



NANAIMO MINOR HOCKEY ASSOCIATION

POLICY AND PROCEDURES MANUAL May 2023

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OBJECTIVES

It is the purpose of the policy and procedures manual to aid 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 the NMHA 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 Board of Directors**.

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

President

1. The President shall preside at all meetings of the Society and the Board of Directors
2. The President shall supervise the other officers in the execution of their duties
3. The President shall have the power to suspend any Team, Player, Team Official, or Referee for conduct unbecoming a member of this Society on or off the ice, abusive language to any of the officials, or for failure to comply with the Society's Constitution, By-laws, regulations, and policies, pending review of the incident by the Board of Directors.

Director at Large

ACCOUNTABLE TO: The President and the Board of Directors

DUTIES & RESPONSIBILITIES

1. Serve on at least one committee, and to actively participate in meetings of the committee.
2. Maintain current knowledge of programs/activities and projects
3. Maintain the confidentiality of any information given to the Board of Directors
4. Work within the policy framework established by the Board of Directors
5. Serve as an advocate of the organization
6. To represent and promote NMHA in your area
7. Attend events where possible as a representative of NMHA
8. To work in collaboration with Zone and Affiliate Directors
9. Fulfill commitments within the agreed upon deadlines
10. Be accessible to members, staff and directors as needed
11. Attend all regular and special board meetings and participate in proceedings
12. Provide a written report for the board meetings, where necessary

QUALIFICATIONS & REQUIREMENTS

13. Ability to work in a team and delegate responsibility if necessary
14. Knowledge of and commitment to the purpose and programs of the organization
15. Ability to work under pressure and maintain a calm focus
16. Ability to meet deadlines
17. Ability to facilitate meetings
18. Excellent communication skills
19. Vision
20. Creativity
21. Patience
22. Email access and a willingness to use it
23. Some travel may be required

TERM

Elected for a two-year term

General Expectations of ALL Directors

1. Receive complaints from within the association and forward to Discipline committee when the complaint cannot be solved to the satisfaction of the complainant.

2. Sit on Discipline committee when complaint comes from within the Director's division
3. Prepare monthly report to be presented at monthly Board meeting
4. Complete Criminal Records Check for self
5. Cooperate with Safety and Risk Manager to ensure all CRCs are completed or in process for all volunteers, prior to the volunteer starting their duties.

Competitive Division

- Distribute application, collect, and recruit coach applicants.
- Form coach selection committee as per NMHA policy and procedures manual
- Bring recommendations forward to the Board of Directors meeting for endorsement.

Specific Duties and Responsibilities

1. Obtain registration list from registrar to determine number of players trying out for teams
2. Work with Director of Hockey Operations to determine which leagues teams will play in
3. Call a coach meeting to inform them of their responsibilities
4. Ensure coaches are aware of NMHA evaluation policies
5. Ensure there are fair, unbiased evaluation committees with knowledgeable hockey people
6. Organize parent meetings prior to the first tryout to meet coaches.
7. Confirm ice allocation with the ice coordinator/administrator
8. Coordinate try out ice times with the ice coordinator/administrator
9. Coordinate release of players with coaches and managing director, recreational division.
10. Obtain recreational program evaluation times and inform competitive coaches.
11. Ensure coaches will bring forward names for manager and assistant coaches for approval.

Points to cover at Competitive Coach/Manager Meeting

1. Ensure criminal checks are completed from all coaches, trainers, managers, etc.
2. Discuss ice allocations procedures, turning in of ice, extra ice, etc.
3. Discuss the following & where to find them: *(as needed)*
 - a) BCAHA/VIAHA suspension guidelines (team responsibility)
 - b) Policy and Procedures manual
 - c) Team Apparel
6. Ensure coaches and managers enforce code of ethics
7. Rep assessments due December 1st, or as set by Board of Directors
8. 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).
9. Ensure team representation apparel bear authorized NMHA cresting
10. Ensure coaches and managers adhere to policies and procedures as outlined in this manual.
11. Ensure that spouses will not be head coach and manager on the same team.

Administrator

The administrator is a paid 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.

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 Office. These hours will be determined by the Board of Directors and will be posted on the Office 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 Office 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.

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 1st Vice-President. Any complaint regarding any action of the President will be made, in writing, to the 1st 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 1st 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 office 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.
- complete the duties of 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.
- Complete the duties of the treasurer 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.
- complete the duties of the ice coordinator in securing and allocating ice resources, communication distribution of ice to the appropriate persons.
- Advise the Referee Director 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.

