



# Taylor Minor Hockey

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POLICY AND PROCEDURES MANUAL

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## 0 Preamble

The legal name is Taylor and District Minor Hockey Association is the holder of this document and will be revised by member input or executive voting as required. The Taylor and District Minor Hockey Association may be referenced as “TMHA” or “the Association” throughout this document. Any contradiction found between this document and BC Hockey or Hockey Canada policies or the TMHA Constitution and Bylaws are to be reported to TMHA executive immediately.

## 1 Code of Conduct

1. Members, players and participants are required to abide by the Bylaws, Rules, and Policies of the Association, and their behavior is expected to mirror the spirit of the Bylaws, Rules, and Policies of this code.
2. All members and participants of the Association shall respect other members, officials, parents, players, fans, team officials, volunteers, executive committee members, employees, and property of the Association. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parents, players, fans, volunteers, executive committee members, employees, damage to the property of the Association or another Association will not be tolerated.
3. All members, fans, and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
4. The Association will not tolerate loud, obscene, obnoxious coaches, managers, assistants, players, parents, or fans. Such individuals will be subject to disciplinary action as outlined the disciplinary section.
5. Parents and fans are not permitted in the dressing rooms except as expressly permitted by the respective division head and/or coach to assist their child in changing before or after a game or practice for Peewee teams and up.
6. In no circumstances is a parent or fan to enter the opposing team’s dressing room.
7. Coaches and other team official’s players, parents, and fans are not permitted in the official’s dressing room, nor are they permitted to confront game officials about the game.
8. Violation by any member, fan, or participant of any provision of this Code of Conduct will result in disciplinary action being taken by the Association against such individuals as provided in this code.
9. Harassment and bullying in all its forms, including cyber-bullying will not be tolerated during the course of any Taylor Minor Hockey activity or program. Accordingly, all those involved with Taylor Minor Hockey, including its volunteers, players and parents/guardians of players are responsible for making every reasonable effort to up hold this commitment. Specifically, this includes, refraining from harassing or bullying behavior, responding promptly and

informally to minor incidents of harassment or bullying add following local or national policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Players and other participants are expected to refrain from harassing or bullying behavior and are encouraged to report incidents of harassment or bullying

10. The use of cameras, cellphones, or any type of recording devices is strictly prohibited in dressing rooms, including coaches, parents, players, and visitors. Disciplinary action, including possible suspension will follow any breach of this rule.
11. All coaches, players, parents, team officials, on ice officials will be required to sign a code of conduct contract at the start of the year. (code of conduct contract is good for 1 year)
12. Any infraction of this code of conduct will face disciplinary action from the Disciplinary Committee up to and including suspension from all TMHA activities and will include the affected player, parent and/or guardian or spectator.
13. All code of conduct complaints will be submitted to the President via email and include infraction, date, time, and a brief description of the event and identify the complainant.
14. Physical abuse of another person will carry indefinite suspension from all Taylor Minor Hockey events until reviewed by Taylor Minor Hockey Association for further discipline.

## 2 Fair Play Policy

Fair Play is a program to enhance and promote safety, respect, and fun for all participants. The Fair Play Program focuses on the premise that hockey programs are designed for the enjoyment of the players and focuses on five basic principles:

- Respect the rules
- Respect the opponents
- Respect the officials and their decisions
- Everyone plays
- Maintain self-control at all times

Fair Play does not change any rules of the game. Fair Play encourages all players to be as competitive as possible within the rules. BC Hockey promotes the following Fair Play codes:

### 2.1 Fair Play Code for Players

- I will play hockey because I want to, not just because others or my coaches want me to.
- I will play by the rules of hockey, and in the spirit of the game.
- I will control my temper - fighting and “mouthing off” can spoil the activity for everybody.
- I will respect my opponents.

- I will do my best to be a true team player.
- I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good performances - those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

## 2.2 Fair Play Code for Coaches

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players get equal instruction, support and playing time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players' ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

## 2.3 Fair Play Code for Parents

- I will not force my child to participate in sports.
- I will remember that my child plays sport for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game/event.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a competition.
- I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.

- I will never question the officials' judgment or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children's sporting activities.
- I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

## 2.4 Fair Play Code for Spectators

- I will remember that children play sport for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
- I will respect the officials' decisions and I will encourage participants to do the same.
- I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents, because without them there would be no game.
- I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.

# 3 Equipment & Safety Requirements

## 3.1 Player Equipment Standards

All players registered with TMHA must wear full protective equipment that meets the standards set by Hockey Canada and BC Hockey. This includes:

- CSA-approved helmet with secure chin strap
- BNQ-certified neck guard (mandatory for all age divisions)
- Mouth guard (required if mandated by league or division)
- Shoulder pads, elbow pads, gloves, hockey pants, shin guards, and jock/jill
- Goaltenders must wear CSA-approved goalie equipment, including throat protector

All equipment must be:

- Properly fitted to the player's size and age

- Maintained in good condition throughout the season
- Inspected regularly by team staff or designated safety personnel

TMHA recommends monthly gear inspections and encourages parents to consult team safety officers for fit and wear guidance.

