POLICY AND PROCEDURE MANUAL

JULY 29, 2026

Affiliated Policies and References:

- SMHA Constitution
- SMHA Bylaws
- SMHA Coach and Manager Manual
- SMHA Affiliate Player Policy
- SMHA Dressing Room Policy
- SMHA Disciplinary Policy
- SMHA Harassment and Bullying Policy
- PCAHA Rulebook
- BC Hockey Regulations and Policy

In the event of a discrepancy between the SMHA Policy and Procedure and the PCAHA, the PCAHA will prevail.

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.

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.

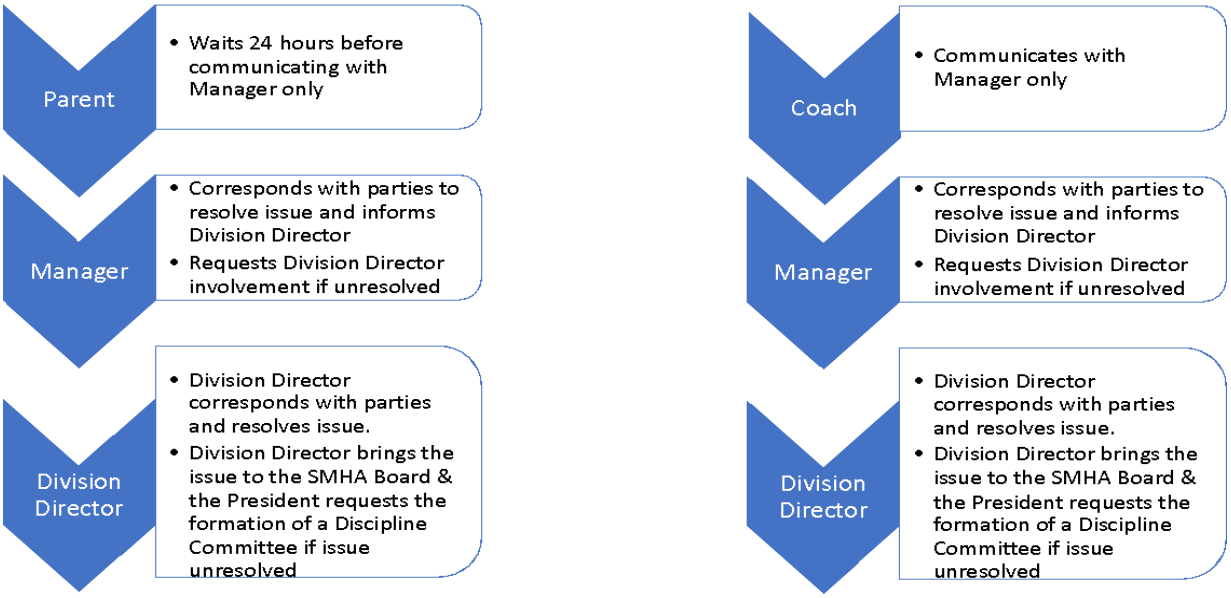
SMHA is a non-profit recreational sport society incorporated under the British Columbia Societies Act. SMHA is responsible for all minor hockey activities within the boundaries established by the Pacific Coast Amateur Hockey Association (PCAHA). SMHA is responsible to and receives its mandate from the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

All players will be placed on teams 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.

COMMUNICATION PATHWAY

It is imperative that all members of SMHA follow the communication pathway. This ensures effective, respectful and transparent communication for all. Parents must follow the communication pathway by first contacting the Team Manager and/or Head Coach. Matters may then be escalated to the Division Director, VP Rep, Technical Director, or Board as appropriate through established channels. The team manager's role is to communicate with families and act as the medium between coaching staff and parent. A 24-hour cooling off period must be adhered to prior to initiating a complaint.

SMHA COMMUNICATION PATHWAY



COMMUNICATION PROTOCOL

Formal complaints, grievances, discipline matters, registration matters, and appeals must be communicated by email. Routine team logistics, attendance notices, scheduling updates, and operational communication may occur through TeamSnap, text, or other team communication platforms as directed by team staff.

This protocol ensures proper documentation, accountability, and transparency in all communications between SMHA members and representatives.

Team Managers are responsible for ensuring that parents and team officials are aware of this policy and adhere to it throughout the season.

I. REFERENCES

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

- SMHA Constitution and Bylaws*
- SMHA Handbook*
- SMHA Manager's Handbook*
- PCAHA Constitution, Bylaws, Rules & Regulations
- 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

All constitutions and bylaws supersede this policy handbook.

Parent, team and coach inquiries should be made through the team manager to their division director.

The division directors are identified on the SMHA web site www.squamishminorhockey.com

Administrative matters are to be referred to the Administrative Assistant through the division director.

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, or alternate arrangements have not been made with the Registrar.

3. Any player failing to return appropriate forms and fees before the deadline given in the pre-registration email shall be deemed as not returning and will not have a place reserved for them.

4. If a player is applying for financial assistance under any number of sport grant funding, a confirmation of application for said grant must accompany their registration.

5. At the discretion of the Board of Directors, 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 a refund calculated at a prorated monthly basis after deducting an administration fee. If the request is for medical reasons, a Dr.'s note is required. (The Board of Directors may consider other valid reasons.)

**Rep fees must be paid in full by October 30 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.

II.i PLAYERS RETURNING FROM HIGHER LEVEL HOCKEY TEAMS

Players returning to the association from higher level hockey will be accepted at any point of the season, space permitting and as governed by the PCAHA and BC Hockey. Where the returning player is rostered, will be at the discretion of the Technical Director of Hockey and Board of Directors.

II.ii RETURNING PLAYERS FROM JUNIOR or U18/U15 AAA HOCKEY (ZONE and CSSHL)

1. SMHA seeks to support those of its players who are interested in playing at the Junior, U15 or U18AAA level (Zone or CSSHL), while also recognizing the importance of fairness and commitment to the players who are committed to and fully participate in the SMHA Rep tryout process.

2. A returning SMHA player who registers with the SMHA but who has also been carded with a Junior, U15, U17 or U18AAA team, and is later released from the Junior, U15, U17 or U18AAA (Zone or CSSHL) team, may on request be placed on a SMHA U15 or U18 Rep team based on age in accordance with the procedures set out in this section.

3. To be eligible, the player must have participated in at least one of the initial tryout sessions (unless excused by Technical Director and SMHA Board to attend Junior or AAA tryouts).

4. The player may apply to the Technical Director of Hockey Operations and SMHA Board for permission to participate on a SMHA U15 or U18 Rep team in which case the Technical Director of Hockey Operations will consult with the U15 or U18 Rep Coaches to decide placement.

5. If the application is received prior to final releases being made from a SMHA U15 or U18 Rep team, the player may be considered for inclusion on that team.

6. If the application is received after final rosters are set, the Technical Director of Hockey Operations, with approval of the SMHA Board, may authorize an increase in roster size to accommodate the returning player on a Rep team. (Must follow PCAHA rulebook in regards to maximum roster size).

7. In deciding on any such application, the SMHA Board shall consider the number of players rostered on the Rep team, any long-term injuries suffered by players on the team, overall hockey experience of those already rostered on the team, and the historical commitment of the returning player to the SMHA program.

8. No player shall be released from a SMHA U15 or U18 Rep team to House hockey (after final roster is set), due to the addition of a player, with the exception of goalies, as teams can only roster 2 goalies subject to the permitted maximum roster size. A SMHA U15 or U18 Rep player may be moved from A1 to A2 to accommodate a returning player upon approval from the Technical Director of Hockey and SMHA Board.

III. PROGRAM GUIDELINES

At all times the Fair Play Codes will be in effect.

IV. FEES

The fee structure of SMHA is philosophically to cover each program's 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 minutes of ice time used and include

- Ice rental fees for games & practices
- Officiating fees
- PCAHA fees (including player transfer fees)
- BC Hockey & Hockey Canada fees
- Uniforms & socks
- Administrative costs
- Coach, Manager & Team officials' certifications and training
- Costs for members of the Board of Directors to attend BC Hockey AGM
- Bursaries

REP CARDING FEES

Fees charged to rep teams for costs which are in excess of normal program fees. These fees cover additional ice times and additional game costs. The Rep Fee does not cover additional team fees that are used to pay for things such as tournament entry fees or dryland training costs. Nor does it include paid coaches' fees.

FUND ASSISTANCE

SMHA Board of Directors can consider requests for financial assistance based upon the following:

- Written requests stating the circumstances and amount requested
- Assistance is limited to registration fees for participants as the focus of assistance funds is to facilitate basic access to ockey
- Assistance is made available once external funding has been exhausted.
- Assistance is limited to funds available.

BURSARIES/SCHOLARSHIPS

The SMHA Board of Directors may annually consider applications for up to two (2) ($1,000) scholarships for students who are active or past players, officials or contributors to the Association. Funds will be awarded at the discretion of the Board to successful applicants upon proof of registration in a post-secondary institute.

LOGO

The SMHA logos, trademarks, and brands cannot be used on clothing, items, literature or advertising,

without the explicit written permission of the SMHA Board. The SMHA logo may not be used for financial gain. Requests for logo use will only be considered if proposal benefits the entire Association. Please email communications@squamishminorhockey.com for any logo related inquiries.

V. DIVISIONS

U7 & U9

This program is designed for beginners ranging in age primarily from 5-8 years old. The players in these divisions progress at different rates and the emphasis is on enjoyment and skill development. The objectives are to have fun, stimulate interest in hockey, 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.

