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*Valleyview Minor Hockey  
Association*

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OPERATING GUIDELINES



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## PHILOSOPHY STATEMENT

The Valleyview Minor Hockey Association strives to foster and develop organized minor hockey with the intent to provide for all minor hockey players in the Valleyview area the opportunity to participate in a well-organized and structured hockey program. The qualities of sportsmanship and good citizenship will be promoted and the welfare, education, and social development of the participants shall be the association's paramount objectives. The VVMHA exists to provide a positive learning and maturing experience for youth athletes in a minor hockey setting. In structuring these experiences the VVMHA must lead by example, recognizing that these experiences may have a profound effect on the future attitudes, moral development, and community involvement of its members.

It is the obligation of any volunteer within the organization to set an example of honesty, integrity, fairness and trustworthiness for the youth athlete.

It is the VVMHA's duty to ensure the rights of its players are met. It is imperative the rules and regulations of the VVMHA be adhered to at all times by the volunteers and all participants. Failure to do so may result in disciplinary action by the VVMHA disciplinary committee.

Valleyview Minor Hockey states:

The opportunity to participate in minor hockey should be available and accessible to all qualified persons in Valleyview and area.

All service area youth have the right and the freedom to develop their hockey ability in order to participate at the level relative to their developed category qualification and their division age qualifications.

The physical and mental well-being of the participants, instructors, coaches and officials should be the central focus of the program development, services and policies.

Provide hockey as a spectator attraction for community entertainment and to develop community loyalties and community pride.

Work in conjunction with Hockey Alberta in the promotion of Minor Hockey programs and leadership development opportunities.

# CODE OF CONDUCT POLICY

It is the policy of the Valleyview Minor Hockey Association that there be no harassment, abuse or bullying of any participant in any of its programs. The VMHA expects every athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee and chaperone within the Valleyview Minor Hockey Association to take reasonable steps to safeguard the participants against harassment, abuse, and bullying with no exceptions.

## Definitions

Child means a person between the age of 0 and 16 years;

Youth means a person between the age of 16 and 18 years;

Adult means a person who has reached the age of maturity. In the Province of Alberta this age is 18 years.

## Bullying

Bullying describes behaviours that are similar to harassment, but occur between the children under the age of twelve, or behaviours between youth or between adults that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Bullying can be broken down into four categories: physical, verbal, relational (for example, trying to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (for example, engaging in bullying as well as provoking bullies to attack by taunting them).

## Harassment

Harassment is offensive behaviour - emotional, physical, and/or sexual - that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment may occur when someone attempts to negatively control, influence, or embarrass another person based on a prohibited ground of discrimination and will not be tolerated.

## Abuse

Child abuse is any form of physical, emotional, and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust. Abuse is an issue of child protection. Protection refers to provincial, territorial, or Aboriginal band-appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at [www.hockeycanada.ca](http://www.hockeycanada.ca)

## **Emotional Abuse**

Emotional abuse is a chronic attack on a child or youth's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority, or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing, or ignoring the child or youth's needs.

## **Physical Abuse**

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

## **Neglect**

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise, and fresh air. Neglect may apply in a hockey setting where there is a chronic inattention in the hockey context, for example, when a player is made to play with injuries.

## **Sexual Abuse**

Sexual abuse is when a child or youth is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

## **Misconduct**

Misconduct refers to the behaviour or pattern of behaviour that is found, by a formal (for example, an independent investigation) or informal process (i.e. an internal fact finding), to be contrary to the Valleyview Minor Hockey Association Code of Conduct and that is not harassment, abuse, or bullying.

## **Complaint**

Any allegation, verbal or written, that involves bullying, abuse, or misconduct within the jurisdiction of the Valleyview Minor Hockey Association.

## **Receiving a Complaint**

When there is a complaint of abuse of a child participant there will be no investigation by the Valleyview Minor Hockey Association. Any investigation will be left to the police or appropriate child protective agency. If a complaint of abuse of a child participant results in a conviction, the VVMHA may discipline the individual convicted. If a complaint of abuse of a child participant does not result in a conviction, the VVMHA may nevertheless discipline the individual subject to the complaint. Complaints of harassment, bullying, or misconduct may be handled informally where possible or formally, but within the reasonable time frame.