## 3.2 On-Ice Safety for Coaches and Volunteers

All adults participating in on-ice activities—including coaches, assistants, and volunteers—must wear:

- CSA-approved helmets
- Hockey gloves

This policy is non-negotiable and aligns with BC Hockey Rule 3.6(b) and Hockey Canada safety standards. Failure to comply may result in removal from on-ice duties.

## 3.3 Concussion Education & Return-to-Play Protocol

TMHA adheres to the **Hockey Canada 6-Step Return-to-Play Protocol** for all suspected concussions. At the start of each season:

- All team staff must review concussion awareness materials provided by BC Hockey
- Parents and players will receive concussion education resources

If a concussion is suspected:

- The player must be removed from play immediately
- Medical clearance is required before returning to any team activity
- The full 6-step protocol must be followed, including graduated physical activity stages

To see Hockey Canada Return-to-Play Protocol visit [Hockey Canada Concussion Resources](#).

# 4 Coach Selection & Certification

## 4.1 Coach Application & Selection Process

TMHA is committed to selecting qualified, responsible, and development-focused coaches for all divisions. The process includes:

- Completion of the **TMHA Coach Application Form**
- Submission of a **Criminal Record Check** with Vulnerable Sector Screening
- Review by the **Coach Selection Committee**, which includes the Head Coach, Risk Manager, and Executive Members

- Final approval by the TMHA Executive

Coaches are selected based on:

- Certification level
- Coaching experience
- Commitment to TMHA values and player development
- References and conduct history

## 4.2 Certification & Pathway Requirements

All coaches must meet the minimum certification standards set by **BC Hockey** and **Hockey Canada**, including completion of the appropriate **Player Pathway Program**:

Additional requirements for all team staff:

- **Respect in Sport – Activity Leader** (mandatory; not required annually)
- **Gender Identity & Expression Training** (included in RiS)
- **Concussion Awareness Training Tool (CATT)**

TMHA tracks certification status through the **Spordle Registry** and will assist coaches in accessing required courses.

## 4.3 Assistant Coaches & On-Ice Helpers

TMHA recognizes the vital role that assistant coaches and on-ice helpers play in supporting player development, safety, and team operations. All individuals in these roles must meet the following requirements:

Certification & Training

- **Respect in Sport – Activity Leader**: Mandatory for all assistant coaches and on-ice helpers
- **Coach Certification**:
  - Assistant coaches are **strongly encouraged** to complete the same certification as head coaches (Coach 1 for U7/U9, Coach 2 for U11–U18)
  - On-ice helpers must be approved by the Head Coach and TMHA Executive
- **Concussion Awareness Training Tool (CATT)**: Required annually

On-Ice Safety Requirements

All assistant coaches and on-ice helpers must wear:

- CSA-approved helmets

- Hockey gloves

These requirements are non-negotiable and align with **BC Hockey Rule 3.6(b)** and **Hockey Canada safety standards**. Individuals who do not comply will not be permitted on the ice.

#### Screening & Conduct

- All assistant coaches and on-ice helpers must submit a **Criminal Record Check with Vulnerable Sector Screening** every 3 years
- Must adhere to the **Hockey Canada Code of Conduct** and **BC Hockey Maltreatment Policy**
- Any misconduct will be investigated under **Rule 11 – Maltreatment**

#### Role Expectations

Assistant coaches and on-ice helpers are expected to:

- Support the Head Coach in delivering age-appropriate programming
- Reinforce TMHA values of safety, respect, and development
- Communicate clearly with players and parents
- Attend team meetings and practices regularly

TMHA may provide mentorship and development opportunities for assistant coaches who wish to pursue head coaching roles in future seasons.

## 5 Player Placement & Eligibility

### 5.1 General Placement Guidelines

TMHA follows the player placement principles outlined by **BC Hockey** and **Hockey Canada**, prioritizing:

- Age-appropriate division assignment
- Fair and transparent evaluation processes
- Safety, development, and team balance

Players are placed based on:

- Age as of December 31 of the current season
- Skill level and evaluation results
- Team composition needs

Players must not miss their own division ice times to participate in other divisions ice times. All the players on the ice will be the responsibility of the division Head Coach and other players may be allowed to join other ices times at the discretion of the division Head Coach. (Ie: U13 player may practice with the U15 team if the team is short players to help balance lines for a scrimmage).

## 5.2 Underage & Overage Player Requests

TMHA considers requests for underage or overage placement on a case-by-case basis. All requests must:

- Be submitted in writing to the TMHA Executive
- Include rationale from parents or guardians
- Be reviewed by the Head Coach, Risk Manager, and Division Coordinator
- Receive final approval from the TMHA Executive

Additional requirements:

- **Overage players** must not displace age-appropriate players
- **Underage players** must demonstrate exceptional skill and maturity
- All placements must comply with **BC Hockey Regulation 3.06** and **Hockey Canada Age Division Guidelines**

TMHA reserves the right to deny placement requests that compromise safety, team integrity, or policy compliance.

## 5.3 Affiliate Player Designation

Only **second-year players** within a division may be designated as affiliate for a higher division unless following paragraph 4.6(b) Affiliates must:

- Participate in practices only when invited by the higher division coach
- Be approved by the higher division coach, lower division coach, parent and President
- Not interfere with their primary team's schedule or development

TMHA does not permit full-time movement of alternate players without formal reclassification.

