



# **Vanderhoof and Districts Policy and Procedures Manual**

**Vanderhoof Minor Hockey Association**

**PO Box 42**

**Vanderhoof, BC**

**V0J 3A0**

**April 11, 2018**

## **POLICIES AND PROCEDURES**

### **1. INTERPRETATION**

- a. V.M.H.A., VMHA, Vanderhoof and Districts Minor Hockey, The Society, and The Association in these policies shall refer to the Vanderhoof and Districts Minor Hockey Association.
- b. BCAHA, BC Amateur Hockey and the Branch in these policies shall refer to the BC Hockey.
- c. CHA in these policies shall refer to the Hockey Canada.
- d. NWDMHA in these policies shall refer to the Northwest District Minor Hockey Association.

### **2. PRECEDENCE OF HOCKEY CANADA AND BC HOCKEY**

In all instances where the VMHA regulations, constitution, by-laws, policies and procedures either omit or conflict with BC Hockey or Hockey Canada regulation, the current BC Hockey/Hockey Canada regulations will take precedence.

### **3. AFFILIATIONS**

The Association may subscribe to, become a member of, and cooperate with any other society or association whether incorporated or not, whose objectives are similar in whole or in part.

### **4. ALTERATION OF POLICIES AND PROCEDURES**

All changes and/or additions to VMHA Policies and Procedures will be submitted in writing to the President and/or Secretary thirty (30) days prior to a scheduled meeting of the Board of Directors, Special Meeting of the Executives, Special General Meeting, or the Annual General Meeting.

### **5. INSPECTION OF BOOKS AND RECORDS OF THE SOCIETY BY MEMBERS**

Inspection of the books and records of the Association may be done by members in good standing at a place to be arranged by the Executive officer responsible. Members wishing to inspect the books and records of the Association must give seven (7) days' notice in writing to the President. The books and records of the Society must be available for inspection within fourteen (14) days of such notice being received by the President.

### **6. TEAM OFFICIAL REGISTRATION**

- a. VMHA requires all volunteers to complete an application and the required screening and training.
- b. Online CRC/Vulnerable Sector Checks are required before working with players or practicing on ice.
- c. Online Respect in Sport for Team Officials is required before working with players or practicing on ice.
- d. Applications will be reviewed with Executive and Head Coach and they will make decision on positions.

### **7. PLAYER REGISTRATION**

- a. The official registration day each year will take place as determined by the Registrar and the Executive of VMHA.
- b. The time and place of registration and other necessary information will be advertised at least one (1) week prior to registration.
- c. Installment plan/post-dated cheques – three (3) equal payments will be accepted, dated as follows: September 1, October 1, and November 1 of current year. If a cheque for

- registration fees is returned NSF, the parents have ten (10) days from notification to pay in full or the child may not be allowed on the ice until the fees are paid.
- d. There will be appropriate charges with regards to NSF cheques. \$50 fine and bank charges.
  - e. If payments on an NSF cheque and/or outstanding balance are not made and the money is not received in full before season end (March 31) the family will not be allowed to register for the next season until full payment is made. The outstanding balance and registration fees for the following season will be cash only, in full, at the time of registration.
  - f. Where inability to pay is a factor, the Board of Directors together shall consider all requests for fee exemption and guarantee confidentiality.
  - g. Registration fees shall be set by the current Executive. Registration fees shall cover the following costs:
    - i. Ice costs – per division
    - ii. BC hockey Player Registration/Mutual Aid Insurance  
Increases in yearly registration fees shall reflect these costs.
  - h. Family rate – three (3) or more players from one (1) family pay a maximum registration for two (2) players; the third player will pay 50% of the registration fee. In the event of different registration fees being charged for different division, the registration fees charged for the two (2) players shall be the higher registration fees.
  - i. Refund policy – any player/parent requesting a refund must do so in writing and all refunds shall be as follows:
    - i. Before first ice time: 100% of ice fees
    - ii. Before October 1: 80% of ice fees
    - iii. Before November 1: 70% of ice fees
    - iv. Before December 1: 60% of ice fees
    - v. Before January 1: 50% of ice fees
  - j. All refunds shall be less the following:
    - i. BC Hockey Mutual Aid Insurance
  - k. No refunds will be paid after January 1.
  - l. Players suspended by VMHA, BC Hockey, or Hockey Canada are not eligible for refunds.
  - m. No player will play or practice until full registration or post-dated cheques for registration have been received. There may be a twelve (12) hour waiting period from the time of registration until the player is allowed on the ice. This allows time for the Mutual Aid card to be completed and allows the Registrar time to notify divisional managers and coaches of new players.
  - n. It is understood that the payment of a registration fee does not constitute the entire obligation to the Association of parent or guardian. This shall be made clear to all parents or guardians at the time of registration.

## 8. AGE DIVISIONS

- a. All players will be registered into a division by their age as of December 31 of the registration year, with the exception of 4 year old players registration for initiation who must turn 5 by March 1 of the current hockey season :
 

Initiation	5-8 years
Atom	9 & 10 years
Peewee	11 & 12 years
Bantam	13 & 14 years
Midget	15 – 17 years

- b. Any request to play in another division must be made in writing to the Executive and final approval will be made by the Board of Directors at the next regularly scheduled meeting. See Section 18.5.
- c. Decisions made by the Board of Directors or the Executive concerning player movement from one division to another will be communicated to all concerned parties by the Divisional managers.
- d. The Registrar will record any changes in player movement and refunds/additional charges will be assessed if necessary.

## **9. MUTUAL AID**

- a. The Mutual Aid fund provides assistance to injured players. The assistance provided is for expenses not provided by a medical or dental plan of the player or his parents.
- b. The signing of players to Mutual Aid is the responsibility of the Registrar.
- c. Registration for Mutual Aid takes place at the same time as the player's minor hockey registration and the registration fee is inclusive.
- d. VMHA will register all coaches with Mutual Aid. If injured, it is the responsibility of the coach to fill out their Hockey Canada Injury Report Form.

## **10. MUTUAL AID CLAIMS**

- a. Players can find Hockey Canada injury Report Forms on the VMHA website, from their team's Hockey Canada Safety Person or on the Hockey Canada Website.
- b. The claim form is to be submitted by the player or parent to the address listed on the form.
- c. Report to play forms are needed if:
  - i. The player's coach, team HCSP or VMHA safety and Risk Manager requires it before returning to play.
  - ii. Following an injury or major illness that prevents the players from participating in 3 consecutive ice times.

