

GVMHA
POLICY MANUAL



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1. OBJECTIVES

It is the purpose of the Policy and Procedures Manual to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams in the Greater Vernon Minor Hockey Association (GVMHA). This manual will also serve as a resource document for our athletes, coaches, volunteers, members and others in the community who have an interest in Minor Hockey

and the Association. The duties and responsibilities of the elected executive and appointed board members are outlined in the GVMHA Constitution and Bylaws as well as in this manual.

This Policy Manual is intended to be a living document and requires review and revision on a regular basis as the needs of the Association evolve.

Limitations: Any contradiction, dispute, or difference between the contents of this manual and the Association's Constitution and Bylaws shall be resolved only by reference to the Constitution and Bylaws.

2. REVISION PROCEDURE

Any section(s) of the Policy Manual can be revised, edited or deleted by simple majority vote of the Executive at any meeting of the Executive. There must be a notice of motion given at least one week prior to the vote. The notice of motion must be in writing with the proposed wording of the revised section. Any substantive change in the manual will be communicated to the membership by newsletter email and/or the GVMHA Annual General Meeting.

Any member wishing to initiate a revision of the Policy and Procedures Manual may do so by providing a copy of the proposed revision to the managing director of the division affected by the change or the division in which the member's child plays. The managing director is obliged to present the revisions to the Executive by way of a notice of motion. The managing director is not obliged to support said motion. The member initiating the revision may request to make a presentation to the Executive in support of any motion.

The Executive of the GVMHA will meet in February of each year at a Policy Review and Strategic Planning Session. The intent of this meeting will be to review the Policy and Procedures Manual with the intent of presenting any proposed changes at the GVMHA Annual General meeting (AGM).

The most current version of the GVMHA Policy Manual will be available on the GVMHA website www.vernonminorhockey.com.

3. EXECUTIVE STRUCTURE

In accordance with the GVMHA Constitution and Bylaws, the Executive of GVMHA governs the Association and all activities within it. Any matter not covered in this manual remains subject to the approval of the Executive.

The Executive consists of the President, First Vice President, Second Vice President, Secretary/Treasurer, Third Vice President, Fourth Vice President, Equipment Manager and Female Coordinator, Risk Manager, Association Development Manager and all appointed personnel. The term of office for the President is two years, and members of the Executive for the previous year only, are eligible for election as President. The term of office for all other Executive positions is alternating, two year terms, and all members of the Association are eligible for election. Reporting relationships

of the Executive and Officials are described under Duties and Responsibilities. In the event of a vacant position, the Executive may appoint a member to the Executive.

Previous Executive members who resigned from the Executive, or were asked to step down prior to completion of their term, are not eligible for re-election to the Executive for ten (10) years, unless unanimous consent is obtained from the current Executive, prior to the election of a new Executive.

Executive members are not eligible to be the head coach of a team. All members of the Executive must submit to a "Criminal Records Check" through the RCMP. The President is authorized to impose restrictions deemed necessary if the RCMP advise that there may be concerns regarding the suitability of an Executive member, coach, or other official involved with the Association.

The Executive may appoint Officials to assist in the operation of GVMHA. These officials shall carry out the directives of the Executive and participate at Executive meetings in an advisory capacity, but may vote only on matters affecting their scope of responsibility. Such Officials may include the Communication Director, , Coaching Coordinator, Referee In Chief, Tournament Coordinator, Division Managers, etc. Executive members may be appointed as Officials.

Greater Vernon Minor Hockey Executive Members are expected to be in attendance at all meetings of the Executive. An Executive member may only be absent for three meetings with a reasonable excuse. If an Executive member misses more than three meetings it will be determined that the particular member has resigned from the Executive.

4. EXECUTIVE DUTIES AND RESPONSIBILITIES

Members of the Executive are encouraged to attend the following meetings:

a. BC Hockey Annual General Meeting

This meeting is held in June each year. There is space for at least four (4) members of the Executive to attend this meeting in order that all workshops and voting sessions may be attended. The exact number of attendees is to be determined by the number of votes the Association is eligible to cast, and the number of relevant workshops.

This number may be exceeded should a member of this Association be the recipient of a BC Hockey Award.

b. OMAHA Annual General Meeting

Any member of the Executive, regardless of the number, may attend this annual meeting held in May of each year. The maximum number of attendees is encouraged, in order to make more members aware of the workings of our parent Association.

Individual members of the Association who may wish to attend this meeting may apply to the Executive, and dependent on the numbers, their attendance fees may be paid by the Association.

c. Okanagan North Super League

Representatives of each Division may attend these meetings as required upon notification by the Division Manager.

d. Greater Vernon Minor Hockey Association Annual General Meeting

This meeting shall be held in May of each year and all members are encouraged to attend. There is a \$1 membership fee.

e. Greater Vernon Minor Hockey Association Awards Night

The Awards Night shall be held in March or April of each year and all members are encouraged to attend. The logistics of this event will be reviewed and modified as necessary from season to season.

f. Policy Review and Strategic Planning Session

This meeting is attended only by members of the Executive Committee and GVMHA staff and is held in February of each year. This meeting deals with the organization of the upcoming season and the review and revision of the Policy Manual to be presented at the Greater Vernon Minor Hockey Association Annual General Meeting.

g. Coaches, Team Parents and Manager's Meetings

These meetings are usually held in early October once the teams are formed. It is mandatory that all teams within Greater Vernon Minor Hockey Association have representatives in attendance. The meeting will go over the Association's philosophy and operational guidelines for the teams. Required materials will be distributed at that time.

h. Executive Meetings

These meetings are attended by members of the Executive, Officials, and Staff, and are open to all members of the Association. These meetings are held as required throughout the playing season and once monthly in the off season to deal with Association business. Other meetings are called as necessary. Presentations are welcome by prior appointment.

i. Tournament Committee Meetings

Shall be held as determined by the various tournament committees.

j. Facilities User Meetings

Various meetings may be called (i.e. ice allocation, user groups, facilities management and/or NORD). There may also be presentations to various elected bodies required.

k. Conflict of Interest Policy

The Greater Vernon Minor Hockey Association Directors, Officers and Committee members scrupulously shall avoid any conflict between their respective personal, professional or business interests and the interests of the Association, in any and all actions taken by them on behalf of the Association in their respective capacities.

If any Director, Officer or Committee member of the Association has any direct or indirect interest in, or relationship with, any individual or organization that proposes to enter into any transaction with the Association, including but not limited to transactions involving:

- a. financial gain to themselves, family members, or friends**
- b. employment, or rendition of services, personal or otherwise**
- c. the award of any grant, contract, or subcontract**
- d. the investment or deposit of any funds of the Association**
- e. gain of any advantage or position in GVMHA for themselves, family, or friends**

Such person shall give notice of such interest or relationship and shall thereafter refrain from discussing or voting on the particular transaction in which he/she has an interest, or otherwise attempting to exert any influence on the Association, to affect a decision to participate or not participate in such transaction. In the event of such an abstention, the abstaining Director shall state the reason for the abstention, which shall be noted in the minutes of the Board of Directors.

4.1 Responsibilities of the President

The President shall provide the following to the membership of GVMHA:

- over-all direction of GVMHA**
- oversees the Director of Hockey Operations position**
- supervision and direction of all Executive members, including standards of performance, sphere of control, and disciplinary action**
- oversees preparation of agenda by Secretary for Executive meetings**
- schedules, presides over and controls Executive meetings**
- oversees the preparation of annual budget and financial statements**
- maintains contacts with other hockey oriented regulatory and resource groups**
- oversees the Conduct Committee Chairperson position**
- becomes past-president in an advisory capacity**

- signing authority
- attends or appoints a designate to OMAHA, BC Hockey, league and other meetings
- performs all required press releases through the media as required by the Executive
- oversees the operations of all level teams and their Directors

4.2 Responsibilities of the 1st Vice President

The 1st Vice President shall provide the following to the membership of GVMHA:

- chairs meetings in the President's absence
- serves as an alternate in attendance at various hockey oriented regulatory, league and resource groups
- acts as Appeal Committee Chair
- oversees GVMHA fundraising
- oversees Administrator position
- reports to the President

4.3 Responsibilities of the 2nd Vice President

- chairs meetings in the President's and 1st Vice President's absence
- serves as an alternate in attendance at various hockey oriented regulatory, league and resource groups
- Oversees duties of Referee in Chief
- Oversees the Referees annual operating budget
- Administers the Ramp Assigning Program for officials
- Acts as Conduct Committee Chair
- reports to the President

4.4 Responsibilities of the Secretary/Treasurer

- records the minutes of all meetings and circulates them to all Executive members and to the GVMHA file
- maintains files with all previous pertinent data
- attends all Executive meetings

- has charge of all Executive records
- maintains and updates the Greater Vernon Minor Hockey Association Minor Hockey Policy and Procedure Manual as required
- oversee duties of the Accountant
- Approves payment of invoices submitted to GVMHA and any claims submitted by association members for reimbursement of expenses.
- Must notify the president of any budgetary concerns that may affect the operations of the association, or affect the outcome of a balanced budget.
- presents monthly financial statements to the Executive in conjunction with the Accounts Manager
- sits on the Finance Committee
- performs such other duties as designated by the President
- reports to the President

4.5 Duties of the 3rd Vice President (Peewee, Bantam, and Midget Divisions)

- recruit volunteers for the positions of Division Managers
- with the Division Managers assistance confirm ice allocations with the Ice Ambassador
- with the assistance of the Division Managers, recruit and organize volunteers to assist in the evaluation procedures, meet with the volunteers to review evaluation criteria and process
- with the assistance of the Division Managers and Director of Hockey Operations, assist in the selection of coaches, and assistant coaches. Ensure they have the level of training required by GVMHA, or are prepared to attend the necessary clinic(s) to obtain the training. Confirm with the Director of Hockey Operations that the necessary clinics are available
- oversee the player evaluation/selection process, team composition. Forward team rosters along with volunteer information to the Registrar
- assists in coordinating the distribution and collection of equipment and jerseys to the coaches
- monitor ice allocations between divisions to ensure equitable ice allocation, assist Division Managers in scheduling of games and practices.
- chair a parent's meeting; deal with concerns of parents and/or players
- ensure that the Division's concerns are brought to the attention of the Executive. Represent the interests of the Divisions at Executive meetings

- provide Year End Report for AGM
- ensure coaches enforce codes of conduct
- the Third Vice President reports to the President.

