

PENTICTON MINOR HOCKEY ASSOCIATION
POLICY & PROCEDURE MANUAL



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1. OBJECTIVES

It is the purpose of the Policy and Procedure Manual to provide assistance and direction to those who are responsible for the operation of the Penticton Minor Hockey Association (hereinafter to be referred to as PMHA). The goal of the Policy and Procedures Manual is to provide continuity in the delivery of programs to the membership and to assist the Board of Directors in making consistent and fair decisions that will positively affect the long-term growth of hockey and further strengthen the Association. This manual will also serve as a resource document for our athletes, coaches, volunteers, members and others in the community who have an interest in PMHA.

PMHA is a nonprofit society incorporated under the British Columbia Society Act. The purpose of the society can be found in the PMHA Constitution and Bylaws. Any contradiction, dispute, or difference between the contents of this manual and the Association's Constitution and Bylaws shall be resolved only by reference to the Constitution and Bylaws.

PMHA is a member of the Okanagan Mainline Amateur Hockey Association (OMAHA), BC Hockey, and Hockey Canada. These senior bodies provide the regulatory framework in which minor hockey is played. Where conflict or dispute arise, PMHA By-Laws, Policies or Procedures shall be superseded by the By-Laws, Policies or Procedures of these governing bodies.

This Policy Manual is intended to be a living document and will be updated as necessary.

2. BOARD OF DIRECTORS

In accordance with the PMHA Constitution and Bylaws, the Board of Directors or "Executive" will be made up of the President, Vice President, Secretary, Treasurer and 7 other elected Directors who fill various director roles. The appointment and all activities involving the Board of Directors can be found in Article 4 of the PMHA Constitution and Bylaws.

The Board of Directors is made up of dedicated volunteers who strive to create a fun, safe and sound hockey program for PMHA. The Board of Directors consists of the following members:

Executive Committee & Directors of the Society

- President
- Vice President
- Secretary
- Treasurer
- Directors (7)

Director positions may include, but are not limited to the following roles:

- Mini Vees, Initiation & Novice Director
- Atom Director
- Peewee Director
- Bantam Director
- Midget Director
- Female Director
- Equipment Director
- Risk Management Director
- Community Relations Director
- Tournament Relations Director

As per the PMHA Constitution and Bylaws a single person may hold up to (2) positions at one time. Duties may be performed by the administrator in lieu of an appointed director until such time as a director can be found to fulfill duties.

Executive discussions are not to be repeated outside of Executive meetings, and no outside discussions on voting members votes.

The season cannot start for a division until a Division Director is in place for that division.

The President, Vice President, Referee-In-Chief and Ice Ambassador cannot be Coach, Assistant Coach or Safety Person of any PMHA team without permission from the Executive.

Any Executive member absent for 3 consecutive meetings, without just cause, will have their status reviewed by Discipline Committee.

Each member of the board of directors will be given an Executive manual at the beginning of their term and a meeting to discuss PMHA policies at the beginning of the term should be held to help familiarize new members with PMHA guidelines.

Executive members may serve on only one Minor Hockey Association Executive.

Executive members are discounted (1) registration fee for the current season for (1) PMHA player. Executive members who do not remain on the board during the current season will be subject to the applicable prorated fees towards their waived registration.

No member is to order or spend over \$100.00 from General Revenue without approval from Executive, unless already in an approved budget. Any purchasing for PMHA that could cause a conflict must be sent for a minimum of three (3) sealed quotes. Sealed tenders to be opened at Executive meeting.

3. STAFF OF PMHA

Currently PMHA holds five staffed positions:

- Administrator
- Coach Coordinator (2)
- Referee in Chief (RIC)
- RIC Admin

These positions report to the President.

Roles and Responsibilities for these positions are available by request from the Administrator.

4. CONFLICT OF INTEREST

Conflict of Interest is defined as the circumstance of a public officeholder, business executive, or the like, whose personal interests might benefit from his or her official actions or influence.

PMHA Board of Directors shall avoid any conflict of interest between their respective personal, professional or business interests and the interests of PMHA. Should a PMHA Board Member or contract worker find themselves in a conflict of interest, they are responsible to report this conflict to the President and abstain from any decision making or influence on the conflicting issue.

While it is acknowledged that virtually every Executive member will have an affiliation with a team, coach or player, common sense shall prevail. Should a discussion or vote be required on a matter that is a conflict for any Executive member, the individual shall declare the conflict and remove themselves from the room.

5. REGISTRATION

- Registration must be completed online through the PMHA website: [PMHA TeamSnap Registration](#).
- Players are only allowed to participate on one team per year, except for female players who can register for a female only team and recreation dual roster (subject to board approval). Should a female player be accepted as a dual roster athlete, they will be required to pay full registration fees for each respective team.
- Proof of residency within the registered boundaries of the Association (as determined by OMAHA and the Executive) may be requested. Residency is determined as the primary home of the primary parent(s). Falsification of registration documents could result in expulsion from the Association.
- Registration numbers (along with ice availability and coach availability) dictate team configuration.
- Team configurations will be determined by September 7th of any given year.
- Individuals registering after September 7th of any given year may be put on a wait list or if team sizes do not permit additional players, individuals will be placed on a wait list according to registration date.
- The registration cutoff date is November 30th of any given year. Player registrations may not be accepted after this date.
- Should there be any outstanding fees at the end of the season; registration for the next season will be disallowed until the debt is paid off. Outstanding fees shall include the cost of replacing lost equipment or jerseys owned by PMHA.
- Peewee, Bantam and Midget players trying out for junior teams, or other regional teams, who intend to return to minor hockey if not selected, must file a tryout registration form with PMHA before the published registration date to guarantee a spot in the rep tryout camp. Registration fees will not be due unless the player confirms their registration.

Registration Fees

- Registration fees and Rep tryout fees are to be set each year by the Board of Directors and must be paid for in full along with any outstanding debts before commencing any tryouts and any team activities.
- Yearly fees will be set out in the PMHA registration form which shall be posted on the PMHA website on or around May 1st of each year.
- Yearly registration fees may be paid in installments through the PMHA online registration process with the following installment dates: time of 1st payment, June 1st, July 1st and August 1st.
- Representative and Atom Development players will be expected to pay an additional Rep fee once teams are selected. This fee will be set each year by the Board of Directors and set out in the PMHA registration form.

- Pro-rated refunds are available up to December 31st of any given year – less an administrative fee set by the Board of Directors on a yearly basis.
- Any carding or player registration fees to BC Hockey and/or Hockey Canada Fees will not be reimbursed.
- No refunds will be provided to suspended players.

6. PROGRAM OVERVIEWS

Mini Vees

The Mini Vees program is designed as an introduction to hockey for four years old players. Mini Vees like all divisions are driven by registration numbers, however, whenever possible, PMHA will try to operate a Mini Vees program understanding that typically enrollment increases by the end of the season. Should a Mini Vees program not be offered, then four years old players may be included in the Initiation division depending on their maturity, development and skill. Ice times are once a week and the emphasis are on having fun and learning the very basics of hockey.

Initiation/Novice Program

The Initiation and Novice programs are for beginners ranging in age from five to eight years old. This will be evaluated on a case by case basis. The emphasis is on enjoyment and player development. The objectives at this level are:

- To have fun
- To stimulate an interest in hockey and a desire to continue to participate
- To develop basic hockey skills
- To obtain a sense of achievement
- To introduce players to the concepts of cooperation, fair play, sportsmanship, and teamwork
- To encourage initiative and prepare players for further participation in PMHA programs

Hockey Canada views the initiation program as the foundation of its entire hockey structure. The Hockey Canada manual and Hockey Canada Network App will serve as the primary program of instruction by which all coaches will ensure that basic skill development is taught and organized in a consistent manner.

Initiation and Novice are intended to be non-competitive divisions in which emphasis is placed upon learning basic skills and having fun. As per BC Hockey policy, tournaments shall be permitted in the Initiation and Novice divisions but such tournaments shall be conducted on a non-competitive basis. The use of a knockout draw format, championship rounds or identification of winners is strictly prohibited. All

teams in the tournament shall play an equal number of games and no standings of any kind are to be kept.

Posting or sharing any type of player statistics in the Initiation and Novice Divisions would not be in keeping with the philosophies of PMHA, BC Hockey or Hockey Canada and is forbidden.

In our Initiation and Novice programs, PMHA will follow BC Hockey's guidelines as it pertains to Cross-Ice and Half-Ice Hockey.

Recreation (Rec) Program (Atom to Juvenile)

Recreation hockey is played by the majority of amateur players. It is fun hockey with an emphasis on participation, fitness, enjoyment and fellowship. The objectives are:

- To have fun
- To stimulate an interest in hockey and a desire to continue to participate
- To develop hockey skills
- To obtain a sense of achievement
- To promote physical fitness
- To introduce players to the concepts of cooperation, discipline, sportsmanship, and leadership
- To emphasize team work
- To promote a game that fits the needs of all participants
- To create a positive social environment
- To allow an individual to participate in other sports and activities
- Promote fair and equal ice time when at all possible

The Hockey Canada manual and Hockey Canada Network App will serve as the primary program of instruction for all Recreation programs. The Recreation Program is divided into:

- Atom
- Pee Wee
- Bantam
- Midget
- Juvenile (if numbers support)

Overage players will be accepted if approved by OMAHA in accordance with OMAHA policy.

Atom Development

Atom Development is an advanced level of Atom hockey which emphasizes player development and prepares players who may wish to play Rep Hockey in the future. There may be a higher level of player commitment required than the recreation program and travel is to be expected. There is a tryout process in Atom Development and players must indicate on their registration form if they wish to try out. For the PMHA Atom Development program, player experience and development must be priorities over winning and therefore there will be no fixed power play or penalty killing units in game situations until the last five (5) minutes of the game.

Representative (Rep) Program

The Rep Hockey Program is designed for players who have the desire and ability to play at a more competitive level. Participants must be willing to make a significant on and off the ice commitment. There is also increased commitment for travel and cost. The objectives are:

- To develop players to play competitive hockey at the highest level possible
- To strive to achieve excellence
- To develop skills and provide opportunity for advancement
- To stimulate development both from an individual and team point of view
- To develop concepts of cooperation, discipline, sportsmanship and leadership
- To create an environment that while competitive, is also fun

The Rep Program is divided into:

- Pee Wee
- Bantam
- Midget

Head Coach Fees

PMHA 'A' rep coaches will be paid a monthly fee directly by the team. This is in addition to any rep fees paid to PMHA. The minimum monthly fee paid to 'A' rep coaches will be determined by the PMHA board of Directors based on experience and qualifications, and will cover from August 15 – March 15.