## **11. CARDING**

The signing of players and team officials to carded teams is the responsibility of the Registrar. Upon completion, the required information will be submitted to the BC Hockey office.

## **12. DUTIES**

### **12.1 Vanderhoof Minor Hockey:**

- a. Provide each team with ice time as can be obtained through the allocation of ice time from the District of Vanderhoof.
- b. Register rep teams with BC Hockey.
- c. Provide schedules of practices, games, and exhibition games.
- d. Provide referees and score sheets for all games.
- e. Provide training programs for referees and coaches.
- f. Provide divisional and team managers and coaches.
- g. Oversee the general conduct of players and officials working games under the auspice of the Association.
- h. Pay all registration fees for current members who attend coaching and referee clinics within our zone.
- i. Cover the costs of carding officials.

- j. Pay officials for working games.
- k. Provide an area for the storage of equipment.
- l. Provide teams with two (20) sets of jerseys.
- m. Provide teams with pucks and cones for practices.
- n. Provide an annual awards banquet.
- o. Provide trophies, medals, etc. at the annual awards banquet.
- p. Not rent ice after the end of the season unless approved the Board of Directors.
- q. Accept bids for photos in writing only, and the successful bidder will be notified in writing prior to the commencement of the contract.
- r. Lend goalie equipment as per the VMHA equipment policy.

### **12.2 Players Duties**

- a. Players shall familiarize themselves with the VMHA Discipline Guide so that they are aware of the consequences of any actions or behavior that conflicts with the aims and objectives of the Association.
- b. Any player in possession of alcohol and/or drugs or under the influence of alcohol or drugs, smoking or swearing while participating in any minor hockey event, including all travel, will be referred to the Discipline Committee for appropriate action.
- c. Any player caught damaging or defacing arena property will be reported to the Discipline Committee, and suspensions will be handed out. The damage payments are to be made by VMHA, which will then pursue the payment from the parents for the cost of repair. The area's staff are to be informed of the damages.
- d. Any player caught stealing while participating in any VMHA event, including all travel, will be reported to the Discipline Committee for appropriate action.
- e. Abuse to any officials and volunteers of the VMHA by players will not be tolerated. Such abuse will be reported to the Discipline Committee.
- f. Players must show respect to coaches, players, referees, off-ice officials, and arena staff.
- g. Players must work to the best of their ability in attempting to perfect the skills of hockey.
- h. Players must display good sportsmanship on and off the ice.
- i. Players must act as worthy ambassadors of the Association and the community of Vanderhoof while travelling.
- j. When an injury prevents a player from practicing in regular scheduled practices or games, a medical certificate from a physician authorizing the player's return to active participation must be presented to a team or Association official if requested.
- k. Players must wear CSA approved equipment: helmet, face protector, shin pads, elbow pads, should pads, athletic protector, pants, skates, gloves, stick and BNQ certified neck protector. This includes the Initiation Program. Players are not allowed on the ice without any of the above-mentioned equipment at any time.

### **12.3 Parents Duties**

- a. Parents shall support VMHA to the best of their ability including transportation, fundraising, scorekeeping, timekeeping, etc.

- b. Parents shall not interfere with or harass coaches, managers, or on-ice officials. Parents shall refer complaints to the Divisional Managers.
- c. Parents shall act as worthy ambassadors of the Association and the District of Vanderhoof during home games and while travelling.

#### **12.4 Divisional Managers**

- a. Shall be appointed or oversee the general conduct of individuals and standard of play within his/her division.
- b. Work with the Head Coach for the appointment and dismissal of team coaches and officials.
- c. Inform the Equipment Manager of equipment requirements.
- d. Coordinate the allocation, switching, dismissal, and inter-divisional movement of players in his/her division.
- e. Provide the Registrar with a list of each team's officials and players in that division, along with their email addresses and notify him of any changes.
- f. Help coordinate any tournament in his/her division and work with the volunteered Tournament Coordinator.
- g. Ensure fair and equal treatment of all players in his/her division.
- h. Equally allot games for house teams, both home and away.
- i. Supervise the organization of teams.
- j. Assist in drawing up and distributing league schedules to house coaches, team parents, and rep teams managers (where applicable).
- k. Exercise control over discipline in the arena, particularly in their respective division.
- l. Receive and deal with problems in their respective divisions and clarify with those directly involved.
- m. Ensure all players attending ice times are registered with VMHA.
- n. Work with their coaches to appoint a "team manager" for each team in his/her division.
- o. Implement a system that works for communication between the coach, team manager, and parents and players.
- p. Liaise between his/her house team coaches and their rep team manager, if applicable.
- q. In the event that teams in his/her division has non-parent coaches, the Divisional Manager shall assist Team Manager in coordinating the raising of funds to cover the coaches' expenses for out-of-town games/tournaments and gas, meals, and accommodations.

#### **12.5 Team Manager**

- a. Phone, email team members with changes to schedule, announcements or requests and division manager correspondence.
- b. Collect all monies, tickets, etc. from team for Divisional Manager.
- c. Hand out any schedules, tickets, newsletters, etc. for the Divisional Manager or coach.
- d. Help with organizing photo day.
- e. Assist the Tournament Coordinator and Divisional Manager with any tournaments involving his/her team.
- f. In the event that a team has a non-parent coach, the Team Manager shall assist the Divisional Manager in coordinating the raising of funds to cover the coach's

- expenses for out-of-town games/tournaments and gas, meals and accommodations.
- g. Distribute and collect sweaters and equipment from the team.
  - h. Act as the communication link between the Association and the team.
  - i. Arrange transportation and accommodation for the team while travelling.
  - j. Assist the coach during practices and games in a manner requested by the coach.
  - k. Assign scorekeepers and timekeepers for all games and ensure that all scorekeepers and timekeepers are adequately trained to do so.
  - l. Keep financial records and submit a report to the treasurer by March 15.
  - m. Receive entry fees and forward these to the Treasurer
  - n. Send scores to the webmaster and radio.
  - o. Send scores for twitter and Facebook updates.
  - p. Supply a list of bus drivers to the Transportation Manager at the beginning of the season.
  - q. Arrange thank you pictures signed for team and jersey sponsors.

