

**West Kelowna Minor Hockey**

**Association**

Policy Handbook

2017

**West Kelowna Minor Hockey Association**

**Policy Handbook 2017 Edition**

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1. **Objective**

It is the purpose of this policy handbook to provide assistance and direction to members responsible for the various operations of minor hockey teams within West Kelowna Minor Hockey Association (WKMHA).

Additional duties and responsibilities of WKMHA’s elected executive and appointed members are outlined in the WKMHA Job Description Handbook or WKMHA Constitution and Bylaws.

1. **Structure**

West Kelowna Minor Hockey Association (WKMHA) is a non-profit recreational sport society incorporated under the British Columbia Societies Act. WKMHA is responsible for all minor hockey activities within the boundaries established by BC Hockey. WKMHA is responsible to and receives its mandate from Hockey Canada through BC Hockey.

All players will be placed on teams by WKMHA at playing levels commensurate with each player's age, playing skill and experience. Every effort will be made to ensure this is achieved as fairly as possible with NO SPECIAL CONSIDERATIONS MADE FOR ANY PLAYER FOR ANY REASON.

Age "Divisions" within Minor Hockey are set by Hockey Canada as follows: (Age is

set at the player's age as of midnight Dec. 31 of the current year). Initiation: ages 5 & 6; Novice: ages 7 & 8; Atom: ages 9 and 10; Peewee: ages 11 and 12; Bantam ages: 13 and 14; Midget ages: 15 to 17 (18 if over-agers accepted & approved).

Note: Players may be moved to a different level as numbers, skill and previous experience will all be factored into a player placement. At no time will 'lobbying to move up' be accepted. Should a parent or player disagree with their player’s placement, a formal request may be made in writing to the Executive and Head Mentor Coach to have the player re-evaluated or for an explanation of the player placement.

All teams in WKMHA may participate at one of the five playing levels:

* **Initiation & Novice level** –an introductory skill based program.
* **Recreation level** – players not electing to play on or selected to play for Competitive Teams or developmental teams at the Atom, Pee Wee, Bantam or Midget Level, will play in a recreational league. WKMHA teams play and compete within the Okanagan Mainline Amateur Hockey Association (OMAHA) region.
* **Atom development** –Teams will play in leagues formed by OMAHA. “Atom Development” teams compete in the OMAHA Zone.
* **Development level** – **“Tier 3 Rep”** Teams at the Pee Wee, Bantam & Midget levels will play in leagues formed by OMAHA. “Tier 3” Teams may also compete for OMAHA Zone and Provincial Championships at the end of each season.
* **Competitive level** – **“Tier 2 Rep”** Teams will play in leagues formed by OMAHA. “Tier 2” Teams may also compete for OMAHA Zone and Provincial Championships at the end of each season.

1. **Assistance**

During the hockey season, if you have an issue or concern that needs to be addressed, please follow the following resolution list:

1. Talk to the Coach,
2. Talk to the Team Manager,
3. Talk to the Division Manager,
4. Talk to the Director Hockey Operations & Programs,
5. Talk to the Head Mentor Coach,
6. Write a letter to the Executive

For further assistance and information, team management can refer to or obtain copies of these important handbooks etc. on the website www.westkelownaminorhockey.com.

WKMHA Job Description Handbook

WKMHA Constitution and Bylaws

BC Hockey Constitution and Bylaws

BC Hockey Bulletins

Hockey Canada Constitution and Bylaws

Hockey Canada Rule Book

OMAHA Constitution and Bylaws

Parent, Team and Coach inquiries should be made through the Team Manager to the Division Manager. Administrative matters are to be referred to the Executive through the Administrator.

1. **Registration**

All players residing within the boundaries outlined in OMAHA Constitution, By-Laws and Regulations must register with WKMHA. No player may participate in WMHA activities unless he/she is properly registered. A player is registered when:

1. A completed registration form has been filed with the Registrar of WKMHA and registration frees have been paid.
2. All NSF cheques must be made good within two banking days of notification or registration will be rescinded.
   * 1. Any player failing to return appropriate forms and fees before the deadline given for registration shall be deemed as not returning and will not have a place reserved for the upcoming season. A late fee of $50 will apply for those returning players registering after the deadline, and based on a space available basis.
     2. Each player must be properly registered and insured through the WKMHA, BC Hockey and Hockey Canada.

Only properly registered and insured players may participate on WKMHA teams and UNDER NO CIRCUMSTANCES may a player be 'loaned' to another Association team.

**KidSport, a4k and Simran Sahota Memorial Fund:**

In case of financial hardship, members may apply for part or all of the basic player registration fees through the following organizations: KidSport Fund, a4k (Athletics for Kids) or the Simran Sahota Memorial Fund. The funds cannot be utilized for any additional “Rep fees.” Each application will be considered by the above noted organizations on an individual basis. Information is available at [www.westkelownaminorhockey.com](http://www.westsideminorhockey.com), under the Registration tab.

This funding may be advanced on condition that the parent/guardian of the player(s) consent in writing, authorizing WKMHA to inform the Coach of any Rep team for which the player tries out, in event the player is a probable selection for that team. The Coach shall meet with the parent/guardian to review the time and financial commitment required to participate in the particular WKMHA rep program for that season. These Funds are considered for special circumstances, and should not be considered as a source of ongoing financial assistance.

1. **Hockey Programs**

**Initiation & Novice Level**

This program is designed for beginners ranging in age from 5-8 years. Players develop and learn at different rates. The emphasis is on enjoyment and skill acquisition. The objectives are to have fun, stimulate interest in hockey, a desire to continue participation, develop basic hockey skills, obtain a sense of achievement, promote physical fitness, allow players equal ice time, introduce players to the concepts of cooperation, sportsmanship and leadership, encourage initiative and prepare players for further participation.

**In the Initiation & Novice level programs fair play codes must be followed.**

**Initiation**

* League: Scoreboard not used and no league standings.
* Team: Recommended 13 -15 players on a team, subject to primary facility used & registration #’s.
* Age: Introduction to hockey for 5 & 6 year olds.
* Ice: Full ice practices with a maximum of 2 teams at the same time. May be less due to ice availability constraints beyond WKMHA’s control.
* Coaches: Instructors utilizing integrated station approach.
* Travel: Restricted to between South Okanagan and Salmon Arm.
* Tournaments: Maximum number of tournaments per team is 2 plus home WKMHA tournament.
* Practice to games: 3 practices to 1 game ratio. Mini “games” are to be played weekly.
* Positions: Goalies and skaters on automatic rotation even at tournaments.
* Games: To follow Pond Hockey rules with buzzer at 2-minute shifts.
* Officials: Coaches will be on ice during games, except for the home tournament for which 1 official will be provided by the association.

