



# **DAWSON CREEK MINOR HOCKEY ASSOCIATION (DCMHA)**

**POLICY MANUAL**

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## **1.0 PURPOSE**

The Dawson Creek Minor Hockey Association (DCMHA) Policy Manual serves as a central reference for all members, including the Executive, parents, managers, coaches, and players.

This manual is designed to supplement the DCMHA By-laws as established under the Societies Act of British Columbia and provide clear guidance on the policies and procedures that govern the operation of the Association.

The DCMHA Executive is committed to regularly reviewing and updating this manual to ensure it reflects current priorities, best practices, and the evolving needs of the Association. While high-priority areas will be addressed first, the goal is to ensure all relevant policies and procedures are clearly documented, accessible, and up to date.

We encourage all users of this manual to provide feedback and suggestions to the Executive. Input on new policies, revisions to existing procedures, or improvements in clarity and language is always welcome.

This Policy Manual is considered a living document — it is expected to grow, adapt, and improve over time to best serve the DCMHA community.

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## **2.0 MINOR HOCKEY OVERVIEW**

Hockey in Canada is governed at the national level by Hockey Canada, at the provincial level by BC Hockey, and locally by the Dawson Creek Minor Hockey Association (DCMHA).

All these organizations are volunteer driven, guided by Executive Boards made up of individuals who dedicate their personal time to supporting and advance the objectives of minor hockey.

Minor hockey generally follows four main development streams: Initiation, Recreational, Competitive, and High Performance.

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### **2.1 Initiation (Learn to Play, U7, U9)**

The Initiation program is designed for beginners aged 4 to 8. The focus is on enjoyment and basic skill development.

Key objectives include:

- Fostering fun and excitement around hockey
- Building basic hockey skills
- Promoting physical fitness
- Creating a sense of achievement
- Introducing teamwork, sportsmanship, and leadership
- Encouraging initiative and preparing players for future hockey participation

Within DCMHA, this stage is known as Learn to Play, U7, and U9.

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## **2.2 Recreational (Starting at U11)**

Recreational hockey is the most common form played by amateur athletes, focusing on fun, fitness, and team participation.

Key objectives include:

- Providing a game that meets the needs of all participants
- Offering opportunities for all ages
- Ensuring equal ice time for players
- Supporting physical development
- Fostering sportsmanship and a positive attitude

In DCMHA, this stream begins at the U11 age group (ages 9–10) and is referred to as Recreational hockey.

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## **2.3 Competitive (Development and REP, U11 and Up)**

The Competitive program is designed for players who show the desire and ability to play at a higher level and who are willing to commit to both on-ice and off-ice training.

Key objectives include:

- Achieving excellence according to each player's interest and potential
- Providing opportunities for achievement in a rewarding, supportive environment
- Creating pathways to progress to higher levels of competition (such as High Performance)
- Supporting both individual and team development

In DCMHA, this stream begins at the U11 level as Development and continues at U13 and above as REP hockey.

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## **2.4 High Performance (BC Program of Excellence)**

The High-Performance stream is designed for individuals with exceptional talent, aiming to develop players who can compete successfully at national and international levels.

Key objectives include:

- Developing the best players possible to represent at elite levels
- Providing structured training and teaching through specialized programs
- Systematically identifying and developing players at the Under-16, Under-17, Under-18, and Under-20 levels

Locally, this stream is known as the BC Program of Excellence (POE) and is overseen by BC Hockey.

### 3.0 GENERAL OBJECTIVES AND PHILOSOPHY OF DCMHA

The **Dawson Creek Minor Hockey Association (DCMHA)** operates under the purposes outlined in its Constitution and By-laws, registered under the **Societies Act of British Columbia**.

The key purposes of DCMHA are:

- To foster, improve, and promote the game of hockey, while encouraging **sportsmanship** and **good citizenship**.
- To ensure that minor hockey is conducted in accordance with the **rules and regulations** set by DCMHA, **BC Hockey**, and **Hockey Canada**, where applicable.
- To carry out any activities that are incidental or supportive of achieving the above purposes within the **Dawson Creek area**.

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DCMHA recognizes, supports, and provides pathways for players to participate in the **four development streams** as outlined by Hockey Canada: **Initiation, Recreational, Competitive**, and **High Performance**.

It is important to note that **DCMHA is not designed or intended as a pathway to the National Hockey League (NHL)**. Development toward elite or professional levels, such as Junior or College Hockey, falls under the responsibility of organizations outside DCMHA. Parents who have objectives for their child beyond the opportunities provided within minor hockey are encouraged to explore other organizations better suited to those goals.

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DCMHA understands that **players participate for many different reasons**, and these reasons may vary between individuals. The Association is committed to providing **equitable opportunities** for all players to participate, regardless of skill level or financial circumstances. However, DCMHA reserves the right to determine the most appropriate level of play for each participant, to balance individual development and the needs of the broader hockey community.

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DCMHA is committed to maintaining **continuity and consistency** from year to year, with all teams and divisions working **cooperatively** to strengthen the overall hockey program and ensure the long-term success of the Association.

#### 4.0 ORGANIZATIONAL STRUCTURE OF DCMHA EXECUTIVE

The **Executive of the Dawson Creek Minor Hockey Association (DCMHA)** is responsible for governing the Association and overseeing all its activities.

The Executive is made up of the following positions:

- **President**
- **Vice President of Administration**
- **Vice President of Hockey Operations**
- **Vice President of Hockey Development**
- **Ten to twenty Directors**

Any matter not specifically covered in this manual remains subject to the discretion and approval of the Executive.

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#### 4.1 Executive Terms and Eligibility

- The **President** and **Vice President of Hockey Development** serve **two-year terms**, and their elections are held on the **same rotation**.
- The **Vice President of Administration** and **Vice President of Hockey Operations** also serve **two-year terms**, with elections on a **separate, alternating rotation** from the President and Vice President of Hockey Development.

This alternating schedule ensures **leadership continuity** and smooth transitions year over year.

- To be eligible for election as President or Vice President, candidates must have served as a member of the Executive for **at least one of the previous two years**.
  - The **term of office** for all other Executive positions (Directors) is **one or two years**, as outlined in the Association's Constitution.  
All members of the Association are eligible for election in these positions.
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#### 4.2 Criminal Record Requirements

All Executive members are required to complete a **Criminal Records and History search** through the **RCMP annually**.

The President is authorized to:

- Receive the results of these checks
  - Impose restrictions, if necessary
  - Remove any Executive member, coach, or official from their role if the RCMP raises concerns about their suitability
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### **4.3 Appointment of Officials**

The Executive has the authority to appoint **Officials** to assist with the operations of DCMHA.

These Officials:

- Carry out directives of the Association
  - Participate in Executive meetings in an **advisory** (non-voting) capacity
  - May also be members of the Executive, if appointed
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### **4.4 Decision-Making**

In general, all matters are decided by a **majority vote** of the Executive.

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### **4.5 Schedules and Additional Duties**

The Executive may, from time to time, choose to outline specific duties or responsibilities for Executive members or appointed Officials.

These details may be attached as **Schedules** to this manual and updated as needed.

## **5.0 COMPLAINTS POLICY**

The Dawson Creek Minor Hockey Association (DCMHA) recognizes that concerns and conflicts may arise before, during, or after the hockey season. To ensure respectful communication and fair resolution of issues, the following procedures have been established and approved by the DCMHA Executive.

All formal complaints and investigations shall be handled with strict confidentiality. All parties involved, including complainants, respondents, witnesses, and committee members, must refrain from discussing the matter publicly (including on social media) while the investigation is ongoing. Breaches of confidentiality may result in disciplinary action.

No individual shall face retaliation or adverse treatment because of filing a complaint or participating in an investigation. Any attempt to retaliate will result in disciplinary consequences.

DCMHA does not accept anonymous complaints. All complaints must be made and signed by the complainant to be considered valid.

Formal complaints should be submitted within 30 days of the incident in question, unless exceptional circumstances apply (e.g., harassment, abuse, or newly discovered evidence).

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### **5.1 Informal Mediation**

Many conduct-related concerns can be resolved informally. The association may appoint a neutral mediator to facilitate discussion between parties.

All parents, guardians, and team members must observe a mandatory 24-hour "cool-down" period before addressing any concern, unless the issue involves harassment or an immediate risk to a person's safety or wellbeing.

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### **5.2 Formal Complaints**

1. After observing the 24-hour cooling-off period (unless involving harassment or urgent safety), a formal complaint may be submitted by any individual with direct knowledge of the incident.
2. Complaints must:
  - Be submitted using the DCMHA Formal Complaint Form, available at [www.dcmha.ca](http://www.dcmha.ca)
  - Be in writing, signed by the complainant(s), and submitted to the VP of Hockey Operations & Risk Manager
  - Include the names and written statements of any witnesses
3. Verbal complaints, text messages, emails, or informal conversations (including in the arena lobby or stands) will not be accepted as formal complaints.
4. Upon receiving a valid complaint, the VP of Hockey Operations will convene an Investigation Committee made up of a minimum of three impartial individuals. These individuals may include former executive members, community leaders (e.g., school

principals), or other respected members who are not directly involved in the issue. The committee must be free of bias or conflicts of interest.

*If the hearing involves abuse of on-ice officials, the Referee in Chief shall be included in the composition of the Discipline Committee—unless the Referee in Chief was the official to whom the abuse was directed*

- If the VP of Hockey Operations is unable to participate due to a conflict or perceived bias, the President will appoint a replacement Chair.
5. The Investigation Committee will determine whether the complaint outlines a breach of the DCMHA Bylaws, Constitution, Policies, or Codes of Conduct.
    - Any complaint found to be malicious, frivolous, or knowingly false may result in disciplinary action against the complainant.
  6. Within 10 days of receiving the complaint, the Chair will:
    - Provide a redacted copy (if necessary) of the complaint to the respondent(s)
    - Ensure all parties understand the nature of the complaint and their opportunity to respond
  7. A hearing will be scheduled within 14 days of receipt of the complaint.
  8. All parties involved will have an opportunity to present their perspectives during the hearing.
  9. A written decision will be issued to the respondent(s) and the DCMHA Executive within 10 days of the hearing.
    - If the Committee members cannot reach consensus, a majority decision will prevail.
  10. If a breach is confirmed, the matter will be referred to the Disciplinary Committee for further review and action.

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### **5.3 Non-Team Issues**

If the issue does not involve a specific team or team official:

1. The complainant must observe the 24-hour cooling-off period.
  2. The formal complaint must:
    - Be submitted using the official DCMHA Complaint Form
    - Be in writing, signed by the complainant, and submitted to the VP of Administration
    - Include supporting witness statements (if applicable)
  3. The VP of Administration, President, and a Division Director (or an individual appointed by the President) will review the complaint and provide a recommendation to the DCMHA Executive for resolution.
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## **5.4 Appeals**

If either the complainant or respondent wishes to appeal the decision:

1. A written request for appeal must be submitted to the President (Chair of the Appeal Panel) within 7 days of receiving the decision.
  2. The appeal must specify the basis for the request and include any relevant documentation.
  3. A non-refundable appeal fee of \$500 must accompany the request.
  4. The appeal process will not commence until payment is received in full.
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## **5.5 Executive Conduct**

If the subject of a formal complaint is a member of the Executive and the complaint is deemed valid by the Investigation Committee:

- The Executive member in question shall temporarily step down from their duties until the complaint is resolved.
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## **6.0 OPERATIONAL POLICIES**

All players must be fully registered with DCMHA and possess a valid Mutual Aid number before participating in any on-ice or off-ice association activities.

