

1. Introduction

1.1 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, and socially. FSJMHA strives to create a positive environment that is safe, fun, and respectful that supports 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 assist those who are responsible for the operation of FSJMHA. (hereby referred to as the "Board"). 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 FSJMHA By-Laws shall be resolved only by reference to the By-Laws.

1.3 Revision Procedure

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

- a. Notice of motion must be given 14 days prior to the vote.
- b. Notice of motion must be in writing with the proposed wording of the revised section.
- c. Any member wishing to initiate a revision of Policy may do so by providing a copy of the proposed revision to the Policy Director who is obliged to present the revisions to the Board by way of motion but is not obliged to support said motion.
- d. The member initiating the revision may request to make a presentation to the Board.
- e. The Board will meet once a year for Policy Review.
- f. The most current version of the Policy will be available on FSJMHA website www.fsjminorhockey.ca

2. The Association

2.1 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 Peace River 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.

2.2 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.

3.0 Players

3.1 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 C.

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.

All players shall be a registered participant of a team roster prior to participating in any League games.

- a. Players registered with FSJMHA who wish to participate in tryouts must have their registration submitted and season fees and tryout fees fully paid by July 31 of the current season.
 - o Tryout fees are not refundable
- b. Players from other Minor Hockey Associations must register with their home MHA and have their paperwork submitted and tryout fees fully paid by July 31 of the current season.
- c. Players registered with FSJMHA who wish to participate in recreation hockey for the current season must have completed all paperwork and half their fees paid by August 14 of the current season.
 - o Any person or persons who wish to make alternate payment plans must contact office@fsjminorhockey.ca
- d. Players registering after the cut-off date will be put on a waitlist pending coach and goaltender availability.
- e. Full fees must be paid by December 01 of the current season or player will be removed from team roster and be considered ineligible to play.
 - o Any fees which may have been paid are non-refundable.

3.2 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 have permission from the District to participate as an overage player. There is potential risk and therefore BC Hockey recommends the following measures be taken to ensure that we can be seen as exercising good judgment.

- a. Very small and or frail
- b. Health reasons
- c. No skills appropriate for this level of hockey.
- d. Not team at proper category
- e. Doctor approved medical reason.

When a player has been allowed to participate at the younger age level a note should be attached to them 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 MHA's.

Associations must apply due diligence in allowing overage players to participate outside of their Division.

3.3 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.

3.4 Affiliation (of players) (Hockey Canada regulation F)

- a. Teams who wish to dress players other than those on their roster may:
- b. Select up to 17 affiliated skaters and 2 affiliated goaltenders. Affiliate players may only be part of one team during the season.
- c. 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. When played, the scoresheet must be marked "AP".
- d. Teams may only select APs from a lower division or category operating within their Geographic Subdivision and all players and teams must be properly registered in the HCR.
 - o **For example:** if FSJMHA rosters a player from Clearview U13 then all Clearview U13 players are eligible to be affiliated to said team.
- e. 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.
- f. Affiliation forms may be found on our website www.fortstjohnminorhockey

4.0 Divisions, Teams, Programs

- a. The number of competitive and development teams in each FSJMHA 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.
- b. All competitive teams will be under the direct supervision of the Competitive Directors.
- c. Hockey Canada Carded Teams (Rep): only those players eligible by age may participate on Hockey Canada carded team as per Hockey Canada Regulations. Overage players are not allowed on carded (competitive teams), as per Hockey Canada regulations.
- d. Players must be on a team roster no later than December 01 of the current season.
- e. Any player released from a roster after January 10 of the current season may not play on any other team.
- f. All recreation teams will be under the direct supervision of the Division Coordinators who will work with the Junior or Senior Directors.
- g. Nineteen players as per Hockey Canada regulations are permitted on a team roster.
- h. Twenty players in the case of the highest level of U18 hockey registered with the member (U18 Trackers are Tier 1).