**Novice**

* League: Scoreboard used but no league standings.
* Teams: Recommended 17 players on a team, subject to primary facility used & registration #’s.
* Age: 7 & 8 year olds.
* Ice: Full ice practices with a maximum of 2 teams at the same time. May be less due to ice availability constraints beyond WKMHA’s control.
* Coaches: Instructors utilizing integrated station approach and full ice skill drills.
* Travel: restricted to between South Okanagan and Salmon Arm.
* Tournaments: Maximum number of tournaments per team is 3 within OMAHA plus home WKMHA tournament.
* Practice to games: 3 practices per 1 game.
* Positions: Optimally minimum 3 goaltenders per team rotating and taking extra goaltending sessions offered by WKMHA. Skaters encouraged to rotate between forward and defense.
* Games: to follow Hockey Canada rules.
* Officials: Two official system.

**Recreation Level**

This program is the type played by the majority of amateur players at the Atom, Pee Wee, Bantam & Midget Levels. It is fun hockey with the emphasis on fitness, fun and fellowship. The objectives are to promote a game to fit the needs of the participants, to allow players equal ice time, de-emphasize the importance of winning, allow enjoyable participation of the fun aspects, assist in an individual's physical development, create a social environment, allow an individual to participate freely in other sports and activities, and provide alternative types of hockey.

**In all recreational level programs fair play codes will be in effect.**

**Atom Recreational**

* League: Participate in league play within OMAHA.
* Teams: 17 players + 2 goalies maximum.
* Age: 9 & 10 year olds.
* Ice: Two shared practices (individual practices available when there is extra open ice) per week with a maximum of 2 teams at the same time. May be less due to ice availability constraints beyond WKMHA’s control.
* Coaches: Coach Hybrid utilizing integrated station approach and full ice skill drills. Half-ice for team drills for max. 25% of each practice.
* Travel: restricted to OMAHA boundaries.
* Tournaments: Maximum number of tournaments per team is 3 plus home WKMHA tournament within OMAHA. Teams are not permitted to travel outside British Columbia. Special permission from the Executive is required for tournaments outside OMAHA.
* Practice: Emphasis on skills and team tactics.
* Games: No fixed power play or penalty kills units. Development of players is paramount over winning. Hockey Canada Rules are to be followed.
* Officials: Two official system.

**Pee-Wee Recreational**

* League: participate in league play with OMAHA.
* Teams: 17 players + 2 goalies maximum.
* Age: 11 & 12 year olds.
* Ice: Two shared practices (individual practices available when there is extra open ice) per week with a maximum of 2 teams at the same time. May be less due to ice availability constraints beyond WKMHA’s control.
* Coaches: Coach Hybrid utilizing integrated station approach and full ice skill. drills. Half- ice for team drills max. 35% of each practice.
* Travel: restricted to OMAHA boundaries.
* Tournaments: Maximum number of tournaments per team is 3 plus home WKMHA tournament within OMAHA. Teams are not permitted to travel outside British Columbia. Special permission from the Executive is required for tournaments outside OMAHA.
* Games: Three official system.

**Bantam Recreational**

* League: participate in league play within OMAHA.
* Teams: 17 players + 2 goalies maximum.
* Age: 13 & 14 year olds.
* Ice: Two shared practices (individual practices available when there is extra open ice) per week with a maximum of 2 teams at the same time. May be less due to ice availability constraints beyond WKMHA’s control.
* Coaches: Coach Hybridintegrated station approach and full ice skill drills. Half- ice for team drills max. 50% of each practice.
* Travel: Unlimited at discretion of Director and Executive, not to conflict with scheduled league play.
* Tournaments: Maximum number of tournaments per team is 3 plus home WKMHA tournament within OMAHA. Teams are not permitted to travel outside British Columbia. Special permission from the Executive is required for tournaments outside OMAHA.
* Games: Three official system.

**Midget Recreational**

* League: Participate in league play within OMAHA.
* Teams: 17 players + 2 goalies maximum.
* Age: 15 to 17 year olds, maximum 2 over-agers (18), must receive approval from OMAHA.
* Ice: Two shared practices (individual practices available when there is extra open ice) per week with a maximum of 2 teams at the same time. May be less due to ice availability constraints beyond WKMHA’s control.
* Coaches: Coach Hybrid utilizing integrated station approach and full ice skill drills. Half-ice for team drill for max. 50% of each practice.
* Travel: Unlimited at discretion of Director and Executive, not to conflict with scheduled league play.
* Program to be reviewed on an annual basis.
* Tournaments: Maximum number of tournaments per team is 3 plus home WKMHA tournament within OMAHA. Teams are not permitted to travel outside British Columbia. Special permission from the Executive is required for tournaments outside OMAHA.
* Games: Three official system.

**Development Level**

This program is designed for players who have the desire and ability to play a more competitive level then recreational hockey. This type of hockey includes Atom Development. The objectives are to achieve a degree of excellence according to a player’s interests and potential, provide an opportunity for achievement in an enjoyable and self-fulfilling environment, provide and opportunity to process to a high level of competition, to stimulate development both from an individual and overall sport point of view, and develop skills to proceed to competitive program.

Each team in the Development Program should be encouraged to perform at least one Community event, encouraging community volunteerism and community spirit. The event planned for each team must receive the approval of the Executive.

**In the development level programs fair play codes will be in effect.**

**Atom Development**

* League: Participate in league play within OMAHA.
* Teams: 17 + 2 goalies, maximum.
* Age: 9 & 10 years olds.
* Ice: 2 Full Ice practices per week. May be less due to ice availability constraints beyond WKMHA’s control.
* Coaches: Coach Hybrid utilizing integrated station approach and full ice skill drills, half-ice for team drills for maximum 25% of each practice.
* Travel: restricted to OMAHA boundaries.
* Tournaments: Maximum number of tournaments per team is 4 plus home WKMHA tournament, only 2 outside OMAHA, and none out of BC.
* Practice: Emphasis on skills and team tactics.
* Games: No fixed power play or penalty killing units. ***Development of players is paramount over winning.***

**Competitive Level**

The program is designed for players who have the desire, ability and commitment to play at a high level of competition. This type of hockey begins at the Pee Wee level. The objectives are to achieve a degree of excellence according to a player’s interest and potential, provide an opportunity for achievement in an enjoyable and self-fulfilling environment, provide an opportunity to process to a high level in competition (Program of Excellence), and to stimulate development both from an individual and overall sport point of view. Fair play rules are not in affect.

Each team in the Competitive Program should be encouraged to perform at least one Community event, encouraging community volunteerism and community spirit. The event planned for each team must receive the approval of the Executive.

**Pee Wee ‘Tier 3’**

* League: OMAHA.
* Team: 17 + 2 goalies, maximum.
* Age: 11 & 12 year olds.
* Ice: 2 Full Ice practices per week. May be less due to ice availability constraints beyond WKMHA’s control.
* Coaches: Development 1 on individual skills and team tactics.
* Travel: restricted to OMAHA boundaries.
* Tournaments: Maximum number of tournaments per team is 4 plus home WKMHA tournament, only 2 outside OMAHA, and none out of BC.