Non-Parent coaches

All rep and recreation teams must provide accommodation, transportation, and meals for up to two coaches that do not have children on their team. This may include supplying two motel rooms in case coaching staff is of opposite gender and meals for the duration of the away game or games. All coaching staff is expected to stay with the team at the same accommodations.

Penticton Minor Hockey Association will pay the aforementioned expenses for designated developing Coaches. The team is responsible for expenses and carding fees of additional coaching staff. Coaches should share accommodation when possible to minimize expenses. Carpooling is recommended for no-parent coaches.

All non-parent Coaches must make arrangements for meal allowances with the Treasurer of their team. Meals may include up to \$7.00 for breakfast, \$10.00 for lunch and \$15.00 for dinner. Fuel receipts must be handed into the team Treasurer for reimbursement upon return.

Female Program

PMHA will do its best to develop and accommodate a female hockey program. Should numbers allow, Female Hockey will be offered at all levels in both Rec and Rep. If numbers become limited, the Board of Directors will be responsible for deciding on Female Hockey team formations. This is to be done on a yearly basis. Decisions regarding team formation should be based on the long-term development and sustainability of female hockey and the development of as many players as possible.

All PMHA teams are open to participation by female players. PMHA female players have the option of applying to dual-roster to both a female-only team and to a recreation integrated team, however, this will be subject to board approval. Players approved for dual-rostering will be required to pay the full registration fees and any additional carding fees for their registration on each team. They must also declare their “primary team” to PMHA and their respective coaches. In the case of any conflict (practices, games or team functions), the previously declared “primary team” will take priority over a player’s “secondary team”.

7. COACH/BENCH STAFF SELECTION

Being a Head Coach comes with a great deal of responsibility and accountability. You are the person most directly responsible for ensuring that the hockey experience for players is a positive one.

PMHA’s coaching philosophy is to create a positive, safe environment that promotes good sportsmanship and focuses on:

1. Player development (individual skills & teamwork).
2. A positive experience for every player.

Prior to the start of the season each Head Coach is required to become familiar with the policies and procedures of the Association. Additionally, all team staff must apply online via the PMHA website: [PMHA Coach Application](#). By applying online, team staff must agree to abide by the [PMHA Coaching Agreement & PMHA Code of Conduct & Ethics](#).

Representative Hockey / Atom Development Head Coach

- Those wishing to be the Head Coach of an Atom Development or Representative team must submit an online coach application.
- A competitive process will be held to determine the best candidate for a coaching position.
- A Coach Selection Committee will be formed to review coach applicants, conduct interviews (if deemed necessary) and to select Rep / Atom Development coaches.
- The Coach Selection Committee will consist of the Coach Coordinator(s), two Board members and up to two community members as appointed by the President.
- All successful Rep / Atom Development Head Coaches must complete their Respect in Sport (RIS), Criminal Record Check (CRC) and Concussion Awareness Training Tool (CATT) prior to the start of tryouts.
- All successful Rep / Atom Development coaches must complete the required coaching certification as outlined by BC Hockey.
- If any Rep / Atom Development Head Coach steps down from their position, the Coach Selection Committee will decide if a new competitive process is necessary to hire a replacement or whether the position will be filled by appointment.
- Should an appropriate candidate not be selected after a competitive process, the Coach Selection Committee reserves the right to re-post the position or appoint an appropriate candidate.

Recreation Hockey Head Coach

- The division Director, in conjunction with the Coach Coordinator(s) are responsible for recruiting and assessing suitability for coaching staff within the Recreation Divisions.
- All Recreation Head Coaches must complete an online coaching application found on the PMHA website and agree to the PMHA Code of Conduct and Ethics prior to working with a team in any capacity.
- If there are multiple candidates for a Recreation Head Coach position, a competitive process may occur.
- All Recreation Head Coach positions will be appointed by the Coach Selection Committee.
- All Recreation Head Coaches must complete their Respect in Sport within one week of being appointed, unless they have a current Respect in Sport certificate.

- All Recreation Coaches must complete a Criminal Record Check within one week of being appointed, unless they have done one for PMHA within the previous 3 years.
- All Recreation Coaches must complete the Concussion Awareness Training Tool (CATT) online course within one week of being appointed, unless they have a current CATT certificate.
- All Recreation Coaches must have the required Coach Certification or acquire the required certification within the time frame set by BC Hockey.
- PMHA reserves the right to distribute the coaching expertise equally throughout the divisions to ensure quality of coaching for all teams.

Other Head Coach Responsibilities include:

- To have a strategy with regards to communication with parents and players. Effective and clear communication with your players and parents is essential to a successful season and can make the difference between a positive year and a challenging year.
- Appoint a bench staff that accentuates your strengths and can be relied on to assist with organization, planning and the operations of the team.
- Appoint parent volunteers to delegate coordination of jobs such as fundraising, score and time keeping, jersey collection, etc.
- Come to the arena prepared, whether it is a game or a practice. Have practice plans, line- ups, etc. organized and prepared ahead of time.
- Players are under your care and control when they are in the room. Supervise them and assist them accordingly - ensuring ongoing supervision (remembering the two-deep rule).
- Adhere to game and practice times as scheduled
- Ensure jerseys are collected after each game (or have a delegate responsible for this)
- Teach the meaning of 'Good Sportsmanship' by word and by example
- Give equal attention and opportunity to each player
- If your own son or daughter is on the team, be aware of perceptions around favoritism and act accordingly
- Report any player, official or coaching problem of a serious nature to your Division Director.
- Be familiar with rules and regulations governing the game: PMHA, OMAHA, BC HOCKEY & HOCKEY CANADA.
- Remember you and your team are ambassadors of PMHA
- Work with the Coach Coordinator(s) as appropriate
- Whenever possible, attend and take part in PMHA coaching program initiatives.

Appointing Bench Staff / Team Officials

It is the responsibility of the Head Coach to choose their bench staff. As per BC Hockey and PMHA policy, each team within the Association will be required to roster the following team staff members:

- Head Coach
- Assistant Coaches (Maximum of 3)
- Safety Person (HCSP)
- Manager
- On-ice Helpers (optional)

All bench staff must complete an online coaching application found on the PMHA website and agree to the PMHA Code of Conduct and Ethics prior to working with a team in any capacity.

All bench staff must be approved by the Coach Selection Committee prior to finalizing their appointment to the team. It is the responsibility of the Head Coach to get the names of potential bench staff to the Division Director for necessary approval.

All bench staff must have the necessary credentials / clearance to be on the Hockey Canada roster as outlined below. Further information including training links can be found on the PMHA website.

Assistant Coach(s)

- Respect in Sport within one week of being appointed, unless they have a current Respect in Sport certificate.
- Criminal Record Check within one week of being appointed, unless they have done one for PMHA within the previous 3 years
- Required Coach Certification or acquire the required certification within the time frame set by BC Hockey
- Concussion training (CATT certification)

Managers:

- Respect in Sport within one week of being appointed, unless they have a current Respect in Sport certificate
- Criminal Record Check within one week of being appointed, unless they have done one for PMHA within the previous 3 years.
- Concussion training (CATT certification)

Safety Person:

- Respect in Sport within one week of being appointed, unless they have a current Respect in Sport certificate
- Criminal Record Check within one week of being appointed, unless they have done one for PMHA within the previous 3 years.
- Required Hockey Canada Safety Person training. This must be acquired prior to being on the bench.
- Concussion training (CATT certification)

On-Ice Helper(s):

- Any on ice helpers must be a current registered member of BC Hockey / Hockey Canada. If the individual is not currently registered through a BC Hockey Member or as an Associate Member, the Hockey Canada Registry (HCR) needs to be updated to include this person on the roster as a “volunteer” with the team(s).
- Criminal Record Check within one week of being appointed, unless they have done one for PMHA within the previous 3 years.
- Any helper 16 years and older must take Respect in Sport within one week of being appointed, unless they have a current Respect in Sport certificate. Additionally, the helper must be under the direct supervision of the certified team officials.
- Concussion training (CATT certification) is **NOT** mandatory for on-ice helpers.

8. REPRESENTATIVE AND ATOM DEVELOPMENT TEAM FORMATIONS

Definitions of ‘A’ and ‘B’ Teams within PMHA (Peewee, Bantam, Midget)

- ‘A’ level Rep Teams will play at the highest tiering level as outlined by OMAHA guidelines and approved by the Board of Directors. Generally, tiering is based on overall registration numbers or as designated by OMAHA (i.e. Tier 2).
- ‘B’ level Rep Teams will play at the next highest tiering level available to PMHA or as designated by OMAHA (i.e. Tier 3 or Tier 4).

The principles of a ‘B’ Rep Program are the same as the ‘A’ Program. It is considered an intermediate step before the ‘A’ Rep Program with the main focus being the development of players and coaches and every effort should be made to create an environment similar to the ‘A’ Program.

Based on registration numbers for PMHA as of August 15th, consideration of the following criteria will determine the viability of forming a “B” Rep team in the Pee Wee, Bantam and Midget Divisions:

- A minimum of one Recreation team in each Division
- Overall registration numbers
- Number of players trying out in each respective Division
- Coach availability
- Goalie availability
- Ice availability

Criteria for Rep Team formation:

The following are recommendations for team formation:

- Pee wee A, Bantam A, and Midget A - 15 skaters and 2 goalies*
- Pee wee B, Bantam B, and Midget B - 15 skaters and 2 goalies*

Team formation, however, may be dependent on overall tryout numbers and / or overall registration numbers. The President, applicable Division Director and Coach Coordinator(s) will have the final say on team formation in any given year.

A minimum of twelve (12) players including one (1) goalie are required to assemble a team.

*Consideration should be given to carrying more players should there not be a “B” team in that division.

‘B’ Rep Teams

PMHA Board reserves the right to cancel any ‘B’ Rep teams if:

- There is no qualified Head Coach in place
- There are an insufficient number of players trying out for the team when ‘B’ Team tryouts begin.
- There is no goalie available
- If ice availability is an issue

Atom Development Teams:

PMHA will field two “balanced” Atom Development teams provided the overall registration allows a minimum of 2 recreation Atom teams. The final decision on the number of players on each team will be determined by the President, applicable Division Director and Coach Coordinator(s), with the following considerations:

- Total number of atom players trying out and in the recreation division
- The opportunity to develop more players
- Skill level and talent identification

9. REP AND ATOM DEVELOPMENT PLAYER SELECTION POLICY

General Information

The rep player selection process, by its nature, dictates that not all players will be selected. This may be a stressful time, not only for the players and their parents, but also for the coaches and other volunteers. The goal of this policy is to promote fairness and consistency and to educate all participants on the process.

Players wanting to attend the rep tryouts must indicate this on their registration and pay the appropriate tryout fee.

