



# Comox Valley Minor Hockey Association

## POLICY HANDBOOK 2025-2026



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## 1. Objective

It is the purpose of this Policy Handbook to provide assistance and direction to members responsible for the various operations of minor hockey teams within Comox Valley Minor Hockey Association (CVMHA).

Additional duties and responsibilities of CVMHA's elected executive and appointed members are outlined in the CVMHA Constitution and Bylaws.

This Policy Handbook is intended to be a living document that supersedes any/all prior versions and requires review and revision on a regular basis as the needs of the Association evolve. Any section(s) of this document can be revised, edited or deleted by simple majority vote of the Executive at any meeting of the Executive. Any contradiction, dispute, or difference between the contents of this document and the Association's Constitution and Bylaws shall be resolved only by reference to the Constitution and Bylaws.

The Comox Valley Minor Hockey Association shall operate under the rules and regulations of Hockey Canada (HC), BC Hockey (BCH), and the Vancouver Island Amateur Hockey Association (VIAHA). Any errors or omissions in this document referring to Hockey Canada, BC Hockey, VIAHA or the CVMHA Constitution and Bylaws shall be superseded by the By-Laws, Rules and Regulations of those bodies.

## 2. Structure

Comox Valley Minor Hockey Association (CVMHA) is a non-profit recreational sport society incorporated under the British Columbia Societies Act. CVMHA is responsible for all minor hockey activities within the boundaries established by BC Hockey. CVMHA is responsible to and receives its mandate from Hockey Canada through BC Hockey.

All players will be placed on teams by CVMHA at playing levels commensurate with each player's age, playing skill and experience. Every effort will be made to ensure this is achieved as fairly as possible with NO SPECIAL CONSIDERATIONS MADE FOR ANY PLAYER FOR ANY REASON.

Age "Divisions" within Minor Hockey are set by Hockey Canada as follows: (Age is set at the player's age as of midnight Dec. 31 of the current year). These " Divisions " apply to both Female Hockey & Coed Hockey.

Ages 5 & 6 - U7

Ages 7 & 8 - U9

Ages 9 and 10- U11

Ages 11 and 12- U13

Ages: 13 and 14- U15

Ages: 15 to 17 - U18

Juvenile ages: 18 to 20 - U21

Note: Players may be moved to a different level as numbers, skill and previous experience will all be factored into a player placement. At no time will 'lobbying to move up' be accepted. Should a parent disagree with their player's placement, a formal request may be made in writing to the Executive and 1<sup>st</sup> Vice President to have the player re-evaluated or for an explanation of the player placement.

## 3. Player Registration

Due to a limited availability of ice and the number of registrants, CVMHA cannot guarantee there will always be a Team in a 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 Executive, will allocate ice for CVMHA teams/programs.

All players residing within the boundaries outlined in VIAHA Constitution, By-Laws and Regulations must register with CVMHA. Each player must be properly registered and insured through the CVMHA, BC Hockey and Hockey Canada.

No player shall be allowed on the ice until he/she is properly registered with the Association, has Respect In Sport (Parent) showing on their HCR profile and registration fees are paid in full. Only properly registered and insured players may participate on CVMHA teams and **UNDER NO CIRCUMSTANCES** may a player be 'loaned' to another Association team.

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

**A. Registration:**

**Motion Executive Terra Brown / Tish Kristensen:** Regarding registration Payment and Fees:

Team Snap is to be used in all instances when registering. A minimum deposit as set by the Association will be required by all registrants at the time of registration. A repayment structure is available to those wishing to defer up to a maximum of three (3) months. Last payment in all cases of deferral must be received no later than Dec 1 each year.

All NSF cheques must be made good within two banking days of notification or registration will be rescinded.

Any payments rejected shall bear a \$25.00 fine for recovery and time. Should any payment fall in arrears by 2 payments the Executive will be advised immediately.

The player (parent) is responsible for any application to “Kid Sport”, “Jump Start” and “Hockey Canada Assist”. Confirmation of approval is required if payment is not to be received prior to the start of the season.

Application forms and criteria for funding are available on-line through these programs.

**All in favor - Dec 19,2023**

**B. Early Registration:**

Players returning to CVMHA will be guaranteed placement if the registration documents and fees are received prior to August 1.

**C. Regular Registration:**

The close of regular registration will be August 15. Any players registering after August 15th, will be waitlisted 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.

**D. Late Registration:**

Players who register after a season has started will be charged registration fees that are prorated based on the number of months remaining in the season. Late registration players are welcome in any division providing space is available.

**E. Competitive Tryouts:**

Competitive tryouts will be offered if, on the close of regular registration August 15, registration numbers are such that the Executive 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 CVMHA catchment basin. Any request for an exemption must be made, in writing, to a committee consisting of the President, Rep Director 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 per player and reviewed yearly by the Executive and the Budget Committee

## **F. Payment of Fees:**

The Executive will be responsible for the setting of fees for basic registration, competitive team tryouts and competitive team assessments as well as optional training pay program fees prior to each season.

**Motion Executive Terra Brown / Tish Kristensen:** Regarding registration Payment and Fees:

Team Snap is to be used in all instances when registering. A minimum deposit as set by the Association will be required by all registrants at the time of registration.

A repayment structure is available to those wishing to defer up to a maximum of three (3) months. Last payment in all cases of deferral must be received no later than Dec 1 each year.

Any payments rejected shall bear a \$25.00 fine for recovery and time. Should any payment fall in arrears by 2 payments the Executive will be advised immediately.

The player (parent) is responsible for any application to “Kid Sport”, “Jump Start” and “Hockey Canada Assist”. Confirmation of approval is required if payment is not to be received prior to the start of the season.

All NSF cheques must be made good within two banking days of notification or registration will be rescinded. A Fee of \$25.00 per cheque will be levied in all instances for NSF cheques ( updated 7/20

Application forms and criteria for funding are available on-line through these programs.

**All in favour - Dec 19,2023**

## **G. Jerseys :**

All parents must sign a waiver form indicating that they understand that jerseys are on loan from CVMHA every year and must be returned in the condition, normal wear and tear notwithstanding, in which they are received at the end of the season. No Captain or Assistant letters are to be ironed on to any jerseys. Failure to return jerseys in the condition in which they were received will result in a \$100 fee per jersey.

## **H. 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 BC Hockey guidelines , VIAHA Regulations and VIAHA approval.

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 and must be approved by VIAHA.

## **I. Priority:**

Priority for registration will be given to players residing within the CVMHA catchment basin. Players from outside the catchment basin wishing to enroll in CVMHA due to their own association having no team in category should apply, to the CVMHA Registrar with a shared request by way of the Hockey Canada Registry system being submitted to their home Association.

**J. Withdrawals:**

All withdrawal requests must be made via email to the Comox Valley Minor Hockey Registrar.

Refunds will be processed as follows:

Withdrawal requests received prior to October 1:

- o Refund 100% less \$50.00 administration fee, unless the player makes it onto a higher team (BCEHL or Junior)

Withdrawal requests received between October 1 and October 31:

- o Refund Basic Registration Fee, less 25% of fees

Withdrawal requests received between November 1 and December 15: 50%

Withdrawal requests received after December 15<sup>th</sup>: No Refund.

Fundraising assessments and rep tryout fees are not refundable. The \$50.00 application fee applies in all refund cases.

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

**Motion Luisa Perry/Tish Kristensen: Move the refund policy date to October 1 annually from September 1 with regards to reduction to registration fees as well as increase administration cancellation fee from \$25.00 to \$50.00. All in favor**

## 4. Hockey Programs

All teams in CVMHA may participate at one of the five playing levels:

**Initiation & Novice Level** ( U7 & U9 ) an introductory skill based program.

**Recreation Level** – players not electing to play on or selected to play for Competitive Teams or developmental teams at the U 11 – U 18 will play in a recreational league.

**U11 Development** – Teams will play in leagues formed by VIAHA. “U11 Development” teams compete in the VIAHA Zone.

**Competitive Level** – “A / B” Teams at the U13 – U18 levels will play in leagues formed by VIAHA. “A” Teams may also compete for VIAHA Zone and Provincial Championships at the end of each season.

**A. U7, U8 & U9 Level**

This program is designed for beginners ranging in age from 5-8 years. Players develop and learn at different rates. The emphasis is on enjoyment and skill acquisition. The objectives are to have fun, stimulate interest in hockey, a desire to continue participation, develop basic hockey skills, obtain a sense of achievement, promote physical fitness, allow players equal ice time, introduce players to the concepts of cooperation, sportsmanship and leadership, encourage initiative and prepare players for further participation.

**In the U7 & U9 level programs Fair Play Codes must be followed.**

**1. U7**

League: Scoreboard not used and no league standings.

Team: Recommended 8-10 players on a team, subject to primary facility used & registration numbers.

Age: Introduction to hockey for 5 & 6 year olds.

Ice: Cross ice practices with a maximum of 4 teams at the same time. May be less due to ice availability constraints beyond CVMHA's control. Two ice times per week, except in unusual

circumstances.

Coaches: Coach 1 requirement. Instructors utilizing integrated station approach.  
Also required: Criminal Record Check (every 3 years), and Respect in Sport (every 5 years)

Manager: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years). This position at times can be shared however only one can be listed on the HCR.

HCSP Person: Criminal Record Check (every 3 years), Hockey Canada Safety Person (every 3 years) and Respect in Sport (every 5 years).

First Aid Person: Criminal Record Check (every 3 years), Respect in Sport (every 5 years), valid First Aid certification - exceptions apply for certain professions.

Travel: Restricted to VIAHA boundaries

Tournaments: Maximum number of tournaments per team is 2 plus home CVMHA tournament.

Practice to games: up to 3 practices to 1 game ratio. Mini "games" are to be played weekly.

Positions: Goalies and skaters on automatic rotation even at tournaments.

Games: To follow Pond Hockey rules with buzzer at 2-minute shifts.

Officials: Coaches will be on ice during games, except for the home tournament for which 1 official will be provided by the association.

## 2. U8

League: Scoreboard not used and no league standings.

Team: Recommended 8-10 players on a team, subject to primary facility used & registration numbers.

Age: Introduction to hockey for 7 year olds.

Ice: Cross ice practices with a maximum of 4 teams at the same time. May be less due to ice availability constraints beyond CVMHA's control. Two ice times per week except in unusual circumstances.

Coaches: Coach 1 requirement. Instructors utilizing integrated station approach.  
Also required: Criminal Record Check (every 3 years), and Respect in Sport (every 5 years)

Manager: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years). This position at times can be shared however only one can be listed on the HCR.

HCSP Person: Criminal Record Check (every 3 years), Hockey Canada Safety Person (every 3 years) and Respect in Sport (every 5 years).

First Aid Person: Criminal Record Check (every 3 years), Respect in Sport (every 5 years), valid First Aid certification - exceptions apply for certain professions.

Travel: Restricted to VIAHA boundaries

Tournaments: Maximum number of tournaments per team is 2 plus home CVMHA tournament.

Practice to games: up to 3 practices to 1 game ratio. Mini "games" are to be played weekly.

Positions: Goalies and skaters on automatic rotation even at tournaments.

Games: To follow Pond Hockey rules with buzzer at 2-minute shifts.

Officials: Two-official system, with one official per half sheet of ice. No more than 1 additional coach may be on the ice, per half sheet.

## 3. U9

League: Scoreboard used but no league standings.

Teams: Recommended 17 players on a team, subject to primary facility used & registration #'s.

Age: 8 year olds.

Ice: Cross ice practices and games. May be less due to ice availability constraints beyond CVMHA's

control. Following December 15, U9 players may transition to full ice games, as per VIAHA's cross-ice policy. Two ice times per week except in unusual circumstances.

Coaches: Coach 1 requirement. Instructors utilizing integrated station approach and full ice skill drills. Also required: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years)  
 Manager: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years). This position at times can be shared however only one can be listed on the HCR.

HCSP Person: Criminal Record Check (every 3 years), Hockey Canada Safety Person (every 3 years) and Respect in Sport (every 5 years).

First Aid Person: Criminal Record Check (every 3 years), Respect in Sport (every 5 years), valid First Aid certification - exceptions apply for certain professions.

Travel: restricted to VIAHA boundaries.

Tournaments: Maximum number of tournaments per team is 2 within VIAHA plus home CVMHA tournament.

Practice to games: up to 3 practices per 1 game.

Positions: Optimally minimum 3 goaltenders per team rotating and taking extra goaltending sessions offered by CVMHA. Skaters are encouraged to rotate between forward and defense.

Games: to follow Hockey Canada rules.

Officials: Two-official system

## **B. Recreation Level (House)**

This program is the type played by most amateur players at the U11, U13, U15 & U18 Levels. It is fun hockey with the emphasis on fitness, fun and fellowship. The objectives are to:

- promote a game to fit the needs of the participants,
- allow players equal ice time,
- de-emphasize the importance of winning,
- allow enjoyable participation of the fun aspects,
- assist in an individual's physical development,
- create a social environment,
- allow an individual to participate freely in other sports and activities, and
- provide alternative types of hockey.

**In all Recreational Level programs Fair Play Codes will be in effect.**

Recreational hockey is CENTRAL to the entire amateur hockey structure. Many players coming out of the U7 / U9 programs will go into the recreation program. Furthermore, most competitive players spend time as recreational players, both before and after their competitive days.

### **U11 Recreational**

League: Participate in league play within CVMHA.

Teams: 17 players + 2 goalies maximum.

Age: 9 & 10 year olds.

Ice: Two ice times per week for a shared practice and a game (individual practices available when there is extra open ice) with a maximum of 2 teams at the same time. May be less due to ice availability constraints beyond CVMHA's control.

Coaches: Coach 2 requirement utilizing integrated station approach and full ice skill drills. Half-ice for team drills for max. 25% of each practice. Also required: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years)

Manager: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years). This position at times can be shared however only one can be listed on the HCR.

HCSP Person: Criminal Record Check (every 3 years), Hockey Canada Safety Person (every 3 years) and Respect in Sport (every 5 years).

First Aid Person: Criminal Record Check (every 3 years), Respect in Sport (every 5

years), valid First Aid certification - exceptions apply for certain professions.

Travel: restricted to VIAHA boundaries.

Tournaments: Maximum number of tournaments per team is 2 within VIAHA, plus home CVMHA tournament. Teams are not permitted to travel outside British Columbia. Special permission from the Executive is required for tournaments outside VIAHA.

Practice: Emphasis on skills and team tactics.

Games: 35 game limit including tournaments. No fixed power play or penalty kills units.

Development of players is paramount over winning. Hockey Canada Rules are to be followed.

Officials: Two official system.

## 1. **U 13 Recreational**

League: participate in league play with CVMHA.

Teams: 17 players + 2 goalies maximum.

Age: 11 & 12 year olds.

Ice: Two ice times per week for a shared practice and a game (individual practices available when there is extra open ice) with a maximum of 2 teams at the same time. May be less due to ice availability constraints beyond CVMHA's control.

Coaches: Coach 2 Requirement, utilizing integrated station approach and full ice skill drills. Half-ice for team drills max. 35% of each practice. Also required: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years)

Manager: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years). This position at times can be shared however only one can be listed on the HCR.

HCSP Person: Criminal Record Check (every 3 years), Hockey Canada Safety Person (every 3 years) and Respect in Sport (every 5 years).

First Aid Person: Criminal Record Check (every 3 years), Respect in Sport (every 5 years), valid First Aid certification - exceptions apply for certain professions.

Travel: restricted to VIAHA boundaries.

Tournaments: Maximum number of tournaments per team is 3 plus home CVMHA tournament within VIAHA. Teams are not permitted to travel outside British Columbia. Special permission from the Executive is required for tournaments outside VIAHA.

Games: Three official system.

## **U 15 Recreational**

League: participate in league play within CVMHA.

Teams: 17 players + 2 goalies maximum.

Age: 13 & 14 year olds.

Ice: Two ice times per week for a shared practice and a game (individual practices available when there is extra open ice) with a maximum of 2 teams at the same time. May be less due to ice availability constraints beyond CVMHA's control.

Recommended that all players in Bantam take a body checking clinic. It is a requirement for any player wanting to Affiliate to a Rep Team.

Coaches: Coach 2 Requirement, integrated station approach and full ice skill drills. Half-ice for team drills max. 50% of each practice. Also required: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years)

Manager: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years). This position at times can be shared however only one can be listed on the HCR.

HCSP Person: Criminal Record Check (every 3 years), Hockey Canada Safety Person (every 3 years) and Respect in Sport (every 5 years).

First Aid Person: Criminal Record Check (every 3 years), Respect in Sport (every 5 years), valid First Aid certification - exceptions apply for certain professions.

Travel: Unlimited at discretion of Director and Executive, not to conflict with scheduled league play.

Tournaments: Maximum number of tournaments per team is 3 within VIAHA, plus home CVMHA

tournament. Teams are not permitted to travel outside British Columbia. Special permission from the Executive is required for tournaments outside VIAHA.

Games: Two official system.

## **2. U 18 Recreational**

League: Participate in league play within VIAHA.

Teams: 17 players + 2 goalies maximum.

Age: 15 to 17 year olds.