**Pee Wee ‘Tier 2’ Rep**

* League: OMAHA.
* Team: 17 players + 2 goalies maximum.
* Age: 11 & 12 year olds.
* Ice: 2 full ice practices per week. May be less due to ice availability constraints beyond WKMHA’s control.
* Coaches: Development 1 focusing on individual and team tactics.
* Travel: Unlimited at the discretion of Divisional Manager and Executive.
* Tournaments: Maximum number of tournaments per team is 4 plus home WKMHA tournament, and none outside of BC unless prior permission of the Executive is granted.

**Bantam ‘Tier 3’**

* League: OMAHA.
* Teams: 17 players + 2 goalies, maximum.
* Age: 13 & 14 year olds.
* Ice: 2 Full Ice practices per week. May be less due to ice availability constraints beyond WKMHA’s control.
* Coaches: Development 1focusing on individual and team tactics.
* Travel: Unlimited at the discretion of Divisional Manger and Executive
* Tournaments: Maximum number of tournaments per team is 4 plus home WKMHA tournament, only 2 outside OMAHA, and none out of BC unless prior permission of the Executive.

**Bantam ‘Tier 2’ Rep**

* League: OMAHA.
* Teams: 17 players + 2 goalies maximum.
* Age: 13 & 14 year olds.
* Ice: 2 full ice practices per week. May be less due to ice availability constraints beyond WKMHA’s control.
* Coaches: Development 1 focusing on individual and team tactics.
* Travel: Unlimited at the discretion of Coach and Executive.
* Tournaments: Maximum number of tournaments per team is 4 plus home WKMHA tournament, and none outside of BC unless prior permission of the Executive is granted.

**Midget ‘Tier 3’**

* League: OMAHA.
* Teams: 17 players + 2 goalies, maximum.
* Age: 15 to 17 year olds.
* Ice: 2 Full Ice practices per week. May be less due to ice availability constraints beyond WKMHA’s control.
* Coaches: Development 1focusing on individual and team tactics.
* Travel: Unlimited at the discretion of Divisional Manger and Executive.
* Tournaments: Maximum number of tournaments per team is 4 plus home WKMHA tournament, only 2 outside OMAHA, and none out of BC unless prior permission of the Executive.

**Midget ‘Tier 2’ Rep**

* League: - OMAHA.
* Teams: 17 players + 2 goalies maximum.
* Age: 15 -17 years old.
* Ice: 2 full ice practices per week. May be less due to ice availability constraints beyond WKMHA’s control.
* Coaches: Development 1 focusing on individual and team tactics.
* Travel: Unlimited at the discretion of Coach and Executive
* Tournaments: Maximum number of tournaments per team is 4 plus home WKMHA tournament, and none outside of BC unless prior permission of the Executive is granted.

**Holiday Ice Policy**

During the Holiday break (approx. Dec 18-Jan 2), practice ice time(s) will be assigned upon request **ONLY** to those teams that have either a home or away tournament/league game(s) during the break period.

Teams without an upcoming tournament will not have regular practice ice times scheduled. However, if teams would like to schedule practice ice time during the break, please contact the ice ambassador to discuss available times and cost (50% subsidized by WKMHA).

1. **Selection of Coaches**

Interested coaches must complete a Coach's Application Form. The Director of Hockey Operations & Programs and Head Mentor Coach will form a selection committee to be appointed by the Executive to review the applications and conduct interviews. Committee recommendations will be forwarded to the Executive for discussion and approval. All applicants will be notified by the Head Mentor Coach or Director Hockey Operations & Programs of the Executive’s final decision. Criteria to be considered in the selection process will include: required level of coaching certification earned to date; coaching experience; playing experience; team preference; philosophy of coaching; reasons for wanting to coach; ability to deal with problems with players, parents etc.; time commitment; ability to communicate with players; ability to teach; code of conduct and past Coach Evaluations.

**Coach Expense Policy**

WKMHA will reimburse all members the cost of the following clinics/record checks: Respect in Sport, Coach Hybrid, Dev. 1, HCSP (Safety Person), Criminal Record Check upon completion. IE: Coach Hybrid and Dev. 1 will only be reimbursed upon completion of “post-task” assignments. When members are required to attend any day or two day long course past Winfield to the north and Summerland to the south, WKMHA will pay a $25.00 per diem rate per coach, upon completion and verification of their “post-task” assignment. Please note this will only apply if the clinics are not held locally and if the member has received prior approval from Director Hockey Operations & Programs

1. **Tryouts**

**Philosophy:** The key premise upon which the Association bases its tryouts is that each player should play at a level compatible with his or her skill, ability, attitude, desire and experience.

In order to assess and categorize each player the following tryout procedure has been adopted:

* Each tryout hour should be limited to a maximum of 40 players on the ice, in order to avoid confusion and to allow proper evaluation.
* Each player will be assessed while performing basic or advanced hockey skills.
* Player assignment should be done with the utmost dispatch.
* Sensitivity, respect and consideration of the self-image of the players should be foremost; therefore, through each round of assignment an interview for every player in the group shall be given a formal interview with the coaching staff to advise him/her in confidence of the player’s designated assignment.
* Coaches from each level should be available to assist in the selection and evaluation process. Coaches, Divisional Managers, the Director Hockey Operations & Programs and the Head Mentor Coach must meet regularly during the tryouts to review their observations, analysis and assign players.
* It is mandatory that all players and their parents be informed of the process prior to the start of tryouts. Information will be posted on the website [www.westkelownaminorhockey.com](http://www.westkelownaminorhockey.com), under EVALUATIONS.
* Parents and players should be given information regarding:
  1. Tryouts - procedures, starting dates, ice times, length.
  2. Competitive teams - financial and time commitments.
  3. Recreational League - Starting dates, ice times, length, costs.

Target date to finalize team roster will be in accordance with Hockey Canada, BC Hockey, OMAHA and WKMHA regulations.

**No player is guaranteed a position on a team simply because he/she played on that team the previous year.**

Rep. Fees must be paid in full at the time of the carding or the player will not play. NO EXCEPTIONS!

1. **WKMHA Affiliate Policy and Procedure 2017/2018**

Players can only be affiliated to one team at any given time

In order to affiliate to a team a player must be carded to a lower level team.

WKMHA does not permit Atom Dev players to AP to Peewee Recreation teams

A maximum of 19 players are permitted on an Affiliation list for each team.

Affiliation guidelines shall mirror those of OMAHA.

Players **CAN NOT** participate as a team affiliated player until the Association Registrar has provided the higher level team with a HCR generated roster with that player listed.

Affiliated players are **NOT** to be contacted for participation with a higher level team without the prior consent of the Head Development Coach.

Lower level coaches are expected to encourage affiliated players to avail of any opportunity to participate at a higher level. Should a conflict between schedules exist lower level coaches will consult with Association Head Development Coach as to whether he/she should make that player available to the higher level team. It is only after consent has been obtained from the lower level coach that the higher level coach is permitted to contact the requested player or player’s parents.

AP players must make their originating team priority

Affiliated players are **NOT** permitted to be used to replace suspended players.

