

FORT NELSON MINOR HOCKEY  
ASSOCIATION

2024-2025

POLICIES & PROCEDURES MANUAL



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**1.0 OBJECTIVE OF MANUAL**

The objective of this manual is intended to provide a source of information that can be used by Executive, Managers, Coaches, and Players. This document is subject to frequent review and revision. The Executive will address the areas of highest priorities first, but will ultimately ensure that all relevant polies and procedures will be contained within the manual and updated as required. All users of this manual are encouraged to provide feedback to the Executive as to the items to be included, the policy and procedures to be followed, and the language which can best assure clarity around operational issues. The Policy and Procedures manual is an organic document and is expected to change and evolve over time.

**2.0 FORT NELSON MINOR HOCKEY ASSOCIATION'S MISSION**

The mission of the FNMHA is to ensure its participants are provided meaningful opportunities and enjoyable in a safe, sportsmanlike manner. This includes, among other things, a shared responsibility with parents to nurture the physical and emotional wellbeing of all participants. The FNMHA's primary interest is the wellbeing of its participants and the health of the association as a whole.

**3.0 ORGANIZATION OF FORT NELSON MINOR HOCKEY ASSOCIATION**

FNMHA is a nonprofit recreational sport society incorporated under the British Columbia Societies Act. FNMHA is responsible for all minor hockey activities within the boundaries established by BC Hockey. FNMHA is a member of the Northeast/Yukon District of BC Hockey and receives its authority from Hockey Canada through BC Hockey. This organization is volunteer based, with governance provided by an Executive Board drawn from adults willing to give personal time in the furtherance of Minor Hockey objectives.

**3.1** FNMHA also has adopted the following BC Hockey policies, bulletins and procedures that can be found in Appendix A

- Harassment and Abuse Policy
- Zero Tolerance Policy
- Privacy Policy

**4.0 REGISTRATION**

No Player or team may participate in any Association activities unless he/she/they are properly registered with the Association.

Fees:

U7	\$350.00
U11 to U18	\$400.00
Females ages 11-17	\$400.00

If a player plays in more than one division, example Sr. Girls and U18 then the cost for the girls division would be \$200.

- 4.1 Partial refunds will be considered by the Executive for those players who resign because of illness or moving out of the FNMHA district.
- 4.2 A refund less \$65.00 will be made available to players deciding to quit Minor Hockey prior to October 31st of the current season. The \$65.00 nonrefundable portion is to cover Minor Hockey's costs incurred from registration and administration fees with BC Hockey and the cost of insurance.
- 4.3 No refunds, partial or full, will be returned to any player who quits after October 31st of the current season or is suspended within the season.
- 4.4 Deadline for registration will be September 15<sup>th</sup> of the current year unless a player is transferring from another association where they would be able to join without disruption and as soon as they arrive in this community.
- 4.5 Refunds for injuries and leaving the community will be pro-rated after deducting \$65.00 for insurance and administration fees. A letter from the player's family physician may be requested.
- 4.6 Fees are subject to annual review.
- 4.7 Rep Fees - See Rep Team section
- 4.8 Cap – FNMHA will be enforcing a division cap. Registration numbers will be based on coach availability, once a coach has stepped up players will be registered to that team up to a maximum of 17 skaters and 2 goalies totaling 19 players until a 2<sup>nd</sup> coach steps up.
- 4.9 A player/team is registered when:
  - 4.9.1 Player: A completed registration form is filed with the Registrar of the Association, registration fees have been paid in full, or a payment plan has been determined, proof of age is produced, the responsibility waiver and Team First Fair Play Codes of Conduct have been signed by the parents or legal guardians, and the Player Code of Conduct has been signed by the player, ePact completed, and Sportsmanship Starts in the Stands has been attended by both parents.
  - 4.9.2 Team: The Team has been rostered with Hockey Canada and has the required certified coaches, HCSP and division coordinator.

