



SQUAMISH MINOR HOCKEY ASSOCIATION

POLICIES & PROCEDURES MANUAL



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DEFINITIONS OF POLICIES & PROCEDURES

A “policy” is defined as a principle adopted by an association to guide present and future decisions and/or a course of action.

A “procedure” is defined as a series of steps followed in a regular order, developed to put policy into practice.

Thus the purpose of policies and procedures is to

1. Provide continuity in the delivery of programs and services to the members of the Association
2. Empower the Executive and appointees of the Association to make decisions that will positively affect the long term growth of the sport and clarify the position of the Executive.

SQUAMISH MINOR HOCKEY MISSION STATEMENT

It is the purpose of this Policy Handbook to provide assistance, direction and information to all those who are responsible for the operating needs of minor hockey teams in the Squamish Minor Hockey Association (SMHA); provide continuity in the delivery of programs and services to the members of the Association; empower the Executive and appointees of the Association to make decisions that will positively affect the long term growth of the sport; and clarify the position of the Association.

SMHA is a non-profit recreational sport society incorporated under the British Columbia Societies Act. SMHA is responsible for all minor hockey activities within the boundaries established by the Pacific Coast Amateur Hockey Association (PCAHA). SMHA is responsible to and receives its mandate from the PCAHA, which in turn receives its authority Hockey Canada through BC Hockey.

All players will be placed on teams by SMHA divisional coaches in conjunction with the divisional coordinators, at playing levels that are commensurate with each player’s age, playing skills and experience. Every effort will be made to ensure this is achieved as fairly as possible.

I. REFERENCES

For further assistance and information, team management can refer to or obtain copies of these important handbooks, etc. through their appropriate divisional coordinator.

- SMHA Constitution and Bylaws*
- PCAHA Constitution and Bylaws*
- BC Hockey Constitution and Bylaws*
- BC Hockey Bulletins
- Hockey Canada Constitution and Bylaws
- Hockey Canada Rule Book
- Director's Guide to effective Minor Hockey Administration (BC Hockey)

*Available on Squamish Minor Hockey website www.squamishminorhockey.com/
and BC Hockey website www.bchockey.net/

All constitution and bylaws supersede this policy handbook.

Parent, team and coach inquiries should be made through the team manager to the coordinator.

The coordinators are identified on the SMHA web site
www.squamishminorhockey.com/

Administrative matters are to be referred to the executive through the coordinator.

II. PLAYER REGISTRATION

No player may participate in Squamish Minor Hockey Association activities unless he/she is properly registered with BC Hockey and Hockey Canada.

A player is registered when:

1. A completed registration form has been filed with the registrar of the Association and registration fees have been paid.
2. Registration may be rescinded if fees are not paid in full by September 30th of the season.
3. a) All NSF cheques must be made good within two banking days of notification by the Association or registration will be rescinded.

b) If an individual has not made good on NSF transactions within the prescribed method of 3a) or has repeatedly (2 times or more)

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had NSF transactions, all further registration must be paid by certified cheque or cash

4. Any player failing to return appropriate forms and fees before the deadline given in the pre-registration mail out shall be deemed as not returning and will not have a place reserved for them.
5. At the discretion of the Executive committee, if a family is under financial duress and a written request is submitted, an expanded payment plan may be considered
6. Any player requesting a refund for medical or household relocation once registered will have to refund calculated at a prorated monthly basis after deducting administration fee. (The Executive committee may consider other valid reasons.)

**Rep fees must be paid in full at the time of carding or the player will not be allowed to play. NO EXCEPTIONS. There is no financial aid available for SMHA Rep programs.

Players who reside in the District of Squamish will be given priority registration and placement on a SMHA team in all situations, until a player has been placed on a team, once placed all players are treated in the same manner for the balance of the playing year.

III. PROGRAM GUIDELINES

At all times the Fair Play Codes ([pg 21](#)) will be in effect.

IV. FEES

The fee structure of SMHA is philosophically to cover each programs yearly cost without deficit or surplus.

Surplus funds are kept in contingency for a possible unplanned event which would cause the association to expend extra ordinary funds. Examples are strike or ice unavailability.

Annual player fees are based on calculations of individual cost per scheduled minute of ice time used and include

- Ice rental fees for games & practices
- officiating fees
- PCAHA fees
- BC Hockey & Hockey Canada fees

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- Uniforms & socks
- Administrative costs
- Bursary fund
- Coach, Manager & Team official certifications and training
- Costs for Executive members to attend BC Hockey AGM
- Bursaries

REP CARDING FEES

Are fees charged to rep teams for costs which are in excess of normal program fees. These are calculated and charged out to players once final costs and player numbers are known.

FUND ASSISTANCE

SMHA committee can consider requests for financial assistance based upon the following:

- Written requests stating the circumstances and amount requested
- Assistance is limited to participants of House programs as the focus of assistance fund is to facilitate basic access to hockey
- Assistance is limited to funds available.

BURSARIES

SMHA Executive Committee may annually consider applications for two (2) three hundred dollar (\$300) bursaries for students who are active or past players, officials or contributors to the Association. Funds will be awarded to successful applicants upon proof of registration in a post secondary institute.

INITIATION

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

HOCKEY 1&2

1. Age
 - Introduction to hockey for 5 and 6 year olds (optimum).
2. League
 - Scoreboard is not to be used and no league standings are kept.
 - No league schedule.
 - Will play in house.
3. Teams
 - 16 players per team (optimum).
 - Team's will be picked prior to the team picture date however no games will be played as outlined in the practice category (#5).
4. Coaches
 - Initiation Instructors, utilizing integrated station approach as outlined in the Initiation Program Manual.
5. Practice
 - Will be conducted in skill groups from September until January on all ice sessions. (Maximum 10-minute scrimmage will be acceptable at the end of the skill's practice).
 - Starting in January the second session of the week will be conducted in skill's groups for the full hour.
6. Positions
 - Skater on automatic rotation even at tournaments.
 - Any player requesting to play goal should be accommodated.
7. Tournaments
 - Participation in a maximum of 2 per season.
 - Teams may play in a Christmas tournament. (This is an opportunity to play teams outside SMHA.)
8. Games
 - To follow PCAHA rule with buzzer at 2 minute shifts.
 - Maximum of 30 games including tournaments.
 - Two referee system for all full ice surface games
 - All minor hockey rules apply to all games.
 - In January on the first ice session of the week there will be:

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- If 3 teams:
 - 2/3 ice surface games.
 - One team will play for one hour with the other two teams each playing for a half (1/2) hour each.
 - The team playing for one hour will rotate each week.
 - The team not playing will practice on the remaining 1/3 ice surface.
 - If 4 teams:
 - The first 15 minutes will be skill's groups and then
 - The ice surface will be split in half and two teams will play on each half.
 - Last six (6) ice times of the season will be full ice surface games with two team's playing. (This will provide each team 4 games.)
9. Balanced Teams
- All teams in each category must be balanced.
10. Manager and HCSP
- Mandatory.