### **12.6 Head Coach**

- a. Be responsible for requesting, organizing and promoting the national Coaches Certification Program clinics.
- b. Organize and promote “in house” coaching programs ensuring adequate training of coaching personnel. These programs may be instituted prior to the season and may involve instruction from people outside the minor hockey structure.
- c. Act as a liaison between VMHA Executives and the coaches. In doing so, ensure that the coaches are aware of and adhere to the VMHA philosophy, BC Hockey, Hockey Canada, NWDMHA and VMHA Constitution and By-laws, and Policies and Procedures, and any new decisions brought forth by the Board of Directors. Likewise, to ensure that the Executives are abreast of any concerns or problems coaches are incurring with the Association’s policies.
- d. Be responsible for the recruitment of coaches and shall provide a list of coaches’ names, addresses and telephone numbers to the Registrar and Secretary.
- e. Develop an ongoing program of coaching evaluations and be a part of committee responsible for interviewing all coaches prior to the coach being assigned to a team.
- f. Assist coaches with team selection, team balancing and player evaluations, as well as facilitate meetings for support and feedback in an advisory capacity.
- g. Maximize the use of resources and programs available to the Association; and in addition distribute any development materials received from BC Hockey, Hockey Canada, or any other source; also shall catalogue or create files of existing resources.
- h. In conjunction with the BC Hockey, Hockey Canada and surrounding Associations, and using materials from these sources, oversee the creation of a program of sequential player development. In instances where a developed program exists, the head Coach should monitor the progress of the program with recommendation and implementation of revisions to the program.
- i. Be the second level of involvement when dealing with the coaches (Divisional Managers being the first level).
- j. Facilitate a minimum of two (2) coaches meetings per season (before and mid-season).

- k. Submit clinic request forms to BC Hockey.
- l. Provide facilities for the clinic lecture.
- m. Provide the necessary audio-visual equipment needed for the clinic.
- n. Arrange for the necessary ice time for on-ice clinic sessions.
- o. Arrange publicity for the clinics (both before and after).
- p. Coordinate the evaluation of coaches at least once a year.
- q. Ensure that all coaches are aware of match/gross penalty procedures, the NWDMHA Suspension Policies, and that they understand that the suspension times listed are only a minimum recommendation.
- r. Ensure that all coaches of peewee, bantam and midget teams are aware of their obligation to the leagues in which their teams play.
- s. Ensure that all coaches of rep teams are aware of their obligations regarding Zone Playoffs, the date for withdrawing from that competition and the consequences of failing to do so.

### **12.7 Coaches**

- a. Strive to accomplish the aims and objectives of the VMHA.
- b. Instruct players in the fundamentals of hockey as prescribed by a program determined by the VMHA.
- c. Provide sufficient drills in the above to develop self-confidence in the players.
- d. Ensure that courtesy is shown to all people that the team interacts with.
- e. Ensure that players are properly supervised until the last player leaves the dressing room
- f. Ensure that the team follows all rules and policies of the VMHA, especially no smoking, drinking, swearing, or drug usage.
- g. Make every effort to attend coaching clinics as provided by the VMHA.
- h. Advise players and parents of required protective equipment and ensure that the required equipment is worn at all times on the ice.
- i. Utilize allocated ice time as effectively as possible.
- j. Be completely responsible for coaching, line changes, etc.
- k. Not smoke, drink, use drugs, or swear in the presence of fans, coaches, players or officials; and especially not on the bench or in the dressing room.
- l. Refrain from yelling, name-calling, and intimidation tactics that breed fear and low self- esteem.
- m. Not touch or handle children in any way to inhibit their physical progress.
- n. Report any serious behaviour problems to the players' parents.
- o. Attach proof of coaching certificate to coach's application. If information is not available, VMHA will assist in obtaining documents from BC Hockey. Coaches are encouraged to become certified within two (2) months of registration.
- p. Hold periodic equipment checks throughout the season.
- q. Be aware of current equipment standards (i.e. helmet and cage, neck guards, etc.) and ensure that players wear same.
- r. Ensure that the VMHA goaltender equipment (if applicable) is properly cared for as per instruction from the Equipment Manager.
- s. Maintain control of his/her players at all times and not allow unsafe activities.
- t. Ensure that all doors to the ice surfaces are closed and secure at all times while the practice is in progress.
- u. Report any areas of concern about the ice or dressing room to the arena attendant and the VMHA Risk Manager.



- v. Ensure that no players go on the ice until there is a coach on the ice to supervise them.
- w. Ensure that players do not go on the ice until the Zamboni machine has left the ice surface and the doors are completely closed.
- x. Ensure that either the coach or an assistant coach remain on the ice at the end of the practice to move the goal nets for the arena staff.
- y. Shake the hands of the on-ice officials prior to the start of each game.
- z. Ensure that all players go immediately to the players' bench if there is an on-ice injury. No players shall be allowed to remain on the ice surface.
- aa. Not voice an opinion to the referee if it seemed that he did a poor job; instead, submit to the Head Referee a letter outlining concerns and attach a copy of the game sheet.
- bb. Familiarize themselves with the Hockey Canada, BC Hockey, and NWDMHA rules, especially those regarding penalties and suspensions. No penalties or suspensions will be appealed by this Association except under extenuating circumstances wherein the assessed suspension is thought to be excessive. This will be extremely rare; and where there are automatic penalties involved, there will be no appeals.
- cc. Only suspend players as per the Discipline Procedure.
- dd. Familiarize themselves with the NWDMHA Rules and Regulations and their teams' obligation to league play.
- ee. Make allowance for female players regarding dressing rooms.
- ff. Offer an appropriate role model for players. Coaches are expected to be present at least fifteen (15) minutes before practice times and thirty (30) minutes before house/league games begin.
- gg. It is recommended that all coaches attend a Coach Level clinic and that coaches at the initiation level attend the Hybrid Program Instructor's Clinic.
- hh. All coaches of a carded rep team must be certified at the Development One Level.
- ii. Act as worthy ambassadors of the Association and the District of Vanderhoof at home games and while travelling.

### **12.8 Referee in Chief**

- a. Maintain an effective line of communication between officials, the Association, and BC Hockey.
- b. Train and supply sufficient referees through the use of clinics to satisfy the needs of VMHA.
- c. Assist score and timekeepers as needed.
- d. Inform the Head Coach of new rules at the beginning of each season and/or attending coaches meetings as needed and supply with the rules and/or penalty bulletin.
- e. Oversee the conduct of officials
- f. Ensure that VMHA Executive is aware of any concerns or problems referees are incurring.
- g. Facilitate a minimum of 2 referee meetings per season (before and mid-season).
- h. Coordinate the evaluation of officials at least once per year.
- i. Coordinate with Ice Coordinator and Divisional/Team Manager to obtain schedules for games and tournaments.
- j. Schedule officials where and when as needed.
- k. Keep a detailed list of the approved officials and the ability of divisions and skill to officiate.

