



Policies and Procedures of the Abbotsford Minor Hockey Association

P-2

General Operating Procedures

Date Revised: June 2017

Version 1.1

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1. Board of Directors

- 1.1. Code of Ethics:
 - 1.1.1. The AMHA Board of Directors has developed a Code of Ethics for which all members of the Board shall act at all times.
- 1.2. Board Conflict of Interest:
 - 1.2.1. The AMHA Board of Directors has developed a conflict of interest policy that governs all board decisions. Board members shall abide by this policy at all times.
- 1.3. Attendance at regular monthly meetings:
 - 1.3.1. The AMHA Executive typically meets on the second Tuesday of every month, 12 meetings annually, to conduct Association business. Elected members of the AMHA Board of Directors are expected to attend a minimum 9 of the 12 regular monthly meetings and not be absent for more than 2 consecutive meetings without reasonable excuse. Failure to meet these attendance requirements may result in a formal or informal reprimand by the Chair or the Board of Directors, suspension from Board of Directors deliberations, a request for the board member's resignation or expulsion from the Board of Directors.
 - 1.3.2. Written notice of absence including the explanation for the absence must be forwarded to the President and/or Secretary in advance of the meeting.
- 1.4. Disposition of Complaints and Disputes Involving Directors
 - 1.4.1. The Board of Directors shall review any complaints that a Director has violated any provision of the By-laws, Policies or Code of Conduct.
 - 1.4.2. If the allegations are founded the Board of Directors may defer the matter to the Chair of the Discipline Committee to review the complaint.
 - 1.4.3. The review of such complaints or disputes shall include an opportunity for the members concerned to present their positions. Board of Director members who originate or are the subject of such complaints or disputes must declare their conflict and absent themselves from such meetings.
 - 1.4.4. Every attempt should be made to resolve such matters expeditiously and fairly.
 - 1.4.5. The recommendations regarding resolution of such matters shall be brought to the Board of Directors for approval within one month of the complaint being filed.
 - 1.4.6. Such action may include formal or informal reprimand by the Chair or the Board of Directors, suspension from Board of Directors deliberations, a

request for the Executive member's resignation or expulsion from the Board of Directors.