HOCKEY 3&4

1. Age
 - Introduction to hockey 7 and 8 years old (optimum)
2. League
 - Scoreboard may be used but no league standings will be kept.
 - Only a 5-goal differential will be displayed on the scoreboard
3. Teams
 - 16 players per team (optimum)
4. Coaches
 - Initiation Instructors utilizing integrated station approach and ice skill drills.
5. Practice to games
 - Minimum ratio is 2 to 1 after November 15th
6. Positions

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- Goalies are encouraged to rotate and take extra goaltending sessions.
 - All skaters on automatic rotation.
7. Tournaments
- Participation in a maximum of 2 per season.
8. Games
- Equal ice time for all players.
 - 2 referee system.
 - 40 game limit including tournaments.
 - Games may not be played until November 1 5th.
 - Stop clock. (i.e. No running time or two-minute buzzer.)
 - All minor hockey rules apply to all games.
9. Balanced Teams
- All teams in each category must be balanced.
10. Manager and HCSP Trainer
- Mandatory

RECREATION - HOUSE (C)

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

At all levels, with contact, new registrants must possess basic skating skills in order to be accepted into the program

ATOM HOUSE

1. Age
 - 9 and 10 years old as of December 31st (optimum).
2. League
 - Participates in league play within Lions Gate League.
3. Teams

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- 16 players per team (optimum).
- 4. Coaches
 - Coaches must have coaches' level or higher utilizing integrated station approach using full ice skill drills and ½ ice for team drills.
- 5. Practice
 - Emphasis on basics with introduction of team tactics.
- 6. Positions
 - Any player requesting to play goal should be given an opportunity.
- 7. Tournaments
 - BC Hockey sanctioned tournaments only.
- 8. Games
 - Equal ice time for all players.
 - Development of players is paramount over winning.
 - All teams must be balanced.
 - All minor hockey rules apply to all games.
- 9. Balanced Teams
 - All teams in each category must be balanced.
- 10. Manager and HCSP Trainer
 - Mandatory.

ATOM REP - Introduction to competitive hockey.

- 1. Age
 - 9 and 10 years old as of December 31st (optimum).
- 2. League
 - Participate in league play in the Greater Vancouver Conference of the P.C.A.H.A.
- 3. Teams
 - Number of players are divided equally between number of teams. If an unequal number of players occurs, the rep team can choose if it wishes to take the extra player or not.
 - TRYOUTS WILL APPLY
- 4. Coaches
 - Coaches must have coaches' level or higher utilizing integrated station approach using full ice skill drills and ½ ice for team drills.

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5. Practice

- Emphasis on basics plus team tactics.

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6. Positions
 - Any player requesting to play goal should be given an opportunity.
7. Tournaments
 - BCAHA sanctioned tournaments only.
8. Games
 - Equal ice time for all players.
 - Development of players is paramount over winning.
9. Manager and HCSP Trainer
 - Mandatory.

PEE WEE HOUSE

1. Age
 - 11 and 12 years old as of December 31st (optimum).
2. League
 - Participate in league play within the Lions Gate League.
3. Teams
 - 16 players per team (optimum).
4. Coaches
 - Coaches must have coaches' level or higher utilizing integrated station approach using full ice skill drills and ½ ice for team drills.
5. Practice
 - Emphasis on basics plus team tactics.
6. Positions
 - Any player requesting to play goal should be given an opportunity.
7. Tournaments
 - BC Hockey sanctioned tournaments only.
8. Games
 - Equal ice time for all players.
 - Development of players is paramount over winning.
9. Balanced Teams
 - All teams in each category must be balanced.

10. Manager and HCSP Trainer
 - Mandatory.

BANTAM HOUSE

1. Age
 - 13 and 14 years old as of December 31st (optimum).
2. League
 - Participate in league play within the Lions Gate League.
3. Teams
 - 16 players per team (optimum).
4. Coaches
 - Coaches must have coaches' level or higher utilizing integrated station approach using full ice skill drills and ½ ice for team drills.
5. Practice
 - Emphasis on basics plus team tactics.
6. Positions
 - Any player requesting to play goal should be given an opportunity.
7. Tournaments
 - BC Hockey sanctioned tournaments only
8. Games
 - Equal ice time for all players.
 - Development of players is paramount over winning.
9. Balanced Teams
 - All teams in each category must be balanced
11. Manager and HCSP Trainer
 - Mandatory.

MIDGET HOUSE

1. Age
 - 15, 16 and 17 years old as of December 31st (optimum).

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2. League
 - Participate in league play within the Lions Gate League.
3. Teams
 - 16 players per team (optimum).
4. Coaches
 - Coaches must have coaches' level or higher utilizing integrated station approach using full ice skill drills and ½ ice for team drills.
5. Practice
 - Emphasis on basics plus team tactics.
6. Positions
 - Any player requesting to play goal should be given an opportunity.
7. Tournaments
 - BC Hockey sanctioned tournaments only
8. Games
 - Equal ice time for all players.
 - Development of players is paramount over winning.
9. Balanced Teams
 - All teams in each category must be balanced.
10. Manager and HCSP Trainer
 - Mandatory.

COMPETITIVE / REP

This program is designed for players who have the desire and ability to play at a high level of competition and who are willing to invest a reasonable amount of time to on and off ice training. This type of hockey begins at the Pee Wee level. The objectives are to achieve a degree of excellence according to a player's interest and potential, provide an opportunity for achievement in an enjoyable and self-fulfilling environment, provide an opportunity to progress to a high level of competition (Program of Excellence), and to stimulate development from an individual and team perspective.

*Team numbers will reflect number of registered players in each division.

**Rep Fees must be paid in full at the time of carding or the player will not be allowed to play. NO EXCEPTIONS.

COACH SELECTION

The Committee that selects rep coaches is comprised of all members of the Executive, plus a parent representative from each of the atom, peewee, bantam and midget divisions, as selected by the Executive. In the event a member of the Executive applies for a coaching position, they will not take part in the selection.

PEE WEE REP

1. Age
 - 11 and 12 years old as of December 31st (optimum).
2. League
 - Participate under the direction of the P.C.A.H.A.
3. Team
 - Number of players are divided equally between number of teams. If an unequal number of players occurs, the rep team can choose if it wishes to take the extra player or not.
 - TRYOUTS WILL APPLY
4. Coaches
 - Coaches must have the appropriate Hockey Canada coaching level or higher.
 - Must focus on individual and team tactics, under the supervision of the Head Coach.
5. Practice
 - Full ice with 1 team on the ice.
6. Tournaments
 - BC Hockey sanctioned tournaments only
7. Manager and HCSP Trainer
 - Mandatory.

BANTAM REP

1. Ages
 - 13 and 14 years old as of December 31st (optimum).

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2. League
 - Participate under the direction of the PCAHA.
3. Team
 - Number of players are divided equally between number of teams. If an unequal number of players occurs, the rep team can choose if it wishes to take the extra player or not.
 - TRYOUTS WILL APPLY
4. Coaches
 - Coaches must have the appropriate BCAHA coaching level or higher.
 - Must focus on individual and team tactics, under the supervision of the Head Coach.
5. Practice
 - Full ice with 1 team on the ice.
6. Tournaments
 - BC Hockey sanctioned tournaments only.
7. Manager and HCSP Trainer
 - Mandatory.

MIDGET REP

1. Age
 - 15, 16 and 17 years old as of December 31st (optimum).
2. League
 - Participate under the direction of the PCAHA.
3. Team
 - Number of players are divided equally between number of teams. If an unequal number of players occurs, the rep team can choose if it wishes to take the extra player or not.
 - TRYOUTS WILL APPLY Coaches
4. Coaches must have the appropriate Hockey Canada coaching level or higher.
 - Must focus on individual and team tactics, under the supervision of the Head Coach.

5. Practice
 - Full ice with 1 team on the ice.
6. Tournaments
 - BC Hockey sanctioned tournaments only.
7. Manager and HCSP Trainer
 - Mandatory.

V. REP TRYOUTS

PHILOSOPHY: The SMHA endeavors to provide hockey for all players registered with the Association. The key premise upon which the Association bases its tryouts is that each player plays at a level compatible with his/her skill, ability, attitude, desire, and experience.