## **5.0 VOLUNTEER FEES**

At registration parents are required to submit 2 postdated cheques one dated December 15<sup>th</sup> of the current season and one dated March 15<sup>th</sup> ,in the amount of \$250.00, to be held

until volunteer hours are submitted to registrar. A total of 7 hours per family, per term will be required for cheques to be returned. If volunteer hours are not fulfilled then the checks will be cashed. Volunteer time can be earned by selling raffle tickets, helping during games (sitting in the penalty box, score/time keeping), or other requirements as requested by the team manager to help.

## **6.0 JERSEY DEPOSIT**

A deposit of \$100.00 is required per player for their jersey to be held by the Registrar. If the Jersey is returned washed at the end of the season the cheque will be returned. If the Jersey is not returned, then the cheque will be cashed. A deposit of \$200.00 is required per U18 player in their last year of play.

## **7.0 EXECUTIVE MEETINGS**

**7.1** FNMHA Executive meetings shall be held the First Wednesday of the month at 7:00PM. Any changes to meeting dates/time shall be posted on the bulletin board in the arena, and on the website one week prior with the new date and all Executive members are notified of the change.

**7.2** An agenda for monthly meetings will be set one week prior to the meeting and sent to all executive members. Any additions to the agenda must be submitted to the President no later than 24 hours prior to the meeting. Any changes will be forwarded to the executive members.

**7.3** General members must notify the President of FNMHA in writing, 10 days prior to the monthly meeting if they intend to make a presentation to the executive so that it may be placed on the agenda and addressed properly and effectively at the Executive meeting.

**7.4** All Executive members are expected to attend the monthly Executive meetings. Executive members missing three consecutive meetings without giving due notice will be deemed to have abandoned their position. The remaining Executive will take measures to fill the vacated position.

**7.5** Minutes of all meetings are to be sent to all Executive members 7 days following the date of the monthly meeting. Minutes will then be approved at the following meeting and available online for the general membership the next day.

## **8.0 DIVISIONAL ORGANIZATION AND TEAM SELECTION**

If registration will accommodate only one team, it may be either a Rep Team or House Team.

If registration will accommodate only one House Team and one Rep Team per division, Interdivisional play will be allowed.

If registration indicates that more than 2 teams per division can be accommodated, then that division could have one Rep Team and two or more House Teams.

Any division wishing to create a Rep Team or Developmental Team must put forth their intentions to the executive for approval.

## 8.1 DIVISIONS

Player Divisions in minor hockey are decided by age categories set by BC Hockey as follows (age is set as the player's age as of December 31st of the current season):

U7- 5 and 6 (Initiation A and B)	U13 - 11 and 12
U9 - 7 and 8 (Initiation C and D)	U15 - 13 & 14
U11 - 9 and 10	U18 - 15, 16 and 17
Junior Female U11-U13	Senior Femal U15-U18

## 9.0 LEVELS

The teams in FNMHA will compete at one of three playing levels based on HOCKEY CANADA Model Programs:

**9.1 Initiation** This program is designed for all players 5 & 6 years old or any entry level players. Every player starts out as a beginner and must be initiated to hockey. Thus, beginners and the Initiation Program are the foundation of the entire hockey structure. The objectives of the Initiation Model Program are to:

- Have FUN
- Stimulate interest in hockey and a desire to continue participation
- Develop basic hockey skills
- Obtain a sense of achievement
- Promote physical fitness
- Introduce players to the concepts of cooperation, sportsmanship, and leadership
- Encourage initiative
- Prepare players for further participation

**9.2 Recreational:** Recreational hockey is the type of hockey played by the majority of amateur players. It's FUN hockey for fitness, relaxation, and fellowship. The objectives of the Recreational Model Program are to:

- Provide a game to fit the needs of the participants
- Be open to all ages between 5 and 17 (U7 to U18)
- 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
- Allow an individual to participate freely in other sports and activities
- Give alternative types of hockey