- i. In the case of recreation oversize rosters may be permitted with the approval of FSJMHA, District and BC Hockey.

Non-Sanctioned Events

Any registered player or team official who participates in a game, tournament, training camp, selection camp or any similar event other than those sanctioned by Hockey Canada that conflicts with his member team regular season or play-off schedule shall be immediately suspended for up to one year.

U5 – Learn to Play – players 4 years old only

Learn to Play will be under the direct supervision of the Policy Director.

- a. Fun based program focusing on skating skills and enjoyment of participating in a group.
- b. Tournaments and games are not part of the program.

U7 – players 5 and 6 years old

- a. FSJMHA follows the Initiation Program set out by Hockey Canada and BC Hockey using a 6-station practice model plan.
- b. Skill development is the base component.
- c. Cross ice games only
 - o Focus is not on win or lose - do not keep score.
- d. Each team may participate in one cross ice jamboree during season which is outside of their home. Minor Hockey Association.
- d. If ice time allows U7 will host a Home Jamboree.
 - o Funds generated will go towards year end Initiation windup.
- f. All teams must have approval to travel from their home MHA and District.
 - o Travel forms can be found under travel on the website www.fsjminorhockey.

U9 – players 7 and 8 years old

- a. FSJMHA follows the Initiation Program set out by Hockey Canada and BC Hockey using the 3 to 6 station practice model plans.
- b. Skill development is the base component.
- c. Half ice games.
 - o Focus is not on win or lose – generally do not keep score.
- d. Transition to full ice games for second year players will be set after January before end of current season.
- e. If ice time allows U9 will host a Home Jamboree.
 - o Funds generated will go towards year end Initiation windup.
- f. Each team may participate in one half ice jamboree during the season outside of their home Minor Hockey Association.
- g. All teams must have approval to travel from their home MHA and District.
 - o Travel forms can be found on the website www.fsjminorhockey

U11 – players 9 and 10 years old

U11 Recreation

- a. Players will be evaluated and divided into equal teams within their Division.
- b. Exhibition games amongst team will be used to ensure teams are balanced.
- c. 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.
- d. Teams will be a minimum of 14 players and 1 goaltender (pending registration numbers).
- e. Two teams will practice together once weekly if ice is available.

- f. All games, tournaments, and travel outside of League play are to be preapproved by their home Minor Hockey Association.
 - o Travel forms can be found on the website www.fsjminorhockey

U11 Development

- a. Players choosing to participate in U11 Development will participate in evaluation process tryouts.
- b. U11 Development team bench staff may choose to participate in All Peace League play or participate as a tournament team for the season.
 - o Tournament team may participate in five tournaments (try to average one per month) during the season.
 - o Any tournament requests over 5 require a secret ballot vote (one per parent) with Executive member present.
 - o U11 team choosing to participate in tournaments and not League play may set up Exhibition games with the approval of the Executive.

U13 – players 11 and 12 years old

U13 Recreation

- a. Players will be evaluated and divided into equal teams within their Division.
- b. U13 Recreation will participate in the NERHL and will travel within the District for League games.
- c. Each team will participate in one tournament during the season outside of their home Minor Hockey Association.
 - o U13 Coordinator will find a tournament for each team to participate in and advise team manager and head coach.
- d. All games, tournaments or travel outside of League play must be preapproved by their home Minor Hockey Association and the District.
 - o Travel forms can be found on the website www.fsjminorhockey