In order to assess and categorize each player the following tryout procedure has been adopted:

1. All players wishing to play on rep teams must attend rep try-outs (in extraordinary circumstances the Executive Committee may make exceptions.)
2. No player is guaranteed a position on a team simply because he/she played on a Rep team the previous year.
3. Each tryout hour should be limited to a maximum of 40 players on the ice in order to avoid confusion and to allow proper evaluation. The coach is responsible to have adequate on ice insured supervisors.
4. Each player will be assessed while performing basic and advanced hockey skills.
5. No player will be cut prior to the end of their respective divisions first week of tryouts is completed.
6. a) Sensitivity, respect and consideration to the self-image of the players should be foremost. Therefore, any player not selected to advance to the next round of cuts shall be informed by the coaching staff in a private format before attending subsequent ice sessions. (It is suggested that this be done at the end of an ice session after each individual player is changed, using the first-aid room, then each player proceeds out of the arena).

b) Sample letters of successful and not successful notification are

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on the SMHA website. It is recommended that final cut day notifications are done using this format

7. The executive committee will set the “Rep” tryout fee each year. This fee is payable at the time of registration. No player will be allowed to tryout (i.e. be on the ice) for a Rep team without first paying his/her Rep tryout fee.
8. The Rep team will be selected by the team coach assisted by a selection committee consisting of:
 - The Coaching Coordinator,
 - The Divisional Coordinator,
 - One other Rep coach or experience/qualified person.

*These committee members should not have a player trying out for the Rep team in the division they are assisting to pick.

It is advised that the team coach follows the recommendations of the committee when selecting the team.

9. It is imperative that all players and their parents be informed of the process for selection of the Rep team prior to the start of tryouts.
10. At registration parents and players should be given information regarding:
 - Tryouts
 - Procedures, starting dates, ice times.
 - All known extra financial and time commitments.
(Extraordinary financial commitments will need the executive committee's approval).
11. Rep tryout fees are non-refundable once a player has been in attendance for one ice session.
12. All initial player cuts will be made at the end of the scheduled tryouts. Finalized team rosters must be submitted no later than October 15th, and further in accordance with Hockey Canada, BC Hockey and PCAHA policies under player movements.

VI. PLAYER MOVEMENT

1. Permanent Movement

- a. All player movement during the season must be in accordance with BC Hockey and PCAHA guidelines.

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- b. Any permanent player movement within a division between teams, must follow these procedures:
 - First communication must be between the coaches of the affected teams.
 - No coach shall contact either directly, or indirectly, any parent or player involved in a possible move prior to a resolution.
 - All team head coaches involved must be in agreement to any player movement.
 - If no agreement can be reached amongst the coaches, the Divisional Coordinator, Coaching Coordinator and the Executive Committee will arbitrate the situation.
 - The coach losing the player(s) must then contact and communicate to the player(s) and the parent(s) involved in the move.
- c. Any permanent player movement between divisions must go through the executive committee in writing.
- d. A written request by a player/parent to transfer to a higher team will be reviewed by the Executive Committee with the following aspects being considered:
 - The player's skill level,
 - Player numbers in each division affected,
 - And the best interest of the teams involved.
- e. Requests for moves to a lower division must be made on the appropriate form and submitted to the president who in turn must submit to Lions Gate League for approval .

2. Temporary Movement (call up)

- a. A rep team may call up players listed on its affiliate list per PCAHA rules.
- b. A player can only be called up if he meets his regular team obligations as a first priority.
- c. Coaches cannot waive a players responsibility to fulfill his team obligations and are subject to a disciplinary committee hearing if they do.
- d. The Executive can waive team responsibilities in the event of goal tender injury only.

VII. FAIR PLAY

1. Fair Play (Equal Ice Time) is mandatory in all divisions of recreation hockey (C or house league) and Atom Rep.
2. Fair play is in place to ensure that each player gets equal participation in game situations.
3. Ice time lost due to player absenteeism, disciplinary action, injuries, and suspensions does not apply.
4. Any complaints regarding Fair Play should be made in writing to the discipline committee. As SMHA is committed to ALL the players, infractions of the Fair Play guidelines will be dealt with on review with the discipline committee.

FAIR PLAY TIPS FOR PARENTS AND SPECTATORS

1. Parents are a vital part of the game.
2. The main expectation of the Fair Play program requires parents to act as positive role models. Yelling negative comments at opposing players, any coach, player or official will not be tolerated.
3. If you are in the stands and the person next to you is being negative, tell that individual that he/she is not only embarrassing his/her son/daughter, but the embarrassment is spread to the team and all other participants on/off the ice.
4. Remember mistakes will be made during any game. Coaches, athletes and officials make mistakes. Be tolerant of mistakes, you are watching AMATEUR SPORTS. Young players are NOT playing to entertain the spectators but to enjoy themselves.
5. If you feel that something unacceptable is being done, volunteer into the Association and participate in order to correct what you consider to be wrong. Yelling and screaming negatives will only accomplish to isolate you from your friends and your child.
6. The Fair Play program expects parents to understand that all the players want to have fun playing the game of hockey. Parents should encourage this fun in a positive way with praise for your child.
7. The Fair Play program expects parents to maintain a positive outlook towards not only their son/daughter, but to all the teammates and to the opposing players as well. Parents feel good when opposing fans clap for their players and their team. Share that good feeling by clapping for the opposing player or team when a good play occurs.

The Fair Play program encourages your participation in your son/daughters hockey experiences.

- **Respect the Rules.
- **Respect the officials and their decisions.
- **Respect the opponents.
- **Maintain your self-control at all times.

As a parent, please remember the Fair Play Motto:

"LESSONS WILL BE REMEMBERED LONG AFTER
SCORES ARE FORGOTTEN".

VIII. CODE OF DISCIPLINE

1. **BULLYING:**

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our association. If bullying does occur, all athletes or parents should be able to tell and know that incidents will be dealt with promptly and effectively, in accordance with PCAHA, BC Hockey and Hockey Canada Policies.

We are a *TELLING* association. This means that *anyone* who knows that bullying is happening is expected to tell the coach, manager, coordinator or any executive member.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. It is done to intimidate, coerce, fear, control, embarrass or exclude.

Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically), sending
- hurtful text messages, tormenting, (e.g. hiding cleats/clothing,
- threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence, cage raging

- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing

Bullying may be:

- Planned or unintentional
- Individual or group action(s)
- Of an isolated or continual nature

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Athletes who are bullying need to learn different ways of behaving.

Squamish Minor Hockey has a responsibility to respond promptly and effectively to issues of bullying. Bullying will not be tolerated, and will be dealt with in accordance with PCAHA, BC Hockey and Hockey Canada Policies.

Recommended Action If You Are Bullied

1. You may try to deal with it yourself – but don't feel you have to, you will be supported
 - stay calm.
 - ignore it (use self talk and remember often those who bully are disguising their own problems) walk away.
 - ask them to stop
 - identify a network of trusted adults or peers you can talk to, seek support from
 - your network - it is good to let someone know what is happening.
 - *If this does not stop the bullying, persist!*

2. You may choose to confront the person
 - take a support person e.g. a friend, an executive member, or an older athlete.
 - stand up for yourself - let them know how it makes you feel.

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- tell them you don't like what they are doing and you want it to stop.
 - tell them they are breaking association rules that the association will enforce.
 - *If this does not stop the bullying, persist!*
3. You may seek help - you will be supported
- go to an association official, coach, parent, another adult
 - tell the adult everything.
 - *Keep on telling until the bullying stops!*

Procedure

1. Report bullying incidents to the coach, manager, coordinator or a member of the executive.
2. Coach/adult needs to contact the executive immediately.
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the association will initiate disciplinary action.

Recommended Action

If the association decides it is appropriate for them to deal with the situation they should follow the procedure outlined below.

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/not appropriate a small panel (including executive members and the division coordinator) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity.
3. The same panel should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken.

4. The same panel should also interview any witnesses to gather additional information; again, minutes should be taken.
5. If bullying has in their view taken place the athletes should be warned and put on notice of further action (see below). Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
6. All coaches involved with both athletes should be made aware of the concerns and outcome of the process i.e. the warning.

Consequences For Those Who Bully

Athletes found to be bullying teammates or members of other teams/clubs may face consequences including:

- Restitution for any damage to property or personal possessions
- Temporary or permanent suspension
- Benching

Any retaliation by athletes, or their parents, against someone who reports bullying will be dealt with very seriously.