Ice: Two games (individual practices available when there is extra open ice) per week with a maximum of 2 teams at the same time. May be less due to ice availability constraints beyond CVMHA's control.

Coaches: Coach 2 Requirement, utilizing integrated station approach and full ice skill drills.

Half-ice for team drill for max. 50% of each practice. Also required: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years)

Manager: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years). This position at times can be shared however only one can be listed on the HCR.

HCSP Person: Criminal Record Check (every 3 years), Hockey Canada Safety Person (every 3 years) and Respect in Sport (every 5 years).

First Aid Person: Criminal Record Check (every 3 years), Respect in Sport (every 5 years), valid First Aid certification - exceptions apply for certain professions.

Travel: Unlimited at discretion of Director and Executive, not to conflict with scheduled league play.

Program to be reviewed on an annual basis.

Tournaments: Maximum number of tournaments per team is 3 within VIAHA, plus home CVMHA tournament. Teams are not permitted to travel outside British Columbia. Special permission from the Executive is required for tournaments outside VIAHA.

Games: Two official system.

## **3. U 21 Recreational**

League: Participate in league play within VIAHA.

Teams: 17 players + 2 goalies maximum.

Age: 18 to 20 year olds.

Ice: One game time per week. May be less due to ice availability constraints beyond CVMHA's control.

Coaches: Coach 2 Requirement. Also required: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years)

Manager: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years). This position at times can be shared however only one can be listed on the HCR.

HCSP Person: Criminal Record Check (every 3 years), Hockey Canada Safety Person (every 3 years) and Respect in Sport (every 5 years).

First Aid Person: Criminal Record Check (every 3 years), Respect in Sport (every 5 years), valid First Aid certification - exceptions apply for certain professions.

Travel: Unlimited at discretion of Director and Executive, not to conflict with scheduled league play.

Program to be reviewed on an annual basis.

Tournaments: Special permission from the Executive is required for tournaments outside VIAHA.

Games: Two official system.

## **4. Female Hockey**

A female player may play on either an Integrated Recreational or a CVMHA Female Team (should one be available). If no Female Team is available, the player may ask for a transfer to a neighboring association that has one should they choose to play Female only.

All Recreation policies apply to the Female Division except for team selection.

**Motion Andrew Robb/Tish Kristensen: Every female team is required to have one female bench staff on the roster. All in Favor  
February 2025**

League: Participate in league play within VIAHA

**5. Team Selection**

Coaches may use the previous season's Player Evaluation sheets when determining the placement of players.

Players are to be rated prior to forming teams, at several evaluation sessions, by as many coaches as possible from within the division. Players are evaluated as follows:

The evaluations will be done in a minimum of two (2) separate sessions.

Teams are to be assembled as fairly as possible, taking into account the two age groups, and that the older player develops sooner.

Teams will be assembled by the consensus of the coaches in a division involving at least one member of the Executive. This is to ensure that teams are balanced. Rep team affiliate players will be evenly distributed throughout the division.

The Division Manager shall complete the data from evaluations to provide the information needed by the coaches.

At the discretion of the CVMHA executive, player movement may be required throughout the year.

To facilitate player movement in balancing teams at the start of the year, coaches should distribute uniforms no later than Thanksgiving.

**6. Player Movement**

Players will be able to play at equal skill and ability levels regardless of age. Unless the player has exceptional ability, beyond his/her age group, it is in the best interest of the player's social, psychological and emotional development to play in his/her age category.

No player in CVMHA may play or practice with the division directly above, other than his/her own as outlined in Appendix I.

Any parent wishing their child moved to another division must write a letter of application to the President, stating all the reasons why the child should be moved. The President will review the information and consult with VIAHA. Should a child be allowed to move to a higher division, no further movement up or down will be permitted during the season.

Currently BC Hockey does not permit player movement between teams in the same division. Recreation teams may only pick up players according to BC Hockey requirements. The Division Manager must approve the final roster.

House player affiliation and movement will take place as follows:

1. Players can only be moved to a higher division. Because players can affiliate with only one team, Rep Affiliate Players are not permitted to move to a higher house division. However, U11 Development players are not typically affiliated with a U13 Rep team and are permitted to affiliate with teams in the U13 house division. Second year U9 players may affiliate to recreational U11 teams, as per VIAHA's ruling in 2023.
2. Team Manager must explain the Affiliate Program to the parents, obtain permission from the parents for the player to be an Affiliate, and then talk to the player to obtain their permission.
3. Head Coaches are to supply a list of qualified players to the Division Manager.

4. All team head coaches must be in agreement to any player movement.
5. Coaches needing players must contact the Division Manager who will then arrange for the number of players needed.
6. All Affiliate Players must be rostered to a specific team. The Division Manager and the Head Coaches will determine, together, which players to roster to which teams.
7. Affiliated players for recreational teams will be required to pay \$50 on their 5<sup>th</sup> time on the ice and every subsequent 5th time (ie 10th time, 15th time, etc). Money is to be collected by the Team Manager of the Affiliated Team and the Division Manager is to be notified.

**No coach shall contact either directly, or indirectly, any parent or player involved in a possible move prior to resolution.**

See *Appendix I* for examples of House to Rep & Rep to Rep Player Movements

## **7. Recreation Division Games**

Recreation Division games will adhere to the following guidelines:

### **1 1 hour Games, for U7, U8 and U9 only:**

Warm-up:	5 minutes	Running Time
1st Period:	25 minutes	Running Time
2nd Period:	25 minutes	Running Time

The game will end 2 minutes prior to the time slot scheduled on the arena wall clock.

### **2 1 hour 15 minute Games, Recreational Games:**

Warm-up:	5 minutes	Running Time
1st Period:	15 minutes	Stop Time
2nd Period:	15 minutes	Stop Time
3rd Period	15 minutes	Stop Time

The game will end 2 minutes prior to the time slot scheduled on the arena wall clock.

Many games will likely now finish with time remaining on the clock and families need to be aware that this could be a possibility. No extra ice time will be given to run out the remaining time.

### **3 1 hour 30 minute Games and 2 hour Games, Development Games:**

Warm-up:	5 minutes	Running Time
1st Period:	20 minutes	Stop Time
2nd Period:	20 minutes	Stop Time
3rd Period	20 minutes	Stop Time

The game will end 2 minutes prior to the time slot scheduled on the arena wall clock.

In 2 hour games, there will be an ice clean half way through the 2nd period

Many games will likely now finish with time remaining on the clock and families need to be aware that this could be a possibility. No extra ice time will be given to run out the remaining time.

Jan 2020

## **8. Statistics**

Penalty statistics will be kept from U 11 through U 18 by the Statistician. These will be used to monitor penalty types and a player's penalty time.

League standings for House teams will be posted regularly for U 11 and up.

Personal statistics may be kept, but not published.

All statistics are to be sent to VIAHA Managing Director.



## C. Team Structure for T1 / T2 U 13 - U 18

There may be a T2 ('B') Rep team in all divisions if the following criteria are met:

- a) A head coach for the B team must be selected will ideally be selected in **early Spring** (during interviews), or as soon as possible once tryouts commence.
- b) There must be enough players available to roster 4 recreational teams.

Once players have been rostered to either an T1 or T2 team, this is their team for the year. If they choose not to play on it, they will move to the recreational league. Final rosters will be set January 10<sup>th</sup>.

All Rep teams in CVMHA must consist of a minimum of 15 players and 2 goaltenders and a maximum of 17 players and 2 goaltenders. Exceptions can be made at the discretion of the rep director and executive.

T2 Rep teams are encouraged to sign the maximum number of players allowed.

The 'B' team is viewed as a **'Development Team'** by the CVMHA, and the team should develop as many players as is allowed.

T2 Rep teams are expected to work closely with their affiliate A teams in the event of player requirements by the T1 team.

The T1 Rep team coaching staff may entertain the option of using (full-time/part-time) a player signed on a T2 roster (refer to BC Hockey and VIAHA rules on 'AP' - affiliate player usage).

## D. Development Level

This program is designed for players who have the desire and ability to play a more competitive level than recreational hockey. The objectives are to:

- achieve a degree of excellence according to a player's interests and potential,
- provide an opportunity for achievement in an enjoyable and self-fulfilling environment,
- provide an opportunity to progress to a high level of competition,
- stimulate development both from an individual and overall sport point of view, and
- develop skills to proceed to a competitive program.

Each team in the Development Program should be encouraged to perform at least one Community event, encouraging community volunteerism and community spirit. The event planned for each team must receive the approval of the Executive.

**In the development level programs fair play codes will be in effect.**

### 1. U 11 A / B

League: Participate in league play within VIAHA.

Teams: 15 +2 goalies, minimum and up to 17 + 2 goalies, maximum.

Age: 9 & 10 years olds.

Ice: 2 Full Ice practices per week. May be less due to ice availability constraints beyond CVMHA's control.

Coaches: Coach Hybrid utilizing integrated station approach and full ice skill drills, half-ice for team drills for maximum 25% of each practice. Also required: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years)

Manager: One, under supervision of Rep Director. Requirements: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years). This position at times can be shared however only one can be listed on the HCR.

HCSP Person: Criminal Record Check (every 3 years), Hockey Canada Safety Person (every 3 years) and Respect in Sport (every 5 years).

First Aid Person: Criminal Record Check (every 3 years), Respect in Sport (every 5 years), valid First Aid certification - exceptions apply for certain professions.

Travel: restricted to VIAHA boundaries.

Tournaments: Maximum number of tournaments per team is 4 plus home CVMHA tournament,

only 2 outside VIAHA, and none out of BC.

Practice: Emphasis on skills and team tactics.

Games: No fixed power play or penalty killing units. ***Development of players is paramount over winning.***

## **E. Competitive Level (Rep)**

The program is designed for players who have the desire, ability and commitment to play at a high level of competition. This type of hockey begins at the U13 level. The objectives are to:

- achieve a degree of excellence according to a player's interest and potential,
- provide an opportunity for achievement in an enjoyable and self-fulfilling environment,
- provide an opportunity to proceed to a high level in competition (Program of Excellence), and
- stimulate development both from an individual and overall sport point of view.

Fair play rules are still in effect. ( Following VIAHA Guidelines )

Each team in the Competitive Program should be encouraged to perform at least one Community event, encouraging community volunteerism and community spirit. The event planned for each team must receive the approval of the Executive.

Representative (Rep) hockey is the culmination of player skills, attitude and desire coupled with the coaching experience, training and dedication to form a Comox Valley team to compete against the best players from other associations. The Rep teams play in a league that permits players to play against players of equal ability. It permits each player to improve his/her skills and character while playing at the next higher individual and team skill level.

The Rep process is a yearlong activity that includes the coach and player selection process. Rep tryouts are a stressful time not only for the players and parents but also for the coaches and volunteers who each year must coordinate this facet of the CVMHA program.

The policies and procedures for the Rep hockey system are outlined in this booklet.

Rep hockey may be an expensive proposition to parents and players who must consider this before applying to play on a Rep team. There are additional expenses for travel, additional game and practice ice, tournaments and miscellaneous expenses as well as street dress clothes to satisfy the CVMHA dress code.

CVMHA expects that all Rep coaches, team officials, players and parents will set a high standard of conduct and good sportsmanship towards Referees, other players, team officials and parents. This not only applies to your own team but to all teams within the CVMHA and other associations with whom you have contact.

CVMHA Rep teams are supervised by the Rep Director, who is in turn answerable to the CVMHA Executive.

### **1. U 13 A / B Rep**

League: VIAHA.

Team: 15 + 2 goalies, minimum and up to 17 players + 2 goalies maximum.

Age: 11 & 12 year olds.

Ice: 2 Full Ice practices per week. May be less due to ice availability constraints beyond CVMHA's control.

Coaches: Development 1 focusing on individual and team tactics. Also required: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years)

Manager: One, under supervision of Rep Director. Requirements: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years). This position at times can be shared however only one can be listed on the HCR.

HCSP Person: Criminal Record Check (every 3 years), Hockey Canada Safety Person (every 3 years) and Respect in Sport (every 5 years).

First Aid Person: Criminal Record Check (every 3 years), Respect in Sport (every 5 years), valid First Aid certification - exceptions apply for certain professions.

Travel: restricted to VIAHA boundaries.

Tournaments: Maximum number of tournaments per team is 4 plus home CVMHA tournament and none out of BC.

Affiliate Players: can only be activated for games in case of illness, injury or BC Hockey/Island League suspensions. Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies.

## **2. U 15 A / B Rep**

League: VIAHA.

Teams: 15 players + 2 goalies, minimum and up to 17 players + 2 goalies, maximum.

Age: 13 & 14 year olds.

Ice: 2 Full Ice practices per week. May be less due to ice availability constraints beyond CVMHA's control.

Coaches: Development 1.

Coaches: Minimum High Performance 1 focusing on individual and team tactics. Also required: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years)

Manager: One, under supervision of Rep Director. Requirements: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years). This position at times can be shared however only one can be listed on the HCR.

HCSP Person: Criminal Record Check (every 3 years), Hockey Canada Safety Person (every 3 years) and Respect in Sport (every 5 years).

First Aid Person: Criminal Record Check (every 3 years), Respect in Sport (every 5 years), valid First Aid certification - exceptions apply for certain professions.

Travel: Unlimited at the discretion of Rep Director and Executive

Tournaments: Maximum number of tournaments per team is 4 plus home CVMHA tournament, and none out of BC unless prior permission of the Executive.

Affiliate Players: can only be activated for games in case of illness, injury or BC Hockey/Island League suspensions. Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies.

## **3. U 18 A / B Rep**

League: VIAHA.

Teams: 17 players + 2 goalies, maximum.

Age: 15 to 17 year olds.

Ice: 2 Full Ice practices per week. May be less due to ice availability constraints beyond CVMHA's control.

Coaches: Development 1 focusing on individual and team tactics. Also required: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years)

Manager: One, under supervision of Rep Director. Requirements: Criminal Record Check (every 3 years) and Respect in Sport (every 5 years). This position at times can be shared however only one can be listed on the HCR.

HCSP Person: Criminal Record Check (every 3 years), Hockey Canada Safety Person (every 3 years) and Respect in Sport (every 5 years).

First Aid Person: Criminal Record Check (every 3 years), Respect in Sport (every 5 years), valid First Aid certification - exceptions apply for certain professions.

Travel: Unlimited at the discretion of Rep Director and Executive.

Tournaments: Maximum number of tournaments per team is 4 plus home CVMHA tournament,

and none out of BC unless prior permission of the Executive.

Affiliate Players: can only be activated for games in case of illness, injury or BC Hockey/Island League suspensions. Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies.

## F. Competitive Player Registration

Anyone wishing a tryout shall be registered with CVMHA by August 1 and assigned a mutual aid number.

Players should be encouraged to indicate on their registration form if they wish to participate in a Rep tryout.

The Registrar will prepare a list of all players wishing a tryout for each division and pass it on to the Rep Director.

### 1. Try-Outs

**Philosophy:** The key premise upon which the Association bases its tryouts is that each player should play at a level compatible with his or her skill, ability, attitude, desire and experience.

**No player is guaranteed a position on a team simply because he/she played on that team the previous year.**

An ID camp may be offered in the spring, for players interested in trying out for a rep team. The ID camp can identify strong players and offer to sign up to 10 players to the appropriate T1 team. Signed players are still expected to attend the main tryouts in August.

Players must indicate their intention to try out for a rep team by August 1 to the CVMHA Administrator. Players who have indicated they wish a tryout will be contacted and advised of the first tryout times.

**All players who register for tryouts will be notified by email of tryout dates for their age group. Email addresses can be incorrect or outdated. Players are responsible for checking CVMHA Website and/or social media sites for tryout dates and making sure they attend.**

All players trying out for a Rep team will pay an additional fee, as detailed on the CVMHA Registration Form.

Prior to tryouts, the coach coordinator and scrutineer will call a meeting with players and parents to discuss the selection process.

There may be instances where players wishing to tryout are unable to attend due to sickness or injury. In these cases the following procedure will be followed:

- a) The player must participate in a minimum of two Recreation Division evaluations where he/she may be evaluated by the Evaluation Committee up to September 30th.
- b) If the player is asked to participate at the Development/Rep level practice or game and as a result makes the team, then he/she must pay his/her share of the Rep Team fees.

Any player missing one session without notification or valid reason may be released.

Should a player move into the CVMHA area late in the year and before January 10th, a tryout should be made available to him/her in the same way as above. The player should be assigned to a Recreation team where the coach may evaluate him/her. Should he make the Development /Rep team he will be asked to pay a pro-rated Rep fee.

### 2. Player Evaluation

The objectives of the player evaluation process are as follows:

To provide uniformity and consistency in the evaluation process so that player and parent expectations are consistent from year to year

To provide a fair and impartial assessment of a player's total hockey skills during the skating sessions

To ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill level as determined during the on-ice evaluations

To facilitate the formation of teams that maintain balanced and competitive play where the athletes can develop and participate equitably

To provide feedback to players that promotes future development

To provide coaches an opportunity to build a team based on knowledge of their players' skills and attitude, subject to their own coaching philosophy

The goal is to make the player assessments as transparent as possible and to provide impartial and accurate data to rank all of the players within their division so that players are given the same, fair, and reasonable opportunity of being selected to a team.