**9.3 Competitive Level:** This program is designed for players who seek to test their limits and have the desire and ability to play at a high level of competition. These players must be willing to invest a reasonable amount of time to on and off-ice training. The emphasis is on improvement of all basic skills, plus tactical and psychological preparation. In FNMH the introduction to competitive hockey begins at U11 Development while more intensive competitive hockey begins at U13. This hockey is known as Rep Hockey. U11 Development is an **introduction to Rep hockey**, but is not considered rep hockey so there will be equal ice time. In rep hockey every player shall be played fairly, but fair doesn't mean equal ice time. All ice time decisions are to be determined by team staff. For Rep teams this would include U13 to U18 Divisions. The objectives of the Competitive Model Program are to:

- Achieve a degree of excellence, according to the player's interest and potential.
- Provide an opportunity for achievement in an enjoyable and self-fulfilling environment.
- Provide an opportunity to progress to a higher level of competition.
- Stimulate development both from an individual and overall sport point of view.
- The carded Rep teams may compete for berths in District play downs to represent the Northeast B.C./ Yukon BC Hockey District at the BC Provincial Championships.

## **10.0 REP HOCKEY**

### **10.1 General**

- For the purpose of these policies U11 Development is included in Rep Hockey except in regards to Provincial Championships.
- At registration or at a meeting prior to tryouts all players and parents will receive information regarding:
  - Tryouts – fees, procedures, starting dates, ice times and length, coach plans and philosophy
  - Season - financial and time commitments.
  - Monthly meeting schedule
- All carded players are to dress and are to be played fairly; however, fair play does not mean equal play. It is also recognized that there will be occasions where the power play and penalty killing units are necessary.
- Rep practices are to be used wisely and not wasted on excessive explanations of drills. Coaches should require players to be dressed early for drill instruction in the dressing room.
- Practice/game ice time shall generally be distributed to division on the basis of player registration. Additional ice times for Rep teams will be at a cost to the Rep team. All ice time for games and practices will be based on number of teams and ice availability.
- A Rep tryout fee, as set by the Board, is to be paid to FNMHA by all players wishing to try out for a rep team, prior to tryouts, with no money going to the resultant rep



- team. The intent is to cover the costs of ice and tryout expenses only (e.g.: officials), and not to be a fundraiser for any team.
- Games - Recommended as many games as possible, exhibition or tournament play.
  - Travel - Must be approved by the Executive as per the FNMHA Travel Policy. See Travel Policy.
  - There may be an additional rep/development team fees for each player, payable upon notification of successful qualification. This fee will be implemented should the rep team receive preferential ice (i.e. full ice or preferred times) as compared to the house team. As well this fee will pay for any other tournament registration fees, or expenses for game play out of town that are not covered by FNMHA. The fee will be set annually by the executive.

## **10.2 Rep Team Structure**

One Coach, minimum, with Development One, Hockey Canada Safety Program (HCSP) Person and Team Manager, Respect in Sports required for all team staff

## **10.3 Team Staff**

Coaches, Assistant Coaches of a Rep Team:

Selection of Coaches and Assistant Coaches for a Rep Team will be completed by the Associations Head Coach, President and Vice President (selected Coach may help with selection of Assistant Coach).

- Coaches must have Respect in Sport and the appropriate Coach certification as required through Hockey Canada. (must have Development One Coaching Level)
- Assistant Coaches must have Respect in Sport and Coach certification as required through Hockey Canada (must have Development One Coaching Level if planning on attending Provincial Championships as Assistant Coach)
  - Coaching Philosophy: The FIRST AIM of Minor Sports is the personal and character development of EACH participant and the winning is secondary achievement.
  - Responsibilities: Ensure the team follows the Constitution, Policies and Procedures of FNMHA, BC Hockey and CAHA.
  - Role Model: The Coach plays the most important role in the development of players. They are responsible for the physical, social, emotional, and moral development for the players. Long after the players have left Fort Nelson Minor they will remember the influence the Coach has had on them. Coaches are responsible for teaching the players respect, integrity, honesty and fair play. Coaches need to teach the players the importance of teamwork, positive relationship and a positive attitude towards the game. Coaches are responsible for the development of behaviour for the players in the most positive way so they become positive citizens.
- Hockey Canada Safety Program (HCSP) Person: As per FNMHA policy
- Team Managers