Prevention:

- Bullying discussion will be added to initial meeting with coaches.
- Bullying policy will be added to the association's web page.
- Bullying policy will be emailed to all parents at the beginning of each season.

2. SUSPENSIONS:

When suspensions are being considered they must equal or exceed the guidelines as set out by Hockey Canada, BC Hockey or PCAHA

According to the Code of Conduct Consequences Guidelines (Appendix I):

- A coach may suspend, for discipline, any player for up to one (1) game. Suspensions of more than one (1) game must have approval of the Disciplinary Committee of the Executive. All such suspensions must be reported to the Division Coordinator.
- Incidents of abusive behavior, physical, verbal or psychological must be reported to the President who will bring them forward to the Discipline Committee of the Executive.

- Incidents involving use of Alcohol or Illegal Drugs must be reported to the Police.
- Incidents of Vandalism and the Instigating of Fighting off the ice must be reported to the President who will bring them forward to the Disciplinary Committee of the Executive.

3. COMPLAINTS RE: COACHES AND TEAM OFFICIALS

- Complaints about a Coach, Assistant, Trainer or Manager must first be addressed to the Divisional Coordinator.
- Fair Play concerns should be directed to the Discipline Committee in writing.

4. COMPLAINTS RE: REFEREES AND LINESMEN

This forum of complaints is not meant for coaches or others who do not like the way a referee or linesman called a particular game, nor is it for questioning interpretations of judgment calls.

- Any serious concerns by coaching staff or others should be reported, **IN WRITING**, to the SMHA Referee-in-Chief and a copy to the President. (Verbal complaints will not be heard.)

IX. TEAM FINANCIAL REPORTING

SMHA is a non-profit organization under the British Columbia Societies Act, and is staffed by volunteers. Although we pay our referees, no member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the Executive.

A draft financial report is found in Appendix II

THE BEST WAY TO PROTECT PERSONAL INTEGRITY IS TO ALWAYS OPERATE IN AN OPEN AND WELL DOCUMENTED MANNER.

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

1. The team manager of their respective teams will be responsible upon request to provide parents and the Association Executive, a Financial Report.
2. A separate on ice officials expense sheet must also be available on request and submitted at year-end. (Appendix II).

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3. Excess funds in the team account at the end of the season must be returned to SMHA Scholarship Fund.
4. Under NO circumstances should excess funds be used in ways not allowed under the "Fundraising Guidelines" (Section XV (10)).
5. The Finance Committee can review the financial records of any team. The records must be provided to the Association Treasurer within seven days of verbal or written request by this Association's Executive.

X. HOSTING TOURNAMENTS

1. Approval to host a tournament must be obtained first by SMHA Executive, then approval from BC Hockey and PCAHA. This must be obtained at least 30 days prior to the tournament date. (Monetary penalties apply if not submitted in the set out time frame.)
2. A preliminary budget must be submitted to SMHA - 30 days prior to tournament date.
3. All fundraising and raffles require prior approval from the SMHA executive.
4. Direct public support can be requested through activities such as candy sales, car washes, hot dog sales, 50/50 draws, etc., provided that they are approved by the Executive Committee. Alcoholic beverages may not be used as a prize.
5. Many corporations make substantial contributions to our Association through sponsorship of teams, tournaments, and other Association programs. The Sponsorship Coordinator will provide a list of these corporate sponsors. Teams must avoid approaching these sponsors for additional funding.
6. Fundraising programs must be carried out within our Association boundaries. (i.e. No solicitations of prizes donations sponsorship from e.g. Whistler or North Vancouver businesses or companies.)
7. Team management is responsible for ensuring that Association guidelines and Municipal bylaws are followed. (This includes lottery licenses and gate fees.)
8. Any and all proceeds above expenses are to be submitted to SMHA.
9. A final financial report must be submitted to SMHA within 30 days after the tournament has been completed.

XI. TOURNAMENTS

Minor hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skill competitively in an environment that

encourages fair play, and above all, fun. Your Executive encourages all teams to participate in tournaments.

Guidelines are as follows and should be strictly adhered to, with any exceptions referred to the League Coordinator for approval.

- All tournament arrangements must be in accordance with all Hockey Canada, BC Hockey, PCAHA, and SMHA rules and regulations.
- Teams may enter only officially BCAHA sanctioned tournaments. Out of province tournaments need SMHA executive approval as well as BCAHA permission.
- Tournament entry fees are paid through team budgeting and funding.
- At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.

XII. TRAVEL

- All games must be sanctioned by the BCAHA for insurance purposes.
- Sanction permits game Numbers, must be obtained from the teams involved respected League manager.
- Upon completion of Exhibition game(s) or Tournaments, a copy of the game sheet(s) must be returned to the teams' League Manager.

1. LOCAL TRAVEL

Travel permission is not required for:

- Regularly scheduled league games.
- Regularly scheduled league playoffs.
- Provincial Play downs.
- Provincials.
- Tournaments within PCAHA.
- Exhibition games within PCAHA.

2. TRAVEL OUTSIDE PCAHA BOUNDARIES OR LIONS' GATE LEAGUE (C Teams)

- Permission must be obtained from PCAHA and SMHA.

- Divisional Coordinator must be informed within 14 days prior to travel outside PCAHA boundaries.
- Game numbers must be obtained from Lions Gate League Manager for "C Teams" traveling outside Lions Gate boundaries.
- Players and Team Management suspensions received within PCAHA BC Hockey are also in effect when traveling and apply to all tournament and exhibition game activities. Suspensions obtained within these games are continued on return of regular play, if applicable.

XIII. DUTIES AND RESPONSIBILITIES OF COACHING STAFF

All team officials must obtain speakout and other required certifications.

All adults who are involved in SMHA on an official capacity including

- Executive
- Coaches and assistant
- Managers
- Trainers
- Or any individual who is acting in a formal role, or has occasion to interact with players on a formal basis

are required to obtain a criminal record check, prior to engaging in any activity, and subsequently renewing the criminal records check every 3 years thereafter.

The SMHA Executive requires a high standard of conduct from its coaching staff in dealing with other coaches, referees, officials, parents, players and Executive as a representative of SMHA. The coaching staff is an integral part of the Association and is expected to support the decisions of the Executive and abide by the SMHA Policies.

The following is a list of items this Association expects from coaches:

1. Coaching at all levels should consist of teaching and improving hockey skills of individual players and promoting teamwork and sportsmanship.
2. It is the philosophy of the SMHA that all participants receive equal ice time. Ice time lost due to disciplinary action, injuries and suspensions does not apply (Rep teams Peewee and above are exempt).
3. The coach is to ensure that each of his/her players are properly protected and that parents are advised of the necessity for players to wear properly fitting, adjusted and approved equipment.

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4. Team captain and alternates (assistants) should shake hands with the opposing coaches and officials at the beginning of the game. Both teams shake hands at the end of the game.
5. The coaching staff must have a controlled attitude towards referees. The SMHA Executive will not accept lack of coaching self-control and will bring such actions to review with possible dismissal.
6. The coach is responsible to nominate a competent manager with the approval of the Executive and then formally introduced at team/parents meeting.
7. Ice times provided and paid for by the Association must be used or returned to the Ice Scheduler. Repeated failure to use allotted ice may result in a loss of that ice slot.
8. Coaches are responsible for checking game sheets for suspensions to participants. Suspensions are automatic and are to be advised by the coach to his/her players. Failure to check could mean forfeiture of that game, future games, and further disciplinary action. Strict attention should be paid to pre-printed game sheets.
9. The maximum suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is one game. The Divisional Coordinator must be advised of all in-house suspensions. Suspensions of more than one game must have the approval of the Discipline Committee. These suspensions must be in accordance with the SMHA Code of Conduct.
10. Any coaching staff member who refuses to follow SMHA Policies can be suspended from coaching indefinitely upon review and recommendation from the Discipline Committee.
11. Coaches are responsible to ensure that a HCSP is available. (Ideally the coach should be registered as well).
12. The coach is responsible to ensure that dressing rooms are left clean and ready for the next team.
13. Coaching staff should try and avoid being put in a one-on-one situation with a player.
14. A member of the coaching staff must be in attendance inside the dressing room at all times when in use (First In/Last Out).