## 5.4 Female Player Placement

Currently TMHA only has co-ed/mixed teams. TMHA supports:

- Equal access to development opportunities
- Compliance with **Hockey Canada's Gender Identity & Expression Policy**

TMHA will work with families to ensure respectful and inclusive placement.

## 5.5 Player Movement Restrictions

Players may not move between divisions or teams mid-season unless:

- A formal reclassification is approved by the TMHA Executive
- Movement is required due to team dissolution or safety concerns
- All governing body policies are followed

## 5.6 Player Movement & Affiliation Policy

TMHA supports player movement and affiliation in accordance with BC Hockey and Hockey Canada regulations. The following procedures apply:

### A. Eligibility for Assessment

- TMHA recommends that **only second-year players** be assessed for affiliate or permanent placement.
- **First-year players** may be considered if they meet the required criteria in paragraph 4.6(B)
- **Affiliate Player:** Must meet 3 criteria
- **Permanent Player:** Must meet 4 criteria

### B. Assessment Criteria

#### **Affiliate Player (First-Year):**

1. Must be assessed by the TMHA Assessment Team
2. Assessment must place them in the **top third** of players on the team they are being assessed to join
3. Must receive **TMHA Executive approval**

#### **Permanent Player (First-Year):**

1. No team available in their current division
2. Must be assessed by the TMHA Assessment Team
3. Assessment must place them in the **top third** of players in the division they are being assessed to join
4. Must receive **TMHA Executive approval**

Players who do not meet all required criteria will not be eligible to move up a division.

### C. Assessment Process

- A **\$100 non-refundable fee** is required before any assessment is conducted.

- The **TMHA Assessment Team** must be independent of both the player's current and prospective teams (per TMHA Conflict of Interest Policy).
- All assessments are confidential.
- Only the **TMHA President or Head Coach** may communicate assessment outcomes to parents.

#### D. Affiliate Player Participation

- Approved affiliate players may practice with their affiliate team a few times per season
- Affiliate players may play **up to 10 games** with their affiliate team.
- If their primary team's season ends, they may play **unlimited games** with the affiliate team (per BC Hockey and Hockey Canada rules).

#### E. Overage Player Movement

- Overage players may be assessed to move down if:
  - No team is available in their age division
  - TMHA Assessment Team deems it appropriate
- Approval is required from:
  - **BC Hockey** for NERHL eligibility
  - **Alberta Hockey and All Peace Hockey League** for APHL eligibility

#### F. Team Composition Safeguards

- TMHA will not approve movement (up or down) if it negatively affects roster numbers for either team.
- Exception: If no team exists in the player's current division.

#### G. Registration & Compliance

- Parent/guardian approval is required before any player is added to the **Hockey Canada Registry (HCR)**
- Overage players must receive governing body approval before HCR registration

## 6 Travel & Insurance

### 6.1 General Travel Guidelines

TMHA supports team travel for games, tournaments, and development opportunities. All travel must be conducted safely, responsibly, and in accordance with BC Hockey and Hockey Canada policies. TMHA requires that all travel further than 50 km must follow a road watch style of plan to communicate travel between locations to ensure players who are travelling arrive at each away game or event, and home after the game or event. TMHA recommends using the team scheduling app like RAMP, Team Snap, or alternate team communication application.

## A. Transportation

- Parents/guardians are responsible for arranging transportation unless otherwise agreed upon by the team.
- All drivers must be responsible adults with:
  - Valid driver's license
  - Permission from the player's parent/guardian
  - Minimum **\$1,000,000 third-party liability insurance**
- Players must **never be transported alone** with a non-family adult.
- TMHA encourages carpooling only when all parties have provided written consent.

## B. Out-of-Province Travel

- Any travel **outside British Columbia** for sanctioned hockey activities must be approved by the TMHA President.

## C. Overnight Trips

- TMHA recommends a **minimum ratio of 1 adult per 4 players**.

All supervising adults must have completed Respect in Sport and Criminal Record Checks.

## 6.2 Insurance Coverage

TMHA operates under the insurance policies provided by **BC Hockey** and **Hockey Canada**, which include:

### A. Participant Accident Insurance

- Covers injuries sustained during sanctioned hockey activities
- Includes dental, ambulance, and rehabilitation benefits
- Claims must be submitted within **90 days** of the incident

### B. General Liability Insurance

- Protects TMHA, team officials, and volunteers from third-party claims
- Coverage applies only to **sanctioned events and registered participants**

### C. Equipment & Facility Liability

- TMHA is responsible for ensuring safe use of facilities and equipment
- Any damage or incident must be reported immediately to the Risk Manager

TMHA does not provide coverage for personal vehicles or unsanctioned activities.

## 6.3 Incident Reporting & Claims

All injuries, accidents, or insurance-related incidents must be reported to TMHA within **24 hours**. The process includes:

1. Completion of the **Hockey Canada Injury Report Form**
2. Submission to the TMHA Risk Manager
3. TMHA forwards documentation to BC Hockey for processing

TMHA will assist families in navigating the claims process and ensuring timely submission.

# 7 Discipline & Suspensions

## 7.1 Code of Conduct

TMHA expects all players, coaches, officials, and parents to uphold the highest standards of behavior, both on and off the ice. All participants must:

- Abide by the **BC Hockey Code of Conduct in section 1**
- Follow the **BC Hockey Maltreatment Policy (Rule 11)**
- Demonstrate respect toward teammates, opponents, officials, and volunteers
- Avoid abusive language, bullying, discrimination, or harassment

TMHA has zero tolerance for violations involving maltreatment, including verbal, physical, or online misconduct.