- Represent the interests and be responsible for administration of the assigned team in a manner prescribed by the Executives and governed by the Association Rules and Policies.
- Reports to the Division Coordinator and or the Rep Director
- Responsible to oversee the day to day operation of their assigned team.
- Manage ice times for games and practices in conjunction with the Rep Director/Division Coordinator and Ice Scheduling Coordinator.
- Prepare and monitor the team's budget and submit the budget for Executive approval.
- Ensure that all player participation is in the best interests of the boy/girl involved.
- Attend league meetings as directed by the Rep Director.
- In conjunction with the Coaches ensure that team operations function in an organized and responsible manner that represents the FNMHA to the highest standard.
- Ensure sufficient parents are trained in the proper completion of score sheets and operation of the various score clocks.
- Submit a roster of team duties, delegated to parents, to the Rep Director/Division Coordinator at the beginning of the season.
- Responsible for organizing monthly parent meetings.
- Responsible for organizing player/parent commitment to Provincial Championship fundraising.

#### **10.4 Rep Team Selection**

The Executive must approve a decision to pick a Rep Team prior to these processes being implemented.

Selection criteria must have the approval of the Association's Head Coach, President, and Vice President

The following process will be utilized when selecting players for a Rep Team or U11 Development Team:

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

- Evaluations will occur during the first three weeks of the Minor Hockey season
- To allow proper evaluation and lessen confusion, each player will have at least 3 ice sessions prior to player releases being made. After the first 3 ice sessions are complete registration for that team will be closed - application for an exception to this rule must be made in writing to the Division Coordinator.
- Each player will be assessed while performing basic and advanced skills.
- FNMHA will follow Hockey Canada Guidelines for evaluation and placing players on teams.
- A panel or committee of objective and impartial selectors will be used as player evaluators.
- Selection criteria must be communicated to the players and their parents.
- The tryout process must be communicated to the players and their parents before starting on ice sessions.

- At registration or at a meeting prior to tryouts all players and parents will receive information regarding:
  - Tryouts - procedures, starting dates, ice times and length, coach plans and philosophy
  - Rep Teams - financial and time commitments.
  - House Teams - starting dates, ice time.
- Number of players selected for Rep team will be at the discretion of the association executive and should include not less than 15 players, 2 of which will be goalies.
- The Coach will have the final decision in choosing the team roster, the expectation being that he uses the feedback gained from the evaluators, along with his observations to make these important decisions.
- Player assignment should be done as soon as possible.
- Coaches must ensure that the players not making the Rep teams are informed by the coaching staff with areas for improvement and what the player does well in a one on one situation (suggest two coaches are in the session and one parent if desired). **It is of the utmost importance to ensure sensitivity, respect and consideration to self-image of the player during this process.**
- All players not selected will play on House Teams. If a house team is not feasible because of the number of players available, at that time a decision will be made as to where the players are able to play.
- Division Coaches and the Head Coach are responsible for the formation of balanced teams by October 31<sup>st</sup>.
- Team Managers, Division Coordinators and/or Association Executive may aid in the final player assignments if necessary. The decision of the Executive will be binding by all parties.
- Opportunity for unsuccessful candidates to appeal shall be provided on the basis of the player or parent writing a letter to the Executive of FNMHA.
- The final date for teams to register on Hockey Canada player registration certificates for the Provincial playoffs is December 1<sup>st</sup> of the same year.
- All players must be carded through the Registrar and there shall be a minimum of twelve players carded one week prior to the first FNMHA game. One of the carded players must be a goaltender. Goaltenders are carded as goaltenders in the U15 and U18 division only.

**NOTE: There are no guaranteed positions for any players on a Rep team even if he/she played on the team the previous year.**

## **10.5 Player Movement**

From time to time it may be necessary to request players from the Recreation Division to move to the Rep teams, and/or players from the Rep teams to move to the Recreation Division. Although it may seem to be in the best interest of the player to move to the Rep team, it may cause negative ramifications to the Recreation team affected, and also the Recreation Division as a whole. Coaches and the Division Manager must be sensitive to this.

