

Mission Statement

The Fort St. John Minor Hockey Association (hereby referred to as "FSJMHA") provides youth with the opportunity to participate in recreation and competitive hockey and to develop emotionally, physically, technically, and socially.

FSJMHA strives to create a positive environment that is safe, fun, and respectful.

Fort St. John Minor Hockey Association supports Hockey Canada's Mission Statement to,
" Lead, Develop and Promote Positive Hockey Experiences."

Objectives and Introduction

It is the purpose of the policy manual to assist those who are responsible for the operation of FSJMHA.

The Policy is a living document and requires review and revision on a regular basis as the needs of FSJMHA evolve.

Limitations: Any contradiction, dispute, or difference between the contents of this manual and FSJMHA By-Laws shall be resolved only by reference to the By-Laws.

FSJHMHA recognizes it will be necessary from time to time to change or add to the policy and procedure manual.

Any section(s) of this policy can be revised, edited, or deleted by simple majority vote of the Board.

Notice of motion must be in writing with the proposed wording of the revised section.

Any member wishing to initiate a revision of Policy may do so by providing a copy of the proposed revision to the Director of Hockey (office staff), who is obliged to present the revisions to the Board by way of motion but is not obliged to support said motion.

The member initiating the revision may request to make a presentation to the Board.

The Board will meet once a year for Policy Review.

The most current version of the Policy will be available on FSJMHA website www.fsjminorhockey.ca

1) The Association

a) Organization

FSJMHA is a non-profit Sports Society incorporated under the Societies Act of British Columbia and is responsible for all minor hockey activities within the boundaries set by BC Hockey. The Association is a member of the District of BC Hockey and receives its authority from Hockey Canada through BC Hockey.

FSJMHA shall maintain good standing with their governing bodies which include the District, BC Hockey and Hockey Canada and shall observe all by-laws, rules and regulations set forth by the District, BC Hockey, and Hockey Canada. FSJMHA shall have representation at the District and BC Hockey meetings.

b) Membership

Memberships in FSJMHA includes parents/guardians of registered Minor Hockey players and any person who applies and is accepted by FSJMHA Executive as a member. FSJMHA Annual General Meeting (AGM) voting members include all members as defined above with each member present having one vote. Members must be in good standing (no suspensions or outstanding fees) with FSJMHA to vote at the AGM.

2) Players

A player is registered when said player has been registered on the HCR (Hockey Canada Registry and any documents required are filed with the Registrar of FSJMHA and registration fee has been paid according to the policies of FSJMHA.

- Players who have outstanding registration fees from previous season will not be registered.
- Players who have missing jerseys from previous season may result in player being ineligible to register for upcoming season.

a) Registered Players

Hockey Canada sets age division by player's age as of December 31 of the current season.

Players U18 and below must register where their parent(s) reside as per Hockey Canada regulation.

Players must be registered with their home Minor Hockey Association prior to participating in any on ice or dryland activities, including tryouts, practices, or games no later than February 10 of the current season.

- Players registered with FSJMHA who wish to participate in tryouts must be registered on the HCR with tryout fees paid.
 - Tryout fees are non-refundable
 - If there is a significant injury to a player and he or she is unable to play advise the Office in writing submitting Doctor note and the Board will review each case individually.
- Players from other Minor Hockey Associations must register with their home MHA and have submitted and paid tryout fees by date posted on FSJ website.
- Players registered with FSJMHA who wish to participate in recreation hockey for the current season must be registered with the HCR by the date set annually by FSJMHA.
 - There may be a player cap set pending goaltenders and coaches.
- Any person or persons who wish to make alternate payment plans must contact registrar@fsjminorhockey.ca
- Players registering after the cut-off date will be put on a waitlist by the registrar.
 - There will be an extra fee for any player allowed to register after the cut-off date.
- Full fees must be paid by December 01 of the current season or players will be removed from team roster and be considered ineligible to play.
 - Any fees which may have been paid are non-refundable.
- All players shall be a registered participant and placed on a certified team roster prior to participating in any League games.
- Hockey Canada Carded Rep Teams may only roster those players eligible by age as per Hockey Canada Regulations.
 - Overage players are allowed on carded (competitive teams), as per Hockey Canada regulations with special permission from BC Hockey but are not allowed to participate in Championships and may not be allowed to participate in League play as per League Policy and Regulations.
- Any player released from a roster after January 10 of the current season may not play on any other team.
- All recreation teams will be under the direct supervision of the Division Coordinators who will work with the U7, U9 or Senior Director.
- Twenty players as per Hockey Canada regulations are permitted on a recreation team roster including two goaltenders, u11 through u18.
 - Overage rosters in recreation may be permitted with the approval of FSJMHA, the District and BC Hockey (maximum 23 players).
- Twenty players may be rostered on any team eligible for Championships.

c) Overage Players

- Recreation players requesting to move to a lower age division will be referred to as Overage Player and will follow the criteria set by BC Hockey and the League and have permission from the District to participate as an overage player.
- There is potential risk and therefore BC Hockey and the District recommend the following measures be taken to ensure that we can be seen as exercising good judgment.
 - Very small and/or frail
 - Health reasons
 - No skills appropriate for this level of hockey.
 - No team at proper category.
 - Medical reason must be approved by a Doctor.
- When a player has been allowed to participate at the younger age level a note should be attached to the registration form indicating the placement and the reason.
- Participation of overage players must be brought to the attention of the Officials and opposing team prior to any game and indicate "OA" on the game sheet each time.
- Overage players may be disallowed to participate in tournaments hosted by other MHAs at the discretion of that MHA.
- FSJMHA will apply due diligence in allowing overage players to participate outside of their Division.

d) Underage Players

- Players will participate within their age category and division as determined by Hockey Canada except for 3.2 overage players as per FSJMHA, District, BC Hockey approval.
- Any underage players must request in writing and have District and BC Hockey approval.

e) Affiliated Players (Hockey Canada regulation F)