## 7.2 Discipline Procedures

Disciplinary action may be initiated by coaches, officials, or TMHA Executive members. The process includes:

1. **Incident Report** submitted to the President and/or Vice President
2. **Review by Discipline Committee**, which may include the Head Coach, Vice President, and Executive members
3. **Decision rendered** based on severity, history, and governing body guidelines
4. **Notification to involved parties**, including appeal options if applicable

## 7.3 Suspensions

TMHA enforces suspensions in accordance with **BC Hockey Suspension Guidelines** and **Hockey Canada Minimum Suspension Rules**. Other provisions include:

### **BC Hockey Rule 11 – Maltreatment**

- Covers discrimination, harassment, abuse, and inappropriate behavior
- May result in indefinite suspension pending investigation
- All incidents must be reported to BC Hockey via the GIR system

TMHA will cooperate fully with BC Hockey and Hockey Canada investigations and may impose additional sanctions beyond minimums.

## 7.4 Appeal Process

Participants may appeal disciplinary decisions through the following steps:

1. Submit a written appeal to the TMHA Executive within **48 hours**
2. Executive will convene an **Appeal Panel** (minimum 3 members not involved in original decision)
3. Decision will be communicated within **7 days**
4. Further appeals may be directed to **BC Hockey**, if applicable

Appeals must be based on new evidence, procedural errors, or disproportionate sanctions.

## 7.5 Social Media & Public Conduct

TMHA reminds all participants that public behavior—including social media activity—is subject to discipline. This includes:

- Posting offensive, discriminatory, or threatening content
- Sharing confidential team or association matters
- Engaging in online harassment or bullying

Violations may result in suspension or removal from TMHA activities.

## 7.6 Alcohol, vaping, tobacco use and Controlled Substances

TMHA maintains that alcohol, vaping, tobacco use and controlled drugs and substances are not acceptable and do not coincide with the values set forth by the association. Any player found to be in possession of, using, under the influence of, promoting or supplying the products listed in this policy in or around our arena, or our opponent's arena, or any public facility frequented by the team will be subject to disciplinary action under section 8 up to and including suspension.

# 8 Fundraising & Sponsorship

## 8.1 Purpose & Principles

Fundraising and sponsorship activities are essential to supporting TMHA's operations, reducing costs for families, and enhancing player development. All efforts must:

- Align with TMHA’s values and mission
- Be conducted ethically and transparently
- Comply with BC Hockey’s financial reporting and conflict-of-interest policies

TMHA encourages teams to pursue community-based support while maintaining fairness across divisions.

## 8.2 Team Fundraising Guidelines

### A. Approval & Planning

- All fundraising activities must be approved by the TMHA Executive prior to launch.
- Teams must submit a plan to the executive outlining:
  - Purpose and financial goal
  - Planned activities (e.g., raffles, bottle drives, auctions)
  - Timeline and responsible individuals

### B. Financial Oversight

- Funds raised must be deposited into the team’s or associations designated account.
- Teams must report all spending and fundraising to the TMHA Treasurer.
- TMHA reserves the right to audit team fundraising records.

### C. Use of Funds

Funds may be used for:

- Tournament fees
- Travel costs
- Team apparel
- Development programs

Funds may **not** be used for:

- Personal gifts or incentives
- Alcohol or adult-only events
- Activities that conflict with TMHA’s values or BC Hockey policies

## 8.3 Sponsorship Guidelines

### A. Local Business Engagement

- TMHA encourages teams to seek sponsorship from local businesses and community partners.
- All sponsorship agreements must be approved by the TMHA Executive.

- Sponsors may be recognized through:
  - Team banners
  - Social media posts
  - Jersey patches (must follow TMHA branding guidelines and approved by Executive)

## B. Branding & Representation

- TMHA reserves the right to reject sponsorships that conflict with its values or present reputational risks.
- All sponsor logos must be reviewed for compliance with TMHA's visual identity standards.

## C. Association-Level Sponsorship

- TMHA may pursue association-wide sponsorships to support equipment, programming, or facility upgrades.
- These sponsors will be acknowledged on TMHA's website, social media, and official materials.

## 8.4 Conflict of Interest & Transparency

- No individual may personally benefit from fundraising or sponsorship activities.
- All financial transactions must be documented and available for review.
- TMHA will investigate any concerns regarding misuse of funds or unethical practices.

Violations may result in disciplinary action, including removal from team roles or suspension from TMHA activities.

# 9 Registration & Fees

## 9.1 Registration Process

TMHA registration is conducted annually through the **Hockey Canada Registry (HCR)**. All players must be registered before participating in any TMHA-sanctioned activities, including practices or games.

### A. Registration Timeline

- Registration opens in **June** and closes in **October**
- Late registrations may be accepted based on team availability and Executive approval

## B. Required Information

Families must provide:

- Player's legal name and date of birth
- Proof of residency
- Emergency contact and medical information
- Completed Respect in Sport – Parent Program (mandatory for one parent/guardian)

TMHA reserves the right to request additional documentation for eligibility verification.