Director of Hockey Operations

Key responsibilities of the Director of Hockey Operations include, but are not, limited to, the following:

- Development and presentation of on-ice programs within the NMHA.
- Conducting Coaches clinics
- Attending practice sessions of all teams at all age levels (periodically)
- Developing a standardized curriculum for implementation throughout the Association
- Assisting the Administrator with ice scheduling and allocations
- Selection and supervision of coaches at all levels
- Preparation and presentation of a list of coaches for the Executive's approval each year

- Periodic meetings with and evaluations of all coaches
- Planning and conducting the annual NMHA hockey school, including marketing, budgeting, obtaining and organizing the use of facilities, recruiting staff and volunteers, preparing and delivering programs
- Attend all meetings of the NMHA Executive
- Prepare and present a report on hockey operations twice yearly (March 31 and December 1) in a format approved by the Executive. Report to include financial statements and reporting for all programs.
- Other duties assigned by the Executive

Referee Director

- Assigning ○ Assign officials to all BC Hockey sanctioned games within the association. ○ Arrange payment for all officials within the association. ○ Recommend officials to North Island Officiating Coordinator (OC) for BC Hockey Tournaments.
 - Assign OC approved officials to BC Hockey Tournaments as required.
- Recruitment
 - Actively recruit new officials.
- Discipline ○ Handle all officiating disciplinary matters. Refer disciplinary actions to the OC as required.
- Risk Management ○ Raise risk management issues and awareness with officials and Minor Hockey Association.
- Official Development/Coaching (Mentorship) ○ Encourage officials to become involved in the Above Minor/High Performance program. ○ Supervise and evaluate all officials in the association. ○ Develop a curriculum (i.e. Practice Plan) do further develop the associations official's abilities according to HC and BC Hockey standards. This may include, but not limited to on ice and classroom development sessions.
 - Request supervisions for officials by the OC for level 3 upgrades. ○ Provide rule interpretations to all officials and executives within the association.
 - Contact the OC for any rule clarifications as required.
- Communications
 - Report to association executive. ○ Communicate with the OC as required.
 - Communicate and know proper game reporting procedures.

Operating Summary

- Review assignments done by Dan Dawes
- Develop Curriculum according to HC/BC Hockey standards
- Conduct classroom seminars and on-ice development sessions
- Supervisor and Mentor officials
- As Referee in Chief I will delegate tasks to other officials and volunteers ○ Example: Assigning is done by Dan Dawes (approx. 5hrs/week) ○ Supervision in all levels
 - Delegates are to use the curriculum set by Referee in Chief

Equipment Manager

1. 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.
2. 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.
3. Maintain a current ledger of the distribution of all equipment not in storage.
4. Be responsible for acquiring and attaching sponsor bars.
5. Be responsible for the team distribution and collection of all jerseys, pucks, and goaltender equipment.
6. Make a list of jersey distribution, team, color and sponsor.
7. Distribute equipment according to the policies and procedures set by the Board.
8. May advise the Board on policies and procedures.
9. 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 1st .

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

Jerseys

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.

U11, U13, U15 & U18 and Female recreational teams will keep their jersey at the end of the season. U21 and U7 & U9 will return all jerseys. Competitive teams will return one set and keep one set of team jersey, color to be determined by the Board of Directors, yearly. The jerseys will be cleaned before being returned to the equipment manager at the end of the season.

Name bars are allowed on all jerseys in all divisions, if jerseys are being returned they must be place and removed professionally.

Competitive 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.

All division name bars 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 U18 players (those who have played their final year of minor hockey eligibility with Nanaimo MHA only) will be entitled to a graduating minor hockey jersey to be ordered by the Equipment Manager and presented to players at their year-end get together. The Association will make the choice of which color 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.

REGISTRATION

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 via email 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 open registration date.

Regular Registration

Returning player registration will begin in early April, the specific date to be determined by the Administrator, approved by the Board of Directors and posted on the website.

New player registration will begin in May, the specific date to be determined by the Administrator, approved by the Board of Directors and posted on the website.

The close of regular registration will be August 1. Any players registering after August 1 may 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 August 1

Competitive Tryouts

Competitive tryouts will be offered if, on the close of regular registration August 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 \$150 per player to close of tryout registration, August 1.

No registration for try outs will be accepted by returning players after tryouts begin; 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 1/4 of the basic registration fee must accompany the registration. The remainder is payable by Sept. 30. Failure to pay the remaining fees by Sept.30 may 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.

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 withdrawals requests must be made in writing and delivered to the Nanaimo Minor Hockey Office. There will be no refunds after October 31, unless moving out of catchment, illness or injury of non returning players.