DCMHA will not accept new registrations or issue refunds after December 1 of the current season. Prior to this deadline, refunds may be issued and will be subject to the following conditions:

- A \$100.00 administration fee
- A prorated refund calculation based on the date of withdrawal

The DCMHA Executive reserves the right to:

- Define and establish early or regular registration deadlines
- Set different registration fee structures based on these deadlines
- Close registration for any division before December 1 if team capacity is reached

Players who are new to the community and transferring from another association may be accepted under the following conditions:

- They are registered with Mutual Aid
- Their age division is not at full capacity
- They pay a prorated registration fee

The official DCMHA registration deadline is October 1 of each season. Registrations received after this date will require approval from the VP of Hockey Operations, in consultation with the DCMHA Executive and Registrar, based on available space in the applicable division.

Once rosters have been finalized by the Registrar, no player movement will be permitted between teams unless prior approval is granted by the VP of Hockey Operations.

If a player requests a team change and that request is denied, they may choose to withdraw. A prorated refund will be issued, provided the withdrawal occurs prior to the December 1 deadline.

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### **6.1 Ice Distribution**

Ice times will generally be allocated by division in proportion to registration numbers. Each team will be scheduled for a target of two practices and one game per week, where feasible.

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### **6.2 Supervision**

No player may enter the ice surface until a designated team official is physically present at ice level, has established visual supervision, and gives permission to proceed.

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### **6.3 Select or All-Star Teams**

Select or All-Star teams are not permitted in any division.

If a team is unable to fulfill a scheduled game or tournament commitment due to player injury or illness, the VP of Hockey Operations must obtain approval from the District Representative in accordance with the BC Hockey Relief Player Policy and the DCMHA Affiliate Player Policy.

If proper approval is not obtained, the game or tournament must be cancelled.

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### **6.4 Equipment Lending**

DCMHA does not lend association-owned equipment to private individuals or external groups unless specific authorization is granted by the Executive.

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### **6.5 Player Age Categories**

Players must participate within their designated age division. Movement to a higher age

category may be considered only under the provisions outlined in the DCMHA Player Movement Policy.

Requests will be reviewed and approved by the President and/or VP of Hockey Operations and must clearly demonstrate that the move is in the best interest of the player's development and safety.

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## **7.0 COACH SELECTION**

The President and Vice Presidents shall establish a **Selection Committee** of five (5) people with three (3) alternates, ideally made up of both coaches and non-coaches and at least one community member with a proven past involvement with DCMHA. The President & VPs will present the vetted coaching applicants, along with the proposed Selection Committee, to the Board at or before the meeting prior to interview scheduling. Any concerns from Board members regarding individuals involved in coaching applications or the Selection Committee must be submitted to the President & VPs in writing via email. The Selection Committee will submit their final coach selections to the Vice President of Hockey Operations, Vice President of Development, and the President upon completion of all interviews. The Vice President of Hockey Operations, Vice President of Development, and the President will review and appoint Coaches. All coaches must meet, or be willing to meet, the BC Hockey guidelines for the age group they are applying for.

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### **7.1 Coach Applications**

All individuals interested in coaching a team must submit a complete DCMHA Coaching Application for each age group they are interested in, outlining:

- qualifications
- experience
- personal hockey philosophy
- references

The criteria considered in selecting coaches may include (but are not limited to and in no particular order):

- coaching certification level attained through formal clinics
  - background and coaching experience
  - references
  - player or parent evaluation forms (if available)
  - coaching philosophy compatible with DCMHA philosophy
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### **7.2 Coaches with Children on the Team**

If a coach has a child on the team they are applying for, the Coach Selection Committee must be confident that the child can make the team on merit.

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### **7.3 Parent vs. Non-Parent Coaches**

With the goal of selecting the best coach for each team, the committee may choose either a parent or non-parent coach, with consideration given to the benefits and circumstances of each applicant.

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### **7.4 Interview & Announcement Process**

Only after the Selection Committee has interviewed candidates — aiming for consistency in questions and committee members — and their selections have been approved by the VP of Hockey Operations and President, may appointments be made public. All individuals who participated in an interview will be contacted before any public announcement is made.

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### **7.5 Recreation Team Coaches**

The Head Coach, age-appropriate Division Director, and VP of Hockey Operations will form a committee that meets in September to review, interview (if needed), and select coaches for recreation teams.

For Initiation Program (IP) teams, the IP Director is responsible for enlisting coaches and forwarding those selections to the Head Coach for approval. No appointments will be made public until the Head Coach and VP of Hockey Operations confirm the selections.

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### **7.6 Approval of Team Staff**

All coaches must obtain approval from the Association Head Coach and Association Head Manager before approaching or confirming assistant coaches, team managers, trainers, or anyone assisting the team.

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### **7.7 Mandatory Certifications and Checks**

All coaches, assistant coaches, and trainers must:

- complete **Respect in Sport – Activity Leader**
- attend the **Hockey Canada Coaches Clinic** appropriate for their level (Initiation, Coach, Development)
- ensure all trainers attend the **Hockey Canada Safety Program Clinic**
- submit to a **Criminal Record and History search** through the RCMP

The Association Head Coach, the President and/or VP of Hockey Operations, and the Risk Manager are authorized to receive this information and impose restrictions if necessary, including removal from the position.

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### **7.8 Required Documentation**

The following documentation shall be provided to the Selection Committee for all rep, development, or recreational coaching applicants:

- records of all coach suspensions and ejections (game or tournament) from the seasons in which the applicant was an active coach, for both the Head Coach and any assistant coaches on their teams
  - all written complaints from those seasons, along with DCMHA documentation detailing the resolution of each complaint
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## 8.0 COMPETITIVE HOCKEY POLICY

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### 8.1 Objectives and Team Formation

#### Objective:

DCMHA is committed to fielding competitive Rep “A” teams each season where player interest and registration numbers allow. Where warranted by enrolment and skill distribution, consideration may be given to forming additional carded tiered “B” teams within the U11-U18 age divisions.

#### Team Formation Process:

A sub-committee — comprising the President, Vice President of Hockey Operations, and the Competitive Director — will annually review and recommend to the Executive whether additional tiered teams should be formed. The Executive’s decision is final, by way of majority vote.

#### Considerations for Team Formation:

The sub-committee will assess:

- Player interest and registration numbers
- Player skill level and development needs
- Coach and volunteer availability
- Parent commitment
- Ice time constraints

#### Team Affiliation:

Additional competitive teams within a division will be affiliated with the “Rep” team and will not compete against each other in league or tournament play without Executive approval.

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### 8.2 Player Selection and Eligibility

#### Selection Criteria:

Rep teams will be selected based on skill and ability, prioritizing the best players regardless of age. Coaches must not select first-year players with the sole intention of building for future seasons.

#### Out-of-Association Players:

Players from other associations may join DCMHA carded teams only if their home association does not offer a carded team in the same division.

In female divisions, if the home association only has House teams, the player is eligible to try out for DCMHA's top-tiered team only.

*Please note:* The DCMHA Board reserves the right to limit player movement if it could impact the team’s provincial tiering.

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### 8.3 Tryouts and Fees

#### Tryout Fees:

A tryout fee is set by the Executive. Players who attend Rep team tryouts will not be charged an additional fee for “B” team tryouts if they are not selected for the “A” team.

#### Registration:

All players must complete their registration and pay the tryout fee in full by the July 31 deadline, unless an alternate date is posted on the DCMHA website. During registration, players must also declare the position they intend to try out for.

#### Commitment Policy:

Players may withdraw from tryouts at any time prior to final coach cuts. After this point, any player who continues with tryouts and is selected must accept their place on the Rep team. Withdrawing after team selection, without prior approval, will result in the player being ineligible to participate in competitive hockey for the remainder of the season, unless extenuating circumstances are approved by the Board.

For players in U11, U13, and U15 divisions, this may also affect their eligibility to participate in tryouts for the following season.

### **Tryout and Evaluation Process:**

DCMHA fully supports the tryout and evaluation process, allowing coaches to select the team they believe is the best fit. This process will be enforced by DCMHA. DCMHA reserves the right to remove a player from tryouts at any time if there are concerns regarding player safety or if it is determined that the player is abusing the tryout process.

Examples include, but are not limited to:

- Intentionally participating without genuine interest in joining the team
- Attempting to manipulate team selection or placements
- Disruptive or disrespectful behavior toward coaches, officials, or other players
- Actions that pose a risk to the safety or well-being of any participant

All decisions will be made in the best interest of the players, teams, and the integrity of the evaluation process and the Association.

### **Fees Reimbursement:**

If a player leaves a carded Rep team, any rep and carding fees paid up to that point are non-refundable. However, if the full season's Rep team fees were paid in advance, the family will receive a prorated refund for the unused portion of the season.

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## **8.4 Evaluation and Selection Process**

### **Evaluation Skates:**

- First tryout session: No evaluations or evaluators present.
- Minimum of three ice sessions for each player.
- Missed sessions: Absences without approval from the VP of Hockey Operations or President will count as missed sessions.
- Behavior: Players may be removed from tryouts at any time for misconduct, as determined by the VP of Hockey Operations.

### **Evaluators:**

- Minimum of three unbiased evaluators for each practice/game until the first round of releases.
- Each player must be evaluated by at least three evaluators.
- Evaluators are screened and approved by the Association Head Coach, Competitive Director and the VP of Hockey Operations.
- Evaluation reports are automatically uploaded and accessible to the Association Head Coach, VP of Hockey Operations, Competitive Director, and Team Head Coach.

### **Releases:**

- First round of releases: Based on evaluator scoring, after a minimum of three and a maximum of five ice sessions.
- Final releases: Coaches select the final five skaters and one goalie.
- If fewer than 20 skaters and three goalies (U11 Dev/U13) or 22 skaters and three goalies (U15/U18) register, all players are evaluated, and the coaching staff makes all selections.
- Release announcements:
  - First-round player releases will be posted on TeamSnap by the President or Vice President of Hockey Operations only. Coaches are not authorized to post first-round releases.
  - Final release notification: Minimum of a phone call; in-person interviews preferred. A board member not associated with the team must be present.
- Player evaluations are available upon request to players and/or parents.
- You may only access the evaluation results for your own child. Evaluations for other players are strictly confidential and will not be shared under any circumstances.
- Deadline:
  - All releases must be completed by October 1, unless an extension is granted by the VP of Hockey Operations.

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## **8.5 Team Size**

### **Maximum Roster Sizes:**

- U13: 15 skaters, 2 goalies
- U15: 18 skaters, 2 goalies
- U18: 18 skaters, 2 goalies

### **Formation of Additional Tiered Teams:**

When there are sufficient registrations in each division:

- U13: Minimum 45 registrations
- U15: Minimum 51 registrations
- U18: Minimum 57 registrations

If these recommended registration numbers are met or exceeded:

- An additional tiered team will be considered within the division. Team formation will be subject to fair player distribution, in accordance with BC Hockey's Minor Hockey Regulations and the association's player evaluation/tryout process.