## C. Registration Confirmation

- Players are not considered registered until payment is received and all required documents are submitted
- Players may be put on a wait list if their division is full.
- Confirmation will be sent via email through the HCR system

## 9.2 Fee Structure

TMHA fees are reviewed annually and approved by the Executive. Fees vary by division and may include:

- Base registration fee
- Fundraising bond (refundable upon completion of duties)

A full fee schedule will be available on the HCR.

## 9.3 Payment Options & Assistance

### A. Payment Methods

- Online payment via HCR portal (credit/debit)
- Cheque or e-transfer (instructions provided during registration)

### B. Installment Plans

TMHA offers installment options for families requiring financial flexibility. Plans must be arranged with the TMHA Treasurer prior to the registration deadline.

### C. Financial Assistance

TMHA supports access to hockey through:

- **Jumpstart, KidSport, KMPI Foundation,** and other third-party funding programs.

- Internal subsidy requests (confidentially reviewed by the Executive)

Families seeking assistance are encouraged to contact the TMHA Registrar or Treasurer prior to the season.

## 9.4 Refund Policy

All refund requests must be submitted in writing to the TMHA Executive.

# 10 Governance & Executive Roles

## 10.1 TMHA Executive Structure

The TMHA Executive is responsible for overseeing all operational, financial, and developmental aspects of the association. The Executive is composed of elected volunteers and will perform the duties as set forth in the TMHA Constitution and Bylaws which include the following:

### A. Executive Positions

- **President:** Provides overall leadership, chairs meetings, and represents TMHA in external matters
- **Vice President:** Supports the President and oversees discipline and policy enforcement and takes the role of Risk Manager.
- **Treasurer:** Manages finances, budgets, and reporting
- **Registrar:** Oversees player registration, HCR compliance, and team rosters
- **Secretary:** Records meeting minutes and manages correspondence. Uploads meeting minutes to the TMHA website and to the executive WhatsApp group. Is responsible for updating website as required, and will act as the official TMHA social media representative.
- **Head Coach:** Leads coach development, evaluations, and team placement. Offers suggestions to the executive committee on how to improve player and coach development.
- **Division Directors:** Act as liaisons between teams, the division head coach, and the Executive for each age group. Will actively participate in scheduling games with other associations, plan team events, arrange hotel blocks, book tournaments, and may participate in organizing their divisions home tournament.
- **Fundraising/ Tournament Coordinator:** This position will be a combined role within TMHA. The coordinator shall be responsible for applying for the 50/50 license each year and for keeping up-to-date records of the 50/50 proceeds for each division. He/she shall be responsible for any raffles and shall set up the raffle licenses for all divisions that are done by the association. He/she shall also be responsible for any and all other fundraising opportunities for the Association.

The Coordinator shall organize and sanction tournaments in accordance with the direction of the Executive and in collaboration with Division Directors and Division Tournament Directors. The Coordinator shall establish clear processes, expectations, and guidelines for Tournament Directors, including developing a general framework for tournament operations and standardized accounting procedures. They will ensure consistent, clear reporting to the Treasurer. Additionally, the Coordinator will provide centralized tracking of sponsorship donations and business requests to prevent sponsor over-solicitation and to promote positive, respectful relationships within the community.

- **Female player liaison:** The female player liaison will support female players in their development in regard to informing the players/parents of girl only camps, development opportunities and ensure that the rights of each girl are not being infringed upon. They will coordinate with the executive committee on any issues or unforeseen circumstances that may arise and will be responsible for ensuring TMHA has the appropriate policies and procedures in place regarding female players.

Additional roles may be created or appointed by the Executive as needed to support operations.

## 10.2 Executive Responsibilities

Each Executive member is expected to:

- Attend meetings and annual general meetings (AGMs)
- Uphold TMHA policies and enforce BC Hockey and Hockey Canada regulations
- Maintain confidentiality and avoid conflicts of interest
- Act in the best interest of the association and its members

TMHA encourages collaboration, transparency, and respectful communication among all Executive members.

## 10.3 Decision-Making & Voting

- Decisions are made by majority vote at Executive meetings
- A quorum of **50% + 1** of voting members is required
- No proxy voting is allowed
- If unable to make the meeting in person, able to vote over WhatsApp or other end-to-end encrypted messaging system.
- In the event of a tie, the **President** casts the deciding vote
- Emergency decisions may be made by the President and one other Executive member, with full reporting at the next meeting

## 10.4 Elections & Appointments

- Elections are held at the **Annual General Meeting (AGM)** in the spring
- Nominations may be submitted in advance or from the floor

- Vacant positions may be filled by appointment with majority Executive approval

TMHA encourages diverse representation and welcomes new volunteers committed to the development of minor hockey.

## 10.5 Conflict of Interest Policy

TMHA Executive members must:

- Disclose any personal or professional conflicts related to TMHA decisions
- Recuse themselves from votes or discussions where a conflict exists
- Avoid involvement in assessments or disciplinary matters involving their own child's team

Violations of this policy may result in removal from the Executive.

# 11 Communications & Meetings

## 11.1 Communication Principles

TMHA is committed to clear, respectful, and timely communication between Executive members, coaches, parents, and players. All communication must:

- Reflect TMHA's values of transparency, inclusion, and professionalism
- Comply with BC Hockey's **Social Media and Electronic Communication Guidelines**
- Prioritize the safety and privacy of all participants

TMHA encourages constructive dialogue and discourages the use of social media for airing grievances or disputes.