2013-2014 Hockey Canada Regulation E35a

35. a) A player of a team of a lower Division or category of the same club, or of an affliated team, or a specially affliated player, may **affliate to** a team or teams of higher Divisions and categories at any time, **to a maximum of ten (10) games. However, if the player's registered team completes its regular season and playoffs before the player's affliated team or teams, the player may thereafter affliate an unlimited number of times.** For goaltender exceptions see Regulations B.42, E.36 (b).

**Process:**

Coach who wants to AP a player should contact the Head Development Coach

Head Development Coach is to contact the Player’s Coach

Upon approval of the Player’s Coach, the HDC will contact the requested player to AP and advise them of the request and the expectations regarding attending their original team practices and games

If accepted, the HDC will notify the WKMHA registrar and the player will be added to the official HCR as an AP player

To have an AP added to your roster for the upcoming weekend, the request must be submitted by the HDC to the registrar by Wednesday at midnight

Every team (Atom –Midget) is required to have an AP list that must have at least one player on it by December 15th. The final date to add an AP to your roster is January 15th

**Flow Chart for AP Players:**

Midget T3- AP from Midget recreation, then Bantam Tier 3

Bantam T3- AP from Bantam recreation, then Peewee recreation

Peewee T2- AP from Peewee T3, then Peewee recreation

Peewee T3-AP from Peewee Recreation, then Atom Dev

Atom Dev A- AP from Atom Recreation, CAN NOT AP from Atom Dev C

Atom Dev C- AP from Atom Recreation

Midget Recreation-AP from Bantam Recreation

Bantam Recreation – AP from Peewee Recreation

Peewee Recreation-AP from Atom Recreation

Atom Recreation- AP from Novice- only as per the attached Memorandum from BC Hockey

**MEMORANDUM**

October 2, 2017

**TO:                 District Associations**

**FROM:            Barry Petrachenko**

**Chief Executive Officer**

**COPY:            BC Minor Hockey Associations**

**SUBJECT:     Novice Players Affiliation or Registration to Atom Teams**

Please note the following information setting out the process for the submission of requests to allow the affiliation or registration of Novice players to an Atom team:

* District Associations are to submit the request via email to the Chief Executive Officer (CEO) stating:
  + Full rationale as to why the district supports the request
  + Future plans for the situation (i.e. if it will be an ongoing situation or only one-time requirement/request)
* Please note that District approval of the registration or affiliation of a Novice player to an Atom team does not equate to automatic approval by BC Hockey.

Further, it has come to our attention that some of our Minor Hockey Association Atom teams have been utilizing Novice players not registered in the Hockey Canada Registry (HCR). This will serve as a reminder that all players must be registered in the HCR prior to participation in any games or practices.

**Player Movement: Recreational Teams**

From time to time players may be moved from one team to another for a variety of reasons. To make this transition as non-disruptive for the player the following guidelines must be followed:

When a coach or player has requested that a player movement be considered

the following guidelines must be followed:

* 1. All team head coaches must be in agreement to any player movement.
  2. First communication is between the Division Manager and Director Hockey Operations & Programs and/or Head Mentor Coach, then the coaches of the affected teams.
  3. If no agreement can be reached amongst the coaches, the Divisional Manager shall provide information in the matter to the Director Hockey Operations & Programs, Head Mentor Coach or other Executive members who will arbitrate and resolve the matter.
  4. The Divisional Manager will then contact the receiving coach to inform them of the decision. The Divisional Manager will contact affected the player, and their parent(s) or the guardian regarding the decision.

**No coach shall contact either directly, or indirectly, any parent or player involved in a possible move prior to resolution.**

1. **Pick Up Procedure**

Should any team need to add a player to their roster for an out of town game or tournament, they should follow the Affiliate Player Policy as noted in section VIII. Affiliate Player Policy. This applies to ALL levels. Please be sure to follow the deadline dates for AP’ing players according to OMAHA Important Dates.

**X. Fair Play**

**WKMHA PHILOSOPHY**

***Fair Play Program (Respect, Integrity and Fairness)***

1. Fair play is in place to ensure that each player gets equal participation in game situations at the Novice, Recreational and Development levels.
2. Ice time lost due to disciplinary action, injuries, and suspensions does not apply.
3. To foster and enhance mutual respect, understanding and the principles of good sportsmanship and Fair Play amongst everyone.
4. Promote safety, respect, enjoyment and good competition.
5. WMHA Fair Play philosophy extends to the full adoption of the Player, Parent, and Coaching Contract (see Appendix).

***Fair Play Program Tips for Parents***

1. The main expectation of the Fair Play Program requires parents to provide for their sons/daughters positive role models. Yelling negative comments at opposing players, coaches or officials will not be tolerated.
2. If you are in the stands and the person next to you is being negative, tell that individual that he/she is not only embarrassing his/her son/daughter, but the embarrassment is spread to the team and all other participants’ on/off the ice.
3. Accept the fact that mistakes will be made by some individuals during any game. Coaches, athletes and officials make mistakes. Be tolerant of mistakes, you are watching AMATEUR SPORTS.
4. If you cannot accept what you perceive, volunteer in the Association and participate in order to correct what you consider to be wrong. Yelling and screaming negatives will only accomplish to isolate you and your child from your friends and from your child.
5. The Fair Play Program expects parents to understand that all the players want to have fun playing the game of hockey. Parents should encourage this fun in a positive way.
6. The Fair Play Program encourages parents to maintain a positive outlook towards not only their son/daughter, but to all the teammates and to the opposing players as well. Parents feel good when opposing fans clap for their players and their team. Share that good feeling by clapping for the opposing player or team when a good play occurs.
7. The Fair Play Program expects parents to understand that you are watching young players having fun enjoying a sport they love. The young players are NOT there to entertain the parents in the stands.
8. The children you watch on the ice do hear and see you at the rinks. The children look to you for acceptance and praise.
9. The Fair Play Program expects that positive praise for your child and others should not be lacking. You as a parent are a vital part of the game.

The Fair Play program encourages your participation in your son/daughter’s hockey experiences.

* + Respect the Rules.
  + Respect the Officials and their decisions.
  + Respect the opponents.
  + Maintain your self-control at all times.

**As a parent, please remember the Fair Play Motto:**

***“Lessons will be remembered long after scores are forgotten.”***

**XI. Zero Tolerance Facility**

Verbal abuse of Officials, players, coaches and volunteers of WKMHA will not be tolerated. Under no circumstances may a Coach, Assistant Coach, Manager, Safety Person or Parent verbally attack a referee, linesman, player or volunteer of the association. This will result in immediate suspension, pending a discipline meeting.

Should a member of WKMHA be removed, or banned from our facilities by the District of West Kelowna, this would also include all parks, buildings etc maintained by the District of West Kelowna under the district by-laws.

Zero Tolerance also includes the use of illegal drugs and alcohol by players within any WKMHA function. As well, WKMHA has a zero tolerance policy for alcohol and tobacco use on any bus being used to transport teams to any WKMHA functions. It is the responsibility of the coaches and/or managers to enforce the rules within the players and all team staff. Suspensions will occur.