U13 Competitive

- a. Registered players who are rostered on the U13 Tier 2 or the U13 Tier 3 team.
- b. U13 Tier 2 and U13 Tier 3 teams may travel out of their District for League games.
 - o U13 Tier 2 team will participate in the PWNHL League.
 - o U13 Tier 3 team will participate in All Peace League or North Caribou District.
 - o U13 Tier 2 and U13 Tier 3 participating in League games may also register in 2 tournaments during the season.
 - Christmas tournaments will not be allowed for U13 Tier 2 team or U13 Tier 3 team.
 - If requesting to participate in more than 2 tournaments a secret ballot vote (one per parent) will be required.
 - Executive member will be present to hand out ballots and collect and count votes.
- c. All games, tournaments, and travel outside of League play are to be preapproved by their home Minor Hockey Association.
 - o Travel forms can be found on the website www.fsjminorhockey
- d. U13 Tier 2 will participate in BC Hockey Championships at end of season.
- e. U13 Tier 3 will participate in BC Hockey Championships provided they are successful in the Zone playdowns.

U15 – players 13 and 14 years old

U15 Recreation

- a. Players will be evaluated and divided into equal teams within their Division.
- b. U15 Recreation will participate in the NERHL and will travel within the District for League games.
- c. Each team will participate in one tournament during the season outside of their home Minor Hockey Association.

- U15 Coordinator will find a tournament for each team to participate in and advise team manager and head coach.
- d. All games, tournaments or travel outside of League play must be preapproved by their home Minor Hockey Association and the District.
 - Travel forms can be found on the website www.fsjminorhockey

U15 Competitive

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.

U15 Trackers Competitive Team

Tracker Board will select Head Coach for U15 Tracker team.

- a. U15 Trackers will participate in the ERBHL and will travel out of their District to attend League, Exhibition and Tournament games.
- b. U15 Trackers may draw from teams within the District and will participate in BC Hockey Tier 1 Championships.
- c. U15 Tracker tryouts will be organized and run by selected Head Coach of team.
 - Evaluators will be organized by Head Coach of U15 Tracker team.
- c. 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 U15 Tracker Policy.
 - Discipline will be as per Memorandum of Understanding in conjunction with Tracker Board.
- d. Tournaments and travel outside of League play must be approved by FSJMHA as per policy and all travel forms are to be submitted to the District and FSJMHA.
 - Travel forms can be found on the website www.fsjminorhockey
 - U15 Trackers may compete in 2 tournaments outside of League play. If requesting more than 2 tournaments a secret ballot vote (one per parent) will be required and a member of the Tracker Board shall be present to hand out and collect votes.
 - Christmas tournaments must be preapproved by Tracker Board and FSJMHA.

U15 Tier 2 Competitive Team

- a. U15 Tier 2 will participate in the All Peace League or the North Caribou League annually and will travel out of their District to attend League, Exhibition and Tournament games.
- b. U15 Tier 2 tryouts will commence after U15 Tracker team has been selected.
- c. U15 Tier 2 participating in League games may also register in 2 tournaments during the season.
 - Christmas tournaments will not be allowed for U15 Tier 2 teams.
 - If requesting to participate in more than 2 tournaments a secret ballot vote (one per parent) will be required.
 - Executive member will be present to hand out ballots and collect and count votes.
- d. All games, tournaments, and travel outside of League play are to be preapproved by their home Minor Hockey Association.
 - Travel forms can be found on the website www.fsjminorhockey
- e. U15 Tier 2 will participate in BC Hockey Championships at end of season.

U18 – players 15, 16 and 17 years old

U18 Recreation

- a. Players will be evaluated and divided into equal teams within their Division.
- b. U18 Recreation will participate in the NERHL and will travel within the District for League games.
- c. Each team will participate in one tournament during the season outside of their home Minor Hockey Association.
 - U18 Coordinator will find a tournament for each team to participate in and advise team manager and head coach.

- d. All games, tournaments or travel outside of League play must be preapproved by their home Minor Hockey Association and the District.
 - o Travel forms can be found on the website www.fsjminorhockey

U18 Competitive

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.

U18 Trackers Competitive Team

Tracker Board will select Head Coach for U18 Tracker team.

