

**NANAIMO MINOR  
HOCKEY ASSOCIATION  
POLICY AND  
PROCEDURES MANUAL**

**NEW EDITION  
UPDATED May 2016**

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**Objectives**

It is the purpose of the policy and procedures manual to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams in the Nanaimo Minor Hockey Association (NMHA). This manual will also serve as a resource document for our athletes, coaches, volunteers, members and others in the Community who have an interest in Minor Hockey and the Association. The duties and responsibilities of the elected executive and appointed board members are outlined in the NMHA Constitution and By Laws as well as in this manual.

**Limitations:** Any contradiction, dispute, or difference between the contents of this manual and the Association's Constitution and By Laws shall be resolved only by reference to the Constitution and By Laws and changes to this document that are precluded by Constitutional changes will be made immediately.

**REVISION PROCEDURE**

ANY SECTIONS(S) OF THE POLICY AND PROCEDURES MANUAL CAN BE REVISED, EDITED OR DELETED BY SIMPLE MAJORITY VOTE OF THE BOARD OF DIRECTORS AT ANY MEETING OF THE DIRECTORS. THERE MUST BE A NOTICE OF MOTION GIVEN 30 DAYS PRIOR TO THE VOTE. THE NOTICE OF MOTION MUST BE IN WRITING WITH THE PROPOSED WORDING OF THE REVISED SECTION.

ANY SUBSTANTIVE CHANGE IN THE MANUAL WILL BE COMMUNICATED TO THE MEMBERSHIP BY NEWSLETTER OR, AS PROVIDED IN PART XVI OF THE CONSTITUTION.

ANY MEMBER WISHING TO INITIATE A REVISION OF THE POLICY AND PROCEDURES MANUAL MAY DO SO BY PROVIDING A COPY OF THE PROPOSED REVISION TO THE DIVISION DIRECTOR OF THE DIVISION AFFECTED BY THE CHANGE OR THE DIVISION IN WHICH THE MEMBER'S CHILD PLAYS. THE DIVISION DIRECTOR IS OBLIGED TO PRESENT THE REVISIONS TO THE BOARD BY WAY OF A NOTICE OF MOTION. THE DIVISION DIRECTOR IS NOT OBLIGED TO SUPPORT SAID MOTION. THE MEMBER INITIATING THE REVISION MAY REQUEST TO MAKE A DELEGATION TO THE BOARD IN SUPPORT OF ANY MOTION.

ANY HOCKEY CANADA, BC HOCKEY, OR VIAHA POLICY CHANGE OR ANY CONSTITUTIONAL CHANGE WILL BE ADDED TO NMHA POLICY AS REQUIRED.

## **Duties and Responsibilities of Board Members**

### **Division Director, Competitive Division**

Job description as outlined in the constitution: Shall supervise the coaches, managers, and business of the competitive teams.

Specific Duties and Responsibilities:

1. attend executive meetings
2. represent the interests of the Division
3. obtain registration list from registrar to determine number of players trying out for teams
4. distribute application, collect, and recruit coach applicants. April 30<sup>th</sup> deadline.
5. form coach selection committee as per NMHA policy and procedures manual
6. bring recommendations forward to the June executive meeting for endorsement from Board
7. determine which leagues teams will play in
8. determine type of Atom program, NMHA will provide following parent consultation
9. call a coaches meeting to inform them of their responsibilities
10. ensure coaches are aware of NMHA evaluation policies
11. ensure there are fair, unbiased evaluation committees with knowledgeable hockey people
12. organize parent meetings prior to the first tryout to meet coach.
13. confirm ice allocation with the ice coordinator and serve on the ice committee.
14. coordinate try out ice times with the ice coordinator
15. distribute "tryout release" forms to the coaches.
16. coordinate release of players with Coaches and Managing Director, recreational division.
17. obtain recreational program try out times, and inform competitive coaches.
18. ensure coaches will bring forward names for managing duties, for approval.
19. call a coach/manager meeting, for all teams.
20. investigate complaints to determine if discipline hearing is necessary.
21. sit on discipline committee hearing when competitive division participants are involved.
22. prepare books for following Managing Director
23. prepare monthly report
24. complete a Criminal Records Check for self
25. cooperate with Safety and Risk Manager to ensure all Criminal Records Checks are completed or in process for all volunteers, prior to the volunteer starting their duties.

Points to cover at Coach/Manager Meeting

1. ensure criminal checks are completed from all coaches, trainers, managers, etc.
2. discuss fee allocations, turning in of ice, extra ice, etc.
3. distribute the following forms (*as available*)
  - Monthly Financial Statement
  - Fund Raising Application
  - Sponsorship Agreement
  - Player Personal Information Release
  - Return after Injury Release
  - BCAHA Tournament Sanction
  - BCAHA Player Medical Information
  - BCAHA Athlete Code of Conduct
  - BCAHA Coaches Code of Conduct
  - BCAHA Volunteers Code of Conduct
  - BCAHA Suspension Guidelines (Team Responsibility)
  - Award Nomination
  - Guardian Assignment Travel
  - Policy and Procedures Manual
4. ensure managers are prompt with paperwork.
5. ensure managers are knowledgeable with CHA carding and player movement Rules and Regulations.
6. ensure coaches and managers enforce Code of Ethics
7. provide list of executive members, duties, telephone numbers and acceptable times to call.

8. Rep Assessments due December 1<sup>st</sup>.
9. inform managers of the PCTEF 10% levy of all sponsorship, fund raising, assessments, and other monetary donations, are to be remitted monthly with the financial statement, (parental contributions excluded).
10. ensure team representation apparel bear authorized NMH cresting
11. ensure managers are aware of traveling out of Province, BCAHA Rules and Regulations
12. ensure coaches and managers adhere to policies and procedures as outlined in this manual.
13. ensure that spouses will not be Head Coach and Manager on the same team.

**Division Director, Recreational Divisions  
(Atom, Peewee, Bantam, Midget, Female)**

Job description as outlined in the constitution:

Shall supervise the coaches, managers, and the business of the recreational divisions.

Specific duties and responsibilities:

1. Determine the number of teams and whether or not tiering in the Division will take place based on the number of registrants.
2. Confirm ice allocations with the Ice Coordinator: serve on the Ice Committee.
3. Recruit volunteers to assist in the evaluation/selection procedures, meet with the volunteers to review evaluation criteria and process.
4. Selection of coaches, assistant coaches and managers. Ensure they have the level of training required by NMHA or are prepared to attend the necessary clinic to obtain the training. Confirm with the Development Coordinator that the necessary clinics are available.
5. Oversee the player evaluation/selection process, team composition. Forward team rosters along with volunteer information to the Registrar.
6. Co-ordinate distribution and collection of equipment and jerseys to the coaches.
7. Cooperate with Safety and Risk Manager to ensure all Criminal Records Checks are completed or in process for all volunteers, prior to the volunteer starting their duties.
8. Recruit tournament coordinator, coordinate with Tournament Director to ensure that sanctions are obtained, ice and officials are allocated.
9. Prepare ice schedules for games and practices, provide game schedules to referee in chief or allocator to ensure officials are available for games.
10. Chair a parent's meeting, deal with concerns of parents and/or players.
11. Ensure that the Division's concerns are brought to the attention of the appropriate members of the Board. Represent the interests of the Division at Board meeting.
12. Assist in developing a select program, if sufficient interest is shown.
13. Ensure coaches enforce codes of conduct.
14. Serve on the discipline committee in matters affecting the Division.
15. Distribute and collect the following forms: *(as available)*
  - NMHA Volunteer applications
  - Criminal Record check application forms
  - Fund Raising Application
  - Return after Injury
  - Award Nominations
  - Guardian Assignment Travel
  - Policy and Procedures Manual
  - BCAHA Code of Conduct forms
  - newsletters
  - Photo Packages
16. Complete a Criminal records check for self
17. Ensure that the Head Coach and/manager are not spouses to avoid potential conflicts.

### **Division Director of Novice & Initiation**

Job Descriptions as outlined in the Constitution:

Shall supervise the coaches, managers, and business of the Novice & Initiation Division.

Specific responsibilities and duties:

1. Oversee coach selection with Development Coordinator
2. Conduct coach meetings to establish candidates for returning coaches, and to establish evaluation process.
3. Ensure all Criminal Records Checks are completed or in process for all volunteers, prior to the volunteer starting their duties.
4. Ensure all on ice instructors receive Initiation program certification or Coach 2.
5. Ensure that all instructors and volunteers adhere to policies and procedures of NMHA.
6. Provide a list of instructors and managers to the Registrar for the Hockey Canada Registry.
7. Provide a list of instructors and managers to the Development Coordinator.
8. Make and distribute complete ice schedules, date time and place, for all divisions once ice times have been allocated by the Ice Coordinator.
9. Assist in evaluation process and any player movement.
10. Investigate any complaints and bring unresolved complaints to the Discipline Committee.
11. Represent interests of the Division at the Board of Directors Meetings.
12. Distribute and collect the following forms: *(as available)*
  - RCMP check forms
  - BCAHA athlete code of conduct forms
  - BCAHA coach code of conduct forms
  - BCAHA volunteer code of conduct forms
  - NMHA Volunteer applications forms
  - Policy and Procedures Manual
  - Prepare monthly reports
  - Prepare books for following Managing Director
  - Prepare year end report.
13. Complete a Criminal Records Check for self



## **Development Coordinator**

### **Job Description**

1. develop and present on-ice programs within the NMHA
2. perform public relations as required pertaining to the Association and its coaches
3. liaise with Board of Directors on behalf of the coaches in the Association
4. assist the Division Director in the selection of coaches for various divisions within the Association
5. meet with Association coaches to discuss problems and solutions
6. perform evaluations on coaches during games and practices
7. coordinate meeting of coaches and players with local Referee-in-Chief or BCAHA RCM for better understanding of the rules of the game
8. select and appoint a Head Coach subject to the approval of the Board of Directors, to assist in the completion of his/her duties.
9. complete a Criminal Records Check for self
10. cooperate with Safety and Risk Manager to ensure all Criminal Records Checks are completed or in process for all volunteers, prior to the volunteer starting their duties.

### **Qualifications**

1. strong interest in and personal commitment to coaching
2. ability to work in conjunction with District Coaching Coordinator and Association coaches
3. ability to prepare and conduct public relations events
4. ability to design and implement programs at the Association level
5. ability to conduct evaluation of coaches
6. ability to evaluate players for team selection
7. strong commitment to BCAHA Coaching/Initiation Programs
8. ability to present lectures to coaches at the local Association level
9. availability as to time requirements
10. must have strong administration abilities

## **REGISTRATION**

Due to a limited availability of ice and the increasing number of registrants, NMHA cannot guarantee there will always be a Team in Category or Program for all players. Every effort will be made to place players in a suitable team/program.

Registration lists will be forwarded to the Ice Coordinator after the close of regular registration who, in consultation with the Board of Directors, will allocate ice for NMHA teams/programs.

### **Registration Packages:**

A registration package including an application form, schedule of fees and Competitive tryout form will be distributed to Canada Post by April 15 for delivery to all players registered with NMHA in the previous season.

### **Early Registration:**

Players returning to NMHA will be guaranteed placement if the registration documents and fees are received prior to May 15.

### **Regular Registration:**

Open registration will be held on a Saturday between May 15 and June 1, the specific date to be determined by the Registrar, approved by the Board of Directors and posted on the website.

The close of regular registration will be June 1. Any players registering after June 1 will be wait listed until a position becomes available on a team in category. If a position on a team in category does not become available, there will be a full refund of fees.

### **Late Registration:**

A fee of \$100 will be applied to any registration received after the close of regular registration, June 1.

### **Competitive Tryouts:**

Competitive tryouts will be offered if, on the close of regular registration June 1, registration numbers are such that the Board of Directors deems that a team(s) in category is feasible. Competitive tryout fees must be paid by the close of Regular registration except for those players who are new to the NMHA catchment basin. Any request for an exemption must be made, in writing, to a committee consisting of the President, Managing Director, Competitive and Registrar.