- Teams who wish to dress players other than those on their roster are considered affiliated players.
- Each rostered team may Select up to 17 affiliated skaters and 2 affiliated goaltenders from a lower division and category and register them on the team roster as affiliated players.
- A player must have the approval of his/her registered team to be selected as an AP and participate in a game, as per Hockey Canada regulation F.
- Teams may only select players operating within their Geographic Subdivision and all players and teams must be properly registered in the HCR.
 - **For example:** if FSJMHA rosters a player from Clearview U13 then all Clearview U13 players are eligible to be affiliated to said team.
- AP shall not play for the selecting team until he has been properly added to his Hockey Canada roster, once added he may not be dropped from the roster, and affiliate may play a maximum of 10 games.
- There will be no affiliation from U7 or U9 to a higher division.
- Affiliation forms may be found on our website www.fortstjohnminorhockey.ca

f) Relief Players (BC Hockey Policy 7.12)

g) Sanctioned Players

- A sanctioned player with Hockey Canada is a player who is registered with their home association and participates in a league that is recognized and authorized by Hockey Canada.
- Hockey Canada is the national governing body for ice hockey in Canada and is responsible for organizing, developing, and promoting the sport of hockey.
- Registering with your MHA and rostering on a team will ensure player safety, insurance, playing rules, eligibility for high performance opportunities.
- Any registered player or team official who participates in a non-sanctioned game, tournament, training camp, selection camp or any similar event after date set by BCH other than those sanctioned by Hockey Canada that conflicts with his member team regular season or play-off schedule will no longer be eligible to participate on any sanctioned team.

h) Sanctioned Events

- Where sanctioned players on a HC roster participate in practices, dryland training, a League, tournament, or exhibition game with other sanctioned players rostered to a sanctioned team.

3) Travel

Any team participating in a sanctioned exhibition game or tournament outside of league play must receive permission for travel is traveling outside of their District and or Province.

a) Permission to Travel to sanctioned events.

- All tournaments in or out of the Province of BC, require a sanction number from the Association, as per BC Hockey regulations.
- Participation in exhibition games outside the District must have prior approval from BC Hockey.
- A fillable form on www.fsjminorhockey.ca for all travel must be completed by team managers and copied to the director of hockey.
- All vehicles who are traveling with other children outside of their family must have third party liability insurance with a minimum \$2 million liability with \$5 million strongly suggested if you are transporting other children.
- Check weather and road conditions prior to travel.
- Travel in adverse weather conditions is at the parents' discretion and not a decision the association will make.
 - If you are not going to travel due to weather conditions make sure the team manager is notified.
- Parents are encouraged to travel in groups of two or more vehicles for safety reasons.
- It is advised you contact the HCSP on your team upon leaving and arriving your destination.
- Suitable clothing in the vehicle is recommended.
- It is recommended U18 players that are of driving age and are licensed to drive are not to drive themselves to out of town games or tournaments, regardless of distance.

4) Teams

a) Recreation Teams

- Number of recreation teams within each Division will be determined by:
 - Total number of players registered.
 - Goaltenders who are available for each team.
 - Coaching staff for each team.
 - Recreation teams will have no less than 15 skaters and 1 goaltender per team and every effort will be made to ensure all recreation teams are equally balanced in each Division.
 - Parent/player request to be placed on a specific team may not be granted pending player evaluations and team balancing.
- All recreation teams will be under the direct supervision of the U7, U9 and NERHL Director.

b) Recreation Team Selection Process

- All players are ranked by evaluators during on ice sessions in preparation for the team draft.
- Players are ranked 1-5 and/or in color groups.
- Consensus on player ranking should exist between head coaches, and division coordinator and may or may not include division directors and director of hockey.
- Coaches will be assigned teams once the team selection process is completed.
 - A round robin of games will ensue after team draft to help determine equal player skill on teams.
- Changes may take place after the draft is complete but only with equally skilled players or to balance teams.

c) Competitive Teams

- Where possible, the ratio of competitive to recreation teams should not exceed 33% or 1/3 of the total.
- If there are insufficient number of goaltenders for any division FSJMHA may only roster one competitive team for the season.
- All Competitive teams are under the direct supervision of the Competitive Directors.
- U11 Development will roster 1 team per season.
 - Each team will roster no less than 15 skaters and 2 goaltenders which is the total number allowed.
 - Affiliation from U9 to U11 is not allowed.
- U13 Tier 2
 - U13 Tier 2 will roster no less than 15 skaters and 2 goaltenders.
 - Maximum players allowed on a roster: 18 skaters and 2 goaltenders.
 - Each U13 Tier 2 team may affiliate up to 17 players and 2 goaltenders from the U13 Tier 3 team or U13 recreation teams.
- U13 Tier 3
 - U13 Tier 3 will roster no less than 15 skaters and 2 goaltenders.
 - Maximum players allowed on a roster: 17 skaters and 2 goaltenders.
 - There must be a minimum of 25 skaters after the final releases from the U13 Tier 2 team to roster a U13 Tier 3 team.
 - Each U13 Tier 3 team may affiliate up to 19 players (including goaltenders) from the U13 Recreation teams.

- U15 Trackers – www.fsjminorhockey.ca click U15 Trackers
- U15 Tier 2
 - U15 Tier 2 will roster no less than 17 skaters and 2 goaltenders.
 - Any number less must be approved by Fort St. John Minor Hockey Board.
 - Maximum players allowed on a roster: 18 skaters and 2 goaltenders.
 - Each U15 Tier 2 team may affiliate up to 17 players and 2 goaltenders from the U13 Tier 2 team and U15 Recreation teams.
- U18 Trackers – www.fsjminorhockey.ca click U18 Trackers
- U18 Tier 2
 - U18 Tier 2 will roster no less than 17 skaters and 2 goaltenders.
 - Any number less must be approved by Fort St. John Minor Hockey Board.
 - Maximum players allowed on a roster: 18 skaters and 2 goaltenders.
 - Each U18 Tier 2 team may affiliate up to 17 players and 2 goaltenders from the U15 Tier 2 and U18 Recreation teams.

d) Competitive Team Tryout Process

- All players must register and pay for tryouts by deadline set by the association.
 - Dates, forms, and further information can be found at www.fsjminorhockey.ca
 - Information on U18 and U15 Tracker tryouts can also be found on the website.
- Any player wishing to participate at a higher level in another city must sign up and pay for tryouts in FSJMHA to secure a spot if they are released from the higher-level team.
 - Refunds will not be issued for cancellation of tryout or not returning from higher team to participate in association tryouts.
- The association will only secure a spot until rosters are to be finalized and sent to the league's teams are participating in. If a player returns after rosters are finalized and there are cards left the coach may decide to release a player from his or her existing team as long as there is a team for the released player to participate on.
- Each player will have a minimum of two (2) ice times during the tryout process and will be assessed by evaluators while performing skills or participating in games.
- Player selection will be based on the evaluations and will be presented to the director of hockey.
- The Association will use the website (www.fsjminorhockey.ca) for announcements of releases until after the evaluation process is complete.

5) Programs/Divisions

a) U5 – Learn to Play – players 4 years old only.

