing the officiating team within the Sunshine Coast Minor Hockey Association. This individual will maintain communication between referees, the association, and the National Referees Certification Program, ensuring a high standard of officiating and supporting the development of all referees, particularly junior officials.

Key Responsibilities:

- a. Maintain effective communication between referees, SCMHA, and the National Referees Certification Program.
- b. Coordinate training and upgrading programs for referees, including annual certification.
- c. Implement a shadowing system to encourage the development of junior referees.
- d. Perform evaluations of SCMHA referees and provide feedback, both verbal and written, to help in their development.
- e. Have the authority to remove or dismiss referees from games deemed incompetent and document such events for the Executive Committee.
- f. Ensure all officials sign the Fair Play Code for Officials and fulfill additional requirements, including the Coaches - Respect in Sport online course for officials aged 16 and over and a Criminal Record Check for those 18 and over.
- g. Recruit and mentor new officials to enhance officiating skills within the association.
- h. Undertake other related duties as assigned by the Executive Committee.

Qualifications:

- a. Past officiating experience is preferred.
- b. Knowledge of hockey rules and regulations.
- c. Strong communication and interpersonal skills.
- d. Ability to mentor and evaluate individuals constructively.
- e. Commitment to fostering a positive environment for all officials.
- f. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

18.7 DIRECTOR AT LARGE | PORTFOLIO: FEMALE HOCKEY (2-YEAR TERM)

Job Summary:

The Director at Large for Female Hockey at the Sunshine Coast Minor Hockey Association (SCMHA) is responsible for overseeing the growth and development of the female hockey division. This role serves as the primary voice for the female division on the Board, advocating for the needs and interests of female players. The Director will work to enhance participation and engagement in female hockey through various programs and initiatives while ensuring effective communication between players, parents, coaches, and the Board.

Key Responsibilities:

- a. Oversee the female hockey division at SCMHA, ensuring the successful execution of programs and initiatives that promote participation and development.
- b. Act as the representative and voice of the female division on the SCMHA Board, providing insight and input on decisions affecting female hockey.
- c. Attend PCAHA Female Committee meetings to advocate for female hockey interests and share updates.
- d. Coordinate and oversee female hockey development initiatives, including:
 - i. Try Female Hockey camps to introduce new players.
 - ii. Female development camps to enhance skills and competitiveness.
 - iii. Organizing female-themed events throughout the year to build community engagement.
- e. Meet with each female team at the start of the season to promote open communication and establish rapport.
- f. Work to build balanced and competitive teams in each division while ensuring a positive experience for all players.
- g. Identify, recruit, and onboard coaches and volunteers for key roles within the female division.
- h. Assist with player movements and address any questions or concerns regarding team assignments.
- i. Collaborate with coaches throughout the season to provide support and address any inquiries related to player development or team dynamics.
- j. Be accessible to players and parents throughout the season, facilitating a supportive and responsive environment for their needs.
- k. Assist the Fundraising and Events Committee with organization and planning of female tournaments when needed.
- l. Leverage social media platforms to advertise female hockey initiatives and share important information in collaboration with the Registrar.
- m. Attend monthly executive meetings and provide reports on female hockey program developments, participation metrics, and areas for improvement.
- n. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Previous experience in a leadership role within a sports organization.
- b. Exceptional communication and interpersonal skills to engage effectively with players, parents, coaches, and board members.
- c. Proven ability to plan and execute programs and events that promote growth in female hockey.
- d. Strong organizational skills, with the ability to juggle multiple responsibilities and priorities effectively.
- e. Proficiency in using social media and other communication platforms to promote initiatives and engage with the community.
- f. A commitment to fostering an inclusive and supportive environment for all players.
- g. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

18.8 DIRECTOR AT LARGE | PORTFOLIO: EQUIPMENT MANAGER (2-YEAR TERM)

Job Summary:

The Director at Large for Equipment Management at the Sunshine Coast Minor Hockey Association (SCMHA) is responsible for overseeing all aspects of equipment distribution, maintenance, and management for the association. This role ensures that players and teams have access to necessary gear and equipment while maintaining adherence to budgetary constraints and timelines. The Equipment Manager serves as a key resource for the Executive Committee, contributing to the smooth operation of the association through efficient equipment management and support.

Key Responsibilities:

- a. Manage the distribution, upkeep, and retrieval of all association-owned equipment, ensuring optimal condition and availability for use.
- b. Oversee the acquisition of new equipment as sanctioned by the Executive Committee, ensuring adherence to budgetary guidelines and prompt order fulfillment.
- c. Maintain up-to-date records of all gear and equipment, regularly evaluating for replacement or upgrades as necessary.
- d. Organize and manage the community gear storage, ensuring efficient access for all members.
- e. Collaborate with the Director of Fundraising and Events to handle ordering and engraving of plaques and trophies at season's end.
- f. Prepare and issue invoices for lost or damaged equipment and for the purchase of new gear, ensuring efficient financial processes.
- g. Oversee the procurement and management of third jerseys, ensuring timely delivery for all teams.
- h. Ensure proper organization and maintenance of the storage unit housing association equipment.
- i. Facilitate requests for equipment made by coaches and teams, ensuring compliance with Executive Board approvals.
- j. Collect and manage all returned gear post-season, maintaining accurate records and preparing equipment for future use.
- k. Attend monthly board meetings, providing updates on inventory management and any relevant equipment-related challenges.
- l. Consult at executive meetings regarding safety and risk management issues affecting the association.
- m. Conduct safety assessments of all utilized facilities, liaising with facility managers on safety concerns.
- n. Engage with team safety representatives to standardize safety protocols across all teams consistently.
- o. Act as a consultant for risk management on various association events, including tournaments, special gatherings, and dryland training sessions.
- p. Oversee inventory and supply management of team safety bags throughout the hockey season.
- q. Aid team personnel in completing online HCSP certifications, ensuring compliance with PCAHA deadlines.
- r. Keep accurate records of all HCSP qualified volunteers within the association.
- s. Provide assistance to players and families in completing injury reports as needed.
- t. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Previous experience with a youth non-profit is preferred.
- b. Strong organizational skills with the ability to manage multiple tasks and priorities effectively.
- c. Excellent communication skills for collaborating with coaches, players, and the Executive Committee.
- d. Basic financial acumen for handling budgets, purchasing, and invoicing processes.
- e. Proficiency in inventory management systems, with a keen attention to detail.
- f. Ability to lift and handle sporting equipment and gear safely.
- g. Familiarity with hockey equipment and its maintenance is an asset.
- h. A commitment to supporting the development and enjoyment of youth hockey within the community.
- i. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

18.9 DIRECTOR AT LARGE | PORTFOLIO: FUNDRAISING AND EVENTS DIRECTOR (2-YEAR TERM)

Job Summary:

The Director at Large for Fundraising and Events Director is responsible for generating revenue and fostering community involvement through fundraising initiatives at the Sunshine Coast Minor Hockey Association (SCMHA). This role involves procuring sponsorships, organizing events, and facilitating team fundraising opportunities to support the financial health of the association. The Director works collaboratively with Board members, teams, and community stakeholders to create a vibrant and prosperous hockey community.

Key Responsibilities:

- a. Procure sponsors for the SCMHA by identifying potential partners and developing relationships to secure financial support for the organization.
- b. Organize and coordinate association-wide fundraising opportunities and events, ensuring they align with SCMHA goals and values.
- c. Obtain and manage all necessary permits and licenses for fundraising activities, including Special Event Permits and gaming licenses, to comply with local regulations.
- d. Oversee and support all team fundraising initiatives, ensuring they adhere to SCMHA policies and procedures while upholding the integrity of the organization.
- e. Maintain the BC Gaming license and ensure compliance across all fundraising activities.
- f. Ensure the SCMHA website is current and reflects upcoming events and activities, promoting ongoing engagement within the community.
- g. Assist the Director of Hockey Operations in organizing player development opportunities.
- h. Chair the Tournament Committee, taking a lead role in organizing various tournaments throughout the season for the association.
- i. Coordinate year-end awards, recognizing player achievements and contributions to the hockey community.
- j. Manage social media efforts related to events, promotions, and team accolades, enhancing visibility and engagement for SCMHA.
- k. Apply for special insurance as needed for specific events to protect the organization and participants.
- l. Collaborate with the Treasurer in the Gaming License application process.
- m. Attend monthly board meetings, providing updates on fundraising activities, opportunities, and outcomes.
- n. Serve as a mentor for Team Managers, offering guidance and support in team operations.
- o. Uphold the SCMHA logo and brand integrity throughout all fundraising and promotional activities.
- p. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Previous experience in fundraising, sponsorship procurement, or event planning.
- b. Strong interpersonal and communication skills to build relationships with sponsors, community members, and stakeholders.
- c. Excellent organizational skills with the ability to manage multiple events and fundraising campaigns simultaneously.
- d. Familiarity with BC gaming laws, event permits, and insurance requirements related to fundraising activities.
- e. Creativity and enthusiasm for engaging the community and generating support for SCMHA initiatives.
- f. Proficient in social media management and website updates to effectively promote events and fundraising efforts.
- g. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

18.10 DIRECTOR AT LARGE | PORTFOLIO: ICE SCHEDULER (2-YEAR TERM)

Job Summary:

The Director at Large for Ice Scheduler is responsible for managing all aspects of ice time allocation and scheduling for the Sunshine Coast Minor Hockey Association. This role ensures that teams have access to adequate ice time for practices, games, and development opportunities in alignment with the Association's policy and procedures, while meeting the needs of the association. The Ice Scheduler acts as a liaison between the association and ice facilities, facilitating effective communication and coordination regarding ice usage throughout the hockey season.