If tryouts take place for a team in category, there will be no refund of Competitive tryout fees except on compassionate or medical grounds. Application for refunds must be made to the Registrar prior to the commencement of Competitive tryouts.

Try out fees will be set at \$100 per player to close of regular registration, June 1.

After June 1 try out fee will be \$250. No registration for try outs will be accepted by returning players after August 30; except for those players who are new to the NMHA catchment basin

### **Payment of Fees:**

The Board of Directors will be responsible for the setting of fees for basic registration, competitive team tryouts and competitive team assessments.

A deposit of 50% of the basic registration fee must accompany the registration. The remainder is payable by post dated check dated Sept. 1. Failure to pay the remaining fees by Sept.1 will result in the player being classified as inactive.

Competitive tryout fees must be paid in full upon Registration.

The player (parent) is responsible for application to "Kids Sport" and "Jump Start". If funding is not approved by "Kid's Sport" and/or "Jump Start" the balance of any fees owing must be made to NMHA within 30 days of the denial of funding. Application forms and criteria for funding are available through the NMHA Office.

*ALL PLAYERS MUST FOLLOW THE REGISTRATION PROCEDURE TO PLAY IN NANAIMO MINOR HOCKEY.*

**Jersey Deposit:**

A check for \$100, postdated to March 31 of the following year must accompany registration as a jersey deposit. Players assigned to Competitive teams will be responsible for a second jersey deposit. The cheques will be returned, upon request, or destroyed when the undamaged jersey(s) is returned.

**Underage and Overage Players:**

All players will register in their own age group's Division. Applications to play in a different Division as an overage or underage player will not be considered until after the player has been evaluated in their own Division. All applications must conform to BCH guidelines and VIAHA Regulations.

No player will be moved into or out of a Division where that movement would jeopardize the operation of that Division.

Approvals to play overage or underage will apply for the current season only.

**Priority:**

Priority for registration will be given to players residing within the NMHA catchment basin. Players from outside the catchment basin wishing to enroll in NMHA due to their own association having no team in category should apply, in writing, to the NMHA registrar with a copy to their home Association.

**Withdrawals:**

All withdrawal requests must be made in writing and delivered to the Nanaimo Minor Hockey Clubhouse.

Refunds will be processed as follows:

Withdrawal requests received prior to September 1:

Refund 100% less \$10.00 administration fee, unless the player makes it onto a higher team (Major Midget or Junior)

Withdrawal requests received between September 1 and September 30:

Refund Basic Registration Fee, less 1/7<sup>th</sup> of fee

Withdrawal requests received between October 1 and October 31:

Refund Basic Registration Fee, less 2/7<sup>th</sup> of fee

Withdrawal requests received after October 31: No Refund

Fundraising assessments, rep tryout fees and membership fees are not refundable.

Consideration will be given for refunds for relocation, medical, or compassionate grounds, upon written application to the Board.

**Registrar**

The Registrar shall:

1. Implement the Registration Policy
2. Review and, as necessary, recommend revisions of the Registration Policy
3. Arrange for the distribution of the registration package to all players
4. Receive and process registration documents
5. Maintain the Hockey Canada Registry for rosters and affiliate players
6. Provide the President, VIAHA and all Managing Directors with up to date team rosters
7. Complete a Criminal Records Check for self

## **Secretary/Treasurer**

### **1. Registration**

Provide cash float for open registration and equipment sale.

With registrar, organize checks to be ready for deposit

Deposit checks and cash as soon as possible after registration.

Reconcile final registration figures with funds deposited.

Record and monitor all NSF checks and provide information to Registrar for follow up.

Prepare and record all registration refunds.

### **2. General**

Manage bank accounts with current financial institutions.

Deposit funds upon receipt

Pay bills within credit terms given

Maintain the current accounting software

Work in conjunction with the Association's accountant on year end financial statement.

Provide Profit & Loss statements to the NMHA Executive at monthly Board meetings

Provide financial information to membership upon request

Provide suggestions to Executive on NMHA financial matters associated with the current budget and comparisons to budget

Participate in the preparation of the NMHA yearly budget and make recommendations to Executive

Prepare invoices to all parties owing funds to NMHA

Record and monitor all user pay ice and related payments

Maintain and monitor all Competitive team financial statements and ensure correct fee is remitted to PCTEF

Complete a Criminal Records Check for self

### **3. Gaming**

Apply for Gaming Licenses as required.

Provide necessary financial information to Gaming Commission.

Ensure appropriate BC Gaming License have been obtained prior to the conduct of all Gaming events.

### **4. Payroll**

Prepare monthly payroll.

Prepare monthly Receiver General Remittance.

Prepare annual T-4 slips and T-4 summary

Prepare annual WCB report

**Ways and Means Coordinator**

It is the responsibility of the Ways and Means Coordinator to organize, review and/or coordinate all general fund raising activities conducted in the name of the Nanaimo Minor Hockey Association and its teams to ensure compliance with legislative restrictions and the aims of the fund raising guidelines of the Association.

**TEAM/DIVISION DUTIES**

Approval of Team Fund Raising Event requests (House League and Competitive)

After consultation with the Treasurer, approval of House and Competitive Gaming Events (e.g. 50/50 draws, Ticket Raffles, hockey pools, etc.).

Receiving financial reports from all Team Fund Raising and Gaming Events

Monitor amounts of funds raised by individual teams to ensure no team exceeds permitted fund raising ceilings.

Collect monthly and year-end financial reports for each team through the Managing Directors.

**ASSOCIATION DUTIES**

Organize and/or coordinating Team Photo Nights.

Maintain a full complement of House League Team Sponsorships. Maintain a database of Corporate and Team Sponsors.

New Sponsorship will be set at \$550.00

Returning Sponsorship will be set at \$300.00

Complete a Criminal Records Check for self

## **EQUIPMENT**

### **Equipment Manager**

The Equipment Manager is a non-voting, appointed member of the Board of Directors and reports to the Board.

#### **The Equipment Manager**

- shall submit an annual budget to the Board for approval. The budget will include all anticipated expenses and revenues and a breakdown of anticipated purchases. Local suppliers will be given preference in meeting the Association's equipment needs when possible however tenders may be requested where appropriate.
- shall maintain an inventory of all of the Associations equipment and the replacement cost, and report this inventory annually to the Board. The Board shall be responsible for obtaining the appropriate insurance on the equipment.
- shall maintain a current ledger of the distribution of all equipment not in storage.
- shall be responsible for acquiring and attaching sponsor bars.
- shall be responsible for the team distribution and collection of all jerseys, pucks, and goaltender equipment.
- shall distribute equipment according to the policies and procedures set by the Board.
- may advise the Board on policies and procedures.
- shall complete a Criminal Records Check for self

#### **Goaltenders Equipment**

When requested by a team or player, and if available, the Association will provide goaltenders equipment for the regular hockey season and hockey camps to registered minor hockey players. The equipment provided will be limited to leg pads, catching glove and blocker, upper body protector and neck guard. There will be a \$200 loss or damage deposit required payable by post-dated check only. The deposit check will be returned or destroyed if the equipment is returned in the condition it was loaned in, subject to normal wear and tear. If repair or replacement of any part of the equipment is necessary, the cost will be deducted from the deposit.

The player or team borrowing the equipment will return the equipment to the Equipment Manager immediately if any part of the equipment is damaged or rendered unsafe.

If available the Association may loan goaltenders equipment to players for spring or summer hockey programs for a fee of \$100.00 per off-season. There will be a loss or damage deposit of \$200.00 payable by post-dated check only. The equipment will be returned to the Association prior to August 1<sup>st</sup>.

Players or teams borrowing the equipment warrant it will never be used for street, road or similar off ice use.

## **Jerseys**

Each player, will pay a \$100 loss or damage jersey deposit. The deposit will be in the form of post-dated check only. The check will be destroyed or returned when the undamaged jersey has been returned at the conclusion of the season.

The equipment manager will distribute the jerseys to the team's head coach. The coach will provide to the equipment manager a list of which number jersey has been assigned to each player. Spare jerseys are to be retained by the coach for use by affiliate players. The jerseys will be cleaned before being returned to the equipment manager at the conclusion of the season.

Jerseys are to be worn only during games. If a team wishes to obtain practice jerseys the responsibility to obtain and pay for these jerseys will be left with the team.

**Name bars must be approved by the Association and must be installed and removed professionally. Under no circumstances will name bars be 'heat pressed' to the jersey. Doing so will result in the forfeiture of the loss or damage deposit. The "STOP" sign will not be removed or obstructed in any way. The jersey will not be altered and nothing will be added to the jersey without the consent of the Association.**

Graduating male and female Midget competitive players (those who have played their final year of minor hockey eligibility with Nanaimo MHA only) will be entitled to retain one of their two competitive team jerseys at the conclusion of the season. The jersey will be laundered and returned to minor hockey for installation of a name bar prior to presentation to the player. The Association will make the choice of which colour jersey is to be retained by the player.

The Board of Directors may, at their sole discretion, choose to present a jersey to any past member of the Association in recognition of that member's contribution to Nanaimo MHA or accomplishments in hockey.

## **Nanaimo Minor Hockey Association Logo & Merchandise Policy**

### **Article I. Scope**

#### **Section 1.01**

***Nanaimo Minor Hockey Association logo may NOT be used without the express written consent of the Nanaimo Minor Hockey Association.***

#### **Section 1.02**

***The scope of this document is to control the use and dissemination of the Nanaimo Minor Hockey Association's logo and to ensure a standardized supply of material to our Association's teams, tournaments and members.***

***This policy will be governed by the NMHA Executive Council and adhere to the following limitations and rules:***

- (a) Teams, tournaments and Association members must use an approved supplier if the item being purchased is branded with the NMHA logo.
- (b) Teams, tournaments and Association members must use common sense in ordering apparel and must act accordingly to preserve the image of NMHA.
- (c) Teams, tournaments and Association members do not have to follow this policy if the items they are purchasing are not branded with the NMHA logo.
- (d) Competitive Teams and tournaments will be required to declare in their financial reports the gross expenditures related to NMHA branded merchandise.
- (e) Recreational Teams are encouraged to purchase NMHA branded merchandise which proudly and prominently displays the NMHA logo.
- (f) Competitive Teams wearing branded merchandise must display the NMHA logo in a manner that is most prominent.
- (g) Tournament wear and tournament programs must display the NMHA logo. Any NMHA tournament wishing to use an additional "tournament logo" must have that logo pre-approved by the Executive Council.

### **Article II. Jerseys**

#### **Section 2.01**

***NMHA Supplied Jerseys - The colours of NMHA are green, white and gold for recreational and competitive. Jerseys supplied & logo'd by NMHA will be in these colour schemes and/or will prominently display the NMHA Clipper ship on the front or the word Nanaimo. These colours will be replacing the orange, white and black jerseys as the jerseys need to be replaced.***

- (a) All NMHA Representative Teams will adhere to this Section.
- (b) Sponsor name bars may be displayed on the back or sleeve of the jerseys worn by NMHA Representative Teams.

#### **Section 2.02**

***Sponsored Jerseys – Jerseys sponsored by an individual or an organization must conform to the NMHA jersey policy in the following ways:***

- (a) Must prominently state "NANAIMO" on the front or display the Nanaimo MHA Clipper Logo.
- (b) Conform to the colour and design scheme of the NMHA.



- (c) Must conform to the policies of the BCAHA including the placement of stop signs on the rear of the jersey
- (d) Must not contain graphics or verbiage that would be considered in poor taste or damaging to the image of NMHA.
- (e) Recreational teams MUST wear their jerseys at all times: practices, games and tournaments. Sponsorship contracts include jerseys to be worn at all times. NO practice jerseys are to be purchased and no other sponsorships used.**

#### **Article III. Team Wear**

- (a)** Teams wishing to purchase team clothing using the NMHA logo must have approval from the Ways & Means director prior to ordering. Teams must use the NMHA logo as per policy. *The colours of NMHA are green, white and gold for recreational and competitive.*
- (b) All team jackets and pants must be black in color ONLY. No other coloring on the jacket other than the NMHA logo will be approved.
- (c) Teams may add their sponsors logo on the back or the sleeve of the jacket
- (d) Athletic wear must be black in color; special requests may be submitted to change this if necessary.

