



**NANAIMO MINOR
HOCKEY ASSOCIATION
POLICY AND PROCEDURES
MANUAL JUNE 2026**

Contents

OBJECTIVES	4
REVISION PROCEDURE:	4
DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS	5
President	5
General Expectations of ALL Directors	5
Competitive Division	5
Sponsorship and Community Coordinator	7
“In Camera” Policy	8
COMMITTEES	9
Administrator	10
Director of Hockey Operations	11
Referee in Chief	13
Equipment Manager	14
Goaltenders’ Equipment	14
Jersey Policy	15
Communication Guidelines	16
REGISTRATION	18
Registration Packages	18
Early Registration	18
Regular Registration	18
Late Registration	18
Competitive Tryouts	18
Payment of Fees	19
Underage and Overage Players	19
Priority	20
Withdrawals	20
NMHA TEAM FUNDS AND FUNDRAISING GUIDELINES	21
SAFETY AND RISK MANAGEMENT:	24
Risk Manager	24
BASELINE TESTING	25
POLICIES	Error! Bookmark not defined.
Social Media Policy	25
Dressing Room Policy	26

Coed Dressing Room Policy	26
Transportation To/From Games	27
Injury Reporting Protocols	28
Abuse Policy	28
Coaching Staff Protection Policy	29
Officials Policy	29
NMHA Email Policy	30
No Tolerance For Violence	31
PROGRAM GUIDELINES	32
COMPETITIVE	32
AFFILIATION	36
PROVINCIAL CHAMPIONSHIP TRAVEL EMERGENCY FUND (PCTEF)	39
RECREATION	39
U7 & U9	39
RECREATIONAL TEAM SELECTION AND BALANCING POLICY:	39
SPRING HOCKEY – COED	42
TEAM STAFF	43
TEAM HEAD COACH	43
TEAM ASSISTANT COACH	44
TEAM MANAGER	44
DISCIPLINE	46
DISCIPLINE PROCEDURE	46
APPEAL PROCEDURE	47
24-HOUR RULE	48
COMPLAINT PROCEDURE	49
INTER ASSOCIATION PLAY:	50

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 section(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.

General Expectations of ALL Directors

1. Receive complaints from within the association and forward to the 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 applications, collect, and recruit coach applicants.
- From 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 a 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 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 managers 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 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. It is "highly recommended" that no Husband/Wife Spouse/Partner can be Head Coach/Manager combination to avoid potential conflicts.

Sponsorship and Community Coordinator

Sponsorship and Community Coordinator helps NMHA build strong community relationships, secure financial support, and ensure fundraising activities follow all rules and policies. This role supports teams, volunteers, and the Board by managing sponsorships, fundraising, communication, and compliance.

Key Responsibilities

- Sponsorship Management — Create and run NMHA's sponsorship program. Find potential sponsors, build partnerships, prepare sponsorship packages, and maintain accurate records of all sponsor activity.
- Fundraising and Community Events — Plan and organize fundraising campaigns and community events. Support teams with fundraising guidelines and connect NMHA with local businesses and organizations. Work with the NMHA Administrator and Board to set fundraising goals.
- Marketing and Communications — Support NMHA's public communication, including social media and newsletters. Create clear promotional materials and highlight sponsor involvement.
- Budgeting and Reporting — Volunteer and Event Support — Recruit and coordinate volunteers for events. Assist teams and tournament committees with sponsorship outreach and community.

This role builds partnerships, supports fundraising, ensures compliance, and helps NMHA stay connected with the community while keeping accurate records and clear communication.

“In Camera” Policy

An “In Camera” meeting is a private discussion used only for sensitive topics. These sessions protect privacy, legal obligations, and NMHA’s relationships. Depending on the topic, the In Camera session may be board-only, or specific staff members may be allowed to stay if their presence is necessary for the discussion.

Requesting an In Camera Meeting

- A board member may request an In Camera session by emailing the President and the Administrator before the meeting.
- The email must include only the number of the reason (1–6) for the request. The full reason does not need to be shared.

The President will notify the full board. If the matter is urgent, a special meeting may be called using the normal process.

Reasons for an In Camera Session

The board may use an In Camera session for the following types of matter:

1. Personnel decisions — Assessing, rewarding, or disciplining individuals.
2. Sensitive external relationships — Discussions involving other organizations or individuals where sharing information publicly could harm NMHA’s relationship with them or with members.
3. Human resources issues — Topics such as discipline, bonuses, or wages.
4. Confidential financial or contractual matters — Decisions where early disclosure could cause harm.
5. Legal matters — Issues related to civil or criminal proceedings.
6. Personal health information — Any discussion involving an individual’s private health information.