Key Responsibilities:

- a. Represent the SCMHA at seasonal ice allocation meetings to request and negotiate the necessary ice time for the upcoming season to ensure SCMHA's needs are clearly communicated and addressed.
- b. Schedule, reschedule, exchange, and cancel ice time as required, ensuring efficient use of available resources.
- c. Communicate the ice allocation details to the Referee-in-Chief to ensure effective coordination and planning for referee assignments during association games.
- d. Provide ice usage reports and forecasts to the executive board as needed to assist with planning and resource allocation.
- e. Perform other duties related to ice scheduling and management as determined by the Executive Committee.
- f. Ensure that up-to-date insurance is in place for the association, supplying the required documentation to the Sunshine Coast Regional District (SCRD) by September 15th.
- g. Collaborate with the Tournament Coordinator and Fundraising and Events Director to coordinate schedules for various tournaments hosted by the association.
- h. Assist team managers with the reallocation of game and practice times when necessary.
- i. Load all practice and home game schedules into the scheduling system, maintaining accuracy.
- j. Book ice for player development sessions, referee development clinics, and various camps as required throughout the season.
- k. Remain available to address questions and concerns regarding scheduling and allocation from team managers and coaching staff.
- l. Attend board meetings, providing updates on ice allocation and scheduling efforts.
- m. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Strong organizational skills with the ability to manage multiple schedules and priorities effectively.
- b. Excellent communication skills to liaise with ice facilities, team managers, and association officials.
- c. Familiarity with ice scheduling software or systems to maintain accurate records and schedules.
- d. Ability to analyze ice usage patterns and forecast needs based on historical data and membership growth.
- e. Problem-solving skills to address scheduling conflicts and reallocation needs quickly and efficiently.
- f. Have a thorough understanding and adherence to PCAHA league commitments, including game time requirements, league obligations, and scheduling
- g. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

18.11 DIRECTOR AT LARGE | PORTFOLIO: RECREATION AND INITIATION (2-YEAR TERM)

Job Summary:

The Director of Initiation and Recreation with Sunshine Coast Minor Hockey Association is a vital leadership position responsible for overseeing the development and execution of “C” Hockey programs. This role includes coordinating player evaluations, team formation, and providing support for coaches, managers, and families. The Director will foster a welcoming environment for new families, manage key administrative tasks, and promote participation in the association’s recreational hockey initiatives.

Key Responsibilities:

- a. Oversee the “C” Hockey program, ensuring alignment with the goals and values of the SCMHA.
- b. Participate in coordinating player evaluations and the team formation/balancing process for “C” Hockey.
- c. Coordinate and lead welcome meetings for U7/U9 divisions, in collaboration with other directors.
- d. Attend team start-up meetings for all “C” teams, providing guidance and support.
- e. Manage the coordination of referee fee statements, invoices, and money draws for “C” and Female teams.
- f. Review and approve “C” team ice schedules and assist in resolving ice scheduling conflicts.
- g. Act as a primary point of contact for “C” hockey managers and parents, answering questions and resolving issues.
- h. Coordinate requests for exhibition games
- i. Facilitate year-end divisional meetings and/or surveys.
- j. Participate in the planning and execution of the annual awards night.
- k. Engage in the selection committee for the Director of Hockey Operations (DOHO).
- l. Attend board meetings and provide monthly reports on “C” Hockey initiatives.
- m. Participate in PCAHA/BC Hockey meetings as required.
- n. Serve as the first contact for team officials concerning inquiries or complaints that cannot be resolved at the team level, following the established complaint resolution process.
- o. Update and monitor team communications within the association communication platform for “C” teams, addressing any issues as they arise.
- p. Develop welcome information sheets and packages for new families and volunteers.
- q. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Strong administrative background in hockey-related operations with relevant experience in team management.
- b. Demonstrated ability to work with team personnel and act as an effective liaison with the association's executive.
- c. Comprehensive knowledge of rules, regulations, and administrative procedures related to the division, association, and district.
- d. Familiarity with association technology platforms, as well as knowledge of PCAHA operations.
- e. Excellent communication skills, with an aptitude for resolving conflicts and providing clear information.
- f. Ability to organize and lead meetings, as well as handle multiple tasks efficiently.
- g. Strong commitment to fostering a welcoming and inclusive environment for all players and families.
- h. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

18.12 REFEREE ASSIGNOR

REPORTS TO: EXECUTIVE COMMITTEE

POSITION TYPE: VOLUNTEER

Job Summary:

The Referee Assignor is tasked with the assignment of officials for various games within the Sunshine Coast Minor Hockey Association. This person will ensure that referees are assigned fairly and appropriately to all U9, U11 A & C, U13 A & C exhibition, league, playoff, and tournament games, adhering to the association's guidelines.

Key Responsibilities:

- a. Assign officials to all U9, U11 A & C and U13 A & C exhibition, league, playoff, and SCMHA tournament games, with authority on appointments being final.
- b. Recognize that U15 & U18 A & C league games will be assigned by PCAHA and manage the assignments directly below this age level.
- c. Provide a weekly list of appointed referees to the Association President for upcoming games.
- d. Ensure equal opportunity in assignments for all referees within the association, utilizing adult referees only when necessary for appropriate age levels.
- e. Maintain and update records of referees and assignments.
- f. Perform other related duties as determined by the Executive Committee as needed.