If the recommended registration numbers are not met:

- The association will proceed with one competitive (tiered) team and will place remaining players on a recreational team(s), as required by BC Hockey's guidelines to ensure all registered players are accommodated.

### **Additional Considerations:**

- *Tryouts and Player Evaluation:*
  - For all competitive teams, BC Hockey requires a fair and transparent evaluation or tryout process to ensure proper player placement.
- *Roster Size:*
  - Teams must meet or exceed minimum roster requirements as outlined by BC Hockey and the local association (typically 15-17 skaters plus 2 goalies for competitive teams).
- *Tiering and Player Development:*
  - Teams are tiered based on players' skill levels and abilities to ensure that all players within each age division are grouped in a way that best supports their individual development. This approach fosters growth and maximizes the learning experience for every player.
- *Review and Compliance:*
  - The association will annually review registration numbers and team formations to ensure compliance with BC Hockey and local league policies. Player development remains our utmost priority throughout this process.
- *Roster Guidelines:*
  - Team rosters are subject to registration numbers and player evaluations. Any variance from standard roster practices must be approved by the VP of Hockey Operations, VP of Hockey Development, and the Competitive Director. Coaches are required to declare their intended roster size prior to the release date. Any changes to the roster during the season—such as additions or removals—must also receive prior approval from all three parties listed above. The addition of new players after the release date will only be considered under special circumstances and must be reviewed and approved by the VP of Hockey Operations, VP of Hockey Development, and the Competitive Director.

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## **8.6 Appeals**

*Appeal Process:*

- Player evaluations will be retained for a period of up to one (1) year following team selection to allow for review in the event of an appeal or complaint. Records will be securely destroyed after this period unless they are required for the resolution of an active dispute.
- Appeals must be submitted in writing with a \$250 appeal fee, to the VP of Hockey Operations, Competitive Director, and Association Head Coach within 72 hours of team placement notification.

*If the appeal is successful the appeal fee will be refunded by the Association.*

- Appealing parties may access their own evaluation forms and ranking only. Evaluation information for other players will not be shared under any circumstances.

*Appeal Committee:*

- The Appeal Committee will consist of the following members:
  - President
  - VP of Hockey Operations
  - VP of Hockey Development
  - Association Head Coach
  - Competitive Director

Any committee member who has a conflict of interest must recuse themselves from the appeal process. The President may appoint alternate members as needed to ensure fairness and transparency.

All decisions made by the Appeal Committee are final.

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## **9.0 GENERAL POLICY**

### **9.1 League Compliance and Participation**

Teams participating in external leagues such as the All Peace Hockey League (APHL) and North East Rural Hockey League (NEHRL) are required to conform to and follow all policies, rules, and schedules set by the league in which they are registered.

Teams must ensure that their participation aligns with DCMHA's standards, and adheres to all applicable BC Hockey and Hockey Canada policies and guidelines.

Any fines or penalties incurred due to non-compliance with league commitments will be the responsibility of the team.

All league participation must receive prior approval from the DCMHA Executive.

### **9.2 Game Notification Requirements**

The Division Directors and Referee-In-Chief must be notified in advance of all exhibition and tournament games.

The VP will then forward this information to the BC Hockey District Director, as required.

### **9.3 Match Penalty Reporting**

All match penalties must be reported immediately to the President, VP of Hockey Operations, and Risk Manager.

The Executive may take additional disciplinary action if deemed necessary.

### **9.4 Jersey Distribution and Care**

Jerseys shall be distributed and collected at each game and maintained in clean, good condition. DCMHA strongly encourages each team to appoint a designated jersey parent to be responsible for jersey care and distribution.

### **9.5 Submission of Game Sheets**

It is the responsibility of the team's Head Coach and Team Manager to ensure all game sheets are accurately submitted and entered in accordance with the rules of the league in which the team is participating.

A copy of each game sheet that includes a Major or Match penalty must be emailed to the President, Referee In Chief, VP of Hockey Operations, and Risk Manager within 24 hours of the game being played.

### **9.6 Coach and Team Conduct Expectations**

DCMHA coaches, assistant coaches, and team officials are expected to demonstrate respectful, professional conduct at all times.

This includes refraining from inappropriate language, smoking, drinking alcohol, or vaping in restricted areas, including the bench, dressing rooms, and player access zones.

If it is suspected that a team official is under the influence of alcohol or drugs while coaching, the matter will be referred to the Executive, and appropriate disciplinary action will be taken.

Coaches are responsible for ensuring the same level of conduct is maintained by all members of their coaching staff and team.

### **9.7 Player Discipline Process**

A Head Coach has the authority to suspend a player for one (1) game only for disciplinary reasons.

If further discipline is warranted, the matter must be referred to the VP of Hockey Operations and the Risk Manager, with notice provided to the appropriate Division Director.

All disciplinary actions must be reported within 24 hours.

## **9.8 Dressing Room Supervision**

As part of DCMHA's Risk Management Protocol, a minimum of two adults must be present in the dressing room when it is occupied by players.

Incidents of vandalism or inappropriate behavior in dressing rooms or team areas will not be tolerated and are subject to disciplinary action.

## **9.9 Arena Protocols and Incident Reporting**

All team officials must be familiar with the City of Dawson Creek Arena Users Guide, including expectations around incident reports, emergency response procedures, and fire drill protocols. Compliance with facility-specific requirements is mandatory.

## **9.10 Jerseys and Team Apparel**

- All jerseys, socks, and pant shells worn by DCMHA teams during sanctioned events must follow DCMHA's guidelines for jerseys and apparel.
- Track suits and team jackets must be black or blue in accordance with the approved DCMHA Apparel Guide provided to each team.
- All team apparel must display the DCMHA logo, and all teams must include their assigned DCMHA Jersey Sponsor on all logos for apparel.

## **9.11 Reimbursement of Referees and Coaches**

- Any DCMHA-registered referee or coach may request reimbursement of up to \$250 for the successful completion of a BC Hockey-sanctioned training program, upon providing proof of completion.
- For reimbursement requests exceeding \$250, the coach or referee must submit a written request to the Board for approval prior to enrollment. Reimbursement of amounts exceeding \$250 will only occur if the Board deems the request financially feasible and beneficial to DCMHA. Funds will be distributed only after the value agreed upon is delivered back to DCMHA (e.g., coaching, officiating, mentoring).

## **9.12 Spectator Behavior Monitoring – Yellow Card Policy**

All U7 and older teams playing games hosted in Dawson Creek are strongly encouraged to have a designated security volunteer present at each game.

This volunteer should wear the DCMHA-issued Events jacket and is responsible for issuing a yellow card to any spectators who fail to follow the DCMHA Spectator Policy.

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**Created:** 01-2014

**Revised:** 06-2016

**Revised:** 07-2025

## **10.0 PARENT/GUARDIAN/SPECTATOR POLICY**

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### **10.1 Purpose**

To set clear expectations for parent, guardian, and spectator conduct that supports a safe, respectful, and enjoyable hockey experience for all participants within DCMHA.

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### **10.2 Roles and Responsibilities**

- Parents/Guardians: Expected to act as positive role models, demonstrating respect and support for all players, coaches, referees, volunteers, and other families.
  - Spectators: Includes any individual attending games, practices, or team events. Spectators are held to the same behavioral expectations as parents/guardians.
  - Team Officials: Serve as the point of contact for concerns and manage communication according to DCMHA protocols.
  - One parent/guardian must complete the Respect in Sport Parent Program as required by BC Hockey.
- 

### **10.3 Conduct Expectations**

- Support children's enjoyment and development — not personal expectations.
  - Show respect toward all participants, regardless of team or role.
  - Celebrate positive play and sportsmanship.
  - Recognize and appreciate the time and efforts of volunteer coaches and team staff.
  - Respect the 24-hour rule: wait 24 hours before addressing concerns. Except for urgent safety issues, all matters must be directed to the Team Manager.
- 

### **10.4 Unacceptable Behavior**

Disruptive or inappropriate conduct will not be tolerated and may lead to disciplinary action. Examples include, but are not limited to:

- Yelling at referees, players, or coaches
- Coaching from the stands or contradicting team staff
- Using disrespectful, abusive, or inappropriate language
- Gossiping, bullying, or excluding others
- Entering team-only spaces without permission
- Attending events under the influence of alcohol or drugs
- Publicly confronting officials, referees, or volunteers
- Posting negative or harmful content on social media

*See the DCMHA Disciplinary Policy for more details.*

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## **10.5 Social Media**

All parents, guardians, and spectators must use social media respectfully. The following is strictly prohibited:

- Posting negative, inflammatory, or disrespectful content about players, coaches, referees, or DCMHA
- Sharing confidential team matters without consent
- Engaging in online harassment or gossip

Violations may result in formal disciplinary action.

*See the DCMHA Disciplinary Policy for more details.*

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## **10.6 Complaint Process**

All complaints must be submitted in writing using the official DCMHA Complaint Form. Verbal or informal complaints (e.g., texts, group chats) will not be accepted.

*See the DCMHA Complaints Policy for process and procedures.*

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## **10.7 Disciplinary Process**

Behavior that violates this policy will follow a structured process, including possible warnings, meetings, or suspensions.

*See the DCMHA Disciplinary Policy for full details.*

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## **10.8 Appeals**

Appeals must be submitted in writing within 7 days of the decision.

*See the DCMHA Disciplinary Policy and Complaints Policy for guidance.*

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## **10.9 Acknowledgment**

All parents and guardians are required to review and acknowledge this policy annually.

Participation in DCMHA programs confirms agreement to comply with this policy.

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**Created:** 01-2014

**Revised:** 07-2025

## 11.0 INITIATION PROGRAM GUIDELINES

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### 11.1 Purpose

The purpose of the Initiation Program is to introduce young players to the game of hockey through fun, skill-based programming that fosters a love of the sport, develops physical literacy, and emphasizes positive sportsmanship. This program aligns with Hockey Canada's Long-Term Player Development (LTPD) model and the principles outlined in the Hockey Canada Player Pathway and Age-Division **Guidelines**.

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### 11.2 Roles and Responsibilities

- **Initiation Program Director:** Oversees all aspects of the Initiation Program, including program design, team formation, evaluations, and alignment with Hockey Canada and BC Hockey standards.
  - **Coaches:** Must meet minimum certification requirements as per BC Hockey and deliver programming consistent with development goals.
  - **Parents/Guardians:** Encouraged to support the program through engagement, learning opportunities, and respectful conduct.
  - **VP Development and Division Directors:** Support player movement decisions and assessments where applicable.
  - **Association Head Coach:** Provides leadership and guidance to Initiation Program Coaches by supporting the implementation of association-wide development plans and ensuring alignment with established coaching structures and philosophies.
- 

### 11.3 Program Philosophy

The Initiation Program is grounded in the following core values:

a. Fun

- Every child should enjoy the game and the learning process.
- A fun, engaging environment fosters a lifelong love of hockey.

b. **Development and Athleticism Skills**

- Players develop fundamental skills (skating, puck control, passing, shooting) in a structured and positive environment.
- Emphasis on physical literacy, fair play, and good sportsmanship.

c. **Positive Environment**

- The program creates a caring, inclusive, and supportive atmosphere.
- Life skills, teamwork, and respect are key learning outcomes.