The VVMHA is not required to deal with all complaints. The VVMHA may decide not to deal with the complaint if it is of the opinion that it:

- a) Could be more appropriately dealt with under another policy, rule, or regulation;
- b) Is frivolous, vexatious, or made in bad faith;
- c) Is not within the governing body's jurisdiction; or,
- d) Based on occurrences that are more than six months old.

Complaints of harassment, abuse, or bullying will not qualify a player for an automatic release. This is to ensure the safety of all players on the team, not just the one initiating the complaint. If a complaint is substantiated, the primary option is to address the behaviour of the offending party which may include disciplinary action up to and including suspension or removal.

## Valleyview Minor Hockey Association

VVMHA shall designate one person or committee to accept complaints originating from within their organization. This person or committee will be determined as per VVMHA Hockey By-law 7.6.1.

### Investigation

VVMHA is required to oversee all investigations within their jurisdiction. Once directed to do so, VVMHA may not cede its responsibility to:

Complete the investigation and;

Render a decision within the specified time frame.

The failure of VVMHA to complete an appropriate fact finding investigation and render a decision, once directed, may result in disciplinary action at the discretion of the President of the Executive Committee of the VVMHA.

### Investigation Decisions

The following decisions resulting from any investigation may be made:

- a) The complaint is with merit;
- b) The complaint is without merit;
- c) There is insufficient information to enable a conclusive decision to be made; or
- d) The complaint is outside of the jurisdiction of the investigating body.

### Discipline

Any athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee or chaperone within the Valleyview Minor Hockey Association found in violation of the Hockey Canada Policy on Harassment, Abuse and Bullying or the Speak Out Policy or the VVMHA Code of Conduct may be disciplined up to and including dismissal and/or revocation of membership in accordance with the Valleyview Minor Hockey Association Constitution, By-Laws, and Regulations.

Any athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee or chaperone within the Valleyview Minor Hockey Association who knowingly brings a false complaint against a Valleyview Minor Hockey Association participant may be disciplined up to and including dismissal and/or revocation of membership in accordance with the Valleyview Minor Hockey Association Constitution, By-Laws, and Regulations.

Any athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee or chaperone who is the subject of a complaint of harassment, abuse or bullying may be suspended from his or her position, or made subject to other precautions taken for the duration of an investigation. This action will be reviewed by the VVMA President or other designate on a case by case basis in accordance with the Valleyview Minor Hockey Association Constitution, By-Laws, and Regulations.

Any athlete, coach, assistant coach, trainer, manager, official, parent, director, officer, volunteer, employee or chaperone who is discovered by means other than a criminal record check to have a conviction that may impact upon their position, may be disciplined up to and including dismissal and/or revocation of membership in accordance with the Valleyview Minor Hockey Association Constitution, By-Laws, and Regulations.

# PARENT CODE OF CONDUCT

Valleyview Minor Hockey Association hereby institutes a written code of conduct for parents registering their child(ren) in the hockey program. The code will be posted at all times in the Valleyview Polar Palace. The VVMHA recognizes the need to support our volunteers and set a minimum level of expectations for the parents of the players involved in our system. The code of conduct is intended to establish a policy that will return a level of mutual respect to the game. The full code of conduct is as follows. Failure to abide by the code of conduct will result in a warning. Repeated breach of the code may result in suspension from team events.

## Parent Code of Conduct

Treat everyone fairly within the context of his or her role in the activity, regardless of gender, place of origin, race, sexual orientation, religion, political belief, or economic status;

Ensure that comments or constructive criticisms are provided to the team or Association to encourage improvement;

Consistently display high personal standards and project a favourable image of the team, the Association, and the sport;

Support Valleyview Minor Hockey's zero tolerance policies by:

- a.) Not publicly criticizing players, coaches, officials, volunteers, and other parents;
- b.) Not being under the influence of alcohol, cannabis or any illegal drug while in the presence of athletes at events;
- c.) Not using profane, insulting, harassing, or otherwise offensive/derogatory language.