Inter-association tryout players wishing to try out for PMHA teams must register with their home association, acquire a permission to tryout form and register online for PMHA tryouts.

Before participating in the rep tryout sessions, players must be fully registered with PMHA, have paid all required fees and have met all requirements of OMAHA, BC Hockey, and Hockey Canada.

A schedule for Rep tryout sessions will be prepared by late June of each year and will be posted on the PMHA website. This schedule is subject to change without notice and it's recommended that the schedule posted online is checked regularly.

Rep Player selection

There will be a minimum of 3 tryout sessions per Rep Team. All players choosing to play Rep Hockey must attend the Rep A tryout, they cannot release themselves and go directly to the B team. Independent Evaluators appointed by Coach Coordinator(s) will evaluate all players and will:

- Provide the selected 'A' Team Rep Coach with a maximum short list of 24 players including goalies. In the case of ties (players with the same overall score) the short list number of 24 may be increased. Those players remaining will then be divided into either the B tryout group or released to recreation. A list of player's hockey Canada IDs will be posted on the PMHA website at a time ~~decided on by the Division Director, showing what group each player is in and their next ice time.~~

- ❑ The 'A' Team Rep Coach will then, through further evaluation, choose their team and any remaining players from the original short list will be released to try out for the 'B' Rep Team.
- ❑ Those originally selected for the short list are not guaranteed a spot on the 'B' Team. They will have to attend 'B' tryouts.
- ❑ The 'A' Rep Coach has the option of carrying additional players, however, final decisions on the 'A' Team selection process must be completed within the time frame specified by the Board of Directors and in accordance with the schedule provided by the Coach Coordinator.
- ❑ The first step of the 'B' Team tryouts will be held in association with the 'A' Team tryout process however, the week following the 'A' Team tryouts will be used for further 'B' Team evaluation to ensure players are placed on the appropriate team. This selection process must be completed within the time frame specified by the Board of Directors and in accordance with the schedule provided by the Coach Coordinator.
- ❑ All players not selected for the 'B' Team will be assigned to the Rec Division.

Atom Development Player Selection

There will be a minimum of 3 sessions for Atom Development tryouts. Independent Evaluators appointed by Coach Coordinator(s) will evaluate all players and will:

- ❑ Provide the selected Atom Development coach(es) with a maximum short list of 40 players including goalies. In the case of ties (players with the same overall score) the short list number of 40 may be increased. Those players remaining will then be released to recreation. A list of player's hockey Canada IDs will be posted on the PMHA website at a time decided on by the Division Director, showing what group each player is in and their next ice time.
- ❑ The Atom Development Team Coach(es) will then, through further evaluation (practices and/or exhibition games), choose their team and any remaining players from the original short list will be released to recreation.
- ❑ Those originally selected for the short list are not guaranteed a spot on the Atom Development Team(s).

Rep & Atom Development Evaluation Criteria

The goal of the Rep Selection Policy is to fairly and consistently evaluate players for the purpose of team selection. Players shall be assessed based on their performance in the rep tryout sessions, based on, but noted limited to (in no particular order):

- ❑ Skating
- ❑ Passing / Receiving
- ❑ Puck Control

- Positional Play
- Shooting
- Checking
- Teamwork
- Competitiveness
- Hockey Sense
- Attitude
- Desire and Work Ethic
- Coachability
- Conduct on/off the ice
- Sportsmanship
- Fitness

Tryout Attendance

It is expected that all players wanting to play Rep or Atom Development Hockey attend tryout sessions.

Under the following circumstances, a Rep Coach or Atom Development Coach may request to hold a position on a team for a player who has shown from his/her past history, they would make that team:

- Injury or Illness (player must provide a Doctor's note that indicates the player will likely return to play within a reasonable timeframe)
- Exceptional personal circumstances (player must request this in writing from the President prior to the tryouts)
- OMAHA Zone / Major Midget / Junior Team tryout releases.

Prior to making the decision, the Division Director and Coach Coordinator must be consulted.

Assignment

Assigning players to the most appropriate team is a difficult and sometimes stressful task for all involved. The process must be handled with tact and sensitivity. When choosing the best assignment strategy, the age and development of the player must be considered. Coaches must be sure to use language the player

can understand and they must be clear in their message so there are no misunderstandings. It is of the utmost importance that coaches do not make promises to players during assignments (this includes promises of becoming an affiliated player).

- The short-listed players selected by independent evaluators will be notified of their assignment via a posted list on the PMHA website by Hockey Canada ID. Given the coach has no input in the selection of these players, they cannot be expected to provide meaningful and constructive feedback during this initial part of the process. Those players wishing feedback can request this in writing to the Division Director. A meeting will be arranged to go over the feedback from the independent evaluators. This meeting must be requested within one week of the top 24 being posted.
- After the short-listed players have been evaluated, further assignments are the responsibility of the Head Coach.
- At the Atom Development level, parents/players will be given the choice to have their assignment done by telephone or in person. This will allow parents (who know their children best) to determine the most developmentally appropriate and comfortable method for notification. Parents should be given the option of being present during the assignment process if it is being done in person. If parents choose to be present, they must understand ahead of time that they are there in a supportive role only and that any questions would need to be addressed at a later time.
- In Peewee, Bantam and Midget Divisions, assignments should be completed in person. Coaches must be strategic and sensitive during this process and put thought and planning into where, how and when this is going to happen. There may be times the Coach would like the player's parent to be a part of the assignment and this can be requested on a case by case basis (i.e. child with special needs, situation where an issue needs to be addressed, etc.).

Feedback Requests Regarding Atom Development and Rep Team Selections

- The purpose of a feedback meeting is to provide the player with information which may assist them in their future development as a player. Specifically, this entails feedback on how the player did during their tryout and what the selection committee and/or Head Coach considered during the process. This is not the venue to discuss historical issues, other player's performance, coaching issues, fairness of the process, perceived biases or any other issues.
- All requests for feedback should be put in writing to the Division Director.
- PMHA representation at feedback sessions may include the Coach Coordinator(s), Head Coach, Independent Evaluators, Division Director or any other Board member deemed appropriate.
- The feedback meeting should occur in a timely manner.
- Players are welcome to have their parent's join them in this feedback meeting, although the feedback and discussion will be directly with the player.

Appeal Procedure

- Appeals regarding player selection must be put in writing to the PMHA President
- Appeals must clearly outline the reason and rationale for appeal
- Appeals will only be granted under the following circumstances:
 1. The decision was influenced by bias
 2. Irregularities in the process leading up to the original decision are such that an unjust result may have occurred
 3. The decision was patently unreasonable
- The President will decide if an appeal meets the criteria above. If criteria are not met, there will be no further action on the matter.
- If there are grounds for an appeal, the President will appoint three people to constitute a Conflict Resolution Committee (Panel). Persons appointed to the panel should have no significant relationship with the appellant, should not have been involved in the decision being reviewed and should be free from conflict and bias.
- The three-member panel will consist of former association members.
- The panel will, through thorough investigation, determine if grounds for appeal have been satisfactorily met. If grounds for appeal have been met, the panel will recommend what an appropriate remedy might be.
- The panel's decision will be final.

10. RECREATION TEAM SELECTION

The purpose of the recreational team selection process is to ensure that all teams within a division are balanced and that all players regardless of ability have the opportunity to play on a team that is competitive.

PMHA has mandated that recreational teams within a division must be balanced. A fair selection process is an important step in achieving this goal.

Recreation player evaluations will begin immediately after rep tryouts have been completed. This ensures players released from the rep tryout process can participate in the Rec evaluation skates.

Players are only allowed to participate on one team, with the exception of female players (see the Female Program Policy).

Rec Team Selection Process

- ❑ An Evaluation Committee will be established. This will include independent evaluators, the Coach Coordinator(s) and Division Director. The Committee will hold evaluations prior to the start of the regular season.
- ❑ Players will be evaluated by committee and ranked for purposes of a draft process.
- ❑ The designated Head Coaches with the guidance of the Committee will hold a draft. The draft will be completed in numerical order based on the player ratings as established by the Evaluation Committee. In the absence of a Head Coach, the Committee will select players for team assignment.
- ❑ The Committee will schedule balancing games to assist in determining the balance and competitiveness of each PMHA team and player movement will occur during this time.
- ❑ The Committees decision will be final at the time the teams are established. Teams will not be considered established until OMAHA League Play begins. Player movement can occur during this time.
- ❑ Players may be reassigned to other teams/Divisions at the discretion of the Risk Committee at any time for reasons based on player development, safety or skill level, team balance/ competitiveness or any combination thereof.
- ❑ Player movement after teams are established will be done in consultation with the affected player, parents, coaches and Division Director(s).
- ❑ No team to be assigned more than two goalies and if the situation arises, the last goalie registration received will be offered a skater position or placed on the wait list for an opening to occur.
- ❑ Head Coach may identify one assistant coach prior to the draft.

Recreation Team Draft Example:

1. Go through the list of players and come to a consensus of a rating for each player (5 being the highest and 1 being the lowest). ".5" increments are acceptable. If coaches can't decide then split the difference and go with the middle. This is not usually a problem because coaches must be ready to accept that player on their team with that assigned rating because they don't know how the draft will go, so there is incentive to have the rating properly assigned.
2. Identify 1 assistant coach for each team.
3. If they have a child playing on the team you must then balance out the coaches first. Start a list for each team and the rating assigned for that player.

Recreation Team Selection Example

| <u>TEAM 1</u> | | <u>TEAM 2</u> | | <u>TEAM 3</u> | |
|----------------------------|-----------|----------------------------|-----------|----------------------------|-------------|
| Head Coach's player | 5 | Head Coach's player | 3 | Head Coach's player | 5 |
| Asst. Coach's player | 4 | Asst. Coach's player | 3 | Asst. Coach's player | 3 |
| Player | 3 | Player | 5 | Player | 4 |
| Player | 3 | Player | 4 | Player | 3 |
| Coach balance Total | 15 | Coach balance Total | 15 | Coach balance Total | 15 |
| Draft pick 1 | 5 | Draft pick 2 | 5 | Draft pick 3 | 4.5 |
| Draft pick 6 | 4 | Draft pick 5 | 4.5 | Draft pick 4 | 4.5 |
| Draft pick 7 | 4 | Draft pick 8 | 4 | Draft pick 9 | 4 |
| Draft pick 12 | 3.5 | Draft pick 11 | 3.5 | Draft pick 10 | 3.5 |
| Draft pick 13 | 3.5 | Draft pick 14 | 3 | Draft pick 15 | 3 |
| Team total | 35 | Team total | 35 | Team total | 34.5 |

In this example, Team 1 would need to select (2) players that were rated as 3's, Team 2 would need to select a 5 & 4, Team 3 would need to select a 4 & 3. This balances all the teams before the draft begins. Coaches **MUST** choose players from that rating and cannot go lower or higher. If teams are selecting from the same rating pool then flip a coin or draw a number from a hat to determine who gets to select first.