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.

NMHA TEAM FUNDS AND FUNDRAISING GUIDELINES

The focus and goal of every hockey season should be player development and creating memorable team experiences that establish lasting friendships and enhance the love of hockey for the players.

1. TEAM FUNDS

Parents will be expected and required to meet team and association expenses. At the beginning of the season, parents may be asked to pay an initial start-up fee to open the team bank account, pay for tournaments and to have the funds on hand to pay for team expenditures.

The initial start-up fee cannot be more than the following:

- **\$200.00 for integrated and female competitive teams**
- **\$100.00 for integrated and female recreational teams**

The initial start-up fees are to be included in the team budget and parents should not expect to get their initial start-up fees returned. All funds collected from parents and all revenue generated through fundraising are to be utilized to pay for the teams' expenses incurred throughout the year. **NOTE: The initial start-up fees are replacing what was previously referred to as "seed money". If teams choose to fundraise throughout the year, the fundraising revenue should be spent on the team. If there is money left in the team bank account at the end of the season, the amount left is to be divided equally between the families, not to exceed the initial start-up fee.

The amount returned to families cannot be more than the initial start-up fee and any money over and above the initial start-up fee will be gifted to Nanaimo Minor Hockey.

2. TEAM SPONSORSHIP BANNERS

Teams may choose to do a team sponsorship banner to generate revenue and help cover the teams' expenses for the season. Before parents start to canvas local businesses and organizations for sponsorship support, they must refer to the NMHA website sponsorship list to ensure that the current sponsors of the association are not approached.

The sponsorship revenue generated from the banner should align with the budgetary needs of the team. All funds generated from sponsorship must be used to offset the costs of team development, to pay for tournament travel for parents and other costs associated with team expenses. **The funds generated through sponsorship are to be spent on the team.**

The team banner MUST be displayed at all regular season home games, all exhibition games played at home, at tournaments either home or away, and during playoffs games either home or away. If teams are asking businesses for sponsorship dollars, teams should be diligent about displaying the banner and giving those businesses maximum recognition for their generosity.

3. TEAM FUNDRAISING GUIDELINES

All participants in fundraising activities have a responsibility and a duty to project a positive image of the team, our association, and Nanaimo Minor Hockey.

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

Before the start of the season, the head coach, along with the coaching staff, manager, and treasurer, will create and present a team budget. Once the budget has been discussed and decided on by the coaching staff, a mandatory parent meeting should be held at the NMHA office or in a quiet place conducive to holding a parent meeting.

The head coach will present the parents with a written team budget outlining an estimate of the expenditures for the year. Parents will be expected and required to meet team and association expenses. Along with the initial start-up fees, teams may then plan to participate in fundraising efforts. All team revenue raised through fundraising efforts belong to the team and should be utilized according to budget expenditures.

Once team budgets are agreed and approved by the parents, they are to be submitted to the Nanaimo Minor Hockey office.

Teams may plan, budget, and fundraise only for the following purposes:

- a. Tournament registration fees
- b. Additional ice rental
- c. Team fees for training, on or off the ice

- d. Referees for exhibition games
- e. Hotel rooms for non-parent coaches
- f. Per diem for non-parent coaching staff; \$60.00/day (\$15 breakfast, \$20 lunch, and \$25 dinner)
- g. Hotel rooms for players; at team discretion
- h. Bus rental; at team discretion
- i. Ferry costs and mileage for non-parent team staff: .52/km
- 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, fundraising 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

If fundraised revenue surpasses what is needed to run the team, any parents that wish to present opportunities for development or team bonding experiences can do so by **emailing the coaching staff**. All ideas presented to the coaches should include a timeframe and all associated costs. All opportunities should be considered if there is the time and money in the team budget.

The coaching staff can make the decision to move forward with requests or, if the request is significant, can put it out to a team vote.

If a request is declined without good reason, and a parent would like further explanation and clarification, parents can notify Debbie Harilstad, Board Member in Charge of Team Managers, at bantannmha@gmail.com and ask Debbie for assistance.

4. TEAM BUDGET AND FUNDRAISING LIMITS

PROCEEDS FROM FUNDRAISING 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.