Communicate promptly and completely with training staff regarding diagnosis by registered medical practitioner's treatment and management of the athlete's medical and psychological problems. Consider the athlete's future health and wellbeing foremost when making decisions regarding a time frame for return to playing or training.

Understand that team performance goals take precedence over individual goals.

Treat opponents and officials with due respect both in victory and defeat, and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of the rules.

Discuss all concerns with team staff in a responsible, respectful, and open-minded manner.

## Fair Play Code for Parents

I will not force my child to participate in hockey;

I will remember that my child plays hockey for his or her enjoyment, not 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;

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 game;

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' judgement or honesty in public;  
I will support all efforts to removal verbal and physical abuse from children's hockey games;  
I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

## PLAYER CODE OF CONDUCT

Respect and adhere to all ideals, policies and rules determined by the Valleyview Minor Hockey Association, and your team;

Respect the rules of the game, opponents, officials and their decisions;

Maintain self-control at all times;

Attend as many games and practices as reasonably possible. Be present before games and practices in a timely manner. Notify the coach ahead of time if you will be absent;

Respect the facilities, either home or away, in which you are privileged to play;

Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing your team and the league;

Refrain from using foul language towards teammates, coaches, officials or opponents;

Accept defeat graciously;

Show respect for the decisions, judgement and authority of the officials and timekeepers;

Show respect for the feelings and abilities of players on your team and the opposing team(s);

Accept the capabilities of other players;

Ensure that your equipment is complete, safe, and in good condition;

Show respect for the privacy of your teammates; do not use cameras or camera devices in the dressing room when inappropriate to do so or post on social media;

No player will drive themselves to or from a hockey game or tournament;

## COACH CODE OF CONDUCT

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 co-operation with officials for the benefit of the game;

I will ensure my players practice respect in the dressing room; cameras and camera devices should not be used inappropriately;

## ON-ICE OFFICIALS CODE OF CONDUCT

- I will act in a professional and businesslike manner at all times and take my role seriously;
- I will strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills;
- I will know all playing rules, their interpretations, and their proper application;
- I will remember that officials are teachers and will always set a good example;
- I will make calls with quiet confidence, never with arrogance;
- I will control games only to the extent that is necessary to provide a positive and safe experience for all participants;
- I will realize violence should never be tolerated;
- I will be fair and impartial at all times;
- I will answer all reasonable questions and requests;
- I will adopt a zero tolerance attitude toward verbal or physical abuse;
- I will never use foul or vulgar language when speaking with a player, coach, or parent;
- I will use honesty and integrity when answering questions;
- I will admit my mistakes if I make them;
- I will never openly criticize a coach, player, or other official;
- I will keep my emotions under control;
- I will use only Hockey Alberta approved officiating techniques and policies;
- I will dedicate myself to personal improvement and maintenance of my officiating skills;
- I will respect my supervisor and his/her critique of my performance.

## VOLUNTEER CODE OF CONDUCT

Expect no special rights or privileges because you are a volunteer;

Understand that even though you may not agree with all VVMHA policies or practices, as a representative of the organization, you have an obligation to publicly support them and at all times abide by them. If you do not agree with them, you can work within the system to have them changed;

Accept that because you are a representative of the VVMHA, your actions, either positive or negative, reflect back on all of the other volunteers in the organization;

Base your decisions and actions on what is best for the majority of hockey players while respecting the rights of the individual;

Be prepared to listen and respond to any concerns brought to you;

Be prepared to listen to ideas from other people even though they may differ from your own;

Judge ideas on their own merit, and the benefit they can bring the hockey players;

Work patiently for improvement, do not expect too much too quickly;

Be slow to anger and hard to discourage;

Anticipate people's shortcomings and make allowances for them;

Be prepared to put in long, hard hours with little or no recognition except the self-satisfaction of knowing you have accepted a challenge many turn away from;

## ZERO TOLERANCE

Zero tolerance is a policy developed by the Canadian Hockey Association and endorsed by the VVMHA. It deals with players and coaches who show disrespect to all on ice officials. Any verbal abuse or physical gestures designed to intimidate or embarrass officials will be penalized. To curb abuse, officials will penalize team officials and players who, through words or gestures, make an obvious attempt to:

- a.) Intimidate an official;
- b.) Challenge the authority or competence of an official;
- c.) Incite abuse or disrespect of an official by others;
- d.) Embarrass an official;
- e.) Direct personal comments or gestures at an official.

