



Policies and Procedures of the Abbotsford Minor Hockey Association

P-1

About the AMHA

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1. Organization

- 1.1. The Abbotsford Minor Hockey Association (AMHA) is a non-profit society incorporated under the British Columbia Societies Act. The purpose of the AMHA are stated in its constitution and are as follows:
 - 1.1.1. To promote, govern and improve organized minor hockey in the Abbotsford area;
 - 1.1.2. To encourage and foster among its members, supporters and teams, a general community spirit;
 - 1.1.3. To maintain and increase an interest in the game of hockey;
 - 1.1.4. To have and exercise a general care, supervision and direction over the playing interest of its teams and players;
 - 1.1.5. To control and operate minor hockey within the Abbotsford area;
 - 1.1.6. To promote Fun and Fair Play.
- 1.2. The AMHA is a member of the Pacific Coast Amateur Hockey Association (PCAHA) and the British Columbia Amateur Hockey Association (BC Hockey) and the Canadian Hockey Association (Hockey Canada). These governing bodies provide regulatory framework for which minor hockey is played.
- 1.3. All parents or guardians of registered players to play within the AMHA are members of the AMHA. Additionally, persons who are not parents or guardians, but who volunteer their time for the AMHA are considered contributing members. Please refer to the AMHA bylaws section two (2) for further definitions of members.

2. Mission Statement

- 2.1. Abbotsford Minor Hockey Association is committed to providing a fun, safe and positive experience for young athletes in a minor hockey setting. We will promote good citizenship, fair play, sportsmanship and respect recognizing that these experiences may have a profound effect on the future attitudes; moral and social development and community involvement of these young people. We will foster a positive team environment that helps build confidence, encourages player development and assists in their growth as individuals.
- 2.2. In so doing, Abbotsford Minor Hockey Association must lead by example. It is the obligation of all volunteers within the organization to set an example of honesty, integrity, fairness and trustworthiness for young athletes.

3. Goals and Objectives

- 3.1. Abbotsford Minor Hockey Association's objective is to work together to improve and enjoy a common passion, hockey. This is to be accomplished with effort, pride and commitment in spirit and deed, from the players, coaches, families and Board of Directors of Abbotsford Minor Hockey Association.
 - 3.1.1. **Player Development** - Provide instruction and leadership that maximizes the athletic potential of all players in a positive and enjoyable atmosphere while promoting personal growth through team development both on and off the ice.
 - 3.1.2. **Coaching Development** - Provide a hockey program that promotes the coaches' talents in leadership, youth development, and hockey instruction while providing ongoing education for coaches in a defined and structured program.
 - 3.1.3. **Referee Development** - Provide clinics for those who wish to become referees. Ensure that they, as children in a learning process, can develop these skills and desire to continue as referees without undue criticism from coaches, parents and players.
 - 3.1.4. **Parents and Guardians** - Offer an enjoyable program that includes the involvement of the parents in key positions of volunteerism. Involvement that provides the positive energy needed to help strengthen and direct our program to higher levels.
 - 3.1.5. **Abbotsford Minor Hockey Association** - Provide the stewardship, facilities and financial foundation to direct the efforts of players, coaches and parents into a proud, ethical and cohesive unit.

4. Board of Directors

- 4.1. The AMHA is governed by a board of eleven (11) directors, ten (10) of whom are elected at the Annual General Meetings of the AMHA and the eleventh who is the immediate Past President. Elected Directors are two year terms, with elections staggered so that approximately half the board is up for re-election each year. From time to time this general schedule of elections may change due to circumstances such as Board Members ceasing to be board members before their term is up. Updating of this is solely at the discretion of the Board of Directors.

5. Appointed Positions

- 5.1. Each year the Board of Directors appoints persons to take on specific responsibilities within the organization.
- 5.2. Appointed positions report to elected directors as agreed upon following the first regular monthly meeting.

6. Staff Positions

- 6.1. The AMHA has hired staff/contractors for the following positions:
- 6.1.1. An Executive Director. The Executive Director, along with the Administrator, is responsible for the day-to-day operations of the Association. The Executive Director reports to the President and the Board monthly on operational matters. The Executive Director also offers suggestions, recommendations, and ideas to the board about how to improve the organization and assist in implementation of such ideas. Further details are available in the Executive Director's job description.
 - 6.1.2. A Hockey Director. The Hockey Director is to instruct and/or arrange for instructors for any skill development programs within the AMHA, to act as a resource for the Board of Directors on hockey matters, act as a resource to coaches throughout the association, to oversee the rep selection process, and any other hockey related matters as requested by the board of directors. Further details are available in the Hockey Director's job description.
 - 6.1.3. An Administrator. The Administrator is to provide administrative, managerial and clerical support to the Board of Directors under the direction of the President and Executive Director. The Administrator also acts as the Association's Registrar and is responsible for registering all members of the AMHA including but not limited to managing the registration policy, collecting fees, and generating player lists.
 - 6.1.4. An Ice Scheduler/Allocator.