4. At this point there is an option of seeing if everyone has a 2nd coach in mind. The Division Director can follow the same process as above to balance out a 2nd coach or proceed to the draft and the coaches will take their chances on finding enough helpers.
5. Once coaches are balanced, draw from a hat and determine the selection order. Whoever chooses #1 will make 1 selection from the top player(s) still available (typically 5s). You then go through selections of all the players from the top down by rating (5, 4.5, 4, 3.5, 3, 2.5, 2, 1.5, 1, .5). Please note, once team 3 picks, they then have the 4th pick, team 2 has 5th, team 1 has 6th, etc.
6. Keep a running total for each team and if there are any glaring issues, correct them at this time rather than waiting until the season starts. Your totals should be within 1 point at the end of the process unless there is an odd number of players, which could affect totals. Keep in mind that you want to balance out the most beginner players so feel free to assign a player to a team at the end of the process if a team has 1 more 5 on their roster for example. It wouldn't be fair to have a team with one 5 and then also two 1s if other teams have two 5s and only one 1.

11. PLAYER MOVEMENT

Player movement is to be in compliance with OMAHA and BC Hockey regulations. Any approved player movement is valid only for the current season and must be applied for and approved each subsequent season.

Player movement may occur:

- To allow an elite/exceptional player the opportunity to play in a higher division which better suits their skill level
- To allow for optimal team formations and sizes depending on registration numbers
- To allow a Rec player the opportunity to play down a division if that is deemed in the best interest of the player and the division.
- To allow flexibility in goaltender movement in order to maximize goaltender development and meet the Association's needs regarding team configurations

Rep Hockey Player Movement

Player movement from a lower division to a higher division Rep A team is approved only in rare situations to allow an exceptional or elite player the opportunity to play in an environment which is best suited to their ability. It is not something that will be considered on a regular basis and is carefully assessed and evaluated given the ongoing ramifications it can have on individuals, teams and divisions. Placement in a higher division will be based on factors including, but not limited to:

- hockey skills
- age
- physical and mental maturity

Given the philosophy that player movement is only for rare occasions with exceptional or elite players, requests for player movement will only be considered when a player is requesting to move from a lower division team to the Rep A team in the higher division. Player movement will not be considered for movement from a lower division team to a higher division B team. This type of player would be expected to try out for the Rep A or B team in their own division.

All requests for player movement must be put in writing to the PMHA President and must include an impartial letter of support from the player's former coach and division director. These requests will be assessed by the President or any other individual(s) appointed by the President. The PMHA President will have the final say on Rep player movement.

Process for Rep player movement

- ❑ Players are to be placed into the various divisions according to their age first. This is in keeping with BC Hockey and Hockey Canada practices.
- ❑ Written requests received by the President from a parent or guardian requesting their child change divisions will be given consideration on an individual basis.
- ❑ All players must remain in their age appropriate division until the request has been approved.
- ❑ Player movement will be based on the following guidelines:
 1. The request will be assessed by the President and/or any other appointed person or persons. This evaluation may include information and assessments from the previous year as well as an on-ice risk assessment for both the player in question and his or her peers.
 2. A request to move up a Division will only be considered if the player is in the top 10% of their current Division (i.e. if there are 40 players in a Division the requesting player would have to be assessed as one of the top 4). The player's level of maturity, size and other factors may also be taken into consideration before this decision is approved. The President's decision on this is final.
 3. If the player has been assessed in the top 10% of their current Division and their maturity, size and other factors are such that it is believed they would be suitable to move up, they may then be granted permission to try out for the A Rep team in the higher Division.
 4. As noted earlier, an underage player must be considered exceptional and elite. Given this, underage players must place in the top 20% of the top 24 players selected in the first round of try outs. This means that the player must be one of the top 5 players selected out of the top 24.
- ❑ Player movement will be by one division only.
- ❑ It is the Division Director's responsibility to ensure the Registrar is aware of the player movement from one team to another.
- ❑ Any disagreement regarding player movement can be appealed (see REP AND ATOM DEVELOPMENT TEAM FORMATIONS section of this policy under the heading Appeals).
- ❑ If a player succeeds in making the 'A' team and at any time chooses not to, that player will go directly to Recreation Division for the remainder of that season. (Per OMAHA and CAHA rules). Any player quitting 'A' or 'B' Rep teams after December 31 of the playing season is not guaranteed a spot on a Recreation team.
- ❑ If a carded player is asked by the 'A' coaching staff to step down from the 'A' team, that player will be placed by the Division Director to the most appropriate lower division team.

- No player can be released after October 20th of the playing year without approval from the Discipline Committee's approval.
- Failure to follow these guidelines may result in sanctions or disciplinary action.

Rec Hockey Player Movement

- It is expected that all Rec Players will play in their age appropriate division, however, there may be occasions when it is necessary for a player to move up a division or down a division due to PMHA registration numbers and team configurations. Player size, skill, maturity and development will be considered in this process.
- Parents and players would be consulted prior to any movement occurring.
- PMHA also acknowledges that there may be times a Rec player is better suited playing in a lower division (due to size, maturity, skill, special need or other factors). Requests for a player to move down a division are approved by OMAHA. Process is as follows:
 1. Put request in writing to the President.
 2. The request will be assessed by the President and/or any other appointed person or persons. This assessment may include information and assessments from the previous year as well as an on-ice risk assessment for both the player in question and his or her peers.
 3. Player size, skill, maturity, development and any other special needs will be considered when assessing the request.
 4. Upon receiving approval from OMAHA, the President will have the final say on Rec player movement to a lower division.
 5. Any player approved to move down a Division must be listed on Recreation team game sheets as an Overage Player 'OA' Player.
 6. All players must remain in their age appropriate division until the request has been approved.

Player Movement from Novice to Atom Development

Player movement from Novice to Atom has some inherent differences from player movement in other divisions. In Atom, Pee Wee, and Bantam, there are Development or Rep teams for skilled players to play on. Those elite players who do not fit the criteria to move up a division still have a place to play competitive hockey in their own divisions.

In Novice there are no Development or Rep teams, so when elite players do not fit the criteria to move up to Atom Development, they have no options in their own division for a more competitive environment that better suits their needs.

Keeping in mind the developmental needs of elite players as well as the needs of the Novice division as a whole, the following process will be applied to requests for player movement from Novice to Atom Development:

- At the end of each season, Novice coaches and the Novice Division Director will be asked to put forth the names of the top 10% of the Novice players for the year. This top 10% list will be used to determine if movement requests the following year will be approved or not.
- Should players new to the community request to move up, they will be assessed on a case by case basis. This assessment may include discussions with their former Association and/or an on-ice assessment.
- A request to move from Novice to Atom Development will only be considered if the player is in the top 10% of the Novice Division. The player's level of maturity, size and other factors may also be taken into consideration before this decision is approved. Once approved by the President, PMHA will make a recommendation for approval to OMAHA. OMAHA's decision on the suitability will be final.
- Once permission is granted to tryout, the Novice player will compete in tryouts as if they are an Atom player. Unlike the Rep Player Movement Policy, the Novice player does not need to make a top 5 ranking out of the top 24 (or 40 if 2 teams). If the Novice player makes the top 24 (or 40 if 2 teams), they will be evaluated as an Atom player and will have the same chance of making the team as all the other players.
- Those Novice players that do not make either of the development teams, will be re-assigned to Novice or considered for movement to atom recreation under the recreation player movement process.
- Player movement will be by one division only.
- It is the Division Director's responsibility to ensure the Registrar is aware of the player movement from one team to another.
- Any disagreement regarding player movement can be appealed (see REP AND ATOM DEVELOPMENT TEAM FORMATIONS section of this policy under the heading Appeals).
- Failure to follow these guidelines may result in sanctions or disciplinary action.

Movement of Goalies

It is expected that all goalies will play in their age appropriate Division.

There may be occasions when it is necessary for a goalie to move up a division or down a division due to PMHA registration numbers and team configurations. Player size, skill, maturity and development will be considered in this process.

There may also be times that a goalie requests to move up a division to play Rep hockey. Permission to try out for a higher division Rep team may be considered if the goalie fits the 'elite or exceptional' player

profile. These goalies will be assessed by the President and/or any other appointed person or persons prior to the tryout process. Overall goalie registration numbers in each division may be a factor in whether permission to tryout is granted or not.

Goalies who are permitted to try-out for a higher division Rep team will be rated on the same basis as all other goalies in the tryout process.

The PMHA President will have the final say on goalie movement.

Affiliate Players

Affiliating players allows opportunity for lower level players to experience hockey at a higher level. This may assist with their skill development, knowledge of the game, and confidence. It also allows higher category teams to complement their rosters when there are absences due to injury, health or other reasons.

A higher category team may affiliate a maximum of nineteen (19) players, 2 of which must be goalies, from lower category teams. A player is only permitted to participate as an affiliate player (AP) with one team of a higher category during a playing season. Teams are encouraged to AP a minimum of (2) players prior to December 15 to establish their team affiliation list. Players can then be added to their list until January 15 of each season and each team should have a minimum of (4) APs.

As per BC Hockey policy, affiliate players are limited to a maximum of 10 games over the course of a season. The purpose of this limitation is to prevent the use of "permanent affiliates". Affiliate players may not play an eleventh game until their carded team has completed their season. Any affiliate player who does participate in more than 10 games will be deemed to be an ineligible player. If a player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times. There are exceptions to this BC Hockey policy for goaltenders. Appearance of an affiliate player's name on the official game report of a game shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only will be considered as taking part in the game, and such participation will be specially noted on the official game report.

Affiliation within recreation teams will be limited to allow for a fair distribution of APs and players will be assigned to teams with a priority of keeping teams balanced.

Coaches are encouraged to have AP players participate regularly at practices when it does not conflict with their primary team's sessions. Practicing promotes development, confidence and familiarization with the players and coaches of the higher-level team that they could participate with and should provide an easier transition should the player be needed for games.

AP Process

To initiate the Affiliate Player (AP) process, prospective players will be identified by the division director according to their tryout ratings and coaches of the affected teams will be contacted.

Should a player progress through the season faster than expected and stand out as a potential AP candidate, approval must be received from the Division Director prior to AP'ing said player. Once the directors and coaches are in agreement, parents will be contacted for approval to AP their player.

