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1. Introduction

1.1 MISSION STATEMENT

- ❖ The Fort St. John Minor Hockey Association (hereby referred to as the “Association”) provides youth with the opportunity to participate in both recreational and competitive hockey and to develop emotionally, physically, socially and technically. We strive to create a positive environment that is safe, fun and respectful and support Hockey Canada’s mission statement to “Lead, Develop, and Promote Positive Hockey Experiences.”

1.2 OBJECTIVES

- ❖ It is the purpose of the policy manual to provide assistance and direction to those who are responsible for the operation of Fort St. John Minor Hockey. This manual will also serve as a resource document for our athletes, coaches, volunteers, members, parents, officials and others in the community, who have an interest in minor hockey and the Association. The duties and responsibilities of the elected and appointed Executive Board Members (hereby referred to as the “Executive”) are outlined in the By-Laws as well as in this manual. This policy manual is intended to be a living document and requires review and revision on a regular basis as the needs of the Association evolve.
 - **Limitations:** Any contradiction, dispute or difference between the contents of this manual and the Association’s By-Laws shall be resolved only by reference to the By-Laws.

1.3 REVISION PROCEDURE

- 1) Any section(s) of this policy manual can be revised, edited or deleted by simple majority vote of the Executive.
 - a) There must be a notice of motion given 14 days prior to the vote.
 - b) This notice of motion must be in writing with the proposed wording of the revised section.
 - c) Any substantive change in the manual will be communicated to the membership on the website and/or at the annual general meeting (AGM).
- 2) Any member wishing to initiate a revision of the policy manual may do so by providing a copy of the proposed revision to the Policy Director.
 - a) The Policy Director is obliged to present the revisions to the Executive by way of a notice of motion. The Policy Director is not obliged to support such said motion.
 - b) The member initiating the revision may request to make a presentation to the Executive in support of any motion.
- 3) The Executive will meet in May of each year at a Policy Review and Strategic Planning Session. The intent of this meeting will be to review the policy manual.
- 4) The most current version of the policy manual will be available on the Fort St. John Minor Hockey website at www.fsminorhockey.ca.

2. THE ASSOCIATION

2.1 ORGANIZATION

- 1) The Association is a non-profit sports society incorporated under the *Societies Act* of British Columbia. The Association is responsible for all minor hockey activities within the boundaries established by BC Hockey. The Association is a member of the Northeast BC/Yukon District of BC Hockey and receives its authority from Hockey Canada through BC Hockey.
- 2) The Association shall maintain good standing in affiliation with BC Hockey and shall observe all by-laws, rules and regulations set forth by BC Hockey alone and in conjunction with Hockey Canada and shall have representation at BC Hockey meetings. The Association shall cooperate with those recreation commissions operating within its territory.
- 3) Membership in the Association includes all parents/guardians of registered minor hockey players and any person who applies, and is accepted, by the Executive as a member. For the purposes of the Annual General Meeting (AGM), voting members of the Association include all members as defined above, with

each member present having one (1) vote. Members must be in good standing with the Association in order to vote at the AGM.

- 4) Competitive team and Development team tryouts are conducted starting in late August-early September, with the selection of the team members by independent evaluators and coaches, through a procedure established by the Association. The number of competitive and development teams in each division will be dependent upon the total number of registered players in that division. Where possible, the ratio of competitive to recreation teams should not exceed 33% or 1/3.
- 5) Once the Competitive teams and Development teams are selected, the Recreation teams are selected. Team selection is then made by the respective coaches, Recreation Director and Divisional Coordinator. All players will be evaluated by designated evaluators. Every effort will be made to ensure that all Recreation teams are equally balanced in each division.
- 6) Age Divisions (the players' age as of December 31 of the current registration season) in minor hockey are set by Hockey Canada as follows:

Initiation	5 and 6 year olds
Novice	7 and 8 year olds
Atom	9 and 10 year olds
Pee wee	11 and 12 year olds
Bantam	13 and 14 year olds
Midget	15, 16, and 17 year olds
Juvenile	18 and 19 year olds
- 7) The Association offers the following programs:
 - a) Initiation and Novice: Registered players aged 5 to 8 with skill development as the base component.
 - b) Atom Development: Registered players aged 9 – 10 who have elected to participate in tryouts and are placed on a Development team.
 - c) Recreation: Registered players age 9 to 17 not participating on Development or Competitive teams will be divided into equal teams within their division.
 - d) Competitive: Registered players aged 11 to 17 who have elected to participate in tryouts and are placed on a tiered team who may then compete in BC Hockey Provincials if successful within their Zone play-downs.
- 8) Teams may compete in appropriate leagues that are available including but not limited to: **All Peace League, NERHL, PWNHL, ERBHL, and NAMHL.**

2.2 ASSISTANCE

- 1) For assistance and information, team management and the Executive can refer to, or obtain copies of, the following handbooks through their Executive, the Fort St. John Minor Hockey website or directly from the governing bodies:
 - a) By-laws of the Fort St. John Minor Hockey Association
 - b) Fort St. John Minor Hockey Harassment and Abuse Policy
 - c) BC Hockey Constitutions and By-laws
 - d) BC Hockey Bulletins
 - e) Hockey Canada Constitutions and By-laws
 - f) Hockey Canada Rule Book

3. EXECUTIVE DUTIES AND RESPONSIBILITIES

3.1 MEETINGS

- 1) **General**
 - a) The Executive of the Association shall consist of the:
 1. President
 2. Vice President of Hockey Operations
 3. Vice President of Hockey Personnel
 4. Coach Mentor
 5. Competitive Director 1
 6. Competitive Director 2
 7. Senior Recreation Director

8. Junior Recreation Director
9. Risk Management Director
10. Policy Director
11. Director of Hockey (Secretary)
12. Treasurer
13. Female Director

All of whom shall be elected by the membership in accordance with the Constitution and Bylaws of the Association, with the exceptions of the Head Coach Mentor, Treasurer and Secretary (Director of Hockey), who will be appointed by the elected members of the Executive.

- b) With the exception of the President, Coach Mentor, Treasurer, and the Secretary, the Executive shall be elected for a two-year term at the AGM, split into even and odd numbered years. Please see the Bylaws for the even and odd year positions up for election.
- c) The total number of Executives of the Association will be no less than three (3) and no more than thirteen (13).
- d) An Executive member may resign by submitting a letter of resignation to the President of the Association.
- e) The Executive shall have the power to fill any Executive vacancy that may occur between annual meetings.
- f) There are no restrictions in the Executive holding any position with a team, however such Executive will excuse his/herself from any decision making process at any Association meetings which involves issues regarding their team in order to avoid a conflict of interest.

2) Meetings of the Executive shall include:

a) General Meetings [“ AGM”]

- i) Notice of an AGM shall specify the place, day and hour of the meeting and, in case of special business, the general nature of that business.
- ii) The AGM is to be held in February of each year.
- iii) The agenda of the Annual General Meeting shall be laid out by the President and any pertinent matters may be brought up by any member attending such meetings.
- iv) A quorum for a general meeting shall be the majority of the Executive members plus an equal number of ordinary voting members in good standing with the Association.
- v) No proxy voting is allowed.
- vi) At an AGM, all voting (with the exception of election of directors and officers [“the Executive”]) shall be in the form of a show of hands unless there is request for a vote by secret ballot on a specific motion.
- vii) Executive for the forthcoming season will be elected at the AGM, employing a secret ballot vote.
- viii) The new Executive will assume their duties at joint executive meeting(s) following the current AGM as non-voting members until April 30 of each year.
- ix) Nominations may come from the floor only where the nominee is in attendance or his/her written consent is presented.
- x) Any proposed changes to the Bylaws must be submitted to the Policy Director twenty-one (21) days prior to the AGM.

b) Executive Meetings

- i) Each member of the Executive in attendance at Executive meetings is entitled to one (1) vote, with the exception of the President, who shall vote only in the case of a tie, and the Coach Mentor, Treasurer and Secretary, who hold appointed, non-voting positions. No proxy votes shall be allowed.
- ii) The quorum at the Executive meetings is a majority of the Executive members.
- iii) The executive will meet at least monthly from August to June inclusive. More frequent meetings will be determined at the conclusion of each meeting.
- iv) Any complaints against any member of the Executive shall be reported to the President immediately.
- v) Unless otherwise determined by the Executive, the absence of an Executive member from three (3) consecutive Executive meetings or the absence of an Executive member from four (4) out of any eight (8) consecutive Executive meetings shall be deemed to be a resignation of the said Director from the

Executive.

- vi) The Executive shall appoint or select from an application process Division Coordinators, as required.
 - vii) The Executive is empowered to appoint coaches to various teams. These appointed coaches may then in turn select team officials whose names must be submitted to the Executive for approval.
 - viii) The Executive shall have the Association's books reviewed by an independent auditor.
- 3) **BC Hockey's Annual General Meeting:** This meeting is held in June each year. There is space for at least (4) members of the Executive to attend this meeting in order that all workshops and voting sessions may be attended. The exact number of attendees is to be determined by the number of votes the Association is eligible to cast, and the number of relevant workshops.
- a) The number may be exceeded should a member of this Association be the recipient of a BC Hockey award.
- 4) **Peace River District Meetings:** Any member of the Executive may attend these meetings to help members become aware of the workings of our parent Association. However, it is mandatory there are two members present at all these meetings (preferably the President or his/her designates', attendance is mandatory). If expenses are accrued, the Association is responsible for the expenses of the two voting members.
- 5) **All Peace League:** Our Association has 2 voting positions at the All Peace League. Therefore, for all league meetings there must be two members present. One will be the President, the other the Director of Hockey. Attendance is mandatory.
- a) For the scheduling meeting in October, representatives of each Competitive team or Division must be present as well as the Ice Scheduler.
- 6) **Fort St. John Minor Hockey Association Awards Night:** This meeting shall be held in late March or early April and all members are encouraged to attend.
- 7) **Policy Review and Strategic Planning Session:** This meeting is attended by the Executive committee and is held in May of each year. This meeting deals with the organization of the upcoming season and the review and revision of the Policy Manual.
- 8) **Coaches and Managers Meetings:** These meetings may occur at the beginning, middle and end of the season, or as required; it is mandatory that all teams have representatives in attendance. The meetings will go over the Association's philosophy and operational guidelines for the teams. Required materials will be handed out at the time of the meetings. The Coach/ Mentor, in partnership with the respective Recreation and Competitive Directors, is responsible for planning and facilitating these meetings.
- 9) **Parent Meetings:**
- a) Competitive teams
 - i) Coaches, the Manager and the Team Treasurer are approved by the Executive prior to the first team meeting.
 - ii) meetings will occur every 4-6 weeks, starting in October and inclusive to March
 - iii) An agenda must be provided to the Competitive Director 1 week prior to the meeting and minutes of the meeting must be provided within 1 week following the meeting.
 - Failure to provide either of these documents may result in a suspension of the team's ice for a period to be determined by the Executive. If fundraising or voting on tournaments is on the agenda then an Executive member must be present at the meeting.
 - iv) The team treasurer must give written reports to the parents/guardians concerning the finances of the team.
 - b) Recreation teams
 - i) Meetings will occur as needed, but should include 1 meeting prior to Christmas and 1 meeting after, but before the end of the season.
 - ii) A member of the Executive must be informed one week prior to the meeting. A member of Executive, who is not part of the team, must be present at each team meeting.
- 10) **Tournament Meetings:** Shall be held as determined as necessary by the various tournament committees.

3.2 GENERAL EXECUTIVE DUTIES

- 1) It shall be the responsibility of the Executive to exercise proper care and control of the finances of the Association between annual general meetings, and to enforce the rules and regulations in accordance with the By-Laws. Any ruling made by the Executive shall be binding.

- a) The Executive also assumes the responsibility for:
 - i) developing and approving the policies of the Association within the framework of the Constitution and these Bylaws;
 - ii) establishing and guiding the strategic direction of the Association;
 - iii) ensuring an adequate yearly budget is prepared and approved;
 - iv) deciding upon methods for securing funds necessary for the conduct of the business of the Association;
 - v) representing the Association in the community;
 - vi) appointing and supervising a Director of Hockey who will manage the day to day affairs of the Association;
 - vii) acting honestly and in good faith and in the best interests of the Association; and
 - viii) exercising the care, diligence and skill of a reasonably prudent person, in exercising the powers and performing the functions as an Executive member.
- 2) No member of the Executive shall be paid for his or her duties as an Executive member, but must be reimbursed for all expenses necessarily and reasonably incurred by the Executive member while engaged in the affairs of the Association, and in accordance with the Association's policies.
- 3) The Association may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity, unrelated to their Executive Duties and Job Descriptions, as listed below.
- 4) Executive members will be exempt from paying registration fees while they are serving on the Board, given the following:
 - a) Free registration for 1 child/year served on the Board.
 - b) If the executive member quits the Board during the current hockey season, they will be required to pay their registration.

3.3 EXECUTIVE AND JOB DESCRIPTIONS

The following section outlines the duties of the Executive and appointed Coordinators who represent the Association. The description of duties is only intended to cover functions within the jurisdiction of the Association.