**XII. Code of Discipline**

1. **Suspensions**
   * A coach may suspend for discipline, any player for up to one game. Suspensions of more than one game must have the approval of the Discipline Committee of the Executive.
   * The Divisional Manager shall be advised of all such suspensions.
2. **Complaints re: coaches and team officials**

* Complaints about a Coach, Assistant, Safety Person or Manager must first be addressed to the Divisional Manager.
* Fair Play concerns should be directed to the Divisional Manager, Head/Mentor Coach or Director of Hockey Operations.
* When necessary, the Divisional Manager may refer concerns to the Discipline Committee or by letter the Elected Executive.

3**. Complaints re: referees and linesmen**

* This forum of complaint is not meant for coaches or others who do not like the way a referee or linesman called a particular game, nor is it for questioning interpretations of judgment calls. Any serious concerns by coaching staff or others should be reported, IN WRITING, to the WKMHA Referee-in-Chief and with a copy to the President.

1. **Conflict of Interest Policy**

A ‘conflict of interest’ is any situation where:

a. your personal interests, or

b. those of a close friend, family member, business associate, corporate or partnership in which you hold a significant interest, or a person to whom you owe an obligation, could influence your decisions and impair your ability to:

i. act in WKMHA’s best interests, or

ii. represent WKMHA fairly, impartially and without bias.

c. a potential conflict of interest is deemed to arise when any elected member of WKMHA Board is involved as a member of or holds any position within a OMAHA league, association, club or team and/or **receives remuneration** of any amount for any position within a minor hockey league, association, club or team.

A ‘conflict of interest’ exists if the decision ‘could’ be influenced – it is not necessary that influence take place. The policy shall include but not be limited to the WMHA Board, Executive Committees, advisory bodies, and team, league, district association and community club committees.

Resolution of potential conflicts should generally include:

a. promptly declare to the meeting Chair any conflict of interest as defined by the policy and ask that such declaration be recorded in the minutes,

b. excuse oneself from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed,

c. refrain from all discussion of the matter which gives rise to the conflict of interest at any WMHA meeting, and

d. refrain from voting

**XIII. Cameras, Camera Phones, Personal Digital Assistance**

##### The use of any form of camera, video camera, camera phone, or personal digital assistant (PDA) is prohibited in any recreational facility change rooms during any BC Hockey sanctioned event (practices, games, tournaments etc).

**XIV. Co-ed Dressing Room Policy**

1. 1. In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:

a. Male players will not undress to less than a minimum of shorts while females are present.

b. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.

c. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.

d. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

1. 2. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room). It is the responsibility of the team to ensure that these guidelines are followed.

3. A team official of both male and female gender shall remain in the co-ed change room to be sure 1) a-d are followed.

**XV. Fund Raising Guidelines**

All teams and participants have a responsibility to project a positive image of the team, WMHA and Minor Hockey.

**At all times, the public image, appearance and conduct of the WKMHA membership must be above reproach.**

From time to time, parents and players will be expected to make a direct contribution to meet team expenses through fund raising efforts.

1. Direct public support can be requested through activities such as candy sales, car washes, 50/50 draws, etc. provided that they are in good taste. Alcoholic beverages may not be used as prizes.
2. All team fund raising events must be approved by the Executive through the Administrator.
3. All fund raising programs must be well supervised and controlled, under the requirements outline by WKMHA and/or BC Gaming Commission.

4. All profits from fund raising programs are deemed to belong to the TEAM.

1. Fund raising programs should be carried out chiefly within our Association boundaries.
2. All plans for team fund raising must be discussed and approved at a parent meeting.

7. Team management is responsible for ensuring that the Association guidelines and Municipal bylaws, BC Gaming regulations are followed.

8. Teams may plan, budget and raise funds only for the following purposes:

* + - 1. Tournament team registration fees.
      2. Team hockey socks, one away and one home set.
      3. The cost of hotel/motel rooms for coaching staff at an away tournament, if they are not parents of players on the team.
      4. Additional ice-time.
      5. Costs for end of the year banquet or team party.
      6. Other team expenses such as faxes, phone calls and correspondence, which must be documented.
      7. Bussing costs for away games or tournaments.
      8. Fundraising for any other items not mentioned above must be approved by the WKMHA Executive.
      9. Coaching expenses over and above hotel/motel rooms.

Teams cannot raise funds for items such as the following:

* Team apparel.
* Any personal hockey equipment.
* Team and individual photographs.
* Tickets to sporting events or other entertainment.
* Sweater name bars.

These items should be purchased by the players/families on an individual and personal option basis. If a team wishes to make a team purchase the decision must be unanimous. The purchase of any other items, not mentioned above must have approval of the WKMHA Executive.

**XVI. Team Apparel**

In order to minimize costs and develop a consistent image in the community, WKMHA teams are to use a standardized track-suit & logo.

1. Standard Embroidery on all WKMHA Track-suits is to consist of the WKMHA logo, approved version.
2. Optional Embroidery on WKMHA Track-suits is to consist of: 1) Player name & 2) Player number.

The choice to embroider player name and number on track-suits is at the discretion of each WKMHA Coach in consultation with their teams. WKMHA Track-suit samples are available at the WKMHA office. Please inquire with Kim Schultz about availability as the track-suit samples prior to coming to office. Under no circumstances may any team or member of the association use the logo without consent of the association.

When purchasing new GAME jerseys all WKMHA team jerseys must have 3 standard items:

1. “West Kelowna” on UNIFORM FRONT (centered diagonal)

West Kelowna

1. A STOP SIGN (centered on upper, middle back of uniform.)
2. BC Hockey Regulation: 4.05 To focus attention on the dangers of checking an opponent from behind, all BC Hockey minor hockey teams shall be required to wear Stop signs on their jerseys, on the high back above the numbers. A team’s failure to comply shall be reported to the President.



1. TEAM SPONSORS NAME (if applicable) on jersey (centered back/bottom of jersey.)

**XVII. Team Financial Reporting**

WKMHA is a non-profit organization under the British Columbia Societies Act, staffed primarily by volunteers. Although we pay our referees, no member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the Executive.

**The best way to protect personal integrity is to always operate in an open and well documented manner.**

All organizers associated in any way with minor hockey activities should follow uniform procedures for the control of all cash revenues and collections. It is therefore appropriate and necessary to expect the following:

* + - The Team Parent or Team Manager in their respective Divisions will be responsible upon request to provide parents and the Executive, a Financial Report no later than the following dates; January 15 and March 31 year end (if applicable).
    - Bank accounts should be used for team, committee and other association funds and these accounts should have monthly statements provided, with cheques returned. All funds, statements and cancelled cheques as well as receipts, invoices and other financial records are to be held in Trust for WKMHA Executive by a team, committee or event treasurer. These documents should be kept safely and be made available upon request by President, Treasurer or Divisional Manager. Under no circumstances may a personal bank account be used.
    - Accounts should be opened "In Trust", or in the name of the team, committee, or event etc., with cheques signed by two adults, one of whom must be the team Manager or Coach.
    - All cash transactions should be evidenced by a receipt in writing.
    - Excess funds in the team account at the end of the season should be submitted to WKMHA Benevolent Fund.
    - Under NO circumstances should excess funds be used in ways not allowed for under “Fundraising Guidelines.”
    - The Treasurer can review the bank records of any team. The team records must be provided to the WKMHA Treasurer within seven days of verbal or written request.
    - The return of team funds to parents shall be limited to the lesser of:
      1. The cash contribution made by the parent.
      2. The amount that is shown to be a return of parent contributions and not the proceeds from fundraising.
      3. Any disputes are to be referred to the WKMHA Treasurer for a decision.
    - At the end of the season, each team manager/treasurer must provide to the Treasurer of WKMHA a final balance sheet & cash flow statement for the WKMHA files. A sample is available on the website.