#### **Article IV. Suppliers**

##### **Section 3.01**

##### ***NMHA Suppliers must meet the following criteria:***

- (a) Must hold a valid City of Nanaimo business license.
- (b) Must be of good reputation.
- (c) Must have clients other than NMHA.
- (d) Must be a licensed supplier pursuant to Section IV of this document.
- (e) In the event that an “uncommon” product cannot be provided by an approved supplier at a competitive rate then a team, tournament or Association member may make application in writing to the NMHA Executive Board to purchase that product elsewhere.
  - i. Upon receiving such application the NMHA Executive may canvass the approved suppliers to ensure that they are not able to provide the product sought.

##### **Section 3.02 Approved suppliers**

- (a) The NMHA executive can either add or remove from the list any supplier.
- (b) Additions or deletions from the list can occur at any time during a year.
- (c) Approved suppliers for 2016-2017 season in alphabetical order are: (at this date)

- i. Brand Xpress
- ii. Ezone Embroidery
- iii. Kirby's Source for Sports
- iv. Out of the Box Marketing
- v. Threadscape
- vi. Top Drawer

Contact information for the approved suppliers can be found at request from the office.

## **Article V. Suppliers and Sponsorship Fees**

### **Section 4.01**

#### ***Licensing of the NMHA image is controlled as follows:***

- (a) Each year the NMHA will provide each supplier with the current season's logo.
- (b) Licensing fees are due August 1st of each year and license the supplier for a period of 11 months.
- (c) Yearly dues are not pro-rated through the year.
- (d) All licenses expire at midnight June 30th regardless of when the license was purchased.
- (e) Yearly License Fees are \$500 or a minor hockey team sponsorship and are reviewed and set by the Executive Council annually.

### **Section 4.02**

Further to the annual Licensing Fee the licensee is required to pay a percentage of their annual sales of AMHA branded merchandise.

## **Article VI.**

### **Breach of Merchandise Policy Sanctions**

#### (a) Coaches/Team Officials

i) violation of the Merchandise Policy by a Coach or other Team Official may result in suspensions or a fine. Failure to pay the fine will result in the team's forfeiture of Jersey Deposits.

ii) where a suspension is made, it shall be considered to be indefinite pending a review by the Discipline Committee.

#### (b) Tournaments

i) violation of the Merchandise Policy by a member of an NMHA Tournament Committee may result in a suspension and/or fine.

#### (c) Association Members

i) violation of the Merchandise Policy involving a parent or other member of the Association will first be reviewed by the Division Director. Depending on results of this review, matter could be referred to Disciplinary Committee.

#### (d) Merchandise Suppliers

i) violation of the Merchandise Policy by a supplier will result in the immediate suspension of use of logo and sponsorship

ii) on review by the Executive Council the supplier may be removed from the "approved supplier" list. Furthermore the Association may choose to purchase it's hockey clothing and equipment from other suppliers.

Any Supplier that is using the NMHA logo or parts of without prior consent, NMHA will request to discontinue use of, if it is not, NMHA will seek legal counsel on the matter.

## **Article VII. Approved NMHA logo**

### **Section 6.01**

The NMHA logo is the approved logo, in its entirety, for use by teams, tournaments, Association members and approved suppliers. No other variations are considered acceptable without the express permission of the NMHA Executive Council.

Please contact the office for viewing!

## **NMHA EMAIL POLICY**

- NMHA will never sell or rent our mailing lists to third parties for email marketing or any other purpose. NMHA may use email list for their own marketing or information purpose
- We will send our periodicals only to registered players/parents
- We keep our email lists clean as possible to prevent obsolete emails, please ensure NMHA has your correct email address
- 

## **NMHA Web Site Advertising Policy**

- The purpose of this policy is to establish basic guidelines governing the sale of advertising to be posted on the NMHA website.
- All advertising placed on the website shall be approved by the Executive board prior to being launched on the website and shall be deemed to meet community standards appropriate to our members.
- Third party advertising placed by our website provider will not be allowed.
- The NMHA Executive board retains the right to limit the amount of advertising supported by our website.
- The NMHA Executive board retains the right to grant “preferred status” to entities that either directly support minor hockey in our community or conduct business which is deemed to enhance the hockey experience for our members.
- Advertising will be offered for sale based on a rate schedule established by the Executive board.
- “Pop up” ads will not be allowed as they detract from the usability of our site.
- Advertising rights may be granted as part of any sponsorship agreement negotiated with NMHA and approved by the Executive board.
- All revenue generated by the sale of advertising on the webpage will be retained by the Association and allocated as deemed appropriate by the Executive board.

## **Rate Schedule for NMHA Web advertising**

- The following rates will be applicable for placement of advertising on the MHA website. These rates will be reviewed at the conclusion of each season.

### **Business Ads**

- This type of Ad is considered to be a premium Ad and will consist of the sponsor’s artwork and an embedded hyperlink to the sponsor’s website. This ad will be displayed on all pages of the MHA website. Due to space restrictions on the webpage, NMHA reserves the right to refuse an ad. These Ads are subject to a one time “Set Up” fee, which is applicable each time an ad is run. Ads may be purchased in monthly or annual increments.
- Set up fee..... \$100.00
- Monthly Rate.....\$100.00
- Annual Rate.....\$1000.00

### **Recreational Team sponsorship**

- Recognizing that contributions benefiting the Association may come in many forms, a link will be placed free of charge for all companies that sponsor within the NMHA teams. In recognition of their sponsorship, a link to their website and their company's logo will be placed on the "Sponsors" page which is linked to every web page within the NMHA web site.
- A new sponsor is \$550.00 for the first season, but only \$300.00 for each subsequent season.
- For your \$550.00, your company name is displayed on each player's team jersey(max 19) as well as used in any newspaper reports about your team. We also provide you with a framed photograph of your team that can be displayed in your business as well as all team photos are hung at NIC upper floor. Our photo night will be held in November at a local venue. If you would like to have a representative appear in the teams' photographs, please provide us with a contact name and telephone number so that we may contact him/her when the schedule has been set up

**Tournament and Special Events Director**

Be responsible for planning and organizing all tournaments in conjunction with Program Development and Tournament Committee.

Report to and take direction from the Development Coordinator.

Plan, develop and finalize the structure and scheduling of all NMHA tournaments and submit an overall tournament program to the Development Coordinator and Managing Directors for approval prior to the commencement of the NMHA hockey program for the season.

Provide a report to the Development Coordinator on the progress of the tournament 40 days prior to the scheduled date.

Shall present a monthly report to the Executive.

Establish and chair a Tournament Committee comprised of the Referee in Chief, Ice Coordinator and each Tournament Coordinator for each home tournament.

Obtain all NMHA and BCAHA Tournament Sanctions as required.

Prepare and distribute all tournament regulations.

Ensure all sanction forms, ice allocations and referees have been confirmed by at least 40 days before tournament play.

Chair the Minor Hockey Week Committee which will be made up of the Past President and Vice Presidents or their designate.

Issue invoices to each tournament organizer and provide a copy of said invoice to Treasurer.

Submit a financial statement to the Division Managing Director within fifteen days of the completion of the tournament.

Complete a Criminal Records Check for self

## **ADMINISTRATOR**

### **General –**

The administrator is a paid, part-time employee of the Nanaimo Minor Hockey Association. The administrator reports to the President who will be responsible for matters of general direction and discipline. The function of the administrator will be to assist the members of the Board of Directors in completing the duties of their portfolios and to maintain communication with the members of NMHA.

The Administrator shall complete a Criminal Records Check for self

### **Salary and Hours of Work –**

The administrator will be paid on an hourly basis, the rate to be set by the Board of Directors and reviewed on an annual basis. The administrator will be paid vacation pay in accordance with Section 58 of the Employment Standards Act [RSBC 1986]. Vacation pay will be earned from April 1 to March 31. Vacation pay may be advanced, up to the current amount earned, at the request of the administrator. The balance, if any, will be paid on the last pay day in March.

Time off in lieu of vacation will be taken at a time which is operationally feasible and acceptable to both the administrator and the President.

The administrator will maintain regular office hours at the Nanaimo Minor Hockey Clubhouse. These hours will be determined by the Board of Directors and will be posted on the Clubhouse door as well as on the NMHA website. While every attempt will be made to maintain consistency in office hours, they can be changed for personal considerations on approval of the President.

While the office hours will be the minimum number of hours per week worked by the administrator there will be a requirement for additional hours which will be determined by seasonal variations in workload. Completion of these duties may or may not necessitate attendance at the Clubhouse and the administrator has the discretion on whether the office will be open during these times.

Any hours in excess of the approved regular hours must be approved by the President, or delegate, prior to said extra hours being worked.

The administrator will advise the President of the hours of work in the previous month, broken down by week, prior to the 10<sup>th</sup> day of the following month.

### **Safety –**

All employees are entitled to a safe working environment, free of harassment and abuse from fellow staff, members of the Board of Directors or members of NMHA. Any complaints of unsafe conditions, harassment or abuse will be made to the President by the administrator. The President may accept a complaint verbally or request it in writing. The President may deal with the matter or refer it to the discipline committee. Any complaint referred to the discipline committee will be in writing.

If the administrator is not satisfied with the action taken by the President, the administrator will make the complaint in writing to the 1<sup>st</sup> Vice-President. Any complaint regarding any action of the President will be made, in writing, to the 1<sup>st</sup> Vice-President.

### **Discipline –**

All issues of discipline will be dealt with by the President. Any complaint of the conduct or activities of the administrator will be made in writing to the President. A complainant will not be advised of the nature of any disciplinary action taken. A complainant has no right of appeal of a discipline decision made by the President. On matters other than an appeal by the administrator, termination or dismissal, the President need not advise the Board of Directors of any disciplinary action.

An appeal, by the administrator, of disciplinary action taken by the President must be made in writing, to the 1<sup>st</sup> Vice-President and will be dealt with by the Board of Directors "in camera". A decision to terminate or dismiss the administrator will be made by the Board of Directors "in camera".

### **Specific Duties –**

The administrator's duties will vary from season to season based on the needs of the Association and the Board of Directors. The administrator is not responsible for making or interpreting policy but rather communicating and implementing it.

Despite reporting to the President, the administrator will, from time to time, complete administrative functions at the request of various members of the Board of Directors. If there is a concern that the Administrator has been requested to exceed their area of responsibility it should be brought to the attention of the President.

The specific duties will include, inter alia:

- oversee and facilitate the day to day administration of NMHA.
- coordinate the office communications including receiving, redirecting or responding to mail, telephone messages, facsimile and e-mail.
- maintain the Clubhouse including arranging for purchasing or servicing of equipment, ordering supplies, booking the meeting rooms, etc.

- maintain the records of the Association.
- attend and provide administrative support for Board and General Meetings including preparing and distributing agendas, taking, transcribing and distributing minutes.
- attend functions of affiliated organizations where appropriate.
- secure facilities for General Meetings, Divisional Meetings, BC H and HC Clinics and preparation for these meetings, where applicable..
- book clinics with BC H, advise membership of availability of clinics both in Nanaimo and elsewhere, reimburse attendees, when appropriate.
- assist the registrar in annual player registration and maintenance of the HC Registry, rostering of teams, appraising Board of Directors of current registration, ensuring credentials and certifications of coaches, managers and safety staff.
- assist the treasurer in duties including deposits, invoicing, cheque writing, reconciliation of bank statements, and maintaining accounting software. The administrator does not have signing authority on behalf of NMHA and, although she may assist in the preparation of financial reports, is not responsible for the contents of same.
- assist ice coordinator in securing and allocating ice resources, communication distribution of ice to the appropriate persons.
- advise the referee-in-chief of game schedules, assist in tracking and payment of officials.
- liaise with affiliated organizations including BC H, Hockey Canada and VIAHA and ensuring required reporting is completed in a timely manner.
- assist board members in photo night, jamborees, tracking fund raising activities, sponsorships.
- serve as a resource person for all members of the Board of Directors and complete administrative functions as appropriate. Maintain communication with the members of NMHA by personal contact in Clubhouse, mail-outs, mass e-mails and directing the webmaster on content of [www.hockeynanaimo.com](http://www.hockeynanaimo.com)

## NMHA FUND RAISING GUIDELINES

All teams and participants in fund raising activities have a responsibility and a duty to project a positive image of the team, our Association and Minor Hockey.