- 1) The Executive shall consist of the following members:
 - A. President
 - A.1. Director of Hockey (Secretary)
 - A.2. Coach Mentor
 - B. Vice President of Hockey Operations
 - C. Vice President of Hockey Personnel
 - D. Treasurer
 - E. Junior Recreation Director
 - F. Senior Recreation Director
 - G. Competitive Directors 1 and 2
 - H. Policy Director
 - I. Risk Management Director
 - J. Female Director
- 2) The Coordinators shall consist of the following members and are appointed by the Executive:
 - A.2.a Junior Skills Development Coordinator
 - A.2.b. Senior Skills Development Coordinator
 - A.2.c. Goalie Skills Development Coordinator
 - A.3 Referee in Chief
 - A.4 Website Coordinator
 - A.5 Tournament Ice Scheduler
 - B.1 Coach Coordinator
 - B.2 Equipment Coordinator
 - C.1 Team First Coordinator
 - C.2 Publicity Coordinator
 - E.1 Initiation 5 Division Coordinator
 - E.2 Initiation 6 Division Coordinator
 - E.3 Novice Division Coordinator

- E.4 Atom Division Coordinator
- F.1 PeeWee Division Coordinator
- F.2 Bantam Division Coordinator
- F.3 Midget Division Coordinator
- F.4 Female Division Coordinator
- G.1 Atom A General Manager
- G.2 Atom B General Manager
- G.3 Pee Wee – Tier 2 General Manager
- G.4 Pee Wee – Tier 3 General Manager
- G.5 Bantam – Tier 2 General Manager
- G.6 Bantam – Tier 3 General Manager
- G.7 Midget – Tier 2 General Manager
- G.8 Midget – Tier 3 General Manager
- G.9 Juvenile Competitive (when necessary)
- H.1 Historian
- H.2 Awards Committee

A. President (Elected)

- ❖ Promote the image of the Association and the sport of hockey within the community.
- ❖ Ensure that the interests of the general membership are given due and adequate consideration in all activities carried out by the Executive.
- ❖ The President will hold a meeting every month (or more, as determined) from August to June of all Executive members.
- ❖ Chair all meetings of the Executive, and the Annual General Meeting, with responsibilities for:
 - Preparing the agenda;
 - Arranging for the facility;
 - Chairing the meeting; and
 - Ensuring meetings are conducted in an orderly and proper fashion.
- ❖ Be responsible and accountable to the rest of the Executive.
- ❖ Represent the interest of the Association in its dealings with outside organizations, including but not limited to:
 - various departments of the City of Fort St. John;
 - BC Hockey;
 - Hockey Canada; and
 - various governing bodies for Minor Hockey which have jurisdiction over the Association and other hockey associations with which the Association may have frequent dealings.
- ❖ In recognition that the needs of the Association are better served when there is a match between the abilities and skills of each Executive member, and the duties to which they are assigned, the President may from time to time reassign specific duties from one member to another or one Coordinator to another.
 - Such reassignments are subject to Executive review.
- ❖ Assist all members of the Executive with the execution of their duties.
- ❖ Coordinate all activities related to representing the Association at BC Hockey and the various hockey leagues in which the Association participates.
- ❖ Sign as a Signing Officer for the Association.
- ❖ Carry joint approval for disbursement of money from the Association bank account(s).
- ❖ Establish a committee to review compensation and job description of the Director of Hockey.
- ❖ To act as the liaison between the Referee in Chief and the membership.

A1. Director of Hockey (Appointed)

Objectives of the Position:

- ❖ To foster, promote, advance and perpetuate the game of hockey in Fort St. John
- ❖ To enforce the rules of the game as adopted by the Association
- ❖ To coordinate and encourage all volunteers
- ❖ To comply with and promote Risk Management as a partner in the game of hockey

- ❖ To represent the Executive on a day to day basis
- ❖ The Director of Hockey will report directly to the Executive. The President of the Association will be the immediate supervisor to the Director of Hockey
- ❖ The Director of Hockey will be required to establish a yearly schedule of important dates and deadlines and work with the volunteers to ensure these dates are met

Responsibilities of the Position:

❖ Operation of the Minor Hockey Office

- Typing, filing, correspondence, and general office duties.
- Maintain and publish a current list of all members of the Executive.
- Post the approved voters list in the appropriate arenas by Feb. 15th of each year.
- Publicize registration, tryouts, AGM, awards and other important dates with the media.
- Collect and distribute all incoming mail, email and phone messages.
- Maintain inventory of office supplies and replace supplies as needed.
- Attend all Executive meetings and take and distribute minutes of such meetings.
- Ensure that suitable personnel are available, trained and receive support to operate Fort St. John Minor Hockey.
- Shall be responsible for depositing all funds received and notify the Treasurer for outstanding bills of the Association.
- Coordinate fundraising activities, including all accounting activities, with the assistance of the Treasurer, and other fundraising volunteers, if applicable.
- Act as the assistant to the President.
- Coordinate and communicate with BC Hockey.
- Ensure the Association is operating within policy and guidelines.
- Attend yearly BC Hockey meetings.
- Submit names of suitable candidates for the following position to the Executive for approval:
 - A.2 Referee in Chief
 - A.3 Website Coordinator

❖ Ice Allocation

- Present the Association's ice requirements to the City of FSJ and Taylor Arena.
- Coordinate all competitive and development tryouts with the Competitive Directors.
- Coordinate the allocation of ice time to the various divisions of the Association, the Tournament Ice Scheduler and the team tournament coordinators.
- Monitor ongoing usage of ice to ensure it is fully utilized.
- Prepare, keep current, and provide upon request a master schedule of ice time usage for the Association.

❖ Registration

- Responsible for player registration with insurance and BC Hockey as required and for the return of players' birth certificates.
- Prepare registration forms.
- Establish and carry out registration sessions.
- Maintain accurate, orderly, and up-to-date lists of all players registered with the Association.
- Responsible for registration of carded teams and affiliation agreements.
- Complete required reports for Hockey Canada, BC Hockey, and PRDMHA.

❖ Course Coordination

- Working with the Head Coach Mentor on planning, coordinating and booking coach training courses (coaching clinics) to ensure all arrangements are made.
- Course registration for RIS, Coaches, Officials, HCSP clinics, and other specialty clinics.

❖ Sponsorship

- Keep a list of current sponsors and sponsors on a waiting list.
- Keep a list of current sponsors and which team they are sponsoring.
- Correspond with sponsors as required.

❖ Leagues

- Coordinate schedules with all the leagues.

- Attend scheduled league meetings if required.
- Coordinate and communicate with the Peace River District Hockey Association.
- ❖ **Peace River District**
 - Attend all scheduled PRDHA meetings.

A2. Coach Mentor (Appointed)

- ❖ Assist coaches to implement skill development as set out by BC Hockey and Hockey Canada.
- ❖ Support coaches with on ice practice execution throughout the season, provide examples, structure and provide feedback to coaches based on observed practices.
- ❖ Facilitate coach meetings up to 3 times a year per Division – Jr House, Sr House, Female and Competitive.
- ❖ Organize and facilitate coaching clinics and specialty skills clinics.
- ❖ Create player evaluation forms to aid with player development.
- ❖ Distribute appropriate coaching resource materials via monthly emails.
- ❖ Recommend and implement improvements in Skill Development Program.
- ❖ Liaise and assist the Board of Directors in any coaching matters and attend Executive meetings when requested.
- ❖ May not take on a team Head Coach position.
- ❖ Facilitate FSJMHA Lace Em Up Program.
- ❖ Coordinate and conduct on ice skills sessions with players of FSJMHA.

A3. Referee in Chief (Appointed)

- ❖ Schedule referees for games as follows:
 - Maintain a list of certified officials within the Association
 - Obtain schedules from all teams within the Association for tournament, league, playoff and exhibition games
- ❖ Provide recruiting, training and evaluations for referees, as required.
- ❖ Take corrective action when required to improve referee performance.
- ❖ Schedule and instruct referee certification and training clinics.
- ❖ Correspond, attend meetings, and liaise as required to represent the interests of officiating in the Association to BC Hockey
- ❖ Ensure the Hockey Canada rules, as amended by the BC Hockey, are being correctly applied and interpreted

A.4. Website Coordinator (Appointed)

- ❖ Maintain and update the Association's website under the direction of the Executive.

A.5. Tournament Ice Scheduler (Appointed)

- ❖ Schedule junior and senior tournament ice under the direction of the Director of Hockey.

B. Vice President of Hockey Operations (Elected)

- ❖ Ensure that general hockey operations are planned and organized.
- ❖ Determine staffing requirements necessary to efficiently and effectively carry out hockey operations and submit names of suitable candidates for each of the following positions to the Executive for approval:
 - B.1 Equipment Coordinator; and
 - B.2 Coach Coordinator.
- ❖ Perform the duties of the President in his/her absence.
- ❖ Carry joint approval for disbursement of money from the Association bank account(s).
- ❖ Sign as a Signing Officer of the Association.
- ❖ Maintain equipment supply.
 - Collect all requests for equipment purchases, obtain quotations from sources for equipment, and submit quotes along with recommendations to the Executive for approval.

- Establish approved sources for routine equipment purchases of a minor nature (less than \$200.00), and provide those sources with a list of individuals who are authorized (by the Executive) to obtain equipment.
- Carry out periodic inspections of equipment owned by the Association and replace or repair it, as required.
- Maintain financial controls established by the Treasurer with respect to equipment purchases including, but not limited to, matching purchase orders, shipping receipts and invoices, with copies to the Treasurer.
- ❖ Will act as the Coach Coordinator and the Equipment Coordinator in the event that no volunteers are appointed to these positions.

B.1. Coach Coordinator (Appointed)

- ❖ In the event that a Coach Mentor is not hired for the current season, a Coach Coordinator may be appointed.
- ❖ The duties of the Coach Coordinator shall be those as set out under A.2 above.

B.2. Equipment Coordinator (Appointed)

- ❖ Coordinate the following activities with respect to playing equipment owned by the Association:
 - Storage, cleaning and repairs.
 - Distribution of equipment at the start of the season and collection of it at the end of the season.
 - Establish and maintain an equipment inventory list.
 - Distribute and collect first aid kits for recreation level teams.
 - Provide equipment as required for all hockey teams within the Association.

C. Vice President of Hockey Personnel (Elected)

- ❖ Determine volunteer persons are in place to efficiently and effectively carry out hockey personnel operations and submit names of suitable candidates for the following positions to the Executive for approval:
 - C.1 Team First Coordinator; and
 - C.2 Publicity Coordinator.
- ❖ Will act as the Team First Coordinator and Publicity Coordinator in the event that no volunteers are appointed to these positions.
- ❖ Act as Chairman of the Team First Conduct Committee.
- ❖ To be available to assist, along with the Conduct Committees, coaches, managers, players, Executive and parents in settling disputes (Team First issues, etc.).

C1. Team First Coordinator (Appointed)

- ❖ Complete a presentation of Team First to all teams, coaches, and volunteers of the Association (parental participation at Team First meetings is recommended, but not mandatory).
- ❖ Implement, through the Team First Program, the positive social values of fair play, integrity, respect and fairness that are essential elements of the game.
- ❖ Provide a safe environment for the participants within the regulations of the Association and BC Hockey.
- ❖ Sits as a member of the Team First Conduct Committee.

C2. Publicity Coordinator (Appointed)

- ❖ Be responsible for informing and posting information to the media, paper and any other form of advertising of any special events presented by the Association (ie. Minor Hockey Week, Lace em Up, Tournaments, etc.).

D. Treasurer (Appointed)

- ❖ Monitor activities and take appropriate measures to ensure that all fiscal activities associated with the Association are carried out in an appropriate manner and to safeguard the financial stability of the Association.

- ❖ Coordinate activities related to preparation and publication of an annual operating budget for the Association.
- ❖ Monitor, reconcile and prepare monthly financial statements for all Association bank accounts and present at Executive meetings for review by the Executive.
- ❖ Prepare annual financial statements for review at the AGM that relates to a period ending not more than 2 months prior to the AGM.
- ❖ Prepare annual financial statements to be reviewed by an external accountant, if deemed necessary.
- ❖ Sign as a Signing Officer for the Association.
- ❖ Carry joint approval for all disbursements of money from the Association bank account(s)
- ❖ Make recommendations to the Executive regarding investment of the Association's reserve funds, if such are available.
- ❖ Controller for the competitive teams.
- ❖ Take responsibility for licensing and any other requirements of gaming activities and ensure that all statements, lists and reports are filed, as required, with the Gaming Commission.
- ❖ Will act as the Raffle and Fundraising Coordinator in the event that no volunteers are appointed to this position.
- ❖ Shall be responsible to:
 - Pay the bills of the Association;
 - Budget and request funds to remunerate officials for games worked;
 - Maintain a list of Accounts Receivable;
 - Maintain a list of Accounts Payable;
 - Maintain a general ledger using acceptable accounting practices;
 - Prepare payrolls and make timely remittances; and
 - Assist with other financial duties as directed by the Executive.

❖ **E. Junior Recreation Director (Elected)**

- ❖ Represent the interest of the general membership involved with the recreation league divisions: Initiation, Novice and Atom.
- ❖ Coordinate with the Division Coordinators of the Association any complaint in said division.
- ❖ Determine staffing requirements necessary to efficiently and effectively carryout a Recreation hockey program and submit names of suitable candidates for each of the following positions to the Executive for approval:
 - E.1 Initiation 5 Division Coordinator;
 - E.2 Initiation 6 Division Coordinator;
 - E.3 Novice Division Coordinator; and
 - E.4 Atom Division Coordinator.
- ❖ Ensure proper steps are carried out in order to establish and maintain an equitable distribution of skills between teams within each division.
- ❖ Monitor activities and take appropriate measures to ensure the proper conduct of all individuals involved within the recreation league.
- ❖ Should this position be vacant as of August 1 the Junior Recreation Division will not operate for that season. Players affected will be refunded their registration and the Association will declare no team in that category.

E.1 to E.4 – Junior Recreation Division Coordinators (Appointed)

- ❖ The Junior Recreation Division Coordinators shall be under the direction of the Junior Recreation Director or where appropriate, the Executive, and on behalf of the Executive to whom they are at all times accountable.
- ❖ Represent the interests and be responsible for administration of the assigned division in a manner prescribed by the Executive and governed by the Association's policies.
- ❖ Responsible to oversee the day-to-day operation of their assigned division.
- ❖ In conjunction with the Junior Recreation Director, ensure suitable coaching and management personnel are available for all teams in the division.