All player movement must be in accordance with BCAHA and FNMHA guidelines.

Any player movement for practice or games must be approved by the Executive and follow these procedures:

- Rep teams shall have unlimited access to players within their respective age groups, except as provided by the BC Hockey.
- No player will be placed on a Rep team without first having parent approval.

#### **10.6 Player Releases** (after team has carded) Voluntary:

If a player requests to be voluntarily released from a Rep team, the following policy will apply:

- a written request signed by both the player and parents will be submitted to the Rep Director/Division Coordinator for review. The Rep Director/Division Coordinator will meet with the player and parents to review the reasons behind the request.
- Should the Rep Director/Division Coordinator determine that this request is not for reasons that should be further investigated; the player will be released to a House team in the same Division of the Rep team.

#### **10.7 Discipline**

Should a team wish to release a player for discipline purposes, the following policy will apply:

- The Manager of the team will provide a written request to the Rep Director/Division Coordinator for review. This request will include the nature of the incident(s) that have resulted in the need to release this player, as well as a description of any steps taken by the Coaching Staff to deal with any previous discipline issues. This letter is to be signed by at least the Head Coach and the Team Manager.
- The Rep Director/Division Coordinator will, without delay, convene a Discipline Committee, as directed by the Executive to investigate the nature of the incident(s) outlined in this letter. This Committee will determine the appropriate level of discipline, which may result in the player being removed from the Rep team, or depending on the severity of the incidents, they may levy additional discipline based on FNMHA policies.
- The Rep Director/Division Coordinator and Discipline Committee may temporarily suspend the player until such time as the investigation is complete.
- This investigation shall be concluded within 7 days from receipt of the request.
- If the player is released to a House Team of the same Division, they will not be eligible to play Rep hockey for the rest of the season.

#### **10.8 Performance –**

Should a team wish to release a player for performance reasons, the following policy will apply:

- The Manager of the team will provide a written request to the Rep Director/Division Coordinator/Division Coordinator for review. This request will include the nature of the performance issues that have resulted in the need to release this player, as well as a description of any steps taken by the Coaching Staff to address this player's performance. This letter is to be signed by at least the Head Coach and the Team Manager.
- The Rep Director/Division Coordinator will, without delay, convene the Selection Committee for the appropriate Division, to review this request.
- The Selection Committee will arrange with the Head Coach an evaluation of the player. Such evaluation shall not be less than 2 practices and one game.
- After this evaluation, the Selection Committee and Coaching Staff will arrange a meeting to discuss this evaluation. Should the Selection Committee agree with the request to release the player, a meeting will be held with the player and parents, with the Selection Committee, Coaching Staff, and Rep Director/Division Coordinator. This meeting will be used to review the findings of the evaluation, and determine the most appropriate placement of the player being released.
- In the event that the player is being released from a Rep team, or Atom Development team, they will be released to House. Any releases to a House Team must be coordinated with the House Director.
- The Selection Committee, Rep Director/Division Coordinator, and Coaching Staff should, whenever possible, determine if a replacement player is being contemplated. If so, both movements should be coordinated to coincide with each other to prevent unnecessary disruption to any team involved.

## **10.9 Player Additions**

If the Coach of a Rep team needs to add players to his/her team he/she must: Need shall be defined as, and include one or more, of the listed conditions:

- If the team making the request has had a player released for disciplinary purposes.
- If the team making the request has had a player quit their team.
- If the team making the request has had a player move away
- If the team making the request has had an injury that will be long term - as in for the rest of the season &/or greater than 1/2 the season.

Additions to the roster simply for the sake of increasing the roster will not be considered unless the team has less than 15 players. (The recommended minimum number of players on a Rep team is 15).

If the Coach of a Rep team needs to add players to his/her team as per above listed conditions he/she must follow these procedures:

- Contact the Rep Team Manager so the Manager is informed of his/her actions and the Rep Team Manager will contact the Division Coordinator.
- The Coach or the Rep Team Manager will then contact the affected Coach out of courtesy.