If the parents and player agree to participate in the AP program, it is up to the higher division coach to determine the schedule for practice and games. The coach of the higher level must communicate directly with the player and the primary coach to ensure that there is no conflict with the primary team.

There should be consensus among the two coaches as to whether the player can play up or not. This decision should take into consideration:

1. The development of the player.
2. The needs and circumstances of the higher division team.
3. The needs and circumstances of the lower division team.

Where consensus cannot be reached, the Division Director shall become involved to assist with reaching a resolution. Should the Division Director not be able to resolve the issue, the Coach Coordinator will be advised, and his decision shall stand. Under no circumstances should coaches be approaching a prospective AP or their parents prior to receiving approval from the division director.

Prior to participation as an affiliate player, the player's name must appear on the team's Official HC Team Roster as an affiliate.

Failure to adhere to the AP policy may result in sanctions and/or disciplinary action.

12. RISK MANAGEMENT

Criminal Record Check

PMHA is a registered society that operates with the needs of children and youth at the forefront. Given this, it is essential that all reasonable steps are taken to ensure the safety of the children and youth involved in our Association.

All volunteers ages 18 and older must have a Criminal Record Check completed for PMHA prior to volunteering with the children/youth involved in our Association. This is essential to protect the players and to ensure the Association is free of liability. These volunteers include but are not limited to:

- Coaches / Assistant Coaches
- Managers
- Safety Persons
- Board Members
- Staff
- On-ice volunteers

- Any other volunteer positions as decided by the Board of Directors

The Criminal Record Check (CRC) process and is available online through the Criminal Records Review Program (CRRP). Volunteers can access the CRRP at the following website: [Criminal Record Check \(CRC\)](#). The PMHA access code is: **WFLFQDVBWH**.

Once appointed to a volunteer position, that person has one week to apply for their Criminal Record Check. PMHA reserves the right to restrict or limit volunteers during the CRC waiting period.

Authority for review of the results of a criminal records search rests with the Risk Management Director, the President and the PMHA Administrator. PMHA reserves the right to decline volunteers who may not be deemed suitable for contact or work with children and youth.

Respect in Sport

As per BC Hockey Policy, all volunteers working directly with children/youth must take the online

Respect in Sport course. This includes:

- Coaches / Assistant Coaches
- Managers
- Safety People
- Board Members
- Employees
- On ice volunteers
- Dressing room parent volunteers
- Any other volunteer positions as decided by the Board of Directors

Once appointed to a volunteer position, the volunteer will have one week to complete the Respect in Sport course and will have to provide proof of completion to the PMHA Administrator.

Concussion Awareness Training (CATT)

As per BC Hockey Policy, the following must take the online CATT course:

- Coaches / Assistant Coaches
- Managers
- Safety People

- On-ice volunteers

Once appointed to a volunteer position, the volunteer will have one week to complete the CATT course and will have to provide proof of completion to the PMHA Administrator.

Injury Reporting

Coaches, Managers or HCSP reps must complete an [Hockey Canada Injury Report](#) form for any accident occurring during the course of a practice, game or sanctioned event. Injury claim forms must be submitted to the Registrar within 90 days from date of injury. Any player that has been deemed injured by their team HCSP or doctor, must follow the BC Hockey Return to Play (RTP) process.

Emergency Situations and First Aid Kits

Coaches, Managers and HCSP should be aware of the first aid facilities available in the arena including AEDs and where to find them. A PMHA Emergency Action Plan (EAP) can be found on the PMHA website.

Each team will be provided with a HCSP Bag which includes a first aid kit. These bags are to be returned to PMHA at the end of the season. Teams that do not return their HCSP Bag will have funds from their equipment deposit held to cover the cost of replacing the bag and/or contents.

Should you need to replenish items from your first aid kit throughout the season, please speak with the Risk Management Director and/or Equipment Director.

Should you need additional ice packs during the season, please speak with the Risk Management Director and/or the Equipment Director.

Player Driving Policy

As per BC Hockey policy, Midget-aged players that are of driving age and are licensed to drive are not permitted to drive themselves to out of town games, even if that game is in close proximity to their home.

BC Hockey Protocol – Incidents of Non-Compliance to Zero Tolerance

BC Hockey realizes that the severity of incidents of non-compliance to Zero Tolerance will encompass an entire spectrum and may have far-reaching affects over and above the participants in the actual event. It is the duty of member associations to report to the BC Hockey risk manager if:

- The incident involves international, inter-Branch or inter-District play
- The situation may bring embarrassment or public attention to BC Hockey and/or its members

- The incident is such that it may affect the well-being of other members of BC Hockey
- The incident is precedent setting in some fashion
- The incident may require action by the BC Hockey or higher authority

Included in Zero Tolerance are: Alcohol/Drugs/Tobacco; Adult Alcohol Guidelines; Social Media; and Hazing. This list is not inclusive. Zero Tolerance issues will be dealt with through either the Complaints Policy or the Harassment and Abuse Policy (whatever one is most appropriate).

a) Alcohol/Drugs/Tobacco/Vaping

PMHA expects athletes to strictly adhere to all laws governing the use of alcohol, drugs, tobacco (including chewing tobacco) & vaping. Should an athlete break the law and participate in the use of any alcohol, illegal or performance enhancing drug, tobacco or vaping product during a PMHA event (i.e. practice, league game, exhibition game, tournament game or another other team function) he or she is subject to BC Hockey's non-compliance/zero tolerance policy regarding these items. Coach's/Parents are to be advised of the following protocols:

- The Coach has the authority to remove a player from team activities including on and off-ice activities
- The Coach informs the parent of the incident and if the parent is not present, arranges for the parent or a delegate named by the parent to resume care and conduct of the player
- The Coach arranges for supervision of the player until the parent or the parent's delegate resumes care and conduct of the player

b) Adult Alcohol Guidelines

PMHA has adopted the Zero Tolerance guidelines as laid out by BC Hockey. PMHA realizes there are certain situations when the responsible use of alcohol by adults is acceptable and believes adults have the right to make those decisions using reasonable judgement and discretion. When involved in a PMHA event (game, tournament weekend, practice, team party, etc.) alcohol is not considered appropriate:

- In dressing rooms or in public, non-licensed areas
- In team settings with minors in attendance
- In situations where minors are left unsupervised while adults attend "hospitality" type settings or where alcohol is not controlled by a server
- Consumption in buses or cars when traveling to and from an event
- By adults of a minor team when parents are not present
- If forced on another person
- If used for drinking contests / games or as a form of hazing or initiation for rookies

c) Social Media

PMHA, member of BC Hockey, is committed to providing an environment to lead, develop and promote positive hockey experiences. Any form of harassment using electronic devices commonly known as cyber bullying by coaches, other parents, volunteers, officials, bench staff, other team mates and competitors will not be tolerated.

Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form that disputes or prevents a safe and positive environment may also be considered cyberbullying.

As a member association of BC Hockey, our PMHA members who participate in social media and networking are held to the same standards as all other forms of media including radio, television and print.

Comments or remarks of an inappropriate nature which are detrimental to a team, Associations, and Leagues, BC Hockey or an individual will not be tolerated and will be subject to disciplinary action.

It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.

Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.

Use your best judgement at all times – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.

If requested to participate in an online network, as a direct result of your affiliation with or participation in Hockey in BC, BC Hockey recommends that you request approval from your team or Minor Hockey Association.

Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of the BC Hockey social media policy and may be subject to disciplinary action by the team, Minor Hockey Association, League and/or BC Hockey:

- a) Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member of a team, association, league, BC Hockey or individual.
- b) Divulging confidential information that may include, but is not limited to the following:

1. Player injuries;
2. Trades or other player movement;
3. Game strategies;
4. Any other matter of a sensitive nature to a member of a team, association, league, BC Hockey or an individual
5. Negative or derogatory comments about any team, association, league, BC Hockey staff, volunteers, programs, stakeholder, players or any BC Hockey member.
6. Any form of bullying, harassment or threats against players or officials.
7. Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
 - Drug use;
 - Alcohol abuse;
 - Public intoxication;
 - Hazing;
 - Sexual exploitation; etc.
8. Online activity that contradicts the current policies of Hockey Canada, BC Hockey or any of its member associations.
9. Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with BC Hockey policies and regulations on these matters.
10. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

d) Hazing

Hockey Canada policy currently defines hazing as “an initiation practice that may humiliate, demean, degrade, or disgrace a person regardless of location or consent of the participant(s)”. Pursuant to Hockey Canada regulations, those involved in or complicit in any incidents of hazing will face discipline, including possible expulsion from all PMHA programs.

14. HARASSMENT AND ABUSE

PMHA is committed to providing an environment in which players and other participants are free of harassment and abuse. This policy applies to all persons participating in activities of PMHA including:

- Players
- Parents
- Volunteers
- Coaches and other team officials
- Referees
- Staff

- Board of Directors
- Other volunteers of PMHA

Legal Context for Harassment and Abuse

- The most serious forms of abuse (physical abuse, sexual abuse and severe physical neglect) are subject to criminal sanction under the Criminal Code of Canada. Normally offences under this Act are reported to and investigated by the RCMP.
- In British Columbia, minors (that is, persons under the age of nineteen years) who are “in need of protection” from abuse or neglect by their care provider are subject to the provisions of the Child, Family and Community Service Act. Normally an incident involving abuse or neglect of a minor falls under the jurisdiction of the Ministry for Children and Family Development. At times the Ministry for Children and Family Development will work jointly with the police to investigate situations of child abuse or neglect.
- Some forms of discriminatory behavior may be the subject of an investigation under the Human Rights Code of British Columbia and some forms of harm, such as injury resulting from negligence, may be dealt with under the civil law.
- For the purpose of PMHA, situations of harassment and abuse that fall under other legal jurisdictions will be reported to the appropriate authorities. For all other incidents, PMHA will deal with the harassment or abuse within the framework of this Harassment and Abuse Policy.
- Any doubt with where jurisdiction for an incident of abuse or harassment lies will be referred to the Risk Management Director and/or the President.

Abuse

Child abuse is any form of verbal, physical, emotional and/or sexual mistreatment or lack of care which causes physical or emotional harm to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or a breach of trust. Within British Columbia a person is considered a child up to the age of nineteen years of age.

Child abuse can include:

- Emotional Abuse
- Physical abuse
- Sexual Abuse
- Exposure to Family Violence
- Neglect

Duty to Report Abuse or Neglect

The Province of British Columbia has mandatory reporting laws regarding the abuse and neglect of children and youth. Consequently, it is the policy of PMHA that any PMHA member, director, volunteer, team official, on-ice official, parent, etc. must immediately report any information regarding the abuse or neglect or the suspected abuse or neglect of a child to the Penticton Ministry for Children and Family Development office (250 770-2200) or the BC Provincial Centralized Screening 24 hour toll-free line at 1-800-663-9122.