- l. Prepare and submit statements to the Treasurer on a monthly basis for payment to officials.
- m. Receive reports from referees in regards to problems, match penalties, game or gross misconducts and report information to the appropriate executives.
- n. Ensure officials have contact information for game sheets and game reports.
- o. Ensure all officials are up to date regarding penalty bulletins.

### **12.9 Referees and Linesmen**

- a. Wear appropriate attire at games: black slacks, cooper all pants, or sweat pants (no jeans allowed).
- b. Ensure that the game commences at the scheduled time.
- c. Partake in the training program.
- d. Enforce the rules and regulations as set by the Hockey Canada, BC Hockey, and NWDMDHA.
- e. Show proper respect toward players, coaches, volunteers and arena staff.
- f. Work to the best of their ability to perfect the skills of officiating.
- g. Assist players to understand the rules of hockey.
- h. Report all major penalties (misc., game, gross, and match penalties) to NWDMDHA.
- i. Not at any time touch a player unless there is an altercation. Not swear, smoke, or remove official equipment while on the ice surface or where they are visible to fans, coaches, or players.
- j. Report any problems or concerns to the Head Referee.
- k. Receive payment for officiating (referee/linesmen fees shall be decided by the Executive Committee of the current year).
- l. Act as worthy ambassadors for the Association and the District of Vanderhoof both at home games and while travelling.
- m. Be proficient at skating.

### **12.10 Equipment Manager**

- a. Review and compile a list of equipment based on requirements from the Divisional Managers and/or managers of each team.
- b. Be responsible for handling, storage, repair, cleaning and inventory of all equipment owned by the Association; as well as marking all VMHA property with the appropriate label.
- c. Assess the amount and kinds of equipment that will be required for each forthcoming playing season.
- d. Prepare and submit to the Board of Directors an equipment budget for the following season.
- e. Prepare the budget for equipment purchases for the AGM to be voted on by the membership for the upcoming season.
- f. Become knowledgeable of all types of hockey equipment.
- g. Record equipment handed out on the appropriate form.
- h. Ensure all coaches understand VMHA players' jerseys and goalie gear are to stay at the arena.

### **12.11 Ice Coordinator**

- a. Be responsible for obtaining and dispersing all ice time.
- b. Disperse ice time to the Divisional Managers for their respective divisions.

- c. Be responsible for scheduling ice time, rescheduling ice time, exchange of ice time and cancellation of ice time as per the District of Vanderhoof Ice Users Guidelines.
- d. Approve ice time for visiting teams through the Divisional Managers.
- e. Communicate with the Divisional Managers in order to use available ice time in the best possible way.
- f. Keep the Treasurer informed on at least a monthly basis as to the actual and projected costs of ice time.
- g. Be the VMHA representative at all District of Vanderhoof Ice Users Meetings.
- h. Post a monthly schedule of all ice times on the VMHA bulletin board in the arena and website.
- i. Register all home tournaments for sanctioning with BC Hockey

#### **12.12 Statistician**

- a. Ensure that all game sheets are sent to the NWD East statistician within their time guidelines and keep a copy for reference, as well collaborating with the East statistician.
- b. To have an adequate amount of score sheets and to keep them in the locked cabinet in the arena and to replenish them when necessary.
- c. Report all major, match and gross penalties to the President immediately following the games they occur.
- d. Complete VMHA stats and send standings to the NWD monthly or added on the NWD website.
- e. Send information to webmaster or adding the information to VMHA website.
- f. Stats are only recorded for Pee Wee and up.

#### **12.13 Risk Manager**

- a. Attend the Board of Directors meetings and advise of any risk management issues.
- b. Complete regular safety checks on all facilities used by VMHA and communicate in writing, and risk issues to area staff.
- c. Advise tournament committees with respect to safety issues.
- d. Ensure all teams have access to mutual aid forms and information.
- e. Advise teams with respect to injury reports and return to play policy.
- f. Distribute pertinent BC Hockey safety bulletins to teams.
- g. Ensure visiting teams are provided with rink plans.
- h. Ensure all team Hockey Canada Safety People (HCSP) are qualified.
- i. Assist in organizing HCSP clinics.
- j. Ensure that all adults directly involved with the teams have taken "Respect and Sport", formerly "Speak Out".
- k. Investigate all safety concerns reported by a team safety person.

#### **12.14 Transportation Manager**

- a. Responsible for all activities and duties as noted in Section 22 Bus Regulations.

#### **12.15 Way and Means**

- a. Complete all applications to the BC Lottery and Gaming commission for all fundraising events with VMHA.
- b. Assist all teams prepare to a final summary of fundraising dollars raised per event which in turn is reported to the BC Lottery and Gaming Commission.
- c. Ensure Team sponsors are responsible for payment of the purchase of jerseys.

- d. Current sponsors will be given first opportunity to replace the jerseys.
- e. Should the current sponsor not wish to continue his/her support, another sponsor on the waiting list will be approached.
- f. Ensure all sponsors are to be contacted at the start of the season to renew their sponsorship.
- g. Sponsorship fees will be set by the suggestion of Ways and Means to current Executive Committee.
- h. Ensure new sponsors are solicited each year.
- i. Complete BC Societies Act Annual report and application.
- j. Renew and ensure sponsors are responsible for the purchase of the sign.

#### **12.16 Female Coordinator**

- a. Responsible for the overall management, development, and monitoring of female hockey.
- b. Responsible for female hockey players in all age groups and working with Divisional Managers within the association.
- c. Responsible for the promotion of female hockey.
- d. In conjunction with the NWD and BC Hockey Female Coordinator and Director, assists in the organizing/hosting of female clinics.

#### **12.17 Webmaster**

- a. Webmaster duties are appointed by the Board of Directors and/or Executives yearly.
- b. Responsible for the general upkeep of the VMHA Website, which includes the home page, rosters, statisticians and upcoming events.
- c. Responsible to facilitate the training of the website for any Board members, as required.
- d. Assist with registration and communication with the membership as requested.