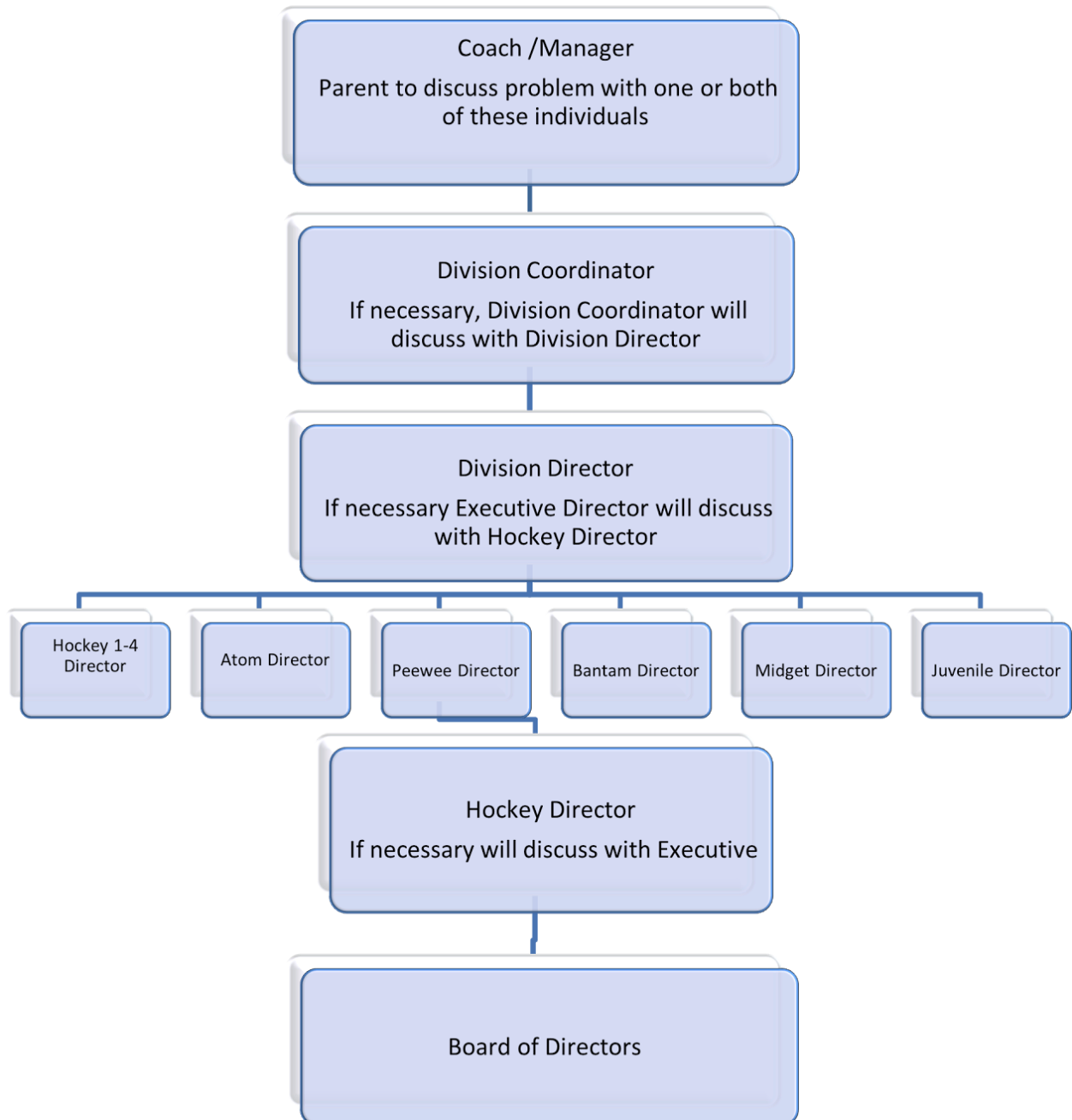
- 1.4.7. The ruling of the Board of Directors shall be final. Should the Executive member refuse to abide by the ruling he/she may appeal for judicial review at his/her own expense.

2. Finance Policy

2.1. Association Business Expenses:

- 2.1.1. Association Board of Directors and delegates that travel on official Association business outside of Abbotsford shall receive reimbursement for mileage according to the CRA automobile allowance. The Association will also cover parking and toll expenses with a receipt. This does not apply to regular travel for games.
- 2.1.2. AMHA Board of Directors required to conduct Association business during regular meal hours away from Abbotsford or in Abbotsford where that business interferes with the ability to obtain a meal may claim the expense based on the following per diem rates:
 - 2.1.3. (1) Breakfast: \$13
 - 2.1.4. (2) Lunch: \$16
 - 2.1.5. (3) Dinner: \$27
 - 2.1.6. (4) Incidentals: \$9 (overnight travel only)
- 2.1.7. iii) Directors are permitted to spend up to \$100 on discretionary AMHA expenses per season. (Receipts must be submitted.) Any additional expenses require prior approval from the AHMA Treasurer or President.