- Learn to Play will be under the direct supervision of the U7 Director.
- Fun based program focusing on skating skills and enjoyment of participating in a group.
- Tournaments and games are not part of the program.
- Learn to Play will participate in skills sessions on Sundays and if ice permits an additional ice time during the week.

b) U7 – players 5 and 6 years old

- FSJMHA follows the Initiation Program set out by Hockey Canada and BC Hockey using a 6-station practice model plan.
- U7 will practice Saturday and Sunday and if ice permits an additional ice time during the week.
- Skill development is the base component.
- Cross ice games only.
- Focus is not on win or lose - do not keep score.
- Each team may only participate in two cross ice jamborees during the season outside of their home Minor Hockey Association with the approval of FSJMHA.
- If ice time allows U7 will host a Home Jamboree.
- All teams must have approval to travel from their home MHA and District.
- Fillable forms for travel can be found on the website www.fsjminorhockey.ca click forms.

c) U9 – players 7 and 8 years old

- FSJMHA follows the Initiation Program set out by Hockey Canada and BC Hockey using the 3 to 6 station practice model plans.
- U9 players practice Saturday and Sunday mornings and an extra drop in during the week pending ice availability.
- U9 players may not affiliate to a U11 team or request to play a higher age division.
- Skill development is the base component.
- Half ice games.
- Focus is not on win or lose – do not keep score.
- Transition to full ice games for second year players will be set after December before end of current season.
- If ice time allows U9 will host a Home Jamboree.
- Each team may only participate in two half ice jamborees during the season outside of their home Minor Hockey Association with the approval of FSJMHA.
- All teams must have approval to travel from their home MHA and District.
- Fillable forms for travel can be found on the website www.fsjminorhockey.ca click forms.

d) U11 Recreation players 9 and 10 years old

- Players will be evaluated and divided into equal teams within their Division.
- U11 recreation players may affiliate with U13 teams if requested.
- Exhibition games amongst teams will be used to ensure teams are balanced.
- U11 teams will participate in NERHL and play teams within the district which include travel to Fort Nelson, Dawson Creek, Chetwynd, Tumbler Ridge, Clearview, Taylor, and Hudson Hope.
- Two teams will practice together twice weekly and one drop in weekly pending ice availability.
- All games, tournaments, and travel outside of League play are to be preapproved by their home Minor Hockey Association.
- Recreation teams may host one home tournament if ice is available.
- U11 Recreation teams may only travel to two out of town tournaments with the approval of FSJMHA within the season of FSJMHA which concludes at the start of the school calendar Spring Vacation.

- Payment for tournaments is divided amongst the team.
- Fillable forms for travel can be found on the website www.fsjminorhockey.ca click forms.

e) U11 Development players 9 and 10 years old.

- Players choosing to participate in U11 Development will participate in evaluation process tryouts.
- U11 Development players may affiliate to U13 Tier 2, Tier 3 or to U13 recreation teams.
 - Player may only affiliate to only one team.
- U11 Development team may participate in the AEHL.
- U11 Development may only participate in two tournaments for the season outside of their League play.
- Christmas tournaments will not be approved for U11 Development.
- Fillable forms for travel can be found on the website www.fsjminorhockey.ca click forms.

f) U13 Recreation players 11 and 12 years old.

- Players will be evaluated and divided into equal teams within their Division.
- U13 recreation players may affiliate to U13 Tier 2 and Tier 3 teams.
- U13 Recreation will participate in the NERHL and will travel within the District for League games.
- Each team may only participate in two tournaments during the season outside of their home Minor Hockey Association with the approval of FSJMHA.
- U13 Coordinator will find a tournament for each team to participate in and advise team manager and head coach.
- U13 Recreation teams may only travel to two out of town tournaments with the approval of FSJMHA within the season of FSJMHA which concludes at the start of the school calendar Spring Vacation.
- Payment for tournaments is divided amongst the team.
- All games, tournaments, or travel outside of District must be preapproved by FSJMHA and sanctioned by the District.
- Fillable forms for travel can be found on the website www.fsjminorhockey.ca click forms.

g) U13 Competitive players 11 and 12 years old.

- Registered players who are rostered on the U13 Tier 2 or the U13 Tier 3 team.
- Players wishing to try out for a Competitive team must try out for the higher team first.
- U13 Tier 2 and U13 Tier 3 teams may travel out of their District for League games.
- U13 Tier 2 team will participate in the EAHL.
- U13 Tier 3 team will participate in the APHL.
- U13 Tier 2 and U13 Tier 3 participating in League games may only register in 2 tournaments during the season.
- Christmas tournaments will not be allowed for U13 Tier 2 team or U13 Tier 3 team.
- All games, tournaments or travel out of the District outside of League play must be preapproved by FSJMHA and sanctioned by the District.
- Competitive team parents please be aware your child will participate in BC Hockey Championships at end of season which usually runs through School Calendar spring break.
- U13 Tier 2 will participate in BC Hockey Championships at end of season.
- U13 Tier 3 will participate in BC Hockey Championships provided they are successful in the Zone playdowns.
- Championship games are not classified as a tournament.
- Fillable forms for travel can be found on the website www.fsjminorhockey.ca click forms.

h) U15 Recreation players are 13 and 14 years old.

- Players will be evaluated and divided into equal teams within their Division.
- U15 Recreation will participate in the NERHL and will travel within the District for League games.
- NERHL is a non-body checking team.
- U15 Recreation teams may travel to two out of town tournaments.

- U15 Coordinator will find tournaments for each team to participate in and advise team manager and Head Coach.
- U15 Recreation teams may only travel to two out of town tournaments with the approval of FSJMHA within the season of FSJMHA which concludes at the start of the school calendar Spring Vacation.
- Payment for tournaments is divided amongst the team.
- All games, tournaments, or travel outside of League play must be preapproved by their home Minor Hockey Association and the District.
- Fillable forms for travel can be found on the website www.fsjminorhockey.ca click forms.

i) U15 Competitive players are 13 and 14 years old.

- U15 Competitive teams will be U15 Trackers and U15 Tier 2.
- Players may choose to try out for either the U15 Tracker or the U15 Tier 2 teams.

j) U15 Trackers Competitive Team players are 13 and 14 years old.

Tracker Board will select Head Coach for U15 Tracker team.

- U15 Trackers will participate in the EAHL and will travel out of their District to attend League, Exhibition and Tournament games.
- U15 Trackers may draw from teams within the District and will participate in BC Hockey Tier 1 Championships.
- U15 Tracker tryouts will be organized and run by selected Head Coach of team.
- Evaluators will be organized by Tracker Board in conjunction with Head Coach.
- U15 Trackers are under a Memorandum of Understanding between FSJMHA and the Tracker Board.
- Control of finances for the team will be as per the Tracker Policy.
- Discipline will be as per Memorandum of Understanding in conjunction with Tracker Board.
- Tournaments and travel outside of League play must be approved by Tracker Board and FSJMHA.
- U15 Trackers may compete in 2 tournaments outside of League play. If requesting more than 2 tournaments the request must be sent to the Tracker Board for approval.
- Christmas tournaments must be preapproved by Tracker Board.
- Travel forms are approved through the HCR.
- Fillable forms for travel can be found on the website www.fsjminorhockey.ca click forms.

k) U15 Tier 2 Competitive Team players are 13 and 14 years old.