### **13. RISK MANAGEMENT POLICY**

#### **13.1 Dressing Room**

Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two screened adults should be present together; which is called the “Two Deep Method” of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision. Please refer to the BC Hockey Co-ed Dressing Room Policy.

#### **13.2 Injury Treatment**

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

#### **13.3 Female Teams**

Recommend that when using the “Two-Deep Method” with female hockey teams, there shall be two female supervisors with the players where possible. If not possible there may be one male and one female supervisor. The male supervisor however, would not enter the dressing room but would be within hearing distance to protect supervisors or players. Please refer to the BC Hockey Co-ed Dressing Room Policy for dressing room dress codes on Co-ed teams.

#### **13.4 Road Trips**

Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the “Two Deep Method” rule is observed at all times which can include other players or team personnel’s own children.

#### **13.5 Physical Contact**

Team personnel should avoid touching a player. Use the “Two Deep Method” (two personnel, or two players) supervision system. The comfort level and dignity of the player should always be the priority. Limit touching to “safe areas” such as hand to shoulder.

#### **13.6 Isolated Spaces**

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).

#### **13.7 Sport and Training Facilities**

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

#### **13.8 Parents in Locker Rooms**

- a. Except for players at the younger age groups (Initiation), parents are not permitted to enter the locker rooms unless it is truly necessary and if they are screened. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player’s disability warrants assistance, then we ask that parents let the coach know so they can assist the player or the player can come out to seek support.
- b. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players

#### **13.9 Co-Ed Dressing Room Policy**

- a. In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:
  - i. Male players will not undress to less than a minimum of shorts while females are present.
  - ii. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
- b. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above, which applies to Atom and up. (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room).
- c. When separate facilities do not exist for both male and female participants:

- i. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
- ii. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
- d. It is the responsibility of the team to ensure that these guidelines are followed.

### **13.10 Smart Phones and Other Mobile Recording Devices**

Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. There are signs posted in the dressing rooms.

### **13.11 Player Driving Policy**

Players who are of legal driving age are permitted to drive themselves and/or other team members to games, practices and tournaments that are within Vanderhoof.

Players are not permitted to drive themselves and/or other team members to out of town games, practices and/or tournaments.

## **14. DISCIPLINE**

### **14.1 Discipline Committee**

- a. Shall consist of the Vice President, who shall be chair person, and four (4) other members appointed by the Board of Directors, of which at least three (3) members shall be required to attend each hearing.
- b. This committee should consist of a mixture of male and female members, and they should represent a wide range of divisions within the Association.
- c. Should any member of the Discipline Committee be directly involved (personally, parent of player, etc.), the President shall fill in for the Vice President and the Board of Directors shall appoint another Association member to fill in for any of the others. Should the President not be able to fill in for the Vice President because he is directly involved, another Board of Directors member will then be appointed.
- d. The Discipline Committee shall be charged with the responsibility of receiving and investigating written reports brought to it by the Executive, Head Coach, or Head Referee and shall forthwith deliver its findings and appropriate discipline action to the Board of Directors and those persons directly affected by its decision.
- e. These findings shall be in the form of a telephone call to the President and those parties involved, followed by a letter within seven (7) days, which will also outline the Appeals procedure.
- f. The Discipline Committee shall call a meeting within two (2) days of the notification of a discipline problem.
- g. The Discipline Committee shall deliver its findings to the appropriate parties within at least two (2) days of the hearing.

### **14.2 Discipline Procedure**

- a. Discipline of a player can be applied by an official through the coach; however, any suspension after one ice time must be applied by the Discipline Committee or Executive.

- b. Any incident to be handled by the Discipline Committee must be in the form of a written submission or official time sheet delivered to the president within thirty (30) days of the alleged incident.
- c. BC Hockey suspensions are minimum suspensions and may be added to by the Discipline Committee as per the Discipline Guide.
- d. All infractions during a game or when the players are under the direct control of a referee will be dealt with as per BC Hockey rules.
- e. Any member of the Discipline Committee with a conflict of interest (e.g. relative, or parents of players on the team or in the division in question) will be removed by the Executive and an alternative Board of Directors member will be appointed.
- f. The Discipline Committee will review the incident and interview people if necessary.
- g. The chairperson will communicate actions taken by the Discipline Committee to those involved by telephone or email within forty eight (48) hours and will follow up in writing within seven (7) days.
- h. Minutes will be recorded at each meeting and given to the Secretary of the Association for filing.
- i. All written records other than the final decision of the Discipline Committee shall be held in confidence on file, on order to protect the people involved, and may be reviewed by the President, Discipline Committee, or the person the discipline applies to. Under no circumstance will such documentation be copied or communicated in any way other than what is required to further the appeals procedure.

### **14.3 Recommended Discipline Guide**

It should be noted that the best discipline is achieved through positive reinforcement. This guide should be used only when positive avenues have been exhausted.

#### First Level Offence

- a. **Horseplay**
- b. **Refusing to participate**
- c. **Lateness**
- d. **Messing up the dressing room**
- e. **Swearing**
- f. **Other minor transgressions**

For the first level offences, it is expected that the team officials will deal with their players using the theory of progressive discipline as a guiding principle (e.g. if a player is late, he/she is first warned; second, sat for a period; third, sat for two periods; fourth, sat for a game). In the case where team officials have exhausted their options, they will then report the individual player to the Discipline Committee for further action.

#### Second Level Offence

- a. **Fighting**
- b. **Insubordination to coaching staff**
- c. **Harassment of arena staff**
- d. **Hindering others from participating**
- e. **Harassment of others**
- f. **Other major transgressions**

1<sup>st</sup> offence: dismissal from ice and next three (3) ice times

- 2<sup>nd</sup> offence: dismissal from ice and a two (2) week suspension
- 3<sup>rd</sup> offence: dismissal from ice and one (1) month suspension
- 4<sup>th</sup> offence: dismissal from ice and a four (4) month suspension

### Third Level Offences

#### a. **Drugs/Alcohol**

Any player found with or proven to have drugs and/or alcohol in his/her possession while participating in a VMHA event; or any player under the influence of a drug or alcohol while participating in a VMHA event will be suspended from further play and practice as follows:

- 1<sup>st</sup> offence: dismissal from ice and a fourteen (14) day suspension
- 2<sup>nd</sup> offence: dismissal from ice and a one (1) year suspension

#### b. **Theft**

Any player proven to have engaged in thievery while participating in a VMHA sponsored activity will be suspended as follows:

- 1<sup>st</sup> offence: dismissal from ice and a fourteen (14) day suspension
- 2<sup>nd</sup> offence: dismissal from ice and a one (1) year suspension

#### c. **Vandalism or Other Illegal Transgressions**

The cost of any damages done by coaches, team officials, players or parents shall be paid by VMHA and subsequently recovered from those involved. Any amounts outstanding by a coach, team official, player or a parent may result in not being accepted as a member the following season.