1. Should a player leave a team, the player shall forfeit all right to any fundraising revenue 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.
2. AT NO TIME SHALL FUNDS BE RETURNED TO A PLAYER OR PARENT (except prorated parental contributions).
3. FUNDRAISING LIMITS:
 - a. Integrated competitive and female competitive teams have a \$20,000 limit plus PCTEF contributions per year.
 - b. Traveling Teams (VIAHA Leagues) have a \$7500 limit per year.
 - c. Recreational teams U9 and below have a \$5000 limit per year.
4. Provincial Championship Travel Emergency Fund PCTEF): 10% of all funds raised by integrated competitive and female competitive teams will be remitted monthly to the minor hockey office. These funds are used to offset costs of teams traveling to BC Championships. This will be reviewed annually by the Board of Directors.

5. All Nanaimo teams that make the provincials and must travel to BC Championships will have to present a budget to the association. The PCTEF requests will be reviewed and decided by the Board of Directors.
6. Integrated competitive and female competitive teams are responsible for finding their own sponsors. All sponsors must be approved by minor hockey office. Teams must submit a copy of the signed sponsorship agreement to minor hockey office. This applies to primary as well as secondary sponsorships.
7. **All fundraising activities must be approved by the minor hockey office and in accordance with the fundraising guidelines below. Failure to follow guidelines or failure to secure approval from minor hockey office PRIOR TO FUNDRAISING EVENT may result in forfeiture of funds raised, cancellation of fundraising privileges, and/or loss of practice ice.**

THE FOLLOWING GUIDELINES MUST BE ADHERED TO:

1. **A request for fundraising must then be submitted to the minor hockey office 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.**
2. Direct public support can be requested for activities such as: banner sponsorship, 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 fundraising limits.
3. It is recommended that every team appoint a fundraising coordinator to work with the coaches, team manager and team treasurer to organize fundraising. All plans for team fundraising activities must be discussed and agreed upon either at the team parent meeting or throughout the year via communication through email or TeamSnap. The team management and parents are REQUIRED to provide proper supervision to the players at all fundraising events. All off-ice fundraising events that include players (bottle drives and hot dog sales) must be sanctioned by BC Hockey.
4. Immediately after the event, the team manager or fundraising coordinator is to notify the minor hockey office, in writing, of the amount raised.
5. Any teams planning on conducting any form of gaming event (ticket raffle, 50/50, pool) MUST contact the minor hockey office, 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.
6. 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 minor hockey office.
7. At the end of each month, all NMHA team managers or treasurers are required to submit a financial report, using the appropriate NMHA “MONTHLY REPORT” form. The financial report is to be submitted to the Nanaimo Minor Hockey office and the team parents via TeamSnap. The report must include a copy the team 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 and any payments due are to be submitted by the 15th of each month for proceeding month to the minor hockey office. Failure to submit monthly reports in a timely manner will result in a suspension of practice ice.

8. At the end of the hockey season, no later than April 30th, a final financial statement indicating the closure of any held accounts is to be submitted to the Nanaimo Minor Hockey Association and to the parents of the team. All unused funds are to be transferred over to Nanaimo Minor Hockey Association.
9. Team management is responsible for ensuring that Association Guidelines and Municipal bylaws are followed.
10. Many local businesses and corporations make substantial contributions to the association through sponsorship of teams and events. AGAIN, 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.
11. Tag Days will NOT be approved for individual teams.

SAFETY AND RISK MANGEMENT:

Risk Manager

1. 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.
2. 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, along with Administrator 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.
3. 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.
4. Present a monthly report to the Board of Directors.

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.

BASELINE TESTING

Nanaimo Minor Hockey Board of Directors recommend that all Minor Hockey Teams, Coed and Female complete baseline testing for their players.

POLICIES

Social Media Policy

This Social Media Policy will outline the use of Social Media platforms for NMHA participants. NMHA encourages all participants to be actively involved with Social Media as regards topics related to hockey. NMHA will view any comments/posts as public information.

1 – Social Media is all online communication, including, but not limited to:

Facebook	SnapChat	Twitter	YouTube
Instagram			Blogs

2 – NMHA encourages the use of Social Media in a positive manner. The proper use of social media can help promote special events, fundraising initiatives and overall, the sport of hockey. Positive comments help raise awareness of the sport, the association and the overall benefits of the game.

3 – The following items outline the guidelines of NMHA's Social Media Policy. Players, Coaches, Team Staff or Parents not adhering to these guidelines will be subject to disciplinary action by NMHA. Players, Coaches, Team Staff and Parents are reminded that the use of cell phones, cameras or other recording devices in the dressing room is expressly forbidden and is also subject to disciplinary action.