Members (parents) and Coaches are welcome to forward nominations for qualified prospective evaluators to the CVMHA Executive. Evaluators must not be in a conflict of interest.

Evaluators will be given guidelines, rules, a copy of this policy along with the player selection criteria for evaluations from the Rep Coordinator prior to the beginning of the first tryout session.

Evaluators are to be separated from each other, parents, players, and spectators during the tryout sessions. (During tryouts, individuals on the Evaluation Team have been tasked with an important job. In order to give them the opportunity to evaluate each player, please refrain from approaching them).

Evaluations will be handed in after each session to the Scrutineer who will then compile the scores.

Evaluators will not compare notes or marks and will not discuss the process with others until tryouts are complete.

Prior to completion of the evaluations, all evaluator score sheets will be reviewed by the Rep Director, Rep Coach Coordinator or President to ensure a fair and consistent evaluation process.

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

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

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

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

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

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

### **3. Player Selection**

It is recommended that each tryout session should have as many evaluators as possible, three being the minimum.

All evaluators and coach coordinator will have a "pre-evaluation" meeting to review the evaluation and selection process. This will help maintain consistency throughout the process. The Rep Director, Rep Coach Coordinator and President will also be at this meeting. The Best Ever evaluation format will take place with the 1-5 rating system.

A Scrutineer will be assigned to each Rep team for the duration of the tryouts and team selection. Their role is to monitor and assist with player releases, selection, evaluations, appeals, meeting, etc. They will report the team's progress to the Rep Committee.

Players will be evaluated according to established criteria (example may be provided by Rep Coordinator).

Evaluation sheets will be filled out on each player and kept for 7 days following the final roster decision for appeals and other purposes, then destroyed.

The CVMHA will only accept a player from another minor hockey association if:

- a) their home community does not card in the respective Rep division
- b) they must reside within the boundaries of CVMHA
- c) They must be able to fully participate in the program.

Coaches must inform affiliated players and their parents of the VIAHA, BC Hockey, HC and CVMHA rules associated with being an affiliate player.

#### **4. Criteria For and Duties of Evaluators:**

Evaluators will be appointed by coach coordinator. Where possible the evaluators will be chosen from outside of the Association. Notwithstanding, a non-parent coach will be eligible to serve as an evaluator in their own Division.

Evaluators may be paid an honorarium, the amount to be recommended and approved by the Executive.

Evaluators will be provided with an Evaluation Instruction Package and directions on the evaluation policies and criteria.

Evaluators will report only to the Coach Coordinator. A copy of the reports shall be made available to the President on request. Contents of the reports are considered privileged and confidential information and will be released by written request only to the player or parents directly involved. There will be a minimum of three and a maximum of five evaluators per Division.

Evaluators will not be provided with the names of players, only the numbers assigned by CVMHA. **Evaluators will not evaluate their own child(ren).**

**Players' parents will not approach evaluators before, during or immediately following the ice time. If a parent approaches an evaluator, he/she will be asked to leave the arena. Evaluators will report any attempts at communication to the coach coordinator**

Evaluators will not be able to share information during the sessions. Immediately following an evaluation session all Evaluators will hand in their evaluation forms for aggregate scoring to the scrutineer.

#### **5. Tryout Release Procedures**

The release of players not selected for the higher team is a very traumatic experience for young players. A coach must handle the release with tact, care and caution. The coach must be very thoughtful and careful in his/her selection of words. An improperly chosen word could injure the self-esteem of a young player.

All releases shall be carried out in the following manner:

- a) At least one coach and or executive member will participate in all release interviews.
- b) Those players in the U11 and U13 division may have their parents in attendance during the release process. No players will be released by telephone. **All players must be released in person**, except on acceptance of an appeal by the committee
- c) Any player who did not participate in Rep tryouts may be brought up for evaluation and may then be released back to house should he/she not make any of the Rep teams.
- d) Players will be called individually to another room for the release process.
- e) Those players assigned to the house division will be contacted by the Division Manager for further assignment. The rep coaching staff will also provide these players with the Division

Manager's email address.

This system will be followed without exception for all releases. Failure by the coaches to do so could result in suspension.

Releases will happen according to the tryout schedule (example may be provided by Coach Coordinator), with all releases happening on weekday evenings or weekends only.

A coach who wishes to release a player after initial carding is completed must apply to the Coach Coordinator in writing stating his/her reasons. Should the move be granted, the player will be assigned to the Rep B team or a house team.

## **6. Tryout Release Appeal Procedure**

A player may appeal his/her release within 72 hours of his/her release. The notice of appeal must be in writing and directed to the Rep Director.

The Rep Director shall determine if there are grounds for appeal and advise the Executive of their decision. The decision of the Executive shall be final.

## **7. Roster Deadlines – Movement after Deadlines**

All Rep teams will have a set player roster (carded – 11 skaters/1 goaltender as per BC Hockey and VIAHA rules). The balance of the team must be carded by October 31st. The Rep Director or the Division Manager of the affected division must approve any changes after that date. All release requests after October 31st must be made in writing to the Rep Director by either the coach or the player.

Any player who wishes to leave a Rep team after December 15th must apply in writing to the Rep Director stating his/her reasons. If the move is approved, the player will be released and given a pro-rated refund for rep fees. This player may lose eligibility for further play in CVMHA in that season.

The President of CVMHA shall not sign a player's release if the player has not paid all fees, and/or not returned all equipment of the CVMHA or paid its worth.

All parents and players will be given a copy of sections **Roster Deadlines** and **Player Carding** prior to signing player contracts.

Any player who wishes to leave a Rep team after the January 10th will lose eligibility for further play in CVMHA in that season.

The U18 Representative Team must wait until October 31st to card their 2nd goalie if there is a Comox Valley U18-aged goalie still trying out for a Junior team.

## **8. Player Carding**

The Rep Director will ensure carding of all CVMHA Rep teams according to VIAHA, BC Hockey and HC rules. The team manager must carry a current roster to every league and tournament game.

Coaches wishing to card players after December 15th may do so only with the approval of the Rep Director. Circumstances that would fall into this category include illness, injury or loss of a player.

Rep coaches wanting to card a Recreation player after October 31st must follow the appropriate steps:

- a) The Rep coach shall not contact a player personally. He/she must first contact the Division Manager who will then contact the player's coach who will in turn contact the player's parents.
- b) The Rep Director must be contacted before a house player is carded.
- c) No carded player is allowed to play on a Recreational hockey team.
- d) All parents and players will be given a copy of sections **Roster Deadlines** and **Player Carding**.
- e) The U18 division can only card to a maximum of 17 players until the January 10th deadline.

## **9. Use of Affiliate Players**

The following protocol must be followed prior to using affiliate players:

- a) The Rep coach must provide a list of affiliate players to the Rep Director and Division Manager by October 31st.
- b) The Rep Director must inform the player's coach, either directly or through the Division Manager for recreational players, prior to each game required.
- c) The Rep Director must initially contact the player's parents, either directly or through the Division Manager for recreational players. No member of the coaching staff will approach a player personally.
- d) The game sheet must reflect that the player is an affiliate player by placing 'AP' beside the player's name.

## 5. Division Manager Duties and Responsibilities

The Division Manager is an appointed/voluntary position. The Division Manager shall oversee the recreational teams in his/her Division. The Division Manager provides liaison between the teams and CVMHA Executive including: Division communication; knowledge of the game; knowledge of rules and policies within the Association; and promotes fair play and good sportsmanship in accordance with the mission and goals the Association aims to achieve.

### 1. Primary Duties

1. Oversees the Recreation League teams within the Division and the general conduct of individuals and standard of play within the Division.
2. In consultation with the coaching coordinator oversees the appointment or dismissal of team officials and coordinates the recruitment of qualified Head Coaches and officials for each team within the Division. Ensures all officials are qualified before they are allowed to participate.
3. Ensures players are not permitted to participate until their registration is confirmed by the Registrar and coordinates the allocation and placement of players within the Division.
4. Presides over start-up meetings and coordinates the creation of competitive divisional teams.
5. Develops and promulgates start-up and game schedules for the season and if applicable, Interleague, exhibition and play off schedules. Ideally there should be one practice session followed by a game each week.
6. Submits the game schedules to the Referee Scheduler to ensure required referee officials are arranged.
7. Informs the Equipment Manager regarding Division's equipment needs and coordinates equipment issue and return schedules.
8. Communicates and coordinates with Team Managers and parents as required to ensure Association needs are met and brings forward issues needing resolution to the 1st VP, Hockey operations or alternate.
9. Approves all out of town exhibition/interleague/tournament games, ensuring equal opportunity for team travel in accordance with Association policy.
10. Provides the Registrar and Statistician with the list of team officials with positions held and the lists of players, team assignment and jersey numbers.
11. Ensures coaches and/or team managers report injuries immediately to the Division Manager who will report to Registrar. Ensure injuries are logged by team officials in the BC Hockey Team injury log (whether a claim is contemplated or not).
12. Ensures Coaches maintain up to date medical information sheets for each player which are completed and signed by the applicable parents.
13. Liaise with ice coordinator to ensure any spare ice that becomes available is utilized and immediately advise the ice coordinator of any ice cancellation.
14. Attend monthly hockey operation meetings as arranged by the 1st VP, Hockey Ops.
15. Coordinates and organizes the annual Division hockey tournament using established Association/BC



- Hockey guidelines which shall be provided by the Tournament Coordinator.
16. Ensures special event sanction forms and fundraising requests are submitted by Team Managers to the 2nd VP for approval in accordance with established policy.
  17. Ensures team officials comply with Association banking policies.

## 2. **Resources**

**A Divisional Managers Handbook can be found on the CVMHA website under the Policies & Resources tab.**

## 6. Selection of Team Staffs

### A. Overview

Interested coaches, for development and competitive programs, must complete a Coach's Application Form. The 1<sup>st</sup> Vice President will form a selection committee to be appointed by the Executive to review the applications and conduct interviews. Committee recommendations will be forwarded to the Executive for discussion and approval. All applicants will be informed by the 1<sup>st</sup> Vice President of the Executive's final decision. Criteria to be considered in the selection process will include:

- required level of coaching certification earned to date;
- coaching experience;
- playing experience;
- team preference;
- philosophy of coaching;
- reasons for wanting to coach;
- ability to deal with problems with players, parents etc.;
- time commitment;
- ability to communicate with players;
- ability to teach;
- code of conduct and past Coach Evaluations.

Interested coaches, for recreational programs, must complete a Coach's Application Form or email the Division Manager and Coach Coordinator to express their interest as well as which division(s) they would like to coach and whether they wish to be a head coach or an assistant coach.

### B. Team Staff

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

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

No Husband/Wife, Spouse/Partner Head Coach/Manager combination will be allowed to avoid potential conflicts. In cases where there are insufficient volunteers and the only volunteers for head coach and team manager are a husband/wife or spouse/partner pair, the volunteers will be welcomed. In the interest of avoiding potential conflicts, any players/members finding themselves on a team with a husband/wife or spouse/partner pair as the head coach and team manager will be informed, in writing, by the Division Manager that any concerns they are uncomfortable voicing to either the head coach or the manager should be directed to the Division Manager.

### C. Coach Expense Policy

CVMHA will reimburse all members, to a maximum of 6 team staff per team, the cost of the following clinics/record checks: Respect in Sport, Coach 1, Coach 2, Coach Hybrid, Dev. 1, HCSP (Safety Person),

Criminal Record Check upon completion. IE: Coach Hybrid and Dev. 1 will only be reimbursed upon completion of “post-task” assignments. When members are required to attend any day or two day long course past Campbell River to the north and Nanaimo to the south, CVMHA will pay a \$25.00 per diem rate per coach, upon completion and verification of their “post-task” assignment. Please note this will only apply if the clinics are not held locally and if the member has received prior approval from the 1<sup>st</sup> Vice President.

## **D. Development and Competitive Team Officials Selection**

### **1. Competitive Coaches**

The Rep interview process and coach selection shall be completed and ratified by the June CVMHA meeting. Applications will be received from April 1 till April 30th. Interview process will be during the month of May. Selected coaches should be prepared for the possibility of rostering a B Rep team.

The positions of coach, assistant coach, manager, and safety are required to be filled for the full season with BC Hockey qualified people.

The Rep hockey coach selection process begins in April of each year. CVMHA advertises through email and social media for prospective coaches to apply by approximately April 30th.

The candidates for the Rep coach’s position apply by completing the Rep coaches Applications.

When the application submission deadline has passed, the CVMHA arranges for interviews for each applicant .

The Selection Committee is composed of at least five individuals, including the CVMHA Rep Coach Coordinator, President, Past President, Rep Director and one other person. At least two of these members must have had previous CVMHA executive experience.

Each candidate is asked the same pre-selected questions in order to permit a fair evaluation of the replies from each candidate.

The Rep interview process and coach selection shall be completed and ratified by the June CVMHA meeting. Applications will be accepted from April 1 until April 30th (second interviews may be required).

The selected applications must be ratified by the Executive Committee and may only be overturned by a 60% NO vote.

All coaches need to supply proof of post task completion to CVMHA. Reimbursement for clinic fees will be processed when they are certified by BC Hockey.

Coach selection criteria:

- a) Coaching Certification; applicant must be certified according to BC Hockey and HC rules.
- b) Strong hockey background in coaching, evaluation, and playing.
- c) Consideration will be given to applicants within CVMHA however total qualifications and experience will be the determining factor in the final selection.

Selection considerations:

- a) Qualified applicant with no child trying out for the team.
- b) Qualified and willing to coach a team should their child not qualify for the team. A coach's child does not automatically make the team because of their position. A coach's child who does not qualify for the team, as evaluated by a committee, will be removed from the team.
- c) Qualified with their child on the team.
- d) Clearance through a criminal record check.
- e) Strong skills in communication, teaching, and organization should be considered.
- f) Must produce a yearly plan.
- g) All coaches must interact with each other in terms of player development and affiliate player

movement. They will be asked to work closely together through the tryouts and the regular season to promote CVMHA player development.

## **2. Assistant Coaches / Team Officials**

All assistant coaches must be certified as per BC Hockey and HC regulations.

A Rep coach should not pre-select his/her assistant coaches or other team officials unless they have no children trying out for the team.

When selecting assistant coaches or other team officials a Rep coach should bear in mind that the assistant/team official's child does not automatically make the team solely because the parent is a member of the team staff.

The policy is the same as for the coach if an assistant coach/team official's child's ability does not qualify them for the team as evaluated by the committee, the child shall be released.

The Rep Director must ratify all rep coaching staff and team officials. It is strongly recommended the team manager not be related to the coach

## **3. Coaches Reporting Responsibilities**

Rep coaches shall report directly to the Rep Coach Coordinator throughout the season and shall take direction from him/her.

The Rep Coach Coordinator shall be the first person contacted in the chain of command in all problem situations.

In the event of concerns by the players and/or their parents about the coach, the CVMHA Rep Director must be contacted.

Coaches, assistant coaches, and team officials are reminded that they are appointed by the Executive and any coach or team official failing to take direction from the Rep Director or the Executive **SHALL BE TERMINATED**.

## **4. Meetings**

There will be a meeting between all newly appointed Rep team coaches, the Rep Director and the CVMHA Rep Coach Coordinator prior to the tryouts.

Rep coaches and their officials will be expected to attend meetings to be called by the Rep Director.

# **7. Fair Play**

## **A. Fair Play Program (Respect, Integrity and Fairness)**

1. Fair play is in place to ensure that each player gets equal participation in game situations at the U9, Recreational and Development levels.
2. Ice time lost due to disciplinary action, injuries, and suspensions does not apply.
3. To foster and enhance mutual respect, understanding and the principles of good sportsmanship and Fair Play amongst everyone.
4. Promote safety, respect, enjoyment and good competition.
5. CVMHA Fair Play philosophy extends to the full adoption of the Player, Parent, and Coaching Contract (see Appendix).

## **B. Fair Play Program Tips for Parents**

1. The main expectation of the Fair Play Program requires parents to provide for their sons/daughters as positive role models. Yelling negative comments at opposing players, coaches or officials will not be tolerated.
2. If you are in the stands and the person next to you is being negative, tell that individual that

he/she is not only embarrassing his/her son/daughter, but the embarrassment is spread to the team and all other participants' on/off the ice.

3. Accept the fact that mistakes will be made by some individuals during any game. Coaches, athletes and officials make mistakes. Be tolerant of mistakes, you are watching AMATEUR SPORTS.
4. If you cannot accept what you perceive, volunteer in the Association and participate in order to correct what you consider to be wrong. Yelling and screaming negatives will only accomplish isolating you and your child from your friends and from your child.
5. The Fair Play Program expects parents to understand that all the players want to have fun playing the game of hockey. Parents should encourage this fun in a positive way.
6. The Fair Play Program encourages parents to maintain a positive outlook towards not only their son/daughter, but to all the teammates and to the opposing players as well. Parents feel good when opposing fans clap for their players and their team. Share that good feeling by clapping for the opposing player or team when a good play occurs.
7. The Fair Play Program expects parents to understand that you are watching young players having fun enjoying a sport they love. The young players are NOT there to entertain the parents in the stands.
8. The children you watch on the ice do hear and see you at the rinks. The children look to you for acceptance and praise.
9. The Fair Play Program expects that positive praise for your child and others should not be lacking. You as a parent are a vital part of the game.