COMMITTEES

The directors shall have the authority to establish committees of the Society and to appoint members of committees including the chair and vice-chair of any committee or delegate authority to appoint members of committees including the chair and vice-chair.

Committees that can be formed:

Finance Committee - President, 1st Vice President, and any other members of the Board

Policy and Governance Committee – any 3 or more members of the Board

Discipline Committee – as appointed by President at required at time

Appeals Committee – as appointed by President at time of Appeal

Any other Committee required to assist the Board with the Business of the Association, members will be appointed and approved by the Board of Directors

le. Business Operations, Brand & Marketing, Tournament, Rules

The chair of the committee is responsible for chairing the committee meetings, ensuring minutes are taken and reporting to the directors.

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 the 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.

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 and 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 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

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".

Referee in Chief

- 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) to 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 supervision 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

- 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.
- 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.
- Maintain a current ledger of the distribution of all equipment not in storage.
- Be responsible for acquiring and attaching sponsor bars.
- Be responsible for the team distribution and collection of all jerseys, pucks, and goaltender equipment.
- Make a list of jersey distribution, team, color and sponsor.
- Distribute equipment according to the policies and procedures set by the Board.
- May advise the Board on policies and procedures.
- 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.

Jersey Policy

At the beginning of each hockey season, jerseys will be assigned and signed out to each player. These jerseys are the property of the Nanaimo Minor Hockey Association (NMHA) and are reused each year to help manage team costs and maintain uniformity.

Jersey Assignment

Jerseys will be distributed and signed out at the start of the season by a team official.

Parent/Guardian Responsibility

Parents/guardians are responsible for ensuring that their child's assigned jersey is:

Maintained in good, clean condition throughout the season (normal wear and tear accepted) Only worn for games, practices, and NMHA team events

Returned by the specified deadline

Returned in a manner that provides proof of return, as confirmed by the designated team official or equipment manager

Cleaning Fee for Soiled Jerseys

Jerseys must be returned in clean condition.

A \$30.00 cleaning fee per jersey will be charged if a jersey is returned soiled or excessively dirty.

To avoid this fee, please ensure the jersey is washed and fully dried prior to return.

Name Bars

Name bars must be sewn on only — heat-pressing, gluing, or ironing is not permitted.

At season's end, the name bar must be professionally removed prior to jersey return.

Any damage caused by applying or removing a name bar will result in a \$100 jersey replacement fee.

Proof of Return

It is the parent/guardian's responsibility to ensure the jersey is returned in acceptable condition and that the return is officially signed off.

Without confirmation of return, the organization reserves the right to charge a replacement fee.

Lost or Damaged Jerseys

If a jersey is lost, significantly damaged, or not returned by the deadline, a replacement fee of \$100.00 per jersey will be charged to the parent/guardian.

Communication Guidelines

1. The 24 Hour Rule

NMHA follows the widely used 24 Hour Rule practiced across minor hockey throughout British Columbia. Players and parents must wait a minimum of 24 hours before raising concerns that arise from games, practices, or team events. This cooling period supports respectful communication and reduces conflict.

2. Registration and Administration

All questions about registration, payments, documentation, forms, or general administration must be directed to our Administrator and Registrar.

Email: administrator@hockeynanaimo.com

3. Coaching, Player Development, and Game Play

Questions related to coaching, development, systems, ice times, or on-ice programming must be directed to our Director of Hockey Operations.

Email: nmhahockeyops@gmail.com

4. First Point of Contact

Players and parents should bring concerns to their team staff as the first point of contact. Most team-level issues can be resolved directly and quickly by coaches or managers.

5. Escalating Concerns

If a concern cannot be resolved at the team level, or if it involves team staff and a parent or player is uncomfortable addressing it directly, the matter may be escalated to the appropriate Division Coordinator.

Team staff may also escalate concerns to their Coordinator when clarification or support is required.

Email: FemaleCoordinator@hockeynanaimo.ca

Email: RecreationalCoordinator@hockeynanaimo.ca

Email: CompetitiveCoordinator@hockeynanaimo.ca

6. Emergency Situations

If the issue is an emergency involving safety, immediate risk, or serious conflict, parents, players, and team staff may contact the appropriate Division Coordinator directly. If needed, concerns will be escalated to the First Vice President and President.