U7 MINOR

1. Age
   5/6 year olds.

2. Teams
   Teams will be formed no earlier than October 15 and will be composed of no more than 18 players per team.

3. Coaches
   Coaches with at least coach 1 certification utilizing integrated station approach

4. Practice
   Will be conducted in skill groups from September until March on all ice sessions.

5. Games
   Home ice intersquad games only, exhibition games at team official discretion. May participate in up to 2 tournaments or jamborees, subject to prior Association approval. Nothing out of district

6. Manager and HCSP
   Mandatory.

U7 MAJOR

1. Age
   5/6 year olds.

2. Teams
   Teams will be formed no earlier than October 15 and will be composed of no more than 18 players per team.

3. Coaches

   Coaches with at least coach 1 certification utilizing integrated station approach

4. Practice

   Will be conducted in skill groups from September until March on all ice sessions.

5. Games

   Home ice intersquad games only, exhibition games at team official discretion. May participate in up to 2 tournaments or jamborees, subject to prior Association approval. Nothing out of district

6. Manager and HCSP

   Mandatory.

U9 MINOR

1. Age

   7/8 year olds

2. League

   There will be up to 13 assigned league games which will start on or after December 1st

3. Teams

   Teams will be formed no earlier than October 15 and will be composed of no more than 18 players per team.

4. Coaches

   Coaches with at least coach 1 certification utilizing integrated station approach and ice skill drills. U9 Major coaches may attend U9 Minor practices to assist with coaching, if that occurs, the U9 Major coaches player may accompany them.

5. Positions

   Goalies are encouraged to rotate and take extra goaltending development sessions.

   All skaters on automatic rotation

6. Tournaments

   May participate in a maximum of 3 tournaments per season, providing 1 of them does not require overnight accommodation, with no more than 1 occurring over a long weekend. All tournament participation is subject to prior Association approval and tournaments must not be booked or otherwise committed to without such approval. BC Hockey sanctioned tournaments only. Out of district travel is permitted.

7. Games

   Equal ice time for all players.

   All games will be played full ice.

   To follow PCAHA rule with buzzer at 2-minute shifts.

One referee per cross ice game.
35 game limit including exhibition games and tournaments. Games may not be played until December 1st

8. Balanced Teams
   All teams must be balanced.

9. Manager and HCSP
   Mandatory

U9 MAJOR

1. Age
   7/8 year olds

2. League
   There will be up to 13 assigned league games which will start on or after December 1st.

3. Teams
   Teams will be formed no earlier than October 15 and will be composed of no more than 18 players per team.

4. Coaches
   Coaches with at least coach 1 certification utilizing integrated station approach and ice skill drills. U9 Major coaches may attend U9 Minor practices to assist with coaching, if that occurs, the U9 Major coaches player may accompany them.

5. Positions
   Goalies are encouraged to rotate and take extra goaltending development sessions.

   All skaters on automatic rotation

6. Tournaments
   May participate in a maximum of 3 tournaments per season, providing 1 of them does not require overnight accommodation, with no more than 1 occurring over a long weekend. All tournament participation is subject to prior Association approval and tournaments must not be booked or otherwise committed to without such approval. BC Hockey sanctioned tournaments only. Out of district travel is permitted.

7. Games
   Equal ice time for all players.

   All games will be played full ice.

   To follow PCAHA rule with buzzer at 2-minute shifts.

35 game limit including exhibition games and tournaments.

One referee per cross ice game

8. Balanced Teams
   All teams must be balanced.

9. Manager and HCSP
   Mandatory

RECREATION - HOUSE (C)

This program is 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.

U11 HOUSE

1. Age
   9 and 10 years old

2. League
   Participates in league play within Lions Gate League.

3. Teams
   Teams will be formed no earlier than October 15 and will be composed of no more than 18 players per team.

4. Coaches
   Coaches must have Coach Level 2 utilizing integrated station approach using full ice skill drills and ½ ice for team drills.

5. Practice
   Emphasis on individual skills with introduction of team tactics.

6. Positions
   Any player requesting to play goal should be given an opportunity. SMHA does not provide goalie gear in U11 or above.

7. Tournaments
   May participate in a maximum of 3 tournaments per season, providing 1 of them does not require overnight accommodation, with no more than 1 occurring over a long weekend. All tournament participation is subject to prior Association approval and tournaments must not be booked or otherwise committed to without such approval. BC Hockey sanctioned tournaments only.

8. Games

Equal ice time for all players.
Development of players is paramount over winning. All minor hockey rules apply to all games.

9. Balanced Teams

All teams must be balanced.

10. Manager and HCSP

Mandatory

U13 HOUSE

1. Age

11 and 12 years old

2. League

Participate in league play within the Lions Gate League.

3. Teams

Teams will be formed no earlier than October 15 and will be composed of no more than 18 players per team.

4. Coaches

Coaches must have Coach Level 2 utilizing integrated station approach using full ice skill drills and ½ ice for team drills.

5. Practice

Emphasis on individual skills plus team tactics.

6. Positions

Any player requesting to play goal should be given an opportunity in practice and at the coach's discretion in games.

7. Tournaments

May participate in a maximum of 3 tournaments per season, providing 1 of them does not require overnight accommodation, with no more than 1 occurring over a long weekend. All tournament participation is subject to prior Association approval and tournaments must not be booked or otherwise committed to without such approval. BC Hockey sanctioned tournaments only.

8. Games

Equal ice time for all players.

Development of players is paramount over winning. All minor hockey rules apply to all games.

9. Balanced Teams

   All teams must be balanced.

10. Manager and HCSP

    Mandatory.

U15 HOUSE

1. Age

   13 and 14 years old

2. League

   Participate in league play within the Lions Gate League.

3. Teams

   Teams will be formed no earlier than October 15 and will be composed of no more than 18 players per team.

4. Coaches

   Coaches must have Coach Level 2 utilizing integrated station approach using full ice skill drills and ½ ice for team drills.

5. Practice

   Emphasis on individual skills plus team tactics.

6. Positions

   Any player requesting to play goal should be given an opportunity in practice and at the coach's discretion in games.

7. Tournaments

   May participate in a maximum of 3 tournaments per season, providing 1 of them does not require overnight accommodation, with no more than 1 occurring over a long weekend. All tournament participation is subject to prior Association approval and tournaments must not be booked or otherwise committed to without such approval. BC Hockey sanctioned tournaments only.

8. Games

   Equal ice time for all players.

   Development of players is paramount over winning. All minor hockey rules apply to all games.

9. Balanced Teams

   All teams must be balanced.

11. Manager and HCSP
    Mandatory.

U18 HOUSE

1. Age
    15, 16 and 17 years old

2. League
    Participate in league play within the Lions Gate League.

3. Teams
    Teams will be formed no earlier than October 15 and will be composed of no more than 18 players per team, unless an exception is obtained from PCAHA for an over-sized roster.

4. Coaches
    Coaches must have Coach Level 2 utilizing integrated station approach using full ice skill drills and ½ ice for team drills. SMHA may elect to pay qualified Coaches if there are no volunteer, qualified, SMHA-approved parent Coaches available.

5. Practice
    Emphasis on individual skills and team tactics.

6. Positions
    Any player requesting to play goal should be given an opportunity in practice and at the coach's discretion in games.

7. Tournaments
    May participate in a maximum of 3 tournaments per season, providing 1 of them does not require overnight accommodation, with no more than 1 occurring over a long weekend. All tournament participation is subject to prior Association approval and tournaments must not be booked or otherwise committed to without such approval. BC Hockey sanctioned tournaments only.

8. Games
    Equal ice time for all players.

    Development of players is paramount over winning. All minor hockey rules apply to all games.

9. Balanced Teams
    All teams must be balanced.

10. Manager and HCSP
    Mandatory.

COMPETITIVE - REP (A)

A. Introduction

SMHA participates in the rep hockey program of the PCAHA, BC Hockey and Hockey Canada. SMHA rep hockey is governed by the rules and regulations of these organizations.

Rep hockey brings together dedicated, skilled players and dedicated, experienced coaches to form teams to play against the best hockey players and coaches from other associations. Rep teams play in a league that permits players to compete against players of similar ability.

B. Mission Statement

To challenge, motivate, teach and inspire every Rep Hockey player to strive towards their maximum potential by providing them with a well-defined and structured program. To give each and every player the opportunity to be the best they can be by having an organization that is committed to professionalism, integrity, respect and sportsmanship.

C. Vision and Value Proposition

The strategic vision and value proposition of the SMHA Rep program was developed to support the organization's Rep hockey mission statement. The SMHA will continuously evaluate all aspects of the Rep program in order to identify areas for improvement and to capitalize on available opportunities. The SMHA Board of Directors will strive to ensure that the organization:

- Provides high quality coaching
- Provides the best in skill development and power skating.
- Provides players with a platform to learn and grow in the game of hockey and as individuals.
- Instills our core values.

D. Core Values

The SMHA will provide an opportunity for players to compete at their highest level. Maximizing a player's individual potential is dependent upon several factors outside the rink. Therefore, it is incumbent upon every Rep coach to assist each player with his or her individual efforts in taking responsibility for their personal development, and to help build a solid foundation for lifelong success. Creating awareness and internalizing the core values of the SMHA will provide players with a toolbox full of practical values that enable them to collect experiences, build self-confidence and expand their horizons while opening doors to future opportunities. Core values are:

- Sportsmanship – Showing respect for yourself, your teammates, your coach, your opponents, and the officials. Winning and losing as a team with dignity and class.
- Commitment –To yourself, your team and the organization to always put forward your best effort and to continue to improve at all times.
- Teamwork – Recognizing that you are part of a team that can only succeed as a team.
- Enthusiasm – Bringing enthusiasm and passion with you at all times in an effort to be the best you can be.