Qualifications:

- a. Previous experience in officiating is advantageous.
- b. Strong organizational and communication skills.
- c. Ability to work collaboratively and manage schedules effectively.
- d. Commitment to promoting fairness in referee assignments within the association.

18.13 REP COORDINATOR

REPORTS TO: EXECUTIVE COMMITTEE

POSITION TYPE: VOLUNTEER

Job Summary:

The Rep Coordinator plays a crucial role in supporting, organizing, and ensuring the smooth operation of the Rep "A" hockey program. The Coordinator acts as the primary liaison for Rep "A" team managers and serves as an administrative and organizational resource throughout the season. Reporting to the Executive Board, the Rep Coordinator fosters collaboration, effective communication, and consistent application of policies.

Key Responsibilities:

- Support all aspects of the Rep "A" team tryout process.
- Organize and schedule Rep "A" tryout games, including coordinating ice times and logistics for the Coastal Cup series with other associations.
 - Secure required game sanction numbers with PCAHA.
 - Plan and schedule team bonding exercises for Rep "A" team tryouts.
- Secure, track, and distribute referee funds for all Rep "A" teams throughout the season.
- Provide ongoing support and guidance to Rep "A" team managers, including regular check-ins and assistance with administrative tasks.
- Facilitate early-stage conflict resolution for Rep "A" teams, working proactively to address concerns before escalation to the Vice President or Board.
- Collaborate closely with the Executive Board, providing timely updates and reports as required.

Qualifications:

- Strong organizational and communication skills.
- Ability to work proactively and independently within established policies.
- Experience in hockey operations or team management is an asset.
- Diplomacy, discretion, and problem-solving skills, particularly in conflict resolution.
- Willingness to work collaboratively with a diverse group of volunteers, officials, and parents.

SECTION 19 | CODE OF CONDUCTS

19.1 CODE OF CONDUCT/FAIR PLAY CODE – PLAYERS

As a team, we have a shared responsibility to create a safe, inclusive, and respectful environment for everyone who participates in the sport. This code of conduct outlines our expectations for behavior, both on and off the ice, and serves as a guide for upholding the values of teamwork, sportsmanship, and integrity that define our hockey community. Let's work together to make this season a positive and enjoyable experience for all.

As a member of the Blues, I promise to abide by the following:

1. Always play by the rules of the game and in the spirit of hockey.
2. Respect my coaches, teammates, and all parents involved in the game.
3. Show respect to all opposing teams regardless of the score. Remember, winning isn't everything, and losses provide opportunities for improvement.
4. Acknowledge good plays and performances by both teams on the ice and encourage my teammates.
5. Hockey is a team sport. Passing the puck and playing as a team carries better results than not.
6. We win as a team, and we lose as a team. I will support my teammates and be accountable for my own performance.
7. I will respect safety officials, and all referees involved in the game. Accept their decisions without question, especially if I am removed from play due to injury.
8. I understand that concussions are a serious form of head trauma that can have long-term health effects. If I experience any symptoms, I will promptly inform my safety person and comply with all the "Return to Play" protocols to ensure a safe recovery.
9. If I have any concerns or problems with anyone, I will talk to my parent or coach immediately.
10. I will use proper dressing room etiquette at all times. There will be no tolerance or bullying or inappropriate cell phone use in the dressing room.
11. I will respect all arenas we visit and use locker rooms for changing and storage purposes only. Remember that you represent your team and your community.
12. When travelling as a team on the ferry, I will always be respectful of the ferry and other passengers aboard.
13. I will not engage in any bullying behaviour towards any other individual within the SCMHA, including any social media bullying.
14. I will not use any drugs, alcohol or tobacco/vaping products during SCMHA activities and ice times.
15. 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.

Signature: _____

Printed Name: _____

Date: _____

19.2 CODE OF CONDUCT/FAIR PLAY CODE - COACHING STAFF

This Code of Conduct is established to provide a guideline for the behavior, coaching practices, and overall conduct that coaches within our association are expected to adhere to.

1. My core responsibility is to instill a sense of fair play in my players by teaching them to respect the rules, officials, opponents, and their own teammates.
2. I pledge to ensure that each player will receive equal treatment in regard to instruction, discipline, support, and fair play time, regardless of their playing abilities.
3. I will be reasonable in scheduling games and shall consider the multiple interests and commitments of young participants.
4. I am dedicated to ensuring the safety of the players by confirming that all equipment and facilities are suitable for their ages and skill levels.
5. I will inspire and motivate players to achieve their best through positive reinforcement.
6. In every circumstance, I will foster a growth mindset, encouraging players to strive for excellence and personal development positively.
7. I will underline the importance of good sportsmanship, commending whenever it is displayed.
8. I commit to providing constructive feedback to individual players privately, avoiding negative criticism in front of their teammates.
9. I understand that players need a coach they can trust and look up to. I will strive to be a good role model, ample with praise and setting a constructive example.
10. I am devoted to continuously improve my coaching skills and knowledge through professional development opportunities.
11. I acknowledge that it's important to follow guidelines set by BC Hockey for player development, ensuring it is appropriate for my team's age and skill level.
12. I agree to strictly adhere to the rules, regulations, and decisions of the Sunshine Coast Minor Hockey Association, Pacific Coast Amateur Hockey Association and BC Hockey.
13. I am committed to promoting a safety-conscious culture. I will prevent injured players from returning to the game prematurely and aggravating their injuries.
14. I pledge to nurture respect for the Hockey Canada Safety Program (HCSP) and support their judgements regarding player injuries and removal from play.
15. I will uphold the 'Two Deep' policy, applying it to all team activities, reinforcing a safe and protective environment.