- Coaches and HCSP must be in place no later than September 15
- All players will be placed on a wait list and will be registered based on the date of their registration as available volunteers allow.
- The registration date for players released from tryouts will be the date of their registration, not the date of release.
- Children of coaches/HCSP will automatically be placed on that coaches/HCSP team regardless of the date of that child's registration.
- The number of players in each division will be determined by the number of coaches/HCSP signed up by September 15 at a ratio of 17 skaters/1 goalie to 1 Coach/HCSP.
- ❖ Prepare and distribute schedules for practices and games in coordination with the Director of Hockey.
- ❖ Manage ice times for games and practices in conjunction with the Junior Recreation Director and the Director of Hockey.
- ❖ Ensure that all player participation and player movement is in the best interest of the players involved.
- ❖ Ensure proper steps are carried out in order to establish, and maintain, an equitable distribution of skills between teams within the division.
- ❖ Forward game schedules to officials in charge of division for scheduling of referees.
- ❖ Oversee and monitor team structure and ratings within the division and report regularly to the Junior Recreation Director.
- ❖ A Recreation Division Coordinator may not serve as a team official (coach or manager) on a team that is in the same division that he/she is the Coordinator of; however, they may be an HCSP for the team.
- ❖ The Executive must approve all team officials.
- ❖ Inform Equipment Coordinator of equipment requirements.
- ❖ Coordinate with Junior Recreation Director any complaints within respective division of the Association.
- ❖ If Division Coordinators for each division are not filled within the Association by August 1 that division will not operate for the upcoming season. Players affected will be refunded their registration and the Association will declare no team in that category.

❖ **F. Senior Recreation Director (Elected)**

- ❖ Represent the interest of the general membership involved with the Recreation league divisions: PeeWee, Bantam and Midget.
- ❖ Coordinate with the Division Coordinators of the Association any complaint in said division.
- ❖ Determine staffing requirements necessary to efficiently and effectively carry out a recreation hockey program and submit names of suitable candidates for each of the following positions to the Executive for approval:
 - F.1 PeeWee Division Coordinator;
 - F.2 Bantam Division Coordinator;
 - F.3 Midget Division Coordinator; and
 - F.4 Female Division Coordinator.
- ❖ Ensure proper steps are carried out in order to establish and maintain an equitable distribution of skills between teams within each division.
- ❖ Monitor activities and take appropriate measures to ensure the proper conduct of all individuals involved within the recreation league.
- ❖ To ensure all coaches in all divisions are following the Hockey Canada development program.
- ❖ Should this position be vacant as of August 1 the Senior Recreation Division will not operate for that season. Players affected will be refunded their registration and the Association will declare no team in that category.

F.1 to F.4 – Senior Recreation Division Coordinators (Appointed)

- ❖ The Senior Recreation Coordinators shall be under the direction of the Senior Recreation Director or where appropriate, the Executive, and on behalf of the Executive to whom they are at all times accountable.
- ❖ Represent the interests and be responsible for administration of the assigned division in a manner prescribed by the Executive and governed by the Association's policies.
- ❖ Responsible to oversee the day-to-day operation of their assigned division.

- ❖ In conjunction with the Senior Recreation Director, ensure suitable coaching and management personnel are available for all teams in the division.
 - Coaches and HCSP must be in place no later than September 15
 - All players will be placed on a wait list and will be registered based on the date of their registration as available volunteers allow
 - Any child of a coach or HCSP will automatically be registered.
 - The registration date for players released from tryouts will be the date of their registration, not the date of release.
- The number of players in each division will be determined by the number of coaches/HCSP signed up by September 15 at a ratio of 17 skaters/1 goalie to 1 Coach/HCSP.
- ❖ Prepare and distribute schedules for practices and games in coordination with the Director of Hockey.
- ❖ Manage ice times for games and practices in conjunction with the Senior Recreation Director and the Director of Hockey.
- ❖ Ensure that all player participation and player movement is in the best interest of the players involved.
- ❖ Ensure proper steps are carried out in order to establish, and maintain, an equitable distribution of skills between teams within the division.
- ❖ Forward game schedules to officials in charge of the division for scheduling of referees
- ❖ Oversee and monitor team structure and ratings within the division and report regularly to the Senior Recreation Director.
- ❖ A Recreation Coordinator may not serve as a team official (coach or manager) on a team that is in the same division that he/she is the Coordinator of; however, they may be an HCSP for the team.
- ❖ The Executive must approve all team officials.
- ❖ Inform Equipment Coordinator of equipment requirements.
- ❖ Coordinate with Senior Recreation Director any complaints within respective division of the Association.
- ❖ If Division Coordinators for each division are not filled within the Association by August 1, that division will not operate for the upcoming season. Players affected will be refunded their registration and the Association will declare no team in that category.

G. Competitive Directors (Elected)

- ❖ This position will consist of two (2) elected volunteers that work together to:
 - Represent the interests of the general membership involved with the competitive divisions.
 - Determine staffing requirements necessary to efficiently and effectively carry out a competitive program and submit names of suitable candidates for each of the following positions to the Executive for approval:
 - G.1 Atom A General Manager;
 - G.2 Atom B General Manager;
 - G.3 Pee Wee – Tier 2 General Manager;
 - G.4 Pee Wee – Tier 3 General Manager ;
 - G.5 Bantam – Tier 2 General Manager;
 - G.6 Bantam – Tier 3 General Manager;
 - G.7 Midget – Tier 2 General Manager;
 - G.8 Midget – Tier 3 General Manager; and
 - G.9 Juvenile Competitive (when necessary).
- ❖ Monitor activities and take appropriate measures to ensure the proper conduct of all individuals involved the competitive program (players, parents/guardians, coaches, and committee, members, etc.).
- ❖ Impose sanctions, if required (subject to Executive review).
- ❖ Approve Coach-Player Agreements and season plans.
- ❖ Coordinate activities with other hockey associations to ensure that the Association's competitive teams can compete in suitable leagues.

H. Policy Director (Elected)

- ❖ Determine staffing requirements necessary to efficiently and effectively carry out administrative functions and submit names of suitable candidates for each of the following positions:
 - H.1 Historian; and

➤ H.2. Awards Committee.

- ❖ Maintain and update the Association's By-laws and policies, as approved at the AGM and Executive meetings.
- ❖ Ensure the Association's policies comply with Hockey Canada and BC Hockey Rules, Regulations and Directives.
- ❖ Assist other Executive members, either elected or appointed, in the development of any new regulations or policies, as required.
- ❖ Submit to the Executive any changes requested for ratification at either the Executive meetings, or Annual General Meetings, as required under the Association's By-laws.
- ❖ In conjunction with all members of the Executive, ensure any policies changes are communicated, as required.
- ❖ Receive duly presented requests for amendment(s) to the By-Laws and post as required.
- ❖ Handle all questions pertaining to the interpretation of the By-laws and policies of the Association.
- ❖ Develop policies, procedures and guidelines for the Association (in conjunction with the Conduct Committee) that embody the Association's mission statement and safeguard player safety.
- ❖ Organize and conduct the annual volunteer appreciation night, if one is being planned.
- ❖ Will act as the Historian and the Chair of the Awards Committee in the event that no volunteers are appointed to these positions.

H.1 Historian (Appointed)

- ❖ Maintain archives of all documents necessary to provide an accurate historical perspective of the operations of the Association.
- ❖ In conjunction with the Director of Hockey, maintain the Association's library and resource information as well as the inventory of it.

H.2 Awards Committee (Appointed)

- ❖ A committee of at least three (3) people will be formed by the Executive on or before February 1st of the current season to oversee the selection and presentation of awards. The Policy Director will act as the Chair of the Awards Committee.
- ❖ Responsible to select and arrange an appropriate venue for the awards ceremony.
- ❖ Arrange for an MC and prepare a script for the awards ceremony.
- ❖ Prepare the awards ceremony program.
- ❖ Distribute and collect awards nominations.
- ❖ Recipients will be decided on by the Committee through a majority vote.
- ❖ Arrange for engraving of trophies and plaques for recipients.
- ❖ Arrange to have named trophy presenters attend awards ceremony.

I. Risk Management Director (Elected)

- ❖ Promote safety and risk management within the Association.
- ❖ Become knowledgeable with BC Hockey and Hockey Canada risk management programs.
- ❖ Ensure adequate insurance is in place to cover all the Association's activities (e.g. dryland training).
- ❖ Submit dryland training applications and any additional special event sanctions to BC Hockey, as needed throughout the season.
- ❖ Organize and provide safety and risk management clinics, as needed.
- ❖ Assemble and distribute HCSP binders.
- ❖ Assemble and distribute first aid kits to team HCSPs .
- ❖ Attend BC Hockey AGM Risk Management clinics.
- ❖ Ensure completeness and submit Injury Reports to BC Hockey.
- ❖ Participate on the Team First Conduct Committee, as needed.

J. Female Director (Elected)

- ❖ Represent the interests of the general membership involved with the female divisions
- ❖ Monitor activities and take appropriate measures to ensure the proper conduct of all individuals involved in the female division (players, parents/guardians, coaches, and committee, members, etc.).

- ❖ Determine and present to the Executive the divisions in which there will be female only teams at the start of the season.
- ❖ Coordinate with the Junior and Senior Recreation Directors as required.
- ❖ Determine the league(s) in which each female team(s) will play and advise the Executive.
- ❖ Coordinate activities with other hockey associations to ensure that the female teams can compete in suitable leagues.
- ❖ Determine the staffing requirements necessary to efficiently and effectively carry out a female program and submit names of suitable candidates for managers and coaches.
- ❖ Impose sanctions as required (subject to Executive review).
- ❖ Approve coach-player agreements and season plans.
- ❖ Conduct any necessary try outs in accordance with the policy on competitive tryouts.
- ❖ Should this position be vacant as of August 1 the female program will not operate for that season. Players affected will be refunded their registration and the Association will declare no team in that category

4. FINANCIAL

4.1 REGISTRATION AND FEES

- 1) No player may participate in any Association activities unless he/she is properly registered with the Association.
 - a) No player with outstanding fees from the previous season will be registered.
- 2) A player is registered when:
 - a) A completed registration form, and any other forms or documents deemed necessary such as the medical form and a birth certificate, are filed with the Registrar of the Association and registration has been paid. Any exceptions will be reviewed by the Executive.
- 3) Registration fees will be set annually.
- 4) All NSF cheques must be made good or registration may be rescinded. NSF cheques are subject to a \$25.00 service charge.
- 5) All players are required to attend a Team First Program meeting provided during the season.
- 6) Association's registration deadline will be established and published annually by the Executive.
- 7) The registration deadline will be determined after the AGM.
- 8) All players are required to be registered by the deadline.
 - a) Any exceptions to this deadline may be made if a person moves to the Fort St. John area from another community who desires to play hockey, providing there is room within the division they are registering in. Any exceptions must be requested in writing to the Executive.
- 9) All Players trying out for FSJMHA a competitive team, must first register with their home association.
 - a) Players trying out for Zone teams must register with BC Hockey.
- 10) Players released from Zone tryouts may then register and try out for FSHMHA competitive teams as per 9 above.
- 11) A jersey fee may be implemented for any division at the discretion of the Executive.

4.2 REFUND POLICY

- 1) Refunds will be less a \$60.00 non-refundable administration fee.
- 2) Pro-rating for time remaining in season will also apply.
- 3) Refund must be applied for within 14 days of the last ice time the player attended.
 - a) If a player is injured during the season and cannot return to play for the balance of the season he/she may apply for a refund.
- 4) There shall be no refund of fees after December 31st of the current season.
- 5) Competitive tryout fees are non-refundable.

4.3 RECREATION TEAM TOURNAMENT FEES

- ❖ Will be reviewed on a yearly basis, refer to website – www.fsjminorhockey.ca

4.4 COMPETITIVE TEAM TOURNAMENT FEES

- ❖ Will be reviewed on a yearly basis, refer to website – www.fsjminorhockey.ca

4.5 SPONSORSHIP

- ❖ Sponsors are vital to the success of our Association. The Association values its sponsors and strives to maintain a relationship, which is both appreciative and respectful. Sponsorship fees collected go directly to our Association to assist with ice, equipment, referees and other related costs. Sponsorship for the 30+ teams in the Association is provided by numerous persons and companies from the area.
- ❖ The individual or company maintains sponsorship as long as the annual fees are kept current.
- ❖ The Director of Hockey keeps an established seniority list of sponsors-in-waiting.
- ❖ Fees for sponsorships are as follows:
 - Competitive Teams \$2500/year
 - Recreation Teams \$1000/year

4.6 FUNDRAISING

- 1) Competitive and Recreation teams may apply in writing to the Executive for the approval to raise funds for operational costs.
- 2) Any fundraising letters must be submitted to the Executive for approval prior to commencement of fundraising activities.
- 3) Competitive teams may also apply in writing to the Executive for the approval to raise funds for costs associated with Championships.
- 4) The banner form letter must be used for all requests when soliciting for the advertisements that will be displayed on the approved banner. Funds generated above and beyond the cost of the banner can be used for general operational costs.
- 5) The general soliciting form letter (different from the banner form letter) must be used for all requests when soliciting for general operational costs.
- 6) These funds can be used for the following general operational costs:
 - a) Hotels (player & immediate family only, coaches included);
 - b) Bus rental costs;
 - c) Team meals (player and coaches only);
 - d) Tournament fees; and
 - e) Home tournament sponsorship.
- 7) Funds can be generated by way of a service or the selling of a good to the public. This includes, but is not limited to:
 - a) Advertising for a sponsor using the approved banner;
 - b) Bottle drives;
 - c) Providing safe drive home services for company Christmas parties, etc.;
 - d) Calendar sales (ie. Hockey Spirit Fundraising Calendar).
- 8) Funds generated cannot be used for the following:
 - a) Team apparel;
 - b) Hockey gear; and
 - c) Registration fees.
- 9) Funds generated at Competitive tournaments will become the income of that team in question and will be used by the team for operational and Championship expenses.
- 10) Funds generated at Recreational tournaments for Atom, Peewee, Bantam and Midget will become the income of the Association. At end of season, if no expenses have been incurred, money raised by each division will then be divided equally among that division's teams.
- 11) Excess funds earned by Competitive and Recreation teams over the current season that have not been used for operational costs as listed will become the income of the Association.
- 12) Competitive teams may receive up to a total of their team fees paid over the current season.

4.7 COMPETITIVE TEAM ACCOUNTS

- 1) A team volunteer list must be submitted to the Association Executive for approval.
 - a) This must include a head coach, assistant coaches, HCSP's, manager and treasurer.
 - b) Once this list has been approved, the minutes from the meeting will be used to update signing authority on accounts.
 - i) This will include the Association's Treasurer, and 2 signatures from the competitive team.

