



# SOOKE & DISTRICT MINOR HOCKEY ASSOCIATION

PO BOX 383  
SOOKE, BC V9Z 1G1  
[www.sookeminorhockey.ca](http://www.sookeminorhockey.ca)

## Sooke & District Minor Hockey Association (SDMHA) VEO Usage Policy

### Introduction

This policy outlines the procedures, responsibilities, and expectations for the use of SDMHA's VEO recording device. Its purpose is to ensure consistent, responsible operation and proper care of the equipment.

### Purpose

The purpose of this policy is to establish clear expectations, procedures, and responsibilities for the use, care, and management of the SDMHA VEO recording device. This policy ensures that all teams have fair access to the equipment, the device is operated safely and consistently, and that accountability is maintained for its proper handling, storage, and maintenance.

### Effective Date

January 2026

### Scope

This policy applies to all SDMHA teams, team managers, coaches, players, parents or guardians, and any individuals designated to operate, transport, or access the VEO recording device. All individuals using the VEO share equal responsibility for its proper use, care, handling, and timely return.

### Guidelines and Responsibilities

#### VEO Location and Sign Out

- The VEO and tripod will be stored in the SEAPARC storage room under the stairs.
- To access the storage room, the team manager or a designated representative must sign out the storage room key at the SEAPARC front desk.
- This key sign-out serves as the official record of VEO usage for that team.

#### Home Games

##### 1. Before the Game

- Sign out the key at the SEAPARC front desk.
- Retrieve the VEO and tripod from the storage room.
- Set up the tripod and ensure the VEO is securely locked into place.

##### 2. After the Game

The team manager (or designate) must confirm with the following team, whether they intend to use the VEO.

##### **If the next team is using the VEO:**

- Plug the VEO into an outlet in the scorekeeper's box to charge for the next team.
- A verbal handoff must occur between managers.
- The next team assumes full responsibility for the device.
- The manager who signed out the key for the first game must return the key to the SEAPARC front desk.
- The next team's manager must sign out the key, confirming the transfer of responsibility.

##### **If the next team is not using the VEO:**

- Ensure the VEO is charged.
- Return the VEO and tripod to the SEAPARC storage room.
- Return the storage room key to the SEAPARC front desk.



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## Away Games

If there are no home games scheduled on any given weekend, or if teams do not intend to record at SEAPARC on a given day (this must be confirmed with all teams having home games), a team may request permission to use the VEO for an away game.

- Such requests must be submitted in writing and approved by the VP-Admin at [vp-admin@sookeminorhockey.ca](mailto:vp-admin@sookeminorhockey.ca)
- The VEO must be returned to the SEAPARC storage room on the same evening as the away game.
  - All standard “Before the Game” and “After the Game” outlined in Home Game guidelines remain in effect.

## Tournaments

If there is a VIAHA blackout weekend, a team may request permission to use the VEO for an away tournament.

- If a team requests the VEO for a tournament and is granted permission, that team assumes full responsibility for the device for the entire weekend, including its care, security, and proper return.
- If multiple teams request the VEO for the same tournament weekend, priority will be granted to the team whose written request was received first. No team will be permitted to use the VEO for more than one tournament per season, unless they are the only team to submit a request for that particular weekend.
  - All standard “Before the Game” and “After the Game” outlined in Home Game guidelines remain in effect.

## Care and Accountability

- Ensure the VEO is charged in between games. The last user must ensure the VEO is charged for the following user. This may require taking the VEO home on a Saturday evening and returning on the following morning.
  - The VEO may not be taken home by anyone other than an SDMHA executive member, unless explicitly approved by an executive member.
- If the VEO battery is depleted, the last team to use it is responsible for charging it.
- All teams must treat the VEO and tripod with care and respect.
- Any damage, malfunction, or missing components must be reported immediately to the SDMHA VP-Admin.
  - If a team is responsible for damage, mistreatment, or improper care of the VEO, that team will assume full financial responsibility for replacing any missing components or covering the cost of repairs required to restore the device to proper working condition.
- Repeated failure to follow this policy may result in loss of VEO access for the team.

## Disciplinary Actions

Failure to comply with this policy will result in disciplinary actions that may include, but are not limited to: loss of VEO privileges, financial reimbursement to the association if the VEO incurs damage due to lack of care or handling, or any additional action deemed appropriate by the SDMHA Executive.

## Policy Review

This policy will be reviewed annually to ensure it remains relevant, effective, and aligned with SDMHA’s operational needs.