AT ALL TIMES, THE PUBLIC IMAGE, CONDUCT AND APPEARANCE OF THE NMHA MEMBERSHIP MUST BE ABOVE REPROACH.

From time to time, parents and players will be expected and required to help meet Team and Association expenses through fund raising efforts.

The following guidelines must be adhered to:

1. Direct public support can be requested through activities such as product sales, car washes, 50/50 draws, etc. provided that they are in good taste, comply with both BC Gaming and BC Hockey regulations and DO NOT EXCEED established team fund raising limits.
2. It is recommended that every team appoint a fund raising co-coordinator to work with the team manager to organize fund raising. All plans for team fund raising activities must be discussed and agreed upon at a team parent meeting. The team Management and parents are REQUIRED to provide proper supervision to the players at all fund raising events. All off-ice fundraising events that include players, i.e. bottle drives and hot dog sales, must be sanctioned by BC Hockey.  
A request for approval must then be submitted to the Ways & Means Director for approval. Requests must be submitted IN WRITING, using the "REQUEST FOR FUND RAISING" form. Information concerning the nature of the event, date, time, location and team conducting the event must be provided.
3. Immediately after the event, the Team Manager or Fund Raising Coordinator is to notify the Ways & Means Director, in writing, of the amount raised.
4. Any teams planning on conducting any form of gaming event (ticket raffle, pool etc.) MUST contact the Association Ways & Means Director, to ensure that the appropriate gaming license is obtained and that all BC Gaming Regulations are understood and followed. THIS IS CRITICAL!! We cannot jeopardize the Bingo or B license that we now have. Every raffle MUST have approval from the Association. After all fundraising events that involve a gaming license from BC Gaming, the follow-up report to BC Gaming must be done within two weeks of the fundraising event and submitted jointly to BC Gaming and the Ways & Means Director.
5. At the end of each month, all NMHA teams are required to submit a financial report to the Nanaimo Minor Hockey office, using the NMHA "MONTHLY REPORT" form. The report must include a copy the team's bank account statement(s) and account for all funds raised and allowable team expenditures for that month. (Photocopies of receipts or originals may be required). These reports are to be submitted by the 15th of each month for proceeding month to the Ways & Means Director. Failure to submit monthly reports in a timely manner will result in a suspension of practice ice.
6. At the end of the hockey season and by no later than April 30th, a final financial statement indicating the closure of any held accounts is to be submitted and all unused funds are to be turned over to the Association.
7. Team management is responsible for ensuring that Association Guidelines and Municipal bylaws are followed.
8. Many local businesses and corporations make substantial contributions to the Association through sponsorship of teams and events. TEAMS SHOULD AVOID APPROACHING THESE SPONSORS FOR ADDITIONAL FUNDING AND WHENEVER POSSIBLE, NANAIMO MINOR HOCKEY TEAMS ARE ENCOURAGED TO USE THE PRODUCTS OR SERVICES OF THESE SPONSORS.
9. Tag Days will NOT be approved for individual teams.
10. Teams may plan, budget and fund raise only for the following purposes:
  - a) Tournament team registration fees
  - b) Team hockey socks, one away and one home set, as required
  - c) Additional ice rental
  - d) Team fees for training, on or off the ice.
  - e) Referees for exhibition games
  - f) Hotel rooms for Coaches at team discretion.



- g) Hotel rooms for players at team discretion.
- h) Ferry cost at team discretion.
- i) Bus rental at team discretion
- j) All team meals for players and coaching staff only.
- k) Team equipment and repairs to such (pucks, pylons, first aid kits, etc.)
- l) Other team expenses such as faxes, team websites, related phone bills, fund raising costs and mail
- m) Team NMHA logo'd clothing and hats, or Provincial Championship apparel for players, team staff and sponsors only
- n) Competitive team assessment fees
- o) Non-parent coaches expenses at team discretion.
- p) Year-end Team Party, to a maximum of \$25 per player.
- q) Year-end Team awards, to a maximum of \$25 per player

PROCEEDS FROM FUND RAISING ARE NEVER TO BE DISBURSED TO PARENTS, PLAYERS OR COACHES WITHOUT CORRESPONDING RECEIPTS. CASH, GIFT CERTIFICATES, OR GIFT CARDS TO PLAYERS WILL NOT BE APPROVED.

11. Should a player leave a team, he/she shall forfeit all right to any fundraising unless the player is moving to another team within NMHA. Then the team manager will transfer the funds to the new team as quickly as possible. AT NO TIME SHALL FUNDS BE RETURNED TO A PLAYER OR PARENT (except prorated parental contributions).

12. FUNDRAISING LIMITS:

- a. Co-ed Competitive and Female competitive teams have a \$15,000 limit plus PCTEF contributions per year.
- b. Traveling Teams (VIAHA Leagues) have a \$5000 limit per year.
- c. Co-ed House teams have a \$3500 limit per year.

13. Provincial Championship Travel Emergency Fund (PCTEF): 10% of all funds raised by Competitive teams will be remitted monthly to the Ways & Means Director. These funds are used to offset costs of teams traveling to BC Championships.

Budgeting for requests for this fund will follow the guidelines in bullet 10 above.

14. Competitive Teams are responsible for finding their own sponsors. All sponsors must be approved by Ways & Means. Teams must submit a copy of the signed sponsorship agreement to Ways & Means. This applies to primary as well as secondary sponsorships.

15. Teams who secure their own sponsorship are responsible to submit \$250 jersey fee per team to pay for jersey upkeep.

All fundraising activities must be approved by the Ways & Means and in accordance with the above noted guidelines. Failure to follow guidelines or failure to secure approval from Ways & Means PRIOR TO FUNDRAISING EVENT may result in forfeiture of funds raised, cancellation of fundraising privileges, and/or loss of practice ice.

### **Provincial Championship Travel Emergency Fund (PCTEF)**

The Provincial Championship Travel Emergency Fund (PCTEF) was established by the NMHA Board of Directors to help offset the costs that will be incurred by a Competitive team which advances to the BC Hockey Championships. There is a very short window between the date a team qualifies for a Provincial Championship and the date the tournament starts. This leaves the team little time to fundraise for the monies necessary to pay the costs to attend. In the past teams have applied to the Association for financial assistance. The Board of Directors feels the funding for assistance should come from the competitive division.

- 1) The PCTEF will be funded by a 10% levy on the fundraising activities of all NMHA Competitive teams as per the NMHA Fundraising Guidelines. Fundraising completed by Recreational teams are not subject to the 10% levy. The funds will be remitted to the Ways & Means Director with the team's monthly report of fundraising activities.
- 2) All monies will be held in the Association's general revenues but will be identified as a separate entry and the use of the monies is restricted to the PCTEF.
- 3) To be eligible to claim from the PCTEF a team must have contributed to the fund during the season, are not in arrears on contributions to the fund and must be attending a BC Hockey Championship. The applicant team will submit a detailed budget to the Board of Directors along with a request for funding assistance. The Board of Directors will consider such issues as the number of applicants to the fund for that season, the total amount of money in the fund, the amount the applicant has paid into the fund during the season, the location of the tournament, the means of travel and any other information the Board deems to be pertinent.
- 4) Applications will be considered by the Board of Directors at the March meeting of the Board however, given the time constraints involved, the Board may conduct an electronic vote.
- 5) The Board of Directors has the sole discretion to decide whether or not to assist an applicant, and the amount of the assistance, and their decision is not subject to appeal. The Board of Directors is not required to exhaust the fund in any season. The Board has the authority to provide additional assistance to an applicant if the fund is exhausted.
- 6) If the amount in the fund exceeds \$40,000 as of September 1 of any season the Board may suspend the requirement for all Competitive teams to contribute to the PCTEF for that season only.

Monetary Distributions of PCETF by area of BC Championship:

	RECOMMENDED AMOUNTS
Island	\$1000
Lower Mainland	\$2500
Fraser Valley	\$3000
Okanagan	\$3500
Thompson	\$4000
Kootenay	\$4500
Peace River	\$5000
Northern BC	\$5500

These recommended amounts will be distributed to teams for players and team staff only, that are travelling to the BC Hockey Provincial Championship in their team category. However, the Board of Directors will consider such issues as the number of applicants to the fund for that season, the total amount of money in the fund, the amount the applicant has paid into the fund during the season, the exact location of the tournament, the means of travel and any other information the Board deems to be pertinent.

## **Risk Management**

The Risk Manager identifies the risk of bodily injury or financial loss to the Association, measure the risks and sort those that are significant from those that are not and seeks out the ways and means of eliminating the avoidable risks that could lead to bodily injury or financial loss.

Nanaimo Minor Hockey Association recognizes that risk management does not rest with the Risk Manager alone, but rather is the responsibility of everyone involved in both on and off ice activities including the Board of Directors, the coaching staff, officials, parents and the players themselves. The activities of Nanaimo Minor Hockey Association will be governed by the contents of the B C Hockey Risk Management Manual and the Risk Management Bulletins and Action Bulletins distributed by B C Hockey. A copy of the risk Management Manual will be kept in the Clubhouse at all times.

The Risk Manager is responsible for ensuring that each coach or volunteer of NMHA, who may have the occasion to have unsupervised contact with the players, will have Criminal Records Check (CRC) completed, or renewed annually, by the RCMP. The risk manager will be responsible for the safekeeping of the Criminal Record check forms. Any concerns arising from a volunteer's CRC will be dealt with between the Risk Manager and volunteer only.

Also, the Risk Manager will ensure that each and every team is informed of the reporting procedure for any violations of the policies and procedures and to encourage prompt reporting of any such violations.

The Risk Manager shall present a monthly report to the Board of Directors.

## **Dressing Room Policy**

Unless requested by the coaching staff, no parent is permitted in the dressing room for teams Peewee and above. For Atom, Novice and Initiation teams, parents may enter the dressing rooms to assist players in dressing for games and practices but must be out of the dressing room at least 15 minutes before game time. Coaches have the discretion to modify this policy.

With the consent of the coaching staff, parents who obtain their CRC and participate in Respect in Sport (RIS) may be added to the coaching staff as a "team parent". The Association will reimburse the costs of the CRC and RIS when the team parent is added to the roster. The coaching staff will determine duties of a team parent.

The Coaching staff is responsible for the prevention of bullying and harassment of all players in the arena and on the ice. Any incidents of bullying and harassment will be reported to the Association's Risk Manager.

There must be at least one member of the coaching staff in the dressing room both before and after all games and practices. The team will agree on a reasonable time frame following a game or practice for the players to change to street clothes. The players' parents assume responsibility for the players thereafter. The two-deep rule must be adhered to when there are fewer than four players in the dressing room.

Players are not permitted in the dressing room during games or practices except in cases of injury, game misconduct/ejection or equipment malfunction. In these cases, two members of the coaching staff will accompany the player in the dressing room. In the event of injury, the player's parents will be permitted in the dressing room.

Male coaching staffs are not permitted in female team dressing rooms except for fifteen minutes before and fifteen minutes after games and practices. The same restriction applies to female coaching staff in co-ed team's dressing rooms. The HCSP is exempt when dealing with an injured player.