These principles are consistent with the Hockey Canada Initiation Program and BC Hockey guidelines. DCMHA follows the Hockey Canada Player Pathway as closely as possible. For more information, refer to the Hockey Canada website at [www.hockeycanada.ca](http://www.hockeycanada.ca) under the "Player Pathway" and "Age-Divisions" sections.

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### 11.4 Program Structure

The Initiation Program is divided into three stages:

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#### 11.4.1 Learn to Play (LTP)

- **Age:** Minimum 4 years old (typically first-year players)
- **Objective:** Introduce hockey through fun, physical literacy, and basic skill development
- **Ice Time:** 1–2 times per week (additional sessions must be approved by the Initiation Program Director)
- **Coaching:** Minimum Initiation Program coaching certification as per BC **Hockey**
- **Game Play:**
  - Small-area cross-ice games and skill stations only

- Equal ice time for all players
  - **Parent Involvement:**
    - Encouraged through education and engagement opportunities
  - **Player Movement:**
    - Assessed by LTP Coaches/Director, the Division Director of the receiving division, and the VP of Development
- 

#### 11.4.2 U7

- Age: 5–6 years old
  - Objective: Build on basic skills and prepare players for next level
  - Ice Time: 2–3 times per week
  - Coaching: Minimum Coach Level certification as per BC Hockey
  - Team Formation: Made by November 1
  - Game Play:
    - Small-area cross-ice games
    - 3-minute buzzer for line changes
    - No offside or icing
    - Equal ice time for all players
    - 4v4 format preferred
  - **Travel:**
    - Limited to local area
    - Maximum of 2 out-of-town tournaments per season (additional requires Board approval)
  - **Officiating:**
    - One referee per game preferred
    - Coach-refereed games are permitted as a teaching aid
    - Tournaments require two referees
  - Team Size: Maximum 12 players (subject to change based on registration and evaluations)
  - Restrictions: No formal games before November 30 without approval  
For further details on U7 guidelines, refer to Hockey Canada's "Under-7" Age Division information available at [www.hockeycanada.ca](http://www.hockeycanada.ca).
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#### 11.4.3 U9

- Age: 7–8 years old, subject to evaluation
  - Objective: Develop skills and introduce structured gameplay concepts
  - Ice Time: 2–3 times per week
  - Coaching: Minimum Coach Level certification as per BC Hockey
  - Team Formation: Made by November 1
  - **Game Play:**
    - Equal ice time required
    - Game format to follow current Hockey Canada recommendations
  - **Travel:**
    - Limited to local area
    - Maximum of 2 out-of-town tournaments per season (additional requires Board approval)
  - Team Size: Maximum 15 skaters and 1 goalie (subject to change)
  - Restrictions: No formal games before November 15 without approval  
Refer to Hockey Canada's "Under-9" Age Division guidelines at [www.hockeycanada.ca](http://www.hockeycanada.ca) for more information.
-

## 11.5 General Guidelines

- **Team Formation:**
    - Based on registration numbers and evaluations
    - Overseen by the Initiation Program Director and appropriate division Head Coaches
  - **Program Design:**
    - LTP/U7: Dedicated ice times for skill development and small-area gameplay
    - U9: Weekly practices combined with skill-focused sessions
  - **Player Placement:**
    - Based on age, skill level, and balanced team composition
    - No lobbying is permitted for player movement
    - Formal written requests must be submitted to the Initiation Program Director and VP of Hockey Operations for exceptional cases (e.g., siblings)
    - Final placement decisions are not subject to change unless exceptional circumstances are proven
    - No player may participate in a division above their designated age category without an approved Player Movement application
    - Players may be moved to a lower age division at the discretion of the Initiation Program Director, with the approval of BC Hockey.
- 

## 11.6 Safety and Fair Play

- Equal participation for all players is mandatory
  - Programming must follow age-appropriate development standards
  - Coach-led officiating may be used in practice games to promote learning and ensure safety
  - All participants are expected to always uphold respectful conduct and good sportsmanship
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## 11.7 Continuous Improvement

The Initiation Program is reviewed regularly to ensure alignment with best practices and evolving standards from Hockey Canada, BC Hockey, and DCMHA. Updates will be made as required to reflect changes in development models, safety protocols, and player needs.

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**Created:** 01-2014

**Revised:** 07-2025

## 12.0 FUNDRAISING POLICY

**12.1** DCMHA is committed to maintaining a positive public image, ensuring that all fundraising activities support the organization's goals without compromising integrity. Fundraising is intended to supplement registration fees and cover ice time and operational costs. All activities must be conducted without placing undue pressure on parents, families, friends, or community businesses. Fundraising activities are intended to support team-related expenses that benefit the team as a whole. Fundraised funds are not intended to provide financial benefit to individual players or families.

### Team Fundraising Guidelines

- *Fundraising Limits:*
  - Rep (Carded) teams may fundraise up to \$10,000 per season.
  - Recreational teams may fundraise up to \$5,000 per season.
  - Rep teams may also seek player sponsorships up to a maximum of \$500 per player.
- *Approval Requirements:*
  - All fundraising activities must be pre-approved by the DCMHA Fundraising Committee.
  - Teams must submit a Fundraiser Application Form for each fundraising activity prior to conducting the fundraiser and must report the total funds raised within seven (7) days of the fundraiser's completion.
  - Before any fundraising application is approved, teams are required to submit their team budget to the Fundraising Committee for review.

*Note: No applications will be approved without a completed & approved team budget.*

Once reviewed, the application will be returned with signed approval before the fundraiser may begin.

**12.2** All players and their parents/guardians are expected to support their team and Dawson Creek Minor Hockey Association (DCMHA) by participating in **appropriate fundraising activities**.

**Appropriate fundraising** refers to activities that:

- Comply with all DCMHA fundraising policies,
- Are approved by DCMHA's Fundraising Committee,
- Follow all applicable laws and BC Gaming regulations, and
- Are conducted ethically and in a manner that reflects positively on DCMHA.

To ensure compliance with legal and regulatory requirements—and to protect the status of DCMHA's gaming licenses—all fundraising activities must follow this policy in full.

### 12.3 Fundraising Approval Process

#### *Pre-Approval Requirement*

- All team fundraising efforts must be pre-approved by submitting a Fundraiser Application Form for each planned activity.
- The form must be reviewed and signed by the DCMHA Fundraising Committee before the fundraiser can proceed.
- Teams must also ensure that BC Hockey sanctions are in place, where required.

#### *Committee Oversight*

- The DCMHA Fundraising Committee is responsible for reviewing team-driven fundraising initiatives to ensure they:
  - Align with Association policies and standards.
  - Are appropriate and beneficial to the Association and broader community.

#### *Approval Conditions*

- Teams must receive written approval from the Fundraising Committee before beginning any fundraising activity.
- DCMHA reserves the right to limit the number of similar or repeated fundraisers across the Association to:
  - Avoid community oversaturation.
  - Maintain variety and effectiveness of fundraising efforts.
- Applications may be declined if the fundraiser is:
  - Deemed unnecessary.
  - Redundant.
  - Not in the best interest of the Association.

#### *Consequences of Non-Compliance*

- Failure to follow the approval process or obtain required sanctions may result in DCMHA withholding 50% of the proceeds as a penalty.
- If a team conducts a fundraiser that differs from what was approved, they risk forfeiting up to 100% of the funds raised.

### **12.4 Association-Wide Fundraiser – BC Gaming Licensed**

- DCMHA will conduct an annual ticket fundraiser under a BC Gaming license to support Association-wide operational costs, such as ice rentals and to help keep registration fees reasonable for all members.
- The Fundraising Committee will propose the annual fundraiser plan to the Executive Board for review and approval prior to initiating any ticket sales.
- Participation is expected from all families. Each family will be provided with a set number of tickets to sell and is encouraged to make a full effort to support the initiative.
- All fundraising activities under this initiative will be conducted in accordance with BC Gaming regulations and licensing requirements.
- Proceeds from the fundraiser will be used exclusively for Association operations and allocated at the discretion of the Executive, based on recommendations from the Fundraising Committee.

**12.5** All community business solicitations for team or association sponsorship must be coordinated through the Fundraising Committee. Teams are prohibited from directly soliciting local businesses.

**12.6** Teams may conduct fundraising activities approved by the Fundraising Committee, including but not limited to car washes, 50/50 draws, bottle drives. Teams must secure a BC Gaming License, where applicable, and obtain all necessary BC Hockey sanctions prior to commencing any fundraising activities. Fundraising may only begin once team rosters are finalized, and all required approvals are in place.

**12.7** Executive approval is required before collecting or soliciting funds between the end of one season and the start of the next, prior to the annual DCMHA manager/coach meeting. Funds raised during this off-season period become property of DCMHA and will be distributed after teams are finalized, as directed by the Executive.

**12.8** By **April 1** of each calendar year, the team's fundraising parent, treasurer, or manager must submit complete and accurate team financials and year-end reports using the DCMHA-provided format. These documents must be submitted to the VP of Administration, Association Head Manager, and Office Manager. Funds contributed by parents may be returned equally to them. Under no circumstances will fundraising money be disbursed for purposes outside of this policy. Any excess funds will be transferred to the DCMHA general account. Failure to submit financials and reports by the deadline will result in ineligibility for coaching or team official positions for the following season.

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### **50/50 and Raffle Gaming License**

**12.9** Teams planning to sell 50/50 tickets or hold raffles at events must obtain a Class 'D' Gaming License from the BC Ministry of Public Safety and Solicitor General's Gaming Policy and Enforcement Branch prior to conducting such activities. Only designated team officials—such as the team manager, treasurer, or fundraising coordinator—are authorized to submit these applications.

**12.10** Failure to comply with gaming licensing requirements may result in suspension or revocation of current licenses, denial of future licenses, and loss of access to gaming grants or funds for DCMHA.

**12.11** Failure to comply with BC Gaming Regulations will result in the team being prohibited from participating in any future fundraising activities, regardless of prior approval. Non-compliance can jeopardize the Association's standing with the Gaming Policy and Enforcement Branch and may lead to the loss of DCMHA's eligibility for all gaming licenses and grant funding.

**12.12** For gaming guidelines, ticket raffle procedures, and application forms, visit: <http://www.pssg.gov.bc.ca/gaming/licences/index.htm> or call 250-387-5311.

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### **Team Responsibilities**

- Teams must apply for the appropriate gaming license and comply with BC Gaming regulations; failure to do so may result in forfeiture of up to 100% of the funds raised.
- Follow all standard ticket raffle procedures.
- Maintain detailed financial records in line with the Gaming Event License guidelines.
- Ensure funds are dispersed according to policy.

For assistance, contact the VP of Administration or Association Head Manager.

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**12.12** Teams must submit monthly financial statements to the VP of Administration, Association Head Manager, and Office Manager. Fundraising programs must be well supervised and documented by the team manager and team treasurer, including all expenditures and transactions, to ensure transparency and accountability for audit purposes. If monthly financial statements are not submitted as required, all fundraising activities will be halted until the reports are received, reviewed, and acknowledged by the VP of Administration.