- c) Team funds are the property of the player's parent/guardians and, as such, should any parent wish to know the status of the balance of the team account it must be provided without question.
- d) Team account funds are to help with **non-parent, competitive team head coaching** expenses, unless non-parent head coach declines at the start of year. This is defined as:
 - i) Fuel Expenses – to/from out of town games/tournaments to a maximum of **one vehicle** at \$0.30 per km
 - ii) Accommodation – out of town games/tournaments to a maximum of **one room**
 - iii) Meals – out of town games/tournaments to a maximum of \$38.00/day
 - iv) All **non-parent competitive team head coaches** will receive, from team funds, an honorarium of \$30.00 per player per month
 - v) Any additional coaching expenses must be approved as part of the team budget or with parent approval. Teams must poll the parents (in an anonymous vote) and receive a majority decision should additional expenses over and above mandated guidelines be paid.

5. RECREATION PROGRAM GUIDELINES

5.1 RECREATION PROGRAMS

- ❖ This program is the type played by the majority of our Associations' players. It is hockey with the focus being on equitable ice time, fitness, fellowship, sportsmanship and fun. This allows for enjoyable participation, assists in an individual's physical development and creates a positive social environment which is to be emphasized over winning.
- ❖ Only players officially rostered to a team are allowed to participate in any on or off ice activities with the team.
- ❖ Special requests for recreational players to be on the same team will only be considered in extreme circumstances. A form provided by the Association must be presented to the Executive. Application must be signed by both parties. Siblings will be placed on the same team.
- ❖ Divisions are as follows as per BC Hockey and Hockey Canada:
 - **Initiation 5 and 6**
 - Games will be played cross ice for the entire season.
 - Minimum of two teams may be on the ice during all ice times.
 - Coaches will use a 6 station practice model plan with a 100% focus on FUNDamentals. There will be an 85% focus on technical skill, and a 15% focus on individual tactics.
 - Teams will have one ice time between Monday to Friday and one ice time every other weekend, whenever possible.
 - Weekend ice may be used for cross-ice games and jamborees.
 - Initiation will host a jamboree not a home tournament.
 - Any excess funds generated from the jamboree will be allotted to the year-end initiation wind-up.
 - Hockey schedule will follow School District #60 calendar (there will be no ice scheduled for Christmas (unless requested) and Spring Break holidays, as well as all statutory holidays).
 - **Novice**
 - Games will be played half ice for the entire season.
 - Minimum of two teams may be on the ice during all ice times.
 - Coaches will use a 3 to 6 station practice model plan with a focus of 75% on technical skill, 15% on individual tactics and 10% on team tactics.
 - Teams will have at least one ice time between Monday to Friday and one ice time on the weekend, whenever possible.
 - Weekend ice may be used for games, jamborees and/or tournaments.
 - Coaching staff and/or Evaluators will complete assessments to be used to create balanced teams.
 - All players will have an equal opportunity to play goalie.
 - Hockey schedule will follow School District #60 calendar (there will be no ice scheduled for Christmas (unless requested) and Spring Break holidays, as well as all statutory holidays).

- Novice players new to hockey may be moved to the Initiation division, if deemed to be in the best interest of the player by the coaching staff and the parent/guardian of the player.
 - There will be no player movement to Atom Recreation from Novice, as per BC Hockey.
 - BC Hockey will direct the Association on the Novice to Atom Transition Plan for 8 year olds.
- **Atom Recreation**
- Team Size – a minimum of 14 players and 2 goalies per team; however this clause may be waived depending on the registration.
 - It is recommended for the purpose of developing goalies that goalies should play alternating games.
 - All players will have an equal opportunity to play goalie.
 - All practices will involve 30 minutes of station-based practice with both teams involved with a focus of 50% on technical skill, 20% on individual tactics, 15% on team tactics, 10% on team play and 5% on strategies.
 - Minimum of two teams may be on the ice during all ice times
 - Teams will have one ice time between Monday to Friday and one ice time on the weekend, whenever possible.
 - Coaching staff and/or Evaluators will complete assessments to be used to create balanced teams.
 - Exhibition games will be used to ensure teams are balanced.
 - Hockey schedule will follow School District #60 calendar (there will be no ice scheduled for Christmas (unless requested) and Spring Break holidays, as well as all statutory holidays).
- **PeeWee Recreation**
- Team Size – a minimum of 14 players and 2 goalies per team; however this clause may be waived depending on the registration.
 - Positions – goalies identified prior to team selection.
 - It is recommended for the purpose of developing goalies that goalies should play alternating games.
 - Two teams may be on the ice at all times.
 - All practices should involve 30 minutes of full ice practice with both teams involved.
 - Coaches should also use station based practice model plan with a focus of 45% on technical skill, 25% on individual tactics, 10% on team tactics, 10% on team play and 10% on strategies.
 - Teams will have one ice time between Monday to Friday and one ice time on the weekend, whenever possible.
 - Coaching staff and/or Evaluators will complete assessments to be used to create balanced teams.
 - Exhibition games will be used to ensure teams are balanced.
 - Hockey schedule will follow School District #60 calendar (there will be no ice scheduled for Christmas (unless requested) and Spring Break holidays, as well as all statutory holidays).
- **Bantam Recreation**
- Team Size – a minimum of 14 players and 2 goalies per team; however this clause may be waived depending on the registration.
 - Positions - set positions; goalies identified prior to team selection.
 - It is recommended for the purpose of developing goalies that goalies should play alternating games.
 - All practices should involve 30 minutes of full ice practice with both teams involved.
 - Coaches should also use a station based practice model plan with a focus of 40% on technical skill, 15% on individual tactics, 20% on team tactics, 15% on team play and 10% on strategies.
 - Teams will have one ice time between Monday to Friday and one ice time on the weekend, whenever possible.
 - Two teams may be on the ice at all times.
 - Coaching staff and/or Evaluators will complete assessments to be used to create balanced teams.
 - Exhibition games will be used to ensure teams are balanced.
 - Hockey schedule will follow School District #60 calendar (there will be no ice scheduled for Christmas (unless requested) and Spring Break holidays, as well as all statutory holidays).

➤ **Midget Recreation**

- Team Size – a minimum of 14 players and 2 goalies per team; however this clause may be waived depending on the registration.
- Positions – set positions; goalies identified prior to team selection.
 - It is recommended for the purpose of developing goalies that goalies should play alternating games.
- All practices should involve 30 minutes of full ice practice with both teams involved.
- Coaches should also use a station based practice model plan with a focus of 35% on technical skill, 15% on individual tactics, 20% on team tactics, 15% on team play and 15% on strategies.
- Teams will have one ice time between Monday to Friday and one ice time on the weekend, whenever possible.
- Two teams may be on the ice at all times.
- Coaching staff and/or Evaluators will complete assessments to be used to create balanced teams.
- Hockey schedule will follow School District #60 calendar (there will be no ice scheduled for Christmas (unless requested) and Spring Break holidays, as well as all statutory holidays).

➤ **Juvenile Recreation**

- Team Size – a minimum of 14 players and 2 goalies per team; however this clause may be waived depending on the registration.
- Positions – set positions; goalies identified prior to team selection.
 - It is recommended for the purpose of developing goalies that goalies should play alternating games.
- All practices should involve 30 minutes of full ice practice with both teams involved
- Coaches should also use a station based practice model plan with a focus of 35% on technical skill, 15% on individual tactics, 20% on team tactics, 15% on team play and 15% on strategies.
- Teams will have one ice time between Monday to Friday and one ice time on the weekend, whenever possible.
- Two teams may be on the ice at all times.
- Coaching staff and/or Evaluators will complete assessments to be used to create balanced teams.
- Hockey schedule will follow School District #60 calendar (there will be no ice scheduled for Christmas (unless requested) and Spring Break holidays, as well as all statutory holidays).

5.2 BENCH STAFF CERTIFICATION FOR RECREATION TEAMS

- 1) There will be a minimum 1 Coach, 1 Manager and 1 HCSPs for each Recreation team.
- 2) All coaches, bench staff and volunteers will be required to be certified as per Hockey Canada, BC Hockey and the Association's regulations.
- 3) All bench staff and on ice personnel must have a current criminal record check that will be valid for 3 years.
- 4) If there are no qualified coaches for a division or a commitment to register in the applicable coaching clinic(s) by September 15 then the division will not operate for that season. Players affected will be refunded their registration and the Association will declare no team in that category.

5.3 RECREATION TEAM AND PLAYER DISCIPLINE

- 1) Coaches are responsible for the discipline of the players on their team
- 2) A coach may suspend a player for one game for violation of team rules, unless otherwise stated in the Recreation Director approved Coach-Player Agreement.
 - a) If this occurs, the coach must document the circumstance and shall inform their Division Coordinator of such through a letter or email.
 - b) Coaches may choose to not have a player participate in a game due to the players unexcused absences from practice
- 3) When a player/team official is assessed a Gross Misconduct or Match Penalty, the automatic minimum suspension set out by the team's governing hockey jurisdiction shall apply.
 - a) The gross misconduct or match penalty must be reported to the Division Coordinator, who will then take it to the Executive, as further action may be deemed necessary.
 - i) In such cases, the Executive may refer the incident to the Team First Conduct Committee, who has the right to increase the suspension if they deem it is necessary under the Team First Policy.

5.4 DUTIES OF RECREATION TEAM MANAGERS

- 1) Coaches will submit the name of the manager to the respective Division Coordinator, who will bring it forth to the Executive for approval.
- 2) Duties of Team Managers
 - a) Responsible to oversee the day-to-day operations of the assigned team.
 - b) Present a season plan at the beginning of the season, in conjunction with the coaching staff, to the Division Coordinator for approval.
 - c) Manage ice time for games and practices in conjunction with the Division Coordinator and the Director of Hockey.
 - d) Attend league meetings, as required.
 - e) In conjunction with the coaches, ensure that team operations function in an organized and responsible manner that represents the Association to the highest standard.
 - f) Ensure parents/guardians are trained in proper completion of score sheets, time clocks and security requirements.
 - g) Submit a roster of team duties, delegated to parents, to the Division Coordinator at the beginning of the season.
 - h) Ensure home games meet security requirements, as per manager's binder.
 - i) Ensure approvals for interjurisdictional travel as per section 5.11.

5.5 DUTIES OF RECREATION TEAM HCSP

- ❖ Specific responsibilities are identified in the course and include, but not limited to:
 - Maintaining player medical information.
 - Identifying and maintaining emergency procedures and contacts for the team.
 - Completing travel documentation.
 - Completing and submitting injury reports to the Association.
 - Completing the Incident Report Form (required by the City) if an incident occurs at a City facility.
 - Return all binders and first aid kits to the FSJMHA office at the end of the season.

5.6 DUTIES OF TEAM/DIVISION TOURNAMENT COORDINATOR

- ❖ Ensure activities and committees for annual tournaments are established.
- ❖ Provide the Director of Hockey and/or Treasurer with financial statements and progress reports for activities related to the tournaments. This information will then be passed on to the Executive.
- ❖ Please refer to the tournament binders for detailed list of duties and job descriptions.

5.7 RECREATION TEAM SELECTION PROCESS – JUNIOR HOUSE AND PEEWEE

- 1) All players are ranked by evaluators in preparation for the team draft.
- 2) Players are ranked 1-5 and/or in color groups
- 3) Consensus on player ranking should exist between coaches, the Coach Mentor and the Junior/Senior Recreation Director
- 4) Coaches will be assigned teams once the team selection process is completed.
- 5) Changes may take place after the draft is complete but only with equally skilled players or to balance out skills on a team
- 6) Teams will play for approximately one month and at the discretion of the Head Coach Mentor, selected players may be moved to rebalance the teams.

5.8 RECREATION TEAM SELECTION PROCESS – BANTAM AND MIDGET

- 1) All players will be asked to select either Body Checking ["BC"] or Non-Body Checking ["NBC"] at the time of registration.
- 2) If numbers permit, both BC and NBC programs will be offered.
- 3) If numbers are insufficient, the program offered will be determined by a majority of the selections.
- 4) Where there are sufficient numbers to permit more than one team in BC or NBC teams will be tiered in accordance with the All Peace Hockey League tiers.
- 5) The teams will be selected based on skill of players as determined by:
 - a. Player evaluations; and
 - b. Selection Committee.

- 6) The Selection Committee and Evaluators shall be appointed by the Senior House Director and approved by the Executive.

5.9 CO-ED DRESSING ROOMS

In all cases where members of a team include both male/female players, the following dressing code will apply:

- 1) Male players will not undress to less than a minimum of shorts while females are present.
- 2) Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
- 3) If there are separate dressing rooms available, then the players may dress in the separate dressing rooms until the minimum requirement is met and then all the players may return to the team (co-ed) dressing room.
- 4) When separate facilities do not exist for both male and female players, players shall dress, undress and shower in shifts maintaining the minimum dress code.
- 5) Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
- 6) When separate dressing rooms are available the parents and/or team designate are responsible for supervising the under-represented gender in their dressing room until they enter the team's main dressing room. The coaches are responsible for supervision over the team's main dressing room at all times.

5.10 OVERAGE PLAYERS IN RECREATION PROGRAMS (BC HOCKEY)

PRDMHA requires the overage form to be submitted and is available on their website or at the Association's office.