Email: 1stVicePresident@hockeynanaimo.ca

Email: President@hockeynanaimo.ca

7. Discipline Related Issues

Conduct, safety, behavior, or policy-related complaints should be sent to the Division Coordinator. If necessary, the matter will be escalated to the Vice President or President. The Discipline Committee will review and manage the formal process as required.

8. Equipment Requests

All equipment inquiries such as borrowing equipment, coaching supplies, pucks, or training aids should be sent to the Equipment Manager.

Email: Equipmentmanager@hockeynanaimo.com

9. Sponsorship and Community Engagement

All sponsorship, partnership, and community engagement opportunities should be directed to the Sponsorship and Community Coordinator.

Email: CommunityCoordinator@hockeynanaimo.com

10. Tournament Inquiries

For inquiries related to tournaments hosted by Nanaimo Minor Hockey Association such as volunteer opportunities, suggestions, committee membership, etc.

Email: Tournamentcoordinator@hockeynanaimo.com.

For tournaments not hosted by NMHA, please contact the hosting associations tournament committee directly.

11. Safety and Organizational Risk

All safety-related concerns, injury reporting, return-to-play questions, hazard identification, or organizational risk issues must be sent to the Risk and Safety Coordinator.

Email: Riskmanager@hockeynanaimo.com

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 the 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 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 yearly by the Board of Directors prior 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.

Female Dual Roster Policy

Female Players may be registered on one NMHA Female League team roster **OR**

One Integrated(coed) NMHA League team roster per season.

Players can be an affiliate player to one team, one age group up or one tier up, in the league they are currently playing in.

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

Purpose and Guiding Principles

The primary focus of every NMHA season is player development and creating memorable experiences that foster friendships and a lifelong love of hockey. To support these goals, teams may engage in fundraising to cover approved expenses. All participants in these activities must demonstrate conduct, appearance, and public behavior that positively reflects NMHA. Team Officials and parents are expected to make sure all activities and behaviors follow any applicable association guidelines/policies and municipal bylaws.

All funds collected from parents, fundraising, and sponsorship must be used to pay for the approved team's expenses. Fundraising and sponsorship are not intended to be used to reduce the costs of playing hockey such as registration, travel, accommodation, etc. Please make sure all activities comply with this intention, if you are unclear, please reach out to NMHA for clarification on a particular activity or expenses.

Team Financial Contributions and Start-Up Fees

At the beginning of the season, parents are responsible for covering team and association expenses. Each team may request a start-up fee from parents to establish a team bank account and ensure initial costs are covered:

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

These fees must be included in the team budget. They replace what was previously referred to as "seed money."

The amount returned to families cannot be more than the initial start-up fee and any money over and above will be gifted to Nanaimo Minor Hockey. This must be reported at the year end report.

Team Budgets and Parent Communication

Before the start of the season:

- The head coach and manager, in collaboration with the coaching staff, and treasurer (if applicable), must prepare a written team budget.
- A mandatory parent meeting must be held—either at the NMHA office (booked through the Administrator) or in an appropriate offsite location.
- At this meeting, the budget should be presented and discussed. Once the majority of the families agree upon the final budget it must be submitted to the NMHA office.
- If the budget needs to be updated or changed throughout the season, the team and NMHA should be informed via email or TeamSnap.

Fundraising\Sponsorship Guidelines and Approved Use of Funds

Teams may engage in fundraising once a budget is established. All revenue generated must be used to cover approved team expenses (NMHA may request receipts for any or all expended fundraising money), including:

- Tournament registration fees
- Additional ice rental, On- and off-ice training fees
- Referees for exhibition games
- Hotel accommodation and per diem for **non-parent** coaches up to \$70/day with receipts
- Ferry costs and Mileage for **non-parent** team coaches (0.63 /km)
- Bus rental; at teams' discretion
- Team meals for players and coaching staff
- Team equipment purchases or repairs (Pucks, pylons, first aid kits, etc.)
- Team NMHA-branded clothing and Provincial Championship apparel (players, staff, sponsors)
- Competitive team assessment fees (e.g., ice, officials, association costs)
- Expenses related to fundraising, name plates, sponsorship (mail, banners, etc.)
- Team building events
- Professional placement and removal of name bars

Fundraising Conduct and Approval Requirements

All fundraising activities must:

- Be approved by the NMHA office in advance using the official ["Request for Fundraising"](#) form
- Comply with BC Hockey, BC Gaming, and NMHA fundraising limits
- Be organized with oversight by a fundraising coordinator (recommended), team manager, and treasurer

Public-facing events such as bottle drives, car washes, or product sales must reflect NMHA's values. Players must be supervised, and all off-ice events involving players require BC Hockey sanctioning.