In committing to this Code of Conduct, I pledge to uphold the standards of behavior, conduct, and responsibility outlined above, thereby contributing to a positive and encouraging environment for all.

Signature: _____

Printed Name: _____

Date: _____

19.3 CODE OF CONDUCT/FAIR PLAY CODE – BOARD OF DIRECTORS

The purpose of this Code of Conduct is to establish a standard of behavior and ethics for all board members of the SCMHA. It serves to uphold the integrity and reputation of the SCMHA, ensure the organization's mission is carried out effectively, and that the interests of the players, members, coaches, and hockey community are served with the utmost respect and responsibility.

1. Commitment to the Organization

- Strive to attend all required meetings, events, and functions.
- Act in the best interest of SCMHA, putting personal interests aside when making decisions affecting the association.

2. Conduct and Ethics

- Practice and encourage respectful dialogue at all times, whether in official meetings or in public settings.
- Avoid engaging in any behavior or activity that could harm the reputation of the association or its members.

3. Confidentiality

- Maintain the confidentiality of all sensitive information acquired in the course of board activities. This includes, but is not limited to, player, coach, and volunteer personal information, as well as any proprietary or strategic information about SCMHA.
- Refrain from disclosing confidential information unless authorized to do so by the SCMHA board or legally required.
- Avoid using confidential information for any personal gain or in any manner that could be detrimental to the SCMHA.

4. Cohesive Board Status

- Work collaboratively with fellow board members, demonstrating teamwork, and acknowledging the diversity of opinions and talents as a strength of the SCMHA.
- Support the final decisions of the board, regardless of personal stance, presenting a unified front once decisions are made.
- **Engage in neither public nor private criticism of fellow board members or their opinions; but rather strive for constructive problem solving.**

5. Compliance and Governance

- Adhere to the bylaws, policies, and procedures of the SCMHA.
- Remain informed about and compliant with applicable laws and regulations governing our minor hockey association.

6. Stewardship

- Act as a custodian of SCMHA finances and resources, ensuring they are managed wisely with accountability and transparency.
- Approve expenditures prudently and for the sole benefit of the SCMHA and its objectives.

7. Communication

- Communicate respectfully with all stakeholders, including members, sponsors, and the community, conveying the mission and activities of the SCMHA in a truthful and positive manner.

- Establish and uphold a high standard of professional and personal communication, both in face-to-face interactions and across digital platforms.

9. Representation of the Association

- Act as a positive ambassador for SCMHA at all times.
- Recognize that individual board members are not authorized to speak for the association unless given explicit authority to do so.

10. Conflict and Recusal:

The Societies Act requires directors in a conflict of interest to first, disclose the conflict to the other directors; second abstain from voting; third, leave the meeting when the matter is discussed, and fourth refrain from attempting to influence the discussion or vote. The Board of Directors can then decide whether or not to waive the conflict.

- Recognize and disclose any direct or indirect conflict of interest that may influence, or appear to influence, your ability to act objectively when performing your duties as a board member.
- Recognize the difference between an actual conflict of interest, where your personal interests directly conflict with your duties as a board member, and a perceived conflict of interest, where external parties may view your interests as potentially influencing your decision-making.
- Recuse yourself from discussions, decision-making, and voting on any matter in which you have, or could reasonably be perceived to have, a conflict of interest.
- Board members are required to disclose to the board any personal or financial gain received from an external entity that could be perceived as a conflict of interest due to their position on the board.

Adherence to this Code of Conduct is mandatory for all SCMHA board members and its directors. Any violation may result in disciplinary action, up to and including removal from the board. Board members are expected to sign an acknowledgment of this Code of Conduct each season, indicating that they understand and agree to abide by its provisions.

By fostering a culture of integrity, respect, and accountability, we ensure that the Sunshine Coast Minor Hockey Association remains a respected and effective organization within the hockey community.

Signature: _____

Printed Name: _____

Date: _____

19.4 CODE OF CONDUCT/FAIR PLAY CODE - PARENT/GUARDIAN

Team sports offer unique opportunities for parents and children to create and share memorable experiences. We endeavor to ensure these experiences are positive, enjoyable and safe for all team members and opponents.