XIV. DUTIES AND RESPONSIBILITIES OF TRAINERS

A hockey trainer's primary responsibility is to ensure that safety is the first priority at all times during all hockey-related activities, both on and off the ice. They must

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play a leadership role in enhancing the safety of players and all others involved with amateur hockey.

The trainer must obtain and maintain a current HCSP certificate and adhere to those guidelines as follows:

1. Implementing an effective risk management program with their team, which strives to prevent injuries and accidents before they happen.
2. Take on a proactive role in identifying and minimizing or eliminating risks during all activities and if ever in doubt, erring on the side of caution.
3. Support the coach in promoting and reflecting the values of Fair Play and instill these values in all participants and others involved in amateur hockey.
4. Conduct regular checks of players' equipment to ensure proper fit, protective quality and maintenance and advise players and parents regarding the purchase of protective equipment.
5. Promote proper conditioning and warm-up techniques as effective methods of injury prevention.
6. Maintain an accurate medical history file on all players and bring these to all practices and games. (Appendix IV)
7. Maintain a fully stocked first aid kit and bring it to all games and practices. Include Mutual Aid forms.
8. Receive a doctor's certificate from player stating that he/she is able to resume hockey activities after missed games due to severe illness, injury or fracture.
9. Implement an effective Emergency Action Plan with their team and practice it regularly to ensure all involved understand their roles.
10. Recognize life-threatening and significant injuries.
11. Manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary.
12. Recognize injuries that require a player to be removed from action, and coordinate return to play.
13. Promote a healthy lifestyle with all hockey participants by being a good role model while educating participants regarding hygiene, performance-enhancing substances, drug and alcohol abuse, nutrition and hydration.
14. Facilitate communication with players, coaches, physicians, therapists, paramedical personnel, parents, officials and other volunteers regarding safety, injury prevention and player's health status.

15. Ensure player's medical information card and a mutual aid form accompanies any player being transported to a hospital.

XV. DUTIES AND RESPONSIBILITIES OF TEAM MANAGERS

The team manager is appointed by the coach and following the approval by the Executive Committee, is then formally introduced at the first team parents meeting of the year. The manager then works with the coach and assistant coaches and may appoint parents to other positions such as team treasurer. The manager is the first line of communication for the parents with the team coach and others in the Association. The manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities.

The manager's duties include:

1. Preparation of a schedule and organization of game minor officials such as timekeeper, scorekeeper, 50/50 person for all game activities of the team.
2. To ensure that care is taken of uniforms and other team equipment before, after and between games.
3. Assist the coach with arranging and scheduling of exhibition games.
4. To attend the coach's/manager's meeting at LGL or PCAHA to receive their teams' league schedule and division information.
5. To ensure that each player/family and team official receives a game and practice schedule as well as a team telephone list.
6. Ensure a copy of their teams' schedule is given to the referee assignor and the ice scheduler
7. To ensure safekeeping of the team's copy of all game sheets.
8. To ensure all home game and tournament game sheets are mailed to the team's league manager no later than 24 hours after the completion of the games.
9. To ensure that both teams have properly completed the game sheet and delivered it to the referee at least five minutes before each home game.
10. To ensure the coach and the players are informed of any suspensions they may receive and when they can return to team activities.
11. Must notify ice scheduler and referee assignor of any cancellations or game changes.
12. Must notify the Ice scheduler 7 days prior to any ice not being used as scheduled. (This includes all practice ice.)

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13. Ensure that the necessary medical history information card is completed for each player on the team, signed by the parent and kept on hand for potential use with all team activities.
14. To ensure, in the event that an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player with the players medical information card and that a mutual aid form is available for completion by the attending physician. Also, to ensure that the parent or guardian is advised of the accident and the completed mutual aid form is promptly filed with the Registrar within 48 hours of the incident.
15. To request referees from the referee assignor for any games not on the regular schedule. (Should give the assignor at least 72 hours notice.)
16. To ensure that all team players and team officials are properly registered or "Carded" for insurance and provincial competition through the Registrar.
17. To ensure with the team coaching staff that all Association equipment and individual team equipment are accounted for.
18. Is responsible for completing and submitting the team financial report at the end of the season.
19. Is responsible for and collecting payment of tournament fees.
20. Make arrangements for all team fund raising in accordance with Association guidelines.
21. Coordinates and submits the teams' game write up including Sponsors name for publication to the local newspaper.
22. Enter game results into Teamlink web site
23. Coordinate team information on SMHA website

XVI. MEDICAL AND FIRST AID POLICIES

1. At least one member of each team must be a currently registered Hockey Canada Safety Person. (HCSP). This is an 8-hour course with current registration lasting 6 years.
2. A first-aid kit must be on the players' bench for all games as well as at every practice. A first aid kit must also be available and easily accessible at all other team activities.
3. Failure to have a first aid kit with the team at any of its activities may result in suspensions to the coaching staff at the discretion of the Discipline Committee.

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4. The Association supplies a first aid kit. The Equipment Manager will supply each team with a complete first aid kit at the start of the season. It is the responsibility of each team's officials to review the contents and be aware of each item's function prior to the start of the season. It is mandatory to always have a complete first aid kit. The Equipment Manager will make any necessary replacements upon request.
5. If for any reason the team loses or misplaces their first aid kit, another one must be IMMEDIATELY purchased using team funds, from the Equipment Manager. The first aid kit must be returned to the association at the end of the season or the team will be billed for a replacement one.
6. Each player/parent is required to fill out a player medical information 1 parental permission card (Appendix IV).
7. A BC Hockey medical form must accompany any player seeking treatment by a doctor for an injury that occurred while practicing or playing hockey as a SMHA player. The form must be completed by the attending doctor and filed with the association's registrar no later than 48 hours following the injury.

XVII. FUNDRAISING GUIDELINES

All teams and participants have a responsibility to project a positive image of their team and SMHA. **AT ALL TIMES, THE PUBLIC IMAGE OF THE SMHA MEMBERSHIP, CONDUCT AND APPEARANCE MUST BE ABOVE REPROACH.**

Parents and players may be expected to make direct contribution to meet team and Association expenses through fund raising efforts.

1. Direct fund solicitation for any individual team purpose is NOT permitted.
2. Direct public support can be requested through activities such as candy sales, car washes, hot dog sales, 50/50 draws, etc., provided that they are first approved by the Executive Committee. Alcoholic beverages may not be used as a prize.
3. Many corporations make substantial contributions to our association through sponsorship of teams, tournaments, and other association programs. The Sponsorship Coordinator will provide a list of these corporate sponsors. Teams must avoid approaching these sponsors for additional funding.
4. All fundraising programs must be well supervised and controlled.
5. All profits from individual team fundraising programs are deemed to belong to the team.

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6. Fundraising programs must be carried out within our association boundaries.
7. All plans for team fundraising must be discussed and approved at a parent meeting.
8. Team management is responsible for ensuring that association guidelines and Municipal bylaws are followed.
9. Teams may plan, budget and fund raise only for the following purposes:
 - Tournament team registration fees.
 - The cost of one hotel/motel room for coaching staff at an away tournament, if they are not parents of players on the team.
 - Additional ice time and officiating fees for exhibition games.
 - Other team expenses such as faxes, phone calls and correspondence, which must be documented.
 - Post game nutritional supplements.
 - Team jackets, tracksuits, hats and/or equipment bags. Rental of a dry land facility.
10. UNDER NO CIRCUMSTANCES CAN teams raise funds for the following items:
 - Any personal hockey equipment.
 - Team meals, other than year-end banquet.
 - Professional team and individual photographs.
 - Team or individual travel expenses other than the aforementioned coaches accommodation.
 - Tickets to sporting events or other entertainment.
 - Jersey name bars.

