



Policies and Procedures of the Abbotsford Minor Hockey Association

P-5

Team Operation Guidelines

Date Revised: June 2016

Version 1.0

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1. Team Operation Guidelines

- 1.1. Team rules must be created at the beginning of the season and communicated to the players and parents at the first opportunity. Ongoing evaluations of these rules are encouraged and any changes must be communicated to the team immediately.
- 1.2. The emphasis of any rule should be to create a sense of responsibility and commitment. These are life skills that are essential to all.
- 1.3. All rules should be designed to create expectations for players and parents and maintain a safe environment for all participants.
- 1.4. Requirement for team rules will be as follows:
 - 1.4.1. PLAYER DO'S**
 - 1.4.1.1. Respect team ice and facility officials
 - 1.4.1.2. Show up on time for all team activities
 - 1.4.1.3. Listen to direction given by team coaching staff
 - 1.4.1.4. Bring any concerns to the attention of your parents or team officials
 - 1.4.2. PLAYER DON'TS**
 - 1.4.2.1. Do not criticize fellow team members, opponents or officials
 - 1.4.2.2. Do not touch other team member's equipment without permission
 - 1.4.2.3. Do not use tobacco (including chew), drugs or alcohol
 - 1.4.2.4. Do not cuss or swear at anytime
 - 1.4.2.5. Do not use verbal or physical behavior that is threatening to others
 - 1.4.3. PARENT DO'S**
 - 1.4.3.1. Volunteer and assist in team activities
 - 1.4.3.2. Cheer on all team players and opponents for their accomplishments
 - 1.4.3.3. Ensure your child is on time for all team activities
 - 1.4.3.4. Pay team fees when due. Failure to pay fees on time will result in loss of team function and ice activities until payment or arrangements are made.
 - 1.4.4. PARENT DON'TS**
 - 1.4.4.1. Do not speak negatively about your team's player's, opponents players or parents, team officials, association officials and on ice officials
 - 1.4.4.2. Do not use drugs or alcohol at team activities
 - 1.4.4.3. Do not coach your child from the stands
 - 1.4.4.4. Failure to adhere to these rules could result in discipline as outlined in this manual under Code of Conduct Policies
- 1.5. All team rules must conform with:
 - 1.5.1. All policies of the AMHA.
 - 1.5.2. The spirit of AMHA's policies.

- 1.5.3. Any form of discipline must be progressive and reasonable given the circumstances.
- 1.5.4. "Corporal Punishment" is strictly prohibited.
- 1.5.5. The use of other forms of physical discipline; push-ups, running laps, etc. should only be used with extreme caution, having regard for a player's well-being and dignity.
- 1.5.6. All discipline must be documented.
- 1.5.7. At no time will any player be disciplined due to:
 - 1.5.7.1. Schooling requirements.
 - 1.5.7.2. Their commitment in other activities, having first communicated the commitment to the Head Coach.
 - 1.5.7.3. Participation in important family activities.
- 1.5.8. Team officials may suspend a player or parent for one game for not adhering to team rules with approval of the Director. Any further discipline action must be approved by the Board of Directors or Discipline Committee.
 - 1.5.8.1. These guidelines shall be followed in all divisions and at all levels. Any questions or concerns shall be addressed through the Division Coordinator or Division Director.

2. Locker Room Policy

- 2.1. 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 (2) adults must 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
- 2.2. AMHA is proud to have and promote a program where female and male players have an opportunity to play together. It is the belief of AMHA that the co-mingling of the two genders in the locker room is easily handled through the use of common sense and a respect for individual modesty. To assist with this situation, AMHA recommends the following locker room dressing policy for teams with both male and female players:
- 2.3. Initiation and Atom Divisions
 - 2.3.1. All players should wear no less than athletic gym shorts and T-shirts any time a person of the opposite sex is present in the locker room. If it is not possible to wear gym shorts and a t-shirt, dressing options other than the locker room should be sought.
- 2.4. Pee wee, Bantam and Midget Divisions
 - 2.4.1. All players should wear no less than athletic gym shorts and T-shirts any time a person of the opposite sex is present in the locker room.