If you believe a child/youth to be in immediate danger, call 911 and ask the Police to respond (i.e. intoxicated parent driving away from the arena with children in the vehicle).

Failure to report suspected child abuse is an offence under the Child, Family and Community Service Act.

PMHA shall take no further action until such time as the authority has completed its investigation, unless at the request of and in consultation with such authority. The matter shall then, if necessary, be dealt with as a disciplinary matter pursuant to this policy.

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, and which create a hostile or intimidating environment for work or sport activities. Any of the different forms of harassment may be based on the grounds prohibited in human rights legislation, such as race, ethnicity, sex, sexual orientation and religion. Harassment may occur between peers (i.e. player to player, coach to coach, parent to parent, etc.) or between someone in a position of power or authority and person in a subordinate position (i.e. coach to player).

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

- Unwelcome jokes, innuendo, teasing about a person's body, looks, race, sexual orientation, etc.
- Condescending, patronizing, threatening or punishing actions which undermine self esteem
- Practical jokes that cause awkwardness or embarrassment or may endanger a person's safety
- Any form of hazing
- Unwanted or unnecessary physical contact including touching, patting, pinching
- 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 opportunity for training or advancement
- Sexual assault or physical assault

It is important to note that some forms of harassment also constitute abuse under child protection legislation or a crime under the Criminal Code of Canada. In such cases, the appropriate authority (or both) should be contacted.

It is the policy of PMHA that harassment in all its forms will not be tolerated during the course of any PMHA activity or program.

PMHA recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum of behaviors and the response to harassment must be equally broad in range, appropriate to the behavior in question.

Most incidents of harassment, (i.e. inappropriate jokes) should be corrected promptly and informally (i.e. by the Coach), taking a constructive approach with the aim of bringing about a change in negative attitudes and behavior. More serious incidents (i.e. a course of repeated taunting or hazing) may require a more formal approach involving those outside of the team staff.

Complaints should be handled in a timely, sensitive, responsible and confidential manner.

Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous will be subject to discipline.

Harassment and Abuse; differences and similarities

| Types | Abuse | Harassment |
|-----------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| | Emotional, physical, sexual, lack of care | Emotional, physical, sexual; may be motivated by racial or other forms of prejudice |
| Victim | Any person under the age of majority as determined by the Provincial Child Protection Acts, may be male or female | Person of any age; may be male or female |
| Offender | Any person who has power or authority over victim and/or breaches trust; may be male or female | May be peer or person with power or authority over adult victim; may be male or female |

Investigation

External to the organization, referred to child welfare or police who may in some instances refer back to organization

Most often internal unless referred to police in cases of suspected physical or sexual assault or criminal harassment (stalking)

Follow-up Actions

Determined by Provincial Child Protection Acts and Criminal Code; civil suits may also occur

Determined by organizational harassment policies, Criminal Code, labour tribunals, civil action and/or Provincial Human Rights Tribunals; may be used concurrently or alone

Philosophy

The victim is not to blame; offenders are responsible for their behavior

The victim is not to blame; offenders are responsible for their behavior

Process for dealing with Abuse or Harassment

- A person who has experienced 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 contrary to this policy.
- For more minor forms of harassment, team officials shall attempt to investigate and resolve the matter informally through team meetings, discussions with parents and players, etc. The Division Director should be made aware of the situation and may be involved at this stage if deemed helpful.
- Should the matter not be resolved at this informal stage, the Coach/Division Director may decide to bring in an additional Board member - to act as a neutral party and further explore if the matter can be resolved on an informal basis.
- If an informal response is not feasible or if the harassment is more serious, the matter should be reported to the President to determine if a formal investigation is required.
- Reports to the President must be in writing.
- After receiving the report, the President has the option to:
 - Make a ruling to solve the matter immediately, wherein his/her decision will stand
 - To investigate the matter further himself/herself or
 - To appoint a Board member or another individual to investigate the matter further.
- If upon further investigation, it is felt that a formal response is necessary a three-person Conflict Resolution Committee (Panel) will be formed to oversee a formal hearing. All sides will be given opportunity to have their opinions and perspectives heard.
- At the end of the hearing, the Panel will decide if disciplinary action is necessary and will recommend disciplinary sanctions and/or restorative actions.
- If the President is of the opinion that the alleged harassment or abuse is sufficiently serious, he/she may immediately suspend the respondent from PMHA while the complaint is being reviewed.

Disciplinary and / or Restorative Action

In the event that harassment or abuse is found to have occurred, the appropriate disciplinary action should take into consideration aggravating or mitigating circumstances. These include:

- The nature and severity of the harassment or abuse
- Whether the harassment or abuse involved any physical contact and/or was sexual in nature

- 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 respondent and if there was a marked difference in power and authority between them
- The age of the complainant and where relevant, the difference in age between the complainant and respondent
- Whether the respondent had been involved in previous harassment incidents
- Whether the respondent admitted responsibility and expressed a willingness to change
- Whether the respondent retaliated against the complainant

In recommending disciplinary action, The Panel may consider any of the following options, (but are not limited to the options listed here):

- Verbal apology
- Written apology
- Letter of reprimand from PMHA
- Probationary period
- Suspension or removal of privileges
- Suspension or removal from office or position
- Expulsion from membership
- Recommendation for counseling
- Such other actions as the Panel deems appropriate.

In recommending a disciplinary action, the Panel should endeavor to select a sanction commensurate with previous sanctions for similar circumstances. Additionally, the Panel should ensure sanctions are appropriate in severity to the severity of the infraction and where possible, have some sort of restorative component.

Appeal of Panel's Decision

Both the complainant and the respondent have the right to appeal the decision of the Panel. Permissible grounds of appeal are as follows:

- The Panel did not follow the procedures set out in this policy
- Members of the Panel were biased or were influenced by irrelevant considerations, or

- The Panel reached a decision which could not be supported by the evidence or which was otherwise unreasonable.

Appeals must be in writing and must be received by the President within 7 days of the initial ruling. The appeal will be reviewed by an Appeal Committee comprised of three former PMHA board members appointed by the President. This committee will not include any of the former Panel members and is referred to as the Appeals Committee. The Appeals Committee shall have the authority to uphold or reverse the decision of the Panel and/or to modify any of the Panel's recommendations.

The decision of the Appeals Committee shall be final and binding.

15. PROCESS FOR DISPUTE RESOLUTION, COMPLAINTS & DISCIPLINE

The President, or designate, shall have the power to suspend any team, player, team official or other member for conduct contrary to the PMHA Code of Ethics or Code of Conduct or for any behavior that can be deemed harmful to PMHA or its members. This behavior can include on or off the ice, abusive language to any officials or for failure to comply with the Association's Constitution, ByLaws or policies pending review of the incident by the Discipline Committee.

PMHA recognizes that issues and differences can arise within the hockey environment. Communication (or lack thereof) is often a primary issue in these differences. It is the goal of PMHA to limit problem situations through the promotion of clear and respectful communication.

It is expected that most problems or complaints will be resolved on an informal basis at the team/division level.

The following steps will be followed in the resolution of problems or complaints:

Informal Process

- Discuss the issue with the person or persons with whom the issue regards. For instance, if you have an issue with another parent, it is your responsibility to speak with this person to try to resolve the difference.
- If this does not result in resolution of the issue, you should then go to a team official – such as the Coach or the Manger.
- If this does not result in resolution of the issue, you should then go to your Division Director. The Division Director may decide to bring in an additional Board member - to act as a neutral party and further explore if the matter can be resolved on an informal basis.
- If the matter is still not resolved, you will then need to move on to a more formal process.

Formal Process

- The PMHA President will appoint a Discipline Committee within 90 days of the PMHA Annual General Meeting. This committee will consist of a minimum of three (3) Executive members, which shall include the President and/or Vice President who will act as chairperson and two other Executive members.
- All formal complaints must be put in writing to the President.
- The Discipline Committee shall review written complaints against members within seven (7) days of receipt of such complaint.
- The complainant must show that they have attempted to solve the problem through the informal process before the President will hear the complaint. If they have not followed the informal process or have not provided an acceptable rationale for bypassing the informal process, the complaint will not progress and the complainant will be required to try the informal process.
- After accepting the complaint, the President has the option to:
 - Make a ruling to solve the matter immediately, wherein his/her decision will stand
 - To investigate the matter further himself/herself
 - To appoint another individual to investigate the matter further.
- If upon further investigation, it is felt that a formal response is necessary, a three-person Conflict Resolution Committee (referred to as the Panel) will be appointed by the President to oversee a formal hearing. All sides will be given opportunity to have their opinions and perspectives heard.
- At the end of the hearing, the Panel will decide regarding the complaint and recommend solutions, sanctions or discipline as necessary.

Appeal of Panel's Decision

Both the complainant and the respondent have the right to appeal the decision of the Panel. Permissible grounds of appeal are as follows:

- New evidence not used in the original hearing can be presented which may have an effect on the decision,
- The Panel did not follow the procedures set out in this policy,
- Members of the Panel were biased or were influenced by irrelevant considerations,
- The Panel reached a decision which could not be supported by the evidence or which was otherwise unreasonable, or
- The decision of the original hearing was too severe.

Appeals must be in writing and must be received by the President within 7 days of the initial ruling. The appeal will be reviewed by an Appeal Committee comprised of a minimum of three (3) former PMHA board members appointed by the Executive. This committee will not include any of the former Panel members and is referred to as the Appeals Committee. The Appeals Committee shall have the authority to uphold or reverse the decision of the Panel and/or to modify any of the Panel's recommendations. Appeals should be accompanied by a payment of \$250 payable to PMHA and will be forfeited should the original conclusion be upheld.

The decision of the Appeal's Committee shall be final and binding.

16. PMHA APPAREL POLICY

It is important that players, teams and team officials appropriately represent PMHA whenever they are engaged in a hockey related activity. It is the Association's expectation that teams look respectful, tidy and uniform. In order to accomplish this, with so many players and team staff, the follow standards must be followed:

Team Uniform

- All Atom Development and Representative team players must wear black helmets and black pants (or team pant shells) in all games and tournaments.

Team Jackets/Tracksuits

- Team jackets throughout the association must be uniform. While the brand of jacket may be different, all jackets must be black. The only accent colors permissible on the jacket are white, blue or silver. All accent colors must be used for accent only and cannot be the base color of the jacket.
- The official PMHA Vees logo must be embroidered on the front left chest upper chest no larger than 3 inches by 3 inches.
- Names are permissible on jackets but the location of the name must be on the back of the jacket. Numbers are permissible either on the back under the name or on the sleeve.
- Nothing else is permitted on the PMHA jacket. Any type of sponsorship is strictly prohibited from all PMHA apparel.
- For track pants, the name of player and/or number is permitted on the left thigh area and the PMHA Vees logo is optional.
- It is recommended that teams use local suppliers for all team apparel and PMHA sponsors whenever possible.