4.6 Duties of the 4th Vice President (Initiation, Novice and Atom Divisions)

- recruit volunteers for the positions of Division Managers
- with the assistance of the Division Managers, recruit and organize volunteers to assist in the evaluation procedures, meet with the volunteers to review evaluation criteria and process
- with the assistance of the Division Managers and Director of Hockey Operations, assist in the selection of coaches, and assistant coaches. Ensure they have the level of training required by GVMHA, or are prepared to attend the necessary clinic(s) to obtain the training
- oversee the player evaluation/selection process, team composition
- assists in coordinating the distribution and collection of equipment and jerseys to the coaches
- monitor ice allocations between divisions to ensure equitable ice allocation, assist Division Managers in scheduling of games and practices if needed
- chair a parent's meeting; deal with concerns of parents and/or players
- ensure that the Division's concerns are brought to the attention of the Executive. Represent the interests of the Divisions at Executive meetings
- ensure coaches enforce codes of conduct
- provide Year End Report for AGM
- the Fourth Vice President reports to the President

4.7 Duties of the Coordinator Female Divisions

- recruit volunteers for the positions of Division Managers
- with the assistance of the Division Managers, recruit and organize volunteers to assist in the evaluation procedures, meet with the volunteers to review evaluation criteria and process
- with the assistance of the Division Managers and the Director of Hockey Operations, assist in the selection of coaches and assistant coaches. Ensure they have the level of training required by GVMHA, or are prepared to attend the necessary clinic(s) to obtain the required training. Confirm with the Director of Hockey Operations that the necessary clinics are available
- oversee the player evaluation/selection process, team composition.

- assists in coordinating the distribution and collection of equipment and jerseys to the coaches
- monitor ice allocations between divisions to ensure equitable ice allocation, assist Division Managers in scheduling of games and practices.
- chair a parent's meeting; deal with concerns of parents and/or players
- ensure that the Division's concerns are brought to the attention of the Executive. Represent the interests of the Divisions at Executive meetings
- ensure coaches enforce codes of conduct
- provide Year End Report for AGM
- the Coordinator Female Divisions reports to the President

4.8 Duties of the Equipment Manager

- the Equipment Manager is responsible for submitting a budget to the Executive, and keeping within the budgetary limits. If costs are greater, he/she must bring a motion to the floor to increase the budget
- the Equipment Manager must be available to distribute goalie gear during the mid to late summer months, for players who attend hockey schools. He/she must record all equipment going out and the player's name, address, and phone number
- the Equipment Manager is responsible for purchasing pucks, jerseys where needed, and goalie gear
- the Equipment Manager shall provide to the Accounts Manager an inventory of all equipment prior to March 31st of each year
- first aid kits must be kept updated
- it is recommended that the Equipment Manager use local merchants wherever possible, however, on high end products he/she should ask for tenders
- the Equipment Manager is responsible for the distribution and collection of all jerseys, first aid kits, pucks, and goalie gear and maintaining a ledger of all equipment
- provide Year End Report for AGM
- the Equipment Manager reports to the President

4.9 Duties of the Risk Manager

- the Risk Manager is responsible for identifying the risk of bodily injury or related risks to the Association, measuring the risks, and sorting those that are significant from those that are not and seeking out the ways and means of eliminating the avoidable risks that could lead to bodily injury

- the Risk Manager shall familiarize and follow BC Hockey & Hockey Canada Risk Management Guidelines found on their websites.

- Register for HCSP courses as required

Ensure all GVMHA teams have a HCSP by December 15th

Keep the executive committee apprised of the latest safety information including but not limited to concussion prevention and base line testing.

- the Risk Manager reports to the President

GVMHA recognizes that risk management does not rest with the Risk Manager alone, but rather is the responsibility of everyone involved both for on and off ice activities, from the Executive through the coaching staff, officials, parents and the players themselves. The activities of GVMHA will be governed by the contents of the BC Hockey Risk Management manual and the Risk Management Bulletins and Action Bulletins distributed by BC Hockey.

4.10 Duties of the Association Development Manager

- Develop and implement player recruitment strategy's for GVMHA

- Identify opportunities for GVMHA players to participate in the improvement of standards or services within the community.

- Highlight and share activities of GVMHA members amongst the association and media as approved by the executive.

- Oversee GVMHA social media communications.

4.11 Duties of the Conduct Chairperson (Second Vice President)

Where the Code of Conduct is perceived to have been contravened, the Conduct Chairperson shall:

- ensure that all parties are familiar with and understand their responsibilities under the Code of Conduct

- make recommendations to the parties regarding the appropriate dispute resolution process

- oversee the appointment of a Conduct Committee panel to hear formal complaints

- provide recommendations with regard to discipline issues to the Executive

4.12 Concession

The concession is contracted out at the discretion or with the approval of the Executive.

5. STAFF RESPONSIBILITIES

5.1 Duties of the Director of Hockey Operations

a. Development and presentation of on ice programs within the GVMHA including:

- **Coaches clinics**
- **Periodic attendance at team practices**
- **Developing a standardized curriculum for implementation throughout the Association**
- **Assists the Administrator in ice time scheduling**

b. Selection, supervision, and guidance of coaches including:

- **Preparation and presentation of a list of coaches for approval by the GVMHA Executive.**

Rep Coach Selection:

The Director of Hockey Operations forms a committee to ensure fairness in the screening interview and final selection of candidates. The committee shall be comprised of the Director of Hockey Operations and at least 2 other individuals approved by the Executive. Once the committee has been formed, it should meet to establish its structure and procedure. The DHO should chair the committee.

The coach selection committee will conduct interviews in May/June based on the following criteria: philosophy, teaching and instruction, communication with players, communication with parents and general questions.

The coach committee will also look at coaching experience and past evaluations. Coach selection committee will examine past communication with team parents and the association to ensure there was a proper process for information to parents, transparency with finances and following GVMHA programs.

Coach selection committee to be approved by Executive at May meeting.

Coach application deadline is April 30th.

Coach selection will be endorsed by Executive in June.

Executive decision on coach selection is final.

- **Periodic meetings with, and evaluations of, team coaches.**

c. Planning and conducting the annual GVMHA Hockey School, including;

- **Marketing**
- **Budgeting**
- **Reservation and coordination of facilities**

- Identification and recruiting staff and guest instructors
 - Preparation and planning and delivery of on-ice, and off-ice programs
 - Conduct survey of attendees (players and parents if possible) so improvements to the program can be made if necessary.
 - Financial statements and financial reporting for the GVMHA Hockey School.
- d. Attend all meetings of the GVMHA Executive. Prepare and present a report on hockey operations twice yearly (March 31 and December 1) in a format approved by the GVMHA Executive.
- e. All aspects of the GVMHA Director of Hockey Operations must be organized and laid out in binders so as to enable a successor to this position to proceed without undue delay.

The Director of Hockey Operations reports to the President.