These items should be purchased by the players/families on an individual and personal option basis. If a team wishes to make a team purchase the decision must be unanimous.
11. Balance of funds at season end will be submitted to the SMHA treasurer to be deposited in the Scholarship Fund.
12. Should a player leave a team he/she forfeits all rights to any funds.
13. At no time shall funds be returned to a player or parent.
14. Teams may use residual funds for a team year-end party.

XVIII. ASSOCIATION SPONSORSHIP

Annual Sponsorship for Squamish Minor should consist of 3 levels:

1. League Sponsorship - \$250 to sponsor Squamish Minor Hockey
2. Team Sponsor - \$300 to sponsor a specific team on an annual basis. Existing sponsors to have first right of refusal.
3. Website sponsor - \$150 per year to place an advertisement on a given page of the website up to 1/5 of the available ad space.

XIX. UNIFORMS

Variations of socks and jerseys are not acceptable for games and the player(s) is not to be on the ice.

1. COLOURS

- Only PCAHA approved Association colours can be worn.
- SMHA colours are green/gold/white. All SMHA teams must always wear their green jerseys unless there is a conflict.
- When both teams have similar coloured jersey's, the home team must change uniforms to a contrasting colour (PCAHA Section B (2)b).

2. JERSEYS

- The Equipment Manager will assign each team a set of green jerseys. White jerseys will be provided as funds permit for house teams.
- Only Association provided numbered sets may be used. No personalized numbers or jersey's are permitted
- All Rep teams will be provided with both Green and White Jerseys. The Rep teams may utilize the white jerseys as required in accordance with PCAHA guidelines without special permission for SMH.

3. MAINTENANCE

These jerseys are very expensive and need to be maintained properly to maximize their usefulness.

- Jerseys are NOT to be taken home by team player. A volunteer from each Team must collect, wash and distribute the jerseys for each game, unless;

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- They are ONLY to be worn in games.
- A volunteer from each team must collect, wash and distribute the jerseys after each game.
- Jerseys are to be washed in cold water and hung to dry. The dryer tends to shrink the jerseys over time and decrease the life of a jersey.
- Only cloth name bars "C" or "A"s, or Team Sponsor's name (patch designed must be received prior approval from Executives) stitched on are allowed; and only names can be stitched above the numbers in the back. These patches / bars must ***not*** obstruct the stop sign or numbers
- If any team wishes to put anything other than noted in XVI (3) iii on the associations' jerseys, a request in writing to the Executive Committee must be submitted and approval obtained.
- If any jersey needs to be repaired, it is the team manager's responsibility to have the uniform washed and given to the Equipment Manager for repair as soon as possible.

4. SOCKS

- At the start of each season every player will be supplied with one pair of SMHA socks.
- SMHA socks are an integral part of the uniform and it is expected that these socks be worn for team pictures and all games.
- All players should have their own socks that should be used during practices.
- Socks that expose a players equipment must be replaced by the player, as all protective equipment except gloves, headgear or goaltender's leg pads, must be worn entirely under the uniform (CHA Rule 24(a)).
- Replacement SMHA socks can be purchased from the Equipment Manager.

5. STOP PROGRAM (Safety Toward Other Players)

- In an effort to eliminate checking from behind and to improve safety for all players, effective October 31, 1998, all players must have the PCAHA official "Stop Sign" patch visible above the number on the back of their jerseys during a game. This includes reverse colour jerseys that players wear when a conflict occurs.
- It is the Association is responsibility to supply and have the Stop Signs on each uniform, however once the uniforms have been

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assigned and supplied to a team, this responsibility shifts to the team.

- Referees will check each player's jersey at the beginning of each game and any player not wearing the regulation Stop Patch shall have their name documented on the game sheet. If the player plays in the game, that player will be ruled as an ineligible player and the team will forfeit any points won. The referee will not be expected to remove the player or notify the team of the consequences of playing an ineligible player. This is strictly each teams own responsibility.

XX. SPRING HOCKEY PROGRAM:

1. Organization of this program is intended to be non-profit, breakeven and fee structure should be charged out on that basis
2. Financial breakdown must be posted and submitted to SHMA Executive by the organizer of each group.
3. Fees shall be limited to ice rental and officials.
4. Surplus fees must be submitted to SMHA.

Appendix I

CODE OF CONDUCT CONSEQUENCES GUIDELINE FOR COACHES AND PLAYERS

OFFENCE	CONSEQUENCE
Two non-excused late for practice	Miss first period of game
Two (2) non-excused missed practices	One (1) game suspension
Non-excused missed game	One (1) game suspension
Abusive behavior, physical	Three (3) game suspensions
Abusive behavior, psychological/verbal	Three (3) game suspensions
Alcohol or illegal drug use	Police
Vandalism	Disciplinary committee
Fighting off ice instigating	Disciplinary committee

Up to three violations will result in a review by the disciplinary committee and may possibly result in a permanent suspension.

The disciplinary committee is in accordance with the Constitution and Bylaws of SMHA.

The rules and regulations of the Hockey Canada, BC Hockey and the Criminal Code of Canada will be upheld.

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Appendix II

**SQUAMISH MINOR HOCKEY TEAM
FINANCIAL REPORT
20___/20___ SEASON**

Receipts

Parent Payments	\$ xxxxx
50/50 Draws	\$ xxxxx
Specific Fundraising Events	\$ xxxxx
Other	\$ xxxxx

\$ xxxxx

Disbursements

Tournament Fees	\$ xxxxx
Motel Accommodation for Coach (non-parent) Refer to	\$ xxxxx
Ice Rental	\$ xxxxx
Telephone/Fax	\$ xxxxx
Year End Party	\$ xxxxx
Other: Specify	
Meeting Room Rental	\$ xxxxx
Dry land Facility	\$ xxxxx
Exhibition - Officials Fees	\$ xxxxx
Nutrition Supplements	\$ xxxxx
Receipts/Disbursements	\$ xxxxx

\$ xxxxx

Bank Account balance at end of year

\$ xxxxx

Any balance at end of season to be transferred to SMHA Scholarship Fund.

Appendix III - Front

SQUAMISH MINOR HOCKEY PLAYER
DISCIPLINARY NOTIFICATION

Dear: _____

Please accept this letter as ___ 1 st ___ 2nd ___ final notification that player
_____ has exhibited un sportsmanlike conduct by:

_____.

We have taken the time to make our reasons clear to this player for issuing the following disciplinary action:

_____.

As we do not wish to jeopardize our team, it would be greatly appreciated if you would take the time to discuss this situation with your child of this matter. If you need further clarification on this situation prior to discussing this with your child, please contact your child's team's coaches.

A signed copy must be returned to the team management before your child can return to his/her teams' activities. Circumstances may call for immediate suspension for the remainder of the season. All suspensions are without refund fees. An Appeal, with regard to this matter, can be made in writing, and must be delivered to the Squamish Minor Hockey Association, Disciplinary Executive Committee, at the above address, within 48 hours of receiving this notice.

Yours very truly,

Team Official's signature and position

Team Official's signature and position

Team name and division

Parent's signature

Player's signature

Appendix III – Back

COACHES/TEAM MANAGER

1. Make a clear statement to the player as to what he/she has done wrong.
2. Confirm with another team official (coach and/or manager) as to what has happened and what action will be taken, using the code guideline attached. Have other team official co-sign the form.
3. Let player know the disciplinary action to be taken and that parents and the disciplinary committee will be notified by letter.
4. Complete and give to manager who will immediately:
 - Copy for team records
 - Forward copy, within 48 hours, to SMHA President
 - Deliver original to the player's parent/guardian
 - If this is a final notification please contact SMHA President ASAP to set up a hearing date with the discipline committee.