7. Volunteerism in the AMHA

- 7.1. The AMHA like many other youth sport organizations are built on the backbone of volunteers. As such volunteers are the lifeline of the AMHA. **Volunteering is a requirement of being a member of the AMHA.** There are three types of volunteers within the AMHA:
- 7.1.1. **Team Officials** - are volunteers that hold significant commitment positions within a team and include (Head Coach, Assistant Coach, Manager, HCSP).
 - 7.1.2. **Team Level Volunteers** - are volunteers that contribute to the operation of a team. Generally, these roles are filled by Parents/Guardians and team level volunteering is expected by all members of the AMHA. Some examples of duties at the team level (most of these fall under the guidance of the Team Manager, but there is no reason they cannot be shared amongst parents on a team).
 - 7.1.2.1. Budget

- 7.1.2.2. Scheduling (league, tournaments, website)
- 7.1.2.3. PCAHA Responsibilities (teamlink, scoresheets, game numbers, tournament permissions).
- 7.1.2.4. Communications
- 7.1.2.5. Timekeepers and Scorekeepers
- 7.1.2.6. Scheduling and payment of Officials
- 7.1.2.7. Association Level fundraising requirements (if required)
- 7.1.2.8. Tournaments and Tournament Committees (hosted within and outside the AMHA)

7.1.3. Association Level Volunteers - are volunteer positions that are required for the organization to run under the governance structure of the Association. These roles are vital in the delivery and operations of core programming. Association level volunteers roles may include:

- 7.1.3.1. Board of Director Positions
- 7.1.3.2. Appointed Positions of the Society
 - 7.1.3.2.1. Divisional Coordinators
 - 7.1.3.2.2. Risk Manager
 - 7.1.3.2.3. Referee in Chief
 - 7.1.3.2.4. Referee Assignor
 - 7.1.3.2.5. Equipment Manager
 - 7.1.3.2.6. Harassment Officer

8. Governing Documents

- 8.1. The AMHA is governed by its Constitution and Bylaws pursuant to the Societies Act, and the Policies as approved by the Board of Directors. The documents are available on the AMHA website.
- 8.2. Please read this manual and remember it is a guide, written and assembled by volunteers of the AMHA. It is intended to represent the outline of what the Board of Directors feel is best for our children and the program we have built to serve these children.
- 8.3. Try to understand the intent of these policies and rules and use common sense when interpreting this document. Most questions you may have can be answered by your Division Coordinator or Division Director. The final interpretation however, rests in the hands of the Directors. Please refer to our website for the latest updates.

9. Member in Good Standing

- 9.1. All members are in "Good Standing" except any member who is currently being investigated, and/or serving a suspension, disciplinary action as a result of any action within the AMHA's policy manual.

- 9.1.1. Members may refer to ordinary, contributing, and life members as referenced by section two (2) of the AMHA bylaws.
- 9.1.2. Member in good standing for the purpose of these policies is different from “Membership Standing” as per Section 2.16 of the AMHA Bylaws.

10. General Play Structure

- 10.1. All players will be placed on teams by an evaluation committee at playing levels according to the player’s age, skill and experience. Every effort will be made to ensure this is achieved as fairly as possible.
- 10.2. Age “Divisions” within Minor Hockey are set by Hockey Canada as follows (age is set at the player’s age as of Dec 31):
 - 10.2.1. Hockey 1—5 years old and under
 - 10.2.2. Hockey 2—6 years old and under
 - 10.2.3. Hockey 3—7 years old and under
 - 10.2.4. Hockey 4—8 years old and under
 - 10.2.5. Atom—10 years old and under
 - 10.2.6. Pee Wee—12 years old and under
 - 10.2.7. Bantam—14 years old and under
 - 10.2.8. Midget—17 years old and under
 - 10.2.9. Juvenile—20 years old and under
- 10.3. All teams in AMHA may participate at one of the following three playing levels:
 - 10.3.1. Representative Teams (Rep Teams)
 - 10.3.1.1. Players will play in a league formed by PCAHA. These teams may also compete for the PCAHA Zone and Provincial Championships at the end of each season. Atom Rep teams will play in a league formed by PCAHA in connection with other Associations.
 - 10.3.1.2. Teams will consist of 15 players (9 Forwards and 6 Defensemen) and 2 goalies or at Board of Directors discretion
 - 10.3.2. Recreational Teams
 - 10.3.2.1. For players not electing to play on, or selected to play for a Rep Team will play in the Recreational League formed by PCAHA and AMHA.
 - 10.3.3. Initiation Hockey

- 10.3.3.1. Hockey 1&2 (Tyke), Hockey 3&4 (Novice)-Teams for players aged 8 and younger.

11. Office Address

AMHA OFFICE

Mailing Address: P.O. Box 114, Abbotsford, B.C. V2T 6Z5
Physical Address: Abbotsford Centre Arena--33800 King Road
Phone: 604-852-8295
Office Hours: By Appointment Only