No photographic equipment of any kind is permitted in the dressing room. This includes camera-equipped cell phones. Players and coaching staff will be required to leave the dressing room if they wish to use a cell phone.

### **Co-ed Dressing Room Policy**

(Adopted from B C Hockey Policy Manual)

This policy applies to all NMHA co-ed teams, Peewee Division and above.

In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:

- i. Male players will not undress to less than a minimum of shorts while females are present.
- ii. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.

When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room).

When separate facilities do not exist for both male and female participants:

- i. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
- ii. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

It is the responsibility of the team to ensure that these guidelines are followed. Parents who have concerns about the policy should contact the Association's Risk Manager.

### **Transportation to/from Games**

No player will drive himself or any of his team mates to an out of town game or team function unless the town is less than 100 kms from Nanaimo and the travel takes place in normal daylight hours, unless the player(s) is accompanied by a licensed driver 25 years of age or older.

The exception to this rule is when a team is out of town for a tournament, Provincial Championship, or similar event and staying in a different town, in a hotel or other approved accommodation, then the player may drive if the rest of the policy is followed. Players may drive themselves and teammates to and from practices and home games.

Coaches/Managers will advise the affected players of the policy and will report, in writing, any violations of the policy to the risk manager within five (5) days.

Juvenile team members are exempt from this policy.

### **Injury Reporting Protocols**

In the event of an injury to a player during any team function, the HCSP will provide the BCH/HC Injury Reporting form to the player's parent or guardian. The parent is responsible for completing and forwarding the form to BC Hockey at the address noted on the form. A copy of the completed form should be given to the HCSP or to the Association's Risk Manager.

When a player has missed an ice time due to injury they are required to provide a Return to Play form completed and signed by a medical doctor. The completed form MUST be given to the HCSP, coach or manager before the player can return to the ice. A copy of the form will be forwarded to the Association's Risk Manager. If the doctor allows restricted return to play it is the coach's responsibility to ensure compliance with the restrictions.

### **FEMALE DUAL REGISTRATION POLICY**

1. Female registrants may be rostered to both a female recreational team and an integrated recreational team;
2. Female players registering on an Island league, Atom Development or Regional Female may not register on a second team
3. Where a female registers wishing to be rostered to both a female recreational team and an integrated recreational team, the female shall advise the Association of the recreational division that constitutes her first choice (that is, the female or integrated recreational division) and the female may also be allowed to be rostered to the recreational division of her second choice provided there are spots available in that recreation division after taking into consideration all the players that have registered to play in that recreational division;
4. The Association is at liberty to determine, at its discretion and from time to time: (i) the total number of players that will be permitted to be rostered in any recreational division in a particular hockey season; (ii) the final cut off or deadline for registration of players in any recreational division in a particular hockey season.
5. Where a female is rostered to both a female recreational team and an integrated recreational team, the female will advise her coaches, with reasonable advance notice, if she will not be attending a team's activities including without limitation practices, games and team functions due to the female having a conflict in team schedules;
6. Where a female registrant is in breach of Policies and Procedures, either (or both) of the female's coaches may immediately suspend the player and refer the matter to the President of the Association for further discipline;

### **ABUSE POLICY**

Nanaimo Minor Hockey Association supports the efforts of BCAHA and CHA in recognizing and combating abuse and harassment in Minor Hockey through their Respect in Sport program.

It is the policy of Nanaimo Minor Hockey Association that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. Nanaimo Minor Hockey Association expects every parent, volunteer and board member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

It is the policy of Nanaimo Minor Hockey Association that harassment, in all its forms, will not be tolerated during the course of any Nanaimo Minor Hockey Association activity or program. Accordingly, all Nanaimo Minor Hockey Association board members, volunteers, team or on-ice officials and parents/guardians are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing behavior, responding promptly and informally to minor incidents of harassment. Players and other participants are expected to refrain from harassing behavior and are encouraged to report incidents of harassment.

Nanaimo Minor Hockey Association urges all members, players and volunteers to familiarize themselves with the POLICIES ON RECOGNITION AND PREVENTION OF ABUSE AND HARASSMENT available on the CHA and BCAHA websites, ([www.hockeycanada.ca](http://www.hockeycanada.ca)) or ([www.bchockey.net](http://www.bchockey.net)). Also, the policy is available upon request, from the Nanaimo Minor Hockey Association clubhouse.

### **COACHING STAFF PROTECTION POLICY:**

Notwithstanding, any provisions from the contrary to the Policy & Procedure Manual any complaint relating to coach, manager and team officials shall be handled in the following manner.

1. Complaint shall be directed to Manager of the team, if any, if no manager is available or cooperative, a written complaint shall be submitted to the Division Director of division-affected.
2. If the complaint isn't resolved through the manager then a written complaint shall be submitted to the Division Director of the division effected.
3. The Division Director on receipt of complaint shall forward to the President a copy of said complaint.
4. If complainant is not satisfied with the actions taken then the President shall determine and rule on the complaint or refer the complaint to the Discipline Committee. If matter is referred to Discipline Committee the Discipline Committee shall investigate the complaint and report its recommendations to the Executive Board.

## **NO TOLERANCE FOR VIOLENCE CODE**

### **FOR PLAYERS:**

- (a) I will learn, understand and play by the rules;
- (b) I am responsible for and must control my actions - I will control myself at all times or I will leave the ice;
- (c) I will respect my opponents by being mindful of their safety;
- (d) I will never act in a disrespectful way towards a referee.

### **FOR PARENTS:**

- (a) I will assist my child to understand and play by the rules of the game;
- (b) I will remind my child, whenever necessary, that acting in a violent manner is not an acceptable part of youth hockey;
- (c) I will never act in a disrespectful way towards a referee;
- (d) I am responsible for and must control my actions - I will control myself at all times or I will leave the arena;
- (e) I will not vocally or by my actions antagonize, criticize or heckle anyone.

### **FOR COACHES:**

- (a) I will lead by example and respect the rules;
- (b) I will teach my players to play by the rules;
- (c) I am responsible for and must control my actions - I will control myself at all times or I will leave the arena;
- (d) I will not tolerate any violent conduct on the part of my players;
- (e) I will never act in a disrespectful way towards a referee;
- (f) I will not vocally or by my actions antagonize or heckle anyone.

## **Program Guidelines**

### **Initiation**

This program is designed for beginners ranging in age from 5-6 years. The emphasis is on enjoyment and skill acquisition. The objectives are to have fun, stimulate interest in hockey and a desire to continue participation, develop basic hockey skills and promote physical fitness. Players will be introduced to the concepts of cooperation, sportsmanship and leadership. In order to promote these concepts players will be required to follow the Wayne Gretzky Policy.

#### **Initiation A**

League - Scoreboard not used and no league standings

Teams - 11 players per team maximum

Age - Introduction to hockey; generally 5-6 years old but could be older depending on skill level.

Ice - Half ice with 2 teams using ice at the same time.

Coaches - Initiation instructors utilizing integrated station approach.

Travel - At the discretion of the Managing Director and restricted to Vancouver Island.

Tournaments - Maximum of two tournaments per team.

Practice to Scrimmages - After December 1, 1 – 3 ratio.

Positions - Goalies and skaters on rotation.

Buzzers – 3 minute shifts

#### **Initiation B**

League - Scoreboard not used and no league standings.

Teams - 12 players per team. maximum

Age - Generally age 6 and beginning 7 year olds.

Ice - Half ice with 2 teams using ice at the same time.

Coaches - Initiation instructors utilizing integrated station approach.

Travel - At the discretion of the Managing Director and restricted to Vancouver Island.

Tournaments - Maximum of two tournaments per team.

Practice to Scrimmages - 1 – 3 ratio.

Buzzers – 3 minute shifts

Positions - Goalies and skaters on rotation. Designated goalies may be used at tournaments.

### **Novice**

This program is designed for players ranging in age from 7-8 years. The emphasis is on enjoyment and skill acquisition. The objectives are to have fun, stimulate interest in hockey and a desire to continue participation, develop basic hockey skills and promote physical fitness. Players will be introduced to the concepts of cooperation, sportsmanship and leadership. In order to promote these concepts players will be required to follow the Wayne Gretzky Policy. Progression to hockey concepts, positional play, expanded. All players will be evaluated in September and placed in appropriate divisions based on age and skill progression.

#### **Novice Minor**

Buzzers – change on the fly

League - Scoreboard may be used but no league standings.

Teams - 16 players per team maximum.

Age - generally age 7 and beginning 8 year olds.

Ice - Full ice with 2 team using ice at the same time.

Coaches - Initiation instructors utilizing integrated station approach and full ice skill drills.

Travel - Association restrictions.

Tournaments - Maximum of two tournaments per team.

Practice to games ratio is 2-1. Two referee system for games. After Dec. 1

Positions - goalies are encouraged to rotate and participate in goaltending clinics offered by the Association. All skaters will play on rotation.

#### **Novice Major**

Buzzers – change on the fly

League – Scoreboard may be used but no league standings

Teams - 16 players per team(14 Players/2 Goalie/player) maximum

Age – generally 8 year olds. Advanced 7 year olds.

Ice - Full ice with 2 team using ice at the same time.

Coaches - Initiation instructors utilizing integrated station approach and full ice skill drills.

Travel - Association restrictions.

Tournaments - Maximum of two tournaments per team.

Practice to games ratio is 1:1. Two referee system for games. After Nov. 1  
Positions - goalies are encouraged to rotate and participate in goaltending clinics offered by the Association.  
Suggested rotation of skaters. 2 Designated Goaltenders to be used by Jan. 1 per team.

**Wayne Gretzky Policy**

In order to promote hockey skills and development of the Initiation and Novice aged players. Any players will be allowed to score only 3 goals in any (1) game.

This policy is in place to promote passing, skill development, and team play. Any goal scored after the 3<sup>rd</sup> will not count. The coach is required to educate the player on the reason to pass, development and team play. If player continues to score more than 3 goals per game the parent and division director may be asked to discuss this policy.



## **Competitive**

Division Director of Competitive Programs shall supervise the coaches, managers, and business of the Competitive teams.

The classification of Competitive teams:

Carded CHA, Tier 1, Tier 2, Tier 3 or Tier 4

The classification of Development teams, will be determined by declaration of league play.

No person shall hold office on the Executive and Board of Directors and Head coach a Competitive Team.

No Husband/Wife Spouse/Partner Head Coach/Manager combination will be allowed to avoid potential conflicts.

## **Coach Selection**

Coach Selection shall be by Committee as per BCAHA Coach Coordinator Resource, Chapter 3. The Committee shall be comprised of the Competitive Division Director, Development Coordinator, Head Coach/Coach Mentor, an Executive Board Member as appointed by the President and 1 other individual approved by the Executive. The committee will bring recommendations to the Board of Directors for ratification. The intent is to provide a qualified and unbiased Coach Selection Committee. Past discipline and Coach Surveys will be taken into consideration with all Coach applications and can affect a Coach's eligibility for selection.

All players in a division shall be given the opportunity to attend and participate in Competitive tryouts.

Player Evaluations shall be in accordance with the selection process as defined in the Intermediate Coaching Certification Program, Section 9.00 "Player Selection".

Fundraising limit \$15,000.00 per team.

10% of all fund raising shall be remitted to the Provincial Championship Emergency Travel Fund (PCETF).

TRAVEL-- Within B.C. with knowledge and consent of the Managing Director. Outside of BC only with the prior written consent of the Board of Directors, and subject to satisfying risk management issues. International travel requires consent of BCAHA. Responsibility for obtaining consent relies with the team.

## **Important Dates:**

Coach Selection Committee to be approved by Executive at **MAY MEETING**.

Coach Application **Deadline APRIL 30<sup>TH</sup>**.

Coach Selection to be endorsed by Executive at **JUNE MEETING**.

Schedule pre season parent meetings prior to start of tryouts. This can be done the day of start of tryouts as long as it is before players get on the ice.