- d. U18 Trackers will participate in the ERBHL and will travel out of their District to attend League, Exhibition and Tournament games.
- e. U18 Trackers may draw from teams within the District and will participate in BC Hockey Tier 1 Championships.
- f. U18 Tracker tryouts will be organized and run by selected Head Coach of team.
 - o Evaluators will be organized by Head Coach of U18 Tracker team.
- c. U18 Trackers are under a Memorandum of Understanding between FSJMHA and the Tracker Board.
 - o control of finances for the team will be as per the U18 Tracker Policy.
 - o Discipline will be as per Memorandum of Understanding in conjunction with Tracker Board.
- d. Tournaments and travel outside of League play must be approved by FSJMHA as per policy and all travel forms are to be submitted to the District and FSJMHA.
 - o Travel forms can be found on the website www.fsjminorhockey
 - o U18 Trackers may compete in 2 tournaments outside of League play. If requesting more than 2 tournaments a secret ballot vote (one per parent) will be required and a member of the Tracker Board shall be present to hand out and collect votes.
 - o Christmas tournaments must be preapproved by Tracker Board and FSJMHA.

U18 Tier 2 Competitive Team

- a. U18 Tier 2 will participate in the All Peace League or the North Caribou League annually and will travel out of their District to attend League, Exhibition and Tournament games.
- b. U18 Tier 2 tryouts will commence after U18 Tracker team has been selected.
- c. U18 Tier 2 participating in League games may also register in 2 tournaments during the season.
 - o Christmas tournaments will not be allowed for U18 Tier 2 teams.
 - o If requesting to participate in more than 2 tournaments a secret ballot vote (one per parent) will be required.
 - o Executive member will be present to hand out ballots and collect and count votes.
- d. All games, tournaments, and travel outside of League play are to be preapproved by their home Minor Hockey Association.
 - o Travel forms can be found on the website www.fsjminorhockey
- f. U18 Tier 2 will participate in BC Hockey Championships at end of season.

4.0 The Executive (elected, appointed, 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 participate.

The total number of elected Executives of FSJMHA shall be no less than three and no more than thirteen.

4.1 The Elected Executive

- a. 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, Junior Recreation Director, Risk Management Director, and Policy Director.
- b. 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.
- c. Executive elections shall be split into even and odd number years.
- d. 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.
- e. The elected Executive also assumes the responsibility for developing and approving policies of FSJMHA within the framework of the Constitution and Bylaws.
- f. 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.
- g. All elected Executive carry one vote apart from the President who only votes to break a tie.
- h. 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.
- i. 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.
- j. Elected Executive members will be exempt from paying registration fees for one child while serving on the Board.
- k. The elected Executive shall have the power to fill any executive vacancy that may occur between annual general meetings.
- l. Appointed Executive may attend Executive meetings but will not cast a vote at Executive meetings.
- m. Any Executive member elected or appointed may resign by submitting a letter of resignation to the President of FSJMHA.

4.2 Appointed Executive

- a. The appointed Executive shall consist of Referee in Chief, Website Coordinator, IT Support, U5 Coordinator, U7 Coordinator, U9 Coordinator, U11 Coordinator, U13 Coordinator, U15 Coordinator, U18 Coordinator and Coach Mentor.

4.3 Office Staff

- a. 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.
- b. 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

5.0 Executive Job Descriptions

5.1 President (elected)

- a. Chair executive meetings which may or may not be held monthly as deemed necessary.
- b. Approve the agenda prepared by the Director of Hockey.
- c. Represent FSJMHA with outside organizations including but not limited to City of Fort St. John, the District, BC Hockey, and Hockey Canada.
- d. Sign as one of the four signing officers for FSJMHA.

- e. Review compensation and job description of the Director of Hockey, Registrar and Treasurer.
- f. Ensure the interests of the general membership are given due and adequate consideration in all activities carried out by the Executive.