Other Team Merchandise

- It is acknowledged that teams may want to personalize other team apparel or merchandise. (i.e. dry-land shirts/hoodies/shorts/water bottles, etc.)
- All other team apparel must be in keeping with PMHA colors. The colors can be used in combination with each other, but are limited to the following:
 - Black, blue, silver and white.
- Any type of sponsorship is strictly prohibited from all PMHA team apparel or merchandise.
- TEAM APPAREL MUST BE PRE-APPROVED BY APPAREL COMMITTEE. Approval might take up to 5 days.

It is the responsibility of the coach and/or manager of each team to ensure they are familiar with the Association's expectations regarding team apparel. Failure to follow this policy could result in sanction or suspension.

17. PMHA EQUIPMENT AND JERSEY POLICY

Equipment

Each PMHA team will be provided the following items:

- Pucks
- Puck Bag
- Cones
- Jersey bag(s)
- Home and Away Game Jerseys
- Practice Jerseys
- Safety Bag

Initiation, Novice and Atom teams will also be supplied with goaltender equipment for use during the season. This equipment needs to be returned to the Equipment Director at the end of the season. No goalie equipment shall be supplied by PMHA for Pee Wee and higher divisions, unless suitable extra equipment is available.

Teams must provide a deposit of \$250 before they will receive the team equipment. This deposit will be returned after the season and once all equipment is accounted for. Should any items not be returned or if items are damaged beyond regular wear and tear, the replacement cost will be subtracted from the team deposit. For teams with lockers, all items must be returned to the appropriate PMHA locker at the end of the season and the Equipment Director must be notified.

It is the responsibility of the parent(s) of the registered player to return borrowed equipment and jerseys within 21 days after the team last PMHA / BC Hockey sanctioned event of the current season. An administration fee of \$25.00 per week, to a maximum of the jersey cost, will be charged for each jersey unreturned by the due date.

An additional fee of \$80.00 will be charged for each jersey not returned by the due date - refundable on return of the jersey. b. A fee equal to the replacement cost of unreturned goalie equipment will be charged if not returned by the due date- refundable on return of the equipment.

Any players borrowing PMHA goalie equipment will be required to provide a deposit (cheque) which will be held until the equipment is returned. The amount of the deposit will be set by the Executive on a yearly basis.

Every team shall have an Equipment or Jersey Manager, who shall control, maintain, wash and return equipment supplied by PMHA. Return date of all equipment by the team Equipment Manager or designate to PMHA is by April 30th of the current playing season.

Jerseys

All PMHA Initiation and Novice teams will be provided with one set of PMHA jerseys. All Development/Rep teams and Atom to Juvenile Rec teams will receive two sets of jerseys; one home and one away. Only PMHA-provided game jerseys and socks are to be worn for games and use of other jerseys could result in disciplinary action.

Jerseys are a significant investment for the Association and it is imperative that they are properly cared for. To ensure the maintenance and care of jerseys the following rules must be followed:

- PMHA jerseys are only to be worn for sanctioned PMHA events (i.e. games, fundraising, public appearances, etc.).
- Under no circumstances are players permitted to carry their own jersey. Teams are expected to keep all PMHA jerseys in the Jersey Bag's provided.
- It is recommended that teams appoint a Jersey Manager to launder and maintain the jerseys.
- Jerseys are to be washed in cold water and hung to dry.

- ❑ Name bars are permitted on the jerseys for Mini Vees, Initiation & Novice only. It is the responsibility of each individual team to use a professional seamstress when sewing on name bars and captain letters onto the jerseys. Letters for Captains and Assistants are to be sewn not glued to the jersey and letters will be provided by PMHA.
- ❑ With the exception of Initiation and Novice (who have the option of wearing game jerseys during practice times), PMHA game jerseys are not to be worn for practice. PMHA will provide practice jerseys to teams at all levels.
- ❑ No additions or alterations are permitted to any PMHA jerseys unless approved by the Equipment Director.
- ❑ At the end of each season ALL jerseys are to be returned to the appropriate locker in the bag provided, on hangers and freshly washed and in numerical order. Teams without lockers must arrange a time to meet the Equipment Director and return your equipment.
- ❑ Teams that do not return PMHA equipment and/or jerseys may have funds from their equipment deposit held to cover the cost of replacing the item(s).

18. PMHA DRESSING ROOM POLICY

PMHA has adopted all dressing room and 'Two-Deep' supervision policies directly from BC Hockey and Hockey Canada as follows:

❑ Dressing Room

Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together; which is called the "Two Deep Method" of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision. Please refer to the PMHA / BC Hockey Co-ed Dressing Room Policy below.

❑ Injury Treatment

The safety person should avoid treating injuries out of sight of others. Use the "Two-Deep Method" (two adults) supervision system.

❑ Female Teams

It is recommended that when using the "Two-Deep Method" with female hockey teams, there shall be 2 female supervisors with the players where possible. If this is not possible there may be one (1) male and one (1) female supervisor. The male supervisor however, would not enter the

dressing room but would be within hearing distance to protect supervisors or players. Please refer to the PMHA Co-ed Dressing Room Policy for dressing room policy on Co-ed teams.

□ Road Trips

Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the “Two Deep Method” rule is observed at all times.

□ Physical Contact

Team personnel should avoid touching a player. Use the “Two- Deep Method” (two personnel, or two players) supervision system. The comfort level and dignity of the player should always be the priority. Limit touching to “safe areas” such as hand to shoulder.

□ Isolated Spaces

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two- Deep Method supervision system).

□ Sport and Training Facilities

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the Two Deep Method).

□ Parents in Locker Rooms

Except for players at the younger age groups (Initiation and Novice) we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player’s disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room. In general, parents should not enter the dressing room if the players undress to less than shorts and t shirts.

□ Co-Ed Dressing Room Policy

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

- Male players will not undress to less than a minimum of shorts while females are present.
- Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
- When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room). Appropriate female supervision must be provided to players in the female dressing room.
- When separate facilities do not exist for both male and female participants, players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
- Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
- Dressing room arrangements for players identifying as a different gender (i.e. females who identify as male or males who identify as females) will be dealt with on a case by case basis, following the lead of any policies or procedures of BC Hockey and/or Hockey Canada.
- It is the responsibility of the team to ensure that these guidelines are followed.

All female on-ice officials in PMHA have the option of using the Female Dressing Rooms if the Referee rooms are occupied. It will be the responsibility of the Referee in Chief to ensure that all female referees are aware of this policy and the location of the Female Dressing room.

□ Smart Phones and Other Mobile Recording Devices

Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

19. SPONSORSHIP

It is only with the valued support of our sponsors that PMHA is able to effectively operate and provide the best hockey program possible. We greatly appreciate the generosity of our official sponsors and the varied contributions they make (i.e. corporate sponsorship, team sponsorship, program sponsorship, sponsorship of families in need, etc.).

The Board of Directors will determine the cost of being an official sponsor on a yearly basis. The payment of sponsorships is to be made to PMHA and not individual teams. The sponsor is under no obligation to provide additional support to the team. The sponsor is already committed to making a substantial contribution to PMHA funding. As part of their sponsorship, the sponsor's name will appear on the team's jerseys. Additionally, team Managers are responsible for maintaining verbal or written contact with the team's sponsor and providing press coverage of team activities. In any press release given to local newspapers, radio stations or social media regarding team activities, the team sponsor's name must be used.

Sponsors will be assigned by the PMHA Administrator and/or Equipment Director. Sponsor requests for reassignment during a contractual period may be subject to the cost of moving cresting to jerseys of new team. No movement to take place after August 1st unless approved by the Equipment Director.

Teams should avoid approaching PMHA sponsors for additional support in fundraising activities. These sponsors can be found under a listing of teams on the PMHA website.

PMHA team managers are responsible for ensuring that a PMHA-supplied framed team picture is personally delivered to each sponsor, showing the team name, sponsor name and year picture is taken, prior to the end of the playing season.

Teams may not advertise any sponsorship on team clothing or merchandise.

Concessions

The PMHA concessions located at Memorial & McLaren arenas help contribute to PMHA expenses and it is therefore required that all teams participate in the operation of the concession as follows:

- For Initiation, Novice & Atom Divisions – All practices (excluding those prior to 8am and all games.
- Pee wee, Bantam & Midget Divisions – All games.

Teams not opening the concession are subject to:

- 1st offense - a warning
- 2nd offense - \$25 fine
- 3rd offense - \$75 fine
- 4th offense - \$100 fine
- 5th + offenses – \$125 fine and increased by \$25 increments for every subsequent offense.

In addition to fines, teams not opening the concession during games and practices could lose ice time, to be enforced by the Concession Manager or Ice Ambassador.

No children under the age of 14 are allowed to work in the concession without adult supervision. No more than two children (up to age 18) will be permitted in the concession at any one time.

It is the responsibility of the Concession Manager to ensure that the concessions are adequately stocked for tournaments and adequate concession staff.

Cash Deposits:

- A. PMHA concession revenue is to be placed in an envelope clearly dated and marked with team/division and deposited in the appropriate concession wall safe.
- B. \$50 float is to be left behind at the end of the practice/game as follows: 1 x \$10; 3 x \$5; 5 x toonies; 10 x loonies, all quarters, dimes and nickels

20. SPECIAL EVENT SANCTIONING AND FINANCE POLICY

Fundraising

It is acknowledged by PMHA that team fundraising can be helpful in assisting with the costs incurred during the hockey season. It is important that fundraising is reasonable in scope and does not exceed the financial need of the team. All teams and participants have a responsibility to project a positive image of the team, PMHA and minor hockey.

All fundraising must be in accordance with BC Hockey's Special Event Sanctioning Guidelines (found on the BC Hockey website). This requires the completion of an online Special Events Sanction Form which can be found on the BC Hockey website.

All team fundraising plans must be discussed and approved at a team parent meeting.

As per BC Hockey policy, the purpose of sanctioning a special event is to extend Hockey Canada Insurance Program coverage such as Major Medical / Dental Coverage to activities that do not fall under regular hockey programming. Special Event Sanctions are used for events such as dryland training, exhibition games (outside of OMAHA), fundraising and tournaments. Requests must be sent into BC Hockey at least 7-10 business days prior to the start of the planned event.

PMHA will provide a letter for donations for tournaments.

Teams may not use PMHA letterhead for fundraising activities without Executive approval.