- Contact player's parents, if this is okayed by the parents then,
- Contact player and receive okay.
- If a Coach of a Rep team would like to have some players practice with his/her team to assess their ability he/she must follow the above steps.
- When the Coach has made his/her decision he/she will again contact the Rep Team Manager who will contact the Division Coordinator who will repeat step 1 in writing and also seek approval from the Fort Nelson Minor Hockey Executive.

#### **10.10 Rep Team Dress Code**

Dress code will apply to all Rep team players and team staff, and any affiliated players playing with the Rep team.

- Dress code will apply for all in town and out of town games, exhibition or tournament play.
- All Rep teams must wear black dress pants, dress shirts and ties. All clothing worn by FNMHA rep teams cannot have any sponsorship logos other than their own team sponsor. Ball caps are considered inappropriate to wear for games.

#### **10.11 Rep Team Travel Policy**

- Travel - Must be approved by the Executive as per the FNMHA Travel Policy. See Travel Policy.

- Teams are encouraged to provide coaches without children on the team some form of expense reimbursement for any overnight out of town travel.
- Rep Team Coaches or Managers without children on the team will be reimbursed for personal expenses from funds collected by the Rep Team if budgeted for and collected in extra fees or fundraising.

#### Travel for Rep Head Coach/Manager to Provincial Championships

- Applies to Rep Team Head Coach, Rep Team Assistant Coach, or Rep Team Manager providing either do not have a child on the team.
- If transportation is at no extra cost for the Head Coach, Assistant Coach, Manager as part of the team, then no expense will be paid i.e. if travelling by bus or a chartered plane or travelling with another coach with child on the team..
- Vehicle mileage for one vehicle only will be paid at \$0.54/km. If mileage expense is greater than airline travel, then the lower of the two will be reimbursed.
- If travelling by air, airfare, airport taxes and shuttle costs will be reimbursed. Original receipts required.
- Meals will be reimbursed up to the following maximums, original receipts required:
  - Breakfast \$ 9.00
  - Lunch \$11.00
  - Dinner \$15.00
- A per diem of \$26.00 will be paid if no receipts have been provided. It will be prorated as per the following provided the traveler is not away for the complete day:
  - Breakfast \$ 6.00
  - Lunch \$ 8.00
  - Dinner \$12.00

- Costs incurred by the Head Coach, Assistant Coach, Manager in fulfilling their commitments in their coaching capacity while away at Provincials (phoning/faxing results, taxi-fare to &/or from Provincial functions) will be reimbursed. Original receipts required.

Travel to Provincial Championships Grant Program

- Grants are to subsidize travel expenses for rep-carded teams going to Provincials Championships (Championships) will be paid out of the Championship Fund only. The maximum amount of financial help to such teams is determined by which district is hosting the provincial tournament. See table below.
- Teams receiving grant money from the Championships Fund will be expected to submit a financial accounting of how the funds were used (receipts may be requested). If there is money left over at the conclusion of the Championships, it is expected that money would be returned to FNMHA. Funds are to be utilized to subsidize the cost of travel and accommodations only. They are not to be utilized for meals, events, team clothing, parties or other team expenditures.
- The total amount of monies paid out of the Championship Fund during any season cannot exceed the total amount of money available within the Fund. If there are not sufficient monies available in the Championship Fund, then funding will be prorated based on the table below.
- The maximum amount in the Championship Fund should at no time exceed the amount of \$20,000.00, with any excess going into general revenue of FNMHA.

HOSTING DISTRICT GRANT AMOUNT

East Kootenay	\$ 4,000.
West Kootenay	\$ 4,000.
Okanagan Mainline	\$ 6,000.
North East	\$ 2,000.
Yukon	\$6,000
North Central	\$ 4,000.
North Western	\$ 4,000.
Lower Mainland	\$ 6,000.
Vancouver Island	\$ 6,000.