- 2.4.2. The female or male player in the minority should arrive in the locker room, prepared to play, no more than 20 minutes before a game or practice and leave the locker room 20 minutes after a game or practice to shower or dress into street clothes.
- 2.4.3. The female or male in the majority should complete dressing 20 minutes prior to a game or practice. If they arrive after this 20 minute time period, they will need to find a different place (e.g. rest room) to dress for the practice or game. Showers or dressing should only be allowed after 20 minutes following a game or practice.
- 2.4.4. These guidelines are recommended in order that team unity is maintained, yet provide modesty for the players.
- 2.4.5. In order to protect players of AMHA, the use of any recording device within dressing rooms is prohibited. Any Team Official, parent or player that has a cell phone with them shall keep the cell phone stored while in the dressing room. If there is a need to use a cell phone, it shall be taken from the dressing room before used.

3. Dress Code (Rep Players & Coaches)

- 3.1. The AMHA dress code policy has been implemented as a positive element in the overall development of the young hockey player. When a player changes into his/her "game clothes" the mental preparation for the day's game begins. The adherence to a dress code is a reflection of the player's respect and pride towards his Association, teammates and coaches. With this in mind the following dress code has been established:
 - 3.1.1. Off Ice: Dress pants, dress shirt, tie, dress shoes (no runners)
 - 3.1.1.1. Team Track Suits are not approved dress attire for Rep Hockey Teams.
 - 3.1.2. On Ice: All Rep teams will be required to wear white helmets and standardized AMHA pant shells.
- 3.2. When using the AMHA Logo, "AMHA," or the name "Abbotsford Minor Hockey Association" is mandatory and must be in accordance with the AMHA Logo & Merchandise policy.

4. Team Finances

- 4.1. The best way to protect personal integrity is to always operate in an open and well documented manner.
- 4.2. All team budgets must be discussed and approved at a parent meeting which will take place at the start of the season. A copy of the budget must be presented to every parent/guardian on the team.

- 4.3. Uniform procedures for the control of all cash revenues and collections should be followed by all organizers associated in any way with minor hockey activities. It is therefore appropriate and necessary to expect the following:
- 4.3.1. Each Team Manager and/or Treasurer will submit to the Association Director, a Financial Report not later than March 31st in the format prescribed. The Association Director reserves the right to review the team's finances at any time with 24 hours' notice.
 - 4.3.2. The Provincial Gaming Regulations require that each team apply for a B Gaming Licence in order to operate a 50/50, raffle or other similar fundraising. Applications are made on behalf of the individual team, tournament etc..., therefore Abbotsford Minor Hockey must NOT be named in the application. Each team must keep a record of winners. Please refer to www.gaming.gov.bc.ca for more information.
 - 4.3.3. Teams are required to keep track of payments made to referees and account for all referee funds. The required tracking form is available on the AMHA website. AMHA will cover the referee costs of two exhibition games per team per season.
 - 4.3.4. Bank accounts should be used for team, committee and other association funds and these accounts should have monthly statements provided, with cheques returned. All funds, statements and cancelled cheques as well as receipts, invoices and other financial records are to be held in Trust for the Association Director by a team, committee or event treasurer. These documents should be kept safely and be made available upon request by Association President, Treasurer or Director.
 - 4.3.5. Accounts must be opened in the name of the Association and team, committee, or event etc., at the financial institution approved by the Board of Directors.
 - 4.3.6. Exactly two signers must be on the account, one of whom must be the Head Coach, with the exception of teams with paid Head Coaches. Such teams are required to have a Manager and Treasurer. Both signatories should be not related and/or in a relationship.
 - 4.3.7. All cash transactions should be evidenced by a receipt in writing.
 - 4.3.8. Under NO circumstances should excess funds be used in ways not allowed for under AMHA policies.
 - 4.3.9. The AMHA Treasurer can review the bank records of any team. The team records must be provided to the Association Treasurer within 24 hours of a verbal or written request.
 - 4.3.10. At the end of the season, the Team Manager will provide a copy of the team's financial report to each family.
 - 4.3.11. Any/all team refund will be distributed at the end of the season once team financial reports and equipment have been submitted to the Treasurer and Equipment Manager.