The following are key actions we must all commit to ensuring a successful season:

1. Treat all individuals equitably, regardless of their race, gender, or skill level. Each team member plays a valuable role and contributes equally to the team's overall success.
2. Support and encourage your child without exerting excessive pressure.
3. Instill values of cooperation and teamwork in your child and educate them about the rules of the game.
4. Actively participate as a spectator in games and offer to volunteer where necessary.
5. Maintain a balanced perspective towards winning and losing. Foster an understanding that fair play takes precedent over victory.
6. Assist your child in being a responsible team player and respecting the guidelines set by coaches.
7. Equip your child to identify and avoid situations involving physical, verbal, and sexual abuse.
8. Respect the authority of the coaching staff, refrain from interfering with their decisions, and support their coaching philosophies.
9. Recognizing the importance of players' health, comply with all health advisories, especially regarding severe injury or concussion protocols as instructed by Hockey.
10. Address any concerns respectfully and appropriately, without disrupting the team environment.
11. Uphold the dignity of all parents and guardians, both from your team and opposing teams.
12. Respect the prohibition against attending games or practices under the influence of alcohol or drugs.
13. Refrain from shouting criticisms or negativity towards any player's performance from the stands.
14. Commit to zero tolerance for inappropriate language towards athletes, coaches, officials, and spectators.
15. Address any grievances through appropriate channels of communication as described in the Policies and Procedure manual, always maintaining a respectful environment for players, team staff and SCMHA volunteers.
16. Participate in fundraising activities as requested by the Fundraising and Events Director, contributing to a fulfilling hockey season for everyone involved.

By adhering to this Code of Conduct, the goal is to foster a safe, enjoyable, and inclusive environment. I understand that a breach of this code may necessitate a hearing with the Discipline Committee, potentially impacting my membership status.

Signature: _____

Printed Name: _____

Date: _____

SECTION 20 | APENDICIES

**RELEASE OF LIABILITY & WAIVER OF CLAIMS
ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT**

In consideration for my participation in the activities of Sunshine Coast Minor Hockey Association (SCMHA), I knowingly and voluntarily enter into this Release of Liability & Waiver of Claims, foregoing any future claims against SCMHA, Hockey Canada (HC), British Columbia Hockey (BCH), Pacific Coast Amateur Hockey Association (PCAHA), along with their respective directors, volunteers, players, officers, employees, agents, and representatives (collectively, "The Releasees"). I release and hold harmless the Releasees from all liabilities, losses, damages, injuries, or expenses incurred from my involvement, expressly including those resulting from the Releasees' negligence. This release is also binding on my heirs, next of kin, executors, administrators, and assigns, including in the event of my death.

By signing, I acknowledge my understanding and acceptance of the foregoing, thereby relinquishing certain legal rights held by myself and my estate.

Signature: _____

Printed Name: _____

Date: _____

SUNSHINE COAST MINOR HOCKEY ASSOCIATION NON-PARENT COACH EXPENSE POLICY

INTRODUCTION

It is a policy of the Association that those who provide volunteer services to minor hockey should not suffer financial costs as a result, teams will reimburse up to two non-parent coaches per team for travel and other expenses incurred as a consequence of their position.

SCOPE

- Non-Parent Head Coaches will be paid \$6000.00 per season, divided equally by the number of the players and invoiced to the players of the team through the Association as per the SCMHA Salary Compensation for Non-Parent Head Coaches Policy.
- Teams will reimburse up to two non-parent coaches for travel expenses related to out-of-town games/tournaments as per SCMHA Policies and Procedures.

PROCEDURES

The following are expenses eligible for reimbursement at the rates specified:

7. 0.68 cents per km to cover fuel costs if a personal vehicle used – limited to one vehicle as carpooling is expected, additional vehicles at coaches' expense.
8. Reimbursement for ferry travel expenses is managed by the association's treasurer. As articulated in the Ferry Travel Policy, reimbursements will be authorized for one vehicle for each off-Coast or away game. We strongly encourage coaches to utilize carpooling for the purpose of these reimbursements.
9. Hotel rooms for each night of the tournament booked at the same hotel and rates as the team – double occupancy (maximum of 2 rooms) additional rooms or nights at coaches' expense
10. Per diem to cover meals to a maximum of \$70 per day (\$15 breakfast, \$20 lunch, \$35 dinner).
11. Coaches are limited to scheduling up to three out-of-town tournaments in a season for which expenses will be reimbursed – additional out-of-town tournaments will be at the coach's expense. Exceptions are made for additional events such as Provincial Championships whereby additional expense coverage will be required for the coaching.
12. The following procedure must take place for out of province tournaments:
 - a. Expression of Interest: Identify potential hockey tournaments outside of the province. Research premises, rules, registration deadlines, fees, and other key details.
 - b. Team Meeting: Schedule a meeting with all team members to discuss the opportunity. Provide everyone with detailed information about the tournament, including the potential costs and commitments involved.
 - c. Discuss and Vote: Open a discussion about whether the team is interested and/or able to participate. After the discussion, take a vote. A decision must be reached with a majority agreement in favor of participation. If the majority is not in agreement, the team will not participate in the out-of-province tournament.