3. Communication within the AMHA



4. Logo Usage Policy

4.1. Logo and Merchandise

- 4.1.1. The scope of this document is to control the use and dissemination of the Abbotsford Minor Hockey Association's logo and to ensure a standardized product to our Association's teams, tournaments and members.
- 4.1.2. Abbotsford Minor Hockey Association logo may not be used without the express written consent of the Abbotsford Minor Hockey Association. This includes the Abbotsford Minor Hockey Association name, acronym "AMHA", or any other reference to the Association.
- 4.1.3. This policy will be governed by the AMHA Board of Directors and adhere to the following limitations and rules:
 - 4.1.3.1. Teams, tournaments and members are recommended to use a preferred supplier if the item being purchased is branded with the AMHA logo.
 - 4.1.3.2. Teams, tournaments and members must use discretion in ordering apparel and must act accordingly to preserve the image of AMHA.
 - 4.1.3.3. C Teams and tournaments are encouraged to purchase AMHA branded merchandise which proudly and prominently displays the AMHA logo.
 - 4.1.3.4. Rep Teams wearing branded merchandise must display the AMHA logo in a manner that is most prominent.
 - 4.1.3.5. Tournament wear and tournament programs must display the AMHA logo. Any AMHA tournament wishing to use an additional "tournament logo" must have that logo pre-approved by the Board of Directors.
 - 4.1.3.6. Any logo deemed inappropriate by the Board of Directors must be removed in a timely manner.
 - 4.1.3.7. AMHA Preferred Suppliers will be listed on the website.

4.2. Breach of Merchandise

- 4.2.1. Coaches/Team Officials
 - 4.2.1.1. Violation of the Merchandise Policy by a Coach or other Team Official may result in suspensions or a fine. Failure to pay the fine will result in the team's forfeiture of their Equipment Deposit.
 - 4.2.1.2. Where a suspension is made, it shall be considered to be indefinite pending a review by the Discipline Committee.
- 4.2.2. Tournaments
 - 4.2.2.1. Violation of the Merchandise Policy by a member of an AMHA Tournament Committee may result in a suspension and/or fine.

4.2.2.2. Where a Tournament Committee fails to pay a fine then the sanction will be deducted equally from the AMHA teams who participated in the tournament.

4.2.3. Association Members

4.2.3.1. Violation of the Merchandise Policy involving a parent or other member of the Association will first be reviewed by the Division Director. Depending on results of this review, matter could be referred to Disciplinary Committee.

4.3. **Approved AMHA Hawks Logo**

4.3.1. The following logo is the approved logo, in its entirety, for use by teams, tournaments, Association members and approved suppliers. No other variations are considered acceptable without the express permission of the AMHA Board of Directors.



Notes 1 - ABBOTSFORD - Stitching will be in black when displayed on light colored merchandise and will be white when displaced on dark colored merchandise.

Note 2 - Logo - as shown. Triangle will include a black outline when displayed light colored merchandise and will include a white outline when displayed dark colored merchandise.

Note 3 - Hawks Stitching will be in red. It will include a black outline when displayed on light colored merchandise and will include a white outline when displayed on dark colored merchandise.

Note 4 - Minor Hockey Stitching will be black when displayed on light colored merchandise, and will be in white when displayed on dark colored merchandise.

5. Association Corporate Partner/Sponsorship/Fundraising Policy

- 5.1. All Corporate partnership and/or Sponsorship at the Association level will be conducted by the Executive Director and the Sponsorship Coordinator with input and guidelines from the Board of Directors.

6. Program Guidelines

6.1. Hockey 1 & 2 (Tyke) / Hockey 3 & 4 (Novice)

- 6.1.1. As the introductory stage to organized hockey, AMHA's Hockey 1-4 (Tyke & Novice) Program emphasizes the three following areas:

- 6.1.1.1. Fun - The child must enjoy the activity and the process of learning new and challenging skills. By placing an emphasis on fun, it is AMHA's belief that the child will come into deeper appreciation for the sport of hockey.

- 6.1.1.2. Athletic and Skill Development - In a carefully structured and fun environment, AMHA will educate our beginners in the importance of athleticism and good sportsmanship. The emphasis at these levels will focus primarily on skating skills and development.

- 6.1.1.3. Positive Environment - Through a caring and personal approach, AMHA wishes to provide each player with a safe and positive environment. A positive environment will aid in achieving one of AMHA's ultimate goals, to foster good life skills.