- (a) Personal contact information or confidential information shall not be posted on Social Media. This includes other participants in NMHA.
- (b) Once something has been posted to Social media it will be recognized as a public comment. Social Media is now considered the same as all other Media. As such, once something is posted, any claims to privacy are void.
- (c) Do not use language or expression that can be interpreted as racist, sexist or prejudicial.
- (d) Do not bully, harass, or make threats against players, officials or coaches.
- (e) Do not post photographs, video or comments promoting negative influences or criminal behaviour.
- (f) Do not post inappropriate photographs.

4 – Violations of the above guidelines which are reported to NMHA will be subject to an investigation. If a violation is found to have occurred, the participant(s) will be subject to disciplinary action under NMHA bylaws. Minimum suspension for contravention of these guidelines shall be 3 games.

Dressing Room Policy

Unless requested by the coaching staff, no parent is permitted in the dressing room for teams U13 and above. For U11, U9 & U7 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 "Dressing Room Supervisor". 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 Dressing Room Supervisor.

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 &/or 1st Vice President over Discipline.

There must be at least two members of the team 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 twodeep rule must be adhered at all times.

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.

Coed Dressing Room Policy

(Adopted from B C Hockey Policy Manual)

This policy applies to all NMHA co-ed teams, U13 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:

- a) Male players will not undress to less than a minimum of shorts while females are present.
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:

- a) Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
- b) 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.

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.

U21 team members, that are no longer “N” drivers 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.

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) or (www.bchockey.net). Also, the policy is available upon request, from the Nanaimo Minor Hockey Association office.

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.

- 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 Director of Hockey.

- If the complaint isn't resolved through the manager, then a written complaint shall be submitted to the Director of Hockey
- The Director of Hockey on receipt of complaint shall forward to the President a copy of said complaint.
- 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.

Officials Policy

1. Officials should arrive at the arena a minimum of 15 minutes before a house game, 30 minutes before a competitive game.
2. Wear proper attire at all games including black slacks or pants.
3. 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 (office) officials, confirm time limitations and whether there will be running or stop time.
4. Enforce the rules of the game as set by the CHA, BCAHA, NVIHA, SVIHA and NMHA in a fair and consistent manner.
5. 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.
6. Officials should hold no biases towards any team or player regardless of the circumstances.
7. 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.
8. 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.
9. 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.
10. Be a "student" of the game. Know the rule book and how to apply the rules.

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

No Tolerance For Violence Code

FOR PLAYERS

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

FOR PARENTS

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

FOR COACHES

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

PROGRAM GUIDELINES

COMPETITIVE

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.

The Board of Directors will decide on Tier 3 hockey in any or all divisions.

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

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 \$20,000.00 per team.

10% of all fundraising shall be remitted to the Provincial Championship Emergency Travel Fund (PCETF), up to \$1200.00 for U13 to U18 Competitive Teams and \$500.00 for U11 Development teams.

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 BC Hockey. Responsibility for obtaining consent relies with the team.

Important Dates:

- 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 25th (approx.)
- CHA carding to be completed prior to commencement of League play OCTOBER 15th (approx.) ○ League play commences 3rd Week of October and ends February 1st (approx.) ○ Provincial Championships take place during Spring Break.

TIER 1 PROGRAM

18 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-old

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

Practice Ice - full ice with 1 team on the ice.

PRIOR to attending any ice times, the following must be completed:

Head Coach – minimum CURRENT Development 1, MED, CATT, CRC and Respect in Sport

Assistant Coaches – minimum CURRENT Development 1, MED, CATT, CRC and Respect in Sport

Manager- one, under supervision of Managing Director, CURRENT CATT, CRC Respect in Sport

HCSP Person - CURRENT HCSP, CATT, CRC, and respect in Sport **U15 Tier 1 (1 team):**

League - Vancouver Island Competitive League

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

13 & 14-year old

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

Practice Ice - full ice with 1 team on the ice.

PRIOR to attending any ice times, the following must be completed:

Head Coach – minimum CURRENT High Performance 1, MED, CATT, CRC and Respect in Sport

Assistant Coaches – minimum CURRENT Development 1, MED, CATT, CRC and Respect in Sport

Manager- one, under supervision of Managing Director, CURRENT CATT, CRC Respect in Sport HCSP

Person - CURRENT HCSP, CATT, CRC, and respect in Sport

U13 Tier 1(1 team):

League - Vancouver Island Competitive League

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

Age - 11 & 12-year old

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

Practice Ice - full ice with 1 team on the ice.