E. Commitment

Rep teams can only succeed when players, coaches, and families are fully committed to the core values of the Rep program. Rep hockey is a competitive stream designed to help players reach the highest level of hockey possible. Success in this program is built on dedication, accountability, and teamwork.

Participation requires a significant commitment from coaches, parents, and players alike. All players, parents/guardians, and coaches must sign the current SMHA Rep Hockey Agreement by the deadline established by SMHA. The signed Rep Hockey Agreement constitutes acknowledgment of the participant's commitment to the Rep program expectations. . This commitment may at times require players to prioritize hockey over social events, birthday parties, family vacations, or dinners. If this level of commitment does not align with your family's priorities, the Rep program will not be a suitable fit.

Please also note that Rep teams typically participate in up to three tournaments per season, some of which may occur during winter or spring break periods. Most tournaments are confirmed prior to the start of the season.

SMHA encourages families to carefully consider these expectations before accepting a roster position on a Rep team. The affiliate player program is not intended to be used as a substitute for Rep rostered players who choose to miss practices, games or tournaments for the conflicts outlined above.

Coaching Staff

- Rep coaches will be non-parent coaches, when possible, approved by the SMHA Board of Directors. Parents will not be allowed on the bench unless approved by the Vice President of Rep, Technical Director of Hockey Operations and Board of directors.

- Rep coaches will have all necessary qualifications and experience in order to provide effective guidance and hockey knowledge to the team.

- Rep coaches will display the time commitment that is required of the program. With the exception of certain personal or work matters, the coach will maintain a strong attendance record, subject to reasonable work, personal, illness, or emergency exceptions for all practices, games, tournaments and team social functions.

- Rep coaches will be expected to arrive at the rink at the same time that is expected of the players (e.g.1 hour before games).

- Rep coaches will have a well-defined annual plan for the team, which shall be reviewed with the Technical Director of Hockey Operations no later than September 15.

- Rep coaches will come fully prepared to each practice and game.

- Rep coaches (and managers) will provide a schedule of events (games, practices, tournaments, and other hockey functions) planned so that players and parents can schedule this hockey commitment around work, family/social functions and school. To the extent possible, a general schedule of practice, home games and other regularly schedule events, as well as an

indication of tournaments that the team will participate in, should be provided before players are asked to commit to the team. As the year progresses, schedules for upcoming events should be shared as they are known.

- Rep coaches will follow the structure laid out by the SMHA Board of Directors.

- Rep coaches are entrusted with the authority to manage player behavior and uphold team expectations. Coaches may take appropriate action—including adjusting ice time, issuing warnings, or initiating disciplinary discussions—in response to poor conduct, in alignment with the Rep agreement and the SMHA Code of Conduct. This authority is critical in maintaining accountability and ensuring a respectful, team-first environment.

- Rep players are expected to conduct themselves with integrity, sportsmanship, and respect at all times, both on and off the ice. Failure to meet these standards may result in consequences at the discretion of the coaching staff, with further escalation to the Division Director, Technical Director of Hockey Operations, or Disciplinary Committee as appropriate.

Players

- Unless there is an extenuating circumstance, players are expected to be available for all practices, games, training, tournaments (including out of town tournaments) and social functions.

- In order to be a team member of a Rep hockey team, the players must be prepared to make a commitment often at the expense of other sporting endeavors, free time and/or social events.

- If a player is also planning to be involved in another sport or school activity that will inhibit their ability to fully commit to the SMHA Rep team, then the player must make this known during the try-out process. The Selection Committee, including the Rep coach (providing they are a non-parent coach) will most certainly factor this other commitment into the decision-making process when finalizing the team.

- Players will be expected to maintain a high level of fitness to compete at the level required of an elite hockey program and to help avoid injury.

- Players will be expected to give a 100% effort to all the Rep hockey endeavors (practices, games and other training).

- Players will adhere to the SMHA dress code applicable to their team.

- Rep players are expected to conduct themselves with integrity, sportsmanship, and respect at all times—toward teammates, coaches, officials, opponents, and others—both on and off the ice. The SMHA strives to earn a strong reputation for being well-behaved and respectful at all events. Let's work together to establish and maintain that standard for years to come.

- Players are accountable for their behavior and commitment. Ice time is based on effort, attitude, attendance, and conduct. Coaches have the authority to adjust ice time and address misconduct in accordance with the Rep agreement and Code of Conduct. Consequences may

include loss of ice time, discipline, or escalation to the Division Director, Technical Director of Hockey Operations, or Disciplinary Committee.

Parents

- Given that the majority of minor hockey players require transportation from their parents to all the Rep hockey events, parents will be expected to agree to the player expectations above.
- Parents will support and encourage the commitment that players have made.
- If a player will miss a scheduled Rep hockey event, the parents will ensure that the coach (or manager) is notified in advance.
- Parents are expected to respect and support the authority of the coaching staff, including decisions related to ice time, discipline, and team management. These decisions are made in the best interest of the team and in alignment with SMHA policy.
- If concerns arise, parents should follow the appropriate communication pathway: first addressing the team manager or head coach, and escalating to the Division Director or Board of Directors only when necessary.
- Parents must avoid interfering with coaching decisions during games, practices, or team activities. Constructive feedback is welcomed when shared respectfully and through proper channels.

The expectations set out in this policy are in addition to the basic coach, player and parent codes of conduct that apply to all SMHA coaches, players and parents.

Although the expectations of Rep hockey players and families are quite demanding, they are necessary in order to be fair to the coaching staff and other teammates who are willing to make a similar commitment. Therefore, it is important that these expectations are understood and agreed to early on so as to avoid issues later in the season.

Failure to honour the commitment level as laid out by the SMHA Rep Hockey Program will result in disciplinary action at the discretion of the coach. Please refer to the SMHA Disciplinary Policy. If the coach feels a suspension longer than one game is required, the coach shall seek approval of such suspension in accordance with SMHA policies.

Coaches shall notify the VP Rep of any disciplinary action taken for breach of the commitment policy, and the VP Rep shall maintain a record with respect to each player who is disciplined. Should a player who has been disciplined for more than one breach of the commitment policy try out for a Rep hockey team in a subsequent year, the VP Rep shall advise the coaches for the level at which that player is trying out, of the player's past record.

Playing Rep hockey is a privilege, not a right, for the skilled hockey player. Playing Rep hockey can be an incredibly rewarding experience since it allows participation in an activity at the highest level available. This being said, it is not skill alone that dictates who will be selected and able to participate in the Rep hockey program. If players and/or parents are unable or unwilling to make the commitment necessary,

then another player will likely be chosen to play on the Rep team who is willing to make the required commitment.

It is important, in order to avoid misunderstandings with respect to required commitment, to properly articulate the expectations of the Rep hockey program at the outset. Before being rostered with a rep team, it is expected that each coach and player and the parents of each player will sign a document confirming their commitment to the principles outlined above.

F. Rep Fees

Rep hockey of necessity involves additional expenses for additional games, practice ice and paid coaches. In addition to rep fees, team fees will be charged to cover tournaments, paid coach travel and accommodation as well as and miscellaneous expenses such as team apparel. Players on rep teams will be expected to pay a rep fee to the SMHA, which will cover only a portion of these additional expenses, as well as to make additional contributions to team funds to cover a proportionate share of these expenses.

**Rep Fees must be paid in full by October 30 or the player will not be allowed to play. NO EXCEPTIONS.

G. Dress Code

For all Rep Teams, the Dress Code consists of:

- Dress Shoes
- Dress Pants/skirt
- Dress Shirt/blouse
- Rep Association Jacket

Other mandatory items for rep teams are white laces for skates, pant shells and Eagle branded warm up gear, top and bottom.

H. Numbers of Rep Teams

The number of SMHA rep teams will be decided before the start of each hockey season by the SMHA Board of Directors based upon the availability of both players and ice times.

J. Affiliate Players

Please refer to the SMHA Affiliate Player Policy. An affiliate player is defined as a registered player who is temporarily included on the playing roster of a team in a higher division or category within the SMHA. Each rep team should strive to affiliate numerous rep players, subject to the maximum limits prescribed by the PCAHA Rules. Every rep coach and manager should carefully review section C25, C26, and C29 of the PCAHA Rules prior to the start of the season (or, in the case of U11 A coaches, section C27). The Technical Director will assist in determining the affiliate player roster.

Each rep team should strive to affiliate 10 skaters and two goalies.

Each rep team shall strive to affiliate 5 skaters and one goalie by October 15 of each year. The affiliate

list should be increased to the minimum set out above not later than December 31 of each year.

The VP of Rep Hockey shall coordinate the assignment of affiliate players to rep teams in order to ensure that (a) the PCAHA Rules are followed, (b) each team has appropriate levels of affiliate players, and (c) players are given an adequate opportunity to become affiliates of teams for which they are suited.

Before a player is rostered as an affiliate:

- the coach or manager shall confirm with that player or player's family that he or she is willing to be affiliated to that team; and

- the affiliation shall be approved by the Vice President of Rep Hockey.

COACH SELECTION

The Coaching Committee interviews perspective coaches and makes recommendations to the Board of Directors. The Board then selects rep coaches. The Coaching Committee is comprised of the Technical Director of Hockey Operations, VP of Rep Hockey and two additional SMHA members as selected by the Board of Directors. In the event a member applies for a coaching position, they will not take part in the selection process.

U11 DEVELOPMENT - Introduction to competitive hockey.