- To maintain the Championship Fund, all Rep Teams will be responsible for filling, storing and delivering a minimum of 1000 sand bags during any given season. Each Rep team will receive \$500 for filling and delivering their sandbags. This money will be paid out by January 15th. All additional revenue from the sale of sandbags will go to the SAMHA provincial Sandbagging Fund. If any Rep team goes to the Provincials, their \$500 will be included in their allotted travel allowance, based on the table above.
- In order to keep the Sandbagging Fundraiser going, every Rep team will be responsible for providing three contact names to the Rep Director by October 1st of any given season. These contacts will be responsible for meeting with the Fundraising Coordinator to set up a schedule for fundraising activities.
- **Fundraising is not optional for Rep Teams– everyone is expected to participate.**

### **10.12 Rep Teams Championship Fund Raising Policy**

Teams attending the BC Hockey Championships can use all of the fund raised dollars collected throughout the season and the extra approved Provincial fund raisers. If more than one (1) team attends, **ALL** Provincial Championship Fund raisers will be done together. The dollars will be split according to the expenses of the destination and that **ALL** players participate and work equally towards the same goals. Any letters requesting donations will have the FNMHA letterhead, available from the Executive Secretary, and include all team's names. The dollars that teams will not have to share are the dollars made from 50/50's throughout the season or tournaments in which the team has hosted.

Teams will submit a cost breakdown of expenses and funds will be allocated accordingly to assist or cover expenses. Expense priorities will be (in order given)

Accommodations

Championship Expenses- team banquet, team banner

Travel

Team dinner

The intent of championship fund raising is to assist with expenses of the team while representing FNMHA, not to make money. FNMHA will also donate dollars to assist the team upon receipt of a letter requesting funds and will be according to budgetary capabilities and the number of teams attending.

Any championship fundraising that includes raffles or gaming activities, must work in coordination with the FNMHA's Gaming Coordinator.

Teams can **ONLY** purchase team attire, matching hockey bags etc. with parental contributions only. Fund raising dollars or sponsorship dollars cannot be used for such purchases.

### **11.0 HOUSE TEAM SELECTION**

- House teams should be comprised of a minimum of 11 players - one goalie, four defensemen and six forwards. Eleven players will provide the ice time necessary for young players to remain interested.
- Division Coaches and the Head Coach are responsible for the formation of balanced teams by October 31<sup>st</sup> (the Divisional Coordinators may assist if asked by the Coaches).
- A player assessment schedule 1-5 with 1 being considered the better player and 5 the less skilled player. Evaluations will be done by the head coach of FNMHA, and the head coach of each team which should encompass a 2 week period to be held during the 2<sup>nd</sup> and 3<sup>rd</sup> weeks of hockey.

### **12.0 PLAYER MOVEMENT**

#### Coaches Request:

- Coaches will assess all players assigned to their division on the basis of skills and physical abilities. This assessment is to determine player appropriateness including



safeness for the division level. Even after divisional teams are determined coaches continue to assess player skill and appropriateness for that division. If it is determined that a player should be moved up or down a division the coach and head coach shall determine as soon as possible or within the 4<sup>th</sup> week of play.

- The Coach will submit a list of players for movement up or down a division to the Executive not later than the 3<sup>rd</sup> week of hockey. A Player Evaluation Committee (PEC) consisting of the FNMHA President, Head Coach, and Risk Manager will review the Coaches request, which may include observing actual play of a player. The PEC shall evaluate all proposed players not later than mid-November. Following evaluation, coaches will be notified of PEC's decisions. Coaches shall maintain confidentiality on the subject of player evaluations. No player shall be moved without prior consent of the PEC and in discussions with the player's parent/guardian.

Parent/Player Request:

- Parents may request to have their player moved up or down in a division.
- If parents request to keep a player in a lower division (i.e. due to late start in hockey, additional skill development etc) they must give notice in writing to FNMHA Executive. The PEC will evaluate the player and make a recommendation to the Executive. The President will respond in writing based on the decision of the Executive.
- If parents request to have their player moved up to a higher division, they must give notice to FNMHA Executive. The PEC will evaluate the player and make a recommendation to the Executive. Part of the evaluation may include the player practicing and playing a game in the higher level to better assess their ability.
- A player kept in a lower division as requested, will not be eligible for awards beyond the basic participation awards of the Association.