- 4.3.12. All Players will be required to pay a minimum standardized team fee that will be set by the Board of Directors each year.
- 4.4. Players who have been dismissed or chose to leave the Association are not eligible for a team refund.
- 4.5. Failure to submit financial reports and equipment as required may result in the withholding of referee funds, jersey deposits, tournament refund(s).
- 4.6. All payments made to teams from AMHA will be made payable in the team name.
- 4.7. Teams with income budgets greater than \$10,000 (House teams) or \$20,000 (Rep teams) must notify the Division Director.
- 4.8. AMHA is not responsible for team funds.
- 4.9. All team purchases must adhere to the AMHA Logo/Merchandize Policy.
- 4.10. All fundraising must follow the Fundraising Guidelines as per AMHA Policy.

5. Fundraising Guidelines

- 5.1. From time to time, parents and players will be expected to make direct contributions to meet team and Association expenses through fundraising efforts.
- 5.2. All teams and participants have a responsibility to project a positive image of the team, our Association and Minor Hockey.
- 5.3. At all times, the public image of the AMHA membership, conduct and appearance must be above reproach.
- 5.4. Teams may plan, budget and fundraise for the necessary funds to manage the team.
- 5.5. All team fundraising events must be approved by the Board of Directors through the Division Director and have approved sanctioning from BC Hockey. BC Hockey event sanctioning can be found at:
<https://www.bchockey.net/applicationforms/specialeventsanction.aspx>
- 5.6. All fundraising programs must be well supervised and controlled.
- 5.7. All profits from fund raising programs are deemed to belong to the team.
- 5.8. Direct public support can be requested through activities such as candy sale, 50/50 draws, etc., provided that they are in good taste.
- 5.9. All team 50/50 and raffle draws require a Gaming License from BC Gaming prior to the commencement of the event. Information and guidelines can be found at www.gaming.gov.bc.ca. Teams will be responsible to complete and submit all required reports to BC Gaming within 90 days of the completion of the event. Teams are not permitted to use AMHA's gaming licence at any time.
- 5.10. Fundraising programs should be carried out chiefly within our Association boundaries.
- 5.11. Team management is responsible for ensuring that Association guidelines, Municipal bylaws and BC Gaming Policies and Procedures are followed.
- 5.12. If a team wishes to make a team purchase, the decision must be handled democratically.

- 5.13. Any team receiving a donation from a single person or entity in excess of \$2500.00 must notify the Board of Directors.
- 5.14. Team Donations are not eligible for tax receipts issued by AMHA.
- 5.15. All fundraising must be respectful of major Association sponsors (ie. TimBits and McAtom.) and notification must be presented to the Executive Director.

6. Jersey Deposits

- 6.1. Hockey 2-Bantam--Head Coaches of teams are required to submit a \$250 jersey deposit, payable to AMHA, post-dated to November 1, at the start of the season when jerseys and other equipment is picked up. The deposit will be refunded at the end of the season provided that the equipment is returned in suitable condition and all team financial reports have been submitted as required by policy.
- 6.2. Midget-Juvenile-\$100 jersey deposit is required for new Midget and Juvenile players, upon registration. Players returning their jerseys in good condition will carry the deposit through to subsequent seasons and will receive a refund upon leaving AMHA. Players not returning their jerseys will lose the deposit and will be required to pay an additional \$100 deposit upon registration for the following season.
- 6.3. Post dated cheques for November 1st for Jersey deposits are required by all teams.

7. Picture Day

- 7.1. Wear red or sponsored jerseys.
- 7.2. All teams must represent the Association appropriately in team photo.
- 7.3. AMHA is not responsible for any financial transactions between purchaser and supplier.
- 7.4. AMHA is not responsible for picture quality.

8. Ice Scheduling

- 8.1. Rep Coaches and Coordinators are provided with their team's ice schedules as well as a Special Events Calendar. The AMHA will endeavor to make up Ice times lost to Special Events (such as figure skating events, speed skating events, etc.) or to natural causes (weather) but cannot guarantee 100% compliance.
- 8.2. If you have a conflict and are not able to use your ice time, contact the Ice Scheduler and/or Coordinator. A minimum of 7 days' notice to the Association Ice Scheduler is required by the ice providers to cancel any municipal and private

ice. Teams who fail to return scheduled ice without 7 days' notice may be charged the cost of the ice.

- 8.3. Any changes in ice time shall be reported to the Ice Scheduler immediately by the team originally assigned the ice time.