Should a player leave a team he/she shall forfeit all right to any fundraising receipts. At no time shall fundraising receipts be returned to a player or parent.

**XVIII. Tournaments**

Minor Hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. Guidelines are as follows and should be strictly adhered to, with any exceptions referred to the Director Hockey Divisions for approval:

1. All tournament arrangements must be in accordance with all Hockey Canada, BC Hockey, OMAHA, and WKMHA rules and regulations.
2. Tournament entry fees are paid through team budgeting and funding.
3. Teams may enter only officially sanctioned and reputable tournaments.
4. At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.
5. Well in advance of departure, the following must be arranged:
6. Through the Director and Ice Ambassador rescheduling of any games during the away period.
7. Through the WKMHA Executive, travel permission and applicable approval through BC Hockey MUST be obtained if going in the USA and for travel outside of OMAHA and the province.
8. If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.
9. Coaches or Managers are allowed to make tournament deals such as reciprocating participation but he/she must notify the Tournament Committee IN WRITING for the deal to be valid.

**XIX. Travel**

1. All games must be sanctioned by the Hockey Canada or BC Hockey for insurance purposes. It is the host’s responsibility to obtain official sanction. Sanction permits must be visible at the Host Association.
2. Travel outside of BC or outside Canada must be approved according to BC Hockey procedure, forms as posted on website [www.westkelownaminorhockey.com](http://www.westkelownaminorhockey.com) under forms.
3. Upon completion of Exhibition games(s) or Tournament, a copy of the game sheet(s) must be returned to the appropriate OMAHA Division Manager. Future travel permission may be withheld if game sheet(s) are not returned.
4. Travel Permission is not required for:
   1. Regularly scheduled league games.
   2. Regularly scheduled league playoffs.
   3. Provincial Playdowns.
   4. Tournaments within OMAHA.
   5. Exhibition games within OMAHA.
5. Player and Team Management suspensions received within OMAHA and BC Hockey are also effective when traveling and apply to all tournament and exhibition game activities.
6. In the interests of safety, team spirit, and association pride, it is strongly recommended that the flagship team, Midget Tier 2 and Midget Tier 3 teams rent a team bus for all away games.
7. It is strongly recommended that Midget Recreational Teams also take a bus.
8. Under no circumstances may a player drive themselves to an away game, tournament or exhibition game.

**XX. Equipment**

**Goal tending gear:**

WKMHA provides goaltender gear for recreational players upon request. The Equipment Manager will allow equipment to be signed out to the parent of a goaltender. A deposit of $250.00 is required in the form of a post-dated cheque dated to March 31 or credit card number kept on file, of the current season. Goal tending gear is available for rental for a small fee during the off-season. If gear is not returned in same condition as received, the deposit will be used to repair/replace gear. Normal wear and tear is acceptable.

**Pucks and Pylons**

All teams will be responsible for their team pucks, shooter tutors, and pylons as supplied by WKMHA.

**Sweaters and Socks**

Each Team Manager at the Atom Development and rep levels, when issued sweaters shall supply a $100.00 deposit per set of jerseys. The deposit shall be in the form of a cheque dated the date of receipt of the jersey per hockey season. The deposit will be returned upon receipt of the sweater(s) in good condition. Normal wear and tear accepted.

1. Tier 2, Tier 3 and Atom Development teams are supplied socks to match home and away jerseys.
2. Periodically WKMHA may determine that sweaters will be sold when their condition dictates that they be replaced for the next season. Such sweaters will be marked by the Equipment Manager as being surplus.
3. Sponsor Name Bars will be sewn, on the back of team sweaters in a strictly consistent manner with placement on bottom back of the jersey.
4. Personal Name Bars are not allowed, due to sweater wear and tear.
5. Washing of sweaters must be done with care, AVOIDING HIGH HEAT, particularly when drying. Excessive heat will permanently shrink all or parts of the sweaters, rendering them totally useless to the team. The Association may not be able to replace a destroyed or lost set of sweaters until the following year and only through a relatively expensive and lengthy ordering process.
6. The numbering of WKMHA team sweaters is to be consistent at all levels as follows: 1 to 19 and 30. In general, sweater numbers 1 and 30 are larger sizes for goalies.
7. When sweaters are issued, they are cleaned and ready for use. When returning sweaters at the end of the season, Team Management is responsible to see that all sweater sets are complete (NONE MISSING) and that they have been carefully washed and are ready for storing.
8. All sweaters must be returned to the Team Manager after each use. Under no circumstances are players to take their jerseys home.
9. No WKMHA jerseys or equipment may be used for non-sanctioned teams, leagues or tournaments including all “spring league play” without Executive approval. Community Events are acceptable but permission must be obtained.
10. Any sweaters not returned or are damaged beyond repair, will be replaced by WKMHA and the team will be charged the full amount.
11. Starting with the 2015/2016 season, WKMHA has adopted a new policy for the Pee Wee House, Bantam House & Midget House teams. WKMHA will purchase jerseys & socks, which the players will pay for in their registration fees and keep at the end of the season.

**XXI. Duties and Responsibilities of Coaching Staff**

The WKMHA Executive requires a high standard of conduct from its coaching staff in dealing with other coaches, referees, and other officials and in the image projected to participants and parents of the WKMHA. The coaching staff is an integral part of the WKMHA and is expected to support the decisions of the Executive and abide by the WKHMA policies. The following is a list of items this Association expects from coaches:

1. Full participation and promotion of Fair Play Equal ice. (Competitive Teams exempt) reflecting the values of Fair Play and instilling these values in all participants and others involved in amateur hockey.
2. Coaching at all levels should consist of teaching and improving hockey skills of individual players and promoting teamwork and sportsmanship.
3. It is the philosophy of the WKMHA that all participants receive equal ice time. Ice time lost due to disciplinary action, injuries and suspensions does not apply.
4. The Coach is to ensure that each of his/her players is properly protected and that parents are advised of the necessity for players to wear properly fitting and approved equipment
5. Team Captain and Alternates should shake hands with the opposing coaches and officials at the beginning of the game. Both teams shake hands at the end of the game.
6. The Coaching Staff must have a controlled attitude towards referees. Lack of coaching self-control will not be accepted by the WKMHA Executive and will bring review and possible dismissal. Please refer to the Zero Tolerance policy.
7. The coach is responsible to nominate a competent manager and/or team parent with the approval of the Divisional Manager and the Executive and then is formally introduced at the first team parents meeting of the year.
8. Ice times provided and paid for by the Association must be used or returned to the Ice Ambassador within 48 hours. Repeated failure to use allotted ice may result in a loss of that ice slot. Should coach’s trade ice times the Ice Ambassador must be notified to establish responsibility of ice usage.
9. Coaches are responsible for checking game sheets for suspensions to participants. Suspensions are automatic and are to be advised by the coach to his/her players. Failure to check could mean forfeiture of that game, future games and further disciplinary action. Strict attention should be paid to pre-printed game sheets.
10. The maximum suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is one game. The Divisional Manager must be advised of all such suspensions. Suspensions of more than one game must have the approval of the Discipline Committee.
11. Any coaching staff member who blatantly refuses to follow WKMHA Policies can be suspended from coaching indefinitely upon review and recommendation from Discipline Committee.
12. Coaches are responsible to ensure that a qualified safety person is available. As a hockey safety person, your primary responsibility is to ensure that safety is the first priority at all times during all hockey-related activities, both on and off the ice. You must play a leadership role in enhancing the safety of players and all others involved with amateur hockey.
13. The Coach is responsible to ensure that dressing rooms are left clean and ready for the next team.
14. Coaches should ensure that they are not placed in a one-on-one situation with a player. If a player/coach meeting is required, have an assistant coach and/or parent join in.
15. Coaches must be aware of practice times and be available for those times.
16. Rep Coaches must have Executive approval for carding additional personnel.
17. Coaches must ensure that dressing rooms are locked. A team padlock can be purchased for use at home and away games.
18. Coaches should encourage players to play-up as an affiliate.
    1. Parents vs. Player games are not permitted, because all personnel and players must have Hockey Canada Insurance.
    2. All Coaches, Assistant Coaches must obtain a RCMP check to be submitted to the President of the Association for review.

**XXII. Duties and responsibilities of Safety People**

As a Hockey Safety Person, your primary responsibility is to ensure that safety is the first priority at all times during all hockey-related activities, both on and off the ice. You must play a leadership role in enhancing the safety of players and all others involved with amateur hockey.

The following are some specific responsibilities, which the hockey trainers should assume:

1. Implementing an effective risk management program with your team, this strives to prevent injuries and accidents before they happen.
2. Receive basic First Aid Kit from Equipment Manager and make sure it is available for all team activities. Be aware of emergency procedures at the home and away rinks, at all times the team 1st Aid kits shall include fully completed player Medical Forms (Hockey Canada) for every player. Keeping handy the phone numbers to ambulances and other emergency services.
3. Ensure in the event that an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and that the necessary Medical Report form is available for completion by the attending physician. Also, ensure that the parent or guardian is advised of the accident and the proper report is promptly filed with the Registrar.
4. Taking on a proactive role in identifying and minimizing or eliminating risks during all activities and if ever in doubt, erring on the side of caution.
5. Conducting regular checks of players’ equipment to ensure proper fit, protective quality and maintenance and advising players and parents regarding the purchase of protective equipment.
6. Promoting proper conditioning and warm-up techniques as effective methods of injury prevention.
7. Maintaining accurate medial history files on all players and bringing them to all games.
8. Maintaining a fully stocked First Aid Kit and bringing it to all games and practices. Including Injury Forms.
9. Receive a doctor’s certificate from player stating that he/she is able to resume hockey activities after missed games due to severe illness, injury or fracture.
10. Implementing an effective Emergency Action Plan with your team and practicing it regularly to ensure all involved understand their roles.
11. Recognizing life-threatening and significant injuries.
12. Managing minor injuries according to basic injury management principles and referring players to medical professionals when necessary.
13. Recognizing injuries that require a player to be removed from action, referring players to medical professionals and coordinating return to play.
14. Promoting a healthy lifestyle with all hockey participants by being a good role model while educating participants regarding hygiene, performance-enhancing substances, drug and alcohol abuse, nutrition and hydration.
15. Facilitating communication with players, coaches, physicians, therapists, paramedical personnel, parents, officials and other volunteers regarding safety, injury prevention and players' health status.
16. Obtain a RCMP check to be submitted to the President of the Association for review.

**XXIII. Medical and First Aid Policies**

1. At least one member of each team should have completed the Hockey Canada Safety Person Clinic. ***It is now mandatory that all teams have a Safety Person on their roster.***
2. First Aid Kit - Recommended content is a follows: 1 good quality scissors, 1 bag of Zip lock bags for ice/snow packs, 1 tensor bandage to be used for wrapping on ice/snow packs ONLY, 1 Ziploc bag with 3" x 3" gauze pads, 1 roll adhesive tape, 1 triangular bandage (sling), 1 bag of latex gloves, 1 box of Band-Aids, 20 index cards.
3. All First Aid Kits are supplied by the Equipment Manager. Team Management will review the contents of it prior to the start of the season. The Equipment Manager will make any necessary replacements upon request.
4. Each Player/Parent is required to fill out a Hockey Canada Player Medical Form with the following information: Player's Full Name, Date of Birth, Medical number and other pertinent medical history i.e. allergies, existing medical conditions etc. These cards are to be stored with the First Aid Kit for handy reference along with Parental Permission Forms and Hockey Canada Accident Claim Forms.
5. No player may play in an exhibition, league or tournament game until such time as the Player Medical Form is completed and on file in the 1st Aid Kit.

**XXIV. Duties and Responsibilities of Team Managers**

The Team Manager is nominated by the Coach and is then formally introduced at the first team parents meeting of the year. The Manager then works with the Coach and Assistant Coaches to appoint parents to other positions such as team Treasurer, Head Team Parent, etc. The Manager is the first line of communication with and for the parents with the team coach and others in WKMHA. The Manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities. The Manager’s duties include:

1. Preparation of a schedule and organizing game minor officials such as timekeeper, scorekeeper required for all game activities of the team.
2. To see that care is taken of uniforms and other team equipment before, after and between games.
3. A $100.00 refundable cheque is required for each set of jerseys owned by WKMHA at the Atom Development & Rep levels.
4. Assist the Coach with arranging and scheduling exhibition games and any and all other team matters as the Coach may request.
5. To ensure safekeeping of the team copy of all game reports.
6. Ensure that the properly completed game report has been completed by both teams and delivered to the game referee at least five minutes fore each home game.
7. Ensure, with the coach, that players are informed of their suspensions and when they can return to team activities.
8. Ensure that a medical card in the first aid kit accompany a player when being transported to hospital.
9. Ensure that each player/family and team official receives a game and practice schedule.
10. Ensure that all team players and officials are properly registered or “Carded” for insurance and provincial competition, through the Registrar.
11. Ensure that all the rules and policies of the Association are carried out and that any deviations from these are reported to the appropriate Divisional Manager. Should the Divisional Manager be in error a full report in writing should be submitted to the President.
12. Managers are to ensure through direct confirmation with the team coaching staff that all Association goaltender equipment, sticks, pucks, pylons, locker keys and sweaters are returned to the Equipment Manager at the end of the playing season.
13. Ensure that the necessary "Parental Consent and Medical History" form is completed for each play on the ream, signed by the parent and kept handy for potential use with all team activities.
14. Team managers have the following duties regarding Sponsors;

a.) Determine from the 2nd Vice President who the sponsor is for your team.

b.) Ensure that the Sponsor Name Bar on the back or the team sweaters is uniformly consistent with the name of the team sponsor.