5.2 Duties of the Administrator

Registrar Duties

- accept, record, and organize the online registration of players
- update a list of registered players and their parents or guardians on the Hockey Canada Registry
- register players, coaches, and team personnel to teams on the Hockey Canada Registry

May, June

- receive, enter in computer and keep files for all registration forms for the upcoming season
- work with the Accountant and Treasurer regarding fees paid
- ensure all fees are paid including registration fees
- secure sponsorships for Teams, Arena Boards and Tournament Program

July, August

- organize open registration and late registration
- all players must be pre-registered or be in the transfer process BEFORE stepping on the ice for tryouts
- work with Director of Hockey Operations on tryout schedules
- attend arena user group meetings, book and receive ice allocations, schedule team practice ice allocation

- assist in the administration, registration and payments of the GVMHA Hockey School
- schedule tournaments and allocate ice

September, October

- attend OMAHA scheduling meeting and assume a lead role in scheduling regular season games
- prepare ice allocations for the Okanagan North Super League regular season games
- assist in facilitation of coaching clinics, referee clinics, HCSP clinics as required
- facilitate manager meetings
- obtain lists of all coaches and on-ice volunteers from the Managers. All volunteers must be entered in the Hockey Canada Registry
- obtain team lists from Division Managers. Enter teams in Hockey Canada Registry and give copies of the team lists to Division Managers and team managers
- ensure Rep Players and Bench Staff are registered in the Hockey Canada Registry BEFORE league play begins

February, March

- start registration for next year
- allocate ice for playoffs as required

All Year

- BC Hockey data uploads in accordance with BC Hockey's policy and timetable
- handle late registrations and withdrawals
- monitor ice allocations for fairness between divisions and teams. Assist in resolving scheduling conflicts
- day to day office operations (i.e. emails, letters, mail, phones, etc.)
- schedules all games on RAMP and works with the Referee in Chief regarding referee scheduling
- secures team sponsorships, arena board advertising, and tournament program advertising
- coordinate scholarship programs
- coordinate special events (i.e. year-end windup)
- assume a lead role in maintaining the GVMHA website

The Administrator reports to the 1st Vice President.

5.3 Duties of the Accountant

- deposit cheques and cash as soon as possible
- reconcile various accounts
- record and monitor all NSF cheques and provide information to Registrar for follow up. Prepare and record all registration refunds
- Sits on the Finance Committee

General

- manage bank accounts with current financial institutions. Deposit funds upon receipt
- pay bills within credit terms given, maintain the current accounting software
- work in conjunction with the Association's accountant on year-end financial statement. Provide monthly revenue and expense statements to the GVMHA Executive at monthly Board meetings. Provide financial information to membership upon request
- provide suggestions to Executive on GVMHA financial matters associated with the current budget and comparisons to budget
- participate in the preparation of the GVMHA yearly budget and make recommendations to Executive
- prepare invoices to all parties owing funds to GVMHA
- obtain yearly insurance for arenas, equipment and office
- record and monitor all user pay ice and related payments

Gaming

- apply for yearly Gaming Grant
- apply for Gaming Licences as required
- provide necessary financial information to Gaming Commission

Payroll

- prepare monthly payroll
- prepare monthly Receiver General Remittance. Prepare annual T4 slips and T4 summary, and prepare annual WCB report

- maintain employee benefit program
- the Accountant reports to the President.

6. REGISTRATION

Greater Vernon Minor Hockey Association will make all reasonable efforts to ensure all players wishing to register and play hockey in Vernon shall be permitted to do so.

No player shall be allowed on the ice until he/she is registered with the Association, and proper documentation is submitted and is issued a Hockey Canada Registry number.

Registration shall be based on:

Team size shall be based on registration numbers. The Association will endeavor to have a minimum of seventeen (17) players on each Rep team and sixteen (16) players on each Recreation team.

Association Fees:

Registration fees shall be determined each year by the Executive and may be paid by an approved method in the amounts and dates as set out by the Executive.

Rep carding fees are due by Oct 15th.

Players wanting to try out for a rep team will pay a \$100 fee. This fee is included in the registration fee schedule under Rep section.

Goalie Registration:

In the instance where there are more goalies registered than needed, preference will be given in order to: 1. The ones that are experience goalies 2. Experienced goalies based on registration date 3. New goalies to the program 4. New goalies to the program based on registration date.

Family Registration:

One (1) or two (2) children registered full fees are paid.

Should a family have three (3) or more children registered in Greater Vernon Minor Hockey Association, the two oldest players shall be charged full fees. The subsequent youngest player(s) will be charged half fees.

There are NO discounts for Rep tryout or Rep carding fees.

Refund Policy:

Refunds will only be considered on written notice of a player leaving a team. If approved the amount of the refund shall be prorated monthly, minus administration fee.

There shall be no refund of fees after January 1st of the current season.

Rep tryout fees will only be refunded if the Director of Hockey or Administrator is notified at least 7 days prior to the first scheduled ice time of the player's intention to not participate in the rep tryout sessions.

Rep carding fees are non-refundable.

Registration Package:

An online registration and paper form for all current members of the Association shall be available on the GVMHA website www.vernonminorhockey.com. The form shall contain:

- player registration form / information page**
- volunteer information for parents**
- the fee to be paid**
- code of conduct for both players and parents**

Registration Deadline:

Current member registration deadline shall be June 30th. New registrant's by July 15th.

Registrations received after June 30th may be subject to an additional fee.

Registrations received after July 15th may be placed on a waiting list, and may not be guaranteed membership with the Greater Vernon Minor Hockey Association.

Waiting List:

A waiting list of prospective players will be maintained each year, towards the end of summer. The names shall be recorded by date and time as they are received, for the various age groups.

Players shall be taken from the list in the order in which they are received.

Names may only be bypassed:

- if there are sufficient goaltenders presently registered in a division to allow two (2) per team, no new goaltenders shall be registered;**
- the goaltender has the option of registering as a skater if there is room and playing out. If this option is taken he/she shall not be allowed to play in goal unless a vacancy should occur;**
- the goaltender may be allowed the option of registering on a higher division recreation team, only if there are insufficient goaltenders in that division to allow two per team.**

Playing abilities of players shall have no bearing on their placement on the list.

Cancellation of Registration:

There are occasions throughout the season in which a player does not show up for practices/games or may quit in mid season.

The following will apply:

- **players or parents choosing to cancel their registration shall be reimbursed their fees, pro-rated in accordance with the Association's refund policy. No refunds will be given after Dec 31st or if a player is under suspension.**

Player Release:

No release will be granted from Greater Vernon Minor Hockey Association to any player with outstanding financial obligations to the Association and until all equipment on loan to the player or his family is returned.

Injured Players:

A player may be injured during the course of the season and unable to return for the balance of that season. In this case the parents may request a refund of their fees in accordance with the Association's refund policy.

7. FINANCIAL

7.1 Finance Committee

- **The finance committee shall consist of the Secretary/Treasurer of GVMHA, the GVMHA Accountant and Administrator and one Executive member appointed by the President.**
- **The duties of the finance committee shall be as determined by the board of directors and without restricting the generality of the foregoing, to review the finances and expenditures of the Society and to make recommendation to the directors concerning a course of action which the finance committee deems advisable and to prepare and submit to the directors a budget for the proposed operations of the Society for the forthcoming year.**
- **The Finance Committee shall report to the Executive.**

7.2 Team Finances

Team finances and team financial management are the sole responsibility of the team, not the GVMHA.

A member's registration fees cover Association assigned ice times, referee fees, uniforms and equipment. Any additional activities are funded solely by the team.

Where a team turns back a scheduled ice slot with less than 72 hours notice, that team will be billed for ice costs when another user cannot be scheduled into that ice slot.

At the first coach/parent meeting the team budget will be discussed and approved. The team has the right to exclude players/parents that have not participated in team fundraising or paid team assessment from any activity not paid for by Association registration fees. All parents will agree to the methods used to cover team expenses (i.e. fundraising, payment plan, etc.).

The maximum team fee that a team can charge each player shall not exceed \$1000, unless it is unanimously voted higher by team parents (this does not include Association registration fees or Rep carding fees). Fundraising initiatives may be organized to raise funds over and above the \$1000.

No teams or persons associated to any team shall solicit funds on behalf of their team by indicating that they are doing so on behalf of the Greater Vernon Minor Hockey Association.

Should any money be left in the team account at the end of the playing season, it should be dispersed equitably amongst the team families to the equivalent of the monies given by the parents. All other monies raised through fundraising should be spent on the team, rolled over to the next season for the same team, or donated to GVMHA in support of Kidsport.

All donations solicited for a tournament shall be donated to the tournament and NOT kept for the benefit of one team.

There shall be no team fundraising which includes the selling of tickets for alcohol and tobacco products (i.e. cheer baskets).

The Association accepts no responsibility whatsoever for any lack of payment which is the sole responsibility of the team.

7.3 N.S.F. Cheques

Parents or players writing an N.S.F. cheque to the Association will be contacted by phone by the Accountant and given two (2) days in which to make good the cheque. If not taken care of within that time, the player's registration may be cancelled.

A service charge of thirty-five dollars (\$35.00) will be charged for all N.S.F. Cheques.

7.4 Sponsorships

Greater Vernon Minor Hockey Association may be sponsored by businesses or private individuals. The money for these sponsorships shall go to the Greater Vernon Minor Hockey Association and NOT the individual team(s).

Team sponsors will receive: sponsor bar/shoulder patch on a team's jersey; publication of their name in the Association's tournament programs; individual teams shall hand deliver a thank you plaque/card to the sponsor.

Arena Boards – boards surrounding the Civic Arena which stay up year round unless cancelled.

Tournament Program – all tournaments will be supplied with a GVMHA tournament program which advertises local businesses and their services.

Third Jersey Sponsorships:

The use of a third jersey is subject to the approval of the GVMHA Executive. Third jerseys may be considered for use for fundraising purposes provided the following conditions are met:

- the third jersey may only be used at out of town tournaments and may not be used for league, home exhibition, or playoff games**
- the teams' sponsor must be prominently featured on the third jersey at no extra cost to the sponsor**
- the sponsor's name must be featured in the team's name**
- the Vernon Minor Hockey logo must be prominently displayed on the front centre chest of the jersey**
- supplementary sponsors must be appropriate for children's sports teams**

8. COMMUNICATION

8.1 Website

Greater Vernon Minor Hockey Association has a web site on the internet and can be accessed at the address: www.vernonminorhockey.com.