Sponsorship and Banner Policies

Teams may solicit sponsorships to support their budget but must:

- Review the NMHA sponsors list on the NMHA website to avoid overlap

Sponsorship funds must be used for team expenses. It is highly recommended that teams choose to display a sponsorship banner do so at all regular season home games, exhibition games, playoffs, and tournaments.

Financial Reporting and Accountability

Transparency is mandatory. Teams must:

- Submit monthly financial reports by the 15th of each month using NMHA's "Monthly Report" form
- Include bank statements and receipts for all income and expenses at year end reporting.
- Provide updates (specifically post fundraising) to both the NMHA office and team parents (via TeamSnap or email)

At the end of the season **(by April 30)**:

- Submit a final financial statement, and close out all accounts
- Transfer all remaining funds (excluding prorated start-up fees) to NMHA

Fundraising Limits and Restrictions

Annual fundraising limits are as follows:

- Integrated and female competitive teams: \$25,000 (plus 10% PCTEF contribution)
- Traveling VIAHA teams U11 and above, and Female: \$10,000
- Recreational U9 and below: \$5,000

Disbursement Rules:

- No funds may be distributed to parents, players, or coaches without receipts
- Cash, gift cards, and gift certificates are not permitted.
- Departing players forfeit access to fundraising unless transferring within NMHA (then funds are transferred to the new team) at a prorated amount; managers work with NMHA for transferring funds.

Provincial Championship Travel Emergency Fund (PCTEF)

All U11 Development, Competitive, and Female Competitive teams must remit 10% of all fundraising proceeds monthly to the PCTEF. These funds support teams traveling to BC Championships. All requests for PCTEF funding must include a detailed budget and are reviewed by the NMHA Board of Directors.

Gaming Events Compliance

For any gaming-based fundraising (e.g., raffles, 50/50 draws, any pools):

- **Class D License** only, do not use NMHA drop down when applying for license.
- Follow all BC Gaming regulations
- Submit a follow-up report within two weeks of the event to BC Gaming and NMHA

Enforcement and Dispute Resolution

Non-compliance with fundraising guidelines may result in suspension of fundraising privileges, loss of practice ice, or forfeiture of funds.

Concerns regarding fundraising decisions may be brought forward to

administrator@hockeynanaimo.com.

Acknowledgment of Sponsors NMHA encourages teams to support and acknowledge official sponsors. Whenever possible, teams should use the services or products of these businesses. Hockey Canada, BC Hockey and NMHA have a Zero Tolerance Policy with regards to controlled substances, tobaccos, drugs and alcohol. *This includes no alcohol or wine baskets for raffles and Beer and Burger fundraisers are no longer permitted, however, Beverage and Burger fundraisers may be a*

SAFETY AND RISK MANAGEMENT:

Risk Manager

1. Identifies the risk of bodily injury or financial loss to the Association, measures 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 opportunity 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
The 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 it 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 BC Hockey.

BASELINE TESTING

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

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 behavior.
- (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. The 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 the 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 two deep rule must be adhered to 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 BC 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, which 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.

- Complaints 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 the 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 the matter is referred to the 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 are 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 lists 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

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.

Fundraising limit is \$25,000.00 per team.

10% of all fundraising 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 BC Hockey consent. 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 a maximum of 20 players, consisting of 18 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 20 players, consisting of 18 skaters and 2 goalies Aged 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 a maximum of 20 players, consisting of 18 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 a maximum of 20 players, consisting of 18 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 20 players, consisting of 18 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 a maximum of 20 players, consisting of 18 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.

AFFILIATION

Nanaimo Minor Hockey Association (NMHA) Affiliation Guidelines

1. Purpose

Affiliation enables NMHA teams to maintain safe and competitive roster sizes and offers eligible players opportunities to participate at a higher level of play. Affiliate players can only be used to supplement the team under specific conditions and must not be used to “bench” or hold a registered player from playing. If you have any questions about if your situation is valid to use an affiliate player, please reach out prior to using the player.

NOTE: Nanaimo MHA strongly encourages players to accept the higher-level assignment.

2. Definitions

Carded Teams: NMHA Competitive stream teams officially registered through BC Hockey with player cards.