PMHA Fundraising Approval Process

- ❑ Fundraising events must be approved by PMHA prior to the Sanctioning Form being completed. This is to ensure the appropriateness of the request and that it is in keeping with the team's financial plan for the year. This initial approval is also in place to ensure coordination and organization of all fundraising plans throughout the year (i.e. ensuring fundraising of similar types does not fall on the same day).
- ❑ Requests can be submitted to the PMHA Administrator.
- ❑ Once PMHA has approved the fundraising plan, the PMHA Administrator will submit a Special Events Sanction Request to BC Hockey.

See the Special Events Sanctioning Guidelines on the BC Hockey website for additional information regarding possible coverage eligibility of specific events.

It is the responsibility of each individual team to apply for Gaming Licenses for any fundraising which requires such (i.e. 50/50 raffles, raffle tables, etc.). The Gaming Guidelines booklet can assist with this process and should be closely adhered to. This document can be found on the [BC Government gambling & fundraising website](#).

Financial Reporting

Financial accountability for PMHA is of the utmost importance. All levels of the Association must be able to provide a clear accounting of any and all financial dealings.

- ❑ All teams must appoint a volunteer to act as the team's Finance Manager. The Finance Manager cannot be the Head Coach.
- ❑ Teams may open bank accounts for the season. All accounts must be opened in the team name and no less than two authorized signatures must control all banking activity.
- ❑ Team banking statements or other information must be made available to the PMHA Treasurer within 7 days if requested.
- ❑ Teams must submit interim Financial Reports by November 1st & February 1st of any given season.
- ❑ Teams must submit a final Financial Report by May 15th of any given season.
- ❑ All financial reporting must clearly indicate any revenue earned and any expenditures paid out. Receipts or copies of receipts for all expenditures must be included.
- ❑ Residual funds at the end of the year should be used first and foremost to repay parents for any prior contributions. Parents can only be paid up to the amount they initially provided through team

fees (i.e. if team fees were \$100, parents cannot be reimbursed any amount exceeding the initial \$100 they provided).

- The use of team funds for the arbitrary distribution to individuals or the payment of a player's family expenses is strictly prohibited.
- Compensation to coaches is permissible with the approval of the Board of Directors. Failure to follow this Financial Reporting Policy may result in sanctions or discipline.
- Team management is responsible for ensuring that PMHA Policies, City of Penticton bylaws, and Provincial regulations are followed.

21. TOURNAMENTS

Away Tournaments

PMHA Rec and Rep teams are permitted to participate in a maximum of 3 away tournaments per year.

Teams may request an additional tournament if the following criteria have been met:

- The tournament does not interfere with their league play
- The majority of parents support the tournament being applied for
- The specifics of the tournament are considered to be reasonable and appropriate to the age and development of the players

All costs associated with the participation of teams attending tournaments are the responsibility of the participating team.

Any required travel permission forms must be filled out by the team prior to attending away tournaments including but not limited to Inter-district (outside of OMAHA) or USA Hockey Tournament/Exhibition Game forms. Current forms can be found on the PMHA website: [PMHA Forms](#)

Teams are not permitted to make any travel plans during the playoff rounds.

Home Tournaments

Ice Ambassador will consult with the President and Administrator to tentatively set dates, ice times, # of teams, and total number of games, for all home tournaments.

To run a successful tournament, many volunteers are required. As such, a tournament planning committee must be formed for each PMHA tournament consisting of a Tournament Coordinator, Division Director & team managers. Duties are to coordinate and organize the tournament, however, the final say on accepted teams, scheduling and tournament rules are up to the Administrator and Division Director.

All Tournaments shall be planned and ran consistent with the current PMHA Tournament Planner.

Fees and structure for tournaments to be ratified annually by the Executive. Extra fees will apply to International Teams along with out of Province Teams (Inter Branch).

All tournament registration fees are set by PMHA. Visiting teams are to make their cheques payable to Penticton Minor Hockey Association.

For the purpose of running a home tournament, PMHA covers the cost of:

- Sanction fees
- Ice rental
- On-ice officials
- Medals & Banners*

*PMHA will provide participant medals for Initiation & Novice tournaments. 1st place banners, as well as 1st & 2nd place medals for Atom to Midget. Bronze medals will only be awarded to Peewee to Midget rep teams.

It is the responsibility of the Team to cover all other tournament costs.

Early Season Tournament Bookings

PMHA will lend funds to any team wishing to register for early season tournaments. PMHA is to be reimbursed from the teams by October 31 of said season.

22. PROVINCIALS

It is the expectation of PMHA that teams who qualify for Provincial Tournaments attend the tournament regardless of the location.

Grants to subsidize travel expenses for Rep teams going to Provincials will be available from the PMHA general account. Grant amounts will be determined by the distance the team has to travel and overall cost of attending the Provincial Championships.

Teams receiving grant money from PMHA will be expected to submit a financial accounting of how the funds were used (receipts may be requested). Funds are to be utilized to subsidize the cost of travel and accommodations only. They are not to be utilized for meals, events, team clothing, parties or other team expenditures.

When PMHA hosts a Provincial Tournament \$2,000 will be provided to the hosting team to assist with expenses.

23. ICE RENTALS

PMHA does not accept responsibility for ice costs unless approved by the Ice Ambassador. All requests for ice time or cancellation of ice times should be made in writing through the applicable Division Director. Any cancellations are to be made (7) days prior to the ice time or ice costs including any referee fees will be billed to the team.

Any ice requested is to be used exclusively for PMHA sanctioned activities through BC Hockey, and is to be under the supervision of an on-ice PMHA team official.

Under no circumstances are individual teams permitted to access ice rentals or ice time outside of the PMHA allocation without PMHA approval. It is the intention of PMHA to control costs for parents and ensure hockey programming is developmentally appropriate (as per evidence-based research). Any coach accessing outside ice times must report these ice times to the Division Director who will track ice times and report to the Coach Coordinator(s).

24. SPRING HOCKEY

PMHA does not participate in any Spring Hockey Programs. It is the belief of PMHA that Spring

Hockey should only commence after the PMHA season is over. It is the expectation of PMHA that players, coaches and other team officials prioritize their PMHA schedules and commitments over any Spring Hockey schedules or commitments.

25. CODES OF CONDUCT

Conduct by all individuals involved with PMHA is expected to be respectful and uphold the principles of good sportsmanship. To ensure this standard is met, all Team Officials (coaches, HCSP, managers,), parents and players will be required to sign off on a code of conduct.

Parent and Player codes of conduct will be collected at the time of registration. These must be completed before a player will be permitted to attend tryouts or attend their first ice time. It is the responsibility of the Division Director to ensure codes of conduct are completed by parents and players in their Division.

Once all forms are collected the Division Director will provide these to the PMHA Administrator.

Coach and other team officials will agree to the PMHA Code of Conduct & Code of Ethics when they apply online: [Team Official Application](#).

The Board of Directors will sign off on a Code of Conduct and the first official meeting of the Board in any given season. These will be collected by the President and submitted to the PMHA Administrator.

The following Codes of Conduct can be found on the PMHA Website:

- Coach / Team Official Code of Conduct
- Parent Code of Conduct
- Player Code of Conduct
- Board of Directors Code of Conduct

26. ARENA CODE OF CONDUCT

PMHA is obliged to follow a specific code of conduct when using City of Penticton facilities. Players/Parents & Coaches are reminded of the following expectations:

- Dressing rooms are to be left clean with all garbage placed in the containers provided.
- Use of balls, sticks, pucks etc. is strictly prohibited in hallways, dressing rooms, and common areas.
- Coaches are not permitted to use board glass as an instructional tool – coach boards are required
- Any damages incurred inside any City of Penticton facility by a player/team are the responsibility of said individual(s).
- When PMHA teams are in other Associations facilities they are reminded that they are representing not only themselves and their team but they are also representing PMHA and the City of Penticton. They should conduct themselves accordingly.
- PMHA expects all players/parents/coaches to respect their opponent and their opponent's fans at all times. This is a child's game and any abuse of fans, officials, players or coaches is strictly prohibited. PMHA reserves the right to suspend any participant who engages in abusive conduct (see Abuse and Harassment Policy).

27. WAYS & MEANS

PMHA exists to foster participation and training in the sport of minor hockey for children and youth. The goal of the Ways and Means Policy is to establish guidelines, which will allow those in need to participate in the sport by providing financial assistance through the waiving, in full or in part, of basic registration fees, possibly tryout fees and equipment.

Ways and Means Distribution

Final approval for the waiving of any registration fee rests with the Board of Directors, on the recommendation of the Ways and Means Committee.

The Committee makes recommendations to the Board regarding all requests for assistance submitted to Penticton Minor Hockey Association. The Committee oversees the Ways and Means process within the policies and guidelines approved by the Board. Specifically, the Committee:

- A. Reviews requests for assistance and reports, with recommendations, to the Board;
- B. Performs follow-up assessments of fees waived, as required;
- C. Reviews the Ways and Means Policy annually and makes recommendations to the Board for amendments, if required.

The Ways and Means Committee shall include the Administrator, President and the Treasurer. The Administrator shall Chair the Committee.

General Policies

- A. Requests for financial assistance shall be considered for PMHA programs only;
- B. Each request for assistance shall be considered on an individual and confidential basis;
- C. The Ways and Means Committee shall hold the identity of any person(s) requesting assistance in confidence.
- D. The Registrar shall act as the liaison between PMHA and those requesting support;
- E. The waiving of basic registration fees, in full or in part, is considered for special circumstances, and shall not be considered as a source of ongoing financial assistance;
- F. Ordinarily, the maximum allowable relief of financial hardship for a participant shall be a full basic registration fee.
- G. Families with three or more registrations may submit a written request, which will be considered by the ways and means committee.

General Procedures

- A. Written requests for assistance shall be submitted to the Registrar, in confidence;
- B. Each application on behalf of a participant must be initiated by an adult;
- C. Members of the Committee shall endeavor to review applications for support and make recommendations to the Board at the earliest possible meeting;
- D. Parent(s) or guardian(s) of players who receive support shall be asked to volunteer in the PMHA concession during team practices/games.

28. Team Volunteers:

Parent/guardian and player volunteering is a necessary part of every successful minor hockey team. It is expected that every member of the team including parents/guardians will have some volunteer work throughout the season and make direct contributions to meet team expenses through fundraising efforts. Common volunteering tasks include: coaching, managing, being a team safety person, being a tournament chair, participating in fundraisers, washing team jerseys, being a team treasurer, scorekeeping, tournament shift duties, etc. Volunteer tasks should be spread out evenly amongst the team and each family is required to fulfill their obligation. Failure to contribute to volunteer activities could result in withholding fundraising funds, withholding team fund reimbursement, etc. as approved by the Division Director and President.