PRIOR to attending any ice times, the following must be completed:

Head Coach – minimum CURRENT Development 1, MED, CATT, CRC and Respect in Sport

Assistant Coaches – minimum CURRENT Development 1, MED, CATT, CRC and Respect in Sport

Manager- one, under supervision of Managing Director, CURRENT CATT, CRC Respect in Sport HCSP

Person - CURRENT HCSP, CATT, CRC, and respect in Sport

TIER 2 PROGRAM

U18 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 old

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

Practice Ice - full ice with 1 team on the ice.

PRIOR to attending any ice times, the following must be completed:

Head Coach – minimum CURRENT Development 1, MED, CATT, CRC and Respect in Sport

Assistant Coaches – minimum CURRENT Development 1, MED, CATT, CRC and Respect in Sport

Manager- one, under supervision of Managing Director, CURRENT CATT, CRC Respect in Sport HCSP

Person - CURRENT HCSP, CATT, CRC, and respect in Sport

U15 Tier 2:

League - Vancouver Island Competitive League

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

Age - 13 and 14-year old

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

Practice Ice - full ice with 1 team on the ice.

PRIOR to attending any ice times, the following must be completed:

Head Coach – minimum CURRENT Development 1, MED, CATT, CRC and Respect in Sport

Assistant Coaches – minimum CURRENT Development 1, MED, CATT, CRC and Respect in Sport

Manager- one, under supervision of Managing Director, CURRENT CATT, CRC Respect in Sport HCSP

Person - CURRENT HCSP, CATT, CRC, and respect in Sport

U13 Tier 2:

League - Vancouver Island Competitive League

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

Age - 11 and 12-year old

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

Practice Ice - full ice with 1 team on the ice.

PRIOR to attending any ice times, the following must be completed:

Head Coach – minimum CURRENT Development 1, MED, CATT, CRC and Respect in Sport

Assistant Coaches – minimum CURRENT Development 1, MED, CATT, CRC and Respect in Sport

Manager- one, under supervision of Managing Director, CURRENT CATT, CRC Respect in Sport HCSP

Person - CURRENT HCSP, CATT, CRC, and respect in Sport

U11 Development: All teams formed under the Hockey Canada Development classification, shall be formed with permission from the Executive, and the determination of Development teams, shall be determined if numbers and ability warrant.

COMPETITIVE PLAYER EVALUATION/SELECTION POLICY

The Hockey Canada “*Minor Hockey Development Guide ~ Player Evaluation and Selection*” will be the guidelines Nanaimo MHA uses for their player evaluation and team selection.

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 Office 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.

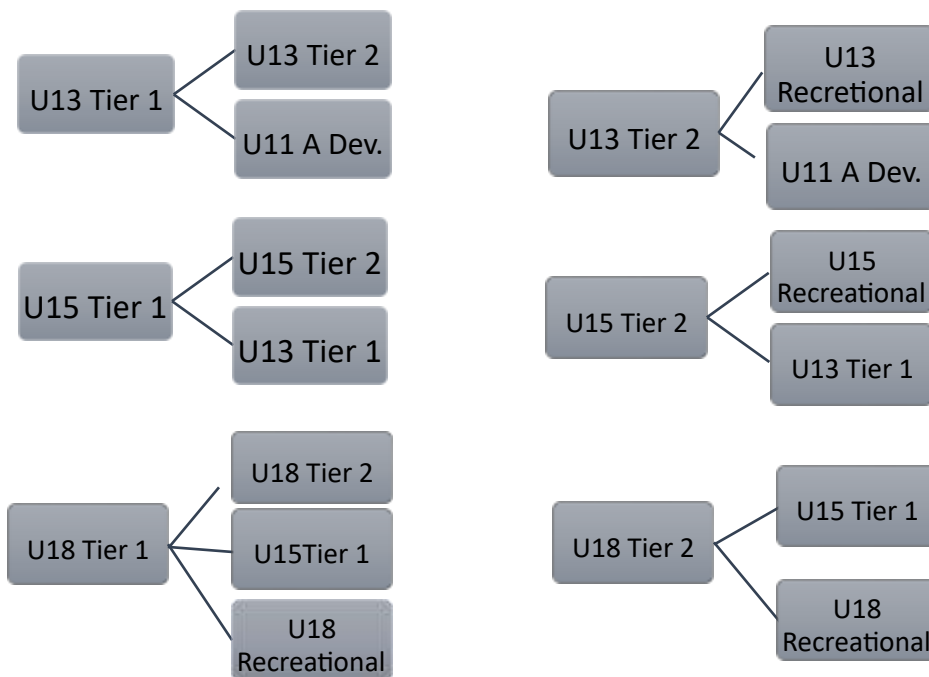
Risk Management will be the primary factor in determining affiliation, particularly in movement from U13 Division to U15 Division. Players from the U13 Division affiliating with the U15 Division should have participated in a body checking clinic and/or have received specific on-ice training prior to playing at the higher level. Size, strength and skill level are also risk management issues to be addressed.