The Valleyview Minor Hockey Association endorses a third component to this policy. It deals with fans and/or parents who abuse on or off ice officials. Any abuse directed toward these officials will result in immediate stoppage of the game by the referee. The offending individual(s) will be ejected from the rink, either by on-ice officials or Polar Palace arena staff. If the offending individual(s) do not immediately leave the premise when directed to do so, arena staff may, at their discretion, contact local authorities i.e., RCMP, for assistance.

Any destruction of VVMHA property and/or equipment, or the arena facility, will be the responsibility of the player or parent/guardian. The VVMHA reserves the right to prohibit offending player from returning to the ice for practices or games until damages are paid in full.

## COACH GUIDELINES

No smoking or swearing on the ice, in the box, or in the dressing room;  
Alcohol consumption will not be tolerated at any league or team function;  
The use of illegal drugs could result in a suspension for a minimum of one (1) year;  
Responsible for enforcing rules, discipline, and behaviour of team;  
Become thoroughly acquainted with league and association rules and regulations;  
Attend all meetings with team and parents when required;  
Attend all practices and games. If unable to attend, arrange for someone to take charge;  
Assume responsibility of conduct of players and team officials during practices, games and team functions;  
Any games or practices are under the control of the coach or his designate, and the coach must ensure that ALL players have proper equipment on, including helmet and face mask;  
Goaltenders and players not playing, but are on the bench MUST WEAR their helmet and face mask during the game or practice;  
If player is on the bench without a helmet and facemask the coach will be suspended;  
Set a good example for the team in action and dress;  
See that each of your players has proper equipment;  
Coaches will be responsible to the VVMHA;  
Obtain league schedule from league representative or team scheduler and become familiar with same;  
Advise assistant coaches and trainers of what assistance they can be on the ice during practice;  
Advise players of game times and at what time they are expected to be at the rink;  
Arrange for team activities between games at tournaments;  
Develop a close liaison with team manager;  
Be aware of any medical problems with players;  
Encourage medical treatment, to the extent possible;  
Abide by association rules and regulations;  
Before players are allowed on the ice, the coach or one of his/her assistants has to be present. After all players are on the ice, all gates are to be properly shut;  
Ensure that all bench staff have required certification from Hockey Alberta (coach, assistant coach(es), and safety trainers).

## TEAM MANGER GUIDELINES

No smoking or swearing on the ice, in the box, or in the dressing room;  
Responsible to help coach in enforcing the rules, discipline and behaviour of the team;  
On commencement of season, obtain game schedule and practice times from relevant co-ordinator;  
Shall ensure a volunteer, bench staff or parent, is responsible for transportation of jerseys to and from games, as well as the general care and maintenance of all VVMHA equipment and/or jerseys;  
Become thoroughly acquainted with league and association Rules and Regulations;  
Learn proper procedures for filling out game reports, etc.;  
Make transportation arrangements, if and when required;  
Arrange for a team meeting to go over objectives, goals, and expectations for the season;  
Compile a directory of players' names, addresses, telephone numbers, and parent's names; and provide contact information to each family. Note any special medical problems with any team player(s) and communicate this information to all bench/coaching staff;  
Notify parents and players of practice time and location, with as much notice as possible;  
Arrange for exhibition games both home and away;  
Ensure all game sheets for all leagues games are turned in to the commissioner within 48 hours;  
Contact referee rep. and make arrangements for referees for all games;  
Arrange for a timekeeper and a scorekeeper;  
Ensure all players on team are approved by deadline;  
Carry a current Hockey Alberta roster with you at all times;  
Assist coach with team while off the ice and try to keep them together;  
Act as a liaison between team and sponsor;  
At onset of season, arrange team treasurer; and in the event there is no separate volunteer for treasurer, manager is responsible for financial affairs of team. Team books and receipts must be submitted to the VVMH treasurer by May 31st of each year;  
Handle all problems to the best of his/her ability and if necessary approach relevant committee or coordinator for assistance when he/she deems there is a need;  
Utilize all ice time and report to VVMHA scheduler immediately if team is unable to use;  
Hold a parent meeting within 30 days of the beginning of the season. Ideally, hold a meeting every 30 days to discuss problems, etc.;  
Report disciplinary action if serious to parent or relevant committee or co-ordinator immediately;  
Provide a fun atmosphere for the players, as the first priority of VVMHA is that players enjoy hockey. Winning is secondary;  
Advise parents and players that under no circumstances is CCMH equipment to be used outside of league approved function;  
Maintain team information on VVMHA website, or designate another team parent to do so.