Declare Teams at Vancouver Island Competitive League Ice Meeting **SEPTEMBER 25<sup>th</sup>** (approx.)

CHA carding to be completed prior to commencement of League play **OCTOBER 15<sup>th</sup>** (approx.)

Rep assessment amount of remittance set by Executive **NOVEMBER 15<sup>th</sup>** (approx.)

Rep assessment's due **DECEMBER 1<sup>st</sup>**.

League play commences **3<sup>rd</sup> Week of October** and ends **February 1<sup>st</sup>** (approx.)

Provincial Championships take place during Spring Break.

## **Midget Tier 1 (1 team)**

League - Vancouver Island Competitive League

**Teams shall card maximum 19 players, consisting of 17 skaters and 2 goalies**

Age – 15, 16 & 17 year olds

**Affiliate Players can only be activated for games in case of illness, injury or BC Hockey/Island League suspensions**

**- Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies**

Ice - full ice with 1 team on the ice.

Coaches - minimum Development 1 and Respect in Sport (every 4 years)

Manager- one, under supervision of Managing Director.

HCSF Person

**Bantam Tier 1 (1 team)**

League - Vancouver Island Competitive League

**Teams shall card maximum 17 players, consisting of 15 skaters and 2 goalies**

Age 13 & 14 year olds.

Affiliate Players can only be activated for games in case of illness, injury or BC Hockey/Island League suspensions

Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies

Ice - full ice with one team on the ice.

Coaches – minimum High Performance 1 and Respect in Sport(every 4 years)

Manager- one, under supervision of Managing Director. and Respect in Sport(every 4 years)

HCSP Person and Respect in Sport(every 4 years)

**Peewee Tier 1(1 team)**

League - Vancouver Island Competitive League

**Teams shall card maximum 17 players, consisting of 15 skaters and 2 goalies**

Age - 11 & 12 year olds.

Affiliate Players can only be activated for games in case of illness, injury or BC Hockey/Island League suspensions

Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies

Ice - full ice with one team on the ice.

Coaches - minimum Development 1 and Respect in Sport(every 4 years)

Manager- one, under supervision of Managing Director. and Respect in Sport(every 4 years)

HCSP Person and Respect in Sport(every 4 years)

**Midget Tier 2**

Leagues - Vancouver Island Competitive League

**Teams shall card maximum 19 players, consisting of 17 skaters and 2 goalies**

Age – 15, 16 and 17 year olds.

Affiliate Players can only be activated for games in case of illness, injury or BC Hockey/Island League suspensions

Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies

Ice - full ice with one team on the ice.

Coaches - minimum Development 1 and Respect in Sport(every 4 years)

Manager- one, under supervision of Managing Director. and Respect in Sport(every 4 years)

HCSP Person and Respect in Sport(every 4 years)

### **Bantam Tier 2 & Tier 3**

League - Vancouver Island Competitive League

**maximum 19 players, consisting of 17 skaters and 2 goalies**

Age - 13 and 14 year olds.

Affiliate Players can only be activated for games in case of illness, injury or BC Hockey/Island League suspensions

Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies

Ice - full ice with one team on the ice.

Coaches - minimum Development 1 and Respect in Sport(every 4 years)

Manager- one, under supervision of Managing Director. and Respect in Sport(every 4 years)

HCSP Person and Respect in Sport(every 4 years)

### **Peewee Tier 2 & Tier 3**

League - Vancouver Island Competitive League

**Teams shall card maximum 19 players, consisting of 17 skaters and 2 goalies**

Age - 11 and 12 year olds.

Affiliate Players can only be activated for games in case of illness, injury or BC Hockey/Island League suspensions

Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies

Ice - full ice with one team on the ice.

Coaches - minimum Development 1 and Respect in Sport(every 4 years)

Manager- one, under supervision of Managing Director and Respect in Sport(every 4 years)

HCSP Person and Respect in Sport(every 4 years)

### **Atom A & B & B2 Development**

All teams formed under the E+Development classification, shall be formed with permission from the Executive, and the determination of Development teams, shall be determined if numbers and ability warrant.

### **Team Staff**

NMHA will pay the registration/insurance for maximum 6 team staff which includes all coaches, minimum 1 Safety Person and 1 Manager, and additional team staff rostered to the team will be billed at the current BC Hockey rate, to the team and paid prior to team staff being added to the roster.

## **Player Evaluation/Selection Policy**

The procedures and processes within this document are based on the criteria outlined by Hockey Canada "*Minor Hockey Development Guide ~ Player Evaluation and Selection*" This document is to be used by Nanaimo Minor Hockey for the evaluation and placement of athletes from Atom to Midget categories.

The "*Minor Hockey Development Guide ~ Player Evaluation and Selection*" is available on the Hockey Canada website.

### **1. Evaluation Objectives**

The Objectives of the Player Evaluation Process:

- To provide a fair, consistent, and comprehensive evaluation of a player's total hockey skills.
- To ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill levels.
- To provide uniformity and consistency in the evaluation process such that player and parent expectations are consistent from year to year as players move through the various levels of the associations programs.
- To provide feedback in order to develop players.
- To eliminate political maneuvering and interference from the player selection process and let players be evaluated based on their own individual skills and development.

### **2. Evaluation Committee**

The Evaluation Committee will be comprised of the Development Coordinator, the Competitive Division Director, Head Coach and two other members approved by the Board of Directors.

The Evaluation Committee will work to ensure data integrity and confidentiality at all times throughout the process and will be responsible for collection and management of all evaluation forms. Evaluation results and forms are strictly confidential and not intended for public knowledge.

#### **Criteria for and duties of evaluators:**

- Evaluators will be appointed by the committee. Where possible the evaluators will be chosen from outside of the Association. Notwithstanding, a non-parent coach will be eligible to serve as an evaluator in their own Division.
- Evaluators may be paid an honorarium, the amount to be recommended by the Evaluation Committee and approved by the Board of Directors.
- Evaluators will be provided with an Evaluation Instruction Package and directions on the evaluation policies and criteria.
- Evaluators will report only to the Evaluation Committee. A copy of the reports shall be made available to the President on request. Contents of the reports are considered privileged and confidential information and will be released by written request only to the player or parents directly involved.
- There will be a minimum of three and a maximum of five evaluators per Division.
- Evaluators will not be provided with the names of players, only the numbers assigned by Nanaimo MHA.
- Evaluators will assist in the preparation of Performance Report Cards on the final five reassigned players from each tiered team will be distributed to the player or parent with 48 hours of the reassignment.
- **Evaluators will not evaluate their own child(ren).**
- **Player's parents will not approach evaluators before, during or immediately following the ice time. If a parent approaches an evaluator, he/she will be asked to leave the arena.** Evaluators will report any attempts at communication to the Evaluation Committee.
- Evaluators will not be able to share information during the sessions. Immediately following an evaluation session all Evaluators will hand in their evaluation forms for aggregate scoring.

### **3. Process**

- Players will register by preferred position on the Competitive tryout application.
- Each player trying out for a Competitive team will be guaranteed a minimum of two ice times.
- Players who do not attend an ice time for any reason will not be given a makeup time.
- The tryout numbers of those players selected to advance beyond the second ice time will be posted on the NMHA website on the morning following the day of the ice time. Those players not selected to advance will be reassigned to the Recreational Division and contacted by the coach or Division Manager as to their next practice time.

- In Pee wee Division and above 60 skaters (40 forwards and 20 defense) will be selected to advance. In all Divisions, 6-8 goaltenders will be selected to advance.
- If there is only one Competitive team in a Division the numbers of skaters selected to advance (13 forwards and nine defense). The number of goaltenders selected to advance will be three.
- **During the final round of releases, the coaches will prepare a written evaluation and conduct an interview with each released player. A member of the Evaluation Committee should be present at this interview.**
- The Evaluation Committee has the discretion to vary the numbers of skaters and goaltenders selected to advance.
- Where applicable, following the 2nd ice time those players selected to advance will be assigned to Tier 1 or Tier 2. There can be player movement between the Tiers as approved by the Evaluation Committee.

### **NMHA Competitive Evaluation**

The evaluation of players selected to the competitive divisions are now conducted throughout the season by the direction of Competitive Coordinator, Association Head Coach/Coach Mentor, independent evaluators, and team head coaching reports.

Players are ranked in accordance to their practices, game play, skill, hockey sense and physical ability. The information gathered through the ongoing evaluation process is recorded and maintained by the Competitive Director and the NMHA Hockey Office.

The information gathered through each season is meant to increase the accuracy in each player's evaluation and simplify the final team selection process (as opposed to the previous condensed evaluation of each player).

It is the primary goal of this procedure to allow the pre-season (fall) evaluation process to focus more attention on the "cusp or bubble" players, in order to afford those players a better opportunity to display their talent.

### **Competitive Director Pre-evaluation Team Selection Procedure**

- 1) Record returning players to the major teams in each division.
- 2) Establish potential open positions.
- 3) Rank remaining players as per the coach's evaluations.
- 4) Record positions in accordance with the coaches' evaluations/ranking.
- 5) Cut-off when the roster is full and repeat for each team.
- 6) The Competitive Director shall be responsible for the trial rosters.

### **Midget Tier 1 (Major)**

The **trial roster** for the MT-1 Team shall consist of players in the following priority:

- Best players in age group and most physically mature
- Returning MT-1 players
- MT-2 graduating players (2<sup>nd</sup>/3<sup>rd</sup> year Midgets) in accordance to their ranking
- Exceptional first year Midgets in accordance with their ranking

### **Midget Tier 2 (Minor)**

The **trial roster** for the MT-2 team shall consist of players in the following priority:

- Next best players in age group.
- Returning MT-2 players
- 1<sup>st</sup> year Midget Aged players according to their Bantam ranking
- Midget aged players who previously played recreational hockey

**The Bantam Tier 1 (Major) trial roster** shall consist of players in the following priority:

- Best players in age group
- Returning BT-1 Players
- Exceptional first year Bantams in accordance with their ranking

- 2<sup>nd</sup> Year BT-2 Players
- 2<sup>nd</sup> Year BT-3 Players or 1<sup>st</sup> Year Bantam Players in accordance with rankings

**The Bantam Tier 2 (Minor) trial roster** shall consist of players in the following priority:

- Next best players in age group
- Returning BT-2 Players
- 1<sup>st</sup> year Bantams in accordance with rankings
- Returning BT-3 players in accordance with rankings.

**The Bantam Tier 3 trial roster** shall consist of players in the following priority:

- Next best players in age group.
- Returning BT-3 Players
- First year Bantam players in accordance with rankings
- Bantam aged players who previously played recreational hockey.

**Pee Wee Tier 1, 2 & 3** – (repeat trial roster formula as above)

**Atom Development :**

Best players in group  
 Returning Atom A players  
 Returning Atom B1 players  
 Best ranked graduating Novice players from Coach Evaluations  
 Returning Atom B2  
 Returning Atom Recreational players

**Competitive Teams Pre-Season Camp**

The object of the pre-season camp is to confirm the prior season's coach's evaluation, and NOT TO RE-EVALUATE EVERY PLAYER.

Review and evaluate pre-selections, look for errors.

Narrow the focus to specific team openings according to rankings.

Make the camp fun. Scrimmages will be more of the focus.

**TIE BREAKING Criteria for Selections.**

- 1) Try to keep players in their own peer/age group: major with major, minor with minor.
- 2) Coaching evaluation/association rankings.
- 3) The decision of the Competitive Director & Association Head Coach/Coach Mentor based on evaluations.

The Association shall book a minimum of five 1:15 ice-times for each trial team.

Major/Minor teams ice-teams shall consist of 15-30 minutes of drills, and a balance in 5on5 scrimmage monitored by unbiased evaluators. Evaluators shall make recommendations to the Competitive Director & Association Head Coach/Coach Mentor to confirm or adjust the rankings of the players where player movement is required. Players in this group are guaranteed a minimum of two ice-times.