1. Age
   9 and 10 years old

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. TRYOUTS WILL APPLY

4. Coaches
   Coaches must have Coach Level 2 and Checking utilizing integrated station approach using full ice skill drills and ½ ice for team drills.

5. Practice
   Emphasis on individual skills plus an introduction to team tactics.

6. Positions
   Any player requesting to play goal should be given an opportunity in practice and at the coach's discretion in games.

7. Tournaments
   May participate in a maximum of 3 tournaments per season, providing 1 of them does not require overnight accommodation, with no more than 1 occurring over a long weekend. All tournament participation is subject to prior Association approval and tournaments must not be booked or otherwise committed to without such approval. BC

Hockey sanctioned tournaments only.

8. Games

All players will be provided with equal opportunity for ice time. However, equal opportunity does not guarantee equal ice time. Players are expected to attend practices and games regularly and to demonstrate consistent effort and commitment. Ice time may be adjusted accordingly to reflect attendance, attitude, and work ethic, in alignment with the expectations outlined in the Rep agreement. Accountability is a key component of player development and team standards.

Development of players is paramount over winning. All minor hockey rules apply to all games.

9. Manager and HCSP

Mandatory

U13 REP

1. Age

11 and 12 years old

2. League

Participate under the direction of the P.C.A.H.A.

3. Team

Number of players are divided equally between all U13 teams. TRYOUTS WILL APPLY

4. Coaches

Coaches must have Development 1 and Checking

Continue to develop individual skills as well as individual and team tactics, under the supervision of the Head Coach.

5. Tournaments

May participate in a maximum of 3 tournaments per season, providing 1 of them does not require overnight accommodation, with no more than 1 occurring over a long weekend. All tournament participation is subject to prior Association approval and tournaments must not be booked or otherwise committed to without such approval. BC Hockey sanctioned tournaments only.

6. Manager and HCSP

Mandatory.

U15 REP

1. Ages

13 and 14 years old

2. League

   Participate under the direction of the PCAHA

3. Team

   Number of players are divided equally between all U15 teams TRYOUTS WILL APPLY

4. Coaches

   Coaches must have Development 1 and Checking

   Continue to develop individual skills as well as an increased emphasis on individual and team tactics, under the supervision of the Head Coach.

5. Tournaments

   May participate in a maximum of 3 tournaments per season, providing 1 of them does not require overnight accommodation, with no more than 1 occurring over a long weekend. All tournament participation is subject to prior Association approval and tournaments must not be booked or otherwise committed to without such approval. BC Hockey sanctioned tournaments only.

6. Manager and HCSP

   Mandatory.

U18 REP

1. Age

   15, 16 and 17 years old

2. League

   Participate under the direction of the PCAHA.

3. Team

   Number of players are divided equally between all U18 teams TRYOUTS WILL APPLY

4. Coaches

   Coaches must have Development 1 and Checking

   Focus on individual and team tactics while continuing to develop individual skills, under the supervision of the Head Coach

5. Tournaments

   May participate in a maximum of 3 tournaments per season, providing 1 of them does not require overnight accommodation, with no more than 1 occurring over a long weekend. All tournament participation is subject to prior Association approval and tournaments must not be booked or otherwise committed to without such approval. BC Hockey sanctioned tournaments only.

6. Manager and HCSP
Mandatory.

VI. REP TRYOUTS

A. Introduction

The rep player selection process by its nature dictates, not all applicants 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 who each year must co-ordinate this facet of our association's program. The goal of this policy is to help all participants understand the process, as well as their individual rights and responsibilities.

B. Registration for Rep Tryouts

Players wanting to attend rep tryouts must indicate this on their registration documents. Any player who decides to participate in rep tryouts after registering shall contact the SMHA Registrar seeking to amend his or her registration documents not later than 4:00 pm on August 15. Whether such request can be accommodated will depend upon availability of space at the time the request is made.

A player registering for rep tryouts must elect to tryout for either goalie or skater. Those who elect to tryout as skaters in the U13, U15 or U18 divisions will be asked to further indicate a preference to play either forward or defense. A player will be assessed based on their position preference until practice groups are formed, where coaches may ask a player to play forward or defense depending on the needs of their team.

Before participating in the rep tryout sessions, players must be fully registered with the SMHA, have paid all required fees, and have met all requirements of the PCAHA, BC Hockey, Hockey Canada and the IIHF in order to play rep hockey with the SMHA.

Players who have not completed the requirements in this section will not be allowed on the ice for a rep tryout session.

C. General Procedures

Rep tryouts consist of several on-ice sessions that evaluate the players' skills and abilities.

A schedule for the rep tryout sessions will be prepared following the close of the registration period (August 15) each year and will be posted online to the SMHA website. Email notifications will be sent to all players who have registered for Rep tryouts.

In preparation for tryouts, the SMHA Registrar will prepare lists of all those who applied for rep hockey (by division) and will provide that list to the VP of Rep Hockey. Players will be divided into groups within each age division of approximately equal size for the initial evaluation session.

Following the initial assessment sessions, players will be divided into tiered groups for the remainder of ice sessions, players will be evaluated within their group to determine player movements from one stage to the next.

At the start of each tryout session, each player will be issued a numbered jersey for identification during rep tryouts. Jersey numbers will be assigned to each player by the VP of Rep Hockey.

A Selection Committee shall oversee the evaluation of all players prior to the formation of Practice Groups. The committee will be comprised of a minimum, one external evaluator with no other connection to SMHA, the Technical Director of Hockey Operations, the VP Rep, the non-parent Head Coaches, and the potential parent coaches who may be assigned as Head Coaches at the completion of the tryout process. Coaches will only participate in evaluations of the age division they will be coaching in with the potential exception of a coach who is also Association staff.

D. Attendance at Rep Tryouts

All players trying out for rep hockey must attend all rep tryouts applicable to the player, the proposed scheduling for which the Association will aim to announce at the end of the prior season.

Players who do not attend all applicable tryouts will forfeit their opportunity to play rep hockey for that season and will immediately be registered for C level hockey within their division except as provided in this section.

A player who has registered for rep hockey but is unable to attend a rep tryout session due to sickness or injury must provide, not later than 2 hours prior to their next scheduled ice session, a letter from a physician confirming this. In such circumstances:

- If the player's injury prevents the player from completing the tryout process, the player will be assessed by the rep coaches for that division, and the VP of Rep Hockey after the earliest medical approval date, provided it is prior to the final ice session scheduled before final team assignments are determined.

- A rep coach may hold a position on his or her team if he or she is positive that the player, as shown from his or her past history, would make the team. This must be approved by the VP of Rep Hockey, based on input from all the rep coaches within the division.

- A position may only be held for an injured player if the player has a doctor's certificate indicating the player is expected to return to play hockey by October 31 of the current season.

- If a position is held for an injured player, the player must pay the applicable rep tryout fees prior to playing with the team.

- If a position is held for an injured player, the player must attend all team functions (ice sessions, meetings, etc.) even though they cannot participate on ice. They may be asked to assist the team in other manners and must agree to do so.

A player who has registered for rep hockey but is unable to attend a rep tryout session due to work related obligations must provide to the VP of Rep Hockey, in advance of the session to be missed, a letter from that player's employer. If work-related obligations require a player to miss more than one session, the continued participation of that player in the rep tryout sessions shall be at the discretion of the VP of Rep Hockey.

A player who has registered for rep hockey at the U18 or U21 level may miss a rep tryout session due to conflicting attendances with major midget or junior team tryouts but is required to notify the association a minimum of 2 hours prior to the ice time.

A player who has registered for rep hockey but is unable to attend a rep tryout session due to exceptional personal circumstances must seek permission in advance of the session to be missed by way of a letter (which includes email) addressed to the VP of Rep Hockey. The VP of Rep Hockey shall determine whether to approve the request.

A player may only attend Rep Tryout Sessions they have been assigned to.

E. Procedure at Rep Tryout Sessions

The plans for the on-ice sessions will be designed by the Technical Director of Hockey Operations in consultation with the evaluators. The plans may incorporate various combinations of hockey drills as well as scrimmages in order to allow the coaches to appropriately assess the players. If approved by the SMHA Board of Directors, the plans may also incorporate a skill assessment provided by an independent third-party provider. Later in the process, exhibition games will also be used as rep tryout sessions.

The SMHA Technical Director of Hockey Operations will ensure that there are qualified coaches overseeing all rep tryout sessions.

Players must wear all protective equipment, including a CHA approved neck guard, during tryouts. Any player found not wearing all of the required protective equipment must be sent off the ice and must not be permitted to return until he/she has put on the missing approved equipment.

Players must wear their assigned rep tryout jersey during all on-ice sessions.

The VP of Rep Hockey will endeavor to set up a viewing area in such a manner as to discourage contact or discussion between parents or players and those evaluating the players. During evaluation sessions, a “Player Evaluator Only” area will be in place at Brennan Park Arena. Evaluators will maintain separation from each other during the ice sessions and will submit their rankings prior to having any discussions about the evaluations.

It is extremely important during the evaluation that rep coaches and others involved in evaluating the players be neutral in their public comments and actions to avoid misunderstandings with players or parents. They should only discuss player evaluations with other rep coaches, the VP of Rep Hockey, and any independent evaluators. Potential Parent coaches should not discuss player evaluations with their own children or family members under any circumstance.

F. Evaluation and Selection Criteria

The goal of the Rep Selection Policy is to fairly and consistently evaluate players for the purpose of selecting players to represent SMHA in the Rep Hockey Program.

SMHA will strive to utilize non-parent independent evaluators when possible.