Fundraised monies must only be used for:

1. Tournament entry fees
2. Charter travel
3. Team/Non-Parent Coaches Hotels  
*Applies to non-parent coaching staff, as well as travel teams where players and coaches are staying together in team-designated accommodations. This does not apply to family travel where players are not staying in rooms with their team.*
4. Team meals/team bonding activities  
*Applies to rostered players and approved team staff only. Fundraised monies used for team meals or team-building activities may not be used to cover costs for parents, siblings, or other non-team participants.*
5. End of year team party  
**Maximum** of \$30 per player and not exceeding \$600 total
6. DCMHA-approved team apparel, including jackets, track suits, socks, and pant shells.
7. League/Playoff Fees
8. Referee Fees
9. Dryland Fees
10. Non-Parent Coach travel expenses (i.e. fuel)

Fundraised monies **cannot** be used for the following:

1. Coach, manager or team staff gifts or honorariums
2. Gift cards, cash gifts, or other monetary appreciation gifts
3. Individual player equipment (stick, skates, gloves, helmets etc.)
4. Personal items for players or families
5. Alcohol or adult beverages
6. Reimbursement of parent-paid team or Rep fees

Any proposed use of funds not explicitly identified in the approved or prohibited lists within this policy must be submitted to the DCMHA Board of Directors for review and approval prior to the expense being incurred.

**12.13** This policy ensures that local businesses are only solicited once per year and solely through DCMHA. Contributions from parents, families, or their businesses are not considered fundraising under this policy.

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**Created:** 01-2014

**Revised:** 06-2025

**Revised:** 04-2026

## 13.0 MEDICAL AND FIRST AID POLICIES

Coaches, managers, trainers, safety persons, and Executive members understand that injuries may occur despite all precautions due to the nature of hockey. When an injury occurs, the first responder must exercise good judgment, act prudently, and provide appropriate first aid treatment.

**DCMHA strongly recommends and encourages that at least one individual with a valid Safety Certificate be available during all team practices.**

The trainer and/or safety person is responsible for ensuring that proper injury documentation is completed and given to the Risk Manager within 72-hours, primarily the Hockey Canada Injury Report.

The head coach must not allow an injured player to return to a game if there is any doubt about the player's capacity to continue. The coach should err on the side of caution and may rely on the advice of a physician if one is present and provides an opinion on the player's readiness.

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### 13.1 Serious Injury

Any player sustaining a serious injury must provide a doctor's release to their coach before returning to play or practice. The player and parents are responsible for maintaining communication with the coach and sharing the physician's recommendations regarding the injury.

**A serious injury is defined as any injury that requires emergency medical attention, hospitalization, results in a concussion, fracture, or requires a player to miss more than seven days of activity.**

After receiving sufficient information, the coach must:

- Consult with the VP of Hockey Operations & Risk Manager to determine a reasonable timeframe to hold the player's roster spot open.
- Seek advice from the Head Coach or VP of Hockey Operations regarding the appropriate playing level for the player upon return.

If a player cannot participate in the scheduled Representative evaluation process due to illness or injury, a written submission accompanied by a doctor's certificate may be submitted to the President and VP of Hockey Operations for consideration. The President and VP of Hockey Operations will determine appropriate actions. The player may be declared ineligible for Representative play for the season or may be granted an opportunity to be assessed following the earliest medically approved date by evaluators designated by the President and VP of Hockey Operations. This decision may be appealed to the Executive.

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### 13.2 Concussion Awareness and Protocol

All participants must adhere to Hockey Canada's concussion management guidelines. Any suspected concussion must be reported immediately, and the player shall be removed from play until evaluated and cleared by a qualified healthcare professional following a graduated return-to-play protocol.

DCMHA strictly follows all BC Hockey and Hockey Canada regulations regarding concussion identification, management, and return-to-play procedures.

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### 13.3 Injury Prevention and Player Wellness

- Coaches are encouraged to ensure players complete appropriate warm-up and cool-down routines at all practices and games.
- Promote adequate hydration and basic nutritional education among players and families.
- Coaches and team staff should be alert to signs of overtraining, burnout, or fatigue, and provide appropriate rest opportunities.
- Trainers and/or safety persons are encouraged to maintain open communication with players and parents regarding overall health and wellness.

- Teams are encouraged to periodically check in with players regarding their physical and mental well-being throughout the season.

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### **13.4 Emergency Response and Medical Forms**

- Trainers and/or safety persons must ensure that medical forms for all players are complete, up-to-date, and available during all practices, games, and team travel.
- Emergency protocols must be followed immediately when serious injuries occur, including calling 911 when necessary.
- All team officials should be familiar with the location of first aid kits and emergency equipment.

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### **13.5 First Aid and Trainer/Safety Person Responsibilities**

- Trainers and/or safety persons are responsible for maintaining stocked first aid kits and ensuring their accessibility at all team activities.
- Trainers and/or safety persons must monitor player health and safety continuously and inform the Risk Manager of all injuries requiring medical attention within 24 hours.
- Minor injuries that do not require medical treatment should still be documented by the trainer and/or safety person and reported to the Risk Manager on a biweekly or monthly basis, as directed by DCMHA.

**Where both a trainer and a safety person are present, responsibilities may be divided according to the team's internal arrangement. In the absence of a trainer, the safety person assumes all duties outlined in this section.**

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### **13.6 Coach Responsibilities**

- Coaches must ensure injured players do not return to play without proper medical clearance.
- Coaches should maintain open communication with players, parents, trainers, safety persons, and the VP of Hockey Operations regarding injury status and recovery.
- Any concerns regarding the handling of injuries or safety incidents should be directed to the Risk Manager and the VP of Hockey Operations, if necessary, may follow the **DCMHA**

#### **Discipline and Complaints Policy.**

*Coaches who fail to adhere to the serious injury and concussion protocol outlined in this policy may be subject to disciplinary action, including possible suspension, by DCMHA.*

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**Created:** 01-2014

**Revised:** 06-2016

**Revised:** 07-2025

## **14.0 RISK MANAGEMENT**

The Risk Management Policy outlines Dawson Creek Minor Hockey Association's (DCMHA) commitment to maintaining a safe, inclusive, and secure environment for all players, team officials, volunteers, and members. It ensures that risks of injury, property damage, or financial loss are managed in accordance with Hockey Canada, BC Hockey, and other governing body standards.

The Risk Manager, as appointed by the Executive, is responsible for overseeing risk-related matters across the association, including safety compliance, reporting protocols, and emergency procedures.

All participants must be registered under the Hockey Canada insurance program to be eligible for involvement in DCMHA activities.

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### **14.1 Team Safety Roles and Responsibilities**

Each team must designate individuals in the following key safety roles:

#### **Trainer, if applicable**

- Must complete the Hockey Canada Safety Program (HCSP)
- Responsible for conducting regular equipment checks to ensure player gear is properly fitted and in good condition
- Maintains a fully stocked and accessible first aid kit at all times
- Ensures that DCMHA-owned uniforms and equipment are safe and suitable for use
- Ensures completed medical forms are maintained and travel with the team

#### **Safety Person**

- Must complete the Hockey Canada Safety Program (HCSP)
- Must complete the Concussion Awareness Training Tool (CATT) and submit proof of certification to DCMHA
- Responsible for documenting and reporting injuries using the official DCMHA injury report form
- Injuries requiring medical attention must be reported to the Risk Manager within 24 hours
- Retains a copy of all completed injury reports
- Must have injury forms available at all games and practices
- Recommended: Each team should have two designated Safety People to ensure coverage

*In the event that a team does not have an official trainer, the safety person is responsible for the duties outlined in the trainer role above.*

#### **Coach**

- Ensures all players are wearing full, properly fitted equipment before participating
  - Removes players from play if equipment becomes unsafe or non-compliant (e.g., blood on jersey, missing STOP sign)
  - Reports all injuries promptly to the Risk Manager
  - Supports trainers and safety personnel in fulfilling safety responsibilities
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### **14.2 Insurance Requirements**

All players, team officials, and executive members must be registered with and covered under Hockey Canada's insurance program. No individual may participate in DCMHA activities (on or off the ice) without valid insurance coverage.

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### **14.3 Medical and Emergency Protocols**

#### **Medical Forms**

Trainers are responsible for maintaining completed medical forms for all players. Medical forms must accompany the team to all away games.

#### **Emergency Response**

In the event of a serious incident, 911 should be contacted immediately. All team officials must know emergency procedures and the location of first aid supplies.

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### **14.4 Injury Reporting Procedures**

All injuries requiring medical attention must be reported to the Risk Manager within 24 hours using the approved DCMHA injury report form. A copy of the completed report must be retained by the team trainer. Injury forms must be readily available at all team functions in case of incident. Failure to report injuries may result in disciplinary action by the association.

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### **14.5 Equipment and Safety Checks**

All DCMHA-owned uniforms and equipment must be inspected regularly for safety and suitability. Trainers are responsible for ensuring that all first aid kits are fully stocked and accessible. Head Coaches must confirm that all players are properly equipped before participating in games or practices.

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### **14.6 Supervision and Conduct**

Players must never be left unsupervised on the ice or in the dressing rooms. Any allegations or observations of abuse, harassment, or unsafe conduct must be reported to the Risk Manager immediately. All investigations will follow Hockey Canada and BC Hockey policies.

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### **14.7 Information Distribution and Compliance**

The Risk Manager must distribute all relevant BC Hockey risk-related circulars to team managers. Team managers are responsible for ensuring this information is shared with the appropriate team staff. Detailed guidelines and procedures can be found in the BC Hockey Risk Management Manual at [www.bchockey.net](http://www.bchockey.net).

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### **14.8 Continuous Improvement**

DCMHA commits to the ongoing review and enhancement of its risk management practices. This policy will be updated as needed to align with evolving standards from governing bodies and emerging best practices in minor hockey.

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### **14.9 Facility and Environmental Safety**

DCMHA is committed to working with facility operators to maintain a safe physical environment for players, officials, and spectators. Teams must report any observed facility hazards (e.g., ice conditions, broken glass or boards, unsafe locker room areas) to the Risk Manager and arena staff immediately. Regular communication with arena management will ensure compliance with safety and maintenance standards. Team officials should be familiar with the arena's emergency exits, fire alarms, and evacuation plans.

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#### **14.10 Cyber and Digital Safety**

DCMHA recognizes the importance of protecting players and families in digital spaces. All communication and media sharing must prioritize participant safety, privacy, and respect. Private one-on-one digital communication (text, direct messaging, email) between team officials and players is not permitted unless another adult is copied. All team communication platforms (e.g. TeamSnap, WhatsApp) must follow Safe Sport and Respect in Sport principles. Photos or videos of players may not be publicly shared without prior written consent from a parent or guardian. All allegations of cyberbullying, inappropriate content sharing, or online misconduct must be reported to the Risk Manager immediately and will be subject to investigation under the DCMHA Code of Conduct.

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**Revised:** 07-2025

## 15.0 DISCIPLINARY POLICY

### 15.1 Policy Statement

The Dawson Creek Minor Hockey Association (DCMHA) is committed to ensuring procedural fairness in all disciplinary matters. DCMHA acknowledges the importance of upholding the rights of all participants; players, officials, volunteers, and parents—to be treated equitably and respectfully.