## 11.2 Internal Communication Channels

### A. Executive Communication

- Executive members communicate primarily via WhatsApp, email and scheduled meetings
- Urgent matters may be addressed via phone or secure messaging platforms
- Meeting minutes are recorded by the Secretary and stored for reference

### B. Team Communication

- Coaches and team managers are responsible for communicating schedules, expectations, and updates to families

- TMHA recommends using centralized platforms (e.g., TeamSnap, RAMP) for consistency
- All team communications must be approved by the Head Coach or Division Coordinator if they involve policy or disciplinary matters

### C. Public Communication

- TMHA maintains official communication through:
  - Website updates
  - Social media channels
  - Email newsletters
- Only designated Executive members may post or speak on behalf of TMHA

Unauthorized public statements may result in disciplinary review.

## 11.3 Meetings

### A. Executive Meetings

- Held bi-monthly during the season and monthly during the off-season
- Quorum of **50% + 1** required for voting
- Agenda items may be submitted by any Executive member

### B. Annual General Meeting (AGM)

- Held in the spring and open to all TMHA members
- Includes:
  - Season review
  - Financial report
  - Elections
  - Policy updates

### C. Special Meetings

- May be called by the President or by written request from **25% of TMHA members**
- Purpose must be clearly stated
- Notice must be provided at least **7 days in advance**

## 11.4 Conflict Resolution

TMHA strongly encourages the 24 hour rule, with the exception of issues with immediate player safety, in which case the conflict may be brought up immediately to the President or Vice-President.

TMHA encourages resolution of concerns through respectful dialogue and formal channels:

1. Raise the issue with the team coach or manager
2. If unresolved, escalate to the Division Coordinator or Head Coach
3. Submit a written concern to the TMHA Executive for review

TMHA will respond to written concerns within **7 days** and may convene a meeting to address the issue.

## 12 Risk Management & Safety

### 12.1 Commitment to Safety

TMHA is committed to providing a safe, inclusive, and respectful environment for all participants. TMHA will follow the risk management frameworks established by **BC Hockey** and **Hockey Canada**, including:

- **Hockey Canada Safety Program (HCSP)**
- **Rule 11 – Maltreatment, Bullying, and Harassment**
- **Concussion protocols and return-to-play procedures**
- **Criminal Record Checks and screening policies**

Safety is a shared responsibility. All players, coaches, officials, volunteers, and parents are expected to contribute to a culture of care and accountability.

### 12.2 Safety Personnel & Certification

Each TMHA team must designate a **Safety Person** who is responsible for:

- Holding valid **Hockey Canada Safety Program (HCSP)** certification
- Maintaining up-to-date emergency contact and medical information
- Ensuring first aid kits are available at all team activities
- Reporting injuries and incidents to the TMHA President and/or Vice President

TMHA encourages more than one team parent to complete HCSP training to support a proactive safety culture.

### 12.3 Concussion Management

TMHA strictly follows the **Hockey Canada 6-Step Return-to-Play Protocol** for all suspected concussions. Key requirements include:

- Immediate removal from play if a concussion is suspected
- Medical evaluation and clearance before return

- Gradual reintroduction to activity under supervision

All coaches and team staff must complete the **Concussion Awareness Training Tool (CATT)**.

To see Hockey Canada Return-to-Play Protocol visit [Hockey Canada Concussion Resources](#).

## 12.4 Injury & Incident Reporting

All injuries, accidents, or safety-related incidents must be reported to the TMHA President within **24 hours**. The process includes:

1. Completion of the **Hockey Canada Injury Report Form**
2. Submission to the TMHA Risk Manager
3. Forwarding to BC Hockey for insurance processing, if applicable

TMHA will assist families and team staff in completing and submitting required documentation and will always remain confidential.

## 12.5 Criminal Record Checks & Screening

Taylor Minor Hockey recognizes that an effective screening policy is an important element of due diligence in the area of safety and risk management, and as required by BC Hockey, must be documented and submitted annually by all member associations. It is understood that failure to comply with this requirement may result in the cancellation of BC Hockey sanctioning for events hosted or operated by any Minor Hockey Association or team. As such, TMHA has at a minimum, adopted the following screening policy.

*Taylor Minor Hockey Association will apply the following at an appropriate level of due diligence:*

- Job Descriptions
  - job descriptions have been developed for each position that clearly identifies responsibilities, expectations and screening requirements. Volunteer training requirements are updated on the TMHA website
- Application Forms
  - all coaches must complete an application form that at a minimum includes name, address, work/volunteer history, references and consent to complete a CRC (D.O.B. and CRC's should only be requested after a person has been recruited).
- Orientation and Training
- Supervision and Evaluation

Code of Conduct - All coaches must sign both the coaching and volunteer code of conduct

All team personnel (coaches, managers, on-ice helpers, Safety Persons) must:

- Submit a **Criminal Record Check with Vulnerable Sector Screening** every **3 years**
- Complete **Respect in Sport – Activity Leader** certification
- Disclose any new charges or convictions immediately to the TMHA Risk Manager

Individuals who fail to meet screening requirements will not be permitted to participate in TMHA activities.