- 1<sup>st</sup> offence: dismissal from ice and a fourteen (14) day suspension
- 2<sup>nd</sup> offence: dismissal from ice and a one (1) year suspension

NOTE: EACH OFFENCE SHALL BE DEALT WITH ON AN INDIVIDUAL BASIS

### **14.4 Recommended Discipline Guide for Parents and Spectators**

- a. Parents and spectators at VMHA games and functions are responsible for their own conduct. They must endeavor to not exhibit any disorderly conduct before, during, or after any hockey games involving VMHA teams. Parents or spectators may be ejected from any game by an official if they display the following conduct:
  - i. Using obscene or profane language or abusive gestures to any person on or off the ice surface.
  - ii. Persisting in disrupting or showing repeated disrespect for any ruling of any official. Any parent or spectator who after one (1) warning by an on-ice or off-ice official persists in abusive conduct shall be ordered to leave the arena premises. The game shall be halted until such time as the parent or spectator has completely removed himself/herself from the building.
- b. Where a parent has been ejected from a game for abusive conduct, the on-ice or off-ice official shall report the said incident to the executive, and the Discipline Committee may then assess further penalties to the parent or spectator.



- c. If a referee is unable to determine or identify the person or persons responsible for the abusive, profane, or obscene language a bench penalty shall be assessed against the home team.
- d. Offenses involving the abuse of on-ice or off-ice officials by any parent or spectator may result in the following recommended penalties to that person or persons as recommended by the Discipline Committee:
  - 1<sup>st</sup> offence: Game ejection and removal from the arena with a report sent to the Executive and Discipline Committee. The Discipline Committee shall rule on the incident. Prohibited from attending any games involving VMHA teams for a minimum of one (1) game; maximum three (3) months.
  - 2<sup>nd</sup> offence: Game ejection and removal from the arena with a report sent to the Executive and Discipline Committee. The Discipline Committee shall rule on the incident. Prohibited from attending any games for a minimum of three (3) months or a maximum of two (2) years.
- e. First offences will be erased from parent or spectator records after two (2) calendar years at the request of the individual.
- f. The above rules and regulations do not preclude any rules or regulations as laid out by the District of Vanderhoof, but are meant to enhance the responsibility of all parents and spectators attending minor hockey events.

#### **14.5 Recommended Discipline Guide for Team Officials**

Team officials (coaches, assistant coaches, trainers, managers) shall be responsible for supervising and controlling the conduct of their players before, during and after each ice time. Failure by team officials to control the conduct of their players (e.g. dressing room vandalism, bench brawls, lobby and parking lot altercations, etc.) may result in suspension and/or other disciplinary action to the player(s) and team official(s) responsible. In addition, the cost of any damages shall be paid by VMHA and subsequently recovered from those involved.

### **15. OFFICIATING**

- a. Referees will officiate games at least one (1) division lower than the division they would normally play in. In cases where the referee is not a registered player, he/she will officiate at least one division lower than if he/she were a registered player, unless approved by RIC and RCM Northwest District.
- b. Referees will be given equal opportunity to officiate in a division they have been assessed and approved to officiate.
- c. Only carded officials will be used as per BC Hockey/Hockey Canada rules and regulations.

### **16. ICE RENTAL**

#### **16.1 Ice Allocation**

- a. Each of the teams in a division is to receive an equal opportunity for equal ice time.
- b. Barring the above, all available out of town games of a specific division in the same league are to be equally shared among teams.

- c. Extra ice time, if available, should be provided; but not at the expense of the other teams. No practice times or host game times are to be cancelled to provide this extra time, except for tournaments. BC Winter Games, Zone Camps, Northern BC Winter Games, NWDMHA Playoffs, and Provincial Zone Playoffs are not deemed “extra ice.”
- d. If possible, one (1) tournament for each division shall be provided yearly. All of the players in the appropriate division are to participate. Rep teams will not normally participate in a house tournament, but may be invited at the discretion of the Executive Committee to balance the schedule or fill in for a last minute cancellation.
- e. A request for ice time will be made by the Association at the District of Vanderhoof annual Ice Users Meeting.
- f. Blocks of ice will be scheduled for league schedules.

**16.2 Renting “Out of Town” Ice for practices/games**

- a. Any team or division renting ice at any venue other than the District of Vanderhoof must make their request through the Ice Scheduler.
- b. The ice must be rented under the name of VMHA in order for the BC Hockey Mutual Aid insurance and the Hockey liability insurance to be in effect.
- c. The team or division renting the ice will be responsible for:
  - i. Supplying transportation for players to and from the venue.
  - ii. Securing certified referees for any games (this list must be given to the head Referee for approval).
  - iii. Payment for referees.
  - iv. Any costs to repair any damages to the venue caused by any of the participants at these practice games.

**17. TEAM/DIVISION STRUCTURE**

**17.1 Team Divisions**

- a. Division designations shall be in accordance with designations used by Hockey Canada as follows: Female, Midget, Bantam, Peewee, Atom, and Initiation Program.
- b. Age per division as Dec 31 for VMHA will be as per Section 8 (Age Divisions).
- c. The divisions may be further divided as follows:
  - Initiation           House
  - Atom                 House
  - Peewee             House and Tier
  - Bantam             House and Tier
  - Midget             House and Tier
  - Female             House and Tier
- d. A Division shall consist of all teams in a particular age group (e.g. Atom Division is Atom House; Peewee Division is Peewee House and Carded).
- e. An Atom Development Team pool may be established, and these players would attend certain tournaments as long as the players are not disrupting house league games or tournaments.