8.2 Mail

The staff shall be responsible for picking up mail at the Post Office and distributing it as required. The current mailing address of the Association is PO Box 1894, Vernon, BC, V1T 8Z7.

8.3 Media

The President shall be responsible for all news releases from the Association with the exception of individual game and tournament reports.

All comments with regards to the Association and any interaction with the news media concerning any business with the Association should be referred to the President, or their designate, for comment.

8.4 Newsletter

A member of the Association may be appointed to complete an Association newsletter for the playing season.

Members of the Association may contribute articles to the newsletter by contacting the member responsible directly.

The member responsible has full editing privileges and will be responsible to reject any articles in poor taste.

8.5 Letterhead

Blank Association letterhead will not be given out to anyone other than the President, Accountant, Administrator and Secretary of the Association. Any Executive member requesting a letter to be sent on Greater Vernon Minor Hockey Association letterhead will contact the Administrator.

Association letterhead may be used to solicit funds for Association purposes or events only. Letterhead shall not be used by any team or individual to solicit funds for their own purposes.

8.6 Social Media

A member of the Executive will be assigned to manage the GVMHA Facebook Page including the immediate removal of any content deemed in poor taste or negative in nature. Any photos of GVMHA players must be approved by their legal guardians before being posted. The intent of this activity is to promote the success of GVMHA members on the ice, and in the community.

9. APPAREL

The Greater Vernon Minor Hockey Association Logo (crest) is the property of the Association.

The Logo (crest) can only be used by members of the Executive in the course of carrying on Association business.

Application of the GVMHA logo may only be performed by current member sponsors.

No other parties will be permitted to use the Greater Vernon Minor Hockey Association Logo (crest) for any purpose without the written consent of the Executive. The majority of the Executive must agree before this consent can be granted.

All teams shall conform to the Association Apparel Program. Contact the GVMHA Administrator for specifics, or visit the Association's web site.

10. RISK MANAGEMENT

10.1 Facilities Damage

Any damage to any facility is to be reported to the arena attendant and not be repaired by the team officials due to possible legal ramifications.

Example: During the course of a game a pane of plexiglass around the rink is broken. Do not replace it or remove another pane from somewhere else. Only arena staff is to alter or repair anything in the arena.

Coaches, referees, team officials or any member of Greater Vernon Minor Hockey Association shall immediately report anything to the arena attendant and the Association Risk Manager that they feel is unsafe which could place any person whether from this Association or not into risk.

10.2 Equipment

Coaches and team officials shall ensure that all protective equipment is worn by the players whether in a game or a practice.

Hockey Canada approved neck guards are to be worn at all times whether in a game or in a practice. Any player not wearing this protective equipment is to be sent back to retrieve same and shall not be allowed on the bench or ice surface without it.

Helmets must be worn by all players at all times while on the bench or on the ice surface.

Helmets must be worn by all team officials during all practices. If coaches wish to be covered under the BC Hockey insurance program, then they must wear helmets on the ice at all times.

No player is to remove his/her helmet while on the bench or ice surface.

The player shall leave the bench area to complete any repairs that must be done and go to where the player is protected from being hit with a puck, stick or any other object.

10.3 Medical Information

All teams must maintain medical information with contact numbers and medical problems listed in the event a parent is not immediately available. Coach/Staff medical information should also be included.

This medical information form is available from the HCSP manual which is supplied to the team's designated HCSP person.

Team officials are reminded that this medical information is confidential and should not be released to anyone other than medical staff.

This medical information should be kept on the bench at all times. A photocopy should be kept of each form, along with a blank Injury Report Form in the event it has to be sent with the player to the hospital in the case of an injury.

10.4 Medical Conditions

Players who have medical conditions that the coach or Executive Committee members feel may be unsafe shall be asked for clearance from their doctor to play. The official or player shall not be allowed on the ice until this clearance, in writing, is obtained.

10.5 First Aid Kit

A first aid kit is required by each team for their use and kept on the bench during practices and games. GVMHA will supply one First Aid Kit to each team at the beginning of the season. The team is responsible to maintain the kit and the cost of replacement of any of the used items. It must be present at all games, all practices, all dry-land training and all sanctioned team activities, either with the HCSP or with the coaching staff.

10.6 Injured Players

Coaches must inform parents and players that there are inherent risks of injury for players and there is a remote possibility of an accidental catastrophic injury for hockey participants.

If there is any question of a neck or back injury, to any player, they are NOT to be moved.

If a player is hurt and complains that his/her back or neck are painful and they feel any buzzing or tingling in their neck, back, arms or legs they are not to be moved.

A potential serious injury may occur as a result of a check from behind (CFB) and just as our player would not like to be hit from behind we must do all in our power to educate our players not to do this to another player. This type of check should not be tolerated by members and players of this Association.

Any player suffering an injury, which results in a stoppage of play, but is not serious shall be removed from the ice when safe and shall not be allowed to return until he/she has sat out a minimum of one complete rotation of line changes. HCSP must complete an HC Injury Report Form which is submitted to the GVMHA office within 2 weeks from the injury.

Any player who had been knocked unconscious, or had blacked out, no matter how long the duration shall not be allowed to continue play in that game or practice, nor shall he/she be allowed to return to hockey until he/she is examined and cleared by a Medical Doctor.

Any player taken from the ice by ambulance or any player who suffers from a non hockey injury or was injured in any manner that he could not play hockey shall not return to playing without a medical clearance from his/her Medical Doctor allowing their participation.

10.7 Reporting of Injuries

Hockey Canada Injury Report forms should be completed by the HCSP person for the injured players at all times. These can be downloaded from the BC Hockey website or from the GVMHA

Administrator. There is a 90 day time limit on these forms to be sent in to BC Hockey so they should be completed as soon as possible after the injury by the appropriate Doctor or Dentist, and completed in full in order to accepted by BC Hockey.

Once completed, hand in to the office within 2 weeks of the injury. The Administrator will keep a copy for Association files and the original form will be immediately forwarded to BC Hockey.

10.8 Insurance Claim Procedures

Purpose:

Insurance is administered by the BC Hockey to provide assistance to players, referees and team officials who are injured during authorized hockey activities.

Who is covered:

All registered players, carded Referees, Head Coaches, Assistant Coaches who have been placed on team rosters, and any other team officials who have requested insurance coverage through their team. Greater Vernon Minor Hockey Association will pay for coverage for up to four (4) team officials. Coverage for additional team officials is available for a fee of \$35.00. Coverage is only valid if players, referees and coaches adhere to the BC Hockey guidelines – Link <http://www.bchockey.net/RiskManagement/InjuryClaims.aspx>

What expenses are covered:

Medical and dental expenses not covered by the Provincial Medical Plan or by private dental and extended health plans, are covered.

Replacement of hockey equipment damaged during removal in order to provide medical aid may be covered – Link http://www.bchockey.net/Files/Risk_Management_Manual_Eng.pdf Pages 36-87

When should a claim be submitted:

Any hockey related injury that required medical attention should be reported even if there are no immediate out of pocket expenses incurred.

The Hockey Canada Injury Report form must be received by BC Hockey within ninety (90) days of the injury, but the claim may remain open for up to three (3) years. Dental claims have to be claimed within 52 weeks of the injury. The Physicians/Dentists statement **MUST be completed by the Doctor.**

If you have any questions related to Insurance claim forms or procedures contact the Administrator of the Greater Vernon Minor Hockey Association.

Claims Procedures:

Ask your coach or safety person to obtain a Hockey Canada Injury Report form. These can be obtained from the office or downloaded from the BC Hockey website.

Make sure the form is filled out in its entirety; have it signed by the attending physician/dentist or your own physician/dentist, and your team official.

Do not submit receipts at this time.

Place the completed claim form in an envelope addressed to the Greater Vernon Minor Hockey Association Administrator and ask your coach or team manager to place the envelope in the mailbox at the Civic Arena.

The Administrator will forward the completed claim form to BC Hockey on your behalf.

Pay any bills as you receive them.

Make photocopies of the receipts for any payments you have made. *Keep a spreadsheet on payments made by insurance company and by the parent. It is the payments made by the parent that will be reimbursed.*

Place the original receipts in an envelope addressed to the Association Administrator and place the envelope in the mailbox at the Civic Arena.

The Association Administrator will forward all paid receipts to BC Hockey on your behalf. BC Hockey will issue any payments directly to you.

10.9 Anti-Theft Safety Tips

Leave valuables at home.

Do not bring large amounts of money or jewellery to the hockey rink.

Do not leave valuables visible in your vehicle.

Lock hockey gear, brief cases or money out of sight in your vehicle trunk.

Never leave money no matter how small the denomination visible in your vehicle. Your small change is another person's treasure.

Always lock your vehicle and use an anti-theft device on the steering wheel.

Always lock your personal locker or team locker room when unattended.

Do not leave valuables in your locker room.