5.1.1 Director of Hockey (secretary) (staff)

- a. President of FSJMHA will be the immediate supervisor to the Director of Hockey.
- b. Director of Hockey shall:
 - Prepare and submit executive meeting agenda to the president for review.
 - Attend all Executive meetings, take and distribute minutes of such meetings.
 - 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 position 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.
 - Attend BC Hockey yearly meetings and any District meetings.
 - Assist Competitive Directors for all tryouts within FSJMHA.
 - Notify the Website coordinator of registration, tryouts, AGM, awards, and other important information and or dates to keep the membership informed.
 - Liaise 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.
 - Work with Coach Mentor on planning, coordinating, and booking coach training courses to ensure all arrangements are made.
 - Assist the Treasurer and Registrar with their duties when required.
 - Coordinate schedules with all leagues within FSJMHA that teams may participate in.
 - Attend scheduled league meetings if required.
 - Submit three names annually to the elected Executive to act as an Appeal Committee for FSJMHA.
 - Ensure 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.
 - Post and collect coach applications for upcoming season.
 - In conjunction with registrar confirm coach qualifications of bench staff.
 - Book clinics with BC Hockey once request has been submitted by Coach Mentor/facilitator.

5.1.2 Treasurer(staff)

- a. President of FSJMHA will be the immediate supervisor to the Treasurer of FSJMHA.
- b. Treasurer shall:
 - Ensure all fiscal activities associated with FSJMHA are carried out 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.
- 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 required, 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 annually all jersey sponsors.

Team Treasurers for Competitive Teams

- a. All treasurers are under direct supervision of FSJMHA Treasurer.
- b. Team treasurer must send reports to the parents/guardians concerning the finances of the team upon request and must be submitted with year end paperwork to FSJMHA treasurer.

5.1.3 Registrar (staff)

Registration fees will be set annually in conjunction with Treasurer and Director of Hockey. Registration fees will be approved by elected Executive.

- a. President of FSJMHA will be the immediate supervisor to the Registrar.
- b. A player is registered when completed registration form and any other forms or documents are filed with the Registrar of FSJMHA and registration fee has been paid according to the policies of FSJMHA. Any exceptions will be reviewed by the Executive.
- c. The registrar shall ensure no player may participate in any FSJMHA activities unless he/she is properly registered with FSJMHA.
- d. Players who have outstanding registration fees from previous season will not be registered.
- e. Players who have missing jerseys from previous season may result in player being ineligible to register for upcoming season.
- f. All NSF cheques will be subject to a 25.00 service charge.
- g. Refunds will be reviewed individually and are subject to;
 - \$60.00 non-refundable administration fee.
 - Pro-rating for time remainin 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 the season and cannot return to play for the balance of the season he/she may apply for a refund and may not be charged the administration feel
- h. Any player released due to disciplinary reasons shall not receive a refund for registration fees.

Registrar shall:

- Be responsible for player registration for the current season.
- Liaise with Director of Hockey to prepare and edit registration forms annually.

- Set registration fees and tryout fees with input from elected Executive.
- 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.
- All players are required to be registered by the deadline.
 - 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 other exceptions must be requested in writing by email and presented to the elected Executive for approval.
- Players who reside outside the boundaries of FSJMHA and are eligible to participate in tryouts for a competitive team, must first register with their home association.
- 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.

5.2 VP of Operations (elected)

- a. VP of Operations will act as the equipment coordinator for FSJMHA.
- b. VP of Operations shall:
 - Perform the duties of the President in his/her absence.
 - Sign as one of the four signing officers for FSJMHA.
 - Maintain adequate equipment supply for the operation of FSJMHA.
 - Collect quotes for equipment purchases submit to elected Executive for approval is 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.
 - A jersey fee may be implemented for any division at the discretion of the elected Executive.
 - Liaise with director of hockey to keep a current list of jersey sponsors.