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### 15.2 Jurisdiction and Authority

Many disciplinary matters fall under the jurisdiction of BC Hockey, Hockey Alberta, or Hockey Canada. In such cases, DCMHA will enforce decisions and suspensions in accordance with those governing bodies.

- For games played under BC Hockey jurisdiction, current suspension guidelines can be found at: <https://www.bchockey.net/member-info/regulations>
- For games played in leagues governed by Hockey Alberta, the minimum suspension guidelines are available at: <https://www.hockeyalberta.ca/discipline-handbook/>

It is the responsibility of all members to refer to the most up-to-date version of these guidelines.

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### 15.3 DCMHA Disciplinary Process

When DCMHA takes disciplinary action that goes beyond the scope of the rules of the game, the following principles of procedural fairness will apply:

- The individual involved will be informed of the allegations or concerns.
  - The individual(s) will be given notice of and the opportunity to attend a hearing to present their case.
  - An impartial decision will be made.
  - The individual(s) will have the right to appeal the decision if dissatisfied.
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### 15.4 Discipline Committee Composition

The DCMHA Discipline Committee shall be composed of the following:

- President (Chair)
- VP of Hockey Operations
- Association Head Coach
- Risk Manager
- Division Director
- Any other individuals appointed by the President as needed

*If the disciplinary hearing involves abuse of on-ice officials, the Referee in Chief shall be included in the composition of the Discipline Committee—unless the Referee in Chief was the official to whom the abuse was directed.*

No committee member may participate in any disciplinary matter if they:

- Have a conflict of interest or personal stake in the outcome.
- Are perceived to hold a bias that may influence their judgment.

If the President is unable to serve due to a conflict or bias, the VP of Administration shall chair the Committee.

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### 15.5 Procedural Fairness Guidelines

In evaluating disciplinary matters, the Committee will ensure:

- Individuals are fully informed of the case they must answer.
- Individuals receive advance notice and an opportunity to be heard.
- Individuals are granted the opportunity to respond to the Committee's decision.

Committee members must:

- Not sit in appeal of their own decisions.
  - Not hold personal or vested interest in the outcome.
  - Be free of any attitudinal bias.
- 

### **15.6 Decision and Communication**

All decisions of the Discipline Committee shall:

- Be rendered in writing.
  - Be communicated to the affected parties.
  - Include details on how to appeal the decision.
- 

### **15.7 Appeal Process**

Appeals must be submitted in writing to the DCMHA Executive a \$250 appeal fee must accompany the appeal. They will:

- Review all relevant materials.
- Conduct additional hearings if necessary.
- Take appropriate steps to ensure a fair and thorough review.

Only Executive members may participate in the appeal process who:

- Were not involved in the original decision,
- Are free from bias, and
- Have no personal interest in the matter

If eligible under the above conditions, the VP of Administration will chair the appeal process.

If appeal is successful, the appeal fee will be refunded by the Association.

**Created:** 01-2014

**Revised:** 06-2016

**Revised:** 07-2025

**Revised:** 04-2026

## 16.0 ABUSE AND HARASSMENT POLICY

The Dawson Creek Minor Hockey Association (DCMHA) is committed to providing a safe, respectful, and inclusive environment for all players, coaches, officials, parents, volunteers, and spectators. This policy aligns with the principles of the Hockey Canada Safe Sport Program, BC Hockey Safe Sport, and the Canadian Sport Helpline, and is designed to prevent abuse, harassment, bullying, and discrimination in all forms.

DCMHA upholds the values of the Canadian Human Rights Code and the British Columbia Human Rights Code and affirms the right of every individual to participate in hockey-related activities without fear of abuse or harassment.

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### 16.1 Scope

This policy applies to all members of DCMHA including players, parents/guardians, coaches, on-ice officials, team officials, volunteers, and Executive members. It covers all DCMHA-sanctioned activities including games, practices, tournaments, travel, and online engagement (e.g., email, social media).

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### 16.2 Definitions

- **Abuse:** Any act that results in physical or emotional harm, including neglect, physical abuse, sexual abuse, or emotional maltreatment.
  - **Harassment:** Unwelcome conduct, whether verbal or physical, that offends or humiliates an individual. This includes sexual harassment, bullying, intimidation, and discrimination.
  - **Bullying:** Repeated and intentional aggressive behavior that causes fear, distress, or harm to another individual.
  - **Discrimination:** Any unjust or prejudicial treatment based on race, gender, religion, sexual orientation, age, or ability.
  - **Maltreatment:** As defined in the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS), encompassing psychological, physical, and sexual abuse.
  - **Grooming:** Manipulative behaviors used to gain trust and access for the purpose of abuse.
  - **Power Imbalance:** A situation where one person holds real or perceived authority over another, affecting consent or behavior.
- 

### 16.3 Examples of Abuse and Harassment

Examples of prohibited conduct include but are not limited to:

- Verbal or written abuse, threats, or insults
- Physical assault or unwanted physical contact
- Racial or ethnic slurs and discriminatory remarks
- Unwelcome jokes, gestures, or taunting
- Sexual comments, touching, or innuendoes
- Display of offensive or explicit material
- Hazing, initiation rites, or intimidation
- Vandalism or property damage
- Leering or suggestive gestures
- Patronizing, condescending, or degrading behavior

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## 16.4 Reporting Abuse or Harassment

Any person who experiences or witnesses abuse or harassment is encouraged to report the incident to the DCMHA Risk Manager. Reports may also include the President or VP of Hockey Operations. If any of these individuals may have a conflict of interest or perceived bias, the VP of Administration may be used as alternate contact.

Reports can also be submitted anonymously or independently to:

- **Canadian Sport Helpline:** 1-888-837-7678 / info@abuse-free-sport.ca
- Hockey Canada Safe Sport Portal
- BC Hockey Safe Sport Resources

All reports are confidential and will be treated with sensitivity and care. Reprisals or retaliation against any individual who makes a complaint in good faith are strictly prohibited.

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## 16.5 Investigation Process

1. Upon receiving a complaint, the Risk Manager will:
  - Confirm receipt and maintain confidentiality
  - Notify the appropriate individuals (President, VP Hockey Operations, or VP Administration)
  - Conduct a preliminary fact-finding process by interviewing the complainant, respondent, and any relevant witnesses
2. If appropriate, the Risk Manager will attempt to mediate an informal resolution. A summary of the resolution (successful or not) will be documented and submitted to the Executive.
3. If informal resolution is not suitable or unsuccessful, the matter will proceed to a formal investigation:
  - The complaint must be submitted in writing
  - Within 7 days, the President and VPs will decide whether to handle the matter internally or appoint a Panel to conduct a hearing
4. If a hearing is required, the Panel will consist of at least three impartial members free from real or perceived bias.  
*If the hearing is regarding a situation involving abuse of on-ice officials, the Referee in Chief shall be appointed to the hearing panel*
5. The Panel will:
  - Review of all materials submitted by the Risk Manager
  - Conduct any additional interviews as needed
  - Allow both the complainant and respondent to submit written responses
  - Prepare a recommendation report for the President and VPs
6. The President & VPs will rule on the recommendation within 7 days of receiving the report. In the event that consensus cannot be achieved among the President and Vice Presidents, the recommendation shall be decided by a majority vote.
7. Follow-up meeting(s) with President and Vice Presidents may be required for complainants and respondents.

***Where feasible, investigations should conclude within 30 days.***

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## 16.6 Confidentiality

Confidentiality will be maintained throughout the entire process. Only individuals who need to know the details for the purposes of investigation or resolution will be informed. Breaches of confidentiality by any party may result in disciplinary action. A summary of the complaint, the

actions taken to address it, and the final outcome will be reported to the Board of Directors at the next scheduled Board meeting.

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### **16.7 Consequences and Disciplinary Action**

Confirmed breaches of this policy may result in:

- Warnings or mandated training
  - Suspension or removal from DCMHA roles or teams
  - Reporting to external authorities (RCMP, Safe Sport, etc.) if required
  - Lifetime bans from DCMHA events or programming in severe cases
- 

### **16.8 Education and Prevention**

To support the prevention of abuse and harassment, DCMHA requires:

- All team officials and Executive members to complete Respect in Sport – Activity Leader or equivalent Safe Sport training
- Parents to complete Respect in Sport – Parent Program as a condition of registration

This policy will be reviewed annually by the Risk Manager and Executive to ensure it remains current with BC Hockey, Hockey Canada, and Safe Sport standards.

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**Created:** 01-2014

**Revised:** 06-2016

**Revised:** 07-2025

**Revised:**04-2026

## **17.0 TRAVEL TEAM CODE OF CONDUCT POLICY**

DCMHA teams traveling to out-of-town games or tournaments are ambassadors for the Association and the community. It is expected that all players, coaches, parents, and team officials affiliated with DCMHA will conduct themselves in a respectful, professional, and positive manner.

This policy outlines the expectations for appearance, behavior, respect, and safety while representing DCMHA during travel, including accommodations, facilities, transportation, and online conduct. This policy is aligned with the principles of Hockey Canada's Safe Sport framework and BC Hockey's travel expectations, and emphasizes respect, inclusion, safety, and accountability.

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### **17.1 Appearance & Dress Code**

All DCMHA teams are expected to maintain a clean, respectful appearance while traveling and attending out-of-town events.

- Rep Teams must wear collared shirts, dress pants, and jackets, ties are optional.
  - Recreational and U7–U9 Teams must appear neat and clean and are encouraged to adopt elements of the Rep team dress code.
  - Teams must dress similarly as a group for games and events.
  - Digital Appearance: Players and team officials must represent DCMHA respectfully on social media during travel. Inappropriate posts (e.g., offensive language, photos of misconduct, or public complaints) may result in disciplinary action.
- 

### **17.2 Conduct & Respect for Facilities**

All team members must conduct themselves respectfully toward players, officials, volunteers, and facility staff. This includes:

- Avoiding damage to arenas, hotels, restaurants, or transportation.
  - Cleaning up after themselves and reporting issues to staff or team officials immediately.
  - Respecting other guests by minimizing disruptions and noise.
  - Following posted rules or instructions from facility staff.
  - Always demonstrating positive sportsmanship and cooperative behavior.
  - DCMHA maintains a zero-tolerance policy for bullying, hazing, intimidation, or harassment, including through social media or messaging platforms.
- 

### **17.3 Conduct in Accommodations**

While staying in hotels or other accommodations:

- Players and officials must treat rooms, furniture, and fixtures with care.
  - Rooms must be kept tidy and left clean upon checkout.
  - Curfews set by the coaching staff must be followed.
  - Noise must be kept to a minimum out of respect for other guests.
  - Players under 18 must be supervised by a designated adult (parent, guardian, or approved chaperone).
  - Rooming lists and curfew expectations must be shared in advance with all families.
- 

### **17.4 Substance Use & Zero Tolerance Policy**

DCMHA maintains a zero-tolerance policy regarding alcohol, drugs, vaping, and other restricted substances.

- Players are strictly prohibited from using or possessing alcohol, tobacco, cannabis (including edibles or vape products), or drugs at any time while participating in team activities.