If valuables (wallets, watches, money, etc.) are brought to the facility they should be marked and placed in a bag that is kept under the player's bench or with the team manager or parent.

Immediately report any suspicious activity or persons in the arena or parking lot to the facility staff and the police. Safety must be your prime concern.

10.10 ANTI-BULLYING/CYBER BULLYING PROGRAM – See BC Hockey

http://www.bchockey.net/Files/Risk_Management_Manual_Eng.pdf Pages 5-20

11. PROGRAM GUIDELINES

11.1 Recreation Program

This program is the type played by the majority of our Association's players. It is hockey with the emphasis on fitness, fellowship, sportsmanship and fun through competition. The objectives are to promote a game to fit the needs of the participants, to be open to all ages, to allow players equal ice time, allow enjoyable participation, and support an individual's physical, emotional and mental development. Coaches will create a positive social environment and allow an individual to participate freely in other sports and activities.

- No person shall hold office on the Executive and Head Coach a Recreation Team

Players are divided into seven different divisions based on age. Each division may be tiered based on skill level. Divisions are as follows:

- Beginner Program: age 4 years
- Initiation: ages 5-6 years
- Novice: ages 7-8 years
- Atom: ages 9 - 10 years
- Peewee: ages 11 - 12 years
- Bantam: ages 13 - 14 years
- Midget: ages 15 - 17 years
- Overage: age 18 years

Juvenile age players will be included with approval of Executive if numbers do not warrant a separate juvenile division.

- Juvenile: ages 18 - 20 years
- Female: all age groups

Teams:

There will be a minimum of 12 and a maximum of 19 players per team. The target is 14 skaters and 2 goalies per team. At the discretion of the Director of Hockey Operations, this clause may be waived to prevent the cutting or turning away of any players from minor hockey.

Practices:

Full ice, with 2 teams on the ice at a time. At the discretion of the coaches, and in accordance with GVMHA policy the practice time shall allow for full ice skill drills, and half ice team drills.

Games:

Atom through Midget will participate in the Okanagan North Super League.

Travel:

Any travel outside of the Okanagan Mainline Hockey Association district must be pre-approved by OMAHA (online application) and if travelling out of the Province or Canada, GVMHA and BC Hockey must approve. Interdistrict & US Hockey Tournament/Travel/Exhibition Game Form in Manager's Guidelines.

Tournaments:

Maximum three (3) out of town and one home tournament per year (not including Christmas or Spring Break) with the knowledge and consent of GVMHA and OMAHA.

Initiation, Novice and Atom House Team Coaching Directive: The house team coaching staff will be encouraged to follow the guideline outlined in the GVMHA Coach's Manual provided by the Director of Hockey Operations.

Coaches will receive and follow the Hockey Canada curriculum guidelines set forth in the GVMHA Coach's Manual and shall follow the recommendations for Phased Emphasis of specific goals and predicted outcomes described in the Coach's Manual.

- Teams in the Novice division will be divided by age. First year Novice (7 year olds) will be referred to as Minor Novice. Second year Novice (8 year olds) will be referred to as Major Novice. The number of Minor and Major teams will be determined based on registration numbers.
- There will be some movement of players from Minor to Major, and vice versa based on ability. Movement of players will be at the discretion of the Director of Hockey.
- Major Novice teams may practice and play games at the Okanagan Training Rink. Team size will be determined by registration numbers and the ice surface availability.

- Full ice practices with 2 teams (Initiation and Novice X-Ice) with the exception of teams playing at the OTR (1 team on the ice), will be assigned on a fair and equitable basis once ice is identified by Division Director.

- It is highly recommended that 'extra' ice time be utilized for practices prior to the first week of January

Draft Process

- Assessments to be done by GVMHA approved assessors
- Rankings/Consensus to be created by Division Coordinator
- Draw a card for draft order (ace of spades, hearts, clubs, diamonds)
- If Team #1 drafts 1st in 1st round, they would draft 4th in round 2, etc.
- Do 'horse trades' and accommodations after draft, rides, etc.
- May play mini exhibition series, re-assign players if required

PeeWee, Bantam and Midget House Team Coaching Directive: Coaches will receive and follow the Hockey Canada curriculum guidelines set forth in the GVMHA Coach's Manual and shall follow the recommendations for Phased Emphasis of specific goals and predicted outcomes described in the Coach's Manual.

Players are prohibited from driving themselves to or from out of town games.

Full ice practices with 2 teams will be assigned on a fair and equitable basis once ice is identified by the Division Director.

It is highly recommended that 'extra' ice time be utilized for practices prior to the first week of January.

Coaches are encouraged to use full ice with both teams and take advantage of a station approach, cross ice transition games, and full ice skating drills.

11.2 Competitive Program

Those players chosen to play on a rep team must:

- show respect to the coaching staff, manager, referees, and other team members
- must continually show up for practices, games, and off-ice training, at the time specified by the coach or manager, unless the coach or manager is advised that the player is unable to attend a practice or a game with a reasonable excuse (i.e. sickness, vacation, etc.)

- maintain appropriate behaviour on and off the ice
- wear the required clothing to and from games (i.e. shirt, tie, minor hockey jacket)

Player's that do not meet the requirements set out above may be reassigned for placement on a house team if room is available.

General:

- Director of Hockey Operations shall supervise the coaches and players of the Competitive teams
- 34 players must tryout in Pee wee, Bantam and Midget in order to ice a second Tier team
- The classification of Competitive and Development teams, will be determined by declaration of league play
- No person shall hold office on the Executive and Head coach a Competitive Team
- All players in a division shall be given the opportunity to attend and participate in Competitive tryouts
- Players that miss one or more session(s) during rep tryouts will be assigned to a house team. These players may be named as Affiliated Players and are permitted to "play their way" onto a rep team. Should a player miss up to two sessions for valid medical reasons, they will be allowed to try out after presenting a Doctor's note to the Director of Hockey Operations. Players released from Junior or Major Midget, and who were unable to attend the evaluations, will be evaluated for two ice sessions by the Director of Hockey Operations or designate, with the assistance from the Head Coach.
- Affiliated players will be picked by the following: Players that tried out will get the first opportunity to be affiliated. If they are unavailable, unwilling, or not capable, house players will be AP'd that did not try out.
- Players trying out will be assigned to a Competitive, Development or Recreational team. Players may not choose the team they are trying out for.
- Players removing themselves from any Competitive or Development team will be assigned to a Recreational team and may not play on a Competitive or Development team for the remainder of the season. Individual circumstances can be reviewed by the Executive when necessary. Decisions of the Executive stand.
- Player Evaluations shall be in accordance GVMHA procedures for Competitive and Development Teams as shown in the Evaluation section below.
- Travel outside of District and Province is only allowed with the prior written consent of the GVMHA President and BC Hockey, and subject to satisfying risk management issues. Responsibility for obtaining consent lies with the team.

- Maximum four (4) out of town and one home tournament per year (not including Christmas or Spring Break) for Rep teams. Travel outside of the District requires OMAHA's approval by completing the online request. Travel outside the Province or Canada requires BC Hockey and GVMHA approval. Interdistrict & US Hockey Tournament/Travel/Exhibition Game Form in Manager's Guidelines.

Important Dates

- Declare Teams at OMAHA League Meeting September
- HC carding to be completed prior to start of League play October 1st (approx.)
- League play begins as scheduled by OMAHA
- Provincial Championships take place during Spring Break

It is the preference of GVMHA that the player reassignments be completed by December 1st of each year.

11.3 Competitive Team Evaluation Process

The clear intent of the Competitive Team (Rep) Evaluation Process is to find the players that are most mentally & physically capable of developing and competing at the highest level possible. GVMHA criteria for picking players for evaluation are as follows:

1. Skill + and Attitude +
2. Attitude + and Skill -
3. Skill + and Attitude –

Evaluators and Coaches will be evaluating Skill, Hockey Sense, and Character.

The GVMHA Rep Tryout Mission Statement

"To challenge, motivate, teach and inspire every Rep Hockey Player to reach their potential by providing them with a well-defined and structured program. To give each and every player the opportunity to be the best they can be by having an organization that is committed to professionalism, integrity, respect and sportsmanship."

The teams will be chosen after consultation and agreement between the independent evaluators, the coaches and the Director of Hockey Operations. The final decision for player placement shall be at the discretion of the Director of Hockey Operations.

September: Independent Evaluators are chosen: Team of 2-4 paid non-parent evaluators per division. Evaluators who are 'completely independent' will be evaluating in each division (Atom to Midget). They will be chosen and assigned by GVMHA Director of Hockey.

The Evaluation Process is modeled after the BC Hockey High Performance U16/U17 Program which allows our players to become familiar with the process.

There are Two Stages to the evaluation process:

- Stage One is comprised of up to 5 ice sessions. The independent evaluators and DHO will meet after the ice sessions to allocate teams of 14 forwards, 10 defencemen (for Midget Rep only) and 12 forwards, 8 defencemen (for all other divisions). The DHO may allow more than 20 skaters into stage two if special circumstances exist.
- Stage Two is run by the coaching staff in co-ordination with the DHO. Coaches in this stage, cut down to appropriate number of players based on policy. Coaches must consult the DHO before making all final cuts, otherwise face disciplinary action which may include suspension. In this stage, coaches that would like players to tryout in a different position from the original position, must prove him/herself before releasing that position player(s). i.e.: Coach wants to move forward to defence – that forward must prove he/she is better than all other defencemen before releasing any defenceman.