5.3 VP of Personnel (elected)

- a. VP of Personnel shall be familiar with FSJMHA Screening Process and work with Director of Hockey to update annually.
- b. VP of Personnel shall be familiar with FSJMHA Bullying and Harassment Policy and work with Director of Hockey to update annually.
- c. Liaise with the Director of Hockey to determine volunteer persons are in place to effectively carry out hockey personnel operations.
- d. 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.
- e. Chair any Team First meetings and or discipline meetings that may be required.
- f. Maintain a list of approved travel requests for teams within FSJMHA.

5.4 Competitive Directors (elected)

This position consists of two elected Directors that work together to represent the interests of the membership involved with Competitive Divisions.

- a. Teams under Competitive Directors are U11 Development, U13 Tier 2, U13 Tier 3, U15 Tier 2, and U18 Tier 2.

- b. Work with the Director of Hockey to collect coach applications for Competitive teams by May 31 of the current season.
- c. Coordinate a “coach selection committee” and select dates for coach interviews.
- d. Inform selected coaches of their interview date and time, have Director of Hockey book room for interviews.
- e. Ensure tryout dates and times are posted on the FSJMHA website.
- f. Review and update evaluation sheets if required.
- g. Select a minimum of four evaluators and make sure they are available for tryout dates.
- h. Have a skilled and qualified volunteer to run tryout sessions.
- i. 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.
- j. 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. Update annually the tryout process and post on FSJMHA website prior to April 01 of the current season.

Tryout Format

5.6 Policy Director(elected)

Decide staffing requirements necessary to conduct administrative functions and send names of suitable candidates for Awards committee and Historian who are under the direct responsibility of the Policy Director.

- a. Ensure the Association’s policies follow Hockey Canada and BC Hockey Rules, Regulations and Directives.
- b. Help other Executive members, either elected or appointed, in the development of any new regulations or policies, as needed.
- c. 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.
- d. 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.
- e. Develop policies, procedures, and guidelines for the Association in conjunction with the Executive that embody the Association’s mission statement and safeguard player safety.
- f. Organize and conduct the annual volunteer appreciation night if one is being planned.
- g. Will function as the Historian and the Chair of the Awards Committee if no volunteers are appointed to these positions.
- h. Will function as Learn to Play Coordinator for the start of the season until an on-ice staff and team coordinator are found for the program.

Awards Committee (Appointed)

- a. 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.
- b. The Policy Director will function as the Chair of the Awards Committee.
Responsible to select and arrange a suitable venue for the awards ceremony.
- c. Arrange for an MC and prepare a script for the awards ceremony.
- d. 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.
- e. Awards night shall be held in late March or early April and all members are encouraged to attend.
- f. In unforeseen circumstances that gathering is not prohibited then the awards are cancelled.

Historian (Appointed)

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

5.5 Risk Manager (elected)

- a. Risk manager shall promote safety and risk management within FSJMHA and distribute security vests to all teams within FSJMHA.
- b. Risk manager will update HCSP binders and first aid kits annually and distribute to HCSP personnel for all teams.
- c. Risk Manager will be knowledgeable with BC Hockey and Hockey Canada risk management programs.
- d. Ensure all HCSP volunteers are familiar with BC Hockey safety bulletins, FSJMHA Discipline and Team First policies.
- e. Ensure adequate insurance is in place to cover all the Association's activities (e.g., dryland training).
- f. Submit dryland training applications and any other special event sanctions to BC Hockey, as needed throughout the season. – I think managers have taken this over
- g. Make sure all reports are completed properly and send Injury Reports to BC Hockey.
- h. Participate on the Team First Conduct Committee, as needed.

5.5 Junior and Senior Recreation Directors (elected)

Junior recreation includes U7, U9, U11 male and or female.

Senior recreation includes U13, U15, U18 male and or female.