- Team Officials may not consume alcohol or use substances while supervising players, including in dressing rooms, on benches, in hotels, or team-designated areas.
  - Any official suspected to be under the influence while supervising players may face immediate disciplinary action.
  - Energy drinks are strongly discouraged, especially for U13 and younger athletes.
- 

### **17.5 Safety & Transportation**

The safety of all participants is the top priority during travel.

- Teams must not travel if a government-issued travel advisory is in effect.
  - Drivers transporting players must have a valid license, appropriate vehicle insurance, and follow BC laws regarding transportation of minors.
  - At least one team official must carry first aid supplies and emergency contact information for all players.
  - When travel includes ferry use or extended transport, plans must allow adequate time for check-in, rest, and player supervision.
- 

### **17.6 Team Responsibility**

Team Managers are responsible for:

- Ensuring all players, team officials, and parents are aware of this policy.
  - Distributing copies to families before the first travel event of the season.
  - Collecting signed acknowledgment forms from all participants.
  - Reporting any violations to the DCMHA Executive within 24 hours.
  - Maintaining a respectful team environment and supporting all Safe Sport initiatives.
- 

### **17.7 Social Media & Online Conduct**

All participants are expected to behave responsibly on Social Media and online while representing DCMHA.

- Avoid posting content that is offensive, divisive, or disrespectful to others.
  - Do not share hotel room numbers, locations, or player whereabouts for safety reasons.
  - Report any online harassment or misconduct to the Team Manager immediately.
-

### 17.8 Disciplinary Action

Failure to comply with this policy will result in disciplinary review by the DCMHA Executive. The severity of the action will depend on the nature of the violation, previous conduct, and safety risk involved. DCMHA disciplinary processes will follow BC Hockey's and Hockey Canada's complaint and conduct review frameworks.

*Examples of Consequences for Non-Compliance:*

Type of Violation	Example	Potential Consequences
Dress code non-compliance	Showing up in inappropriate attire	Verbal warning, written notice to player and family
Minor facility misconduct	Not cleaning up or minor damage	Team fine, player apology letter, temporary suspension
Curfew violations	Ignoring curfew, leaving hotel without permission	Loss of next game, parent meeting, disciplinary probation
Substance use (player)	Alcohol, cannabis, vaping, etc.	Immediate removal from event, suspension, disciplinary hearing
Inappropriate social media use	Posting offensive content or photos of misconduct	Mandatory post removal, written warning, potential suspension
Bullying, hazing, or harassment	Verbal abuse, exclusion, digital harassment	Suspension, removal from team, mandatory Safe Sport education
Team official under influence while supervising	Consuming alcohol during supervision duties	Immediate removal, suspension pending review, Safe Sport training
Failure to report or address misconduct (team officials)	Ignoring a known violation	Official suspension, loss of travel privileges, escalation to BC Hockey

All disciplinary decisions are made at the discretion of the DCMHA Executive and may be appealed as outlined in the DCMHA Appeals Policy.

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### 17.9 Inclusion & Equity

DCMHA is committed to fostering a safe, respectful, and inclusive environment for everyone—regardless of race, gender, sexual orientation, religion, ability, or background.

- Discrimination, exclusionary behavior, or harassment will not be tolerated.
- All team officials are expected to actively uphold inclusive team practices and language.

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**Created:** 01-2014

**Revised:** 07-2025

## **18.0 CHAMPIONSHIP TRAVEL EXPENSE POLICY**

Teams eligible for Championship's must declare by December 1 of the current hockey season their intent to attend.

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### **18.1 Eligibility for Subsidy Support**

To be eligible for consideration of DCMHA financial support, teams must:

- Ensure the season has been affordable for families, with no unnecessary or excessive expenditures
- Be in good standing with DCMHA, including timely submission of monthly financial reports and current bank account details to the VP of Administration

Teams are expected to proactively fundraise and incorporate projected Championship expenses into their season budgets, understanding that DCMHA financial support is not guaranteed.

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### **18.2 Championship Tournament Subsidy Support**

Depending on the Association's financial position, DCMHA may offer support to teams attending Championship tournaments. This support is not guaranteed and will be reviewed based on available funds each season.

Support may include:

- Team apparel
- A team meal
- A team activity or outing
- Coach travel or accommodation costs

The DCMHA Board will review the financial situation each season and determine how support will be provided. Teams attending Championships will be informed by the Board of any available subsidies and how they will be distributed.

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### **18.4 Subsidy Support Considerations**

When providing subsidy support to teams, the Board will consider the following factors to guide how support is allocated:

- Responsible financial management demonstrated by the team throughout the season
- Prioritization of team expenses that directly contribute to player development and team success
- Evidence that teams have actively explored and utilized fundraising opportunities
- Assurance that no surplus funds will remain to be returned to parents at season's end
- Preference given to teams with non-parent coaches to help offset their accommodation and travel costs
- Consideration for teams requiring ferry transportation for travel to and from Championships

Teams are expected to manage their finances responsibly and maximize fundraising efforts to be eligible for subsidy support from DCMHA.

DCMHA will consider subsidy support based on each team's individual situation, ensuring fair and equitable use of Association funds while recognizing the efforts and needs of teams representing the Association at Championships.

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**Created:** 01-2014

**Revised:** 07-2025

## **19.0 PARENT AND PLAYER CODES OF CONDUCT**

The Dawson Creek Minor Hockey Association (DCMHA) is committed to providing a safe, inclusive, and respectful environment for all participants. To support this goal, DCMHA has established clear behavioral expectations for players, parents, team officials, on-ice officials, and sport administrators. These Codes of Conduct promote sportsmanship, fairness, and integrity in alignment with Hockey Canada and BC Hockey standards.

These Codes of Conduct are informed by Hockey Canada and BC Hockey standards and may be adapted to reflect DCMHA's local values and expectations.

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### **19.1 Distribution and Acknowledgement**

All players and their parents or guardians are required to review and sign the applicable Codes of Conduct at the start of each hockey season.

Signed agreements will be collected and securely stored by DCMHA.

Team officials and parents are encouraged to help players, especially younger ones, understand the Code of Conduct in an age-appropriate and supportive manner.

These Codes of Conduct are reviewed annually to ensure they remain relevant, effective, and in alignment with evolving safety, inclusion, and sportsmanship standards.

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### **19.2 Parent Code of Conduct**

Parents and guardians play an essential role in supporting a positive minor hockey experience.

By signing the Parent Code of Conduct, parents agree to:

- Encourage their child's participation with positivity and support
- Treat coaches, officials, players, and other parents with respect
- Promote fair play and good sportsmanship at all times
- Avoid abusive, aggressive, or disrespectful behavior or language
- Support the decisions of coaches and officials
- Help their child focus on skill development and enjoyment, not just winning
- Maintain open and respectful communication with team staff
- Follow all DCMHA policies, including those related to safety, harassment, and discrimination
- Refrain from attending DCMHA events under the influence of alcohol, cannabis, or other substances that impair behavior or judgment
- Ensure they complete the Respect in Sport – Parent Edition program prior to their child participating in any DCMHA activities
- Refrain from posting or sharing negative, harmful, or inappropriate content on social media or public platforms that involves players, coaches, officials, volunteers, or the association
- Demonstrate responsible digital citizenship by avoiding online conduct that disrespects teammates, coaches, opponents, or the association. This includes posts, messages, group chats, or gaming interactions
- Conduct themselves respectfully as spectators at games, practices, and events. Spectators must not disrupt play, argue with officials, or engage in abusive or inappropriate behavior. Individuals who do not meet the expectations outlined in this Code may be asked to leave an event and may face further consequences as outlined in DCMHA policy
- Understand that failure to comply with this code may result in disciplinary action, including suspension or removal from association activities

Any concerns or violations of this Code of Conduct will be addressed in accordance with the DCMHA Discipline and Complaints Policy, which outlines reporting procedures, review processes, and potential consequences.

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### **19.3 Player Code of Conduct**

Players represent both DCMHA and the sport of hockey. By signing the Player Code of Conduct, players agree to:

- Show respect for coaches, teammates, opponents, officials, and spectators
- Demonstrate sportsmanship, honesty, and a positive attitude
- Follow team rules, game rules, and instructions from coaches and officials
- Attend practices and games on time and ready to participate
- Take responsibility for their equipment and personal safety
- Avoid any behavior that may harm themselves or others, including bullying or harassment
- Abstain from the use of alcohol, cannabis, vaping, or other harmful substances
- Support teammates and contribute to a positive team environment
- Refrain from posting or sharing disrespectful or inappropriate content on social media or in group chats involving teammates, coaches, or the association
- Demonstrate responsible digital citizenship in all online interactions connected to the team or association
- Recognize that participation is a privilege and that violations of this code may lead to disciplinary action

Any concerns or violations of this Code of Conduct will be addressed in accordance with the DCMHA Discipline and Complaints Policy.

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### **19.4 Additional Codes of Conduct**

DCMHA also maintains the Codes of Conduct for the following roles:

#### **Team Officials**

Coaches, managers, team parents, and safety personnel are expected to act as leaders and role models, maintaining high standards of conduct, professionalism, and respect.

#### **On-Ice Officials**

Referees and linespersons must perform their duties with impartiality, integrity, and professionalism, ensuring the safe and fair management of all games.

#### **Sport Administrators**

Executive members and volunteers are expected to uphold DCMHA values by acting transparently, ethically, and respectfully in all association activities.

These additional codes are available through the DCMHA office upon request.

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### **19.5 Resources and Contact Information**

For additional information, sample codes of conduct, and fair play contracts, visit the BC Hockey website:

<http://www.bchockey.net/Files/Fair%20Play%20Code%20Contracts.pdf>

If you have questions or require assistance, please contact the DCMHA office:

**Phone:** 250.782.7233 (during office hours)

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By following these Codes of Conduct, all members of the DCMHA community help create a welcoming, respectful, and enjoyable hockey environment.

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**Created:** 01-2014

**Revised:** 06-2016

**Revised:** 07-2025

## **20.0 AFFILIATE PLAYER (AP) POLICY**

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### **20.1 Introduction**

Affiliate Players (APs) are skaters or goalies who are irregularly called upon to support a higher-level team when their roster numbers are insufficient. A higher-level team may be one that is skill-based (e.g., Rep or tiered) or division-based (e.g., by age group). APs are not considered regular members of the higher-level team roster but are instead temporary, position-specific additions. For example, a team missing a forward should affiliate a forward; a missing defenseman or goalie should be replaced by the same position.

Affiliation is a privilege, not a right. Selection is based on player performance, attitude, and team needs. All Hockey Canada, BC Hockey, and league affiliation rules must be followed.

It is the responsibility of the head coach requesting the affiliation to understand and comply with all relevant rules and regulations.

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### **20.2 General Guidelines**

The following guidelines apply to all APs and teams:

**20.2.1** APs must prioritize participation with their originally rostered team in the case of schedule conflicts. Exceptions require the approval of both head coaches and may be escalated to the VP of Hockey Operations if necessary.

**20.2.2** The lower team's head coach must be notified when a player is called up as an AP. Disputes are to be resolved by the VP of Hockey Operations.

**20.2.3** Affiliation requests must be approved by the lower team's head coach and the VP of Hockey Operations before any discussion with the player or their family. Requests will not be unreasonably denied.

**20.2.4** The higher-level team's head coach must explain the AP rules and expectations clearly to the player's parent(s)/guardian(s).