Midget Tier 2 – 16 players – 2 goalies maximum

Midget Tier 3 – 17 players – 2 goalies maximum

Bantam and below – 16 players – 2 goalies maximum

Stage One: Up to 5 Ice Sessions

- Players must attend all sessions or will be reassigned to house. Should a player miss up to two sessions for valid medical reasons will be allowed to try out after presenting a Doctor's note to the Director of Hockey Operations. Players released from Junior or Major Midget, and who were unable to attend the evaluations, will be evaluated for two ice sessions by the Director of Hockey Operations or designate, with the assistance from the Head Coach.
- Ice sessions may be comprised of skill testing, practices and scrimmages.
- Players are divided into three or four colour groups that are divided alphabetically by position – first 6 defencemen on one team, next 6 on another, etc. Same steps for the forwards and goalies until the teams are filled. Scrimmages are played between the different coloured teams.
- Up to 5 stronger players may be removed from the tryout process in the last two sessions to evaluate the remaining players.
- Goalies will have numbers on their fronts and backs.

Upon completion of the first week, every player will be given a rating from 1-5 by each evaluator:

5: An excellent elite-level player:

- player executes effectively at position and within role on team
- clearly outperforms counterparts at same position or on opposing teams
- the player had a lasting dominant effect throughout the week
- player can definitely play and impact at this level

4: An above-average performance:

- good plays and decisions clearly outnumber poor ones
- factors not allowing performance to be a 5 might include playing time lost to game; circumstances, slight skill deficiency compared to a 5 and slightly inconsistent in terms of effort, grittiness, lapse in discipline or emotional control, as examples
- player can definitely play at this level with only limitation being in depth at a similar position

3: A good performance:

- player made his share of mistakes/poor decisions, but they were countered by an equal number of good ones
- factors within the game may inhibit achieving satisfactory evaluation on this player; clearly an average performance requires more observation
- player warrants consideration as a candidate for this level

2: A below average performance:

- bad plays/decisions outnumbered good ones
- player may have lacked effort and hustle
- made errors costly to the team
- attitude, behaviour and performance questionable
- physical and mental components were deficient and below average
- this player shows some potential but has definite limitations, which would not allow them to play at this level

1. Unacceptable performance:

- well below acceptable standards
- not approaching level of competition required or expected
- significant, blatant deficiencies in all areas
- player does not show any signs of potential to play at this level

Goalie Evaluations: Goalies will be evaluated by one or more independent goalie evaluator(s) in a goalie-only session and throughout stage one.

In the event we have too many goalies for tryouts in any division, GVMHA will hold a goalie session in which they will reduce the goalies for the game portion of tryouts. Goalies that get released after the goalie session will be reimbursed their tryout fee.

Stage Two: Exhibition Games

The second stage of the evaluations is run by the head coaches of the teams in coordination with the Director of Hockey Operations.

Each head coach, with consultation of the DOH, must release players and goalies in excess of roster size. The players and goalies released from Tier 2/3 will be placed on house teams.

Volunteers (not evaluating the games) must be on the bench at all times with the players. Players will be given the opportunity to tryout at their declared position, but may be asked to play multiple positions during tryouts.

Atom Development Evaluation Process

Top 28-36 players to be selected after evaluation by 3- 4 paid, non-parent independent evaluators. There may be up to five ice sessions, and will be comprised of skill testing, practices and scrimmages.

Competitive Program Teams

Midget Tier 2 (1 team)

League: OMAHA Competitive League

Teams: 16 players, 2 goalies

Age: 15, 16 & 17 year olds

Ice: 2-3 full ice practices with 1 team on the ice

Coaches: Minimum Development Level 1 Certification

Manager: One, minimum Respect In Sport certification

Trainer: One, HCSP Certified

Midget Tier 3 (1 team)

League: OMAHA Competitive League

Teams: 17 players, 2 goalies

Age: 15, 16 & 17 year olds

Ice: 2 full ice practices with 1 team on the ice

Coaches: Minimum Development Level 1 Certification

Manager: One, minimum Respect In Sport Certification

Trainer: One, HCSP Certified

Bantam Tier 2 (1 team)

League: OMAHA Competitive League

Teams: 16 players, 2 goalies

Age: 13 and 14 year olds

Ice: 2- full ice practices with 1 team on the ice

Coaches: Minimum Development Level 1 Certification

Manager: One, minimum Respect In Sport Certification

Trainer: One, HCSP Certified

Peewee Tier 2 (1 team)

League: OMAHA Competitive League

Teams: 16 players, 2 goalies

Age: 11 and 12 year olds

Ice: 2 full ice practices with 1 team on the ice

Coaches: Minimum Development Level 1 Certification

Manager: One, minimum Respect In Sport Certification

Trainer: One, HCSP Certified

Development Program Teams

All teams formed under the Development classification, shall be formed with permission from the Executive, and the determination and composition of Development teams, shall be determined if numbers and ability warrant. Players and Coaches of development teams must understand that the goal of development teams are to develop players and that players must strive to achieve the next level. As such, all players on all development teams will AP up to the next level – Rec to Tier 3 and Tier 3 to Tier 2.

Midget Tier 3

League: OMAHA Competitive League

Teams: 17 players, 2

Age: 15, 16 & 17 year olds

Ice: 2 full ice practices with 1 team on the ice

Coaches: Minimum Development Level 1 Certification

Manager: One, minimum Respect In Sport certification

Trainer: One, HCSP Certified

Bantam Tier 3

League: OMAHA Competitive League

Teams: 16 players, 2 goalies

Age: 13 and 14 year olds

Ice: 2 full ice practices with 1 team on the ice

Coaches: Minimum Development Level 1 Certification

Manager: One, minimum Respect In Sport Certification

Trainer: One, HCSP Certified

Pewee Tier 3

League: OMAHA Competitive League

Teams: 16 players, 2 goalies

Age: 11 and 12 year olds

Ice: 2 full ice practices with 1 team on the ice

Coaches: Minimum Development Level 1 Certification

Manager: One, minimum Respect In Sport certification

Trainer: One, HCSP Certified

First Year Competitive Player Development Policy

- Each division, Atom through Bantam will carry a minimum of 9 first year players, and 1 first year goalie in the competitive program. These players can be spread between the Tier 1, Tier 2 and Tier 3 teams. Although this is a minimum number, if the quality of the first year players dictates that more can be taken, then the coach has the right to do so.
- The Tier 3 team coach will invite 5 house players to one of the two weekly practices. This will be done weekly to ensure ongoing development within the division, and prepare the AP players for contact games.
- Tier 2 teams will affiliate with the Tier 1 team in their division and Tier 3 teams will affiliate with the Tier 2 team.
- At the Midget level, the Midget teams will be selected by the evaluation process set forth above. Midget is excluded from the first year player development policy.

11.4 Affiliation

Coaches should be familiar with Regulation (E) (Teams, Clubs and Affiliations) of the Articles, Bylaws, Regulations of Hockey Canada.

Affiliation provides an opportunity for Competitive Teams to dress the maximum number of players allowable for a game in accordance with the playing rules. It also provides the opportunity for players to play at the "next level". Coaches of Competitive teams and players should agree the player's first commitment must be to their regular team and not to the team with which they are affiliated, unless the AP has been called up to replace a player due to injury, illness or suspension.

The decision to have a "Team to Team Affiliation" (TTA) or "Specialty Affiliated Players" (SAP) rests with the Director of Hockey Operations. The decision may differ from division to division and from year to year. The Director of Hockey Operations will consult with Coaches of the Competitive teams prior to making his recommendations to the Executive.

Unless circumstances dictate otherwise, the following is for affiliation in order stated:

Midget Tier 1	Midget Tier 2	Midget Tier 3 or House
Bantam Tier 1	Bantam Tier 2	Bantam Tier 3 or House
Peewee Tier 1	Peewee Tier 2	Peewee Tier 3 or House

The following process for affiliation will be followed:

- The team or player list must be submitted to the registrar or Director of Hockey operations. Player/Goalie must be AP'd to the official BC Hockey roster before the player is eligible to participate in a league, tournament or exhibition game.
- Updated lists must be submitted before affiliate players are eligible to participate in league, exhibition or tournament games. The Coach(es) of the affiliate players will be advised of the players' status.
- Coaches of competitive teams will communicate their player needs with each other, giving as much notice as possible and notify the DHO of all player movement. If a request from a higher level team has been denied by a lower level coach, the higher level coach may appeal the decision to the DHO. All final decisions regarding player movement will be made solely by the Director of Hockey Operations.

Procedure: Team A will first contact Team B coach and then contact the AP.

- The decision to AP is that of the player or the player's parent(s).

BC Hockey Rules state the maximum number of combined league and playoff games in a season will be 10. Tournament and exhibition games are not included.

- The Competitive Coach will not use an affiliated player to replace a healthy, capable and willing carded player.