5.11 TOURNAMENTS AND TRAVEL FOR RECREATION TEAMS

- 1) Recreation teams may have one home tournament.
- 2) All Recreation teams will travel to one out of town tournament and have the option to attend more providing the following:
 - a) Following a vote by the parents, 9 or more players from the team are willing to travel and those parents only have consented to pay the tournament fees.
 - i) A member of the Executive must be present at any meeting where parents are to vote on attendance at tournaments.
 - b) Respective Recreation Director must be informed.
 - c) The Executive has given approval.
- 3) Permission to travel:
 - a) All tournament and exhibition games, in or out of the Province of BC, require a sanction number from the Association, as per BC Hockey regulations. A sanction number must be provided when requesting permission to attend a tournament.
 - b) All travel for tournaments and/or exhibition games must have prior approval from the Executive. This must be done through the respective Recreation Director.
 - c) Where a team is requesting permission to travel outside of the Peace River District [out of Province], the following steps must be taken;
 - i) The team manager submits a written request to the Division Coordinator.
 - ii) The Division Coordinator forwards the request to the appropriate Director who requests approval of the Executive.
 - iii) If approval is granted the Director forwards the request to the PRMHA Minor Operations Task Group member or designate.
 - iv) The Director advises the Coordinator if the request has been approved and the Director provides a copy of the approval to the Risk Manager.
 - d) All exhibition games within the Peace River District will be approved by the respective Division Coordinator who in turn must notify the respective Director.
 - e) All vehicles must have third party liability insurance with a minimum \$2 million liability with \$5 million strongly suggested if you are transporting other children.
 - f) Check weather and road conditions prior to travel. Travel in adverse weather conditions is at the parents' discretion.
 - g) Teams are encouraged to travel in groups of two or more vehicles.
 - h) Players must have suitable winter clothing in the vehicle.

- i) HSCP/team manager must complete a Travel Form prior to departure and the driver of each vehicle should notify the designated contact person upon return to FSJ.
- 4) Midget aged players that are of driving age and are licensed to drive are not permitted to drive themselves to out of town games or tournaments, regardless of distance.
- 5) All bus rentals require the bus rental contract to be submitted to the Risk Management Director 10 days prior to travel.

5.12 MOVEMENT OF PLAYERS (BC HOCKEY)

- 1) As per BC Hockey regulations, teams must play within their respective roster which is submitted to the District and the BC Hockey Branch on December 1st.
- 2) All players must be on a roster prior to participating in a tournament or league play.
- 3) There may be no changes to a team roster after February 10th. At this time, Hockey Canada Registry is locked.

5.13 FINES

- 1) Any fines assessed by a League in which the team plays, or the Peace River District Minor Hockey Association, against the team for the conduct of players, bench staff, team officials or parents will be the responsibility of the team against which the fines were assessed.
- 2) Failure to remit funds to the Association within 1 week of the manager receiving notice of the fine may result in disciplinary action at the discretion of the Executive. Such disciplinary action may include loss of practice ice time.

6. COMPETITIVE PROGRAM GUIDELINES

- ❖ Competitive Hockey (Competitive teams, Tiers 1-4 teams, or Female teams) is for players who have the desire to play at a higher level of competition. This program begins at the Pee Wee level in both the male and female divisions. The objectives are to:
 - Achieve a level of excellence according to the player's potential;
 - Provide an opportunity for achievement in a competitive environment;
 - Provide an opportunity to progress to a higher level of competition; and
 - To stimulate development both in personal growth and in a team environment.
- ❖ The formation of a Competitive team will be dependent on the total number of players registered in a division. Only players officially rostered to a team are allowed to participate in any on or off ice activities with the team.

6.1 PEE WEE TIER 2

- ❖ Objective - emphasis is on team play and competition.
- ❖ League – may join league play subject to approval of the executive.
- ❖ Team - minimum of 15 Players and 2 Goalies (total 17); however this clause may be waived, depending on registration. Any variation of this must be requested in writing to the Executive for their approval.
- ❖ Practices - full ice - 1 weekday morning and 1 evening; however this clause may be waived if there is a shortage of ice.
- ❖ Games - no more that 55-60 games per season. This includes pre-season exhibition games, regular season games and tournament games. Must ask permission from the Executive for any additional games.
- ❖ Team may travel to four (4) out of town tournaments, with prior approval from the Executive
- ❖ Any additional tournaments will require permission from the Executive and a majority secret ballot parent vote of 75% or greater.
- ❖ All team travel must be pre-approved by the Executive.

6.2 PEE WEE TIER 3

- ❖ Objective - emphasis is on team play and competition in preparation for Tier 2 Competitive team the following year.
- ❖ League – may join league play subject to approval of the executive.
- ❖ Team - minimum of 14 Players and 2 Goalies (total 16); however this clause may be waived, depending on registration. Any variation of this must be requested in writing to the Executive for their approval.
- ❖ Practices - full ice - 1 weekday morning and 1 evening; however this clause may be waived if there is a shortage of ice.

- ❖ Games - no more that 45-50 games per season. This includes pre-season exhibition games, regular season games and tournament games.
- ❖ Team may travel to three (3) out of town tournaments, with prior approval from the Executive.
- ❖ Any additional tournaments will require permission from the Executive and a majority secret ballot parent vote of 75% or greater.
- ❖ All team travel must be pre-approved by the Executive.

6.3 BANTAM TIER 2

- ❖ Objective - emphasis is on team play and competition.
- ❖ League – may join league play subject to approval of the executive.
- ❖ Team - minimum of 15 Players and 2 Goalies (total 17); however this clause may be waived, depending on registration. Any variation of this must be requested in writing to the Executive for their approval.
- ❖ Practices - full ice - 1 weekday morning and 1 evening; however this clause may be waived if there is a shortage of ice.
- ❖ Games - no more that 55-60 games per season. This includes pre-season exhibition games, regular season games and tournament games.
- ❖ Team may travel to four (4) out of town tournaments, with prior approval from the Executive
- ❖ Any additional tournaments will require permission from the Executive and a majority secret ballot parent vote of 75% or greater.
- ❖ All team travel must be pre-approved by the Executive.

6.4 BANTAM TIER 3

- ❖ Objective - emphasis is on team play and competition in preparation for competitive team the following year.
- ❖ League – may join league play subject to approval of the executive
- ❖ Team - minimum of 14 Players and 2 Goalies (total 16); however this clause may be waived, depending on registration. Any variation of this must be requested in writing to the Executive for their approval.
- ❖ Practices - full ice - 1 weekday morning and 1 evening; however this clause may be waived if there is a shortage of ice.
- ❖ Games - no more that 45-50 games per season. This includes pre-season exhibition games, regular season games and tournament games.
- ❖ Team may travel to three (3) out of town tournaments, with prior approval from the Executive
- ❖ Any additional tournaments will require permission from the Executive and a majority secret ballot parent vote of 75% or greater.
- ❖ All team travel must be pre-approved by the Executive.

6.5 MIDGET TIER 2

- ❖ Objective - emphasis is on team play and competition.
- ❖ League – may join league play subject to approval of the executive.
- ❖ Team - minimum of 15 Players and 2 Goalies (total 17); however this clause may be waived, depending on registration. Any variation of this must be requested in writing to the Executive for their approval.
- ❖ Practices - full ice, two evening practices per week; however this may be waived if there is a shortage of ice.
- ❖ Games - no more than 55-60 games per season. This includes pre-season exhibition games, regular season games and tournament games.
- ❖ Team may travel to four (4) out of town tournaments, with prior approval from the Executive
- ❖ Any additional tournaments will require permission from the Executive and a majority secret ballot parent vote of 75% or greater.
- ❖ All team travel must be pre-approved by the Executive.

6.6 MIDGET TIER 3

- ❖ Objective - emphasis is on team play and competition.
- ❖ League – may join league play subject to approval of the executive.
- ❖ Team - minimum of 15 Players and 2 Goalies (total 17); however this clause may be waived, depending on registration. Any variation of this must be requested in writing to the Executive for their approval.
- ❖ Practices - full ice, two evening practices per week; however this may be waived if there is a shortage of ice.

- ❖ Games - no more than 45-50 games per season. This includes pre-season exhibition games, regular season games and tournament games.
- ❖ Team may travel to three (3) out of town tournaments, with prior approval from the Executive
- ❖ Any additional tournaments will require permission from the Executive and a majority secret ballot parent vote of 75% or greater.
- ❖ All team travel must be pre-approved by the Executive.

6.7 JUVENILE DIVISION

- ❖ Objective - emphasis is on team play and competition.
- ❖ Team - minimum of 15 Players and 2 Goalies (total 17); however this clause may be waived, depending on registration. Any variation of this must be requested in writing to the Executive for their approval.
- ❖ Practices - full ice, one weekday morning and one evening practice per week; however this may be waived if there is a shortage of ice.
- ❖ Games - no more than 55-60 games per season. This includes pre-season exhibition games, regular season games and tournament games.
- ❖ All team travel must be pre-approved by the Executive.

6.9 ATOM DEVELOPMENT TEAMS

- ❖ The Atom Development teams are designed to teach advanced skills and expose the players to higher levels of competition in preparation for play at a more competitive level.
- ❖ The objective of this program is to develop the player's potential, to achieve personal and team goals, to develop skills, and a further appreciation of the sport, leading to further enjoyment and commitment to the game of hockey while preparing them for the next level of competition.
- ❖ If the numbers at registration warrant it, there may be an 'A' team and a 'B' team.

6.9.1 ATOM DEVELOPMENT 'A'

- ❖ Objective - greatest emphasis remains on individual skill development with more concentration on team play and competition in preparation for Competitive teams.
- ❖ League – may join league play subject to approval of the Executive.
- ❖ Team - minimum of 15 players and 2 goalies (total 17); any variation of this must be requested in writing to the Executive for their approval.
- ❖ Practices - 2 ice times; however this clause may be waived if there is a shortage of ice
- ❖ There will be stations used during week time ice .
- ❖ Games - no more than 35-40 games per season. This includes pre-season exhibition games, regular season games and tournament games.
- ❖ May attend up to three (3) out of town tournaments.
- ❖ Any additional tournaments will require permission from the Executive and a majority secret ballot parent vote of 75% or greater.
- ❖ Focus is on development. Therefore, there will be no fixed power plays or penalty kill lines - all players need to develop their skill in these areas.
- ❖ For the purpose of development of the goalies, each goalie will receive equal ice time.
- ❖ All team travel must be pre-approved by the Executive.

6.9.2 ATOM DEVELOPMENT 'B'

- ❖ Objective - greatest emphasis remains on individual skill development with more concentration on team play and competition in preparation for Competitive teams.
- ❖ League – may join league play subject to approval of the Executive.
- ❖ Team - minimum of 15 players and 2 goalies (total 17); any variation of this must be requested in writing to the Executive for their approval.
- ❖ Practices 2 ice times; however this clause may be waived if there is a shortage of ice
- ❖ There will be stations used during week time ice.
- ❖ Games - no more than 35-40 games per season. This includes pre-season exhibition games, regular season games and tournament games.
- ❖ May attend up to three (3) out of town tournaments.
- ❖ Any additional tournaments will require permission from the Executive and a majority secret ballot parent vote of 75% or greater.

- ❖ Focus is on development. Therefore, there will be no fixed power plays or penalty kill lines - all players need to develop their skill in these areas.
- ❖ For the purpose of development of the goalies, each goalie will receive equal ice time.
- ❖ All team travel must be pre-approved by the Executive.

6.10 PLAYER SELECTION FOR ALL COMPETITIVE TEAMS

- 1) A Selection Committee will be formed for each competitive team tryout
 - a) The Selection Committee will consist of the Competitive Directors, Coach Mentor, on-ice helpers and independent evaluators.
 - i) The ratio of players to evaluators should not exceed 10:1.
 - ii) Evaluators will be approved by the Competitive Directors and will use formal evaluations provided by the Association.
 - b) Other Executive members may be appointed to the Selection Committee in the event of a player conflict or other conflict of interest.
- 2) All on-ice help must be approved by the Executive prior to first ice time.
 - a) All on ice help must have current criminal record checks.
 - b) At least one volunteer on the ice at each tryout must have completed CATT (Concussion Awareness Training Tool).
- 3) Player evaluations and ranking will be available upon request by the parent up to 30 days after the conclusion of tryouts.
 - a) 30 days after the conclusion of tryouts, the evaluations will be destroyed.
- 4) Players who wish to be considered for a lower tier team must attend the higher tier team tryouts. Requests for exception from this rule must be made in writing to the Executive and received 2 weeks prior to tryouts.
- 5) The tryout guidelines will be as follows:
 - a) Each player will have at least two (2) ice times during the tryout process.
 - b) Players will be assessed while performing preset basic and advanced skills.
- 6) Player selection will be based on the evaluations and will be presented to the Competitive Director(s) for approval.
- 7) The Association will use the website (www.fsjminorhockey.ca) for announcements of releases until after the evaluation process is complete.
 - a) A maximum of twenty (20) skaters and a maximum of three (3) goaltenders will be will be selected to continue with the higher tiered team tryouts. These selections will be posted on the website
 - b) A maximum of fifteen (15) skaters and a maximum of two (2) goaltenders will be selected to attend the lower tiered team tryouts. These selections will be posted on the website
- 8) The lower tier team will receive five (5) skaters and one (1) goalie following higher tier team final releases.
- 9) The team head coach will have the final say on the last five (5) skater releases and one (1) goalie release.
 - a) Prior to the team head coach making a determination on these releases, the head coach must attend one meeting with the evaluators in conjunction with a Competitive Director.
 - b) If the releases are not within player evaluations, the head coach must provide information to support his/her request to the President and two (2) other Executive members to determine the matter.
 - c) Individual release interviews will be coordinated with the player, parents, team head coach and one (1) member of the Executive for the final five (5) skater releases and one (1) goalie release.
 - i) A parent/guardian may request a review of the coaches decision as follows:
 - (1) The request must be in writing.
 - (2) The request must be received no sooner than 24 hours after the release and no later than 72 hours after the release.
 - (3) The request must be accompanied by a \$200.00 non- refundable deposit.
 - ii) A review of the head coach's decision will not be permitted unless clear evidence of bias can be proven.
- 10) Player attitude will be a governing factor in team selection.
- 11) Player Injuries
 - a) A player who has registered for competitive tryouts but is unable to attend due to illness or injury must provide a statement from a physician confirming the illness or injury.

- i) A head coach may hold a position for an injured player, in consultation with the Coach Mentor and with the approval of the Executive, if this player has shown by his/her past history that he/she would likely make the team.
 - (1) A position may only be held if there is a physician's statement indicating the player will be able to return to hockey in a reasonable amount of time.
- ii) Upon the player being cleared to return to hockey, the player will be assessed by the Coach Mentor and team head coach and placed accordingly.

12) Players wishing to self-release must follow the Voluntary Player Releases section in 6.11 of policy.