- 6.2. Tyke and Novice are divided into 4 levels of age/skill. Approximate ages for each are:

- 6.2.1. Hockey 1 (Tyke) 5 and younger

- 6.2.2. Hockey 2 (Tyke) 6 and younger

- 6.2.3. Hockey 3 (Novice) 7 and younger

- 6.2.4. Hockey 4 (Novice) 8 and younger

- 6.2.5. Note: Players may be moved to a different level as the number of registrants and skill can be factored into a player placement. At no time will "lobbying to move up" be accepted.

- 6.2.6. Hockey 4 players who desire to tryout for Atom Rep must submit a written request to the Board of Directors prior to August 1st. If granted permission to tryout, the player must be evaluated as an "Exceptional Player." An "Exceptional Player" is defined as being in the top 5% of the entire division (Top 3 Forward, Top 2 Defenseman and/or Top Goalie). If not

evaluated as “Exceptional,” the player will return to Hockey 4 for the season.

7. Recreational Program

- 7.1. Recreational Hockey is played by the majority of amateur players. It is fun hockey with the emphasis on fitness, recreation and fellowship.
- 7.2. We will strive to provide an atmosphere that is enjoyable, where players are encouraged and appreciated for their participation, to assist in an individual's physical development, create a positive social environment and allow an individual to participate freely in other sports and activities.
- 7.3. Players will be provided with equal ice time. This means that the next players due to go onto the ice, are the next players on the ice. Some discretion is permitted in circumstances where penalties require the juggling of lines or where there are discipline issues.
- 7.4. All discipline issues must be documented.
- 7.5. The establishment of Power Play or Penalty Kill Units is strictly prohibited. All players will be provided the opportunity to play on these units.
- 7.6. Where teams have two goalies, these goalies will alternate games played. This rotation may be determined by the coaching staff; however, goalies will play an equal amount. In the event that one goalie is absent for an extended period due to injury or other commitments, alternating games will continue upon the absent goalie's return. Missed games will not be made up.
- 7.7. The objectives are to promote a game to fit the needs of the participants that is open to all ages, Tyke through Juvenile.
- 7.8. When teams have two rostered goalies, the goalies will not be allowed to play “out” in games when it is not their turn in goal; except in divisions short on goaltenders and approval from the Director has been given prior to the game.
- 7.9. All new players must meet a minimum requirement of hockey and skating skills and must not be a “risk player” to himself or others, as determined by the Director and member of Hockey Operations personnel. Alternative options such as moving the risk player to a lower division or denying the player's registration may be considered. A full refund will be given to those risk players whose registration is declined.

8. Representative Program

- 8.1. This program is designed for players who have the desire and ability to play at a more competitive level.
- 8.2. Participants must be willing to invest a reasonable amount of time on and off ice. Attendance is required for all team events that take place on and off the ice

unless prior permission is given by the Head Coach. Failure to commit may result in disciplinary measures.

8.3. This type of hockey begins at the Atom level (introduction to rep).

8.4. The objectives of the Representative Program are:

8.4.1. To achieve a degree of excellence according to a player's interest and potential

8.4.2. Provide an opportunity for achievement in an enjoyable and self-fulfilling environment

8.4.3. Provide an opportunity to progress to a high level of competition

8.4.4. To stimulate development both from an individual and overall sport point of view

8.5. There are additional cost to the player to play at this level

9. Officiating Program

9.1. AMHA is committed to encouraging anyone that wishes to dedicate themselves to an officiating career. AMHA will strive to provide the most conscientious individuals to represent our Association. AMHA will assist individual referees in reaching higher skill levels. This will be accomplished by providing leadership and direction from the Referee-in-Chief and from the refereeing membership. We will provide opportunities to develop skills through practical training, on ice training sessions, as well as actual game situation training.

10. Coaching

10.1. Coaching Applications

10.1.1. All coaching applications must be submitted through the online application process.

10.2. Coach Selection (General)

10.2.1. The Association's goal is to select the most suitable coach available for each team.

10.2.2. The appointment of Assistant Coaches, Managers etc. shall be at the discretion of the Head Coach however, final approval of all team officials from the AMHA Board of Directors is required.