Player shall be assessed based on their performance in the rep tryout sessions, based on:

- Skating
- Passing / Receiving
- Puck Control
- Positional Play
- Scoring / Shooting
- Checking
- Teamwork
- Competitiveness
- Hockey Sense
- Attitude
- Desire and Work Ethic
- Coachability
- Conduct on and off the ice
- Sportsmanship
- Fitness

G. Evaluation Process – Conflicts of Interest

Notwithstanding anything said below with respect to the evaluation process, under no circumstances will a rep coach be involved in the evaluation of his or her own child. At no time in any stage of the selection process will a parent coach be involved in a selection conversation concerning their child. They will be required to leave the room when their child is being discussed. SMHA endeavors to have paid non-parent coaches on rep teams where possible. When a parent is chosen to coach a team they will not be selected until it has been determined that their child will make the team.

In the event the VP of Rep Hockey has a child trying out for a rep team, an alternate Board Member will be assigned to oversee that age division(s).

No parent, friend or relative of a player participating in the rep tryout process shall offer any financial incentive or other benefit to a team or to the coach of a team in connection with or during the tryout process.

H. Team Selection Process

All players will participate in a minimum of 2 ice sessions during the evaluation process: these will include an on-ice assessment, skills practice and internal scrimmages. For players assigned to a practice group, they should expect to have a minimum of three additional ice times consisting of practices, internal scrimmages and external exhibition games.

Throughout the process, player assignments will occur based on players' performances. Following the initial evaluation of ice sessions, players will continue onto practice groups and the rep selection process or be assigned to the C division for placement.

Phase 1 – Players assigned to practice groups will participate in intra-group scrimmages, after which the coaches will be required to select the following total number of players to move to the next stage. These numbers will be determined each season by the VP of Rep Hockey based upon final registration numbers, however the target will be:

Phase 2 – Coaches/managers will be responsible for arranging a minimum of two exhibition games during this period. This will be their opportunity to assess a small group to identify their final selections for the season.

Coaches may choose to not dress all skaters; however, no player should sit more than one game.

Following the exhibition games, the Rep Selection Committee and Coaches (where appropriate) will make the final selections and create final rosters.

Communication to Players

During the entire Rep Selection Process, all communication regarding player assignments will occur via the SMHA website and/or email.

Individual emails will be sent to all participants within 24 hours of the final Rep selection ice time to inform players of their final team assignments.

Decision deadline

Final assignments will be confirmed no later than three (3) weeks following the start of the tryout process.

- The recreational program relies on the rep program to release players to the recreational program in time to allow those players to be placed on recreational teams with minimal impact to the balancing process. Any variation in any of the deadlines above, must be approved in advance by the VP of Rep Hockey. Any variation in the deadline provided for final releases to the recreational program must also be approved by the Director for that division.

- If a team has not made its final releases by the deadlines noted above, or any extension granted to those deadlines, then the VP of Rep Hockey may make releases in order to bring the team to the approved roster size.

- Each head coach (or, if applicable, the Rep Selection Committee) shall forthwith upon releasing a player (either to a different rep pool or to the recreational program) notify the following persons of the names of the released players: VP of Rep Hockey, Division Director, and other rep coaches for that division.

I. Rostering

Rosters for all rep teams shall be submitted to the SMHA Registrar within 48 hours of the deadlines noted above for final releases.

No player will be rostered with a rep team unless and until the appropriate rep fees have been paid. A player who has failed to pay the rep fee after being asked to do so shall not practice or play with that rep team. In the event that non-payment continues for seven days following written notice of such failure to the parent or guardian of that player, the player shall be immediately assigned to a recreational team.

All players, parents/guardians, and coaches must sign the current SMHA Rep Hockey Agreement by the deadline established by SMHA. The signed Rep Hockey Agreement constitutes acknowledgment of the participant's commitment to the Rep program expectations, signed Player Code of Conduct and signed Parent Code of Conduct.

No release can be made after teams have been rostered without the permission of the VP of Rep Hockey. After this date, coaches are expected to make a commitment to work with each member of their team.

J. Self-Release

Decisions are made as to the numbers, sizes and composition of rep teams (and also of recreational teams) based on the number of players who have registered. Players who participate in rep tryouts, then leave the rep program, can cause significant difficulties to both the rep and recreational programs. As a result, the following restrictions have been imposed to minimize these situations:

Any player who self-releases and from the rep program, or leaves the SMHA, after commencement of the fourth rep tryout session will not be entitled to be an Affiliate Player (AP) for the current season.

K. Appeals

A player may appeal his/her release from a rep team. Any such appeal must:

- be made by notice given to the VP of Rep Hockey and/or the President;
- be given within 48 hours of the communication in which the release was communicated;
- Be in writing, email is acceptable (verbal appeals will not be accepted); and
- clearly state the reasons for the appeal.

Such appeal may only be made on one of the following grounds:

- the decision under appeal was influenced by bias;
- irregularities in the process leading up to the original decision are such that an unjust result may have resulted; or
- the decision was patently unreasonable.

The notice shall be referred forthwith to the President who shall appoint three persons to constitute a review panel (the "**Panel**"). The Panel shall be comprised of persons with no significant relationship with the appellant, who were not involved in the decision being reviewed, and who are free from bias or conflict.

The Panel shall consider the information contained in the notice of appeal, speak with the rep coaches for the division and the VP of Rep Hockey, review the Selection Committee rankings from the initial tryout sessions and any independent third party skills assessment, as well to provide the appellant with an opportunity to make any further submissions.

The Panel shall consider whether any of the grounds of appeal noted above have been established and, if so, what an appropriate remedy might be, and shall render their decision within 72 hours of being appointed.

VII. PLAYER MOVEMENT

1. Permanent Movement

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

a. Within a Division. Any permanent player movement within a division between teams, must follow these procedures:

- First communication must be between the coaches of the affected teams and their Division Director.
- 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 Division Director and the Technical Director of Hockey Operations will arbitrate the situation.
- The Division Director then contacts and communicates to the player(s) and the parent(s) involved in the move.

b. Underage Player Movement. Advancement of a player to a division above their designated age group.

i) Primary Considerations:

- The best interests of the player and the Association as a whole.
- The player's skill level and maturity, both on and off the ice.
- Input from all coaches familiar with the player, excluding those in a conflict of interest.

ii) Eligibility:

- Underage players may be requested to try out for a higher division Rep team at the discretion of the Technical Director of Hockey Operations.
- If the underage player does not make the Rep team in the higher division, they will be placed in House (C) hockey at the higher division.
- Movement is permitted at both the Rep and House levels, as long as the criteria set out below are met.

iii) Evaluation Process:

- Players must be evaluated by independent evaluators selected by the Technical Director of Hockey Operations.
- The player must demonstrate they are capable of contributing at the higher division level without displacing higher-division players unfairly.
- A player will not be considered until the top 25% of the higher division is secured with players of the appropriate birth year.

iv) Coach and Board Review:

- The Technical Director of Hockey Operations must consult with non-conflicted coaches from both the player's current division and the higher division before communicating the intention to the player, of the consideration to advance the player to a division above their designated age group.
- Approval must be obtained from the Register of the Association, along with the President and the VP Rep before communicating the intention to the player (pending the President and VP Rep are not conflicted, otherwise approval will be obtained by the next two non-conflicted executives).

v) Team Selection and Placement:

- Trying out for a Rep team does not guarantee selection. Underage players must earn a Rep spot based on merit, just like all other players.
- For U11, during rep tryouts, the player must evaluate in the top 5 to make A1; the top 20 to make A2; and must be the top goalie to be selected for Rep.
- For U13/U15/U18, during rep tryouts, the player must evaluate as one of the top 3 forwards or the top 2 defensemen to make A1; the top 20 to make A2; and must be the top goalie to be selected for Rep.
- If not selected for the Rep team in the higher division, the player will either be placed in a Rep team in their birth year division or House hockey at the higher division at the discretion of the Technical Director of Hockey Operations, VP Rep and the Board of Directors.

vi) Impact on Registration and Waitlists:

- If an underage player moves up, opening a spot in the lower division, that spot may be offered to the top player on the division waitlist (based on birth year), if the Association capacity allows.

vii) Communication and Transparency:

- Underage movement is exceptional, not guaranteed, and will follow the Association policy as outlined.
- The Association will strive to ensure that Rep team selections are transparent, fair, and based on player ability and team needs.

c. Player/Parent Request. A written request by a player/parent to transfer to a higher team will be reviewed by the Technical Director of Hockey Operations and the Board of Directors with the following aspects being considered:

- The player's skill level and maturity, both on and off the ice
- Player numbers in each division affected
- The best interests of the player, the teams involved and the Association as a whole

d. Lower Division. Requests for moves to a lower division must be made on the appropriate form and submitted to the Registrar. The President then submits 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 they meet regular team obligations as a first priority.

c. Coaches cannot waive a player's responsibility to fulfill their team obligations and are subject to a disciplinary committee hearing if they do.

d. The Board of Directors can waive team responsibilities in the event of goaltender injury only.

VIII. FAIR PLAY

1. Fair Play (Equal Ice Time) is mandatory in all divisions of recreation hockey (C or House league).

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 Division Director. As SMHA is committed to ALL the players, infractions of the Fair Play guidelines will be dealt with on review and may be submitted to the discipline committee. Please refer to the SMHA Disciplinary Policy.

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 happening, volunteer within the Association and participate in order to help 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/daughter's hockey experiences.