13) The tryout process will be communicated to the players and parents prior to the first ice time.

14) Refer to the FSJMHA Try Out Flowchart in Appendix A.

6.11 COMPETITIVE PLAYER RELEASES

1) For the purpose of this policy section, the following definition applies:

- a) MOVEMENT is the release or acquisition of a player from any division of Tier 2 or Tier 3 or Development team.

2) Player Movement

- a) All player movement must be in accordance with Hockey Canada guidelines and approved by the Executive.

3) Voluntary Player Releases

- a) If a player requests in writing to be voluntarily released from a Competitive team the following policy will apply:
 - i) A written request signed by both the player and parent(s)/guardian(s) will be submitted to a Competitive Director.
 - ii) The Competitive Director will meet with the player and parent(s)/guardian(s) to review the reasons behind the request.
 - iii) Should the Competitive Director determine that this request is not for a reason that should be further investigated, the player will be released to a Recreation team in the same division as the Competitive team, as long as the recreation team is not already full.
 - iv) If the recreation team is full, the player that wants to be released may not be able to play hockey for the season.

4) Disciplinary Player Releases

- a) Should a team wish to release a player for discipline purposes the following policy will apply:
 - i) The manager of the team will provide a written request to the Competitive Director (signed by the head coach and manager).
 - ii) This request will include the nature of the incident(s) that have resulted in the need to release the player, as well as a description of any steps taken by the coaching staff to deal with any previous discipline issues.
 - iii) The Competitive Director will, without delay, investigate the nature of the incident(s) as outlined in the letter, and bring forward facts to the Executive and the Team Discipline Conduct Committee.
 - (1) The Team Discipline Conduct Committee will consist of, but is not limited to, the Vice President of Personnel, Competitive Director and one (1) other member of the Executive
 - iv) The Team Discipline Conduct Committee will determine the appropriate level of discipline, which may result in the player being removed from the Competitive team, or depending on the severity of the incident(s), they may levy additional discipline based on the Association's policies.
 - v) The Executive may temporarily suspend the player until the investigation is completed.
 - vi) This investigation shall be completed within 7 days from receipt of the request.
- b) If a player is released to a Recreation team of the same division, they will not be eligible to play on a Competitive team for the rest of the season, including as an affiliate.
- c) The respective Recreation Director and the Conduct Committee will then also determine if the player is suited to join a recreation team of the same division.

5) Player Performance Releases

- a) Should a team wish to release a player for performance reasons, the following policy will apply:
 - i) The manager of the team will provide a written request to a Competitive Director for review.

- ii) This report will include the nature of the performance issues that have resulted in the need to release the player, as well as a description of any steps taken by the coaching staff to address the player's performance.
 - iii) The Competitive Director will, without delay, convene a Committee of the Vice President of Personnel, Coach Mentor, and Competitive Director to review the request and complete an evaluation of the player. The evaluation shall consist of a minimum of 2 practices and 1 game.
 - iv) After the evaluation is completed, the Committee and coaching staff will arrange a meeting to discuss the evaluation.
 - (1) Should the committee agree with the request to release the player, a meeting with the player, parent(s)/guardian(s), Committee and coaching staff will be held.
 - (a) The meeting will review the findings of the evaluation, and determine the most appropriate placement for the player.
- b) Any release to the Recreation league must be coordinated with the respective Recreation Director.

6) Player Additions

- a) A coach may request in writing the addition of a player(s) to his roster, subject to Hockey Canada regulations, for the following reasons:
 - i) If the team has released a player for disciplinary reasons;
 - ii) If the team has had a player quit;
 - iii) If the team has had a player move away; or
 - iv) If the team has a player who is injured and will be out for the rest of the season or more than half of the season.

6.12 PLAYER AFFILIATION

Refer to Hockey Canada's Bylaws

❖ Note:

- Affiliation provides a means of providing for absences, injury or illness, while providing the opportunity for a player to play at the "next level".
- The purpose is not to provide a farm system for the Competitive teams or to allow them to replace players due to penalties, or to fill unused roster space.

6.13 DRESS CODE

- 1) All team track suits and jackets will be navy blue and white.
- 2) Clothing worn by Fort St. John Minor Hockey teams cannot have any sponsorship logos other than their own team sponsor.
- 3) Team concept will be used to determine the dress of the team (minimum should be a shirt and tie or team track suit).
- 4) Any use of the Flyers logo must be approved by the Executive.

6.14 TOURNAMENTS AND TRAVEL FOR COMPETITIVE TEAMS

- 1) Competitive teams may have one home tournament.
- 2) Competitive teams may travel to the following number of tournaments within the following guidelines
 - a) PeeWee Tier 2 - 4
 - b) Bantam Tier 2 - 4
 - c) Midget Tier 2 - 4
 - d) PeeWee Tier 3 - 3
 - e) Bantam Tier 3 - 3
 - f) Midget Tier 3 - 3
- 3) Teams must adhere to the number of games allowed per season, as per policy, Section 6.1-6.9.
- 4) Tournaments must be sanctioned by BC Hockey.
- 5) All travel, including tournament travel, must be approved by the Executive.
 - a) Requests to attend a tournament must include a sanction number and be submitted to the Competitive Director.
 - b) A minimum of 3 tournaments (including home tournament) must be submitted prior to the applicable league scheduling meeting.
- 6) Teams cannot cancel league games to attend a tournament.

7) No travel can be scheduled for December 23rd, 24th or 25th.

8) Out of Town Travel

- a) Where a team is requesting permission to travel outside of the Peace River District [out of Province], the following steps must be taken;
 - i) The team manager submits a written request to the Competitive Director.
 - ii) The Director requests approval of the Executive.
 - iii) If approval is granted the Director forwards the request to the PRMHA Minor Operations Task Group member or designate.
 - iv) The Director advises the team manager if the request has been approved and the Director provides a copy of the approval to the Risk Manager.
- b) All vehicles must have third party liability insurance with a minimum \$2 million liability with \$5 million strongly suggested if you are transporting other children.
- c) Check weather and road conditions prior to travel. Travel in adverse weather conditions is at the parents' discretion.
- d) Teams are encouraged to travel in groups of two or more vehicles.
- e) Players must have suitable winter clothing in the vehicle.
- f) HSCP/team manager must complete a travel form prior to departure and the driver of each vehicle should notify the designated contact person upon return to Fort St. John.
- g) When traveling on a team bus, there must be at least 2 adults, excluding the driver and all must have Respect in Sport.
- h) Midget aged players that are of driving age and are licensed to drive are not permitted to drive themselves to out of town games or tournaments, regardless of distance.
- i) All bus rentals require the bus rental contract to be submitted to the Risk Management Director 10 days prior to travel.

6.15 BC HOCKEY CHAMPIONSHIPS

- 1) All Competitive teams will participate in Zone Play-downs, if necessary.
 - a) Once the team qualifies, it is **MANDATORY** for the team to compete in BC Hockey Provincial Championships, regardless of location.
 - b) By December 15th a head coach may apply in writing with reasons to the Executive for exemption from this policy.
- 2) If funds permit all rostered players will receive \$100.00 for travel expenses to a maximum of 19 players
- 3) Players not participating with their team for BCH Championships after the deadline to withdraw will be fined \$5,000.00 and suspended for 5 games the following season.

6.16 TEAM PERSONNEL FOR ALL COMPETITIVE TEAMS

- ❖ All team personnel are required to follow the Association, BC Hockey and Hockey Canada Constitution, By-laws, Regulations and the policy manual.
- ❖ The coach plays the most important role in the development of players. They are responsible for the physical, social, emotional, and technical development of each player. Long after the players have left Fort St. John Minor Hockey, they will remember the influence the coach had on them.
 - Coaches are responsible for teaching players respect, integrity, honesty, fair play, teamwork, positive relationships and a positive attitude towards the game.
 - Coaches are responsible for the development of player behavior in the most positive way so they may become positive citizens.

6.17 BENCH STAFF CERTIFICATION FOR ALL COMPETITIVE TEAMS

- 1) There will be a minimum 1 Coach, 1 Manager and 1 HCSPs for each Competitive team.
 - a) All coaches, bench staff and volunteers will be required to be certified as per Hockey Canada, BC Hockey and the Association's regulations.
- 2) All bench staff and on ice personnel must have a current criminal record check that will be valid for 3 years.
- 3) If there are not qualified coaches for a division or a commitment to register in the applicable coaching clinic(s) for the current season then membership shall be refunded to the affected players and The Association shall declare no team in category.

6.18 COACH SELECTION FOR ALL COMPETITIVE TEAMS

- 1) An independent committee will be suggested by the Competitive Director(s), which may consist of the following personnel:
 - a) Competitive Director(s);
 - b) up to two (2) additional Executive members; and
 - c) up to three (3) independent members.
- 2) The committee will be approved by the Executive.
- 3) Each member of the committee will have an equal vote.
- 4) The committee will review the coach applications submitted no later than May 31 and then conduct coach interviews no later than June 30.
 - a) If no applications for the "B" coach are submitted by the May 31 deadline, no team in category will be declared.
 - b) The applicant will be ranked following the coach interviews.
 - c) Only the Tier 2 or "A" head coach will be named prior to the commencement of try outs to facilitate season planning.
- 5) Once the Committee has made their coach selection, they will complete a written report with their recommendations to the Executive.
- 6) All coaches (head and assistant) will be approved by the Executive.

6.19 TEAM AND PLAYER DISCIPLINE

- 1) Coaches are responsible for the discipline of the players on their team
- 2) A coach may suspend a player for one game for violation of team rules, unless otherwise stated in the Competitive Director approved Coach-Player Agreement.
 - a) If this occurs, the coach must document the circumstance and shall inform their Division Coordinator of such through a letter or email.
- 3) When a player/team official is assessed a Gross Misconduct or Match Penalty, the automatic minimum suspension set out by the team's governing hockey jurisdiction shall apply.
 - a) The gross misconduct or match penalty must be reported to the Division Coordinator, who will then take it to the Executive, as further action may be deemed necessary.
 - i) In such cases, the Executive may refer the incident to the Team First Conduct Committee, who has the right to increase the suspension if they deem it is necessary under the Team First Policy.

6.19.1 INITIAL TEAM MEETING

- 1) Coaches must have a pre-season meeting with the parents and explain in writing his/her philosophy and season plan.
 - a) Coaches should explain what is expected of players and parents/guardians as member of the team.
 - b) Coaches should go over his/her feelings about sportsmanship and behavior that is expected from the players during the season.
 - c) Coaches should outline behavioral expectations and disciplinary actions.
 - d) Coaches need to emphasize the behavior they expect from parents/guardians, as they are part of the team and this Association.
 - e) Coaches need to explain how to contact coaching staff.
- 2) If a parent/guardian has a concern about a game or their player that is of a contentious nature, then they are to use the 24 hour rule before approaching the appropriate team personnel to discuss.
- 3) Parents will be informed about practice times, dry land training requirements and when to be at the arena and how to notify coaches and the manager if a player is going to be absent from a game or practice.
- 4) All of the above items should be formalized in an Competitive Director approved written and signed Coach-Player Agreement and completed prior to the start of the season.

6.20 DUTIES OF COMPETITIVE TEAM MANAGERS

- 3) Coaches will submit the name of the manager to the Association's office, who will bring it forth to the Executive for approval.
- 4) Duties of Team Managers
 - a) Responsible to oversee the day-to-day operations of the assigned team.
 - b) Present a season plan at the beginning of the season, in conjunction with the coaching staff, to the Competitive Directors for approval.

- c) Manage ice time for games and practices in conjunction with the Competitive Directors and the Director of Hockey.
- d) Attend league meetings, as required.
- e) In conjunction with the coaches, ensure that team operations function in an organized and responsible manner that represents the Association to the highest standard.
- f) Ensure parents/guardians are trained in proper completion of score sheets, time clocks and security requirements.
- g) Submit a roster of team duties, delegated to parents, to the Competitive Director at the beginning of the season.
- h) Responsible for organizing team meetings every 4-6 weeks.
- i) Ensure home games meet security requirements, as per manager's binder.
- j) Contact Ref Assignor to schedule officials for home league games.
- k) Ensure approvals for interjurisdictional travel as per section 6.14.

6.20 DUTIES OF COMPETITIVE TEAM TREASURERS

- 1) Keep a monthly receipts/disbursement statement to be handed in at the end of the season to the Treasurer of the Association.
- 2) A monthly and year-end report will be made available to all parents upon request.
- 3) Monthly statements should include the following:
 - a) Listing of all deposits and source;
 - b) Listing of all expenses and source with original receipts;
 - c) Starting and ending bank balance;
 - d) Please report fundraising money and parent dues separately; and
 - e) Bank reconciliation, bank statement and canceled cheques.
- 4) Keep up-to-date records of all financial transactions in a synoptic journal.
 - a) Please make sure the fundraising money (i.e. the starting balance of the account) and the parent's dues are kept separate in the bookkeeping.
 - i) Legitimate expenses are:
 - (1) tournament entry fees;
 - (2) travel costs;
 - (3) room costs for players, head coach and manager;
 - (4) referee fees;
 - (5) extra ice rental;
 - (6) expenses for head coach and manager;
 - (7) rooms and meals with receipts provided; and
 - (8) per diem of \$48.00 - **LIQUOR RECEIPTS WILL NOT BE PAID.**
 - b) **THE YEAR END BALANCE MUST BE EQUAL TO OR GREATER THAN THE START-UP BALANCE.**
- 5) If there bookkeeping questions, please contact the Association Treasurer.
- 6) Please return your cheque book and all other information to the Association's Treasurer by May 31st of the current season.
- 7) Monthly team fees are due the first day of each month.
 - a) Any outstanding unpaid fees may result in the player no longer being eligible to play.
- 8) The team is not responsible for lost wages.

6.22 DUTIES OF COMPETITIVE TEAM HCSP

- 1) Specific responsibilities are identified in the course and include, but not limited to:
 - a) Maintaining player medical information;
 - b) Identifying and maintaining emergency procedures and contacts for the team;
 - c) Completing travel documentation;
 - d) Completing and submitting injury reports to the Association;
 - e) Ensuring security vests are supplied with Yellow Cards to those parents who are volunteering as security at home games ; and
 - f) Completing the Incident Report Form (required by the City) if an incident occurs at a City facility.