Tier 3 trial teams shall also have a minimum of five 1:15 ice-times. The ice time shall consist of 15-30 minutes in drills, and the balance in scrimmage to be monitored by the evaluators. Evaluators shall make recommendations to the Competitive Director & Association Head Coach to confirm or adjust the rankings of the players where player movement is required. Players in this group are guaranteed a minimum of two ice-times.

The Competitive Director will direct the evaluators to reduce the Tier 3 trial team to 20 skaters and 4 goalies after the third ice session.

**No teams shall be finalized without the consent of the Competitive Director. Player movement between team over the evaluation process should be considered normal.**

**All competitive players must register for and attend at least 1 ice session of the Evaluation Camps. Any medical exemption MUST be verified by a Physician and approved by the Competitive Director. Compassionate leave must be approved by the Competitive Director.**

The attendance to the evaluation camp does not guarantee or prioritize the order of affiliation. Each affiliated player is based on team need and individual merit.

Players may be given leave to attend Junior and/or Major Midget camps.

Released Junior or Major Midget Players: Placement is not guaranteed but it is NMHA's intention to accommodate returning players when possible.

All players who do not attend the evaluation camp, but who are placed or affiliated with a competitive team will be charged the evaluation camp fee.

#### **Atom Developmental**

Time trials will form an integral first step in the evaluation of Atom aged players. All Atom aged players, whether or not registered for competitive tryouts, will participate in time trials. Following the time trials, those players who have registered for competitive tryouts will continue as follows:

- 1<sup>st</sup> ice time 80% practice concentrating on evaluating individual skills, knowledge of team tactics, work ethic and coachability, followed by a 5 on 5 scrimmage.
- 2<sup>nd</sup> ice time 5 on 5 scrimmage.
- 3<sup>rd</sup> and 4<sup>th</sup> ice times full practices concentrating on evaluating individual skills, knowledge of team tactics, work ethic and coachability.
- 5<sup>th</sup> ice time will be a 5 on 5 scrimmage.

### **Peewee, Bantam, Midget**

Players may be divided on a Major/Minor basis for initial ice times in Peewee and Bantam, and Midget.

The initial four ice times will consist of scrimmages as follows:

- 1<sup>st</sup> ice time 80% drills, 20% 5 on 5 scrimmage
- 2<sup>nd</sup> ice time 50% drills, 50% 5 on 5 scrimmage
- 3<sup>rd</sup> and 4<sup>th</sup> ice times full practices concentrating on evaluating individual skills, knowledge of team tactics, work ethic and coachability.
- 5<sup>th</sup> ice time will be a 5 on 5 scrimmage. We will attempt to have an adjacent association provide the opposition for this final scrimmage. Otherwise the Evaluation Committee will be tasked with developing scrimmage format. Where applicable the 5<sup>th</sup> ice time will be used to evaluate the “bubble” players for Tier I/ Tier II or Tier II/Recreational.
- A Goaltender Evaluation Team will evaluate goaltenders independently.

#### **4. Coach Duties**

- Coaches will prepare detailed practice plans for the four initial ice times and provide copies of these to the Head Coach 30 days prior to the commencement of the evaluations. These plans will be reviewed with the Head Coach and revised if necessary and copies will be released to the evaluators.
- Coaches will pre-ice the players to maximize the efficient use of ice time.
- Immediately following the conclusion of the 2<sup>nd</sup> ice time the will prepare, for the Evaluation Committee, a ranking of those players (s)he feels should be selected to advance.
- At the conclusion of the 5<sup>th</sup> ice time the coach mentor will prepare, for the Evaluation Committee, a ranking of those players (s)he feels should be assigned to the team. Those rankings will be kept confidential and shall not be released by either the coach or the members of the Evaluation Committee.
- Coaches will be expected to justify their rankings where they differ significantly from the rankings of the Evaluation Committee.
- Where there are both Tier 1 and Tier 2 and Tier 3 teams the competitive director both on and off the ice, to recommend player movement between the two teams.
- Meet with the evaluators from time to time throughout the evaluation process.
- Coaches will not be on the benches for scrimmages. Any staff assigned to run benches during scrimmages must be approved by the Evaluation Committee.

#### **5. Evaluation Rankings**

The evaluation process at all levels will be based on the following three categories of total hockey skills: individual skills, tactical skills, and competitive situations including team play situations gathered throughout the previous hockey season and confirmed for final evaluation and team selection at the pre-season camp.

Players will be evaluated based on the evaluation criteria from Hockey Canada’s categories for Skating, Passing and Puck Control, Shooting and Scoring, Checking skills, and Hockey Sense and Work Ethic.

The criteria will vary depending on the age group and division level.

Players will be evaluated on a scale of 1-5 for player selection criteria. The scale meaning 5 being exceptional/dominant, 4 being above average, 3 being average, 2 being below average and 1 being poor. An exceptional/dominant player would be considered an “impact” player. Such a player due to their overall ability would be capable of influencing a game.

Utilizing the completed player evaluation aggregate scores, and the NMHA Data Base Ranking reports and depth chart the Evaluation Committee will select each Competitive team based on player rankings and team balance. The Competitive team coach may be provided with a list of skaters from the Evaluation Committee from which he may select the remaining members of his team.

The Evaluation Committee will select the two goaltenders for each Competitive team.



## **6. Appeal Process**

The grounds for an appeal are limited.

The initial appeal must be made in writing by the player's parent(s) to the Chair of the Evaluation Committee, within 72 hours of the selection, stating the grounds for the appeal. The written appeal will be accompanied by a cash, certified check or money order payable to NMHA in the amount of \$100. The monies will be refunded only if the appeal is upheld.

An appeal will only be heard if the player selection:

- was not made according to the rules or process,
- or the Evaluators or Evaluation Committee were biased or if the decision was grossly unfair or unreasonable. The merit or substance of their decision is not a valid ground for an appeal,
- or the process or mathematical errors that have resulted in a grossly unfair player selection.

Should the appeal not be upheld the player(s) parents may appeal to through the Minor Hockey Clubhouse to a Player Selection Appeal Committee established by the President for this purpose. This appeal must be made in writing within 72 hours of the decision of the Chair of the Evaluation Committee and accompanied by a fee of \$100. The fee will be refunded only if the appeal is upheld.

The Appeal Committee will expeditiously review the player's evaluation and will rule on the final placement of the player in writing and their decision will be tendered back to the parent(s), the Evaluation Committee and the Nanaimo MHA President.

## AFFILIATION

Coaches should be familiar with Regulation (E) (Teams, Clubs and Affiliations) of the Articles, By-laws, Regulations of the Hockey Canada Association.

Affiliation provides an opportunity for Competitive or Representative Teams to dress the maximum number of players allowable for a game in accordance with the playing rules.

It also provides the opportunity for players to play at the “next level”.

Affiliation’s purpose is **NOT** to provide a farm system for the Competitive team or to allow them to avoid or frustrate the HCA regulations with respect to carding. Coaches of Competitive teams and players should agree the player’s first commitment must be to their regular team and not to the team with which they are affiliated.

Risk Management will be the primary factor in determining affiliation, particularly in movement from Pee wee Division to Bantam Division. Players from the Pee wee Division affiliating with the Bantam Division should have participated in a body checking clinic and/or have received specific on-ice training prior to playing at the higher level. Size, strength and skill level are also risk management issues to be addressed.

Unless circumstance dictates otherwise, the following is for affiliation in order stated:

Pee wee Tier 3	Pee wee Recreational & Atom A Development
Pee wee Tier 2	Pee wee Tier 3 & Pee wee Recreational & Atom A Development
Pee wee Tier 1	Pee wee Tier 2 & Tier 3 & Atom A Development
Bantam Tier 3	Bantam Recreational & Pee wee Tier 1
Bantam Tier 2	Bantam Tier 3 & Bantam Recreational & Pee wee Tier 1
Bantam Tier 1	Bantam Tier 2 & Bantam Tier 3 & Pee wee Tier 1
Midget Tier 2	Midget Recreational & Bantam Tier 1
Midget Tier 1	Midget Tier 2 & Midget Recreational & Bantam Tier 1

### The following process will be followed:

- The Competitive Coach will submit the team or player list to the Division Director of the Competitive Division who will approve or, in consultation with the Coach, modify the list.
- The team or player list must be submitted to the registrar to submit to BCAHA and by the team manager to the commissioner for the Island League before the player is eligible to participate in a league or tournament game but may participate in exhibition games. Updated lists must be submitted before affiliate players are eligible to participate in league or tournament games.
- The Coach(es) of the affiliate players will be advised of the players’ status.
- Coaches of affiliate players will be contacted for conflicts, prior to the player, if the Competitive Coach wishes to use the player in a game or a practice. In the case of practices, the Coach of the affiliate player may give blanket approval for the season or part of the season.
- **Coaches of affiliated players will not withhold permission unreasonably.**
- **The Competitive Coach will not use an affiliated player to replace a healthy, capable and willing carded player.**
- **Affiliate Players can only be activated for games in case of illness, injury or BC Hockey/Island League suspensions**
- **Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies**
- In the event of a dispute, the Division Director of the Competitive Division will be the arbitrator. Any appeals of the Division Director’s decision must be made in writing to the Executive Board

A player of a team of a lower Division or category of the same club, or of an affiliated team, or a specially affiliated player, may affiliate to a team or teams of higher Divisions and categories at any time, to a maximum of ten (10) games. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team or teams, the player may thereafter affiliate an unlimited number of times. For goaltender exceptions see Regulations B.42, E.36 (b).

**In summary, the following changes are now in effect:**

The five game limit after January 10 no longer applies.

Affiliation guidelines are now consistent at minor, junior and senior hockey.

Affiliate players are now limited to ten (10) games maximum over the course of a season. The purpose of this limitation is to prevent the use of "permanent affiliates"

Affiliate players may not play an eleventh game until their carded team has completed their season.

An affiliate player who does participate in more than ten games will be deemed to be an ineligible player.

Affiliate players that play more than 4 games and attend more than 4 practices will pay a minimum \$100 team fee. This fee be based on a team by team basis.

## **Recreation**

This program is the type played by the majority of our Association's players. It is hockey with the emphasis on fitness, fellowship, sportsmanship and fun. The objectives are to promote a game to fit the needs of the participants, to be open to all ages, to allow players equal ice time, de-emphasize the importance of winning, allow enjoyable participation of the fun aspect, assist in an individual's physical development, create a social environment and allow an individual to participate freely in other sports and activities.

### **DIVISIONS**

Initiation – ages 5-6

Novice – ages 7-8

Atom - ages 9 - 10 years

Peewee - ages 11 - 12 years

Bantam - ages 13 - 14 years

Midget - ages 15 - 17 years with inclusion of juvenile age players with approval of Managing Director if numbers do not warrant a separate juvenile division.

Juvenile - ages 18 - 20 years

Female – ages 9 – 17 – three divisions

### **TEAMS**

There will be a minimum of 12 and a maximum of 19 players per team. At the discretion of the Managing Director, this clause may be waived to prevent the cutting or turning away of any players from minor hockey.

### **TIERING**

Will be based on ability and skill level and will be in effect at Peewee, Bantam and Midget recreational level except where there is insufficient registrants to allow for an effective tiered program.

### **PRACTICES**

Full ice with 2 teams on at a time. At the discretion of the coaches, the practice time may allow for full ice skill drills, half ice team drills or a combination of both.

### **GAMES**

Within own division and with other Island Associations as arranged by, or with the consent of the Managing Director.

### **COACHES**

Minimum of one coach per team with equivalent of Coach Level training for their division and Respect in Sport (every 4 years). It is mandatory that all coaches have this training and to facilitate this, the Association will arrange for training to be held early in each season.

#### **Coach Selection**

Coach Selection shall be by Committee as per BCAHA Coach Coordinator Resource, Chapter 3. The Committee shall be comprised of the Divisional Director, Development Coordinator, and Head Coach. The Division Director will bring recommendations to the Board of Directors for ratification. The intent is to provide a qualified and unbiased Coach Selection Committee. Past discipline and Coach Surveys will be taken into consideration with all Coach applications and can affect a Coach's eligibility for selection.