The following process will be followed:

- The Competitive Coach will submit the team or player list to the Director of Hockey Operations 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
- In the event of a dispute, the Competitive Director will be the arbitrator. Any appeals of the Competitive 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).

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



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.

- 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 Administrator with the team's monthly report of fundraising activities.
- 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.
- 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.
- 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.
- 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.

- 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 PCETF for that season only.

Monetary Distributions of PCETF by area of BC Championship

These 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.

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

- U6 – age 5
- U7 – age 6
- U8 - age 7
- U9 – age 8
- U11 - ages 9 - 10 years
- U13 - ages 11 - 12 years
- U15 - ages 13 - 14 years
- U18 - ages 15 - 17 years with inclusion of U21 age players with approval of
- U21 - ages 18 - 20 years
- Female – ages 8 – 17 – teams formed based on numbers of registrants

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 release or turning away of any players from minor hockey.

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 your own division and with other Island Associations as arranged by VIAHA Mid Island League, or with the consent of the Managing Director.

Coaches/Team Staff

- Minimum of one coach per team with equivalent of Coach Level training for their division and
- Head Coach – minimum current Coach level, MED, CATT, CRC and Respect in Sport
- Assistant Coaches – minimum current coach level, MED, CATT, CRC and Respect in Sport
- Manager- one, under supervision of Managing Director, CURRENT CATT, CRC Respect in Sport HCSP
- Person - CURRENT HCSP, CATT, CRC, and Respect in Sport

Coach Selection

Coach Selection shall be by Committee as per BCAHA Coach Coordinator Resource, Chapter 3. 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.

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 Board of Directors. 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.

U6, U7, U8 & U9

BC Hockey Cross Ice

VIAHA Cross Ice

RECREATIONAL TEAM SELECTION AND BALANCING POLICY:

The following applies to all Recreational teams:

1. The Nanaimo Minor Hockey association's goal is to achieve balanced teams and fair play between its recreational league teams. When NMHA enters more than one recreational team in a division, the teams shall be of a competitive balance. It is the responsibility of the Director of Hockey to balance recreational teams.
2. It is expected that the Director of Hockey will start by dividing players equitably based on player ratings from stage 1 evaluations.
3. The Director of Hockey may also take into consideration the following (in order of importance):
 - a. Players who are children of coaching and bench staff
 - b. Parent/guardian requests due to conflicts with other activities, or car-pooling **from remote areas** (must be in writing before the third ice time)
 - c. Consultation with coaches (Coaches will be encouraged to select players they haven't coached before)

NONE of these concerns will override the requirement of NMHA to meet the VIAHA requirement for balanced teams.

4. The Director of Hockey may implement a player draft (at their discretion).

5. Squads (not teams) will be formed; and a series of balancing games will be played. The players and their parents/guardians will be advised of the initial squads and reminded that the squads are not final teams until balancing games have been played.
6. During the balancing games, the coaches will be encouraged to coach a squad that their child may not be a part of.
7. The final decision relating to the roster of teams is the sole decision of the Director of Hockey providing the decision meets NMHA and VIAHA policy for balanced teams.
 - 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.
 - III. 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.
 - IV. 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.

RECREATIONAL TOURNAMENT TEAMS

- Tournament teams may be formed at the U11, U13, U15, U18 levels, with permission from the Divisional Director and President.
- Director of Hockey will help to administrate the creation of the teams
- There will be a tryout which is open to all players in the division, with an evaluation process, which will include an evaluation committee comprising of selected coaches and if required the Director of Hockey Operations and guest evaluators. Committee recommendations will be brought forth at December Executive meeting by the Director of Hockey and ratified by the Board.
- Weekday morning practices will be booked starting second week of January, for all divisions in consultation with the Director of Hockey. Divisional ice cannot be used for evaluations or practices. Ice is user pay, so a tryout fee must be set for evaluation sessions. Player must attend minimum of 2 of 3 evaluation sessions. Exceptions will be made on compassionate or medical grounds.
- ALL ice must be booked through the NMHA Administrator, all ice is user pay ice, and must be paid to the NMHA office, according to ice booked and contracts signed by NMHA. Private ice booked through an individual and NOT through NMHA may not be used for an NMHA sanctioned team. In this event, the team will no longer be rostered by NMHA.
- **NMHA Evaluation Forms** will be used during these tryout dates, evaluations will then be calculated, and each Tournament team will be selected with the highest ranked defensemen, forwards and 2 goalies, with input of coaches and Director of Hockey. Rosters are set at minimum 15/2 and maximum 17/2, there are no APs to be added to the roster.
- Rosters are to be sent to the NMHA Administrator no less than 25 days prior to event, who will work with BC Hockey to roster team.
- Coach selections are to be brought forth to the NMHA Executive, for approval at the January Executive meeting, by the Director of Hockey.
- NMHA will provide each team with jerseys to be worn with NMHA logo. Dryland apparel may be purchased by team at cost to parents. Fundraising will be allowed up to \$2000 per team.
- The tournament teams are not allowed to play exhibition games or practice with any other team in any association. The teams are formed for one tournament team tournament, approved by VIAHA and BC Hockey.