Recreational Teams: NMHA Recreational teams are formed through open registration without official BC Hockey carding.

Affiliate Player (AP): A player from a lower division/category permitted to temporarily play for a higher division/category team.

3. General Guidelines (All Divisions)

Eligibility

APs must be from a lower division/category (see priority affiliation flow) within NMHA.

Players cannot be affiliated to more than one team at a time.

Teams cannot use affiliate players to increase the number of players beyond their original roster size.

Goaltenders count as having participated only if they entered the game.

The U7 division is not eligible to have players affiliated with other divisions.

Limits

A maximum of 10 league, placement, or playoff games per team per season.

Tournament and exhibition games do not count toward the 10-game limit.

Players remain officially registered with their home/original team.

Approval Process

Affiliates must be listed on the receiving team's HCR roster before participating.

AP designation must be noted as "AP" on the official game sheet.

Coaches/Manager must request AP usage by submitting an Affiliate Player form (AP Form) to administrator@hockeynanaimo.com

Coaches/Managers must secure approval from the AP's parent/guardian and original team's coach. This should be done early in the season and will remain in place for the entire season.

APs may only be used for absences due to injury, illness, suspension, or family obligations.

NOTE: The coach of the team that a player is AP'ing for can invite that player to attend practices at their request.

4. Carded (Competitive) Division Affiliation

Eligibility

Affiliate players are limited to players from a lower division

No healthy rostered player may be scratched to allow an AP to play.

No U11 Development player may AP to a U13 recreational team.

Approval Process

1. Competitive coaches or managers submit a proposed AP list to the Director of Hockey Operations (DOH).
2. DOH reviews and confirms with coaches.
3. Parents/guardians will be asked to submit the AP form to Team Manager
4. Once HCR updates are confirmed, APs are eligible for play.
5. Game-by-game approval must be confirmed by the original team coach and the players parents.
6. Coaches/Manager must request AP usage by submitting an Affiliate Player form (AP Form) to administrator@hockeynanaimo.com

Usage Limits

- APs may only be used to maintain roster strength when rostered players are unavailable.

5. Recreational Division Affiliation

Eligibility

Recreational players may only affiliate one division higher.

Players must be in their second year of eligibility in the lower division, DOH may in special circumstances allow a first year to affiliate (This will be by request of the DOH or Coach only).

Affiliations cannot begin to participate until the first Wednesday after Thanksgiving or prior to the team participating in a league game.

Coaches/Manager must request AP usage by submitting an Affiliate Player form (AP Form) to administrator@hockeynanaimo.com

Usage Limits

APs may only be used when 13 or fewer skaters are available.

APs may only be used to bring the roster up to 14 skaters.

U9 Players can only AP to U11 after Dec 1.

Approval Process

1. Coaches/Manager must request AP usage by submitting an Affiliate Player form (AP Form) to administrator@hockeynanaimo.com
2. DOH validates HCR eligibility and the Administrator updates rosters once all forms and approvals are received.
3. Coaches coordinate approvals with the home team coach and parent.

6. Conflict Resolution

The Director of Hockey Operations will act as arbitrator in accordance to NMHA, VIAHA, BC Hockey, and Hockey Canada rules/guidelines.

Decisions are final unless the Board opts to review.

7. Compliance and Oversight

This guideline complies with VIAHA, BC Hockey, and Hockey Canada.

Guideline breaches may result in disciplinary action including game forfeiture or suspension.

The DOH is responsible for enforcement and reporting to the Executive Board.

PROVINCIAL CHAMPIONSHIP TRAVEL EMERGENCY FUND (PCTEF)

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.

RECREATIONAL TOURNAMENT TEAM POLICY

Overview

Recreational Tournament Teams may be created at the U11, U13, U15, U18 and Female levels. The Director of Hockey oversees and helps administer the process.

Tryouts and Team Selection

Tryouts are open to all players in the division.

- Selected coaches, and if needed, the Director of Hockey Operations will run the evaluation process.
- Recommendations are presented to the Director of Hockey Operations.
- A tryout fee must be paid before participating. Players who have not paid the fee are not eligible to be selected for the tournament team.
- Players must attend at least an evaluation session unless they receive an exemption for medical or compassionate reasons from the Board.

Note: Divisional ice cannot be used for tryouts or practices. All ice must be booked through the NMHA Administrator and is user-pay.