## 12.6 Equipment Safety

TMHA is responsible for ensuring that all equipment used during sanctioned activities are safe and properly maintained. This includes:

- Regular inspection of shared equipment (e.g., goalie gear, first aid kits)
- Prompt reporting of hazards or damage to the Risk Manager
- Compliance with arena safety protocols and emergency procedures

Unsafe equipment must be removed from use until repaired or replaced.

## 13 Branding & Media

### 13.1 TMHA Brand Identity

TMHA maintains a consistent and professional brand across all platforms and materials. This includes:

- Official logos and color schemes
- Uniform designs and apparel
- Social media graphics and promotional content
- Evaluation forms, signage, and printed materials

All branding must reflect TMHA's values of community, development, and integrity.

#### A. Logo Usage

- Only approved TMHA logos may be used on jerseys, apparel, and promotional items
- Logos may not be altered, stretched, or recolored without Executive approval
- Teams must submit designs for review before ordering custom gear

#### B. Apparel & Merchandise

- TMHA will provide approved templates for team apparel
- Sponsors may be featured on apparel with Executive approval

- All merchandise must comply with TMHA’s visual identity standards

## 13.2 Social Media & Public Communications

TMHA encourages positive engagement through social media while maintaining privacy and professionalism.

### A. Team Accounts

- Teams may operate social media accounts with permission from the TMHA Executive
- Content must be respectful, inclusive, and appropriate for all audiences
- Photos of players must not be posted without parental consent

### B. Association Accounts

- TMHA maintains official social media channels for announcements, highlights, and community engagement
- Only designated Executive members may post on behalf of TMHA

### C. Media Conduct

- TMHA prohibits the use of social media to criticize officials, players, coaches, or volunteers
- Violations may result in disciplinary action under Section 5

All media content must comply with BC Hockey’s Social Media and Electronic Communication Guidelines.

## 13.3 Photography & Videography

TMHA supports the use of photography and video for promotional and developmental purposes, with the following safeguards:

- Parental consent must be respected at all times in regards to posting videos or images of their children.
- Team photographers must be approved by the TMHA Executive
- Video footage used for coaching or evaluation must remain confidential

TMHA reserves the right to remove or request removal of any media content that violates privacy or policy.

## 14 Evaluations & Player Development

### 14.1 12.1 Evaluation Philosophy

TMHA evaluations are designed to be fair, transparent, and development-focused. The goal is to place players in appropriate divisions and teams that support skill growth, safety, and enjoyment. In most cases players will be placed in their age-appropriate divisions but special cases will be considered by the executive for team rostering situations.

### 14.2 Evaluation Process

- Conducted by independent evaluators approved by the TMHA Executive
- Evaluators must not be affiliated with the player's current or prospective team
- Players are assessed using standardized TMHA evaluation forms
- Categories include skating, puck control, passing, shooting, positioning, and game awareness

TMHA uses branded evaluation templates tailored to each division, including overage player criteria.

### Development Support

TMHA supports player development through:

- Age-appropriate practice plans
- Skill clinics and power skating sessions
- Goalie development programs
- Coach mentorship and seasonal progress tracking

TMHA encourages coaches to use Hockey Canada's Development Model and Long-Term Player Development (LTPD) framework. Ice Hockey Systems is provided by TMHA to the coaches of each division as an aide in practice planning.

## 15 Equipment Management

### 15.1 Equipment Inventory

TMHA maintains an inventory of shared equipment including goalie gear, first aid kits, pylons, and jerseys. The Risk Manager is responsible for:

- Tracking distribution and returns
- Inspecting gear for damage or wear
- Coordinating replacements and repairs

## 15.2 Team Equipment

- Each team is issued a set of jerseys, pucks, and first aid supplies
- Jerseys must be returned clean and undamaged at season's end. Each team will appoint a Jersey Parent, who will take care of the jerseys transportation, storage and cleaning.
- Lost or damaged items may result in a replacement fee

## 15.3 Safety Standards

All equipment must meet Hockey Canada safety standards. TMHA will not permit use of gear that is:

- Cracked, torn, or structurally compromised
- Missing CSA certification (e.g., helmets)
- Improperly sized for the player

Coaches and Safety Persons must report unsafe equipment immediately.

# 16 Volunteer Roles & Expectations

## 16.1 Volunteer Philosophy

TMHA relies on volunteers to deliver a successful season. Volunteers are expected to:

- Uphold TMHA values of respect, safety, and development
- Complete required certifications (e.g., Respect in Sport, CRC)
- Communicate clearly and respectfully with families and players

## 16.2 Key Volunteer Roles

- **Team Manager:** Coordinates schedules, communication, and logistics
- **Safety Person:** Oversees injury prevention and reporting
- **Jersey Parent:** Manages jersey distribution and care
- **Head Coaches:** as per section 3
- **Assistant Coaches:** as per section 3
- **On Ice help:** as per section 3

TMHA provides role-specific mentorship for new volunteers.

## Fundraising Bond

Each family may be required to submit a **fundraising bond**, refundable upon completion of designated duties. Details are outlined in the registration package.