- a. Should either of these positions be vacant as of August 01 of the current season the Junior or Senior Recreation Division will not run for the season. Players affected will be refunded their registration fee and the Association will declare no teams in category.
- b. Represent the interest of the membership involved with recreation and work with Coordinators in said Divisions.
- c. Document any complaints within Junior recreation and hold meetings regarding complaints if necessary.
- d. Work with Director of Hockey on finding suitable candidates to act as Division Coordinators in Junior Recreation.
- e. Set up ice time through Director of Hockey for any skill evaluation required at beginning of season to ensure the fair distribution of skills between the teams in each Division.
 - Have all coaches attend ice times as on ice instructor or completing evaluations on players.
 - Meet with coaches to determine teams.
 - Each team should have one certified HCSP and head coach and assistant coach.
 - Coaches and HCSP should be determined no later than September 15 of current season.
 - The number of players and or teams in each division will be decided by the volunteer coaches and HCSP confirmed by September 15 of the current season.
 - Minimum number of players required per recreation team would be 15 skaters and 1 goaltender.
 - Maximum number of players allowed per recreation team is 17 skaters and 2 goaltenders.
 - Any amount over this number would have to be requested through FSJMHA registrar and approved by District and BC Hockey.
- f. Ensure all coaches in all recreation divisions are following Hockey Canada development programs.
- g. Attend any District meetings regarding NERHL.
- h. Help coordinate ice times with commissioner for NERHL play.

- i. 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.
 - Travel forms are found on the website www.fsjminorhockey
- g. Coaches, HCSP and managers are to be in place prior to the first ice time for recreation evaluation.
- h. Inform Equipment Coordinator of equipment requirements.

5.5.1 Division Coordinators (appointed)

Respective Division Coordinators shall be under the direction of the Junior or Senior Recreation Director. Junior Division includes U7, U9 and U11 recreation. Senior Division includes U13, U15 and U18 recreation.

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 to oversee 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.

- a. 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.
- b. Coaches and HCSP must be in place no later than September 15 of the current season.
- c. The number of players in each division will be determined by the number coaches/HCSP as of Sept 15.
- d. When dividing players into teams keep a fair distribution of skills between teams within the division.
- e. 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.
- f. Coordinator with Junior or Senior director any complaints within respective division of FSJMHA.
- g. All team officials must be brought to the Executive for approval.
- h. All travel must be approved by the Executive and proper paperwork completed and submitted for travel outside of League play and the district.

5.8 Coach Mentor (Appointed)

- a. Assist coaches to implement skill development as set out by BC Hockey and Hockey Canada.
- b. Support coaches with on ice practice execution throughout the season, provide examples, structure and provide feedback to coaches based on observed practices.
- c. Facilitate coach meetings per Division – Jr Recreation and Sr Recreation.
- d. Facilitate coaching clinics and specialty skills clinics.
- e. Distribute appropriate coaching resource material when required.
- f. Recommend and implement improvements in Skill Development Program.
- g. Liaise and assist the Board of Directors in any coaching matters and attend Executive meetings when requested.

5.9 Referee in Chief (Appointed)

- a. Schedule and instruct referee certification and training clinics.
- b. Keep a list of certified officials within the Association.
- c. Provide recruiting, training and evaluations for referees, as required.
- d. Take corrective action when needed to improve referee performance.

- e. Correspond, attend meetings, and liaise as needed to stand for the interests of officiating in the Association to BC Hockey
- f. Ensure the Hockey Canada rules, as amended by the BC Hockey, are being correctly applied and interpreted.
- g. 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.

6.0 Meetings

6.1 General Meetings (AGM)

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

6.2 Executive Meetings

Pandemic Clause: In the event of 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

- a. 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.
- b. Treasurer, Director of Hockey and Registrar, hold appointed, non-voting positions.
- c. No proxy votes shall be allowed.
- d. The quorum at the Executive meetings is a majority of the Executive members.
- e. The executive may meet monthly from August to June inclusive. More frequent meetings will be determined at the conclusion of each meeting.
- f. 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.