The Fair Play program encourages your participation in your son/daughter's hockey experiences.

Respect the Rules

Respect the Officials and their decisions

Respect the opponents

Maintain your self-control at all times

**As a parent, please remember the Fair Play Motto:**

***"Lessons will be remembered long after scores are forgotten."***

## 8. Conduct and Discipline

### A. General

All players, coaches, managers, officials and members, including parents/guardians, bus drivers, other team officials, volunteers and Executive members shall conduct themselves in a polite and sportsmanlike manner at all times. Obvious or persistent unacceptable conduct and/or blatant disregard of the HCR, BCH, VIAHA or the CVMHA rules and regulations will result in disciplinary action.

All teams – the players and their coaches are responsible for their behavior and activities while both on the ice and off. Supervision is required at all times. Fines and suspensions may be assessed by the Executive to teams not abiding by rules.

Coaches or their team appointed officials shall ensure that there are two adults supervising the dressing room from the arrival of the first player, and until the departure of the last player, before and after a game or practice (Failure to do so will result in disciplinary action):

- a) Do not walk around the dressing room with skates on.
- b) Observe all 'no skates permitted' areas.
- c) No horseplay (running, pushing, fighting)
- d) No shooting of pucks, tape or other objects.
- e) No throwing of snow from skate blades or other equipment.
- f) No spitting or foul language.

- g) Use garbage cans and leave dressing room clean.

In the interest of all of our athletes, profanity and the use of alcohol, drugs, tobacco and tobacco products are prohibited during all games and practices under the jurisdiction of the CVMHA. During the course of all CVMHA activities and events, members shall avoid behaviour which brings CVMHA or the sport of hockey into disrepute, including but not limited to the use of alcohol, vaping and non-medical use of drugs.

CVMHA recognizes the Canadian policy on penalties for doping in sport. Members shall not use illicit drugs/narcotics or performance enhancing drugs or methods.

Deliberate destruction of any CVMHA equipment or sports arena equipment will result in immediate suspension of the player until the player or parents make proper restitution.

Please report any safety issues, violations of the above policy or concerns to any Executive Member of CVMHA or the arena staff.

## **B. Coach/Manager**

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in their relationship, and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sporting organization are channeled. Thus, how an athlete regards his/her sport is often dependent on the behavior of the coach. The coach must also recognize that to achieve complete success, they should understand both the values and goals of CVMHA, BC HOCKEY and Hockey Canada.

Any team having a coach of the opposite sex must have a chaperone in the dressing room and in traveling situations.

## **C. Player**

If for any reason, the player is unable to attend a game or practice, they must contact the coach as soon as possible prior to the game or practice.

If a player misses three games in a row, without just cause, and without informing the coach, they are removed from the team roster, and a player from the waiting list put on the team.

Players will update their availability in TeamSnap any time they will be unavailable for a game so that coaches will know whether they should call up an Affiliate Player.

Players will conduct themselves in an orderly manner while attending organized hockey sessions.

Players are to act in a courteous manner toward any or all parents, fans and game officials.

No player shall be permitted to drive to out-of-town games unless accompanied by a parent; and then only when there are no other players in the vehicle.

## **D. Member**

Any CVMHA Member not abiding by the policies of the CVMHA shall be subject to disciplinary review.

## **E. Respect in Sport (Parent)**

The Respect in Sport Parent Program is an effective and informative online training program for parents of active children. This one hour online certification program reinforces a parent's role in a child or youth's activities, encouraging positive sport behaviors, and providing insight into the various roles other individuals (such as coaches and officials) play. This program empowers parents to ensure the safety of their children, encourage positive and effective communication, and to enhance a child's fun and camaraderie of the activity. The number one reason cited for coaches, managers and officials of all ages

leaving a sport is unacceptable parent behaviors. Let the Respect in Sport Parent Program help assert proper parent behaviors to create a more rewarding, safe and respectful environment for all parties involved.

All players registered with CVMHA are required to have a Parent/Guardian take the Respect In Sport (Parent) course, which will link to their HC profile, prior to participation.

## **F. Recreation Division**

### **1. General**

CVMHA expects the coaches and managers to maintain discipline among their players and parents. You are representing CVMHA and must keep this in mind at all times. We are governed by this document, the rules of CVMHA, BC HOCKEY and CHA, as well as any rules established by VIAHA. These rules must be strictly followed and enforced. The team coaches and managers must be familiar with these and ensure that their team and parents are aware of these rules. The CVMHA will accept no excuses from its coaches and managers for not being aware of the rules.

All Discipline matters must involve both the player, and at least one coach.

A coach may suspend any player at his/her discretion for part of or one (1) game.

The incident will be referred to the Division Manager, who will record the incident and ensure that both the player and his/her parents are advised as soon as possible of the reason of the suspension. For infractions of a more serious nature, the Division Manager will refer the case to the President, who in turn will refer the case to the Disciplinary Committee to deal with the offence. The Discipline Committee Chairman will inform both the player and parents of the decision by the Committee, which will be final.

The incident may be on ice or off ice, including activities that are supervised by the CVMHA, and road trips from the time the player leaves home in the Comox Valley until the player returns to his/her residence.

For on-ice infractions involving a serious matter that affects another player, coach, team official, or an on-ice official, when a suspension is imminent, no player will play until he/she has come before the Discipline Committee.

The coach must ensure that all penalties are served and that no player or parent returns before the allotted time has expired. Failure to do so will result in the suspension of the coach and manager.

When a situation exists that both the CVMHA and BC Hockey have suspension policies relating to a specific incident, the suspensions may run consecutively to each other.

All game sheets must be completed using Spordle/HiSports electronic game sheets. Game sheets must be completed immediately following all games. Failure to complete the electronic game sheet within 24 hours of the game's conclusion may result in fines being assessed.

Fines may be assessed by the Executive to teams not abiding by rules set out by CVMHA and/or a Director of CVMHA.

### **2. Misconducts**

Rule A All recreation hockey divisions will be subject to the following CVMHA disciplinary measures: an instigator or aggressor penalty will be an automatic minimum three (3) game suspension.

Rule B A second offense of the above Rule A will result in a review by the Disciplinary Committee with possible suspension.

Rule C A third offense of the above Rule A will result in an indefinite suspension until the matter is reviewed by the Disciplinary Committee.

### **3. Game Misconducts**

Rule D Game misconduct penalties occurring in the last ten (10) minutes of an exhibition, tournament, league or playoff game shall result in the following:

First Game Misconduct: Ejected from current game and suspended for the next league or playoff game, or seven (7) days, whichever occurs first

Rule E Players receiving additional Game Misconduct penalties are subject to the following suspension, irrespective of the ten (10) minute rule:

Second Game Misconduct: Ejected from current game and suspended for the next two league or playoff games, or fourteen (14) days, whichever occurs first

Third Game Misconduct: Ejected from current game and suspended indefinitely pending review by the Disciplinary Committee.

NOTE: A one (1) game suspension is assessed to the coach of any team accumulating five (5) misconduct penalties. Any repeat of the above offences will result in the coach being called in front of the Disciplinary Committee.

### **4. Major Penalties for Fighting**

Rule G Any player receiving fighting majors during exhibition, tournament league or playoff games will receive the following (this includes the suspension time outlined in section Rule D):

First Fight: Suspended for the next two (2) games, or fourteen (14) days, whichever occurs first.

Second Fight: Suspended for the next four (4) games, or twenty-one (21) days, whichever occurs first.

Third Fight: Indefinite suspension pending review by the Disciplinary Committee.

### **5. Excessive Penalties in one Game**

Any player receiving three (3) penalties in one game shall be automatically ejected. Any player ejected under this section on five (5) occasions will be suspended for the next league or playoff game.

### **6. Suspensions**

Any player receiving a suspension, when there is insufficient time to serve the full suspension at the end of the season, will serve the remainder of the suspension upon commencement of the league the following season and accordingly:

No suspensions will be served during the months of April to August (e.g., a player receiving a thirty- (30) day suspension on the 15th of March will serve 15 days in March and the remainder through the first 15 days of September).

All time- and date-determined suspensions (e.g., seven, fourteen, twenty-one days) will commence with day one being the day following the last game played until 12 o'clock midnight on the final day of suspension.

Players will be allowed to participate in practices, unless otherwise informed.

Coaches and other team officials serving a suspension will not be allowed in the dressing room, or otherwise have contact with their team, from one (1) hour prior to the game until one (1) hour after the game.

## **G. Representative Division**

CVMHA expects the coaches and managers to maintain discipline among their players and parents. You are representing CVMHA and must keep this in mind at all times.

The Rep Division is governed by this document, the rules of CVMHA, BC HOCKEY, HC, as well as any rules established by VIAHA. All rules must be strictly followed and enforced. The team's coaches and managers must be familiar with these and ensure that their team and parents are aware of these rules. The CVMHA will accept no excuses from its coaches and managers for not being aware of the rules.

Accordingly, all second offence, major penalties must be reviewed by CVMHA; third offences are handled by the Island Director.

The coaches must ensure that all penalties are served and that no player, team official, or parent returns before the allotted time has expired. Failure to do so may result in the suspension of the coach and/or manager.

All Discipline matters must involve both the player, and at least one coach.

A coach has the authority of the CVMHA to discipline a player on his/her team as follows:

- a) The player may be benched for one period in any one game
- b) A player may be benched for a full game
- c) No player may be suspended for one game without the knowledge of the Rep Director.
- d) Any suspension of a game or more must be reported in writing to the Rep Director and Discipline Committee
- e) Suspension and discipline of parents will be handled by the Discipline Committee upon the receipt of a written complaint.

No player may be suspended by a coach/manager/team official for a complete game without the knowledge of the Rep Director.

The Rep Committee must submit all written complaints about Rep team players, coaches, or team officials to the Rep Director for review. The Committee will deal with the complaint and make a recommendation to the Executive Committee. The Executive will review the complaint and make a decision in a reasonable time frame. The decision may be appealed in writing within 72 hours. An appeal committee will review the decision. Their decision will be final.

The Rep committee/Discipline Committee may at any time administer or review any Rep player's playing record and administer the appropriate discipline.

## **H. Zero Tolerance Facility**

Verbal abuse of Officials, players, coaches and volunteers of CVMHA will not be tolerated. Under no circumstances may a Coach, Assistant Coach, Manager, Safety Person or Parent verbally attack a referee, linesman, player or volunteer of the association. This will result in immediate suspension, pending a discipline meeting.

Should a member of CVMHA be removed, or banned from our facilities by the District of Comox Valley, this would also include all parks, buildings, etc. maintained by the District of Comox Valley under the district by-laws.



Zero Tolerance also includes the use of illegal drugs, vaping and alcohol by players within any CVMHA function. As well, CVMHA has a zero tolerance policy for alcohol, vaping and tobacco use on any bus being used to transport teams to any CVMHA functions. It is the responsibility of the coaches and/or managers to enforce the rules within the players and all team staff. Suspensions will occur.

#### **-Tobacco and Vape Use**

*Tobacco and Vape use is strictly prohibited for players/participants/coaches/leaders/parents/spectators/and officials within 7.5 meters (24 ft) of any BC hockey facility at doorways, entryways, openable windows and air intakes. Tobacco and vaping use is strictly prohibited at the players bench and inside dressing rooms.*

There is NO tolerance for vaping, drugs and or/alcohol usage by CVMHA Players.

1. **Vaping or smoking:** any player caught or suspected of vaping or smoking of tobacco, cannabis, or any other combustible substance in or around our arena and opponent's arenas or in any public facility frequented by the team will be automatically suspended for two games. Any subsequent infraction will cause the player to be expelled from the association with no refund of fees.
2. **Alcohol:** any player caught or suspected of drinking alcohol in or around our arena and opponent's arenas or in any public facility frequented by the team will be automatically suspended for five games. Any subsequent infraction will cause the player to be expelled from the association with no refund of fees.
3. Any player attending a team practice, event or game **suspected of being under the influence** of alcohol, marijuana or other drugs will be suspended indefinitely and possibly expelled from the association without refund at the discretion of the Board.

## Reporting Procedures

Expectations:

- Any person witnessing the above contraventions has a duty to report.
- Incidents involving players: The Association President is informed of the incident. The coach informs the parent of the incident and asks direction from the parent on the removal of the player from the coach's care. The coach has the authority to remove a player from team activities. Regardless of removal from activity, the coach continues supervisory duties until the player is released from the coach's care by the parent or guardian. The coach informs the authorities should the incident warrant criminal investigation. The coach documents the incident. The coach forwards this documentation for filing/action with the Association. The coach ensures that reports and specific circumstances are kept within the parent and Association-constituted process. At no time are any proceedings made public. One or more members of the coaching staff shall meet, as soon as practical, with the player and a parent to review the reasons for the removal from activity. Suspension of the athlete is at the direction of the Association. If the decision is to seek suspension, the coaching staff, as soon as practical, informs the player and a parent and refers the matter to the Association. Should this happen, the process follows the suspension procedure of the Association.

## I. Code of Discipline

### 1. Suspensions

A coach may suspend for discipline, any player for up to one game. Suspensions of more than one game must have the approval of the Discipline Committee of the Executive.

The Division Manager or Rep Director, depending on the player, shall be advised of all such suspensions.

### 2. Complaints re: Coaches and Team Officials

Complaints about a Coach, Assistant, Safety Person or Manager must first be addressed to the Division Manager or Rep Director, depending on the coach, assistant, safety person or manager. Fair Play concerns should be directed to the Division Manager, Head/Mentor Coach or Director of Hockey Operations.

When necessary, the Division Manager or Rep Director may refer concerns to the Discipline Committee or by letter to the Elected Executive.

### 3. Complaints re: Referees and Linesmen

This forum of complaint is not meant for coaches or others who do not like the way a referee or linesman called a particular game, nor is it for questioning interpretations of judgment calls. Any serious concerns by coaching staff or others should be reported, IN WRITING, to the CVMHA Referee-in-Chief and with a copy to the President.

### 4. Conflict of Interest Policy

A 'conflict of interest' is any situation where:

- a) your personal interests, or
- b) those of a close friend, family member, business associate, corporate or partnership in which you hold a significant interest, or a person to whom you owe an obligation, could influence your decisions and impair your ability to:
  - i) act in CVMHA's best interests, or
  - ii) represent CVMHA fairly, impartially and without bias.
- c) a potential conflict of interest is deemed to arise when any elected member of CVMHA Board is involved as a member of or holds any position within a VIAHA league, association, club or team and/or receives remuneration of any amount for any position within a minor hockey league, association, club or team.

A 'conflict of interest' exists if the decision 'could' be influenced – it is not necessary that influence take place. The policy shall include but not be limited to the CVMHA Executive, advisory bodies, and team, league, district association and community club committees.

Resolution of potential conflicts should generally include:

- a) promptly declaring to the meeting Chair any conflict of interest as defined by the policy and ask that such declaration be recorded in the minutes,
- b) excusing oneself from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed,
- c) refraining from all discussion of the matter which gives rise to the conflict of interest at any CVMHA meeting, and
- d) refraining from voting

## 8. Officials

### A. Code of Conduct

As officials in a sport that is extremely competitive and emotionally intense, it is essential that officials

conduct themselves appropriately. An official's character and judgement are frequently criticized and scrutinized. It is imperative that officials display behaviour that will reflect only a positive image.

### 1. **Attitude**

Minor hockey is very important to the players, coaches and parents. Therefore, every assignment should be treated with the same effort and respect.

Officials should always maintain a positive frame of mind. Calls should never be made in anger. At no time should any official (on-ice or off-ice) engage in conflicts with coaches, players, parents, or spectators. Belligerence or vengeance will not be tolerated.

### 2. **Professionalism**

As a hockey official, professionalism is the cornerstone of success. Officials should act in a mature, confident and responsible way. They should exercise self-restraint when confronted with difficult situations, and demonstrate patience, tolerance and firmness.

Officials should also treat each other with respect. They should never criticize the performance of another official, on or off the ice. There are systems in place to deal with performance issues.

### 3. **Rule Knowledge**

Officials should know the rules of the game in order to provide the best possible service to everyone involved. They should convey confidence in all decisions. If in doubt, officials are encouraged to seek advice/assistance from more experienced officials.

### 4. **Teamwork**

Officials must function effectively as a team. They should discuss techniques and possible scenarios before a game. Communication on the ice should be through signals and voice. Support for all decisions should be evident on the ice.

## B. **Code of Discipline**

Officiating is a significant responsibility, which can be demanding of time and energy. Officials represent the players, the parents, and the reputation of the entire CVMH Association. The following protocol is designed to maintain integrity, structure, control and consistency within the Referees Group:

### 1. **Late for a Game**

**1<sup>st</sup> offence** – Warning. Official will be reminded of the responsibility to fellow referees and the players (RIC).

**2<sup>nd</sup> offence** – 7 – day 'no-call' list (RIC).

**3<sup>rd</sup> offence** – 14 day 'no call' list (*Review Committee*). Further assignments may be re-evaluated (RIC).

**4<sup>th</sup> offence** – End of season suspension (*Review Committee and RCM*). Official will be given no further assignments.