**17.2 Composition of House Teams**

- a. The optimum number of players on a house team is fifteen (15). This paragraph will not be applicable when only one (1) team forms a division and does not allow the turning away or cutting any players from minor hockey.
- b. Players shall be assigned to teams by the Division Manager and coaches, following tryouts.
- c. The Divisional Manager may make a recommendation to the Executive to prevent an over-abundance of skill on any one team.
- d. Under no circumstances shall house coaches refuse players.
- e. There shall be a minimum of one (1) coach and one (1) assistant coach on each team.
- f. Any player not registered with VMHA will not participate in any fashion with any VMHA team. Any VMHA official in any capacity shall assure himself/herself of a player's registration before placing such a player in any game or practice. If this is contravened, the official shall be suspended pending a hearing of the Discipline Committee. A penalty of thirty (30) calendar days or more shall be rendered for the first offence. Additional offences may result in a penalty of no less than one (1) calendar year from the date of the second infraction.

### **17.3 Composition of Rep (Carded) Teams**

- a. All players registered with the VMHA are eligible to try out for the rep team in their division.
- b. The try-outs shall be organized in such a manner that all players will be given the opportunity to demonstrate their skating skills, hockey skills, and desire through practice drills.
- c. There will be a five (5) member Team Selection Committee consisting of the Head Coach, Team coach and up to three (3) independent evaluators (e.g. parents, referees, etc. who do not have players on that team).
- d. Player selection will be based on criteria outlined in the Coaches' Manual.
- e. Evaluation will take place over a minimum of two (2) practices with progressive cuts starting after the second ice time. Final selection is to be made in accordance with the Constitutions of BC Hockey.
- f. Team size will be based on the maximum number to be determined by BC Hockey.
- g. The Coach, Assistant coaches are to be selected by a committee consisting of three (3) people including the President, Head Coach and one (1) other neutral person. Should any of the above wish to coach the rep team, then that person must step aside from the selection committee while the decision is made.
- h. The Team Manager is to be selected by a committee of three (3) people including the Head Coach, Divisional Manager and the Team Officials. (Coach/Assistant Coaches)
- i. An application form must be completed by any person wishing to be a coach, assistant coach, team manager, and safety person or bench helper.
- j. After December 1st, the rep coach will continue to carry only those players who are eligible to play and is going to play. All others will be placed on house teams.

- k. Rep teams are to be formed as soon as possible. Provision should be made that any individual who has registered before final closure of registration shall be eligible for rep team try-outs.
- l. The VMHA shall have a rep team in each division except Initiation, Novice and Atom, if numbers allow.
- m. The basic criteria for being selected to a rep team shall be demonstrated ability, attendance and attitude. Each quality is given equal weight.
- n. If twenty eight (28) or more players register in the p/b/m divisions, plan on having two (2) teams
- o. If there are fewer than twenty-eight (28) players, plan on having one (1) rep/carded team. The best nineteen (19) players will be chosen for the rep team. For those who do not make the rep team, VMHA may seek permission to have these registrants play at a lower level or have one rep team.
- p. In both instances, try-outs will be held for the rep teams.
- q. Players from outside the VMHA catchment area will be allowed to register; however, it must be approved by the VMHA Executive and it must follow within the NWDMA and BC Hockey guidelines.

#### **17.4 Affiliate Players**

- a. BC Hockey, Hockey Canada Rules apply for any affiliated players.
- b. VMHA teams' officials shall at the beginning of the year identify AP'd player to the Registrar, identification shall be based on the player's skill in the division and approval from parent, coaches and divisional managers of the lower divisions.
- c. AP'd players should only be used or called up for league or tournaments if the team has fewer than 9 skaters for Atom and below.
- d. Atom and below or House Teams will only play the needed game or tournament. Pee wee above Rep will be allowed to have the player practice the week of the call up and on three (3) other occasions with the team after being affiliated.
- e. AP participation cannot interfere or put their regular team at a disadvantage.

#### **17.5 Movement of Players between Divisions**

- a. Should a parent or player request that a player be moved to a higher division the player must be exceptional and within the top 10% of their applied division, the parent must make such a request in writing to the Executive.
- b. Must have completed one year in their current division.
- c. An independent evaluation shall occur if the executive feels that the criteria of a/b have been met.
- d. Following the evaluation a discussion will occur based on available space within the division and/or team, skills and maturity, along with the appropriateness of the move. Any move may not negatively impact the lower and/or higher division, relating to carding or numbers.

#### **17.6 Development Team Guidelines**

- a. Development teams will be under the auspices of the division in which they originated.
- b. Coaches and a Team Manager for the Development Team will be selected in conjunction with appropriate Division Manager.

- c. The coaches of development teams shall make ice time as fair and equitable as possible.
- d. Players are to be selected by all coaches in that division.
- e. Important rating parameters for these teams are attitude, fair play, skills, desire and maturity.
- f. An additional group of players can be picked up from house for any out of town exhibition games or tournaments. These players shall be chosen in consultation with the house coaches and division managers. This group should change as much as possible throughout the season in view of equal ice time. The group can be invited to practices for a week in advance of a special event. The players shall have first loyalty to their house teams.
- g. The invitations are done by the development team coach and house team coach who in turn will contact the Divisional Manager.
- h. The team will be permitted to go to out of town tournaments, but this will not take away from any of the regular house league schedule.
- i. The team will have a committee chosen from the parents to assist with various aspects of the team (e.g. phoning).
- j. Team coaches will set out team rules that are necessary.
- k. Out of town development team tournaments are limited to three (3) per season. Any additional tournaments are acceptable with the approval of the VMHA Executives.
- l. All costs to be paid by the development team parents.
- m. The development team manager is responsible for team jerseys, tournament bookings, practice and game scheduling and the handling of all the funds and to submit a financial report the Treasurer by March 15.

## **18. TOURNAMENTS**

### **18.1 Hosting Tournaments**

- a. VMHA shall pay all home tournaments sanction fees and ensure all tournaments are sanctioned with the BCAHA.
- b. All players in the appropriate division may be permitted to play.
- c. Home teams shall be exempt from entry fees.
- d. VMHA shall be responsible for all costs, including ice and referees. It is recommended that the entry fees be sufficient to cover the ice and referee fees.
- e. Entry fees are to be forwarded to the Tournament Coordinator and in turn to the Treasurer.
- f. Before out of town teams from a lower or higher division are invited to a VMHA tournament, a comparable team from Vanderhoof will be invited first as per NWDMHA rules.
- g. VMHA will attempt to host a tournament in each division each year.
- h. The Ice Coordinator will be responsible to apply to BC Hockey for a sanction at least thirty (30) days prior to the date of the tournament.
- i. All funds are returned to VMHA following tournaments.

### **18.2 Attending Out of Town Tournaments**

- a. All teams shall enter tournaments appropriate to their caliber and division.
- b. All teams shall be responsible for the entry fees for any tournament they attend.