## 17 Security Guard Policy and Procedures

### 17.1 Security Personnel Policy

TMHA security guards are to remain calm, collective and respectful at all times during any TMHA games in every division. TMHA security guards must never create hostility or and to conflict at any time during game play. They must remain neutral and try not to participate in the game at any time.(i.e. excessive cheering). TMHA requires 1 security person for u7 and u9 and 2 security person(s) for all games in in every division U11 and up, and they must wear identifying safety vest for the deration of the game.

TMHA will have 1 security guards place themselves in front of the home team and 1 security guard in front of the visiting team. If security guards feel that spectators are getting unruly security guards will place themselves in the middle of the home team and visiting team.

During intermission TMHA will have 1 security guard remain in stands. The other security guard will move towards officials room before period is over and remain there until officials are in dressing room, at witch time they will move to lobby. Just before period starts they will go back to officials dressing room and remain there until officials are in ice surface and door is shut, at that time they will move back into stands. The only exception to this rule is during U7 and U9 games, where the security person will take the officials placement only, if they feel that the spectators are completely under control. If this is not the case, then they will request help from any TMHA executive in the building to take one or the other posting.

### 17.2 Dealing with Abusive or unruly spectators

The following 4 steps will be used when dealing with abusive or unruly spectators, participants, etc.

Step 1:

When a spectator is getting out of control (i.e. excessive yelling at officials, players, coaches or other spectators and any kind of profanity) a TMHA security guard will go over in a calm, collective and respectful manner and ask nicely for spectator to please calm down and remind spectator that this is a *zero tolerance facility*.

Step 2:

If spectator refuses or starts up again TMHA security guard will seek out their team manager/director (identify team manager/director before game) and in a calm, collective and respectful manner ask if they would talk with said spectator and clam them down. Remind team manager that this is a *zero tolerance facility*. If unable to find team manager/director then the security guard will get their security guard partner and/or TMHA executive to ask spectator in a

calm, collective and respectful manner to please calm down and remind them this is a *zero tolerance facility*.

Step 3:

If spectator is still refusing or starts up a third time then TMHA security guard will in a calm, collective and respectful manner remind spectator that this is a *zero tolerance facility* and will have to ask you to please leave facility. (TMHA security guards may get arena staff to ask said spectator to leave facility).

Step 4:

If spectator refuses to leave after you ask them to or arena staff ask them to please leave. Then in a calm, collective and respectful manner THMA security guard will let spectator know that if they do not leave facility then we will have to contact the RCMP. If spectator refuses to leave facility then contact RCMP and wait until the RCMP gets to arena and point out said spectator to the RCMP. The security personnel will not attempt to forcefully remove the spectator at any time.

If at any time during the game security guards have to ask and spectator more than once to calm down or have to ask a spectator to leave, inform the division director and division director will inform TMHA president. If TMHA president receives a complaint of a spectator TMHA president will inform the president for the other association of issue. TMHA league rep will inform the league and follow proper protocol of issuing a complaint.

## 18 Tournament Guideline Policy

1. All tournament donations acquired must be informed to tournament coordinator and treasurer
2. Only a percentage of donation money brought in may be eligible to spend on your teams tournament (percentage to be determined by TMHA executive members at start of year)
3. All teams must work with the tournament coordinator to try to get donations.
4. Tournament coordinator will keep track of all donations and solicitations.
5. Treasurer will keep track of tournament cost, what company donations came from, what team acquired donations, how much each team spends, and works with team directors on where they are on costs availability left.
6. Tournament coordinator will get prices on medals or trophies for all teams in every division
7. Division Directors will work with tournament coordinator for all food donations for all teams in every division.

8. Division directors will work with tournament coordinator on putting together their teams tournament.
9. Any extra cost for tournaments that goes past the percentage voted on by TMHA executive will need approval by the TMHA executive members (if a team goes over the percentage without TMHA executive approval then a fine or a decrease in percentage for next season will occur)
10. Teams that make a profit on their home tournaments may seek the use of money for a year end party or other team purchases for their team, this will require TMHA executive approval
11. It is recommended that TMHA tournament coordinator and team directors have at least 1 but preferably 2 meetings a month to make sure everything is going smoothly and everyone is on the same page
12. Team directors may have a parent off their team to run their teams tournament but the parent must follow this tournament guideline policy

## 19 Parent Meeting Policy And Procedure

TMHA recommends that team directors have 1 parent meeting a month with their team to keep all parents up to speed on home tournament, any events coming up, any votes that might need to be done by the teams parents or if any parent has concerns about their team.

1. Team directors will decide when team meetings are to be (time and date)
2. Team directors will give their parents 1 weeks notice of the time and date of the parent meeting
3. Team directors will let parents know what meeting is about and if there are any decisions that require a vote by their parents.
4. Team directors will also send same email to TMHA president (will keep a file of all parent meetings)

Another executive member will need to be present at any parent meetings and said executive member must not be apart of the team in any way (as per TMHA conflict of interest policy)

All parent meeting votes will be final after their meeting is over and vote will remain for the entire season.

## 20 Policy Review & Amendments

### 20.1 Review Process

TMHA policies are reviewed annually by the Executive prior to the AGM. Members may submit proposed amendments in writing for consideration. Note: The constitution can only be amended at the AGM.

### 20.2 Amendment Approval

- Amendments require majority vote of executive members.
- Emergency amendments may be approved by the Executive during the season if necessary for safety or compliance.

All approved changes will be published on the TMHA website and distributed to team staff.