XXI. ORGANIZATIONAL STRUCTURE

PRESIDENT

Administrative position to set SMHA policy and ensure the policy is carried out through out the programs offered.

Responsibilities:

- To attend and chair the SMHA Executive meetings or failing that, to provide a written report.
- Supervise the other Officers and Directors in the execution of their duties
- Ensure quorum is present at each SMHA Executive meeting in agreement with SMHA Constitution.
- Ensure that all aspects of the SMHA Constitution and Policies and Procedures are in force.
- Review and update Policies and Procedures annually.
- Serve as signing officer (with Treasurer) on all SMHA accounts
- Responsible for communications on behalf of SMHA, which include bulletin boards.
- Receive and submit Special Event Sanction forms on behalf of all SMHA teams.
- To chair the SMHA Discipline Committee meetings.
- To chair the Rep Coach selection committee.
- Participate in annual Awards Night.
- Attend BC Hockey Annual General Meeting each year.
- Represent SMHA at all PCAHA meetings.
- Represent SMHA to Squamish Council and Municipal staff.
- Apply for Direct Access grant and gaming licenses on behalf of SMHA.
- Serve as liaison with Junior Hockey Team.

VICE PRESIDENT / REP COORDINATOR

Administrative position to fulfill the President's function in his/her absence.

Responsibilities:

- To attend all SMHA Executive meetings or provide a written report in lieu of attendance.
- To chair the SMHA Executive meetings in the President's absence.
- To oversee the Risk Manager position
- To investigate and resolve any SMHA issues regarding insurance and risk management.
- To understand and adhere to policies set forth by the SMHA Executive.
- To serve as a member of the Rep Coach Selection Committee.
- Assist in the tryout process, ensuring adequate coaches are in place to provide safety and leadership to the players.
- Ensure correct procedure is being followed for Rep Tryouts at all levels.
- Communicate Executive Policy and expectation to the Rep Coaches / Managers.
- Be available for coach-parent meetings as necessary or requested.
- Participate in annual Awards Night.
- Provide and present an annual written report on Rep Team Activity at the AGM.
- Serve as signing officer in the absence of either President or Treasurer.

TREASURER

Administrative position responsible for maintaining financial control and reporting for SMHA

Responsibilities:

- Prepare annual budget (preliminary) each summer using projected registration figures provided by Registrar.
- Serve as signing officer (with President) on all SMHA bank accounts.
- Attend SMHA Executive meetings, or provide a written report informing Executive of current status of operations verses budget.
- Move funds between SMHA operating and investment accounts so as to maximize returns while maintaining a low-risk approach consistent with an association of this type.
- Coordinate with Registrar to receive and deposit registration fees.
- To sit as a member of the Rep Coach selection committee.
- Coordinate with Rep Coordinator to receive and deposit Rep fees.
- Maintain regular payment of Association liabilities.
- Provide updated budget following completion of final registration.
- Coordinate ice rental agreements with Ice Scheduler.
- Prepare and present Un-audited Financial Statement at the SMHA Annual General Meeting.
- Issue Referee fee cheques to Team Managers.
- Ensure that funds have been sent to BC Hockey as necessary for the Hockey Canada Insurance and BC Hockey fees each year.
- Review and all team fundraising activities to avoid duplication or conflict of activities within the community, and to ensure activities promote a positive image of SMHA.
- Apply for SMHA annual Lottery License.
- Participate in annual Awards Night.
- To solicit sponsorships from corporate members of the community

SECRETARY

Administrative position responsible for maintaining and distributing Executive meeting minutes.

Responsibilities:

- Attend all SMHA Executive meetings. Record and prepare written minutes of each meeting to be reviewed and accepted at the subsequent meeting, and then post on the Website for all members of SMHA to see.
- Remind all expected attendees of upcoming SMHA Executive meetings.
- Type all correspondence on behalf of the SMHA.
- To sit as a member of the Rep Coach selection committee.
- Record minutes of SMHA Annual General Meeting, and submit minutes, financial statements, constitution, and list of newly appointed Executive for notarization.
- Following notarization, all documents must be forwarded to the Societies Act in Victoria, B. C. within two weeks of the AGM.
- Ensure the AGM is publicized in the newspaper at least three weeks prior to the AGM.
- Reserve meeting rooms as necessary for Executive or other SMHA meetings as requested.
- Retain copies of all minutes, correspondence, and mail.
- Mail Executive lists to PCAHA, BC Hockey, and Hockey Canada each year prior to BC Hockey AGM.
- Complete all updates to the Web site by the request of the Elected Executive.
- Complete and submit all injury reports to the BCAHA within 90 days from the time of injury.
- Pick up mail and distribute accordingly.
- Collect and present Resolutions submitted at AGM.
- Participate in annual Awards Night.
- Liaison with BC Hockey, PCAHA, Hockey Canada, other minor hockey associations and the members of SMHA.

REGISTRAR

Administrative position responsible for ensuring all players are members in good standing of BC Hockey, PCAHA, and SMHA.

Responsibilities:

- To attend all SMHA Executive meetings.
- Send out pre-registration forms or advise members to download form from the SMHA website
- Propose due dates for both players returning from previous season, and new players to register and advertise accordingly.
- Maintain current registration database on (HMS) separating those wishing to tryout for rep teams and those playing house league, on SMHA computer. Provide when necessary, an accurate up to date master list of registration figures by division including breakdown of goalies to the Executive and League Officials.
- Maintain a wait list in age categories where current capacity is full, adding new registrants on as necessary.
- Provide and present a written summary at the AGM.
- Ensure that all players and coaching staff are approved and insured by entering into database.
- To sit as a member of the Rep Coach selection committee.
- Ensure timely completion and submission (online) of all HC Rep Cards this includes insuring all team officials have take required clinics.
- Ensure all carding is done before December 1st for each year, including collection of rep fees in conjunction with Team Managers.
- Process withdrawals from league during the season and instruct the Treasurer to issue refunds as necessary.
- Maintain player affiliations for all rep teams
- Provide team rosters and any changes throughout the season to PCAHA Registrar
- Receive and submit any Benevolent Fund requests received with registration
- Maintain transfers to other Associations when our divisions are full.
- Participate in annual Awards Night.

DIRECTOR / HOUSE COORDINATOR 1

Administrative position to direct the activities within one or more hockey divisions.

Responsibilities:

- To attend all SMHA Executive meetings.
- To understand and adhere to policies set forth by the SMHA Executive.
- Set up, organize and distribute tickets and collect revenue for annual Association wide fundraiser. (Vancouver Giants game). Organize 50/50 volunteers for same game.
- Coordinator is responsible for a House Division where appropriate.
- Hold regular meetings with House Managers to ensure open communication within the division and to/from the division to the Executive.
- To sit as a member of the Rep Coach selection committee.
- To represent the divisions and be an advocate for the division s concerns/issues with the SMHA Executive.
- Ensure player selection for their division (moving players up and down) is done only with the approval of the steering committee. A player should be moved only if the steering committee recommends it to the House coordinator. At that time the House Coordinator should consult with the House Manager of the other division to ensure space is available. Providing space is available and the Executive approves, the House Coordinator should facilitate the movement, not the coaches.
- Ensure all house teams are balanced within the division per skill ability
- Provide a written report on division's status and issues at the AGM.
- Ensure practice rotation is balanced between the leagues.
- Be available for coach-parent meetings as necessary or requested.
- The House Coordinator is take full participation in the running of the tournament for division which the House Coordinator is responsible for.
- Participate in annual Awards Night.

DIRECTOR / HOUSE COORDINATOR 2

Administrative position to direct the activities within one or more hockey divisions.