# TIERED HOCKEY DEVELOPMENT

Upon completion of registrations, if it has been established that there are too many registrants to place on one roster as per Hockey Alberta regulations, the Valleyview Minor Hockey Association and the associated team coaching staff must consult and decide whether it is feasible to split one team into two, using the following tiering recommendations:

Pre-Novice and Novice levels consider two teams when the number of registered players is at least 20 and up. Atom, Peewee, Bantam, and Midget levels consider two teams when the number of registered players is at least 19 to 26\*.

\* Careful consideration must be taken when these numbers include more than two registered goalies.

As per All Peace League constitution, teams may be tiered according to skill level with one team placed in a higher division and the other in a lower division. Teams may also be split equally and placed within the same tier.

If the tiering process is to occur, it is recommended that the players be assessed during a tryout period. During this time, a group of at least two evaluators shall complete the individual assessments. Players on the ice will remain anonymous for the duration of the tryouts, but will wear numbered jerseys for the reporting purposes of the third party evaluators. The evaluators shall not consist of any team coaching staff. Evaluation criteria will be determined by the evaluators at the time of tryouts. Evaluators will submit results to the VVMH president, who will notify the respective coaches in order of tiering (i.e. Tier 2 will precede Tier 4).

Upon completion of evaluations, the coach of the team shall have the opportunity to make player changes to the 4 middle children of the ranking done by the 3<sup>rd</sup> party evaluator upon coach's discretion.

In the event that evaluators cannot be found, the higher level coach will choose his/her team at their discretion. If tiering is not feasible, a Special Meeting will be scheduled to determine if an alternative solution (ie: placing a cap on registrations, moving players up or down a level, etc.) is possible. If a decision cannot be reached that satisfies all members involved, then registrations will be accepted on a first-registered basis.

## Player Movement

For a player to be moved to a different age group, the player and parent must approach the executive in writing at the time of registration to request movement. Movement approval will be at the discretion of the VVMH executive, with the following criteria being considered:

- a.) Availability of space on the team the player wishes to move to (i.e. Not taking a position from an already established player),
- b.) Player moving up must not be a detriment to his/her previous team,
- c.) Player's ability must be assessed at an appropriate level
- d.) Moves must be in the best interest of the player and all teams involved.

Should the higher level age group require tiering, the player moving up may have to successfully attempt to earn a place on the top team. If unsuccessful, they may be required to play at their original age group.

A player must play a minimum of 1 (one) year of their current level of at the time of registration in order to be eligible and must apply in writing at registration.

## **Player Affiliations**

All VMH players will be asked at the time of registration to be affiliated with the next level of team available in VMH (i.e. Tier 4 to Tier 2, general atom to general pee wee, etc.). Players may be given the opportunity to affiliate with a higher level team, if done by December 15, with the consultation of the parent(s), player, all affected coaches, and the VMH executive. Only one affiliation change may be done in each hockey season.

# EQUIPMENT POLICY

All coaches shall be responsible for ensuring that every player taking part in any game or practice is dressed in proper equipment. Proper equipment is deemed to be the following:

- a.) CSA approved Helmet and Face Mask
- b.) Neck Guard
- c.) Shoulder Pads
- d.) Elbow Pads
- e.) Athletic Support (can)
- f.) Shin Pads
- g.) Hockey Pants
- h.) Skates
- i.) Hockey Gloves
- j.) Mouth Guard (high recommended for PeeWee, Bantam, and Midget players)

Name bars shall be HAND STITCHED only onto VVMHA jerseys. If name bars have been machine stitched by parent/guardian, they may be held responsible for replacement of jersey if the VVMHA deems necessary.