- U15 Tier 2 may participate in the All Peace League or choose to play as a tournament team for the season if there are insufficient teams in the All Peace.
- Team will travel out of their District to attend League, Exhibition and Tournament games.
- U15 Tier 2 tryouts will commence after U15 Tracker team has been selected.
- U15 Tier 2 participating in League games may also register in 2 tournaments during the season.
 - If Tier 2 is a tournament team due to lack of teams in the All Peace, they will be permitted more than two tournaments for the season, but approval must be given by FSJMHA, and parents must be willing.
- Christmas tournaments will not be allowed for U15 Tier 2 teams unless preapproved by FSJMHA.
- If requested to participate in more than 2 tournaments a secret ballot vote (one per parent) will be required.
- Executive member may be present to hand out ballots and collect and count votes.
- All games, tournaments, and travel outside of League play are to be preapproved by their home Minor Hockey Association.
- U15 Tier 2 will participate in BC Hockey Championships at end of season.
- Fillable forms for travel can be found on the website www.fsjminorhockey.ca click forms.

l) U18 Recreation players are 15, 16 and 17 years old.

- Players will be evaluated and divided into equal teams within their Division.
- U18 Recreation will participate in the NERHL which is a non-body checking League and will travel within the District for League games.
- Each team may participate in two tournaments during the season.
- U18 Coordinator will find tournaments for each team to participate in and advise team manager and head coach.
- All games, tournaments, or travel outside of League play must be preapproved by their home Minor Hockey Association and the District.
- Fillable forms for travel can be found on the website www.fsjminorhockey.ca click forms.

m) U18 Competitive players 15,16 and 17 years old.

- Teams will be U18 Trackers and U18 Tier 2.
- Players may choose to try out for either the U18 Tracker or the U18 Tier 2 teams.

n) U18 Trackers Competitive Team players are 15, 16 and 17 years old.

Tracker Board will select Head Coach for U18 Tracker team.

- U18 Trackers will participate in the HAEHL and will travel out of their District to attend League, Exhibition and Tournament games.
- U18 Trackers may draw from teams within the District and will participate in BC Hockey Tier 1 Championships.
- Evaluators will be organized by Tracker coach.
- U18 Trackers are under a Memorandum of Understanding between FSJMHA and the Tracker Board. control of finances for the team will be as per the Tracker Policy.
- Discipline will be as per Memorandum of Understanding in conjunction with Tracker Board.
- Tournaments and travel outside of League play must be approved by FSJMHA and District.
- U18 Trackers may compete in 2 tournaments outside of League play. Christmas tournaments must be preapproved by Tracker Board.
- Fillable forms for travel can be found on the website www.fsjminorhockey.ca click forms.

o) U18 Tier 2 Competitive Team

- U18 Tier 2 will participate in the All Peace League or may choose to be a tournament team for the season and will travel out of their District to attend League, Exhibition and Tournament games.
- U18 Tier 2 evaluations will commence on date set by FSJMHA.
- U18 Tier 2 participating in League games may also register in 2 tournaments during the season unless the team will be participating as a tournament team for the season.
- Christmas tournaments may be allowed for U18 Tier 2 teams with the approval of FSJMHA and a vote by parents.
- Executive member may be present to hand out ballots and collect and count votes.
- All games, tournaments, and travel outside of League play are to be preapproved by FSJMHA.
- U18 Tier 2 will participate in BC Hockey Championships at end of season.
- Fillable forms for travel can be found on the website www.fsjminorhockey.ca click forms.

6) The Executive

The Executive includes elected, appointed, and hired.

All Executive members including elected, appointed, and salaried shall foster, promote, advance the image of FSJMHA and the sport of hockey within the community and be responsible and accountable to the membership within FSJMHA. Executive members shall assist all volunteers and members of the Executive and coordinate all activities related to representing FSJMHA and the various hockey leagues in which FSJMHA participates. The total number of elected Executives of FSJMHA shall be no less than three and no more than thirteen.

a) The Elected Executive

The elected Executive shall consist of the President, Vice President of Hockey Operations, Vice President of Hockey Personnel, Competitive Director 1, Competitive Director 2, Senior Recreation Director, U7 Director, U9 Director, Risk Management Director.

- Except for the President (elected annually) the elected Executive shall be elected at the AGM by the membership in accordance with the Constitution and bylaws of FSJMHA for a two-year term.
- Executive elections shall be split into even and odd number years.
- The elected Executive is to uphold the rules and regulations in accordance with the by-laws of FSJMHA, the District, BC Hockey, and Hockey Canada.
- The elected Executive also assumes the responsibility for developing and approving policies of FSJMHA within the framework of the Constitution and Bylaws.
- The Executive is responsible to exercise proper care and control of the finances of FSJMHA and ensure an adequate yearly budget is prepared and approved as well as deciding upon methods for securing funds necessary for the conduct of the business of FSJMHA.
- All elected Executive carry one vote apart from the President who only votes to break a tie.
- 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 FSJMHA meetings which involves issues about their team to avoid a conflict of interest.
- No member of the elected or appointed Executive shall be paid but must be reimbursed for all expenses necessarily incurred by any Executive member while engaged in the affairs of FSJMHA and per FSJMHA policies.
- Elected Executive members will be exempt from paying registration fees for one child while serving on the Board.
- The elected Executive shall have the power to fill any executive vacancy that may occur between annual general meetings.
- Appointed Executive may attend Executive meetings but will not cast a vote at Executive meetings.
- Any Executive member elected or appointed may resign by submitting a letter of resignation to the President of FSJMHA.

b) Appointed Executive

The appointed Executive shall consist of Referee in Chief, Website Coordinator, IT Support, U5 Coordinator, U11 Coordinator, U13 Coordinator, U15 Coordinator, U18 Coordinator and Coach Mentor.

c) Office Staff

FSJMHA office staff shall consist of the Treasurer, Registrar and Director of Hockey and will be part of the Executive in a non-voting capacity.

Office Staff shall be hired by FSJMHA elected Executive and will be paid a salary as determined by the elected Executive. Annual salary revisions shall be conducted by the Executive.