#### **Team Staff**

NMHA will pay the registration/insurance for maximum 6 team staff which includes all coaches, minimum 1 Safety Person and 1 Manager, and any additional team staff rostered to the team will be billed at the current BC Hockey rate, to the team and paid prior to team staff being added to the roster.

### **TRAVEL**

Within BC, with knowledge and consent of the Division Director. Outside of BC only with the prior written consent of the Board of Directors, and subject to satisfying risk management issues. International travel requires the consent of VIAHA and BCAHA. Responsibility for attaining consent rests with the team.

### **TOURNAMENTS**

Maximum three out of town and one home tournament per year with the knowledge and consent of the Managing Director and the Tournament Director.

## **Team Head Coach / Instructor**

### **Job Description**

1. serve as an official spokesperson on behalf of the team
2. coordinates the delegation of responsibilities to the Assistant Coach and Manager
3. plan on-ice and off-ice team activities in consultation with the Assistant Coaches
4. coordinate player evaluation and player selection in conjunction with the Development Coordinator
5. plan, implement and control pre-game preparation and communication with the team
6. design the practice plans in consultation with the Assistant Coaches
7. coach the Team in all games and practices
8. establish rules for the team and oversee the supervision of the players
9. submit a year end report which contains the following information; evaluation of the players' performance, evaluation of the team's performance, outline of practice plans and game strategy and recommendations on how the program can be improved.
10. coordinates the implementation of the on-ice curriculum as outlined
11. reports to the Association through the Division Director or designate
12. must have in process or completed a Criminal Records Check prior to having contact with any player.

### **Qualifications**

1. strong hockey background in playing, coaching and evaluating
2. strong interest and commitment to child/athlete development
3. ability to work with fellow coaching personnel
4. ability to communicate on-ice and off-ice requirements to players and parents
5. availability as to time requirements
6. certified at the level indicated by CHA, BCAHA and NMHA policy

### **Selection**

1. appointed via application and subsequent recommendation by the Coach Selection Committee and ratified by NMHA Board of Directors.

**Team Assistant Coach****Job Description**

1. assist with player evaluation and the player selection process
2. assist with planning, organizing and conducting practices
3. assist with pre-game preparation
4. assist with the operation of the team during the game
5. assist with post game evaluation
6. assist with scouting and evaluation of opponents
7. assist with the supervision of players, both on and off the ice
8. assist with the formulation of the overall game plan, as well as the game to game adjustments
9. submit a year end evaluation report to the Team Head Coach containing observations on player performance, team performance and general recommendations of the program.
10. reports to the Team Head Coach
11. must have in process or completed a Criminal Records Check prior to having contact with any player.

**Qualifications**

1. strong hockey background in playing, coaching and evaluation
2. strong interest and commitment to child/athlete development
3. ability to work with fellow coaching personnel
4. ability to communicate on-ice and off-ice requirements to players and parents
5. availability as to time requirements
6. certified at the level indicated by CHA, BCAHA and NMHA policy

**Selections**

1. appointed by the team Head Coach and ratified by the NMHA Board of Directors.

**Team Manager****Job Description**

1. act on direction of the Team Head Coach and report directly to the Team Head Coach
2. coordinate the team selection process in conjunction with the Development Coordinator and team coaches
3. develop an operating budget for the team
4. submit a financial summary of the team
5. coordinate travel, accommodation, meals and facility rental for the team
6. assist with team communication regarding events
7. obtain necessary equipment and supplies for the team
8. coordinate team financial matters including player fees, sponsorship, advertising, grants, etc..
9. submit financial statements as per association policy
10. submit a year end evaluation report containing observations on team performance and recommendations on the program
11. generate a team address list and circulate
12. attend scheduled meetings and produce a team schedule in conjunction with the coaching staff
13. communicate needs for officials with Association
14. coordinate all pre and post game paperwork and distribute to appropriate parties (ie. Game sheets, etc....)
15. arrange for off-ice officials
16. communicate with media/Association on the team results
17. serve as Risk Management liaison for the team. This includes the reporting of injuries and return to play guidelines in conjunction with the team trainer
18. with the exception of Initiation and Novice, cannot be the spouse of the Head Coach.
19. must have in process or completed a Criminal Records Check prior to having contact with any player.

**Qualifications**

1. strong hockey administrative background
2. strong interest and commitment to child/athlete development
3. ability to communicate with team staff, parents, players and Association Executive
4. conversant on rules and regulations

**Selection**

1. appointed by the Team Head Coach and ratified by the NMHA Board of Directors.

## **TOURNAMENT TEAMS**

Tournament teams may be formed at the Atom, Peewee, Bantam and Midget level, with permission from the Divisional Director and President. Teams can be formed once league play with VIAHA begins.

Teams are to be selected through an evaluation process, 2 morning practices will be booked for this.

Morning practices will be booked starting first week of December as required by teams.

Ice must be booked through the NMHA Ice Scheduler, all ice is user pay ice, and must be paid on a monthly basis to the NMHA office, according to ice booked and contracts signed by NMHA.

Rosters are to be sent to the NMHA Registrar, who will work with BC Hockey to roster team.

Coach selections are to be brought forth to the NMHA Executive, for approval, by the Divisional Director.

Tournaments will not conflict with any tournaments scheduled by player's recreational team.

### **BC Hockey Policy states:**

Minor Hockey Associations may make application to register a

a) Tournament teams may only be formed:

i. By combining players registered to different teams in the same division

ii. At Atom, Pee Wee, Bantam or Midget divisions

iii. From players registered on Recreational or Tier 4 teams

b) Tournament Teams will only be permitted to register in recreational tournaments.

c) The formation of the team shall not conflict with regular season games.

d) Application for such Tournament team must:

i. Be forwarded to the District Director 21 days prior to the Tournament for consideration by a committee of the Minor Hockey Association President(s), District President, District Director and Chair of Minor.

ii. Include the name and date of the tournament the team wishes to make application to.

iii. This tournament will be contacted by BC Hockey to notify of the status of the Tournament Team application



**Official's Policy**

Officials should arrive at the arena a minimum of 15 minutes before a house game, 30 minutes before a competitive game.

Wear proper attire at all games including black slacks or pants.

All officials should be on the ice at the commencement of the ice slot. While the players are in their warm-up, the officials should review the game sheet, introduce themselves to the coaching staff of both teams and to their minor (off ice) officials, confirm time limitations and whether there will be running or stop time.

Enforce the rules of the game as set by the CHA, BCAHA, NVIHA, SVIHA and NMHA in a fair and consistent manner. Show proper respect toward players, coaches and fans. Show interest and enthusiasm in the game. In doing so, you will gain the respect of players, coaches and fans.

Officials should hold no biases towards any team or player regardless of the circumstances.

Report all major misconduct, gross or match penalties to the Association and/or BCAHA in a manner prescribed by the Referee in Chief and/or BCAHA.

Never use profane language while on the ice surface or in an area visible to fans, players or coaches. Never remove officiating equipment while on the ice. Assist players in understanding the rules of hockey. This is especially important in the lower divisions.

Promptly advise the allocator if you will be unable to attend a game, maintain a list of officials that you can call on short notice if you are unable to attend.

Be a "student" of the game. Know the rule book and how to apply the rules.

**Discipline**

The Board of Directors shall have the right to suspend, for a period of 30 days or less, any player, team official or Member of the Nanaimo Minor Hockey Association for conduct deemed to be improper, unbecoming, or likely to endanger the interest or reputation of the Association, or who willfully commits a breach of the Constitution, Bylaws, or any Regulations, Policies, Procedures or decisions made by the Board of Directors of the Association.

A coach may suspend, or discipline, any player for up to one game. A meeting between the player, parent(s) or guardian(s) and the coaching staff will precede such suspension. The Division Director of the Division will be advised of all such suspensions in writing.

Suspensions of more than one game must proceed through the Discipline Committee in the manner outlined in the Constitution.

Coaches are responsible for reviewing the game sheet after each game to determine if any coaches or players face suspensions mandated by BCAHA or NMHA. A head coach having a coach or using a player ineligible due to suspension; will face a hearing of the Discipline Committee.

The Division Director of a Division and a representative of the Referee in Chief will meet on a weekly basis to review game sheet to identify game misconduct's, game ejections, match misconduct's and gross misconduct's. Any player accumulating three such offenses will be reported to the Discipline Committee to determine if further sanctions are warranted.

There will be a detailed report of all discipline activities completed and submitted by the Discipline Chair to the President at the end of the hockey season. The President will keep this report confidential until he no longer is President and will pass the reports on to the next President. These reports will be kept for possible coaching candidates and/or future discipline consideration, for a period of up to seven years. The only exception would be for a lifetime suspension.

**Discipline Procedure**

1. President will form a Committee as provided in the Constitution.
2. The Committee will investigate a report or complaint to determine if a hearing is warranted or the complaint can be dealt with a Discipline Committee meeting only. Suspensions up to 30 days in duration can be imposed without a hearing if the complaint is deemed to be a violation of the Constitution or Policies and Procedures.
3. If the Committee determines a hearing is not warranted, the complainant will be notified in writing of the Committee's decision.
4. If the Committee determines a hearing is warranted, all parties will receive 7 days notice, in writing, of the date of the hearing.
5. Hearings will be conducted as per BCAHA Guidelines and a Recording Secretary will record all proceedings.
6. The Committee will notify both the complainant and the accused of the decision in writing within 48 hours. The notification will include an outline of the appeal procedure.

**Appeal Procedure**

1. President will form an Appeal Committee as provided in the Constitution. A quorum will consist of a minimum of 3 members for any meeting of the Committee.
2. Appeals must be received by the President, in writing, within 7 days of the decision of the Discipline Committee being handed down. The appeal request will include a certified check, cash or money order, payable to the Association, in the sum of \$25.00 as a deposit. The deposit will be refunded to the appellant if the appeal is successful (discipline reversed, not modified only) and forfeited to the general revenues of the Association if the appeal is not successful. The request must also include reasons for the appeal.

3. The Appeal Committee shall investigate any improprieties of process or new evidence to determine if an appeal hearing is warranted.

If the Appeal Committee determines a review is warranted it will be held within 72 hours of receiving the notice of appeal.

Appeal hearing will be conducted as per BCAHA guidelines. A Recording Secretary will record all proceedings.

The Appeal Committee is empowered to uphold, reverse or modify the decision of the Discipline Committee.

The Committee will notify both the appellant and the Discipline Committee of the decision, in writing, within 24 hours of the decision. If the Appeal Committee overturns or modifies a decision of the Discipline Committee, the Discipline Committee will notify the original complainant of the Appeal Committee's decision.

**There will be no stay of suspensions while the appeal procedure is conducted.**

#### **Complaint Procedure**

A complaint about a player, coach, manager or other team official must be forwarded in writing first to the Team Manager. If the Team Manager cannot resolve the complaint internally, they would bring the complaint forward to the Division Director.

The Division Director must forward the complaint to the President for the appropriate response.

A complaint about a member of the Association shall be made to the Board of Directors in writing.

Complaints about on-ice and off-ice officials should be made in writing to the Referee in Chief, with a copy to the Division Director of the Division involved. This forum is not to be used for questioning interpretations or judgment calls of the officials. The complainant will receive a response from the Division Director.

**Inter Association Play**

1. Competitive teams shall play in the Vancouver Island Competitive League and be governed by the rules of that League.
2. Pee wee, Bantam and Midget Recreational teams may play in the Vancouver Island Mid-Island League and be governed by the rules of the applicable governing body.
3. Initiation, Novice and Atom Recreational teams shall be provided with opportunities to participate in competitions with other associations, however, this shall be done with approval of the Division Director of the Division. No Manager or Coach shall book out of town games or tournaments without approval of the Division Director. If off Vancouver Island, permission must also be obtained from VIAHA and BCAHA.