Such reimbursements are subject to the following:

4. Amounts shall be submitted by the non-parent coach to the team's Manager monthly for reimbursement. Receipts are required for reimbursement.
5. Expenses shall be submitted using the [SCMHA Expense Reimbursement Form](#).
6. As it is assumed that coaches who are parents would attend their child's games and so reimbursement for travel will not be made to parent coaches with the exception of ferry reimbursement as set forth in the SCMHA Policies and Procedures.

SALARY COMPENSATION FOR NON-PARENT HEAD COACHES U15A & U18A POLICY

Purpose

The purpose of this policy is to provide a standard process and criteria for the remuneration of non-parent head coaches within the Sunshine Coast Minor Hockey Association (SCMHA) at the U15A and U18A levels. Recognizing the crucial role and the outstanding contribution of a non-parent head coach to the players' development, this policy will promote a fair reward system for committed services through financial compensation.

Scope

This policy applies to all non-parent head coaches serving the U15A and U18A divisions within the SCMHA.

Provisions

1. This policy provides that each non-parent head coach shall receive a flat compensation of \$6000.00 per season. This amount will be at the expense of the respective team that the coach serves.
2. This compensation is intended to acknowledge the time, effort, and expertise that non-parent head coaches bring to their respective teams.
3. All non-parent head coaches are still subject to the existing "Coach Expense Policy" for any additional expenses incurred for travel related to team-related activities.

Duration & Review

This policy is in effect beginning the 2023-2024 hockey season. A review of this policy will be undertaken by the Board in February 2025. During this review, the Board will evaluate the effectiveness, efficiency, and equity of this policy, and consider any necessary amendments.

Importance of Non-Parent Head Coaches

Non-parent head coaches play a significant role in creating a well-balanced learning environment for the players. They bring an unbiased perspective to player evaluation and development, and often have the ability to instill discipline and respect amongst players more effectively.

Furthermore, they can focus solely on coaching and team management without the potential conflicts that may arise when coaching one's own child.

It is expected that the compensation provided through this policy will improve the ability of the association to attract and retain talented non-parent coaches to the benefit of its teams and players.

Request and Payment Procedure

1. The request for compensation is to be initiated by the treasurer and invoiced through the TeamSnap app.
2. Non-Parent Head Coaches will be paid half the amount at winter break and the remaining half at the commencement of the season.
3. The team will be responsible for the sum of \$6000.00 divided equally amongst all players on the team.

This policy is made in good faith with the intent to strengthen the SCMHA by valuing the effort of non-parent head coaches. We believe that this will encourage dedication, commitment, and professional growth among our team staff, leading to outstanding performances and experiences for our players.

20.6 TRAVEL EXPENSE CLAIM FORM



Sunshine Coast Minor
Hockey Association PO Box
1816
Sechelt, BC
V0N 3A0
www.scmminorhockey.com

TRAVEL EXPENSE CLAIM FORM

NEW RATES
EFFECTIVE

October,
2023

1. Submit claims at month end - ONE CLAIM PER MONTH. Do not combine multiple months on one claim. *Provide detailed receipts as needed. Use Meal Per Diems per SCMHA Rates: Breakfast \$15.00; Lunch \$20.00; Dinner \$35.00 to a maximum of \$70.00/day. Other Travel Expenses: Accommodation (receipts required.)

Coach Name:		Division/Team:		Claim Month/Year		
Date mm-dd-yyyy	Reason for Travel	List To/From Destination(s)	Kilometers	Meals per Diem	Ferry Fare	Other Travel Expense
<i>I hereby certify that the above is a true and faithful record of expenses necessarily incurred in the performance of my duties with Sunshine Coast Minor Hockey Association.</i>		Total Kilometers:	0	<i>No Receipt Required</i>	<i>Receipts Required for reimbursement</i>	
		Cost Per Kilometer:	\$0.68			
		Category Totals:	\$0.00	\$0.00	\$0.00	\$0.00
Signature of Claimant		Date Submitted		Total Reimbursement Due	\$0.00	

VOLUNTEER HOURS TRACKING SHEET

Thank you for volunteering and helping grow our hockey community here on the Sunshine Coast!

The Sunshine Coast Minor Hockey Association is a volunteer-run organization, and as such, it depends on the volunteer assistance of its members to function successfully. Volunteers are essential to maintaining and growing our association. The more volunteers we have, the better our association becomes! Overview of Sunshine Coast Minor Hockey Association Volunteer Levy:

- Every family is required to complete 10 volunteer hours, or they otherwise forfeit their \$200.00 Volunteer Levy.
 - 2 hours of the 10 must be done at a tournament

Player Name: _____

Team Name: _____

Date:	Total Number of Hours	Job Description:	Were these Tournament Hours? Y/N
<i>Example: December 8, 2023</i>	<i>2</i>	<i>Score Box</i>	<i>Y</i>
<i>Example: February 15, 2024</i>	<i>2</i>	<i>Ladies Night Set-Up</i>	<i>N</i>
TOTAL HOURS:			

Questions about what is counted? Please see the volunteer policy, section 17.10ii in the SCMHA Policies & Procedures Manual.