### 2. **Absent for a Game**

**1<sup>st</sup> offence** – 7 – day 'no-call' list (RIC)

**2<sup>nd</sup> offence** – 14 day 'no-call' list (*Review Committee*). Further assignments may be re-evaluated (RIC).

**3<sup>rd</sup> offence** – End of season suspension (*Review Committee and RCM*). Official will be given no further assignments.

**Recommendation:** The Referee Administration group recommends that a **Review/Discipline Committee** be formed to handle any matters pertaining to discipline for the Referees. The committee should be comprised of the President of CVMHA, the Referee in Chief (RIC), one other member of the Executive and one senior member of the Referees group. The composition of this committee would ensure impartiality, equality, integrity, confidentiality and consistency when handling any disciplinary matters. The Committee would review each case as required to determine if the recommended discipline is suitable.

Any disciplinary action would be date stamped according to the guidelines above, and would be levied by CVMHA President on behalf of the RIC and the Review Committee. Any 'end of season' suspensions would involve, and be levied by the North Island League RCM under BCAHA rules (see Officiating Program, Suspensions, Rule 7.18 and 7.19)

## C. Game Assignments

### 1. Promptness

It is each official's responsibility to ensure they are at the rink no later than 45 minutes prior to rep games and 30 minutes prior to the scheduled start of the all other games.

If, for some reason, an official is running late and will be arriving after the 45/30 minute deadline, it is that official's responsibility to contact either the RIC, the Assignor and/or the other game officials to advise them of the situation.

### 2. Cancellations

Once an official accepts game assignments from the Assignor, it becomes the responsibility of that official to find a replacement of equal or higher qualification, should the original official find that he cannot fulfill an assignment. If the official is unsure of a replacement official's capability, contact the Assignor or the RIC for verification.

When an official accepts an assignment from another official, it is the recipient's responsibility to contact the assignor with the change. This will ensure confirmation of the date, time, rink, and level of play, and guarantee the assignor's records are kept accurate for the purposes of game cancellations, payment, supervision and future assignments.

### 3. Availability

It is the responsibility of the official to ensure that his or her availability is up to date. Availability should be up to date at least two weeks in advance, all tournaments are assigned in advance.

### 4. Assignment Inquires

ALL complaints related to assignments, or lack of assignments will be directed to the RIC, and not the assigner. Harassment of the assigner will result in the official being put on the no call list.

### 5. Turned back games

1<sup>st</sup> offence – Warning.

2<sup>nd</sup> offence – 7 – day 'no-call' list (RIC).

3<sup>rd</sup> offence + – 14 day 'no call' list (Review Committee). Further assignments may be re-evaluated (RIC).

### Notes:

Officials should only accept Minor Hockey assignments from the designated assignor. If a team official contacts an official regarding any minor hockey game, refer them to the assignor.

As a general rule, officials should only work 2 games in a row, then have a minimum 4 hour break before skating again on the same day. When there is a shortage of officials available, as occurs during many tournaments, the available officials will be spread out with breaks as much as possible. There may be games in excess of 2 in a row and there may be breaks of less than 4 hours.

## D. Dress Code

Officiating is a very high profile occupation. It is important to make a positive impression on others. A professional appearance will assist officials in gaining the respect and confidence of everyone involved in the game, on and off the ice. With this in mind, the following outlines the acceptable dress code for CVMHA:

### 1. All Rep Games

Shirt and tie, or shirt and sweater, or golf shirt

Casual or dress pants  
 Appropriate footwear  
 No team jackets  
 No ball caps  
 No running shoes or sneakers

**2. All Other Levels of Hockey**

Clean clothes  
 Clean footwear

**3. Notes**

Skate laces must be white  
 Ensure jersey and pants are clean and in good repair  
 Ensure equipment bags are in good repair and are closed while walking through the arena.

Officials who do not adhere to the dress code will be reminded of their responsibility to look professional.

## 9. Dressing Room Policy

### A. Cameras, Camera Phones, Personal Digital Assistance

#### CELLPHONE USE IS PROHIBITED IN ALL FACILITY DRESSING ROOMS

The use of any form of camera, video camera, camera phone, or personal digital assistant (PDA) is prohibited in any recreational facility change rooms during any BC Hockey sanctioned event (practices, games, tournaments ).

### B. Coaching Presence in the Dressing Room

All coaching staff that will be in the presence of children in the dressing room shall have the following minimum certifications:

- Respect in Sport
- Volunteer Criminal Record Check (approved)

The following criteria must be followed based on the team rules that state expected show up times for games and practices. For example, if the team rule is that all players are expected to be in the dressing room 45 minutes prior to the start of the game or practice, then two (2) authorized coaching staff/team representative(s) are expected to be there at that time also.

This same rule applies after the game or practice; the players should not be left alone.

Two (2) coaches or two (2) team representatives with the aforementioned qualifications (see bullets, above) are to be in the dressing room with players at all times.

### C. Parents in the Dressing Room

**Rule of Two:** To best ensure safety for all participants, all minor hockey programs sanctioned by Hockey Canada and its Members are required to implement the 'Rule of Two' for all dressing rooms. The 'Rule of Two' requires two trained and screened adults to be present in the dressing room or immediately outside the dressing room with the door propped open to monitor the environment and ensure it is free of any discrimination, harassment, bullying, or other forms of maltreatment. The Rule of Two remains in place when showers are in use.

**Prohibition on Violent Activities in Dressing Rooms:** To ensure the safety of all participants in the dressing room, no type of violent conduct of any kind (including locker room boxing) bullying, or hazing is permitted. It is the responsibility of coaches and team staff to ensure that no such violent behaviour is taking place in dressing rooms or dressing environments.

Should anyone experience maltreatment in violation of this section of the Policy, a complaint may be submitted to Hockey Canada's Independent Third Party.

**Prohibition on Recording in Dressing Rooms or Dressing Environments:** To respect the privacy of participants, no videos, still photos, or voice recordings of any kind may be taken using any device with recording capabilities in a dressing room or dressing environment. Cell phones are only permitted to be used in a dressing room or dressing environment for the purposes of controlling music played in those spaces.

Quoted from:

<https://cdn-ca.aglty.io/bc-hockey/image-gallery/memberinfo/Hockey%20Canada%20Dressing%20Room%20Policy.pdf>

### **1. U7, U9, and U11 Divisions**

Parents are permitted in the dressing room to assist their child in getting their hockey gear on and off. Once the child is dressed in their hockey gear, the parents are required to leave the dressing room. After the game or practice, parents will be permitted back in the dressing room to assist their child in removing their hockey gear, only after the coaching staff has had the opportunity, when desired, to address any issues from the game or practice.

U11 aged players should be encouraged to start tightening their own skates and dressing themselves. Coaches may assist if need be.

### **2. U13, U15, and U18 Divisions**

Parents are not permitted in the dressing rooms. The following instances are exceptions:

- A medical emergency where the parents' presence may be essential to the well-being of their child; and,
- An invitation is extended by the coaching staff.

**DRESSING ROOM CLEANLINESS:** Each team is expected to clean up after themselves.

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

Hockey Canada allows co-ed dressing room situations to exist at the U7 Program, U9, and U11 levels; five to ten years of age, provided participants in a co-ed situation either arrive in full equipment or wear, at a minimum, gym shorts or long underwear as well as a full t-shirt (no tank tops); all of which must be in good condition and without holes or tears.

### **Female Players Requiring a Separate Dressing Room**

At the U13 (11 years of age) level, and above, the following condition will apply in all co-ed team environments: Females and males will change in separate dressing rooms.

Both genders shall congregate in one dressing room, fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time, unless otherwise indicated (to be there earlier) by the coaching staff.

The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff. The gender in the majority

shall not begin changing with the exception of helmets, gloves, and skates, prior to the departure of the lesser-represented gender.

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). It is the responsibility of the team to ensure that these guidelines are followed.

## 10. Equipment

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

### A. The Equipment Manager

shall submit an annual budget to the Executive for approval. The budget will include all anticipated expenses and revenues and a breakdown of anticipated purchases. Local suppliers will be given preference in meeting the Association's equipment needs when possible however tenders may be requested where appropriate.

shall maintain an inventory of all of the Associations equipment and the replacement cost, and report this inventory annually to the Executive. The Executive shall be responsible for obtaining the appropriate insurance on the equipment.

shall maintain a current ledger of the distribution of all equipment not in storage.

shall be responsible for the team distribution and collection of all jerseys, and pucks.

shall distribute equipment according to the policies and procedures set by the Executive.

may advise the Executive on policies and procedures.

shall complete a Criminal Records Check for self

### B. The Goaltenders Equipment Manager

shall submit an annual budget to the Board for approval. The budget will include all anticipated expenses and revenues and a breakdown of anticipated purchases. Local suppliers will be given preference in meeting the Association's goaltender equipment needs when possible however tenders may be requested where appropriate.

shall maintain an inventory of all of the Associations goaltender equipment and the replacement cost, and report this inventory annually to the Executive. The Executive shall be responsible for obtaining the appropriate insurance on the goaltender equipment.

shall maintain a current ledger of the distribution of all goaltender equipment not in storage.

shall be responsible for the team distribution and collection of all goaltender equipment.

shall distribute goaltender equipment according to the policies and procedures set by the Executive.

may advise the Executive on policies and procedures.

shall complete a Criminal Records Check for self

### C. 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, neck guard and goal tender stick.

There will be a \$500 loss or damage fee required if the equipment is not returned in the condition it was loaned in, subject to normal wear and tear. Normal wear and tear is acceptable.

The player or team borrowing the equipment will return the equipment to the Goaltender 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 fee of \$500.00. The equipment will be returned to the Association prior to August 1st .

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

## D. Jerseys & Socks

Each family will sign a form warranting that team jerseys are loaned for the season and there will be a \$100 fee assessed should a jersey be returned damaged beyond normal wear and tear, or should a C or A be ironed on to the loaned jersey.

The equipment manager will distribute the jerseys to the Division Manager / Rep Director for distribution to each team's head coach. The coach will provide to the Division Manager / Rep Director 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. When sweaters are issued, they are cleaned and ready for use. These spare jerseys are to be afforded the same care and attention as the players' jerseys. The team will be charged \$100 replacement fees for each spare jersey that is "lost" during the season.

**Motion Tish Kristensen/Luisa Perry: All teams must wear approved CVMHA jerseys or the team will face indefinite suspensions. All in favor  
March 2025**

If a team wishes to obtain practice jerseys the responsibility to obtain and pay for these jerseys will be left with the team.

All teams are supplied socks to match jerseys.

When returning sweaters at the end of the season, Team Management is responsible to see that all sweater sets are complete (NONE MISSING) and that they have been carefully washed and are ready for storing. Washing of sweaters must be done with care, AVOIDING HIGH HEAT, particularly when drying. Excessive heat will permanently shrink all or parts of the sweaters, rendering them totally useless to the team.

Any sweaters not returned or are damaged beyond repair, will be replaced by CVMHA and the team will be charged the full amount. The Association may not be able to replace a destroyed or lost set of sweaters until the following year and only through a relatively expensive and lengthy ordering process.

**Personal Name bars are NOT allowed. The "STOP" sign must 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.**

The numbering of CVMHA team sweaters is to be consistent at all recreational levels as follows: 3 to 29 and 70 or 79. In general, sweater numbers 29 and 79 (or 70 in U15) are goalie jerseys.

Periodically CVMHA may determine that sweaters will be sold when their condition dictates that they be replaced for the next season. Such sweaters will be marked by the Equipment Manager as being surplus.



No CVMHA jerseys or equipment may be used for non-sanctioned teams, leagues or tournaments including all “spring league play” without Executive approval. Community Events are acceptable but permission must be obtained.

The Executive 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 CVMHA or accomplishments in hockey.

## E. Coaching Equipment

All teams will be responsible for their team pucks, pylons, coaching white boards and any pinnies issued as supplied by CVMHA.

**Motion: Luisa Perry/Trevor: Should the kits (including pucks, first aid kits, pinnies) that are provided to teams at the beginning of the season not be returned at the end of the season teams will be charged \$100. All in favor**  
February 2025

## 11. Tournaments

The Tournament Coordinator is a non-voting, appointed member of the Executive and reports to the Executive.

Minor Hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. Guidelines are as follows and should be strictly adhered to, with any exceptions referred to the 1<sup>st</sup> Vice President for approval:

3. All tournament arrangements must be in accordance with all Hockey Canada, BC Hockey, VIAHA, and CVMHA rules and regulations.
4. Tournament entry fees are paid through team budgeting and funding.
5. Teams may enter only officially sanctioned and reputable tournaments.
6. At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.
7. Well in advance of departure, the following must be arranged:
  - a) Through the Division Manager and Ice Coordinator rescheduling of any games during the away period.
  - b) Through the CVMHA Executive, travel permission and applicable approval through BC Hockey **MUST** be obtained if going in the USA and for travel outside of CVMHA and the province.
  - c) If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.
8. Coaches or Managers are allowed to make tournament deals such as reciprocating participation but he/she must notify the Tournament Coordinator **IN WRITING** for the deal to be valid.

## 12. Travel

### A. General

1. All games must be sanctioned by the Hockey Canada or BC Hockey for insurance purposes. It is the host’s responsibility to obtain official sanction. Sanction permits must be visible at the Host Association.
2. Travel outside of BC or outside Canada must be approved according to BC Hockey procedure, forms as posted on website <https://comoxvalleyminorhockey.teamsnapsites.com/> under

forms.

3. Travel Permission is not required for:
  - a) Regularly scheduled league games.
  - b) Regularly scheduled league playoffs.
  - c) Provincial Playdowns.
  - d) Tournaments within VIAHA.
  - e) Exhibition games within VIAHA.
4. Player and Team Management suspensions received within VIAHA and BC Hockey are also effective when traveling and apply to all tournament and exhibition game activities.
5. Under no circumstances may a player drive themselves to an away game, tournament or exhibition game.

## B. Provincial Funding Policy

CVMHA will assist with travel expenses for teams that make the Provincial Championships, based on the following criteria:

- a) A maximum of \$2,000 per team to assist with the cost of accommodations, and;
- b) A maximum of \$6,000 in total for all teams that make the Provincial Championships in any given year, and;
- c) Subject to review and approval by the Executive of proposed expenses.

When hosting a Provincial Championship, responsibilities of CVMHA and the host team will be as follows:

- a) The host team will take full control of organizing the event, and;
- b) The host team will have full responsibility of the financial aspects involved in the event (expenses and revenues), and;
- c) The host team will work with CVMHA to schedule ice times and officials for the event's games, and;
- d) The host team will provide a flat fee to CVMHA of \$2,000, and;
- e) The host team may ask CVMHA to act as a liaison, where necessary, and provide additional organizational assistance where necessary.

Teams travelling to Provincials off Vancouver Island are encouraged to apply for the BC Ferries Sports Experience Program -

<https://viasport.ca/grants/bc-ferries-sport-experience-program>

## 13. Communications

### A. Website

The CVMHA web site is used as the main source of communication with our members and is located at the following address : <https://comoxvalleyminorhockey.teamsnapsites.com/> .

Teams have individual websites available on TeamSnap and are encouraged to use them to communicate schedules, tournament dates and team statistics to their players and parent/guardians. Updates are the responsibility of the team.

A signed parental consent form **MUST** be obtained prior to posting any photos of players.

Membership contact lists are not to be used outside of CVMHA.

### B. eMail Policy

- a) CVMHA will never sell or rent our mailing lists to third parties for email marketing or any other purpose. CVMHA may use email list for their own marketing or information purpose
- b) CVMHA will send CVMHA periodicals only to registered players/parents
- c) CVMHA will keep email lists as clean as possible – to prevent obsolete emails, please ensure CVMHA has

a correct email address

## **C. Mail**

The Administrator is responsible for picking up the mail at the CVMHA post office box and distributing it as required. The current mailing address of the CVMHA is:

P.O. Box 3226  
Courtenay, BC V9N 5N4

The President shall be made aware of all correspondence received and/or distributed by the CVMHA.

## **D. Media**

The President shall be responsible for all media releases issued by the CVMHA with the exception of individual game and tournament reports. All comments with regards to the CVMHA and any interaction with the media concerning any business with the CVMHA should be referred to the President or designate for comment. Individual game and tournament reports submitted by team managers or coaches must include team sponsors in reference to the team name.

### **1. Social Media Policy**

The Social Media Policy will outline the use of social media platforms for BC Hockey participants. BC Hockey encourages all participants to be actively involved with social media as topics relate to hockey. BC Hockey will view these comments/posts as public information.

a) Social Media is all online communication, which includes, but is not limited to:

- i. Facebook
- ii. X (Twitter)
- iii. Instagram
- iv. Blogs
- v. Pinterest
- vi. Flickr
- vii. YouTube

b) BC Hockey encourages the use of Social Media in a positive manner in that the use of social media can assist with promotion. Positive comments online promote events and the sport of hockey.

c) The following items will outline guidelines of the BC Hockey Social Media Policy and may be subject to disciplinary action by the Team, Minor Hockey Association, League and BC Hockey.