- g. Policy review, and strategic planning session meeting is mandatory for all elected Executive to attend and will be held yearly in May.

6.3 Peace River District Meetings

- a. Any member of the Executive may attend these meetings to help members become aware of the workings of our parent Association.
- b. It is mandatory there are two members present at all these meetings, preferably the Junior and Senior Directors attend District meetings.
- c. Director of Hockey is expected to attend all District meetings.
- d. If expenses are accrued, the Association is responsible for the expenses of the two voting members.

6.4 All Peace League Meetings

- a. There are two voting positions at the All Peace League meetings.
- b. Director of Hockey and one other member will attend All Peace meetings.
- c. For the scheduling meeting representatives of each Competitive team must be present as well as the Director of Hockey.

6.5 BC Hockey Annual General Meeting

- a. Meeting is held annually in June.
- b. There is space for (4) members of the Executive to attend this meeting which will include Director of Hockey, Referee in Chief and two other members if required.
- c. Attendance is mandatory.

6.6 Coaches and Managers Meetings

Coach and Manager meeting may occur at the beginning middle or end of season or as required. Meetings will go over FSJMHA philosophy and guidelines for teams. Respective Directors and Coordinators are responsible for planning and facilitating these meetings.

6.7 Parent Meetings

- a) Prior to any parent meeting all team coaches, managers and or treasurer are to be approved by the Executive.
- b) Names are to be brought forward by the respective Directors.
- c) Executive member must be present at each meeting.

6.8 Tournament Meetings

- a) Shall be held as determined necessary by any tournament committees.
 - a. Tournaments will not be hosted until all league ice times have been posted.
- b) Tournament fees shall be reviewed annually.

7.0 Sponsorship

Jersey sponsors will have their name printed on the bottom of each jersey. Sponsors are requested but not mandated to be a sponsor for a minimum of three years. Fees are collected and used for jerseys, socks, hockey equipment and first aid kits.

7.1 Sponsor Fees (can be reviewed annually)

- a. Recreation 1000.00 annually.
- b. Competitive 2500.00 annually.

8.0 Fundraising

- a. Teams are to apply in writing (email) to FSJMHA Executive for approval to fundraise for operational costs.
- b. Approval must be granted prior to commencement of fundraising.

8.1 Banners

- a. Any person or company must be displayed on approved banners at all home and away games.
- b. Cost of banner will come from fees collected.

8.2 Funds Generated

- a. Funds raised may be used for the following operational costs:
 - Hotel cost for player and immediate family.
 - Bus rental.
 - Team meal (player and coach staff only).
 - Tournament fees.
 - Championship expenses if attending.
- b. Funds raised may NOT be used for the following:
 - Team apparel.
 - Hockey equipment of any kind.
 - Registration fees.
 - Teams may only receive up to a total of their team fees paid over the current season.

8.3 Funds from Tournaments

- a. Funds generated at competitive tournaments will become the income of that team and be used as per policy.
- b. 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.

8.4 Competitive Team Accounts

- a. Competitive teams will set a monthly fee for operational costs at first team meeting.
- b. Treasurer will be appointed for each team and approved by FSJMHA.
- c. Signing authority will consist of the team treasurer and FSJMHA treasurer.
- d. All funds will be deposited in bank accounts are preset by FSJMHA treasurer.
- e. Team funds are the property of the player's parent/guardian and as such a treasurer report should be sent every 6 weeks to each parent/guardian of players or upon request of team member.

9.0 Volunteers

- a. All teams must have the minimum registered and certified bench staff:
 - 1 Coach
 - 1 Assistant coach
 - 2 HCSP
 - 1 Team Manager
- b. Volunteers are required to be certified as per BC Hockey guidelines.

- a. Expenses for certification will be paid by FSJMHA once all courses have been completed and receipts have been handed into the office.
- c. Prior to participating in any on-ice or off-ice function volunteers must have a current criminal record check that has been filed with the Director of Hockey.