Important Notes:

- **10 hours per family, not per player**
- **Tournament hours credited to your team do not count**

Please indicate how you would like your volunteer hours credited:

- ☐ **I would like my volunteer hours rolled into next season.**
- ☐ **I would like a reimbursement (please allow 8 weeks)**

SUNSHINE COAST MINOR HOCKEY ASSOCIATION LOGO & MERCHANDISE POLICY

This policy governs the use and dissemination of the Sunshine Coast Minor Hockey Association's logo. Its objective is ensuring consistency in our Association's branding across all teams, tournaments, and members.

The SCMHA Executive will administer this policy, enforcing the following rules and limitations:

1. Any teams, Association members, or businesses using the SCMHA logo on items for purchase must contribute a minimum of 4% of the total proceeds of the said items back to the Association.
2. All parties must exercise good judgment when using the logo on clothing or promotional materials, striving to uphold SCMHA's reputation. Additionally, all designs necessitate approval from the Fundraising and Events Director prior to production.
3. If items being procured do not bear the SCMHA logo or name, then adherence to this policy is not required.

JERSEYS:

The SCMHA's official colors are Navy Blue and White. Jerseys supplied by the SCMHA will follow this color scheme and prominently showcase the Association's logo. This rule is binding for all SCMHA Representative Teams.

TEAM WEAR:

Teams wishing to purchase clothing displayed with the SCMHA logo must seek approval from the Fundraising and Events Director prior to placing an order outside our online store system. The SCMHA logo should be used according to the policy, and the official colors, Navy Blue and White, must be employed.

VENDOR GUIDELINES:

Vendors working with the SCMHA must agree to donate a minimum of 4% of the total cost of goods to the SCMHA, either directly by the company or through the team concerned.

MERCHANDISE POLICY VIOLATION CONSEQUENCES:

Team officials or coaches who violate the merchandise policy may be subjected to a penalty equivalent to the lost proceeds. Failure to settle this penalty could result in forfeiture of the team's Jersey Deposits. Unauthorized use of the SCMHA logo by any vendor will prompt a request from SCMHA for discontinuation of its usage.

APPROVED SCMHA LOGO:

The official SCMHA logo, when used in its entirety, is sanctioned for use by teams, tournaments, Association members, and approved vendors. Any deviations from this guideline require the express permission of the SCMHA Fundraising and Events Director.

"C" LEAGUE | OVERSIZED ROSTER POLICY

Purpose:

To ensure fair play and equitable participation for all players during the season, while adhering to Hockey Canada regulations regarding roster sizes and maintaining a positive team environment.

Policy Overview:

In accordance with Hockey Canada Rules, a maximum of 18 players and 2 goalies are permitted to dress for each game. This policy outlines specific criteria and procedures for determining which players will sit out during games, with fairness as a top priority.

POLICY GUIDELINES**1. Pre-Game Roster Decision:**

- a. The coaching staff will determine the game roster at least 48 hours prior to the game. This will allow players and parents to know in advance who will dress for the game.

2. Player Attendance:

- a. Players who have consistently attended practices and are committed to the team throughout the season will be given priority in roster selection.

3. Sitting Criteria:

- a. Players will not be sat solely based on skill level; instead, a rotation system will be implemented to ensure equitable games.
- b. A rotating sitting plan established by the coaching staff, in accordance with the oversized roster guidelines for sitting players, will be put in place to ensure that all players sit out an equal number of games throughout the season, where feasible.

4. Late Registrants:

- a. New players who register late will be integrated into the existing team structure while being informed of the sitting policy. Their previous attendance to practices will be taken into account.
- b. Efforts will be made to provide equal opportunity, but late registrants may temporarily experience inequity in roster decisions until their commitment matches that of their peers.

5. Communication:

- a. Prior to implementing the sitting plan, the coaching staff will communicate with all players and parents to clarify the selection criteria and rotation system.
- b. A transparent approach will be taken to address any concerns regarding the fairness of player sitting.

6. Coaching Discretion:

- a. The coaching staff reserves the right to consider game circumstances (e.g., matchup concerns, injuries, player roles) when finalizing the game roster, ensuring that fairness is balanced with strategic needs.

**SUNSHINE COAST MINOR HOCKEY ASSOCIATION: SUPPLEMENTAL
SUSPENSION NOTIFICATION**

Date:	
To:	
From:	
CC:	

1. They will not be permitted to participate in any capacity whatsoever in exhibition, jamboree, tournament, league or play-off games until midnight on the date of expiry listed below or for the number of games listed below, whichever expires first.
2. They may not act in any capacity within the confines of BC Hockey, Hockey Canada or any affiliated organizations or programs until midnight on the date of expiry listed below or the number of games listed below, whichever expires first.

Date of Incident:	Suspension Start Date (If Different):
Name of Player:	Team:
Number of Games Suspended:	Number of Days Suspended:
INFRACTION or CONDUCT VIOLATION	

Appeal Procedures are in accordance with the Sunshine Coast Minor Hockey By-Laws and Regulations.

20.11 | CONFLICT RESOLUTION FLOW CHARTS



Parent - Parent Conflict Resolution Flowchart





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 mediate a mutually agreed solution.

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