10.2.3. Any member or nonmember of the AMHA is eligible for appointment as a team official with the following guidelines:

10.2.3.1. AMHA Directors (elected or appointed) may not hold the position of Head Coach or Team Manager, unless approved by the AMHA Board of Directors.

10.2.3.2. Teams are restricted from having two family members as team officials where both have signing authority on the team account

10.2.4. Under special circumstances the Board of Directors may appoint any person to any position as a team official

10.3. **Coach Selection Committee**

10.3.1. Coach Selection will be overseen by the Coach Coordinator and approved by the AMHA Board of Directors, none of which will be applicants for a Head Coach position.

10.3.2. The Coach Coordinator will bring the results from the coach selection process to the AMHA Board of Directors for approval.

10.4. **Coach Selection Process - Rep**

10.4.1. The Rep coach selection process will evaluate the applicants in three areas:

10.4.1.1. Application / Resume

10.4.1.2. Interview—New Applicants only

10.4.1.3. Suitability

10.4.2. The Association will solicit applications/resumes from Head Coach Applicants for its Rep teams. The application/resume will detail the applicant's coaching experience, training & certification, and playing experience.

10.4.3. The Coach Selection Coordinator will oversee and interview all new applicants applying for a Rep team. Questions will be taken from the Hockey Canada Coach Development Guide and includes the following criteria:

10.4.3.1. Suitability

10.4.3.2. Philosophy Approach to Coaching

10.4.3.3. Teaching and Instruction

10.4.3.4. Communication with Players

10.4.3.5. Communication with Parents

10.4.4. All new AMHA applicants will participate in an interview with the coach selection committee.

- 10.4.5. Returning coaches will be assessed on their previous history.
- 10.4.6. Suitability is determined in part by the content of the Parent-Coach Evaluations and the applicant's discipline record.

10.5. **Coach Selection Process - Recreational**

- 10.5.1. The Association will solicit applications for Head Coach Candidates for its C teams. Application will be accepted up to and including the first weekend of C evaluations in September. The application will detail the candidates coaching experience, training & certification, and playing experience.
- 10.5.2. Head Coach Applicants for the C division teams will have their applications reviewed by the Coach Selection Committee, who will ensure that the applicants are suitable coaches. The Coach Selection Committee should seek the input of the Division Coordinator and Division Director prior to making the final selections.
- 10.5.3. In the event that there are more C coach applicants than there are teams, the Coach Selection Committee will convene, review the applications and strike a list of the most suitable coaches.
- 10.5.4. The Coach Selection Committee will endeavor to select coaches who are the most suitable taking into consideration their coaching experience, training & certification, and playing experience. It is understood that being the most qualified does not make the applicant the most suitable.

10.6. **Coaches and Team Officials**

- 10.6.1. Team officials will consist of a Head Coach, Assistant Coach(s), Manager and an HCSP person. Up to 5 team officials may be rostered to a team. Additional team officials may be considered upon written request to the Association. Any additional expenses incurred will be the responsibility of the team.
- 10.6.2. All Team Officials must complete a Criminal Record Search through the Ministry of Justice. Prior to stepping on the ice and/or any contact with the team, all team officials will be required to apply for their CRS. Team Officials will be required to have a Criminal Records check done at least every 3 years and otherwise at the discretion of the AMHA Board of Directors. The Association will reimburse each team for up to 5 criminal record checks annually. Additional criminal record checks will be paid for by the team.
- 10.6.3. Completed forms showing "negative" results are to be returned to the AMHA Registrar.