- i. Personal contact or confidential information must not be posted on Social Media. This includes other participants of BC Hockey.
- ii. 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 forms of media.
- iii. Do not use words or expression that could be interpreted as racist, sexist, or prejudicial.
- iv. Do not bully, harass or make threats against players, officials or coaches
- v. Do not use photographs, video or comments promoting negative influences or criminal behaviour
- vi. Do not post inappropriate pictures. Posted pictures can be taken out of context and reproduced on other websites.
- vii. Controversial posts and pictures may negatively impact a team's ability to obtain sponsorships.

d) Violations of the outlined guidelines in section c) that are reported to BC Hockey will be subject to an investigation. If a violation is found to have occurred, the participant(s) will be subject to disciplinary action under BC Hockey Bylaws

It is strictly prohibited for anyone to photograph inside dressing rooms occupied by CVMHA teams. Should CVMHA become aware of any situation of cyber bullying or abuse of any CVMHA member by another member on a social media outlet the offending member(s) will face disciplinary action and possible suspension.

## **E. Letterhead**

Blank CVMHA letterhead will not be given out to anyone other than the President, Vice President, Treasurer, Secretary or Registrar of the CVMHA. Members requiring a letter to be sent on CVMHA letterhead must forward a draft to the Administrator who will then compose the letter on their behalf. All correspondence received or distributed by the CVMHA will be held by the Secretary and/or the President. CVMHA letterhead must not be photocopied or used without the written permission of the President and/or the Executive.

CVMHA letterhead may be used to solicit funds for CVMHA purposes or events with the approval of the CVMHA Executive. Letterhead must not be used by any team or individual to solicit funds for their own purposes.

## **F. Logo (Crest)**

The CVMHA Logo (Crest) is the property of the CVMHA. The Logo (Crest) may only be used by members of the Executive in the course of carrying on CVMHA business. No other parties will be permitted to use the CVMHA Logo (Crest) for any purpose without the written consent of the Executive. The majority of the Executive must agree before this consent will be granted.

The Strathcona Bears logo will be exclusive to CVMHA Development and Rep teams. The Lightning logo will be exclusive to CVMHA Female teams. The Flyers logo will be exclusive to the U7, U9 and recreational teams.

## **G. Division Mailboxes**

Every division has a mailbox located just beside the CVMHA office. Division representatives are responsible for checking their mailboxes.

## **H. Meeting Space**

Rooms are available to facilitate coach, team or parent meetings. Reservations are on a first-come-first-served basis through the facility or the CVMHA Administrator for use of the CVMHA office.

## **I. Resources**

Team coaches, managers, players and parents may also visit the following websites for information with respect to player development, coaching and other areas of interest:

- a) Comox Valley Minor Hockey Association: <https://comoxvalleyminorhockey.teamsnapsites.com/>
- b) Vancouver Island Amateur Hockey Association: [www.viaha.org](http://www.viaha.org)
- c) BC Hockey: [www.bchockey.net](http://www.bchockey.net)
- d) Hockey Canada: [www.hockeycanada.ca](http://www.hockeycanada.ca)

# **14. Risk Management**

*WORKING TOGETHER, THE CVMHA WILL PROVIDE THE GAME AND ITS PLAYERS WITH A SAFE  
ENVIRONMENT IN WHICH TO DEMONSTRATE THE QUALITIES THAT MAKE HOCKEY A NATIONAL PAST TIME.  
PLAYED PROPERLY AND WITHIN THE RULES.  
HOCKEY IS A GREAT GAME AND IS THE BASIS FOR THIS POLICY.*

The Risk Manager is a non-voting, appointed member of the Executive and reports to the Executive.

## A. General

A current Risk Management file (Building safety issues, incidents, penalty statistics, correspondence, injuries, and copies of mutual aid reports) will be maintained by the Risk Manager. The Risk Manager will post Risk Management Bulletins for the members to read.

Coaches must ensure that everyone on the ice surface is properly insured through the BC Hockey Mutual Aid Fund.

Coaches must make sure that players do not step on the ice surface until the ice machine is completely off the ice, the doors are closed and a team official is present.

Coaches must ensure that all gates are firmly closed once on the ice and any unsafe conditions are immediately reported to the Risk Manager and/or Ice Coordinator.

All CVMHA members shall follow the Comox Valley Sports Centre and Glacier Gardens' Emergency Procedures and Policies, i.e., fire and earthquakes.

## B. Injuries

All players and team officials injured during on ice activities, whose injuries require medical attention, must return a completed Injury Report Form to the CVMHA. The blank forms are available from the CVMHA. A copy will be retained by the CVMHA and the original forwarded to BC Hockey.

Any player sustaining a severe injury (e.g., a head injury/concussion) must produce a doctor's release to their team coach prior to returning to play or practice. ePact electronic reporting is now available to the Association. Safeties on all teams should familiarize themselves with the program.

## C. Insurance

Insurance will be purchased for all other aspects of the CVMHA including the Executive, the office and equipment.

## D. HC Insurance Program

Insurance will be provided for players and all on-ice volunteers through Hockey Canada's Insurance program. The HC Insurance program covers costs above any medical or extended health benefits.

HC Insurance Program covers the player or volunteer only for sanctioned on ice activities, including travel directly from home to arena and return.

According to BC Hockey guidelines, off-ice activities, including but not limited to dry land training or team socials, may be sanctioned BC Hockey activities and covered under HC Insurance Program, **PROVIDING PRIOR APPROVAL HAS BEEN RECEIVED FROM BC Hockey.**

## E. Volunteer Management

As a measure to minimize risk of harm (Physical, Emotional or Sexual) to players, officials, volunteers, and the CVMHA, the CVMHA will screen volunteers, players and officials on an ongoing basis.

The initial screening process includes, but is not limited to the completion of an application form, interview to determine aptitude and knowledge, reference checks, and an acceptable criminal record check.

Criminal Record Checks must be completed by all team managers, coaches, assistant coaches, officials, and Executive Members, and then placed on file with the CVMHA no later than 6 weeks after the beginning of the season. Any person from whom CVMHA has not received a Criminal Record Check by that date will be suspended until the Criminal Record Check is on file. Prior Criminal Record Checks may be used providing they have been done no earlier than 3 years prior to September of the current season.

Persons whose Criminal Record Check indicates that there may or may not be a criminal record in existence will be suspended until the RCMP's copy of the conviction has been received by the CVMHA. If the

conviction(s) is applicable to the volunteer position applied for, the candidate will not be offered the position or be permitted to continue in the position. The candidate may apply and be accepted for another position in the CVMHA in which the conviction(s) is not applicable.

Ongoing screening includes, but is not limited to observing players, parents, coaches and officials at practices and games for negative emotional or psychological interaction; and spot checks with players to find out how they are being treated by other players, coaches, officials and parents.

All volunteers will be given the appropriate, current job description outlining the qualifications needed, the time commitment and their responsibilities.

All players and volunteers will agree to follow the appropriate Code of Conduct (see Appendix I) form prior to participating in the CVMHA.

The CVMHA will provide proper training, supervision and evaluation.

### **1. Visiting Coaches**

All visiting coaches that are not CVMHA members must be assigned a Mutual Aid Insurance number before going on the ice with any CVMHA team (Rep or Recreation). The following steps must be taken:

- a) The coach must contact the CVMHA Administrator to pay the cost of the individual's Coverage and be assigned a Mutual Aid Number.
- b) Upon doing so, the Administrator will give the coach a cover letter to be presented to the team coach or manager.

Only coaches and managers approved by the CVMHA shall be behind the benches. All coaches must read and sign a CVMHA coaches application, Code of Conduct (see Appendix I), complete a Volunteer Criminal Record Check, and obtain certification.

All coaches in U 7 to U9 must have completed or be willing to complete the appropriate Hockey Canada certification of coaching by December 15th of the current season, in order to coach within CVMHA. Coaching certification courses will be advertised with dates and times.

CVMHA requires that all coaches per team have attained an appropriate Hockey Canada certification. CVMHA encourages the use of on-ice helpers, especially in U7 and U9, in addition to the coaches. The on-ice helpers' requirements are governed by the age of the helper. Please refer to Appendix VII

When financially possible, the CVMHA will reimburse course costs of volunteers who have passed a hockey coaching certification program. Reimbursement for clinic fees will be processed when they are certified by BC Hockey. The volunteer must have received Executive approval for the reimbursement prior to taking the course.

All coaches shall be screened and evaluated throughout the season by the CVMHA Coach Coordinator or his/her delegate. Should a coaching problem arise within a division, the Division Manager shall notify the CVMHA Coach Coordinator, so the problem can be rectified immediately.

### **2. Team First Aid**

The Comox Valley Regional District requires that all ice times have a certified First Aid person present.

### **3. Hockey Canada Safety Program (HCSP)**

All Recreation and Representative Teams require a certified HCSP. They must be present at each ice time.

### **4. Officials**

Referee-in-Chief will be notified at least **three (3)** days in advance of games for Referee requirements.

All referees will be coordinated by CVMHA Referee-in-Chief, or designated volunteer(s) appointed by the Referee-in-Chief. If games are cancelled without reasonable notification to the official's assignor, "24 hours", the officials assigned who show for the game will be paid.

The Coach will notify the Referee-in-Chief of officials who are late or who do not show up.

Any player or coach who is under suspension shall not officiate any game until suspension is served.

Referee write-ups will take precedence over the timekeeper's entries on all game sheets.

## **5. Timekeepers and Scorekeepers**

The assigned Home team will be responsible for timekeepers and scorekeepers. The team manager will schedule scorekeepers, timekeepers and penalty box officials.

Paper score sheets for the U8 division may be found at the CVMHA Office. All information on the score sheets must be recorded correctly with neat printing. Copies of score sheets (home and away) are to be dropped off in the statistician boxes located just outside the CVMHA office immediately after home games and no later than forty-eight (48) hours after away games.

In the Recreation U11 Division, scorekeepers will not post additional goals on the clock for the winning team if there is more than a **five-goal spread**.

Recreation Division games will adhere to the guidelines provided in section 4.B.7.

# **15. Harassment**

Comox Valley Minor Hockey Association is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices

Harassment is a form of discrimination which is prohibited by human rights legislation in Canada. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

This policy applies to all employees as well as all directors, officers, volunteers, coaches, athletes, officials and members of Comox Valley Minor Hockey Association. It applies to harassment which may occur during the course of all Comox Valley Minor Hockey Association business, activities and events. Any concerned person or concerned respondent may, at any time, seek confidential advice or assistance from a designated BC Hockey Harassment Advisor (male or female) on how to deal with a situation of harassment.

This policy shall not prevent a person in authority from taking immediate, informal, corrective disciplinary action in response to behaviour that, in their view, constitutes a minor incidence of harassment.

## **A. Definition of Bullying**

Bullying involves a person expressing their power through the humiliation of another person. Bullying occurs between people at any age and is not addressed through human rights' legislation.

It is inappropriate behaviours that are typically cruel, demeaning, and hostile toward the bullying targets. (Most commonly occurs between children under the age of 12 but may also constitute behaviours between youth or between adults.)

Bullying is similar to harassment but the behaviours are not addressed under human rights' laws. Bullies are typically cruel, demeaning, and hostile towards the targets of their bullying. The actual issue of bullying is not addressed by the law except when the behaviour does become a criminal issue, e.g. extortion, physical assault, etc.

Bullying can be broken down into four types:

1. Physical: hit or kick victims, take and/or damage personal property;
2. Verbal: name calling, insults, or constant teasing;
3. Relational: try to cut off victims from social connection by convincing peers to exclude or reject victim(s); and,
4. Cyber bullying: all areas of internet, such as email, Facebook, and other social networking internet

misuse, mobile threats by text messaging and phone calls, and the misuse of associated technology such as camera and video facilities.

The following is a non-exhaustive list of tactics used by bullies to control their targets:

1. Unwarranted yelling and screaming directed at the target;
2. Continually criticizing the target's abilities;
3. Blaming the target of the bullying for mistakes;
4. Making unreasonable demands related to performance;
5. Repeated insults or put downs of the target;
6. Repeated threats to remove or restrict opportunities or privileges;
7. Denying or discounting the target's accomplishment(s); and,
8. Threats of actual physical violence.

## **B. Definition of Harassment**

Harassment is defined as conduct, gestures, or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals which creates a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment must be based on the grounds prohibited in human rights' legislation, such as race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction, and sexual orientation. Harassment may occur among anyone, between peers (e.g. player to player of the same age group, parent to official, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position (e.g. coach to player, sports administrator to employee).

The following is a non-exhaustive list of examples of harassment:

1. Unwelcome jokes, innuendo, or teasing about a person's body, looks, race, sexual orientation, etc.;
2. Condescending, patronizing, threatening, or punishing actions which undermine self-esteem;
3. Practical jokes which cause awkwardness or embarrassment, or may endanger a person's safety;
4. Degrading or inappropriate hazing rituals;
5. Unwanted or unnecessary physical contact including touching, patting, or pinching;
6. Unwanted conduct, comments, gestures, or invitations of a sexual nature which are likely to cause offence or humiliation or which might, on reasonable grounds, be perceived as placing a condition of a sexual nature on an opportunity within minor hockey; and,
7. Sexual assault or physical assault.

It is important to note that the behaviours described in points 5 through 7, above, when directed towards a child or youth, constitute abuse under child protection legislation. This may also be true of other behaviours; for example, certain hazing practices. In such cases, it is legally required to report these behaviours to the RCMP and/or Ministry of Child and Family Services.

### **1. Action Required**

When any member has reasonable belief that a minor is being abused or neglected, he/she shall report this belief to authorities, pursuant to the provisions of the Act, and shall advise the Executive that a report has been made.

CVMHA shall take no further action until such time as child protection authorities and/or police have concluded their investigation. The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence in these proceedings.

A person who experiences harassment, any person who witnesses harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behavior is unwelcome, offensive and contrary to this policy.

If confronting the harasser is not possible, or if after confronting the harasser the behavior continues, the



person who has experienced the harassment, who has witnessed the harassment, or who believes that harassment has occurred, should report the matter to an official of Comox Valley Minor Hockey Association. For the purposes of this policy, an official is any person in a responsible staff or volunteer position within the organization.

Once an incident is reported, the role of the official is to serve in a neutral, unbiased capacity in receiving the report of the incident, advising the parents or guardians of the incident (if the person who has experienced the harassment is a minor), and assisting in an informal resolution of the complaint, where this is appropriate.

If the official considers that he or she is unable to act in the capacity, the complaint shall be referred to another official who is able and willing to assist.

If informal resolution of the complaint is appropriate or possible, and if the person who has experienced or witnessed the harassment, or who believes that harassment has occurred, decides to pursue a formal complaint, the official shall receive this complaint and shall provide a copy to the Executive following the guidelines as set out by the BC Hockey Harassment Complaint Procedure.

Once the complaint has been reported to the Executive, the official shall then gather facts surrounding the incident by speaking directly with the complainant and the person against whom the complaint (the “respondent”) is made, and any witnesses who in the opinion of the official, might have relevant facts or observations about the incident.

In addition to providing information to the official, the respondent shall have the opportunity to provide a written statement to the official, if he or she wishes. The official, in a written report, shall summarize the results of the fact gathering.

## **2. CVMHA Action Required**

Upon completion of the fact gathering stage, the official shall provide copies of the complaint and his/her factual report to the Executive of CVMHA.

Within seven (7) days of receiving these documents, the Executive shall decide if the complaint should be dealt with informally, in which case it shall direct the appropriate response and the matter shall then be concluded.

If the Executive determines that the complaint should be dealt with by means of a hearing, it shall appoint three (3) individuals to serve as a Panel, and shall appoint one of these individuals to serve as the Chairperson of the Panel.

The Executive shall then, at its sole discretion, and having regard to the nature of the complaint and the potential seriousness of the outcome, determine which of the following procedures shall be used by the Panel to review the complaint:

- The Panel shall review the statement of the complainant, the documentation provided by the official, and the statement of the respondent and shall render a decision; or
- The Executive shall appoint an outside investigator who shall conduct a formal investigation of the incident and shall provide a written report to the Panel. The Panel shall consider this report, as well as the statements of the complainant and the respondent, and the report of the official, and shall then render a decision; or
- The Executive shall appoint an outside investigator who shall conduct a formal investigation of the incident and shall provide a written report to the Panel. The Panel shall review this report at a hearing with the complainant and respondent present, may ask questions of the complainant and respondent, and may allow the complainant and respondent to ask questions of each other. Following the hearing, the Panel shall render its decision.
- The Panel shall convene a hearing involving the complainant, respondent and witnesses. The parties shall have an opportunity to present evidence and to cross-examine each other and witnesses. At the conclusion of the hearing, the Panel shall render its decision.

In holding a hearing, the Panel shall govern the hearing by such procedures as it may decide. If at any point in these proceedings, the complainant becomes reluctant to continue, it shall be at the sole discretion of the Executive to continue the review of the complaint in accordance with this policy.