7) Executive Job Descriptions (appointed and elected)

a) President (elected)

- President shall be the direct supervisor to the Director of Hockey, Registrar and Treasurer.
- Chair executive meetings which may or may not be held monthly as deemed necessary.
- Approve the agenda prepared by the Director of Hockey.
- Represent FSJMHA with outside organizations including but not limited to City of Fort St. John, the District, BC Hockey, and Hockey Canada.
- Sign as one of the four signing officers for FSJMHA.
- Review compensation and job description of the Director of Hockey, Registrar and Treasurer.
- Ensure the interests of the general membership are given due and adequate consideration in all activities conducted by the Executive.

b) Director of Hockey (secretary) (staff)

- Prepare and submit executive meeting agenda as requested by the president for review.
- Attend all Executive meetings, take and distribute minutes of such meetings.
- Attend all League, District and BC Hockey meetings and report to the Executive.
- Collect and distribute all incoming emails and phone messages to appropriate volunteers and or office staff.
- Establish a yearly schedule of important dates and deadlines and work, coordinate, and encourage all volunteers to ensure these dates are met.
- Submit names of suitable candidates for all volunteer positions to the Executive for approval.
- Ensure FSJMHA is operating within Policy and guidelines of their governing bodies.
- Coordinate and communicate with BC Hockey and the District.
- Assist Competitive Directors for all tryouts within FSJMHA.
- Notify the Website coordinator of registration, tryouts, AGM, awards, and other essential information and or dates to keep the membership informed.
- Consult with Referee in Chief and ensure officials are booked for all games hosted in FSJMHA.
- Coordinate all ice requirements to the City of FSJ and allocate all ice requirements to the various divisions of FSJMHA.
- Collaborate with Registrar on planning, coordinating, and booking coach training courses to ensure all arrangements are made.
- Assist the Treasurer and Registrar with their duties when required.
- Book schedules with all leagues within FSJMHA that teams may participate in.
- Submit three names annually to the elected Executive to function as an Appeal Committee for FSJMHA.
- Ensure all FSJMHA teams have competitive leagues to compete in for the current season.
- Prepare and post any information needed to host FSJMHA Annual General Meeting.
- Receive duly presented requests for amendment(s) to the By-Laws and post as needed for AGM.
- Submit membership application to BC Hockey once FSJMHA AGM has been completed and all information has been filed with the Society.
- Submit FSJMHA Screening Process to BC Hockey annually when sending Membership application to BC Hockey.
- Advise and send application of approval to BC Hockey by end of May yearly of any teams playing in Leagues outside of BC.
- In conjunction with registrar confirm coach qualifications of bench staff.
- Ensure the Association's policies follow Hockey Canada and BC Hockey Rules, Regulations and Directives.
- Help other Executive members, either elected or appointed, in the development of any new regulations or policies, as needed.
- 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 needed. Manage all questions about the interpretation of policies of FSJMHA.
- Develop policies, procedures, and guidelines for the Association in conjunction with the Executive that embody the Association's mission statement and safeguard player safety.

c) Treasurer (staff).

- Ensure all fiscal activities associated with FSJMHA are conducted and safeguard the financial stability of FSJMHA.
 - Prepare and publicize an annual operating budget for FSJMHA.
 - Monitor, reconcile and prepare monthly financial statements for all Association bank accounts and present at Executive meetings for review by the Executive.
 - Sign as a Signing Officer for the Association.
 - Pay the bills of FSJMHA.
 - Reimburse course fees taken by volunteers as required.
 - Carry joint approval for all disbursements of money from the Association bank account(s)
 - Make recommendations to the Executive about investment of the Association's reserve funds if such are available.
 - Controller for the competitive teams.
 - Deposit all funds received and pay outstanding bills of FSJMHA in a prompt matter.
 - Take responsibility for licensing and any other requirements of gaming activities and ensure that all statements, lists, and reports are filed, as needed, with the Gaming Commission.
 - Pay honorariums to officials for games worked.
 - Prepare payrolls and make prompt remittances and help with other financial duties as directed by the Executive.
 - Coordinate fundraising activities such as raffles and lotteries including all accounting activities, with the help of other fundraising volunteers, if applicable.
 - Consult with VPP of Operations and Director of Hockey to invoice current team sponsors.
 - Invoice all jersey sponsors annually at beginning of season.
- **Team Treasurers for Competitive Teams (volunteer who must be approved by FSJMHA)**
- Team treasurers will be under the direct supervision of FSJMHA Treasurer.
 - Team treasurer set a schedule for meetings with office staff to go over team budgets and expenditures. Meeting date may be adjusted according to needs of teams.
 - Team treasurer must email a financial report which has been reviewed by FSJMHA treasurer to the team parents every six weeks.
 - All expenditures for teams (in kind or otherwise) must be listed in the budget.

d) Registrar (staff)

- Registrar, in conjunction with Treasurer and Director of Hockey will annually review registration fees and any changes to fees will be brought to the FSJMHA Board members for approval.
 - The registrar shall ensure no player participates in any FSJMHA activities unless he/she is properly registered with FSJMHA.
- Refunds will be reviewed individually and are subject to:
- \$60.00 non-refundable administration fee.
 - Pro-rating for time remaining in season.
 - Application for refund must be requested within 14 days of the last ice time by email to registrar@fsjminorhockey.ca
- If a player is injured for the season and cannot return to play for the balance of the season, he/she may apply for a refund with the registrar in writing and include injury report from Doctor.

- Any player released due to disciplinary reasons shall not receive a refund for registration fees.
- Registrar shall:
 - Maintain accurate, orderly, and up to date lists of all players registered with FSJMHA.
 - Ensure all teams are properly listed with Hockey Canada for carding and affiliation agreements.
 - Complete any required reports for FSJMHA, the District, BC Hockey and or Hockey Canada.
 - Set registration date deadlines and post on website with website coordinator.
 - Exceptions to this deadline may be made if a person moves to Fort St. John 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 by email and presented to FSJMHA for approval.
 - Ensure all players will be placed on list as decided by their registration date if numbers are an issue. Players will be assigned to a team if there are enough coaches, HCSP and managers available in their respective division.

e) VP of Operations (elected)

- VP of Operations will function as the equipment coordinator for FSJMHA.
- VP of Operations shall:
 - Perform the duties of the President in his/her absence.
 - May sign as one of the four signing officers for FSJMHA.
 - Maintain adequate equipment supply for the operation of FSJMHA.
 - Collect quotes for equipment purchases and submit to elected Executive for approval if sum exceeds \$200.00.
 - Inspect equipment owned by FSJMHA and replace or repair as required.
 - Distribute and collect equipment at start and end of season.
 - Keep an updated list of jerseys and equipment that have been loaned to players for the current season.
 - Consult with Director of Hockey to order Timbit and Atomic jerseys for the upcoming season.
 - A jersey fee may be implemented for any division at the discretion of the elected Executive.
 - Consult with director of hockey to keep a current list of jersey sponsors.