- **Affiliated players will be picked by the following: Players that tried out will get the first opportunity to be affiliated. If they are unavailable, unwilling, or not capable, house players will be AP'd that did not try out.**

- **Any appeals of Director of Hockey Operations decision must be made in writing to the Executive.**

12. COACHING

Persons selected to Head Coach a Vernon Minor Hockey team, will be authorized to Head Coach ONE team at any given time.

12.1 Duties of the Head Coach

The Head Coach shall provide the following duties to his/her team:

- **serve as an official spokesperson on behalf of the team**
- **coordinate the delegation of responsibilities to the Assistant Coach and Manager**
- **plan on-ice and off-ice team activities in consultation with the Assistant Coaches**
- **plan, implement, and control pre-game preparation and communication with the team**
- **design the practice plans in consultation with the Assistant Coaches following the guidelines set forth in the GVMHA Coach's Manual**
- **coach the team in all games and practices**
- **establish rules for the team, following, at a minimum, the rules established for all teams as set forth by the GVMHA and found in the GVMHA Coach's Manual and oversee the supervision of the players**
- **submit a year end report which contains the following information; evaluation of the players' performance, evaluation of the team's performance, outline of practice plans and game strategy and recommendations on how the program can be improved**
- **coordinate the implementation of the on-ice curriculum guidelines as outlined in the GVMHA Coach's Manual**
- **report to the Association through the Division Manager or designate**

Qualifications

- **strong interest and commitment to child/athlete development**
- **ability to work with fellow coaching personnel**

- ability to communicate on-ice and off-ice requirements to players and parents
- certified at the level indicated by BC Hockey and GVMHA policy
- Respect- In-Sport
- Submit coach application with RCMP background check

Selection

Appointed via application and subsequent recommendation by the Coach Selection Committee and ratified by GVMHA Executive.

12.2 Duties of the Assistant Coach

The Assistant Coach shall provide the following duties to his/her team:

- assist with player evaluation and the player selection process
- assist with planning, organizing and conducting practices
- assist with pre-game preparation
- assist with the operation of the team during the game
- assist with post game evaluation
- assist with scouting and evaluation of opponents
- assist with the supervision of players, both on and off the ice
- assist with the formulation of the overall game plan, as well as the game to game adjustments
- submit a year end evaluation report to the Team Head Coach containing observations on player performance, team performance and general recommendations of the program
- reports to the Team Head Coach

Qualifications

- strong interest and commitment to child/athlete development
- ability to work with fellow coaching personnel
- ability to communicate on-ice and off-ice requirements to players and parents
- availability as to time requirements

- certified at the level indicated by BCAHA and GVMHA policy
- Respect-In-Sport
- Submit coach application with RCMP background check

Selection

Appointed by the team Head Coach and ratified by the GVMHA Executive.

12.3 Duties of the Team Manager

- Act on direction of the Team Head Coach and report directly to the Team Head Coach
- develop an operating budget for the team
- submit a financial summary of the team
- coordinate travel, accommodation, meals and facility rental for the team
- arrange for Special Event Sanctions for the team
- assist with team communication regarding events
- obtain necessary equipment and supplies for the team
- coordinate team financial matters including player fees, sponsorship, advertising, grants, etc.
- submit financial statements at the end of the season
- generate a team address list and circulate
- attend scheduled meetings and produce a team schedule in conjunction with the coaching staff
- coordinate all pre and post game paperwork and distribute to appropriate parties (i.e. game sheets)
- arrange for off-ice officials
- communicate with media/Association on the team results
- serve as Risk Management liaison for the team. This includes the reporting of injuries and return to play guidelines in conjunction with the team HCSP.

Qualifications

- strong interest and commitment to child/athlete development
- ability to communicate with team staff, parents, players and Association Executive
- conversant on rules and regulations

- **Respect In Sport**

Selection

Appointed by the Team Head Coach.

13. TEAM MANAGEMENT

Each team within the Association must fill the following positions with the team:

- **Head Coach**
- **Assistant Coach(es)**
- **Manager**
- **Safety Person (HCSP)**
- **Tournament Committee Representative**

In addition it is recommended that the following positions also be filled on each team:

- **Jersey Person**
- **Dressing Room Attendants (Respect in Sport required)**

Only players and coaches rostered to the team through HCR online (the Hockey Canada Registry) may participate in team practices and games.

13.1 Coaches

Coaches are officials of this Association and represent the Executive as well as the Association. Coaches are appointed by the Executive and this appointment can be withdrawn at any time.

Coaches as well as team officials will assist the arena staff whenever called upon as it relates to any situation involving a Greater Vernon Minor Hockey Association team, player, official or parent.

Coaches will keep their Division Manager informed of all game information and supply her/him league and playoff schedules as well as results.

Coaches and other team officials must familiarize themselves with Hockey Canada, BC Hockey, OMAHA and GVMHA rules and regulations. There is no excuse for not knowing the rules of play or conduct for coaches, team officials, players and parents under their charge.

All GVMHA coaches and assistants will, or shall have attended a BC Hockey Coaching Clinic and have Respect In Sport.

Once the team has been selected the Coach should call a team meeting at the start of the season. Introduce yourself to the parents and players.

Go over the applicable Hockey Canada, BC Hockey, OMAHA, and GVMHA rules that you will most likely run into during the season.

Coaches of this Association will endeavour to:

Treat his/her players, opposing players, coaches, referees, parents, minor hockey administrators with respect and dignity.

Learn fundamental skills, teaching evaluation techniques, strategies and tactics of hockey.

Become thoroughly familiar with the rules of hockey.

Become familiar with the goals and objectives of Greater Vernon Minor Hockey Association and strive to communicate them to her/his players and parents.

Uphold the authority of the game officials and will assist them to conduct fair and impartial competitive contests.

Learn the strengths and weaknesses of his/her players and conduct practices and game, strategies, tactics to improve their weaknesses and maximize their strengths.

Conduct practices and games so that every player has the opportunity to improve his/her individual skills.

Communicate with parents and players the rules and responsibilities of the players and parents.

Communicate and inform the team of the Greater Vernon Minor Hockey Association of the rules and responsibilities.

Report any irregularities or violations where some form of punishment is required.

Ensure that all players wear protective equipment required by Hockey Canada, BC Hockey, O.M.A.H.A. and Greater Vernon Minor Hockey Association to ensure the physical well being of every player of this Association.

Coaches will be:

Reasonable in their demand on the players' time, energy, and enthusiasm. Remember they are children who have other interests and school.

Teach your players that the rules of the game are mutual agreements which no one should break or evade.

Remember children play for fun and enjoyment. The coach should foster an environment that provides this type of atmosphere.

Good management practice dictates that you never ridicule or criticize a player or parent in front of their peers.

The length and complexity of drills should be governed by the age, skill and maturity of the players.

Develop respect by the players for their opposition and game officials.

Ensure you obtain a physician's note to determine when an injured player should return to practice and play.

Children need a Coach they can respect, remember to be generous with your praise when it is deserved.

As a coach, keep informed about coaching principles and principals of growth in children and help them grow mentally and physically.

13.2 Assistant Coaches

Assistant Coaches may be appointed by the Team Head Coach and this appointment can be removed at any time.

All assistant coaches must be approved by the Director of Hockey Operations and the Coaches Evaluation Committee.

13.3 Team Manager

This is one of the most important positions on the team. During the course of the season a Team Manager will be applying for tournaments, organizing fundraising, getting exhibition games, game numbers and permissions slips. You will be dealing with parents, Coaches, Division Managers, League Managers and other Team Managers. Remember all these people just like you are volunteers so treat them as you would have them treat you. Managing a team can be a time consuming effort but very rewarding.

The Team Manager will:

Organize team meetings. This will give the parents and the Coaches a chance to meet and talk. Some teams will hold this meeting at the arena, others will plan an evening at someone's home away from distractions.

Prepare an agenda in which items such as team rules should be discussed. The parents should have input into the rules. Work with the team parents and assign tasks as required.

Prepare a team roster with the parents and players full names, phone numbers and emails. A copy of this list should be supplied to all team members.

Together with your team treasurer, open a team bank account which shall be used to deposit all revenue and pay all team bills. Prepare monthly statements for the player's parents.

It is recommended that the Manager/Team Treasurer prepare a budget based on the results of the meeting and what the team wishes to accomplish for the season.

Oversee fundraising ventures.

Liaise immediately with your Division Manager and determine what she/he needs for the season and what you can do to make both positions jobs easier.

Tournaments are an issue which should be addressed immediately as they fill up fast. You should have some knowledge of available tournaments prior to the parents meeting to determine which ones the team may be interested in attending. It is the Team Managers job to secure these tournaments.

Ensure that all parents are trained in the proper completion of score sheets and the operation of the various score clocks.

There are various team duties which must be done throughout the season and it is the responsibility of the Team Manager to delegate these duties to the parents on the team. A schedule should be prepared well in advance for Time keepers, Score keepers and 50/50 sales.

On game day the Team Manager should:

Have obtained a game number from OMAHA or SL Schedule.

Fill out the game report with the players' full names and jersey numbers.

Ensure that there is no colour conflict between the team and if so arrange for conflict jerseys.

Arrange for a dressing room for the team and ensure a thorough check is made and any damage found is reported immediately to the arena attendant.