6.23 DUTIES OF COMPETITIVE TEAM TOURNAMENT COORDINATORS

- 1) Ensure activities and committees for annual tournaments are established.

- 2) Provide the Director of Hockey and/or Treasurer with financial statements and progress reports for activities related to the tournaments.
 - a) This information will then be passed on to the Executive.
- 3) Please refer to the tournament binders for detailed list of duties and job description.

6.24 FINES

- 1) Any fines assessed by a League in which the team plays, or the Peace River District Minor Hockey Association, against the team for the conduct of players, bench staff, team officials or parents will be the responsibility of the team against which the fines were assessed.
- 2) Failure to remit funds to the Association within 1 week of the manager receiving notice of the fine may result in disciplinary action at the discretion of the Executive. Such disciplinary action may include loss of practice ice time.

7. FEMALE DIVISIONS

- ❖ Will follow the same format as the male divisions.
- ❖ Player movement must be requested in writing to the Executive.
- ❖ Objective - emphasis is on team play and competition.
- ❖ League – may join league play subject to approval of the Executive.
- ❖ Team - minimum of 15 Players and 2 Goalies (total 17); however this clause may be waived, depending on registration. Any variation of this must be requested in writing to the Executive for their approval.
- ❖ For a first-year player to move up a division she must be extremely skilled and be one of the top 10 players in the higher division as determined by the evaluators.
- ❖ Teams will have one ice time for practice between Monday and Friday and one ice time on the week-end, whenever possible.
- ❖ Games - no more than 55-60 games per season. This includes pre-season exhibition games, regular season games and tournament games.
- ❖ All team travel must be pre-approved by the Executive.
- ❖ Will be in accordance with BC Hockey Guidelines for Female Programs.

8. TEAM FIRST AND CODE OF CONDUCT

8.1 GENERAL

- 1) The Association is committed to providing a safe environment for participants to learn and enjoy the sport of hockey and as such has implemented a Team First Program that encompasses the positive social values of fair play, integrity, respect and fairness that are essential elements of the game. The Association is committed to ensuring that all members conduct themselves in a manner consistent with the mission and values of the Association, as well as Team First Philosophies, Hockey Canada's Code of Conduct, Fair Play Codes and Respect in Sport Fundamentals.
- 2) Team First focuses on the premise that hockey programs are designed for the enjoyment of the players and focuses on basic principles such as:
 - a) Respect the rules;
 - b) Respect the opponents;
 - c) Respect the officials and their decisions;
 - d) Maintain self-control at all times; and
 - e) Fair Play.
- 3) Every player is required to attend a team first meeting at the start of the season. If a player has not attended a meeting prior to November 30th of the current season, they will not be allowed back on the ice until they have done so.
- 4) One parent/guardian for each player is required to take the on-line Sportsmanship Starts in the Stands [BC Hockey] and provide proof of such attendance to the Association prior to November 30th of the current season.
- 5) If during the course of the season, a member the Association acts in contradiction to the mission and values of the Association, Team First Philosophies, Hockey Canada's Code of Conduct, Fair Play Codes or Respect In Sport Fundamentals, they will be considered in breach of Team First.

8.2 SOCIAL MEDIA AND CYBER-BULLYING

- 1) BC Hockey Social Media Policy identifies the standard of behaviour which is expected of all BC Hockey members, participants including but not limited to all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, team managers, trainers and administrators involved in BC Hockey activities and events.
- 2) BC Hockey is committed to providing an environment in which all individuals are treated with respect. All teams and players are expected to and encouraged to have an official team or player web page and social media accounts. These accounts include, but are not limited to, Twitter, Facebook, Snapchat, Instagram, blogs, Pinterest, Flickr and YouTube.
- 3) Positive use of Social Media that is acceptable by Hockey Canada, BC Hockey the Association:
 - a) Image
 - i) Content on Social Media will portray a positive image of the team or league.
 - ii) All persons who have a Social Media account must conduct themselves in a positive manner that reflects their own professionalism and personal conduct as a healthy role model within our community.
 - iii) Positive image of team and players may promote sponsorship and support.
 - b) Communication
 - i) Practice and game times.
 - ii) Promotion of hockey events.
 - iii) Complimentary posts highlighting team play, good sportsmanship.
 - iv) Achievements of teammates in hockey, school and community.
 - v) Delete any inappropriate comments, pictures, racist slurs, threats against other teammates, officials or teams within your organization or league.
 - vi) Ensure all confidential information or personal contacts are not posted.
- 4) Social Media is a public domain which may be used to enhance opportunities as you go forward in life and in hockey.
- 5) In addition, the use of any form of camera, video camera or camera phone is prohibited in any recreational facility change rooms during any BC Hockey sanctioned event (practices, games, tournaments, etc.).

8.3 REPORTING AND HANDLING OF COMPLAINTS AND BREACHES

- 1) Anyone can make a complaint regarding the conduct of any member of FSJMHA (including but not limited to players, parents or team officials) or report a suspected breach of Team First Policies by any member of FSJMHA.
- 2) A complaint regarding conduct or a breach of Team First policies must be received as a letter or email correspondence.
 - a) The complaint must be forwarded directly to the Association office.
 - b) The complaint will include the names of any witnesses to the conduct complained of.
- 3) Once a letter of complaint has been received by the Association office, the Director of Hockey will determine the appropriate course of action and ensure the complainant is advised. Courses of action may include:
 - a) Informal mediation facilitated by the Vice President of Personnel ["VPP"] or designate.
 - b) Referral to:
 - i) Applicable Executive Member; or
 - ii) Team First Coordinator, who may refer the matter to the appropriate Conduct Committee.
- 4) The Team First Conduct Committee ["TFCC"] shall consist of 3 members including:
 - a) VPP who shall act as Chair of the TFCC;
 - b) Team First Coordinator (if different from VPP);
 - c) 1 Executive Member; and
 - d) In the event there is no separate Team First Coordinator, a second Executive Member.
 - e) No member of the TFCC shall have a personal interest in the matters being considered by the TFCC.
- 5) Once a matter is referred to the TFCC:
 - a) Consideration of the issue with begin within 72 hours of the referral.
 - b) TFCC will strive to have all issues concluded within 10 days of the referral.

- c) All correspondence relating to matters brought to TFCC will be stored at the FSJMHA office in signed, sealed envelopes.
 - d) Minutes from all TFCC meetings shall be kept and shall include the date, location, persons present as well as a summary of the discussion and outcome
 - e) TFCC will consider complains or breaches made with respect to the individual before the committee made from previous hockey seasons.
 - f) Any TFCC disciplinary processes not completed by the end of the hockey season will carry over into the next hockey season.
- 6) Procedure is set out in attached Appendix "B"

8.4 COMPLAINTS REGARDING CONDUCT OF EXECUTIVE MEMBERS

- 1) Anyone can make complaint regarding the conduct of an Executive.
- 2) A complaint regarding conduct or a breach of Team First Policies must be received as a letter, or email correspondence and shall be forwarded directly to the President of the Association.
 - a) In the event that the President of the Association is the subject of the complaint, the complaint shall be forwarded directly to VPP.
- 3) The complaint will include the Member or report a suspected breach of Team First Policy by and names of any witnesses to the conduct complained of.
- 4) The President shall form an Executive Conduct Committee ["ECC"] for all matters involving complaints against Executive members. The ECC shall consist of:
 - a) The President who shall act as chair; and
 - b) 2 other members appointed by the President.
 - i) These members may be Executive members or general members of FSJMHA.
- 5) Records of the ECC shall be kept in accordance with those of the TFCC set out above.
- 6) When the conduct of a member of the Executive is subject to a formal complaint, he/she shall be suspended from the Executive until the complaint is resolved.

8.5 BREACH OF TEAM FIRST POLICY

Players, Parents and Spectators:

- 1) Should it be determined, in accordance with section 7.3 above, that a breach of Team First Policy has occurred:
 - a) Step 1: First Breach: If the issue continues or a first attempt to resolve is not successful, the subject(s) of the complaint(s) will meet with the TFCC and review Team First Policy. The individual or team who is the subject of the complaint may not return to the ice (or arena if a parent/spectator) until approval is granted by the TFCC Chairperson.
 - b) Step 2: Second Breach: Removal from the ice for 3-5 ice times (arena if parent/spectator). This may include practices, games or a combination thereof to be determined by the TFCC in consultation with the subject(s) coach, if applicable. The individual or team who is the subject of the complaint may not return to the ice (or arena if parent/spectator) until approval is granted by the TFCC Chairperson.
 - c) Step 3: Third Breach: Possible removal from Fort St. John Minor Hockey. This will be presented as a recommendation to the Executive will supporting documentation. The Executive will have the final decision.
- 2) Aggressive behaviour, threats of violence, harassment, whether verbal, physical or emotional, bullying (including cyber bullying related to hockey) and abuse will automatically skip to Step 2 of the Breach of Team First Policy.
 - a) Severe infractions may result in additional consequences.

Team Officials, Off-Ice Officials and Referees:

- 1) Should it be determined, in accordance with section 7.3 above, that a breach of Team First Policy has occurred:
 - a) Step 1: First Breach: If the issue continues or a first attempt to resolve is not successful, the subject(s) of the complaint(s) will meet with the TFCC and review Team First Policy. The individual(s) who is the subject of the complaint may not return to the ice (or arena if a parent/spectator) until approval is granted by the TFCC Chairperson.
 - b) Step 2: Second Breach: Removal from the ice for 3-5 ice times (arena if parent/spectator). This may include practices, games or a combination thereof to be determined by the TFCC in consultation with

the subject(s) coach or Referee in Chief, if applicable. The individual(s) who is the subject of the complaint may not return to the ice (or arena if a parent/spectator) until approval is granted by the TFCC Chairperson.

- c) Step 3: Third Breach: Possible removal from Fort St. John Minor Hockey or position. This will be presented as a recommendation to the Executive with supporting documentation. The Executive will have the final decision.
- 2) Aggressive behaviour, threats of violence, harassment, whether verbal, physical or emotional, bullying (including cyber bullying related to hockey) and abuse will automatically skip to Step 2 of the Breach of Team First Policy. Severe infractions may result in additional consequences.

8.6 CODE OF CONDUCT

BC Hockey players, coaches, officials, volunteers or parent of any of the previous, shall adhere to the B.C Hockey Code of Conduct set out below. Failure to adhere to this code may bring disciplinary actions.

- 1) Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
- 2) Abide by the BC Hockey Harassment and Abuse Policy (5.16).
- 3) Refrain from the public criticism of fellow members be they volunteers, athletes, coaches, or officials.
- 4) Respect the dignity of others and refrain from verbal or physical behaviours that constitute harassment or abuse.
- 5) Refrain from the use of profane, insulting, harassing or otherwise offensive language in my participation in any BC Hockey event.
- 6) Direct any comments or criticism at the performance rather than the person.
- 7) Take the initiative to learn, respect, communicate and adhere to the rules and regulations for the sport and the spirit of such rules, while encouraging other participants to do the same.
- 8) Abstain from the use of non-prescription drugs, tobacco products (or vapes) and from the drinking of alcoholic beverages in the discharging of BC Hockey duties and responsibilities.
- 9) Discourage the use of non-prescription drugs and alcoholic beverages or the use of tobacco products in conjunction with athletic events or celebrations.
- 10) At no time request, participate in or give into requests for sexual favours within any aspect of the game and immediately report such instances to the appropriate body.
- 11) Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of medical problems. Respect the concerns these medical personnel have when they are considering the future health and well-being of all participants and when making decisions regarding the ability to continue to perform or train.
- 12) Follow the annual training, competitive programs and rules of conduct as mutually agreed upon by Coaches and Athletes, while recognizing the responsibilities of the Athletes to adhere to and complete.
- 13) Participate in team training, practice and testing and satisfy all team program testing objectives.
- 14) Provide Coaches or supervisors with the results of training to enable them to monitor and assess improvement in performance.

Addendum for coaches, officials, volunteers and all other non-playing participants.

- 15) Regularly seek ways to increase my professional development and self-awareness.
- 16) In the case of minors, communicate and cooperate with the parent(s) or legal guardian(s), involving them in decisions pertaining to their child's development
- 17) Ensure that the activity being undertaken by members and participants is suitable to the age, experience, ability and fitness level of the individual and are conducted in a safe environment.
- 18) Be aware of and respect the pressures that may be placed on all participants as they strive to balance the physical, mental, emotional and spiritual aspects of their life. Conduct practices and participation in competition in a manner so as to allow success in all areas of their lives.
- 19) Consider the athletes' future health and well-being when making decisions regarding an injured player's ability to continue playing or training.

8.7 YELLOW CARD PROGRAM AND ZERO TOLERANCE

- 1) The Association expects all of its members and spectators to abide by the mission and values of the Association, Team First Philosophies and BC Hockey Code of Conduct. The Association has adopted a

Yellow
Card

Please Remember:

1. These are kids.
2. This is a game.
3. Parents should cheer for everyone.
4. The referees are human.
5. You and your child do not play for the NHL.



1st Yellow Card = WARNING

Your conduct is not acceptable in a minor hockey arena. Please consider the example you are setting for your children. Fort St. John Minor Hockey asks that you provide a better example for our children

2nd Yellow Card = Immediate eviction from the arena

The offender has 2 minutes to leave the building or the offending team could forfeit the game.

Program which may be used to address inappropriate behaviour at Minor Hockey sanctioned events.

- 2) The Association may enforce the “Yellow Card Program” at facilities within the City of Fort St. John where conduct of spectators becomes a negative factor during the course of the activity in the facility.
- 3) Negative behaviour should be addressed as promptly and discreetly as possible to deescalate the situation. If this cannot be accomplished, an Association member may call 911 for intervention.
 - a) If this step is taken, an incident report is required to be filed with the City. The Association will forward any incident reports to the appropriate MHA President.
- 4) Yellow Cards will be distributed to all teams through their HCSP.
 - a) Incident reports are available through the HCSP.
- 5) Yellow Cards are meant to act as a non-confrontational means of ceasing inappropriate behaviour.
- 6) Yellow Cards are issued as a reminder.
 - a) If the offender does not cease negative conduct please advise a game official.
 - b) The referee may stop the game until the spectator leaves the arena
 - c) On ice and bench behaviour is under the jurisdiction of the game officials.