- c. All players in the appropriate division shall have the opportunity to play in out of town tournaments each season.
- d. Meeting with parents shall occur to discuss tournaments for the year.
- e. When the Divisional Manager is informed of a request for a team to participate in a tournament, an email will be sent to the team manager for discussion with parents and team officials.
- f. Out of area sanctions forms are to be completed and given to the president for signing/sending.
- g. Tournament allotment amounts, maybe provided by the Board of Directors.

## **19. FUNDRAISING**

Any team and/or division wishing to fundraise must adhere to the fundraising policy. Any team and/or division that fail to adhere to the fundraising policy will not be eligible for travel grant advances/VMHA funds and may be subject to discipline.

- a. All methods of raising funds by teams and/or divisions in VMHA must be approved by the Executive at least two (2) weeks prior to the event.
- b. BC Lotteries issues licenses for ticket lotteries, games of chance and a fee will be charged. Each team and/or division will be responsible for filling out this application and paying the appropriate fee.
- c. Teams can fundraise to offset the cost of team travel when representing our association. All fundraising will be coordinated through the Executive.

All funds raised on behalf of the VMHA, whether for a particular team or for the Association as a whole, are the sole properties of the VMHA. Funds raised by a particular team shall be used for the purpose for which they are raised (e.g. provincial championships, tournaments, etc.). In the event that the team cannot attend the function they were fundraising for, the unused funds will be retained in the VMHA account. These funds will revert back to the VMHA.

## **20. CLINICS**

Each year the VMHA, through the Head Coach and the Head Referee, holds clinics for parents, coaches, and referees. These clinics are coordinated through the office of the Hockey Development Coordinator of the BCAHA. See BC Hockey Website for listings of clinics. Some clinics are online only and team officials and parents can complete as required. All parents are encouraged to complete the Respect in Sport for Parents course.

The VMHA will cover registration costs for those members wishing to attend or complete online approved clinics such as NCCP, NRCP, etc. programs provided the person is a paid member of the VMHA and the clinic is held in our District or online. VMHA encourages all those who wish to attend these clinics to make every attempt to participate in those that VMHA is hosting.

Any person wishing to attend an out of town clinic must apply to the Executive. It will be at the discretion of the current Executive as to what portion of the cost to attend such a clinic that the Association will cover.

Any coordinator of a local clinic shall:

- a. Submit a clinic request form.
- b. Provide facilities for the lecture.

- c. Provide the necessary audio-visual equipment.
- d. Arrange for the necessary ice time for on-ice sessions.
- e. Arrange publicity for the clinic.

## **21. BUS REGULATIONS**

- a. The purpose of the bus is to transport Vanderhoof Minor hockey teams to and from scheduled hockey events and all usage of the bus must be approved by the Board of Directors.
- b. At the beginning of each year the bus is to be inspected and properly insured, meeting all safety regulations.
- c. The bus will be equipped with a first aid kit, shovel, axe, and flares.
- d. Any team wishing to use the bus during a current hockey season must submit the list of drivers that team wishes to use and each driver must produce a valid class 1 or 2 driver's license with an air brake endorsement. Each driver named must go through a check out drive prior to being approved for driving this bus. Sessions are to occur at the beginning of the season.
- e. Each driver must go through a pre-trip inspection, prior to leaving the yard, and complete a post trip inspection upon returning the bus. The bus is to be signed out to the driver(s) with those drivers assuming responsibility for the bus and its condition. The bus is to be returned clean and in good repair. Should any damage or repair be noted it is to be reported immediately to the Transportation Manager. The Transportation Manager is to insure that the bus is repaired in a timely manner.
- f. Misuse of the bus, damage or vandalism to the bus may lead to cancelling all bus privileges upon review from the Board of Directors and any other suspension the Executive may wish to impose.
- g. Request for the use of the bus should be made at the beginning of the season while noting equality in bus usage.
- h. Should more than one group request the use of the bus prior, following rules of order will take place:
  - i. Teams travelling to Zones and/or Provincials will be considered first.
  - j. Travelling distances/duration of the trip. Teams travelling the furthest distance will be considered first. Weekend trips will take priority over day trips.
  - k. Bus usage between divisions.
- l. To help offset the costs of the bus, a fee will be charged to a team for the use of the bus. The fee for the use of the bus will be set by the Board of Directors.
- m. Players and coaching staff are to be given first priority for travel on the bus, and will be given until one week (7 days) prior to the trip to respond/confirm. If the players and/or coaches have not responded by that time, the bus will be made available to others in order to make efficient use of the bus. If a player or coach cancels their use of the bus less than one week before the scheduled trip, they will be responsible to pay their portion of the bus fee.

## **22. ANNUAL BANQUET**

- a. Coordinator will be appointed to organize the banquet each year.
- b. Major awards will be selected by a committee organized by the Head Coach, awards are for Pee Wee and up, with the exception of the Jim Eadie Award. There should be equal coaches, referees and divisional representation.

- c. Player awards will be selected by players voting for the awards and the awards committee will use coach, player and divisional managers' observation to decide on winners.

### **23. BOARD OF DIRECTORS MEETINGS**

- a. BOD meetings are closed with the exception of the Annual General Meeting or Special General Meeting.
- b. Parents or guests may request to attend a meeting and be added to the agenda to speak to a matter.

### **24. ON ICE PLAYER SUPPORT**

- a. Register players Pee Wee division and up may assist on the ice with younger age groups.
- b. Players maybe in full gear for insurance purposes.
- c. Arrangements should be made with the Team Managers.

### **25. SECURITY POLICY**

- a. This policy is designed to provide consistent procedures for handling spectator behavior during Vanderhoof and Districts Minor Hockey Tournaments.
- b. Each Tournament Coordinator is required to provide volunteers to wear the Security Jacket, and act as a monitor of fans/parents. They will be required to wear the security jacket (which will provided by the association) for the duration of the game. They will be expected to address problematic behavior from their team's fans/parents and ensure that player and coach only areas are respected.
- c. Problematic behavior is characterized as any behavior that is unsportsmanlike in nature, which could lead to a dangerous situation for those spectators attending the game.
- d. While it is the goal of this policy to prevent dangerous situations from occurring, these security volunteers are not expected to put themselves in a dangerous situation. Rather they should seek further assistance from rink personnel, the tournament coordinator or VMHA executives and or the RCMP, should it become necessary.