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

As a parent, please remember the Fair Play Motto:

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

IX. 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 within our association. If bullying does occur, all athletes and parents should be able to report incidents and know that they will be dealt with promptly and effectively, in accordance with PCAHA, BC Hockey and Hockey Canada Policies. Please refer to the SMHA Harassment and Bullying Policy.

We are a *TELLING association.* This means that *anyone* who knows that bullying is happening is expected to tell the coach, manager, Division Director or any Board 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, instill fear, control, embarrass or exclude.

Bullying can be:

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

- Racist taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic or focusing on the issue of sexuality

- Verbal name-calling, sarcasm, spreading rumors, 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 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, a teammate, or an older athlete.
    - stand up for yourself - let them know how it makes you feel.
    - 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 these rules.
    - *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, Division Director or a member of the Board of Directors.

2. Coach/adult needs to contact the Division Director 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 Board of Directors decides it is appropriate for SMHA to deal with the situation internally, the following procedure should be followed.

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.

2. If this fails or is not appropriate, a small panel (including the Division Director) 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). Depending on the severity of the bullying more than a warning may be issued for a first offence.

6. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.

7. All coaches involved with both athletes should be made aware of the concerns and outcome of the process.

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. All such suspensions must be reported to the Division Director.

Incidents of abusive behavior (physical, verbal or psychological) must be reported to the Division Director or a member of the Board. They will then bring this forward to the Discipline Committee.

Incidents involving use of Alcohol or Illegal Drugs may be reported to the Police.

Incidents of Vandalism and the Instigating of Fighting off the ice must be reported to the Division Director who will bring them forward to the Disciplinary Committee.

3. COMPLAINTS RE: COACHES AND TEAM OFFICIALS

Please refer to the SMHA Disciplinary Policy. Complaints about a Coach, Assistant or Safety (Trainer) must first be addressed to the Manager in writing. If the Manager cannot resolve the issue, they will bring it forward to the Division Director.

Complaints about a Manager must first be addressed to the Coach in writing. If the Coach cannot resolve the issue, they will bring it forward to the Division Director.

Fair Play concerns should be directed to the Division Director 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.

X. 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 Board of Directors.

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, or team treasurer, of their respective teams will be responsible upon request to provide parents and the Board of Directors, a Financial Report. In any event, the team manager and/or team treasurer must submit an end of year financial report to their Division Director by March 31.

2. A separate on ice officials (referee) expense sheet must also be available on request and submitted at year-end.

3. Excess funds in the team account at the end of the season must be returned to SMHA. Excess funds will be used to supplement the Bursaries given by SMHA or will go into a fund to help those families requesting financial support.

4. Under NO circumstances should excess funds be used in ways not allowed under the "Fundraising Guidelines" (Section XV (10)).

5. The Board of Directors 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 Board of Directors.

XI. HOSTING TOURNAMENTS

1. If ice is available, SMHA Board of Directors will appoint a Tournament Director each year who will be responsible for the overall running of tournaments. Teams in the corresponding divisions are required to participate in these tournaments and act as co-hosts. The participating teams will receive a 50% discount on their tournament entry fees.

2. Participating teams will appoint a parent to act as their tournament coordinator. The tournament coordinator will work with the tournament director to ensure all volunteer positions, such as timekeeper, score keeper, 50/50 sales and raffle ticket sales, are assigned throughout the tournament.

3. All fundraising and raffles require prior approval from the SMHA Board of Directors.

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 Board of Directors. Alcoholic beverages may be used as a raffle prize.

5. Many corporations make substantial contributions to our Association through sponsorship, tournaments, and other Association programs. The Sponsorship Coordinator will provide a list of these corporate sponsors. Teams are not to approach sponsors for funding.

6. The SMHA treasurer is responsible for ensuring that Association guidelines and Municipal bylaws are followed. This includes lottery licenses and gate fees. Only the SMHA treasurer can apply for lottery licenses.

7. Any and all fundraising and raffle proceeds above expenses are to go to the hosting team's account. The exception are items for raffle provided by the SMHA, these funds will go to the Association.

8. A final financial report must be submitted by both the hosting team to SMHA within 30 days after the tournament has been completed.

XII. 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 Board of Directors 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 BC Hockey sanctioned tournaments. Teams require a letter of permission from the President for all tournaments. Out of province tournaments need SMHA Board of Directors approval as well as BC Hockey's permission.

Tournament entry fees are paid through team budgeting and fundraising.

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.

In the event of a discrepancy between the SMHA Policy and Procedure and the PCAHA Rulebook with regards to tournaments, the PCAHA Rulebook will prevail.

XIII. TRAVEL

All games must be sanctioned by BC Hockey for insurance purposes.

Game Numbers must be obtained from the teams involved respected 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. The Division Director 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

XIV. DUTIES AND RESPONSIBILITIES OF TEAM OFFICIALS

All team officials must obtain Respect in Sport and other required certifications.

No team shall have more than one team official from the same family or in an intimate relationship with another team official. This includes head coach, assistant coach, and manager. It does not include HCSP.

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

- Board of Directors
- Coaches and assistant coaches
- Managers
- HCSP
- 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 Board of Directors requires a high standard of conduct from its team officials in dealing with other coaches, referees, officials, parents, players and the Board of Directors as a representative of SMHA. The team officials are an integral part of the Association and are expected to support the decisions of the Board of Directors and abide by all SMHA Policies.

XV. DUTIES AND RESPONSIBILITIES OF COACHING STAFF

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 U13 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.

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 Board of Directors will not accept lack of coaching self-control and will bring such actions to review with possible suspension or dismissal.

6. The coach is responsible to nominate a competent manager with the approval of the Board of Directors 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 with a minimum 5-day notice. 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.

9. The maximum suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is one game. The Division Director 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 an 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 NEVER BE in a one-on-one situation with a player. THIS IS CALLED THE TWO DEEP METHOD.

14. Two team officials, or a team official and a parent, must be in attendance inside the dressing room at all times when in use (First In/Last Out). Please refer to the SMHA Dressing Room Policy.

15. Coaching staff must work collaboratively with the Technical Director of Hockey Operations (TDHO).

XVI. DUTIES AND RESPONSIBILITIES OF HCSP

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

The HCSP 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.

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.

16. The designated team HCSP cannot also be in the role of Head Coach or Assistant Coach, although they can act as a backup if the designated HCSP cannot attend a practice or game.

XVII. DUTIES AND RESPONSIBILITIES OF TEAM MANAGERS

The team manager is appointed by the coach and following the approval by the Board of Directors, 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 and scorekeeper.

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.

5. To ensure that each player/family and team official receives a game and practice schedule as well as a team contact list.

6. Ensure a copy of their teams' schedule is given to the referee assignor and the ice scheduler.

7. To ensure that both teams have properly completed the game sheet on Spordle and delivered it to the referee at least five minutes before each home game.

8. To ensure the coach and the players are informed of any suspensions they may receive and when they can return to team activities.

9. Must notify ice scheduler and referee assignor of any cancellations or game changes.

10. Must notify the Ice scheduler 7 days prior to any ice not being used as scheduled. (This includes all practice ice).

11. 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.

12. 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.

13. To request referees from the referee assignor for any games not on the regular schedule. Should give the assignor at least 72 hours' notice.

14. To ensure that all team players and team officials are properly registered or "Carded" for insurance and provincial competition through the Registrar.

15. To ensure with the team coaching staff that all Association equipment and individual team equipment is accounted for.

16. Is responsible for completing and submitting the team financial report at the end of the season.

17. Is responsible for and collecting payment of tournament fees.

18. Make arrangements for all team fund raising in accordance with Association guidelines.

19. Designate an individual on their team for the Volunteer Co-Ordinator role.

XVIII. 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 6 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.

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 items 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 form.

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 an 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.

XIX. FUNDRAISING GUIDELINES

Sponsorship is association wide. Only logos of association sponsors are permitted on practice and game jerseys and, if deemed appropriate, will be affixed to practice and game jerseys by the association, not teams. Banners displayed at games will be standardized as of the 2025/2026 season and feature logos of Premier Partners/Sponsors and Community Sponsors/Supporters. Banners will be displayed by Rep and House teams at home games, with banners to be stored at Brennan Park and shared among the teams.

Fundraising is available to teams, fundraising efforts should primarily involve players, not parents. The intention being that players should be participating in the community to earn funds: activities such as auctions; concessions; and car washes. Teams may accept donations from local businesses if approached, but it does not come with any public recognition as that is reserved for association sponsors.

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 fundraising efforts.

1. Direct public support can be requested through activities such as candy sales, car washes, hot dog sales, etc., provided that they are first approved by the Board of Directors. No direct fundraising can be attained from companies involved in the manufacture and sale of alcoholic beverages, tobacco, marijuana or ecigarettes.

2. Many corporations make substantial contributions to our association through sponsorship, tournaments, and other association programs. The Sponsorship Coordinator will provide a list of these corporate sponsors. Teams are not to approach sponsors for funding.

3. All fundraising programs must be well supervised and controlled.

4. All profits from individual team fundraising programs are deemed to belong to the team

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

6. Team management is responsible for ensuring that association guidelines and Municipal bylaws are followed.

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

   - Tournament team registration fees.
   - The cost of hotel/motel rooms for coaching staff at an away tournament, if they are not parents of players on the team, for all PCAHA permitted travel tournaments.
   - Additional ice time and officiating fees for exhibition games. Post-game nutritional supplements.
   - Team jackets, tracksuits, hats, warm-up gear and/or equipment bags. Rental of a dry land facility.
   - Rep Fees.
   - Coach Fees.

- Team activities.