8.8 SECURITY AT HOME FACILITIES

- 1) The Association will provide 2 security vests at each league game and designated tournament games played in Fort St. John facilities.
- 2) Between periods and at the end of the game, security must move to the official's area to ensure the safety of our officials.
- 3) Yellow Cards may be obtained from your HCSP or team manager and handed out by security.

9. REVIEW OF DECISIONS (APPEALS)

- 1) Should a member, whose conduct was subject to a decision by a Conduct Committee wish to have the Conduct Committee's decision reviewed then the following procedure will be followed:
 - a) Decisions regarding appointment or removal of personnel from positions within the Association are not eligible for appeals, as the Executive makes the final decision regarding these matters.
 - b) A written request, whether in the form of a letter or an email, must be made to the President of the Association within 72 hours of a Conduct Committee's decision.
 - i) The request for the review shall specify the basis on which the Conduct Committee's decision is believed to be incorrect.
 - ii) The request for review shall be accompanied by a \$100 review .
 - c) Within 48 hours of receiving a request for review and review fee, the President shall inform the Executive of the request and place the matter before the Appeals Committee .
 - i) For decisions made which did not involve an Executive vote, the President and two other Executive members or those designated will act as the Appeals Committee.
 - ii) For decisions made which involved an Executive vote, the President or their designate will act as the liaison between the Association and the External Appeals Committee.
 - (1) The External Appeals Committee will consist of three members, appointed by the Executive by September of each year.

- d) The Appeals Committee will receive all information collected by the Conduct Committee
 - e) The Appeals Committee will set a hearing date within 7 days of receiving notice from the President.
 - i) The Appeals Committee will hear from the Conduct Committee, members and witnesses directly involved or impacted.
 - f) The Appeals Committee will have 10 days to forward their decision back to the Association.
 - i) If the Appeals Committee is unable to agree on their decision, they shall provide separate decisions and the majority decision will be the final decision.
 - g) The decision of the Appeals Committee shall be final and binding on all parties.
 - h) If the decision of the Appeals Committee results in overturning the Conduct Committee's decision, or in imposition of a lesser sanction than was imposed by the Conduct Committee, the \$100 review fee shall be refunded.
- 2) If after 72 hours following a decision of a Conduct Committee, a request for review has not been received by the President, then the majority decision of the Conduct Committee must be carried out.

10. CONFLICT OF INTEREST

- 1) All Executive members must declare what teams they have direct or indirect affiliation with.
 - a) No coach, manager, player, official or Executive member shall be eligible to vote with respect to any financial request, protest or suspension involving a team or league with which that individual is associated.
 - b) In addition, they shall not be eligible to serve on any special committees investigating such matters.
- 2) When a conflict of interest arises, the individual shall immediately notify the President of the Association and shall not participate in any discussion with respect to the issue with which they are in conflict.
 - a) Such members may be asked to remove themselves from the room. Executive members will be required to sign and abide by an oath of office and confidentiality.

11. EQUIPMENT

- 1) Certified CSA approved protective equipment including helmets and face protection and BNQ approved neck guards, must be worn when participating in any Association on-ice programs or activities.
- 2) All players must wear equipment, as per Hockey Canada and BC Hockey regulations.
- 3) Coaches, team officials (manager and HCSPs) and parent(s)/guardian(s) shall ensure that proper protective equipment is worn at all times whether in a game or practice and that said equipment is properly fitted, is age appropriate and is in good condition.
- 4) Coaches and on-ice-helpers must also wear CSA approved helmets.
- 5) Helmets must be worn at all times and must not be removed while on the bench or on the ice surface. CSA certification stickers must not be removed. Number and logo stickers are permitted. However, other modifications including tape, or painting, are prohibited.
- 6) Players not complying with the above equipment requirements will be asked to leave the ice and return to the dressing room.
 - a) Players must leave the bench to complete any necessary repairs.
 - b) Repairs shall be done where the player is protected from being hit with a puck, stick or any other object.
- 7) Goaltending equipment will be provided as follows:
 - a) For Novice and younger, equipment will be signed out to the coach.
 - b) For Atoms and older, equipment will be signed out to the individual players with a 2 per team maximum.
 - c) The individual (or their parent/guardian) signing out equipment, may be held responsible for any costs to replace lost or repair damaged equipment, at the discretion of the Executive.

Other:

- 1) Coaches will be provided with pucks and jerseys.
 - a) All equipment will be required to be signed out through the Equipment Coordinator.
- 2) The Association provides a jersey to each Recreation player.
 - a) The jerseys remain the property of the Association.
 - b) The team manager or designate will be responsible for the jerseys
 - c) The individual (or their parent/guardian) signing out equipment, may be held responsible for any costs to replace lost or repair damaged equipment, at the discretion of the Executive.

- 3) The Association provides home and away jerseys to Competitive teams.
 - a) The jerseys remain the property of the Association and are to be worn for games only.
 - b) The team manager or designate (blue and white jersey parent volunteers) is responsible for the jerseys.
 - c) The individual (or their parent/guardian) signing out equipment, may be held responsible for any costs to replace lost or repair damaged equipment, at the discretion of the Executive.
 - d)
- 4) Jerseys are to be washed in cold water and hung to dry. In order to prolong the life of the jersey, please do NOT dry in the dryer.
- 5) All jerseys will be crested with the Flyers logo. Sponsor name bars may be added to the jerseys.
- 6) All the Association's equipment must be returned on the designated equipment return dates at the end of a season

12. MEDICAL AND FIRST-AID POLICIES

- 1) All teams must have a minimum of one (1) HCSP on the roster that has current HCSP certification in attendance at all games and practices.
 - a) This is a BC Hockey and Hockey Canada regulation
- 2) First aid kits are available from the Risk Management Director and must be on the bench during practices, games or other on-ice activities.
 - a) The team is responsible for maintaining the kit and the cost of replacing any of the used items during the course of the season
- 3) Each player/parent is required to fill out a Player Medical Information Sheet at registration. Information is to include:
 - a) player's full name,
 - b) date of birth,
 - c) medical number and
 - d) other relevant medical history (i.e. allergies, asthma and any other existing medical conditions).
 - e) These forms are kept by the HCSP person but are present in the arena for each game or practice.
 - i) There should be a photocopy of this information available to be sent with the child to the hospital in the case of an injury.
- 4) If a player is injured and does not leave the ice, the HCSP person must note the injury in the injury log.
 - a) Injury logs must be handed in once a month to the Association office.
- 5) If medical attention is required, the team official MUST give the parent/guardian and/or the player a "Hockey Canada Injury Report Form" to take with them prior to leaving the arena.
 - a) All injury report forms are to be submitted to the Association office within 48 hours.
 - b) Return to Play" forms must be received when a medical injury occurs.

12.1 Hockey Insurance Claim Procedures

- 1) Hockey insurance is administered by Hockey Canada to provide assistance to registered players, referees, coaches and any other team officials who are injured during sanctioned hockey activities.
- 2) Any hockey related injury that requires medical attention should be reported through the Risk Management Director, even if there are no immediate out of pocket expenses incurred.
- 3) "The Hockey Canada Injury Report" must be received by BC Hockey within 90 days of the injury. However, the claim may remain open for up to 3 years. An additional form completed by the player's Doctor is required to have the claim open longer.
- 4) All injury reports must be sent to BC Hockey through the Risk Management Director.
- 5) Hockey Canada insurance is a secondary insurance policy that covers medical and dental expenses not covered by the provincial medical plan or by private dental or extended health plans.

13. REIMBURSABLE EXPENSES

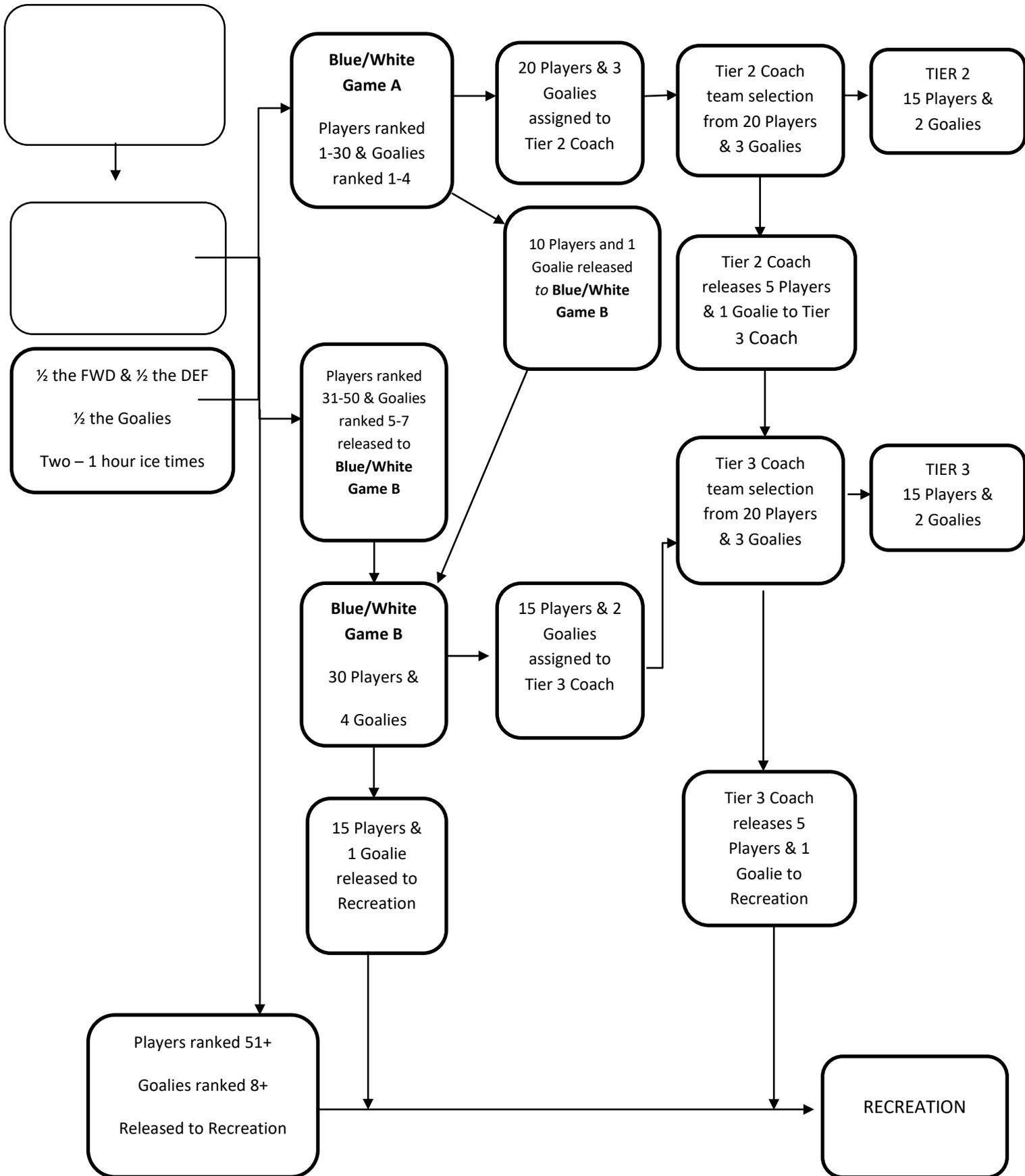
13.1 ADMINISTRATION FEES

- 1) Executive members will be reimbursed for costs such as phone, photocopying, postage etc. incurred in fulfilling their required duties.
 - a) Any unusual or major expenditure should be pre-approved by the Executive.
 - b) Original receipts are required.

13.2 TRAVEL FOR EXECUTIVE PURPOSES

- 1) The Association's Executive members and other representatives will be reimbursed for any travel related expenses for the purpose of partaking in any Association related activities that have been pre-approved by the Executive.
 - a) Where receipts are requested, they must be original receipts only.
- 2) Expenses will be paid using the following guidelines (in accordance with BC government rates):
 - a) Vehicle mileage will be paid at \$0.52/km.
 - i) If mileage expense is greater than airline travel, then the lower of the two shall be reimbursed.
 - ii) Vehicle capacity is to be maximized at all times.
 - b) Airline fares, departure taxes and shuttle costs to and from the airport will be reimbursed, original receipts and airline tickets required.
 - c) When there is a need for a rental vehicle, an economical car for the purpose shall be attained. Proper insurance coverage must be purchased.
 - i) Original rental and gas receipts will be required.
 - d) Meal per diem will be \$48.00 per day
 - e) Hotel rooms and taxes will be 100% reimbursed if the room capacity (minimum 2 members per room) is utilized whenever possible.

APPENDIX "A" FSJMHA COMPETITIVE TRY OUT FLOW CHART



**FORT ST. JOHN PROTOCOL FOR THOSE WITH PROBLEMS AND OR QUESTIONS
(Coaches, Managers & Association Members)**

If you are a parent or player your first contact can be either the Coach, Assistant Coach or Manager of the Team.

If your issue is not resolved, or you do not feel comfortable talking to the Coach or Manager contact your Division Coordinator. Keep in mind the coaching staff may still have to be informed so the issue can be resolved.

Team officials who have not been able to resolve parent or player issues contact your Division Coordinator. Document all issues.

If the Division Coordinator is not able to help THEY will go through the FSJMHA Office to set up a meet with the Executive Director or Team First Coordinator.

Complaints regarding conduct or a breach of Team First policies must be received as a letter or email and forwarded directly to the FSJMHA office. Once the letter of complaint has been received the Director of Hockey will determine the appropriate course of action and ensure the complainant is advised.

Complaints regarding the conduct of the Executive shall be made in writing to the President (if the complaint is regarding the President then complaint shall go to the VPP)

Any further clarification regarding complaints or breaches may be found in the FSJMHA Policy Document which is posted on FSJMHA website. www.fsjminorhockey.ca