Arrange for time keeper and score keeper to be in place.

Secure the dressing room once all the players have gone on the ice.

Lead the team from the bench after the game and open the dressing room door.

Make the final check of the dressing room once the team has left to ensure there has been no damage done.

13.4 HCSP (Hockey Canada Safety Person)

Each team must have one designated person that has completed the Hockey Canada Safety Person online training course. Specific responsibilities are identified in the course. These include maintaining player medical information, identifying and maintaining emergency procedures and contacts for the team, and overseeing the completion and submission (within 90 days) of the Injury Report Form.

Must have Respect In Sport Certification

13.5 Tournament Committee Representative

Each division hosts a tournament. Each team within the division shall supply a tournament committee person. The Tournament Committee is responsible for organizing participant teams. Organizing fund raising activities for the tournament, organizing time keeping , organizing game schedules and maintaining the tournament standing board.

13.6 Team Parents

A very important job on the team which assists the Team Manager in ensuring the smooth operation of the team. The Team Parents will volunteer in all areas of fundraising, monitoring team funds, communicating with parents as required and providing assistance to the Team Manager where requested.

13.7 Team Rules

The GVMHA Team Rules will be reviewed at the first Coaches meeting of the year. These rules must be adhered to and participation by all parties is mandatory.

Rules shall be written out and handed to each family so they are aware of the team rules both on and off the ice.

The GVMHA rules are the minimum required by the GVMHA. Coaches may establish rules over and above Association rules and must send a copy of those rules to the Director of Hockey Operations.

Use of captains and alternates is not mandatory and is at the discretion of the coaches.

13.8 Player's Parents Meeting

Each team should have a parent's meeting as soon as possible once the team has been formed. This meeting may be held in a dressing room or other room acceptable to all parents.

Team management are encouraged to hold at least two meetings per season to update parents on what is occurring and going over the financial statement of the team.

The team meeting should be short and to the point but you should definitely emphasize its importance. This will help to ensure a smooth season of sports and fun. A clear understanding of the Coaches philosophy and team rules makes the season less hectic.

Sufficient notice will be given to all parents to ensure maximum attendance.

Have the parents introduce themselves and name their son/daughter so that all parents get to know each other and associate them to the players.

Explain what you expect from the players and parents as members of the team. Inform them about practice times, requirements to be there, notification of coaching staff if players cannot make games or practices.

Team management will have ballot votes on the following with a 75% majority required. Due to various parents ability to pay and to avoid embarrassment secret ballots should be considered for:

- Number of tournaments the team will participate in
- Purchase of extra practice times
- Whether the team wishes to fundraise or pay the monies required in the form of monthly fees

Ask about special concerns such as medical problems and the unavailability of players who will be on vacation or planning special trips.

Describe the team's medical equipment and emergency procedures. A good time to learn if any parent has a medical background which will be useful in a practice or game.

Coach should go over his/her feelings about sportsmanship and the behaviour that is expected from the players during the season win or lose. Emphasize the conduct that will not be tolerated.

Direct special comments to the parents and emphasize the parental behaviour you expect from them for being part of the team and this Association.

Explain how the Coaches, Team Manager and Team Parents can be reached by phone, if there are any problems or concerns.

Rules governing calling Coaches after a game (i.e. 24 hour rule).

Recruit parents for assistant coaches, stat takers, tournament coordinators, managers, team parents, and other jobs that are required to keep the team functioning.

Provide handouts of team and Association policies.

14. CODE OF CONDUCT

14.1 General

The Association is committed to ensuring that all members conduct themselves in a manner consistent with the mission, values and rules of the Association. The Association will adhere to a "three strike" rule with regard to conduct discipline.

14.2 Code of Conduct

The Code of Conduct for all members of GVMHA, including players, coaches, managers, parents and members of the executive is set out in the applicable Codes of Conduct.

Members who are found to have violated the Code of Conduct applicable to them may be subject to sanctions. Additional sanctions may be applied by a panel appointed by the Executive.

Sanctions imposed may include:

- a. verbal warning
- b. written warning
- c. suspension for a number of games or weeks
- d. expulsion; or
- e. a combination of the above
- f. Performance Bond

14.3 Informal Mediation

Many issues related to conduct are most appropriately dealt with informally, between the parties. The Association can assist by appointing a mediator to facilitate the informal resolution of a complaint. The player or parent is required to wait 24 hours "cool-down time" before contesting a Coach's decision.

14.4 Team and Player Discipline

Coaches are responsible for the discipline and deportment of the players on their team. A Coach may sanction a player for violation of team rules. The Coach shall keep a written record of all sanctions issued to players, including dates, times, witness statements and details of events.

When a player is assessed a Gross Misconduct or Match Penalty, the automatic minimum suspensions set out by BC Hockey in the "Suspension Guidelines", will be applied. In addition to the BC Hockey rules, as well as OMAHA rules, the Superleague will impose the following suspensions for penalties assessed for fighting and checking from behind. First offense, one game suspension regardless of time left in game; second offense, two game suspension regardless of time left in game; third offense, five game suspension regardless of time left in game as well as a review by the league coordinators for possible season suspension.

14.5 Formal Complaints –

1. GVMHA makes every effort to ensure that player evaluations are done in an unbiased, fair fashion. GVMHA will not accept any formal complaints regarding the results.

2 . Upon receipt of a formal complaint, The Second Vice President (Conduct Committee Chair) shall form a Conduct Committee as directed in Part 8 of the GVMHA Bylaws and Constitution. The Conduct Committee will review every formal complaint and determine whether the formal complaint process should be initiated. The conduct committee may seek the advice of such persons as it may deem necessary or desirable in order to fulfill its duties.

3. A determination of the Conduct Committee as to the suspension of a player or member shall be deemed to be the determination of all the Directors.

4. When the conduct of a member of the Association results in a formal complaint, the following procedure applies:

a. a formal complaint may be made by any person with knowledge of the incident using the GVMHA formal complaint form.

b. the complaint shall be in writing, addressed to the Conduct Chair, and signed by the person or persons making the complaint

c. the complaint will include the names and statements of any witnesses to the conduct complained of

Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous may be subject to discipline or expulsion.

4. When a formal complaint is received by the Association, the following procedure applies:

a. the Conduct Chair will appoint a Conduct Committee, within 10 days of receiving the complaint. The members of the Committee shall be chosen to ensure they have no interest, personal or otherwise, in the outcome of the decision

b. the Conduct Chair will ensure the Committee knows the case to be met by providing them, and the person or persons being investigated, with a copy of the written complaint and the names of any witnesses to the conduct complained of within 10 days.

c. the Committee will set a date for a hearing, which shall be no later than fourteen days after the receipt of the written complaint

d. the member whose conduct is the subject of the complaint, and the complainant, will be given an opportunity to present his or her case at the hearing

e. the Committee shall provide a decision in writing to the member and to the Executive no later than ten days after the hearing. If the members of the Committee are unable to agree on their decision, they shall provide separate decisions and the majority decision will have effect.

14.6 Appeals

Should the member whose conduct was the subject of the complaint, or the person making the complaint, wish to have the Conduct Committee's decision reviewed, the following procedure will be followed as outlined in Part 8 of the GVMHA Bylaws and Constitution:

a. a written request for review shall be delivered to the 1st Vice President of the Association (Appeals Chair)

b. the request for review shall specify the basis on which the Committee's decision is believed to be incorrect

c. the request for review shall be accompanied by a \$100 review fee;

d. The Appeals Committee shall consist of two (2) Directors and two (2) non-executive members or one (1) non-member of the Association to be appointed by the Directors of the Association on such terms as the Directors see fit.

d. if the decision of the appeals committee results in the overturning of the Committee's decision, or in the imposition of a lesser sanction than that imposed by the Committee, the \$100 review fee will be refunded

14.7 Conduct of Members of the Executive

When the conduct of a member of the Executive is subject to a formal complaint that the Conduct Committee has determined shall be initiated, he or she shall step down from the Executive until the complaint is resolved.

15. OFFICIAL'S POLICY

Officials should arrive at the arena a minimum of 15 minutes before a house game, 30 minutes before a competitive game.

Wear proper attire at all games including black slacks or pants.

Should be on the ice at the commencement of the ice slot. While the players are in their warm-up, the officials should review the game sheet, introduce themselves to the coaching staff of both teams and to their minor (off-ice) officials, confirm time limitations and whether there will be running or stop time.

Enforce the rules of the game as set by the BC Hockey, OMAHA and GVMHA in a fair and consistent manner.

Show proper respect toward players, coaches and fans. Show interest and enthusiasm in the game. In doing so, you will gain the respect of players, coaches and fans.

Report all major misconducts, gross or match penalties to the appropriate OMAHA Division Director in a manner prescribed by the Referee in Chief.

Never use profane language while on the ice surface or in an area visible to fans, players or coaches. Never remove officiating equipment while on the ice.

Assist players in understanding the rules of hockey. This is especially important in the lower divisions.

Promptly advise the Referee in Chief if you will be unable to attend a game, maintain a list of officials that you can call on short notice if you are unable to attend.

Be a "student" of the game. Know the rule book and how to apply them.