8. UNDER NO CIRCUMSTANCES CAN teams raise funds for the following items:

   - Tickets to sporting events or other entertainment.
   - Any personal hockey equipment.
   - Team meals, other than year-end party. Professional team and individual photographs.
   - Team or individual travel expenses other than the aforementioned coach's accommodation.
   - Jersey name bars (no jerseys under any circumstance).

   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.

9. Balance of funds at season end will be submitted to the SMHA treasurer.

10. Should a player leave a team he/she forfeits all rights to any funds.

11. At no time shall funds be returned to a player or parent, unless money was contributed to the team fund at the beginning of the year. Then this money can be returned to families.

12. Teams may use residual funds for a team year-end party.

13. Teams are NOT allowed to obtain gaming licences, this puts the association at risk for grants that benefit the entire player membership.

14. The maximum fundraising / donation amount receivable for House teams is $5,000, less the amount of sponsorship funds allocated to them by the association, such amount will be declared and paid to each team by the association no later than October 31 of each season.

15. Rep teams must provide the association with a team budget for approval by October 1 each season. The maximum fundraising / donation amount receivable for Rep teams is capped at their approved budget, less the amount of sponsorship funds allocated to them by the association, such amount will be declared and paid to each team by the association no later than October 31 of each season.

Sponsorship is specifically for SMHA and is association wide. Rep and House teams may fundraise and receive donations, they may not receive nor seek sponsorship. No teams may apply for grants, they are applied for and distributed among SMHA as an association. Any contravention will result in any team that has applied for and been awarded a grant, surrendering the funds to SMHA and further necessary action as deemed appropriate by the SMHA Board and Disciplinary Committee.

XX. UNIFORMS

Variations of socks, pant shells (Rep players), white skate laces (Rep players), and jerseys are not acceptable for games and the player(s) should not be on the ice unless in the proper uniform provided by the Association.

1. COLOURS

Only PCAHA approved Association colours can be worn.

SMHA colours are black/white/red/grey. Black jerseys are to be worn for home games, and white jerseys for away games.

When both teams have similar coloured jersey's, the home team must change uniforms to a contrasting colour (PCAHA Section B (2)b).

All SMHA players are encouraged to wear a BLACK helmet. Rep players are REQUIRED to wear a BLACK helmet.

No stickers other than SMHA and CSP expiration stickers are to be on helmets.

2. JERSEYS

The Equipment Manager will assign each team a set of black jerseys and a set of white jerseys.

Only Association provided numbered sets may be used. No personalized numbers or jerseys are permitted. If there is a like jersey number desired between players on the same team, the second year player will have first choice (or in the case of U18, the third year player will have first choice).

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 players in the U7 and U9 divisions. A volunteer from each Team must collect, wash and distribute the jerseys for each game.

Teams in U11 and above may choose to distribute jerseys to players to take home, but the Team manager must collect a $100 deposit per jersey ($200 total). Checks should be made out to SMHA and postdated to March 15th and will be cashed if the jerseys are not returned by this date. Alternatively, a volunteer from each Team may collect, wash and distribute the jerseys for each game.

They are ONLY to be worn in games.

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 magnetic "C" and "A"s from a supplier approved by SMHA, may be used on jerseys.

Name bars are not permitted on game jerseys or practice jerseys for all SMHA teams.

Damaged jerseys will be charged $100 per jersey, and it is the team manager's responsibility to inform the Equipment Manager of the damage.

Name bars are permitted on all SMHA branded items purchased by individuals.

U18 Rep Exception

The U18 Rep program has been given approval to add name bars to their jerseys. Increased jersey damage can be a significant cost to SMHA and therefore this program will cease if the following jersey care is not followed:

1. Name bars must be stitched on by one party for the entire team. Either a parent on the team who is a sewer or delivered to Scoff's Hockey Shop to be professionally sewed on.

2. Name bars are not to be removed at the end of the season. All jerseys will be returned to the Equipment manager with name bars for inspection at the end of the year.

3. The team will be responsible to pay for any jersey that is damaged so do not spend all team funds until the Equipment manager has approved that your jerseys are not damaged.

4. At the beginning of the season, Jerseys will be provided by the Equipment manager. The Equipment manager will issue the same set of jerseys each year. The manager will be responsible for the removal of the old name bars for any player who is not on that team. The name bar will be given to the next year's team to be reused. Any player who is on the team in the 2nd year, will reuse their prior year jersey. Any new players will need new name bars. All new player jersey name bars need to be sewn on by one party determined by the team manager (or Scoff's).

5. Name bars, name bar removal and name bar installation are the cost of the teams.

6. Damaged jerseys will be charged $100 per jersey.

4. SOCKS

At the start of each season every player will be supplied with one pair of SMHA game socks. Rep players will be supplied with two pairs of SMHA game 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. Game socks are not to be worn during practices.

Socks that expose a player's 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 Associations responsibility to supply and have the Stop Signs on each uniform, however once the uniforms have been 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 team's own responsibility.

6. PANT SHELLS

SMHA pant shells are an integral part of the Rep uniform and it is expected that they be worn for team pictures and all games.

7. SKATE LACES

White skate laces are a mandatory part of the Rep uniform.

XXI. ORGANIZATIONAL STRUCTURE

PRESIDENT

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

Responsibilities:

- To attend and chair the SMHA Board of Directors 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 Board of Directors 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 one of the signing officers on all SMHA accounts.
- Responsible for communications on behalf of SMHA.
- Receive and submit Special Event Sanction forms on behalf of all SMHA teams.
- To chair, or appoint the chair, of the SMHA Discipline 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.

VICE PRESIDENT REP

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

Responsibilities:

- To attend all SMHA Board of Directors meetings or provide a written report in lieu of attendance.
- To chair the SMHA Board of Directors 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 Board of Directors.
- 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. Source independent evaluators for the tryout process.
- Ensure correct procedure is being followed for Rep Tryouts at all levels.
- Communicate Board of Directors Policy and expectation to the Rep Coaches and 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.**

VICE PRESIDENT HOUSE

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

Responsibilities:

- To attend all SMHA Board of Directors meetings or provide a written report in lieu of attendance.
- To chair the SMHA Board of Directors meetings in the President's and VP Rep's absence.
- To oversee the Tournament Coordinator position
- To understand and adhere to policies set forth by the SMHA Board of Directors.
- Assist in the C balancing process, ensuring adequate coaches are in place to provide safety and leadership to the players.
- Ensure correct procedure is being followed for balancing at all levels.
- Ensure player selection for all C divisions (moving players up and down) is done. Providing space is available and the Board of Directors approves, the Division Director should facilitate the movement, not the coaches.
- Ensure all C teams are balanced within the division per skill ability with the DHO.
- Communicate Executive Policy and expectation to the House Coaches and Managers.
- Be available for coach-parent meetings as necessary or requested.
- Participate in annual Awards Night.
- Provide and present an annual written report on House Team Activity at the **AGM.**

TREASURER

Administrative position responsible for maintaining financial control and reporting for SMHA

Responsibilities:

- Prepare annual budget (preliminary) at the end of each season to present at the AGM, using projected registration figures provided by Registrar.
- Serve as signing officer on all SMHA bank accounts.
- Attend SMHA Board of Directors meetings, or provide a written report informing Board of Directors 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.
- Coordinate with VP Rep 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 AGM.
- Issue Referee fee cheques to Team Managers.
- Ensure that funds have been sent to BC Hockey and PCAHA as necessary for the Hockey Canada Insurance, BC Hockey fees, and PCAHA fees each year.
- Apply for SMHA annual Lottery License and help prepare Gaming Grant.
- Participate in annual Awards Night.

SECRETARY

Administrative position responsible for maintaining and distributing Board of Directors meeting minutes.

Responsibilities:

- Attend all SMHA Board of Directors 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 Board of Directors meetings.
- Type all correspondence on behalf of the SMHA.
- Record minutes of SMHA Annual General Meeting, and submit minutes, financial statements, constitution, and list of newly appointed Board of Directors.
- ~~A~~ll documents must be forwarded to the Societies Act in Victoria, B.C. within two weeks of the AGM.
- Ensure the AGM is publicized on the website at least two weeks prior to the AGM.
- Reserve meeting rooms as necessary for Board of Directors or other SMHA meetings as requested.
- Retain copies of all minutes, correspondence, and mail.
- Email Board of Directors lists to PCAHA, BC Hockey, and Hockey Canada each year prior to BC Hockey AGM.
- 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 Hockey Canada, BC Hockey, PCAHA, and SMHA.

Responsibilities:

- To attend all SMHA Board of Directors 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 separating those wishing to tryout for rep teams and those playing house league. Provide when necessary, an accurate up to date master list of registration figures by division including breakdown of goalies to the Board of Directors 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.
- Ensure timely completion and submission (online) of all HC Rep Cards this includes ensuring all team officials have taken required clinics.
- Ensure all carding is done before December 1st for each year, including collection of rep fees in conjunction with Team Managers and Treasurer.
- 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 and affected team managers.
- 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.
- Agree to be engaged as Camp Administrator, for which compensation will be determined at the discretion of the Board.

DIVISION DIRECTOR

Three administrative positions to direct the activities within one or more hockey divisions.