f) VP of Personnel (elected)

- VP of Personnel shall be familiar with FSJMHA Screening Process and work with Director of Hockey to update annually.
- VP of Personnel shall:
 - be familiar with FSJMHA Bullying and Harassment Policy and work with Director of Hockey to update annually.
 - Consult with the Director of Hockey to determine volunteer persons are in place to effectively conduct hockey personnel operations.
 - VP of Personnel will act as head of discipline and coordinate a Discipline Conduct Committee for any matters that are requested by the respective Coordinator.
 - Chair or discipline meetings that may be required.
 - Maintain a list of approved travel requests for teams within FSJMHA.

g) Competitive Directors (elected)

- There are two elected Directors that work together to represent the interests of the membership involved with Competitive Divisions.
- Teams under Competitive Directors are U11 Development, U13 Tier 2, U13 Tier 3, U15 Tier 2, U18 Tier 2.
- Competitive Directors shall:
 - Collaborate with the Director of Hockey and Registrar to collect coach applications for Competitive teams for the current season.
 - Coordinate a “coach selection committee” and select dates for coach interviews.

- Inform selected coaches of their interview date and time, have Director of Hockey book room for interviews.
- Review and update evaluation sheets if required.
- Select a minimum of four evaluators and make sure they are available for tryout dates.
- Have a skilled and qualified volunteer to run tryout sessions.
- Collaborate with Director of Hockey for tryout times, dates and make sure they are all posted on FSJMHA website.
- Monitor team activities once team selection has been completed and ensure the proper conduct of all individuals involved with the competitive program including players, volunteers, and parents.
- Collect season plans from all coaches and set up team meetings by November 15 of the current season to review and sign discipline and Team First documents.
- Update annually the tryout process and post it on FSJMHA website prior to April 01 of the current season.

h) Awards Committee (Appointed)

- A committee of at least three (3) people will be formed by the Executive on or before February 1 of the current season to oversee the choice and presentation of awards.
- Responsible to select and arrange a suitable 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 in conjunction with the Director of Hockey.
 - 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.
 - Awards night shall be held in late March or early April and all members are encouraged to attend.
 - In unforeseen circumstances that gathering is not prohibited then the awards are cancelled.

i) Historian (Appointed)

- Maintain archives of all documents necessary to supply a correct historical perspective of the operations of the Association.
- In conjunction with the Director of Hockey, keep the Association's library and resource information as well as the inventory of it.

i) Risk Manager (elected)

- Risk manager shall promote safety and risk management within FSJMHA.
- Risk manager will update HCSP binders and first aid kits annually and distribute to HCSP personnel for all teams.
- Advise all HCSP where to obtain security vests for volunteer security personnel.
- Risk Manager will be knowledgeable of BC Hockey and Hockey Canada risk management programs.
- Ensure all HCSP volunteers are familiar with BC Hockey and Hockey Canada safety management.
- Submit any special event sanctions to BC Hockey, as needed throughout the season.
- Make sure all injury reports are completed and filed properly and send Injury Reports to BC Hockey.

j) Senior Recreation Director (elected)

- Senior Director shall:
 - Represent the interest of the membership involved with recreation and work with Coordinators in said Divisions.
 - Document any complaints within recreation and hold meetings with Discipline committee regarding complaints if necessary.

- Collaborate with Director of Hockey on finding suitable candidates to function as Division Coordinators in Recreation.
- Assist division coordinators in recruitment of suitable candidates for coaching positions and management personnel for each team.
- Set up ice time through Director of Hockey directly or via division coordinators for any skill evaluation required at beginning of season to ensure the fair distribution of skills between the teams in each Division.
- Advise coordinators (and Director of hockey if available) to meet with Head Coaches of each team to determine teams.
 - Remind division coordinators that coaches and HCSP should be determined no later than September 15 of current season.
 - Communicate with division coordinators to ensure all coaches in all recreation divisions are following Hockey Canada development programs.
 - Attend any District meetings regarding NERHL.
 - Help coordinate ice times with commissioner for NERHL scheduling.
 - Collect season plans from all coaches and set up team meetings by November 15 of the current season to review and sign discipline and Team First documents.

k) U7 and U9 Directors (Initiation)

- Directors shall represent the interest of the general membership involved with the U7 and U9 divisions.
 - Follow BC Hockey and Hockey Canada Initiation program as closely as possible.
 - U7 and U9 WILL NOT play full ice hockey. (U9 shall during transition period).
 - Recruit coaching staff and management personnel within respective divisions.
 - Meet with all team volunteers (All coaches, HCSP, Team Manager, FSJHMA Risk Manager, Director of Hockey, and Registrar (Treasurer if available), to explain the separate roles and job descriptions for the season.
 - Coordinate all ice times within the Divisions working with the Director of Hockey.
 - Split players into teams, all team names are Timbits (red, blue, green etc.) ensuring proper steps have been taken to establish an equable amount of skill between teams to the best of the director's ability.
 - Find two jamborees for each team to participate in and make sure the Host tournament MHA plays cross ice and half ice, respectively.
 - At beginning of season meet with Director of Hockey to see if we can set a date for home jamboree.
 - Set up mini games throughout the season.
 - U9 will follow the U9 transition as below:
 - XXXXXXXXX

l) Learn to Play

- Learn to Play will be under the Direct supervision of U7 Director.
 - Ice times will be once weekly on the Oval Sunday, and one drop in during the week if ice time is available.