Socks and jerseys will be supplied by the VVMHA. Goalie equipment is available for use from the VVMHA up to and including Atom players, pending VVMHA approval.

In the event a team does not assign an equipment manager to be responsible for the custody and care of VVMHA jerseys, the Valleyview Minor Hockey Association reserves the right to levy a deposit fee on team jerseys at the onset of the season.

Equipment belonging to the VVMHA will be placed in the care and custody of the VVMHA Equipment Manager at the beginning of the year. He/she will be responsible for distribution as well as maintaining a record of distribution, at the onset of season; and will be responsible for completing inventory reconciliation at season's end. VVMHA Equipment Director will work with team managers, coaches, or team equipment managers to ensure assigned equipment is returned at the completion of the season. Any equipment not returned or returned in unsatisfactory condition by any player/parent/guardian will be replaced at the expense of said player/parent/guardian.

Equipment supplied by the VVMHA are to be used for games only - not practice - except goalie equipment. VVMHA equipment shall not be taken home by players unless in the absence of a team equipment manager and cleaning is required.

When equipment supplied by the VVMHA is lost or damaged, team management must report the incident to the VVMHA Equipment Manager immediately.

At the completion of the season, team manager is expected to return all equipment to storage immediately following the last game of the year. The Equipment Director must be advised of what was returned and if what equipment, if any, is unaccounted for.

## TRANSPORTATION TO TOURNAMENTS

Each team may plan and host their own tournament to raise funds for team expenses.

A tournament sanction number must be acquired through the VVMHA executive.

Any team participating in a tournament that is not in the zone of the VVMHA must obtain a Travel Permit through the VVMHA executive.

All teams that plan to attend a tournament and have league game(s) scheduled for that time must reschedule those games, acceptable to both teams and the league representative at least 14 days in advance of those game (s).

## ICE USER POLICY

Scheduled ice time must be cancelled at least 24 hours in advance.

Rental of out of town ice is not permitted unless approved by the Executive Committee of the VVMHA.

Practice times for all divisions - Pre-Novice to Midget - will be determined at the beginning of each hockey season by the VVMHA, in a manner which takes into consideration all affected members. This includes which day, and which hour's ice time is booked. In the case of additional events such as power skating training, special workshops, or urgent game scheduling, the ice scheduler on behalf of VVMH will make appropriate changes and contact affected teams as soon as possible.

# Robert's Rules of Order and Parliamentary Procedure from robertsrules.org

## What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

## Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization.

Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

Call to order.

Roll call of members present.

Reading of minutes of last meeting.

Officers' reports.

Committee reports.

Special orders --- Important business previously designated for consideration at this meeting.

Unfinished business.

New business.

Announcements.

Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

Call to order.

Second motions.

Debate motions.

Vote on motions.

## There are four Basic Types of Motions:

**Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

**Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.

**Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.

**Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

### **How are Motions Presented?**

Obtaining the floor

Wait until the last speaker has finished.

Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."

Wait until the Chairman recognizes you.

### **Make Your Motion**

Speak in a clear and concise manner.

Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".

Avoid personalities and stay on your subject.

### **Wait for Someone to Second Your Motion**

Another member will second your motion or the Chairman will call for a second.

If there is no second to your motion it is lost.

The Chairman States Your Motion

The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.

The membership then either debates your motion, or may move directly to a vote.

Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.

### **Expanding on Your Motion**

The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.

The mover is always allowed to speak first.

All comments and debate must be directed to the chairman.

Keep to the time limit for speaking that has been established.

The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

### **Putting the Question to the Membership**

The Chairman asks, "Are you ready to vote on the question?"

If there is no more discussion, a vote is taken.

On a motion to move the previous question may be adapted.

### **Voting on a Motion:**

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are **five** methods used to vote by most organizations, they are:

**By Voice** -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.

**By Roll Call** -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.

**By General Consent** -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The **membership** shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.

**By Division** -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.

**By Ballot** -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are **two** other motions that are commonly used that relate to voting.

**Motion to Table** -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.

**Motion to Postpone Indefinitely** -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion. Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

Allow motions that are in order.

Have members obtain the floor properly.

Speak clearly and concisely.

Obey the rules of debate. Most importantly, BE COURTEOUS.

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