Responsibilities:

- To attend all SMHA Board of Directors meetings.
- To understand and adhere to policies set forth by the SMHA Board of Directors.
- Director is responsible for a number of divisions where appropriate.
- Regularly communicate with Managers of assigned divisions to ensure open communication within the division and to/from the division to the Board of Directors.
- To represent assigned divisions and be an advocate for these divisions' concerns/issues with the SMHA Board of Directors.
- 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.
- Be available for coach-parent meetings as necessary or requested.
- Participate in the running of the tournament for division which the Director is responsible for.
- Participate in annual Awards Night.
- Sit on at least one committee

XXII. NON-ELECTED POSITIONS

TECHNICAL DIRECTOR OF HOCKEY OPERATIONS (TDHO)

- Fulfill the position of Technical Director of Hockey Operations & Hockey Development for SMHA
- Represent and promote the SMHA brand in the greater hockey community
- Participate in attracting, recruiting coaches and sitting on the Coach Selection Committee
- Participate in development of SMHA coaches, and support/mentorship of new coaches; this to include helping coaches with their season plans
- Evaluations of coaches' season plans, programs, execution, and bench management; this to include resources for coaches and the SMHA Board of Directors
- Maintain interest in players' development path;
- Be available to membership to provide advice on SMHA programs;
- Be available to the SMHA Board of Directors and President to provide input on overall hockey programs;
- Responsible for the direction of SMHA development programs;
- Provide resources to SMHA coaches;
- Provide all SMHA members access to player development;
- Provide assistance to SMHA coaches in developing on-ice plans;
- Development of SMHA on-ice development program and skill specific programs;
- At no cost to SMHA to offer Spring Hockey Development program to SMHA membership in a pay to participate structure by development team
- Report to President – Direct report; and
- Attend monthly Board meetings to provide progress reports based on availability, or provide a written report in lieu of attending

REFEREE IN CHIEF

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

Responsibilities:

- Recruit, train, and help 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.
- Advertise clinic information and follow-up by telephone/email with each individual referee 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.

OFFICIAL SCHEDULER

Administrative position, responsible for scheduling Official's for SMHA.

Responsibilities:

- Provide a database of Official's qualifications to the Board of Directors.
- 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.

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 regular season, playoffs and tournament blocks.
- In the spring, receive from SMHA Board of Directors 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 VP Rep to fulfill program approved by the Board of Directors.
- Develop ice schedule with the assistance of the Board of Directors to fulfill program approved by the Board of Directors.
- Provide copies of ice schedules to Secretary for website 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 and conflict games.
- If a Manager is unable to utilize ice that has been allocated, he/she shall notify the Ice Scheduler giving 5 days 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.

EQUIPMENT MANAGER

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

Responsibilities

- Maintain inventory of equipment and condition thereof
- Seek Board of Directors approval for purchase of new equipment as required.
- Procure repair services of equipment as necessary to maintain it in good order.
- 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.
- Maintain SMHA lockers and keep them clean and free of clutter.

TOURNAMENT DIRECTOR

The SMHA Tournament Director (TD) is a profit share position that will administer, plan and oversee the tournament system within SMHA. The TD will be the first point of contact for tournament registrants and will report directly to the SMHA Board of Directors.

Required Experience and skill set:

1. Comprehensive knowledge of PCAHA Rulebook and tournament procedures; SMHA Policies, BC Hockey Rules and Regulations
2. High degree of skill in organizing and managing spreadsheets required for scheduling sheets of tournament ice and registrations;
3. Exceptional communication skills both written and oral
4. The ability to work independently with sound time management
5. Must be detailed oriented, level headed and able to resolve conflicts in effective, creative and professional manner
6. Ability to collaborate with variety of stakeholders, SMHA membership, District of Squamish Staff, visiting hockey associations
7. Excellent working knowledge of MS Office programs, particularly Excel, Google applications and online spreadsheet applications.
8. Must be comfortable and familiar with budgeting, some accounting knowledge is preferred.

Roles and Responsibilities:

1) Apply for all tournament approvals/sanctions preseason
2) Be present for all SMHA Tournaments in role of Tournament Director to manage all game logistics
3) Receive, track, and organize all registrations
4) Organize and maintain tournament schedule
5) Centralize and utilize bulk purchasing for tournament swag, printing items, snacks, awards, signage, and game day necessities wherever possible to maximize discounts with permission from the SMHA Board of Directors
6) Work closely with local businesses to source benefits and packages for registrants
7) Work closely with SMHA Treasurer and Ice Scheduler
8) Work closely with Division Director and team coordinators to ensure smooth operation
9) Report directly to the SMHA Board pre-season and post-season
10) Strengthen and build on the SMHA brand by marketing the tournaments to other associations.

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	Disciplinary committee
Abusive behavior, psychological/verbal	Disciplinary committee
Alcohol or illegal drug use	Disciplinary committee
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.

Appendix II - **Front**

SQUAMISH MINOR HOCKEY PLAYER
DISCIPLINARY NOTIFICATION

Dear:

Please accept this letter as [1st — 2nd — final] notification that player has exhibited unsportsmanlike 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 Position	Team Official's Signature Position
Team Name and Division	Parent Signature
	Players Signature

Appendix II - **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.

Appendix III – Player Code of Conduct

PLAYER'S CODE OF CONDUCT

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

➢ I will play hockey for Fun, because I want to, not because others or coaches want me to.
➢ I will play by the rules of hockey and in the spirit of the game.
➢ I will control my temper - fighting or "mouthing off" can spoil the activity of everyone.
➢ I will respect my teammates, coaches, officials and opponents.
➢ I will do my best to always be a true team player.
➢ I will acknowledge all good plays and performances - those of my team and my opponents.
➢ I will be mentally prepared for practices and games, be thinking and understanding of the game, to always ask questions if I do not understand.
➢ I will ensure I have all of my equipment for practices and games and it is ready for use. This is for my own protection and safety.
➢ I will leave the locker room in better condition than when I entered.
➢ I will not interrupt or speak while my coach is addressing the team prior to or after practices and games.
➢ I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
➢ I will observe the rules of BC Hockey such as the Zero Tolerance of alcohol and banned substances, which include but are not limited to, tobacco, chewing tobacco, E- Cigs, vaping and marijuana.
➢ I understand that comments or remarks of an inappropriate nature on social media platforms, group chats/texts, email or in person, which are detrimental to my team,
other teams, the association or an individual will not be tolerated and will be subject to disciplinary action.
➢ I know that if I break this Fair Play Code, I will be subject to governing bodies' disciplinary procedures.
➢
I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by SMHA. I also agree to abide by the rules, regulations and decisions as set by SMHA.

DATE:_____
TEAM: _____

PLAYERS NAME PRINT:_____
PLAYERS SIGNATURE:_____

Appendix IV – Parent Code of Conduct

PARENT'S CODE OF CONDUCT

The intention of this code of conduct is to promote fair play and respect for all participants within SMHA.

The expectation is for parents to sign this pledge before their child participates in hockey and must continue to observe the principles of Fair Play.

➢ I will not force my child to participate in hockey. I will remember that my child plays hockey for his or her enjoyment, not mine.

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

➢ I will remember that children learn best by example, I will applaud good plays and performances by my child, their team and their opponents.

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

➢ I will make my child feel like a winner every time by offering praise for fair and hard competition. I will never ridicule or yell at my child for making a mistake or losing a game.

➢ I will ensure my child is dressed and prepared with time (outlined by the coach) prior to both practices and games.

➢ I will allow coaches time (outlined by the coach) with players prior to and after each game and practice.

➢ I will reach out to team management directly to discuss issues rather than publicly voicing my opinions. We are here to create a healthy, fun and positive spirit throughout the season.

➢ I will respect, recognize the importance and show appreciation for the volunteers who give their time to hockey for my child and sport.

➢ I will refrain from talking to board members about issues within the association while the board member is watching their child play in a game.

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

➢ I will not question the official's judgement in public. I recognize officials are being developed in the same manner as players.

➢ I will respect the decision of the HCSP as it relates to player injuries and removal from play.

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

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

➢ I understand that comments or remarks of an inappropriate nature on social media platforms, group chats/texts, email or in person, which are detrimental to my team, other teams, the association or an individual will not be tolerated and will be subject to disciplinary action.

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by SMHA. I also agree to abide by the rules, regulations and decisions as set by SMHA.

DATE: _____

PLAYERS NAME: _____
PARENTS NAME PRINT: _____

PARENTS SIGNATURE: _____

Appendix V – Coaches Code of Conduct

I, _____ agree to the following:

➢ To be a positive role model to your players and other coaches. To represent myself and SMHA in a positive way both on and off the ice. Display emotional maturity and be alert to the physical safety and mental well-being of your players.

➢ Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be an effective communicator and coach.

➢ Maintain an open line of communication with your players and their parents. Always be available to listen to the concerns of your players.

➢ To clearly explain the goals and objectives for your team.

➢ Be organized for all practices and games to maximize scheduled ice time, create practices that are fun and challenging for your players.

➢ To be responsible for ensuring players observe and follow the respective ice rink rules both at home and at other facilities.

➢ To never use inappropriate language or gestures in front of players or parents.

➢ To respect other coaches, referees and officials within the system and work with them to ensure maximum benefit to players and team. Be appreciative of the efforts of others.

➢ Be concerned with the overall development of your players.

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

➢ I will respect the decision of the HCSP as it relates to player injuries and removal from play.

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

➢ I understand that comments or remarks of an inappropriate nature on social media platforms, group chats/texts, email or in person, which are detrimental to my team, other teams, the association or an individual will not be tolerated and will be subject to disciplinary action.

➢ Hockey is FUN, BUT SCHOOL is MORE IMPORTANT!

➢ Failure to adhere to the above terms may result in action by the Association

DATE: _____

COACH NAME PRINT: _____

COACH SIGNATURE: _____

DIVISION DIRECTOR SIGNATURE: _____

COACH COORDINATOR SIGNATURE: _____

HOCKEY DIRECTORS SIGNATURE: _____