15. Assist with the Tournament organization and preparation.

**XXV. Duties and Responsibilities of Team Parents**

The Team Parent shall be appointed by the Coach and/or Team Manager to carry to the following duties

1. Schedule parents to for all home games and to do 50/50 draw.
2. Arranging for, and collecting payment of Tournament Fees.
3. Ensure game write up, including sponsors name, is submitted for publication to local newspaper.
4. Make arrangements for all team fund raising in accordance with guidelines provided by the WKMHA.
5. Carry out all team obligations regarding WKMHA tournaments, ticket sales etc..
6. Telephoning/e-mailing players/parents as directed by the Coach or Manager.
7. Organizing extra team events such as pizza parties, sporting events etc..
8. Assist with tournament organization and preparation.

\*\* Note: On teams not requiring an 'official Manager' the Team Parent(s) will be required to share the 'Team Manager' responsibility with the coach.

**XXVI. Sponsorship Policies**

1. All Team sponsorships shall be the responsibility of the 2nd Vice-President. Team sponsorships revenues are an important and integral part of WKMHA budgeting each year. Potential new sponsors should be referred to the 2nd Vice President.
2. Each team may have only one sponsor. Teams are not permitted to solicit additional sponsorship.
3. Sponsors will be assigned based on team affiliations and sponsor preference where possible, subject to real costs of changing name bars at the discretion of the Executive.
4. WKMHA arranges for team sponsors and fees paid are directed to general WKMHA funding. The sponsor is under no obligation to provide additional support to the team. The sponsor is already committed to making a substantial contribution to WKMHA funding.
5. Many corporations make substantial contributions to WKMHA through sponsorship of teams, tournaments and other programs. A list of these corporate sponsors will be provided by the 2nd Vice President (or can be viewed on the website). Teams should avoid approaching these sponsors for additional funding.
6. The 2nd Vice President has the following obligations to the Sponsors:

a) Maintain regular verbal or written contact with the sponsor.

b) Deliver a framed team picture to the sponsor (showing the team name, sponsor name and year picture is taken) at the end of the season.

c) WKMHA will provide each sponsor's team with sponsors name bars.

1. In any press release given to local newspapers regarding team activities the team sponsor's name must be used.

**XXVII.Provincial Funding Policy**

1. WKMHA will assist with travel expenses for teams that make the Provincial Championships, based on the following criteria:
   * 1. A maximum of $2,000 per team to assist with the cost of accommodations, and;
     2. A maximum of $6,000 in total for all teams that make the Provincial Championships in any given year, and;
     3. Subject to review and approval by the Executive of proposed expenses.
2. When hosting a Provincial Championship, responsibilities of WKMHA and the host team will be as follows:
   * 1. The host team will take full control of organizing the event, and;
     2. The host team will have full responsibility of the financial aspects involved in the event (expenses and revenues), and;
     3. The host team will work with WKMHA to schedule ice times and officials for the event’s games, and;
     4. The host team will provide a flat fee to WKMHA of $2,000, and;
     5. The host team may ask WKMHA to act as a liason, where necessary, and provide additional organizational assistance where necessary.

APPENDIX I

**Pond Hockey Rules**

1. Warm-ups 5 minute on the ice (stretch and warm-up in dressing rooms). Goalies can warm up with tennis ball toss and stretch.
2. No periods and no changing ends.
3. When a player receives a penalty, he/she will sit off for the remainder of his/her shift and his entire following shift.
4. Icing to be called.
5. Following a goal, the scoring team will retreat until the second upon team crosses the centerline.
6. After a save and puck freezing by a goaltender, the referee blows the play down, and the goalie is given 5 feet to play the puck.
7. 75 seconds shifts, horn, bell or buzzer to signify line change. The puck is dead. The team that has possession, and will be given half the ice by the opposing team. Play will resume when everyone is in position.
8. Game ends 2 minutes before ending of ice time for players to shake hands and exit.
9. The score is not important; the emphasis is on greater ice time in game situations for all participants.
10. Parents are the key to assisting this Coach endorsed program: your support and encouragement of “player skills”, versus winning and losing, will enhance the success of our young players.

APPENDIX II

**COACHES CONTRACT**

It is the intention of this CONTRACT to promote fair play and respect for all participants within the Association. All coaches must sign this CONTRACT before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

### Fair Play Code

* I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
* I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
* I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
* I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
* I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
* I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
* I will obtain proper training and continue to upgrade my coaching skills.
* I will observe the rules of the BC Hockey such as the Zero Tolerance to alcohol and banned substances.
* I know that if I break this Fair Play Code, I will be subject to governing bodies’ disciplinary procedures.

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I agree to abide by the principles of the FAIR PLAY CODE as set Hockey Canada and supported by the Association.

I also agree to abide by the rules, regulations and decisions as set by the Association.

PRINT

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE:

TEAM OFFICIAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TEAM NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPENDIX III

**PARENT CONTRACT**

It is the intention of this CONTRACT to promote fair play and respect for all participants within the Association. The expectation is for parents to sign this pledge before their child participates in hockey and must continue to observe the principles of Fair Play.

**Fair Play Code**

* I will not force my child to participate in hockey.
* I will remember that my child plays hockey for his or her enjoyment, not mine.
* I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
* I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
* I will make my child feel like a winner every time by offering praise for competing fairly and hard.
* I will never ridicule or yell at my child for making a mistake or losing a game.
* I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
* I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.
* I will support all efforts to remove verbal and physical abuse from children's hockey games.
* I will respect and show appreciation for the volunteers who give their time to hockey for my child.
* I will not condone the athletic use of alcohol, drugs or banned performance-enhancing substances.
* I will observe the rules of BC Hockey such as the Zero Tolerance to alcohol and banned substances.

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I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by the Association.

I also agree to abide by the rules, regulations and decisions as set for the Association.

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APPENDIX IV

## PLAYER CONTRACT

It is the intention of this contract to promote fair play and respect for all participants within the Association. All players must sign this contract stating that they will observe the principles of the Fair Play Code before being allowed to participate in hockey.

**Fair Play Code**

* I will play hockey because I want to, not because others or coaches want me to.
* I will play by the rules of hockey and in the spirit of the Game.
* I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.
* I will respect my opponents.
* I will do my best to be a true team player.
* I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
* I will acknowledge all good plays and performances - those of my team and my opponents.
* I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
* I will observe the rules of BC Hockey such as the Zero Tolerance to alcohol and banned substances.
* I know that if I break this Fair Play Code, I will be subject to governing bodies’ disciplinary procedures.

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I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by the Association.

I also agree to abide by the rules, regulations and decisions as set by this Association.

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