- Tournament will not conflict with any tournaments scheduled by player's recreational team. All players must prioritize regular rostered team events over tournament team events.

BC Hockey Policy states:

- 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 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

SPRING HOCKEY – COED

Players currently registered on Nanaimo MHA rosters may register online through Team Snap. All others wishing to register may register in office and be placed on a case by case basis.

All BC Hockey and Canadian Hockey League rules are in effect unless otherwise outlined below.

5 on 5 Spring Hockey League has the right to suspend or expel players for inappropriate conduct or for not playing by the Rules governing the league.

There will be NO BODY CHECKING. Body Checking may result in immediate expulsion from the league. This is a fun league meant to be enjoyed by all players & team staff.

There will be no playoffs, games will be 75 minutes in total ice time including the 3 minute warm-up. Equal ice time for ALL. Jerseys are provided by the association.

Only registered players may play. Teams may use players from other teams in their division or lower.

Unregistered players are not to be used and if used may result in the team being expelled from the league.

Two referees will be provided for all age groups. **Parents are needed to keep score.**

Up to 4 bench personnel (coaches, assistants or trainers) may be on the benches. All bench staff must be approved by the league and be a minimum of 19 years of age. All bench staff are to refrain from inappropriate behavior and language. Inappropriate behavior will result in game (s) suspension and may result in expulsion from the league.

Major penalties will result in the immediate ejection of the offending player(s) and will be further review by the Director of Hockey and President.

No refunds will be given after the league play begins.

Age groups and team make up will be decided by Director of Hockey Operations year to year based on registration numbers.

Request may be considered but not guaranteed.

No fundraising, extra jerseys or apparel will be approved.

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.

TEAM HEAD COACH

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 Director of Hockey or designate
12. Must have in process or completed a criminal records check, Respect in Sport and CATT 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:

Appointed via application and subsequent recommendation by the Director of Hockey and ratified by NMHA Board of Directors.

TEAM ASSISTANT COACH

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, Respect in Sport and CATT 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:

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

TEAM MANAGER

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 DOH and Head Coach
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
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 U7, cannot be the spouse of the Head Coach.
19. Must have in process or completed a criminal records check, Respect in Sport and CATT 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

DISCIPLINE

The Discipline Committee 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 Director of Hockey 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; may face a hearing of the Discipline Committee.

The Director of Hockey and the Referee in Chief may meet on a weekly basis to review game sheet to identify game misconduct's, game ejections, match misconducts and gross misconducts. Any player accumulating three such offenses will be reported to the Discipline Committee to decide 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 and/or 1st Vice 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 and/or 1st Vice President will form a committee, if one or the other is not available, a said Board Member will be appointed.
2. The Committee will investigate a report or complaint to decide 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 considered 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 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. 2nd Vice President will form an Appeal Committee, if not available a said Board Member will be appointed. 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 and signed first to the Team Manager. If the Team Manager cannot resolve the complaint internally, they would bring the complaint forward to the Director of Hockey.

The Director of Hockey 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 and signed by complainant.

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

INTER ASSOCIATION PLAY:

1. Competitive teams shall play in the Vancouver Island Competitive League and be governed by the rules of Island League.
2. U11 Development teams shall play in the Vancouver Island U11 Development league and be governed by the rules of the league.
3. U11, U13, U15 & U18 teams may play in the Vancouver Island Mid-Island League and be governed by the rules of the Mid Island League
4. U7 and U9 teams shall be provided with opportunities to participate in competitions with other associations, however, this shall be done by Cross Ice Rules and with approval of the Director of Hockey. No Manager or Coach shall book out of town games or tournaments without approval of the Director of Hockey. If off Vancouver Island, permission must also be obtained from VIAHA and BCAHA.