After reviewing and deciding any harassment matter, the Panel shall present its findings in a report to the Executive with a copy provided to both the complainant and respondent. This report shall contain:

- a summary of the relevant facts;
- a determination as to whether the acts complained of constitute harassment or abuse as defined in this policy;
- disciplinary action to be taken, if the acts constitute harassment or abuse;
- measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment or abuse;
- the nature and severity of the harassment or abuse;
- whether the harassment or abuse was an isolated incident or part of an ongoing pattern of behavior;
- the nature of the relationship between the complainant and harasser;
- the age of the complainant;
- whether the perpetrator had been involved in previous harassment or abusive incidents;
- whether the perpetrator admitted responsibility and expressed a willingness to change; and
- whether the perpetrator retaliated against the complainant.

In recommending disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment or abuse:

- verbal apology
- written apology
- letter of reprimand from the organization
- a fine or levy
- referral to counseling
- removal of certain privileges of membership or employment
- demotion or a pay cut
- temporary suspension with or without pay
- termination of employment or contract
- expulsion from membership
- publication of the details of the sanction
- any other sanction which the Panel considers appropriate

Failure to comply with a sanction as determined by the Panel shall result in automatic suspension from membership in CVMHA.

The Executive may determine that the alleged offense is of such seriousness as to warrant suspension of the member from Comox Valley Minor Hockey Association pending a review of the complaint.

### **3. Appeals**

Both the complainant and respondent shall have the right to appeal the decision of the Panel. A Notice of Intention to Appeal, along with grounds for the appeal, must be provided to the Executive within fourteen (14) days of the complainant or respondent receiving the Panel's report.

Permissible grounds for an appeal are:

- the Panel did not follow the procedures laid out in the policy;
- members of the Panel were influenced by bias; or
- the Panel reached a decision which could not be supported by the evidence, or which was grossly unfair or unreasonable.

The appeal shall be heard by the Executive, who shall base its decision on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the report of the

official, the report of the investigator and/or the report of the Panel, and the Notice of Appeal.

The decision of the Appeal Body shall be final and binding. However, either the complainant or the respondent may seek a review of the decision process in accordance with the BCAHA Harassment Complaints Procedure as set out in section 7.2.3 of the BC Hockey Safety and Risk Management Manual.

In extraordinary circumstances, and at its sole discretion, the Panel may abridge or extend the timelines in this policy.

#### **4. Confidentiality**

Comox Valley Minor Hockey Association recognizes the sensitive and serious nature of harassment and abuse, and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, CVMHA will do so. It is also the policy of CVMHA to allow publication of the decision of the Panel, where the acts complained of constitute harassment.

### **C. Hazing**

Pursuant to Hockey Canada regulation R4; any player, team official, executive member of a team, club or association having been a party to or having had knowledge of any hazing or initiation rite shall be automatically suspended for a period of not less than one year from playing or holding office with any team, club or association affiliated with the CVMHA.

## **16. Sponsorship Policies**

All Team sponsorships shall be the responsibility of the 2nd Vice-President. Team sponsorship revenues are an important and integral part of CVMHA budgeting each year. Potential new sponsors should be referred to the 2nd Vice President.

Each team may have only one sponsor. Teams are not permitted to solicit additional sponsorship.

Sponsors will be assigned based on team affiliations and sponsor preference where possible, at the discretion of the Executive.

CVMHA arranges for team sponsors and fees paid are directed to general CVMHA funding. The sponsor is under no obligation to provide additional support to the team. The sponsor is already committed to making a substantial contribution to CVMHA funding.

Many corporations make substantial contributions to CVMHA through sponsorship of teams, tournaments and other programs. A list of these corporate sponsors will be provided by the 2nd Vice .Teams should avoid approaching these sponsors for additional funding.

The 2nd Vice President has the following obligations to the Sponsors:

- a) Maintain regular verbal or written contact with the sponsor.
- b) Deliver a framed team picture to the sponsor (showing the team name, sponsor name and year picture is taken) at the end of the season.

In any press release given to local newspapers regarding team activities the team sponsor's name must be used.

### **A. Holiday Ice Policy**

During the Holiday break (approx. Dec 18-Jan 2), practice ice time(s) will be assigned upon request ONLY to those teams that have either a home or away tournament/league game(s) during the break period.

Teams without an upcoming tournament will not have regular practice ice times scheduled. However, if teams would like to schedule practice ice time during the break, please contact the ice scheduler to discuss available times and cost .

During the hockey season, if you have an issue or concern that needs to be addressed, please follow the following resolution list:

1. Talk to the Coach,
2. Talk to the Team Manager,
3. Talk to the Division Manager,
4. Talk to the Director Hockey Operations & Programs,
5. Talk to the Head Mentor Coach,
6. Write a letter to the Executive

For further assistance and information :

CVMHA Job Description Handbook  
CVMHA Constitution and Bylaws  
BC Hockey Constitution and Bylaws  
BC Hockey Bulletins  
Hockey Canada Constitution and Bylaws  
Hockey Canada Rule Book  
VIAHA Constitution and Bylaws

Parent, Team and Coach inquiries should be made through the Team Manager to the Division Manager. Administrative matters are to be referred to the Executive through the Administrator.

#### **XVI. Team Apparel**

In order to minimize costs and develop a consistent image in the community, CVMHA teams are to use a standardized track-suit & logo.

- 1) Standard Embroidery on all CVMHA Track-suits is to consist of the CVMHA logo, approved version.
- 2) Optional Embroidery on CVMHA Track-suits is to consist of: 1) Player name & 2) Player number.

The choice to embroider player name and number on track-suits is at the discretion of each CVMHA Coach in consultation with their teams. CVMHA Track-suit samples are available at the Happys. Please inquire with Rep Director about availability as the track-suit samples prior to coming to Happys. Under no circumstances may any team or member of the association use the logo without consent of the association.

When purchasing new GAME jerseys, under the direction of the equipment manager, all CVMHA team jerseys must have 2 standard items:

- 1) Appropriate logo – Bears, Lightning or Flyers on UNIFORM FRONT
- 2) A STOP SIGN (centered on upper, middle back of uniform.)

- 3) BC Hockey Regulation: 4.05 To focus attention on the dangers of checking an opponent from behind, all BC Hockey minor hockey teams shall be required to wear Stop signs on their jerseys, on the high back above the numbers. A team's failure to comply shall be reported to the President.



4)

### **XVII. Team Financial Reporting**

CVMHA is a non-profit organization under the British Columbia Societies Act, staffed primarily by volunteers. No member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the Executive.

**The best way to protect personal integrity is to always operate in an open and well documented manner.**

All organizers associated in any way with minor hockey activities should follow uniform procedures for the control of all cash revenues and collections. It is therefore appropriate and necessary to expect the following:

The Team Parent or Team Manager in their respective Divisions will be responsible upon request to provide parents and the Executive, a Financial Report no later than the following dates; January 15 and March 31 year end (if applicable).

Bank accounts should be used for team, committee and other association funds and these accounts should have monthly statements provided, with cheques electronically documented. All funds, statements and cancelled cheques as well as receipts, invoices and other financial records are to be held in Trust for CVMHA Executive by a team, committee or event treasurer. These documents should be kept safely and be made available upon request by President, Treasurer or Divisional Manager. Under no circumstances may a personal bank account be used.

Accounts should be opened "In Trust", or in the name of the team, committee, or event etc., with cheques signed by two adults, one of whom must be the team Manager or Coach. ( Dual Custody )

All cash transactions should be evidenced by a receipt in writing.

Excess funds in the team account at the end of the season should be submitted to CVMHA Benevolent Fund.

Under NO circumstances should excess funds be used in ways not allowed for under "Fundraising Guidelines."

The Treasurer can review the bank records of any team. The team records must be provided to the CVMHA Treasurer within seven days of verbal or written request.

The return of team funds to parents shall be limited to the lesser of:

1. The cash contribution made by the parent.
2. The amount that is shown to be a return of parent contributions and not the proceeds from fundraising.
3. Any disputes are to be referred to the CVMHA Treasurer for a decision.

At the end of the season, each team manager/treasurer must provide to the Treasurer of CVMHA a final balance sheet & cash flow statement for the CVMHA files. A sample is available on the website.

Should a player leave a team he/she shall forfeit all right to any fundraising receipts. At no time shall fundraising receipts be returned to a player or parent.

APPENDIX VI and VII represent CVMHA Banking Procedures for all House and Rep Teams.

## **XXI. Duties and Responsibilities of Coaching Staff**

The CVMHA Executive requires a high standard of conduct from its coaching staff in dealing with other coaches, referees, and other officials and in the image projected to participants and parents of the CVMHA. The coaching staff is an integral part of the CVMHA and is expected to support the decisions of the Executive and abide by the CVHMA policies. The following is a list of items this Association expects from coaches:

1. Full participation and promotion of Fair Play Equal ice. (Competitive Teams exempt) reflecting the values of Fair Play and instilling these values in all participants and others involved in amateur hockey.
2. Coaching at all levels should consist of teaching and improving hockey skills of individual players and promoting teamwork and sportsmanship.
3. It is the philosophy of the CVMHA that all participants receive equal ice time. Ice time lost due to disciplinary action, injuries and suspensions does not apply.
4. The Coach is to ensure that each of his/her players is properly protected and that parents are advised of the necessity for players to wear properly fitting and approved equipment
5. Team Captain and Alternates should shake hands with the opposing coaches and officials at the beginning of the game. Both teams shake hands at the end of the game.
6. The Coaching Staff must have a controlled attitude towards referees. Lack of coaching self-control will not be accepted by the CVMHA Executive and will bring review and possible dismissal. Please refer to the Zero Tolerance policy.

7. Ice times provided and paid for by the Association must be used or returned to the Ice Coordinator 14 days prior to the ice time. Repeated failure to use allotted ice may result in a loss of that ice slot. Should coaches trade ice times the Ice Coordinator must be notified to establish responsibility of ice usage.
8. Coaches are responsible for checking game sheets for suspensions to participants. Suspensions are automatic and are to be advised by the coach to his/her players. Failure to check could mean forfeiture of that game, future games and further disciplinary action.
9. The maximum suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is one game. The Divisional Manager must be advised of all such suspensions. Suspensions of more than one game must have the approval of the Discipline Committee.
10. Any coaching staff member who blatantly refuses to follow CVMHA Policies can be suspended from coaching indefinitely upon review and recommendation from Discipline Committee.
11. The Coach is responsible to ensure that dressing rooms are left clean and ready for the next team.
12. Coaches should ensure that they are not placed in a one-on-one situation with a player. If a player/coach meeting is required, have an assistant coach and/or parent join in.
13. Coaches must be aware of practice times and be available for those times.
14. Rep Coaches must have Executive approval for carding additional personnel.
15. Coaches must ensure that dressing rooms are locked.
16. Coaches should encourage players to play-up as an affiliate.
20. Parents vs. Player games are not permitted, because all personnel and players must have Hockey Canada Insurance.
21. All Coaches, Assistant Coaches must obtain a RCMP check to be submitted to the President of the Association for review.
  - Receive basic First Aid Kit from Equipment Manager and make sure it is available for all team activities. Be aware of emergency procedures at the home and away rinks, at all times the team 1<sup>st</sup> Aid kits shall include fully completed player Medical Forms (Hockey Canada) for every player. Keeping handy the phone numbers to ambulances and other emergency services.

## **XXII. Duties and responsibilities of Safety People**

As a Hockey Safety Person, your primary responsibility is to ensure that safety is the first priority at all times during all hockey-related activities, both on and off the ice. You must play a leadership role in enhancing the safety of players and all others involved with amateur hockey.

The following are some specific responsibilities, which the Hockey Canada Safety Person should assume:

1. Implementing an effective risk management program with your team, this strives to prevent injuries and accidents before they happen.
2. Receive basic First Aid Kit from Equipment Manager and make sure it is available for all team activities. Be aware of emergency procedures at the home and away rinks, at all times the team 1<sup>st</sup> Aid kits shall include fully completed player Medical Forms (Hockey Canada) for every player. Keeping handy the phone numbers to ambulances and other emergency services.
3. Ensure in the event that an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and that the necessary Medical Report form is available for completion by the attending physician. Also, ensure that the parent or guardian is advised of the accident and the proper report is promptly filed with the Registrar.
4. Taking on a proactive role in identifying and minimizing or eliminating risks during all activities and if ever in doubt, erring on the side of caution.
5. Conducting regular checks of players' equipment to ensure proper fit, protective quality and maintenance and advising players and parents regarding the purchase of protective equipment.
6. Promoting proper conditioning and warm-up techniques as effective methods of injury prevention.
7. Maintaining accurate medical history files on all players and bringing them to all games. The use of ePact for storage and record keeping of medical information.
8. Maintaining a fully stocked First Aid Kit and bringing it to all games and practices. Including Injury Forms.
9. Receive a doctor's certificate from player stating that he/she is able to resume hockey activities after missed games due to severe illness, injury or fracture.
10. Implementing an effective Emergency Action Plan with your team and practicing it regularly to ensure all involved understand their roles.
11. Recognizing life-threatening and significant injuries.
12. Managing minor injuries according to basic injury management principles and referring players to medical professionals when necessary.
13. Recognizing injuries that require a player to be removed from action, referring players to medical professionals and coordinating return to play.
14. Promoting a healthy lifestyle with all hockey participants by being a good role model while educating participants regarding hygiene, performance-enhancing substances, drug , vaping and alcohol abuse, nutrition and hydration.
15. Facilitating communication with players, coaches, physicians, therapists, paramedical personnel, parents, officials and other volunteers regarding safety, injury prevention and players' health status.
16. Obtain a RCMP check to be submitted to the President of the Association for review.

### **XXIII. Medical and First Aid Policies**



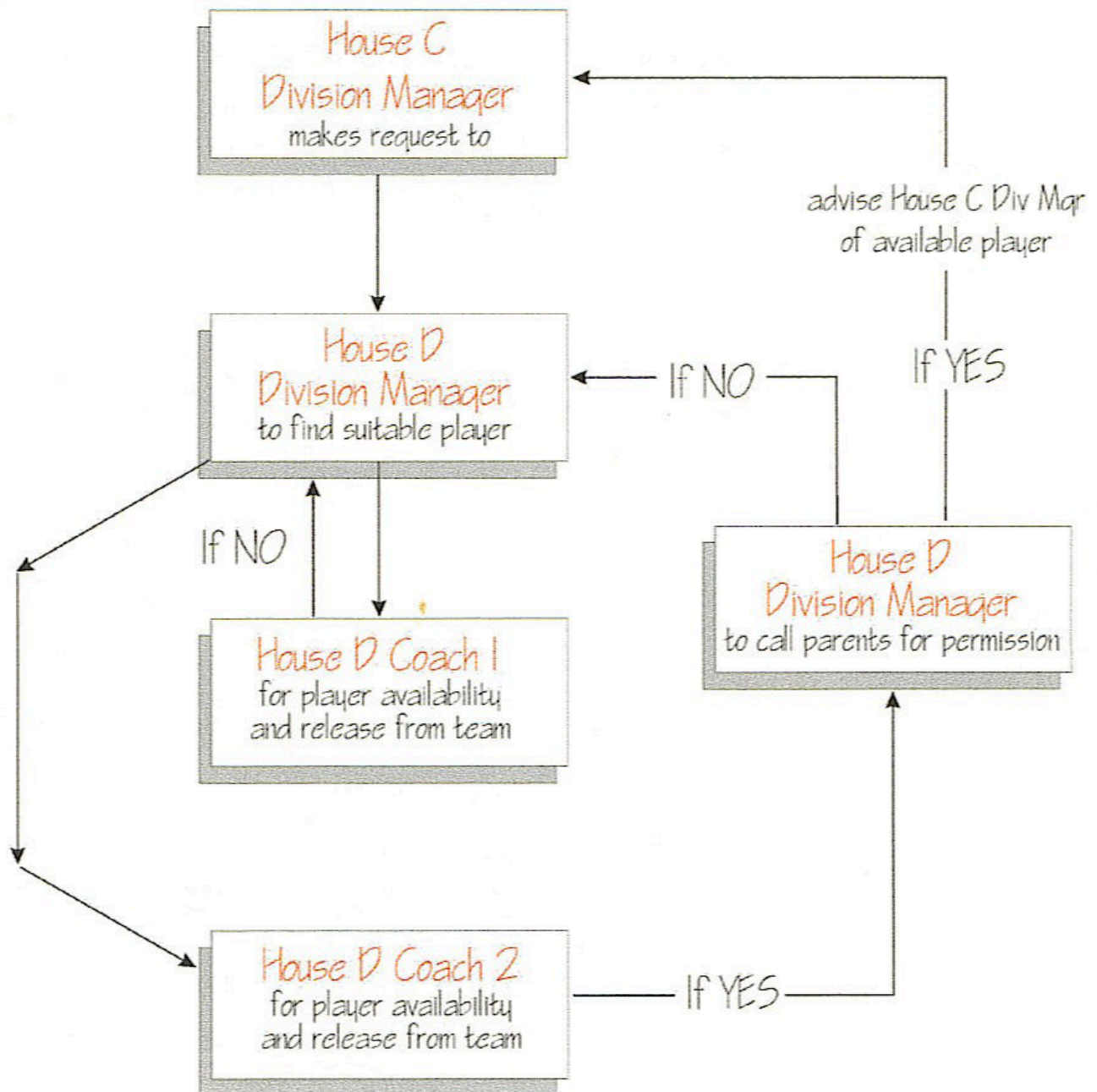
1. At least one member of each team should have completed the Hockey Canada Safety Person Clinic. ***It is mandatory that all teams have a Safety Person on their roster.***
2. First Aid Kit - Recommended content is as follows: 1 good quality scissors, 1 bag of Zip lock bags for ice/snow packs, 1 tensor bandage to be used for wrapping on ice/snow packs ONLY, 1 Ziploc bag with 3" x 3" gauze pads, 1 roll adhesive tape, 1 triangular bandage (sling), 1 bag of latex gloves, 1 box of Band-Aids, 20 index cards.
3. All First Aid Kits are supplied by the Equipment Manager. Team Management will review the contents of it prior to the start of the season. The Equipment Manager will make any necessary replacements upon request.
4. Each Player/Parent is required to fill out a Hockey Canada Player Medical Form with the following information: Player's Full Name, Date of Birth, Medical number and other pertinent medical history i.e. allergies, existing medical conditions etc. These cards are to be stored with the First Aid Kit for handy reference along with Parental Permission Forms and Hockey Canada Accident Claim Forms. ePact registration has replaced the paper medical form.
5. No player may play in an exhibition, league or tournament game until such time as the Player Medical Form is completed and on file in the 1<sup>st</sup> Aid Kit.