How Players Are Selected

Players are scored and scores are calculated for every player. Teams are selected using the highest-ranked skaters and goalies, with additional input from the coaching staff and the Director of Hockey. Tournament team rosters must follow these requirements:

- Maximum: 18 skaters and 2 goalies
- No affiliate players (APs) may be added to the roster

If a selected player declines their spot, the next highest-ranked player will be offered the position. If that player is also unavailable, the next player on the evaluation list will be contacted.

If all available players have been notified and the roster is still short—and there is still enough time to practice and finalize the roster—the association may hold an emergency tryout. This can only occur if an appropriate ice time is available.

Participants in the emergency tryout must:

- Pay the standard tryout fee
- Be evaluated using the same process and forms as the original tryout group

This ensures fairness and consistency in all player evaluations and selections.

How Players Are Notified When They Do Not Make the Team

Players and families will receive an email from the NMHA office within one week after the final evaluation session and before the first team practice.

Two separate emails will be sent:

1. Email to Players Selected for the Team

- This message will confirm their selection and include details for the first team practice, including date, time, and location.

2. Email to Players Not Selected

This message will:

- thank the player for participating,
- confirm they were not selected for the tournament team,
- let them know they may be contacted later if a space becomes available,
- encourage them to continue developing their skills and participating fully with their regular recreational team.

This process ensures that all communication is timely, respectful, and confidential and that players receive clear information about next steps.

Practices and Ice Use

Morning weekday practices will begin once the team tryouts have been completed and all players have been notified. Practices are arranged with the Director of Hockey.

All ice used for the team must be booked through the NMHA Administrator. Privately booked ice cannot be used for an NMHA-sanctioned team.

Administration and Requirements

- Rosters must be submitted to the NMHA Administrator at least 25 days before the tournament for BC Hockey approval.
- NMHA will provide team jerseys with the NMHA logo.
- Teams may purchase dryland apparel at their own cost and may fundraise up to \$2,000.

Tournament Rules

- Tournament teams may not play exhibition games or practice with any other team in any association.
- Teams are created for one approved tournament only.
- Tournament dates may not conflict with any tournaments or commitments of the players' regular recreational team.
- Players must always prioritize their regular rostered team over tournament team activities.

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 U11, U13, U15 & U18 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.

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. 3 minute warm up and equal ice time for ALL. Jerseys are provided by the association and must be returned.

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 misconducts, 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 in a Discipline Committee meeting only. Suspensions of 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 whether 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 person 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 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.

24-HOUR RULE

NANAIMO Minor Hockey (NMHA) is committed to providing a positive learning environment where all individuals are treated with respect. Being a member of this association should be a positive, rewarding, and beneficial experience for all - players, coaches, parents, officials, and volunteers.

To ensure that all members of our association are treated fairly and with respect, we encourage everyone to communicate in a positive manner and to follow certain guidelines when discussing issues about practices and games. NMHA fully endorses our Codes of Conduct and encourages all members to follow proper procedures when dealing with sensitive issues.

We understand that hockey can be an emotional sport for many and we want to ensure that our players and members interact in a fair and safe environment. Unfortunately, there have been some incidents when members have acted in a negative and less than professional manner.

As a result, NMHA adopted the following:

24-Hour Rule

Unless there is an immediate safety issue, parents/guardians of players must wait 24 hours prior to contacting the team's manager following the tryout, game or practice of incident related to their child. The 24-hour period is a time to logically assess the situation and afford a "cooling off" time for all parties so things can be discussed in a calm, unemotional manner and not "in the heat of the moment".

Failure to abide by this guideline will result in the following penalties (on a per seasonal basis):

- 1st offense - Verbal and written warning to the individual(s) in question.
- 2nd offense - Removal from all NMHA activities for two weeks. That means that the individual(s) in question cannot be at practice, games, or any other events.

Further offenses will be reviewed and assessed by the Disciplinary Committee, as defined in our Bylaws, and dealt with at the discretion of NMHA.

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 will 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 the 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 VIAHA Island League.
2. U11 Development teams shall play in the Vancouver Island U11 Development league and be governed by the rules of the VIAHA Development league.
3. U11, U13, U15 & U18 recreational and Female teams may play in the Vancouver Island Mid-Island League and be governed by the rules of the VIAHA 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 Hockey Canada, BC Hockey and VIAHA Cross Ice Rules and with approval of the Director of Hockey. No Manager or Coach shall book out of town games or tournaments without the approval of the Director of Hockey. If off Vancouver Island, permission must also be obtained from VIAHA and BCAHA.