8) Volunteers

a) Division Coordinators (appointed)

- Respective Division Coordinators shall be under the direction of the U7, U9 and NERHL Directors.
- Coordinators will represent the interests of their assigned division as prescribed by the Executive and governed by FSJMHA policies and by-laws as well as the District, BC Hockey, and Hockey Canada.
- Responsible for overseeing the operation of their assigned division and assist in finding coaching and management personnel for all teams in their division.
- Division Coordinators for each division must be filled by August 01 of the current season or that division will not operate. Players affected will be refunded their registration and FSJMHA will declare no team in that category.
- Coordinators shall:
 - Prepare, manage, and distribute schedules for practices and games in coordination with the Director of Hockey.
 - Ensure that all player participation and player movement is in the best interest of the players involved.
 - The number of players in each division will be decided by the number coaches/H CSP and goaltenders as of Sept 15.
 - When dividing players into teams keep a fair distribution of skills between teams within the division.
 - Division Coordinator may not serve as a team official of any kind on a team that is in the same division as he/she is the coordinator of except HCSP. (any exceptions must be approved by FSJMHA).
 - Coordinator with U7, U9 and NERHL director will field any complaints within respective division of FSJMHA.
 - All team officials must be brought to the Executive for approval.
 - All travel must be approved by the Executive and proper paperwork completed and submitted for travel outside of League play and the district.

b) Bench Staff

- All teams must have the minimum registered and certified bench staff:
 - 1 Coach
 - 1 Assistant coach
 - 2 HCSP
 - 1 Team Manager
- Bench staff must be certified as per BC Hockey guidelines.
- Expenses for certification will be paid by FSJMHA once all courses have been completed, receipts have been handed into the office and volunteer has completed all aspects of his or her volunteer position.
- Prior to taking part in any on-ice or off-ice function volunteers must have a current criminal record check and respect in sport that has been filed with the Director of Hockey.

c) Team Managers (may not be a partner with coaching staff)

- Managers are responsible for the day-to-day operations of the team and will:
 - work with Division Coordinators and Director of Hockey.
 - Submit ice time and game time changes to the appropriate personnel.
 - Meet with parents at beginning of season to allocate volunteers for scorekeeping, clock personnel, security (games only).
 - Collect tournament fees from parents.
 - ensure volunteers are trained in proper completion of score sheets, time clocks and security requirements

- create a list of team players to include jersey numbers and bench staff and emailed to the director of hockey who will create a certified hockey Canada roster.
- Ensure no person(s) or player(s) not listed on the certified roster participate in any games or they will be deemed ineligible and there will be suspensions handed out from BC hockey and league the team is participating in.
- Apply for any team travel to tournaments or games outside of league play.
- Fillable forms are found on our website www.fsminorhockey.ca

d) **HCSP (hockey Canada safety person)**

- Responsibilities are identified in the course and include but are not limited to:
 - Maintaining player medical information.
 - Recognize and be familiar with any particular medical issues a player may have.
 - ❖ Consult with parent on medications or severe allergies or conditions.
 - Identifying and maintaining emergency procedures and contacts for the team.
 - Completing and submitting injury reports to the association risk manager.
 - 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.

e) **Coach Mentor (Appointed)**

- Help coaches to implement skill development as set out by BC Hockey and Hockey Canada.
- Support coaches with on ice practice execution throughout the season, supply examples, structure, and provide feedback to coaches based on observed practices.
- Facilitate coach meetings for Recreation.
- Facilitate coaching clinics and specialty skills clinics.
- Distribute proper coaching resource material when required.
- Recommend and implement improvements in Skill Development Program.
- Liaise and help the Board of Directors in any coaching matters and attend Executive meetings when requested.

f) **Referee in Chief (Appointed)**

- Schedule and instruct referee certification and training clinics.
- Keep a list of certified officials within the Association.
- Supply recruiting, training, and evaluations for referees, as required.
- Take corrective action when needed to improve referee performance.
- Correspond, attend meetings, and liaise as needed to stand for 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.
- Provide FSJMHA treasurer with updated amounts for the referee honorariums at the beginning of the season.

Website Coordinator (Appointed)

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

IT Coordinator (Appointed)

- Manages passwords for volunteers and looks after office computers.

9) Meetings

a) General Meetings (AGM)

- 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.
- The AGM is to be held the third Wednesday of February of each year.
- 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.
- 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.
- No proxy voting is allowed.
- 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.
- Executive for the forthcoming season will be elected at the AGM, employing a secret ballot vote.
- 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. A)
- Nominations may come from the floor only where the nominee is in attendance, or his/her written consent is presented.
- Any proposed changes to the by-laws must be given to the Director of Hockey twenty-one days prior to the AGM.

b) Executive Meetings

Pandemic Clause: If a provincial pandemic, the current serving executive has the right to temporarily not comply with their constitution and bylaws if it is unsafe to do so. The executive must make the decisions in the most ethical, moral way possible, keeping the best interest as the priority. The executive must return to normal operations as soon as possible after the situation has been cleared

- Each member of the Executive in attendance at Executive meetings is entitled to one (1) vote, except for the President, who shall vote only in the case of a tie.
- Treasurer, Director of Hockey, and Registrar, hold appointed, non-voting positions.
- No proxy votes shall be allowed.
- The quorum at the Executive meetings is a majority of the Executive members.
- The executive may meet from August to June inclusive.
- Meeting dates will be decided at the conclusion of each meeting.
- Unless otherwise decided 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.
- Policy review, and strategic planning session meeting is mandatory for all elected Executive to attend.

c) 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.
- It is mandatory there are two members present at all District meetings.
- Director of Hockey is expected to attend all District meetings.

- If expenses are accrued, the Association manages the expenses of the two voting members.

d) All Peace League Meetings

- There are two voting positions at the All-Peace League meetings.
- Director of Hockey (or President if DOH not available) and one other member will attend All Peace meetings.
- For the scheduling meeting representatives of each Competitive team must be present as well as the Director of Hockey.

e) BC Hockey Annual General Meeting

- Meeting is held annually in June.
- Director of Hockey shall attend all BC Hockey Annual General Meetings.
- Attendance is mandatory.

f) Coaches and Managers Meetings

- Coach and Manager meeting may occur at the beginning middle or end of season or as needed.
- Meetings will go over FSJMHA philosophy and guidelines for teams.
- Respective Directors and Coordinators manage planning and facilitating these meetings.
 - **Parent Meetings**
 - ❖ Executive member must be present at each meeting unless meeting is scheduled to discuss travel arrangements to attend tournaments.

g) Tournament Meetings

- Shall be held as decided necessary by any tournament committees.
 - Tournaments will not be hosted until all league ice times have been posted.
- Tournament fees shall be reviewed annually.
- Each team may host one tournament annually if ice is available.
- ❖ **Funds from Tournaments**
 - Funds generated at competitive tournaments will become the income of that team after all expenses for ice and officials have been covered if there is shortage of funds from tournament fees.
 - Funds generated at recreation tournaments will become the income of FSJMHA.
 - At end of season if no expenses have been incurred by that division, money raised at home tournament will be divided among that divisions team to be used for a team windup.

10.0 Jersey Sponsors

- Will have their name printed on the bottom of each jersey.
- FSJMHA would request jersey sponsors commit for three years if possible.
- Funds from jersey sponsorship are used for jerseys, socks, hockey equipment and first aid kits.
- The only advertising or name allowed on any hockey apparel is that of the jersey sponsor.
- There are to be no other advertising or sponsor name on jerseys other than the jersey sponsor.
 - Any business or person wishing to become a jersey sponsor may contact the Director of Hockey at office@fsjminorhockey.ca
- FSJMHA does not allow name bands to be added to jerseys due to:
 - Removal of name bands results in tears and damage to jerseys which FSJMHA uses for more than two years.