#### **XXIV. Duties and Responsibilities of Team Managers**

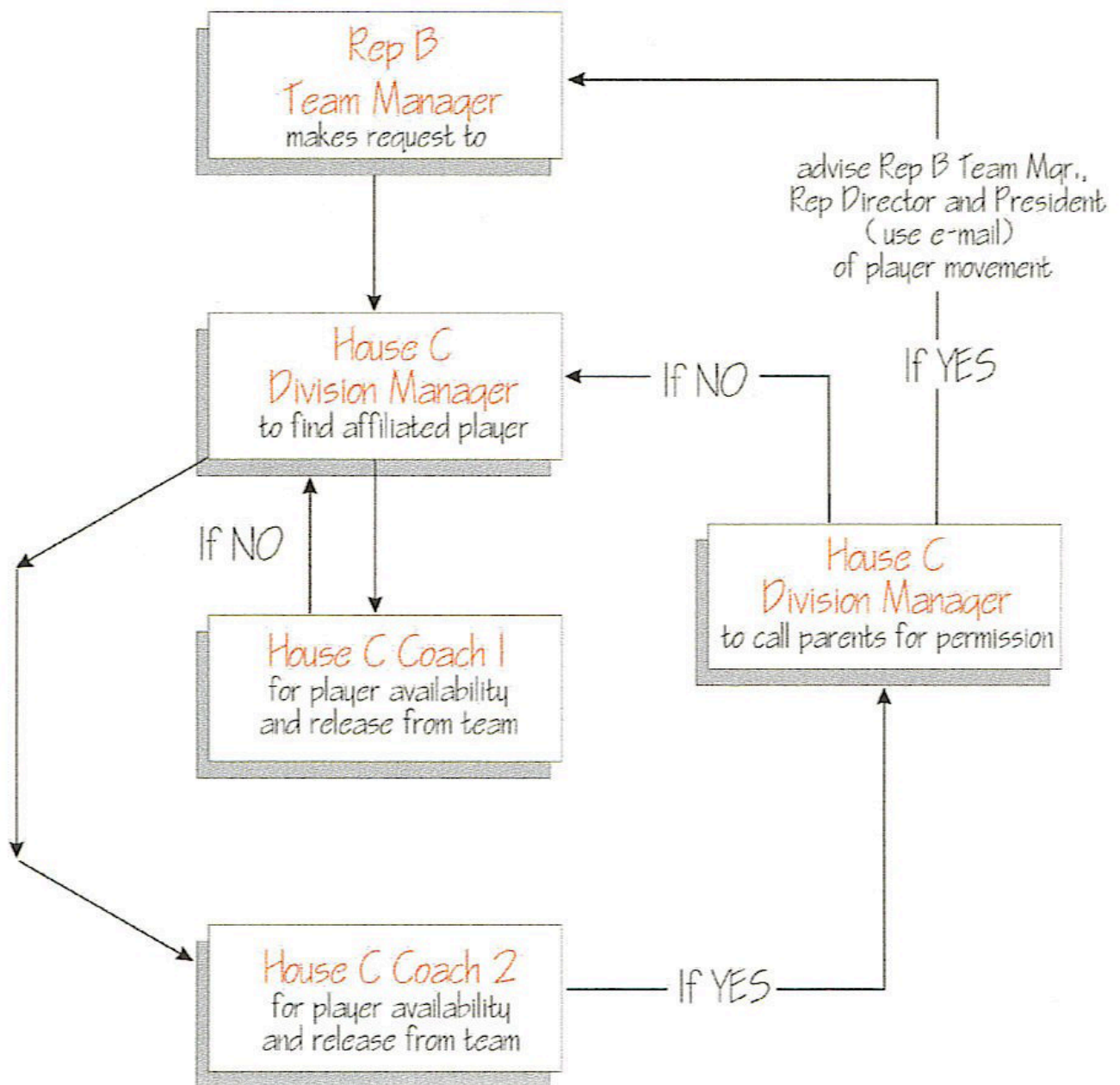
The Team Manager is nominated by the Division Manager and is then formally introduced at the first team parents meeting of the year. The Manager is the first line of communication with and for the parents with the team coach and others in CVMHA. The Manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities. The Manager's duties include:

1. To see that care is taken of uniforms and other team equipment before, after and between games.
2. Assist the Coach with arranging and scheduling exhibition games and any and all other team matters as the Coach may request.
3. Ensure, with the coach, that players are informed of their suspensions and when they can return to team activities.
4. Ensure that a medical card in the first aid kit accompanies a player when being transported to hospital. ePact now represents the replacement to cards.
5. Ensure that each player/family and team official receives a game and practice schedule.
6. Ensure that all team players and officials are properly registered or "Carded" for insurance and provincial competition, through the Registrar.
7. Ensure that all the rules and policies of the Association are carried out and that any deviations from these are reported to the appropriate Division Manager. Should the Division Manager be in error a full report in writing should be submitted to the President.
8. Managers are to ensure through direct confirmation with the team coaching staff that all Association goaltender equipment, sticks, pucks, pylons, and sweaters are returned

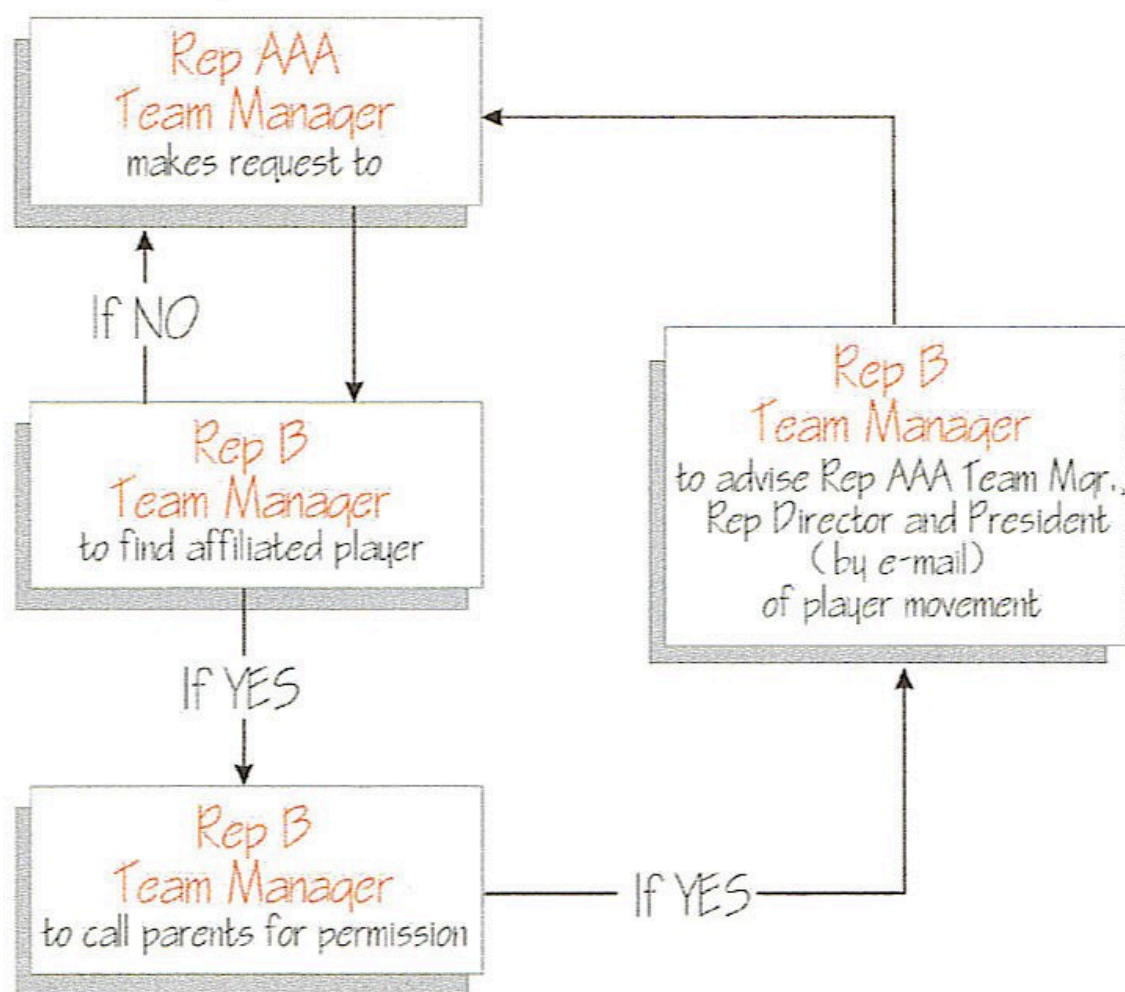
- to the Equipment Manager at the end of the playing season.
9. Ensure that the necessary "Parental Consent and Medical History" form is completed for each player on the team, signed by the parent and kept handy for potential use with all team activities.
  10. Team managers have the following duties regarding Sponsors;
    - a.) Determine from the 2<sup>nd</sup> Vice President who the sponsor is for your team.
  11. Assist with the Tournament organization and preparation.
  12. Arranging for, and collecting payment of Tournament Fees.
  13. Make arrangements for all team fundraising in accordance with guidelines provided by the CVMHA.
  14. Carry out all team obligations regarding CVMHA tournaments, ticket sales etc..
  15. Telephoning/e-mailing players/parents as directed by the Coach.
  16. Organizing extra team events such as pizza parties, sporting events etc..
  17. Assist with tournament organization and preparation.

**APPENDIX I – Player Movement****I. House League to House League Example:**

## 2. House League to Rep B Example:



## 3. Rep B to Rep AAA Example:



## APPENDIX II – Pond Hockey Rules

1. Warm-ups 5 minute on the ice (stretch and warm-up in dressing rooms). Goalies can warm up with tennis ball toss and stretch.
2. No periods and no changing ends.
3. When a player receives a penalty, he/she will sit off for the remainder of his/her shift and his entire following shift.
4. Icing to be called.
5. Following a goal, the scoring team will retreat until the scored upon team crosses the centerline.
6. After a save and puck freezing by a goaltender, the referee blows the play down, and the goalie is given 5 feet to play the puck.
7. 75 seconds shifts, horn, bell or buzzer to signify line change. The puck is dead. The team that has possession, and will be given half the ice by the opposing team. Play will resume when everyone is in position.
8. Game ends 2 minutes before ending of ice time for players to shake hands and exit.
9. The score is not important; the emphasis is on greater ice time in game situations for all participants.
10. Parents are the key to assisting this Coach endorsed program: your support and encouragement of “player skills”, versus winning and losing, will enhance the success of our young players.

## APPENDIX III – Coaches Contract

It is the intention of this CONTRACT to promote fair play and respect for all participants within the Association. All coaches must sign this CONTRACT before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

### Fair Play Code

I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.

I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.

I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.

I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.

I will make sure that equipment and facilities are safe and match the athlete's ages and ability.

I will remember that children need a coach they can respect. I will be generous with praise and set a good example.

I will obtain proper training and continue to upgrade my coaching skills.

I will observe the rules of the BC Hockey such as the Zero Tolerance to alcohol and banned substances.

I know that if I break this Fair Play Code, I will be subject to governing bodies' disciplinary procedures.

I agree to abide by the principles of the FAIR PLAY CODE as set Hockey Canada and supported by the Association.

I also agree to abide by the rules, regulations and decisions as set by the Association.

PRINT

NAME \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE:

TEAM OFFICIAL \_\_\_\_\_ TEAM NO. \_\_\_\_\_

## APPENDIX IV – Parent Contract

It is the intention of this CONTRACT to promote fair play and respect for all participants within the Association. The expectation is for parents to sign this pledge before their child participates in hockey and must continue to observe the principles of Fair Play.

### Fair Play Code

I will not force my child to participate in hockey.

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

I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.

I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.

I will make my child feel like a winner every time by offering praise for competing fairly and hard.

I will never ridicule or yell at my child for making a mistake or losing a game.

I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.

I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.

I will support all efforts to remove verbal and physical abuse from children's hockey games.

I will respect and show appreciation for the volunteers who give their time to hockey for my child. I

will not condone the athletic use of alcohol, drugs or banned performance-enhancing substances. I

will observe the rules of BC Hockey such as the Zero Tolerance to alcohol and banned substances.

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by the Association.

I also agree to abide by the rules, regulations and decisions as set for the Association.

PRINT

NAME \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE(S):

PARENT \_\_\_\_\_ PARENT \_\_\_\_\_



## APPENDIX V – Player Contract

It is the intention of this contract to promote fair play and respect for all participants within the Association. All players must sign this contract stating that they will observe the principles of the Fair Play Code before being allowed to participate in hockey.

### Fair Play Code

I will play hockey because I want to, not because others or coaches want me to.

I will play by the rules of hockey and in the spirit of the Game.

I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.

I will respect my opponents.

I will do my best to be a true team player.

I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.

I will acknowledge all good plays and performances - those of my team and my opponents.

I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

I will observe the rules of BC Hockey such as the Zero Tolerance to alcohol and banned substances.

I know that if I break this Fair Play Code, I will be subject to governing bodies' disciplinary procedures.

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I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by the Association.

I also agree to abide by the rules, regulations and decisions as set by this Association.

PRINT

NAME \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE:

PLAYER \_\_\_\_\_ TEAM NO. \_\_\_\_\_

## APPENDIX V1 - GAMING RULES

### Comox Valley Minor Hockey Association March 28, 2023 Executive Minutes

Motion Terra Brown/ Beth Matthews: The Registrar will be responsible for all applications of licensing requests from all teams in the Association. The Teams are responsible for required tracking, retention and distribution of funds generated through the licence(s). All completed documentation will be delivered to the registrar within 2 weeks of the expiration of the licence. The Registrar will be responsible to file the Gaming Event Revenue Report. All in favor

### Comox Valley Minor Hockey Association Dec 19, 2023 Executive Minutes

Motion Terra Brown/Tish Kristensen: Gaming Licences will be available to all teams under the following guidelines: Prior to applying for Gaming Licence(s) a Budget will be submitted and approved by the Treasurer. This budget will include projected Gaming Revenue Income for the season. Maximum number of Gaming Licence per year for any team will be four (4). Any Licences above this will require Executive approval. Funds received from gaming will only be used for payment of registration for Provincial Away Tournaments, additional player development costs including ice and skills coaching and Year-end activities. The maximum length of gaming licence is not to exceed 30 days. Only Gaming applications that are currently in use by the Association will be applied for. All in favor

**2. All Recreational teams will have the ability to raise a maximum of \$5000.00 through gaming and \$5000.00 sponsorship to be used as permitted .Rep teams will be afforded the limit's of \$7500.00 from Gaming and \$7500.00 from sponsorships. Additional funds above these limits would requires Executive approval  
Funds cannot be used for personal gain and any additional funds at year end will be returned to CVMHA.**

**June 18, 2024**

**Motion Luisa Perry/Tish Kristensen: Any travel costs greater than \$500 must be pre-approved by the Executive in advance by motion with the exception of the President's travel to VIAHA meetings. Travel reimbursements are: a)\$20.00 for breakfast, \$25.00 for lunch, \$35.00 for dinner unless the meal is provided at the event or by the hotel. Receipts are not required for these items. B) Ferry costs for the vehicle and the official(s) (receipts required). C) Hotel room expenses (This is to be a basic room and does not include movies, telephone calls, room service or any cost above the basic hotel room). The room should be either at the venue of the event or a 3.5 (out of 5) star rating hotel. Receipts are required. D) Personal vehicle travel will be reimbursed at .50 per km from the officials' home to the hotel and return. A log of travel is required. E) Flights, car rentals: Where the traveler can demonstrate that the cost of a flight and a car rental or taxi will be within \$250.00 of the total costs of taking a personal vehicle, they may use this option. F) The traveller shall complete the travel expense form as prepared by the Association and submit to the treasurer within 30 days of the event. G) Any other expenses will require approval in advance by the Executive. Travel expenses submitted after the 30-day period will not be considered.**

**All in Favor**