Responsibilities:

- To attend all SMHA Executive meetings.
- To understand and adhere to policies set forth by the SMHA Executive.
- Set up, organize trophies, and trophy cases. Order supplies for Awards night.
- Coordinator is responsible for a House Division where appropriate.
- Hold regular meetings with House Managers to ensure open communication within the division and to/from the division to the Executive.
- To sit as a member of the Rep Coach selection committee.
- To represent the divisions and be an advocate for the division's concerns/issues with the SMHA Executive.
- Ensure player selection for their division (moving players up and down) is done only with the approval of the steering committee. A player should be moved only if the steering committee recommends it to the House coordinator. At that time the House Coordinator should consult with the House Manager of the other division to ensure space is available. Providing space is available and the Executive approves, the House Coordinator should facilitate the movement, not the coaches.
- Ensure all house teams are balanced within the division per skill ability
- Provide a written report on division's status and issues at the AGM.
- Ensure practice rotation is balanced between the leagues.
- Be available for coach-parent meetings as necessary or requested.
- The House Coordinator is take full participation in the running of the tournament for division, which the House Coordinator is responsible for.

DIRECTOR / HOUSE COORDINATOR 3

Administrative position to direct the activities within one or more hockey divisions.

Responsibilities:

- To attend all SMHA Executive meetings.
- To understand and adhere to policies set forth by the SMHA Executive.
- Represent SMHA as the Lions Gate League Representative. Attend all Lions Gate League meetings as required. Report to the SMHA on Lions Gate League information.
- Coordinator is responsible for a House Division where appropriate.
- Hold regular meetings with House Managers to ensure open communication within the division and to/from the division to the Executive.
- To sit as a member of the Rep Coach selection committee.
- To represent the divisions and be an advocate for the division's concerns/issues with the SMHA Executive.
- Ensure player selection for their division (moving players up and down) is done only with the approval of the steering committee. A player should be moved only if the steering committee recommends it to the House coordinator. At that time the House Coordinator should consult with the House Manager of the other division to ensure space is available. Providing space is available and the Executive approves, the House Coordinator should facilitate the movement, not the coaches.
- Ensure all house teams are balanced within the division per skill ability
- Provide a written report on division's status and issues at the AGM.
- Ensure practice rotation is balanced between the leagues.
- Be available for coach-parent meetings as necessary or requested.
- The House Coordinator is take full participation in the running of the tournament for division, which the House Coordinator is responsible for.

DIRECTOR /INITIATION COORDINATOR

Administrative position to direct the activities within one or more hockey divisions.

Responsibilities:

- To attend all SMHA Executive meetings.
- To understand and adhere to policies set forth by the SMHA Executive.
- Coordinator is responsible for Hockey 1-4 teams where appropriate.
- Hold regular meetings with Managers to ensure open communication within the division and to/from the division to the Executive.
- To represent the divisions and be an advocate for the division's concerns/issues with the SMHA Executive.
- To sit as a member of the Rep Coach selection committee.
- To present an annual written report if the Division at the AGM.
- Ensure player selection for their division (moving players up and down) is done only with the approval of the steering committee. A player should be moved only if the steering committee recommends it to the House coordinator. At that time the House Coordinator should consult with the House Manager of the other division to ensure space is available. Providing space is available, and the Executive approves, the House Coordinator should facilitate the movement, not the coaches.
- Ensure all teams are balanced within the division per skill ability
- Ensure practice rotation is balanced between the leagues.
- Be available for coach-parent meetings as necessary or requested.
- The Initiation/Novice Coordinator is take full participation in the running of the tournament for division.
- Participate in annual Awards Night.

DIRECTOR / COACHING COORDINATOR

Administrative position responsible for ensuring all coaches are informed and trained per the standards of BC Hockey and SMHA.

Responsibilities:

- To attend all SMHA Executive meetings.
- Technical position responsible for the development of coaches within the SMHA, and through them, the technical evaluation of player development.
- To be a resource available to Rep Coaches to provide an independent technical opinion in the final group of cuts from any Rep team.
- To communicate new or improved coaching techniques and developments to coaches throughout the season.
- To create and maintain a Coaching directory listing each coach and their level attained in the NCCP.
- To gather applications from Coaches applying for Rep positions.
- To sit as a member of the Rep Coach selection committee.
- Participate in annual Awards Night.
- To create an annual Coaching Evaluation system, and compile and review the results.
- To maintain the SMHA Criminals Records check database and ensure with the assistance of the Registrar that checks are up to date.

BEFORE THE SEASON BEGINS

- During the pre-registration process, solicit Coaching Applications for the upcoming season. Review the coach's assessments from the previous season.
- Coordinate all other "on ice" programs, specialized skill training, player evaluations, coach development and evaluations and concerns for the Executive.

NON ELECTED POSITIONS

REFEREE IN CHIEF

Administrative position, responsible for training and supervision Referee's for SMHA.

Responsibilities:

- Recruit, train, and evaluate officials.
- Coordinate the record of game assignments, monthly and yearly records for each individual official.
- Prepare report for SMHA Annual General Meeting.
- Request clinic date in September from PCAHA, and arrange for a meeting room and ice time on that date.
- Run ad in local newspaper with clinic information and follow-up by telephone the person contact to each individual regarding the upcoming clinic.
- Provide rule interpretations upon request.
- When discipline or assignment problems arise, contact the Vice President for assistance if required.
- Know Match Penalty and Game Misconduct procedures.

ICE SCHEDULER

Administrative position responsible for scheduling all SMHA Ice facilities to each division. Reports to the President.

Responsibilities:

- Represent SMHA at Ice Allocation meeting each May or June to receive allocation of ice to, SMHA for both regular season, playoffs and tournament blocks.
- In the spring, receive from SMHA Executive forecasted enrollment for the following season, and the criteria for the approved program to be delivered at each level. Using this information, develop a "master" ice plan as a basis for planning for the following season.
- Develop Rep Tryout ice schedule with the assistance of the Executive to fulfill program approved by the Executive.
- Develop ice schedule with the assistance of the Executive to fulfill program approved by the Executive.
- Provide copies of ice schedules to Secretary for Web site and Arena Manager.
- If there are unallocated ice times, the Ice Scheduler shall keep them in reserve to allocate out at his/her discretion to make up for schedules most affected by interruptions.
- If a Manager is unable to utilize ice that has been allocated, he/she shall notify the Ice Scheduler giving 72 hours notice. The ice slot is to be 'returned' to the pool of available ice and reallocated by the Ice Scheduler to make up for other interruptions.
- Review and approve monthly Ice and Facilities invoice prior to payment.
- Book all facilities for SMHA at Brennan Park.

OFFICIAL SCHEDULER

Administrative position, responsible for scheduling of “Non Schedule Center” Official’s for SMHA.

Responsibilities:

- Provide a database of Official’s qualifications to the Executive.
- Schedule officials as required by league schedules.
- Ensure that assignments are fairly balanced between officials.
- Coordinate the record of game assignments, monthly and yearly records for each individual official.
- Prepare report for SMHA Annual General Meeting.

EQUIPMENT MANAGER

Administrative position to purchase, inventory and maintain all of SMHA equipment per approval. To understand and adhere to policies set forth by the SMHA Executive.

Responsibilities

- Maintain inventory of equipment and condition thereof
- Seek Executive approval for purchase of new equipment as required.
- Procure repair services of equipment as necessary to maintain it in good order.
- Ensure all sponsors' crests are ordered and placed on appropriate sweaters.
- Maintain control of combinations for equipment lockers and combinations keys are changed each season.
- Ensure proper use of locker room is maintained throughout the season.
- Ensure that uniforms are properly cared for.
- Collect all equipment and uniforms at the end of the season.
- Complete inventory on completeness and condition of same.
- Have cleaned and procure repairs to equipment and uniforms as necessary over the summer.
- Responsible for control of summer loans of equipment.