11) Fundraising Policy for teams participating in Championships. (mandatory for competitive teams)

a) Competitive Teams

- Fundraising is an opportunity for competitive teams to raise funds to help cover league expenses, league fees, tournament fees, and to support any skill development opportunities and team hockey related activities.
 - Team includes players, Head Coach, team manager and HCSP, all of whom are required to be certified as per BC Hockey and Hockey Canada regulations.
 - All other on ice or assistant coaches are not included and shall pay their own expenses unless otherwise voted on by parents with secret ballot.
 - attendance of one Rep Director at meeting is mandatory.
 - Parents will be expected to pay for their own travel, accommodation, and meals other than that of their player.
 - FSJMHA encourage teams to use fundraising to support the teams for skill development opportunities and hockey related activities.

b) Competitive Team Accounts

- Treasurers for Competitive teams are appointed for each team and all names must be presented to the Board for approval. Competitive team treasurers are under the direct supervision of FSJMHA treasurer.
- Signing authority will consist of two of the following: team treasurer, team manager and FSJMHA treasurer.
 - U11 has two signers – team treasurer and FSJMHA treasurer.
- All funds are deposited in bank accounts that have been set up by FSJMHA treasurer.
- All receipts and disbursements must transact through the team bank account.
- This means NO CASH DISBURSEMENTS ARE ALLOWED.

c) Competitive Team Budget

- Fees raised through sponsorship revenue must match your team budget.
 - Team treasurer will present a budget to the office staff for approval prior to receipt of donations no later than October 15 of the current season.
 - Donations may not exceed budget expenditures.
 - Any team receiving excess donations may request to the donor to present funds to any other Competitive team
 - Approval of budget is required prior to commencement of fundraising.
 - Cash balances, outstanding expenses, future expenses, or adjustments to team fees are reviewed regularly.
 - Team treasurers will meet with FSJMHA Treasurer every 6 weeks.
 - Cash balances, outstanding expenses, future expenses, or adjustments to team fees are reviewed regularly.

d) Donations

- Obtaining any gift given to the team in kind or otherwise.
- All funds or gifts in kind or donated are to be documented with the team treasurer.
- Any team gear donated in kind may not have any sponsor name other than that of the team sponsor.
- Fundraising may or may not include raffle tickets, raffle tables or other fundraising activities
- FSJMHA governs team financial activities.

- All funds raised and held by teams are always the property of FSJMHA as a society and shall be managed in accordance with the policies of FSJMHA.
- All financial transactions, including fees paid by parents, fundraising activities, donations made by corporate sponsors and all expenses are done so under the authority of Fort St. John Minor Hockey Association.
- All team officials and members of the association must follow the associations financial policies.
- Misuse of funds on ineligible expenses and non-approved expenses will be investigated by the Board.
- At end of season all team finances, documents, cheques, deposit books, receipts, will be delivered to the FSJ Minor Hockey office by May 01 of the current season.

Sponsorship funds raised are not used for:

- Team apparel or player swag.
- Hockey equipment of any kind.
- Registration fees.
- Coach gifts.
- Pictures

Sponsorship funds may be used for:

- Team travel and hotel costs which refers to players traveling and staying together as a team.
- Parent or family traveling costs are not an eligible team expense even if players travel with them.
- Hotel room for head coach is an eligible expense, the coach can decline this.
- Bus rental.
- Driver expenses including hotel, meals and any payment made to driver.
- Tournament fees.
- Dryland training facility rental and instruction.

Direct sponsorship or gifts in kind must be documented through the team treasurer.

- No sponsorship fees or minim team fees will be refunded to parents at the end of the current season.
- Excess fees may be used for Provincial travel or mandatory League playoff games.
 - Receipts for hotel costs must be submitted to treasurer.
 - You must travel with your child to receive funds.
 - If you stay with family or friends, there will be no compensation.

e) Team Banners

Monetary donation to a team that will be recognized through advertising on social media platforms and banners.

- Banner expenses will be paid from sponsor funds.
- FSJMHA has an obligation as a not-for-profit to ensure our teams are using community raised funds in a responsible manner rather than personal interest.
- Donations and funds received from sponsors are separate from Jersey Sponsor.
 - Funds received from sponsors will be distributed as per operational costs listed on the team budget.

f) Team Fees

- Team fees are separate from donations and sponsorships.
- Each parent will pay a minimum of 100.00 per month per season from October to end of March.
- Team fees will be deposited into team bank account and used for operational costs, team apparel, coach gifts, photos and windup
 - Registration fees cannot be paid by team fees.
 - Minimum team fees are not refundable.

12) Donations

Recreation teams may have a team member who wants to donate the cost of a tournament fee.

- Cheque must be made payable to: Fort St. John Minor Hockey Association
- FSJMHA treasurer will do a cheque exchange to the team manager or person who initially paid for the tournament.
- Donations from a company for toques, jackets or other team apparel may not have any logo other than that, of the team jersey logo which is sponsored for a three-year term.

13) Discipline, Code of Conduct

- All players and parent or guardian of players in U11, U13, U15, U18 will sign a Code of Conduct and return to Director of Hockey prior to the first league game.
- Any issues with player discipline must be documented by the coach and kept on file with the team manager.
- Coaches may suspend players for one game for violation of team rules set forth by head coach.
- Suspension is to be documented by team manger and parents are to be advised of the situation.
- Should a team wish to release a player for discipline purposes the following policy will apply:
- Email must be sent to division director requesting a meeting with the conduct committee.
- The request for meeting will include the nature of the incident(s) that have resulted in the possible need for further player discipline or player release and any steps taken by coaching staff to deal with previous discipline issues.
- 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.
 - 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.
 - In such cases, the Executive may refer the incident to the VP of personnel who has the right to increase the suspension if they deem it is necessary under the discipline Policy.

14) Conduct Committee

- The conduct committee who consists of but are not limited to the vice president of personnel, director of division and one other board member.
- The conduct committee will investigate the nature of the incident(s) as outlined in the letter and determine the appropriate level of discipline which may result in the player being removed from the team or depending on the severity of the incident(s), they may levy additional discipline.
- A meeting will then be held with the same conduct committee with the player and player parent(s) or guardian to discuss the seriousness of the situation.

15) Fines

- Any fines assessed by a League in which the team plays 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.
- FSJMHA is responsible for payment of fines to Leagues and also responsible for the collection of fine against any FSJMHA member for repayment to FSJMHA.
 - 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.