**20.2.5** Parents/guardians must provide written (email) consent to the VP of Hockey Operations before the player can be officially rostered or called up as an AP.

**20.2.6** When affiliating from a lower age division, second-year players should be selected first. First-year players require approval from both the VP of Hockey Operations and the President.

**20.2.7** APs must be marked on game sheets with an "AP" beside their name.

**20.2.8** Multiple APs from various lower-level teams should be used to:

- a) avoid game conflicts
- b) comply with Hockey Canada AP rules
- c) ensure appropriate tracking by team managers

**20.2.9** No more than three (3) APs above the regular team roster may practice at a single session with the higher-level team.

**20.2.10** APs may not participate in team events funded by team fees or fundraising unless agreed upon by the team's parents. If an AP attends a tournament, cost-sharing arrangements must be made between the AP's family and the team.

**20.2.11** As per Hockey Canada rules, a player may only affiliate with one team.

**20.2.12** Given the short-notice nature of AP use, all parties should approach the process with flexibility, respect, and cooperation.

**20.2.13** Teams and families are expected to welcome APs with inclusion and sportsmanship.

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### **20.3 Initiation Division (U7–U9)**

**20.3.1** Players in the U7–U9 divisions are not permitted to affiliate under any circumstances.

**20.3.2** U9 players may not affiliate with U11 Development or Recreational teams.

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### **20.4 Recreational Division (U11–U18)**

**20.4.1** APs are permitted on a game-by-game basis and must come from a lower age division.

**20.4.2** Teams may use APs when fewer than 12 skaters or no goaltender is available. VP of

Hockey Operations approval is required.

**20.4.3** Teams may use APs only to reach a maximum of 13 skaters and 1 goalie.

a) Second-year players should be selected first.

b) First-year players may be considered if skill level is significantly higher and VP of Hockey Operations and President approval is granted

**Created:** 08-2022

## **21.0 PLAYER MOVEMENT POLICY**

21.1 DCMHA supports the development of exceptional players and recognizes that, in rare cases, a second-year player may request to try out for a Development or Rep team one age division above their designated age group.

21.2 An Exceptional Player is defined as a player who demonstrates skill and maturity significantly beyond others in their age group. Player movement must be approved by DCMHA, the District, and BC Hockey.

21.3 DCMHA must submit all required evaluations and this policy to the District for review. If denied, the association may escalate the request to BC Hockey.

21.4 Applications must be submitted by January 15 for the upcoming season and include a \$500 non-refundable\* application fee. *This policy does not apply to movement within the same division or to Recreational programming.*

21.5 Players must declare their position (forward, defense, goalie) in the application.

21.6 DCMHA will notify the District and BC Hockey once the application is received.

21.7 The player and their parents/guardians will attend an interview conducted by:

- VP of Hockey Operations
- VP of Hockey Development
- Respected Community Member

21.8 The committee must unanimously agree to proceed to tryout evaluations.

21.9 At tryouts, the player will be evaluated by a team of three (3) independent evaluators who are not involved in the team selection process.

21.10 To be eligible to move up, the player must rank as:

- Top 3 Forwards, or
- Top 2 Defense, or
- Top Goalie
- Be at an advanced level where they are deemed to likely not develop within their age group

21.11 Final evaluation results will be submitted to the VP of Hockey Operations and VP of Hockey Development.

21.12 If the player meets the criteria and is selected for the team, \$250 will be refunded. If the player does not meet the criteria or is not selected, the \$500 fee will not be refunded.

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### **Final Decision**

21.13 All decisions made through this process are final. No appeals will be accepted or reviewed.

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**Adopted:** 06/2025

*\*If successful through evaluation and above criteria for player movement, \$250 of the application fee will be reimbursed.*

## 22.0 DCMHA LIVESTREAM CODE OF CONDUCT

***This Code of Conduct applies to any parent, guardian, or volunteer involved in livestreaming DCMHA games or events, including those providing commentary or managing broadcast platforms.***

DCMHA supports the livestreaming of games and events to enhance accessibility and engagement for families and supporters. However, livestreams must reflect the values and standards of our Association and ensure the safety and well-being of our players and participants, especially minors.

To protect the privacy of players, DCMHA strongly recommends that livestreams be shared only within **private team Facebook groups** or other secure platforms that limit public access.

Teams are responsible for managing access appropriately.

### **Expectations for Livestreaming and Game Announcing:**

#### ***• Maintain Neutrality***

Announcers must remain neutral and respectful in tone. Commentary should be limited to play-by-play facts and general game updates.

#### ***• Respect All Participants***

There is zero tolerance for:

- Abusive, discriminatory, or offensive language
- Profanity of any kind
- Negative commentary about players, coaches, officials, or teams
- Personal opinions, criticism, or speculation about injuries, performance, or officiating

#### ***• Create a Positive Environment***

Commentary should encourage sportsmanship and reflect the values of teamwork, effort, and fun. Highlight fair play and team accomplishments over individual criticism or rivalries.

#### ***• Technical Responsibilities***

Those operating livestreams or providing commentary must ensure:

- Audio is clear and appropriate
- Volume levels are monitored to avoid background chatter being picked up
- Streaming stops immediately if any harmful or unsafe content arises

#### ***• Supervision and Accountability***

Anyone broadcasting a livestream on behalf of a team represents the team and DCMHA. The team's coaching staff or designated team official must be aware of and approve of who is announcing or operating the stream.

#### ***• Reporting Concerns***

Any issues related to inappropriate livestream content must be reported to the DCMHA Executive immediately by way of email to President, VP of Hockey Operations & VP of Administration. Livestream privileges may be revoked if this Code of Conduct is not followed.

**Adopted: 06-2025**

## SCHEDULE 1 – PLAYER MOVEMENT APPLICATION

### DAWSON CREEK MINOR HOCKEY ASSOCIATION (DCMHA)



#### PLAYER MOVEMENT APPLICATION

Applications must be submitted by January 15<sup>th</sup> for the upcoming season and include a \$500 non-refundable application fee. DCMHA assumes no responsibility or liability for any injury or risk incurred as a result of a player participating in tryouts at a higher division. All risks associated with trying out at a higher level are accepted solely by the player and their parent(s)/guardian(s).

#### Exceptional Player Application – Terms and Conditions

This application is submitted in accordance with the terms and conditions established by Dawson Creek Minor Hockey Association (DCMHA) for the purpose of identifying an exceptional player as laid out in 21.0 – Player Movement Policy. By submitting this application, the applicant(s) acknowledge and agree to be bound by all conditions outlined herein. The applicant(s) agree to provide any additional information that DCMHA may deem necessary or appropriate to support the review of this application or to clarify the status of the applicant(s).

The applicant(s) understand and agree that the decision to grant or deny exceptional player status rests solely with the discretion and judgment of DCMHA. All decisions are final and binding, with no right of appeal to DCMHA, BC Hockey, or Hockey Canada.

Enclosed is a non-refundable application fee of \$500.00, payable to Dawson Creek Minor Hockey Association, to cover the administrative and evaluation costs associated with processing this application.

If the player is granted exceptional status, a refund of \$250.00 will be issued to the applicant. If the application is not approved, no portion of the fee will be refunded.

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Position Trying Out For (check one):

Forward       Defense       Goalie

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#### Applicant Information and Signatures

Player's Full Name (print): \_\_\_\_\_

Player Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### *DCMHA Use Only*

Date Received by DCMHA: \_\_\_\_\_

Received By: \_\_\_\_\_

## SCHEDULE 2 – EXCEPTIONAL PLAYER APPLICATION - QUESTIONNAIRE

### DAWSON CREEK MINOR HOCKEY ASSOCIATION (DCMHA) Exceptional Player Application – Coach Evaluation Questionnaire

Please complete the following evaluation for the player applying for Exceptional Player Status. For each category, mark an “X” in the box that best reflects your assessment of the player.

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#### RATING SCALE

1    2 = Average       3    4    5 = Above Average       6    7 = Exceptional

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#### Assessment Criteria

1. **Coachable**

*Does the player accept and respect the coaching process?*

1    2    3    4    5    6    7

2. **Motivation**

*Does the player demonstrate inner drive and self-motivation?*

1    2    3    4    5    6    7

3. **Effort**

*Is the player consistent in their effort during practices and games?*

1    2    3    4    5    6    7

4. **Team Cohesion**

*Is the player a team player who interacts positively with teammates and staff?*

1    2    3    4    5    6    7

5. **Mental Toughness**

*How well does the player respond to adversity or challenging situations?*

1    2    3    4    5    6    7

6. **Performance Under Pressure**

*Does the player perform well in high-pressure or difficult moments?*

1    2    3    4    5    6    7

7. **Hockey Sense**

*Does the player show vision and decision-making beyond their peers?*

1    2    3    4    5    6    7

8. **Leadership**

*Has the player demonstrated leadership on and off the ice?*

1    2    3    4    5    6    7

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**Additional Assessment Questions**

9. **Describe the player’s vision during gameplay:**

1  2  3  4  5  6  7

*Comments:*

---

10. **How well does the player understand the game?**

1  2  3  4  5  6  7

*Explain:*

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11. **To what degree does the player control the game itself?**

1  2  3  4  5  6  7

*Comments:*

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12. **Have you observed any selfish tendencies?**

*Comment:*

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13. **Describe the player’s leadership qualities on and off the ice:**

*Comment:*

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14. **When playing at their normal age level, do they appear challenged? If not, how do they challenge themselves?**

*Comment:*

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15. **Does the player demonstrate respectful and appropriate behavior in the dressing room and throughout the rink environment?**

*Comment:*

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16. **Does the player demonstrate a high level of maturity during team activities away from the rink, such as at the hotel, team meals, and dryland training?**

*Comment:*

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17. **Additional Comments (optional):**

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**Coach Information**

• **Coach Name (please print):**

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• **Team & Division:**

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• **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SCHEDULE 3 – FUNDRAISING APPLICATION FORM**



DAWSON CREEK MINOR HOCKEY ASSOCIATION (DCMHA)  
PO Box 1032, Dawson Creek BC, V1G 4H9  
[www.dcmha.ca](http://www.dcmha.ca)  
[office@dcmha.ca](mailto:office@dcmha.ca)

**FUNDRAISING APPLICATION – TEAM**

***Please note: All fundraising activities must align with the Dawson Creek Minor Hockey Association’s established guidelines. For complete details, please refer to Section 12.0 – Fundraising Policy in the DCMHA Policy Manual.***

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position on Team: \_\_\_\_\_

Team Name: \_\_\_\_\_

Type of Fundraiser applying for (i.e. bottle drive, 50/50, etc.) \_\_\_\_\_

Location of fundraiser: \_\_\_\_\_ Date(s) of Fundraiser: \_\_\_\_\_

Draw Date (if applicable): \_\_\_\_\_ BC Gaming License Required:  Yes  No

Value of Fundraiser: \_\_\_\_\_

***Declaration:***

*I understand that this application must be **submitted and approved** by DCMHA **prior** to the start of any fundraising activities. I acknowledge that failure to obtain prior approval may result in the forfeiture of all funds raised and may be subject to further action as outlined in the DCMHA Fundraising Policy.*

Signature: \_\_\_\_\_

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**DCMHA USE ONLY:**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Approved  Denied

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_