- 10.6.4. Completed forms showing “positive” results where a record of a conviction or charge does exist are to be forwarded directly to the AMHA President. The existence of a criminal record does not necessarily preclude an applicant from becoming a team official unless the criminal conduct falls within the list of offences provided in the BC Criminal Records Review Act. The President shall investigate further and endeavor to determine whether the applicant poses a risk to the members of the Association and/or jeopardizes the reputation of the Association.
- 10.6.5. Any member on the AMHA Board of Directors who has signing authority for any AMHA bank accounts will be required to have a Criminal Records Check done.
- 10.6.6. Criminal Record Checks done through another organization (ie: minor baseball, soccer, Scouts Canada, etc) within the previous 3 years will be acceptable. A copy of that Criminal Record check must be submitted to the AMHA Registrar.
- 10.6.7. All Head Coaches and Assistant Coaches must obtain their respective coaching certifications as stipulated in the PCAHA RuleBook by the corresponding date.
- 10.6.8. All HCSP Team Officials must have current certification in order to be listed as a HCSP on a team roster or game sheet. HCSP certification does expire and must be renewed to remain current. Every team is required to have at least one certified HCSP prior to any contact with a player.
- 10.6.9. All Team Officials are required to have Respect in Sport and Concussion Awareness Training Tool (CATT) certification prior to team involvement.
- 10.6.10. Coaches must accept responsibility for instructing the AMHA hockey program to their team.
- 10.6.11. Prior to the commencement of league play, the Board of Directors will meet with the Coaches and Managers to review the Policy Manual and the expectations of team officials.

10.7. Team Official Reimbursement

- 10.7.1. The Association will reimburse the following team officials for certification clinics required by Hockey Canada, BC Hockey, PCAHA or AMHA once confirmation is received that all course requirements were successfully met.
- 10.7.2. Coaches - Three (3) per team
- 10.7.3. HCSP - Two (2) per teams

- 10.7.4. Respect in Sport - Five (5) per team
- 10.8. Criminal Record Search—5 per team
- 10.9. Paid Head Coaches are responsible for obtaining their own certification as required by Hockey Canada, BC Hockey, PCAHA or AMHA. High Performance accreditation will be considered by the Board of Directors.
- 10.10. The Hockey Director will be responsible for the Development of Coaches.

10.11. Coach Remuneration

- 10.11.1. Any non-parent Head Coach in the rep program will be offered a remuneration package for their services based on their experience, as laid out by Hockey Operations personnel, from the team parents. As well, the costs associated with any tournaments outside the lower mainland may be covered.
- 10.11.2. No remuneration will be paid to any non-parent assistant coach or parent coach.
- 10.11.3. Paid coaches will be issued a T4A for funds received from the Association.

11. Volunteerism within the AMHA

- 11.1. The AMHA is a volunteer driven organization that relies heavily on its volunteers for delivery of its core programming with support from a small 2.5 person staff. As such volunteerism is a mandatory requirement of being part of the AMHA.
- 11.2. There are three types of volunteers required to allow the AMHA to operate.
 - 11.2.1. Team Officials - Team officials are volunteers that hold significant time commitment positions within a team of the AMHA. These include:
 - 11.2.2. Team Level Volunteers - 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 Team Manager, but there is no reason they cannot be shared amongst parents on a team).
 - 11.2.2.1. Budget
 - 11.2.2.2. Scheduling (league, tournaments, website(s))
 - 11.2.2.3. PCAHA responsibilities (Teamlink, scoresheets, game numbers, tournament permissions)
 - 11.2.2.4. Communications
 - 11.2.2.5. Timekeepers and Scorekeepers
 - 11.2.2.6. Officials (scheduling and payment)
 - 11.2.2.7. Association level fundraising requirements (if applicable)

11.2.2.8. Tournaments and tournament committees (hosted within and outside the AMHA).

11.2.3. Association Level Volunteers - Association level volunteers are 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 volunteer roles include:

11.2.3.1. Board of Directors of the Society

11.2.3.2. Appointed Positions of the Society

11.2.3.2.1. Divisional Coordinators

11.2.3.2.2. Risk Manager

11.2.3.2.3. Referee in Chief

11.2.3.2.3.1. Assignor, Head of Supervision

11.2.3.2.4. Equipment Manager

11.2.3.2.5. Harassment Officer