## **13.0 TOURNAMENTS**

### **13.1 Fort Nelson Tournaments**

- All tournaments shall comply with FNMHA policies and procedures.
- All tournaments shall be self-supporting.
- Any Division proposing a tournament will be responsible for the organization, co-ordination and implementation for the tournament.
- All tournaments must be sanctioned by BC Hockey and any tournament hosting teams from out of province, must have special sanctioning.
- All tournaments no matter how they are funded, are paid with a cheque from FNMHA

### **13.2 Out of Town Tournaments**

- Minor Hockey will pay the registration fee for one out-of-town tournament per team. If your team wishes to travel to more than one tournament, funds may be applied for from the profits of the home tournament or the team must raise the money for the registration fee.
- Any team wishing to travel out of town automatically has their first tournament registration fee paid for by FNMHA.

- Prior to an out of town tournament, the coordinator will need to submit a request to travel to the president for approval. A report shall be submitted in writing to the Executive within 30 days upon return if any problems occurred.
- Up to a maximum of 19 players may be dressed for tournaments (normally 17 players and 2 goalies).
- Peace River District Minor Hockey Association (PRDMHA) dictates that no more than 25% of a team can be over-aged players when attending out of town tournaments (Action Bulletin 2001-17A). When attending out of town tournaments, the coach or team manager must notify the tournament officials and get their approval. Once at the tournament, team officials must also notify game officials at each game of over-aged players.
- If any changes are made to the team rosters as they were submitted to Hockey Canada, then approval must be obtained from FNMHA, the Tournament Director and the Peace River District Vice President at least 4 days prior to the tournament start date.
- All Tournaments, no matter how they are funded, are paid with a cheque from FNMHA.

#### **14.0 TRAVEL POLICY**

- FNMHA's policy is that no minor registered player shall drive a vehicle on out-of-town tournaments, league, or exhibition games, in or out of the province of BC.
- Any member transporting players to and from out of town tournaments games (including tournaments, exhibition games, league games and jamborees) must ensure they have proper vehicle third party liability insurance with a minimum of \$2 million liability and provide the Risk Manager with a Driver's Abstract and photocopy of their Drivers license.
- When transporting players other than their own, the driver of the vehicle and the parent(s) of the child must complete a travel form which can be found on the FNMH website under forms.  
Weather/Road Report
- Each team's HCSP must communicate with the Risk Manager to determine if it is suitable to travel. Phone Go to Drive BC website or call 1-800-550-4997 for road and weather conditions before team leaves town. Teams should not travel if roads are reported hazardous or visibility is reported poor no matter what the temperature is and **MUST NOT TRAVEL IF RCMP/DRIVE BC OR TRANSPORT CANADA DEPARTMENT OF HIGHWAYS HAS ISSUED ROAD WARNINGS ADVISING AGAINST TRAVEL.**
- President, Risk Manager, Coordinator, and HCSP make the final decision to travel or not. The coordinator/team manager communicates the decision to the team. If the decision is made to cancel the travel, the coordinator contacts the hosting town to let them know.
- Teams are advised to travel in groups of two vehicles or more. Parents of players must ensure that each player has suitable winter clothing. The driver of the vehicle can and should refuse to transport anyone on a road trip that does not have winter clothing.

- The driver of each vehicle must notify the Team’s HCSP regarding departure times both leaving to and coming home from a tournament.
- Each player parent will notify the designated contact person once they arrive back in Fort Nelson.
- Each team’s Coach/Coordinator must fill out a travel team roster prior to leaving town. A copy is to be left with the President. Risk Manager. The Coach/Coordinator must take a copy to the tournament with them.

## **15.0 LOCKER ROOM POLICY**

### Locker Room Monitoring

- **Dressing Room**

Supervision will be provided for players of 1 hour prior to the start of a game, and 45 minutes after a game; and 30 minutes prior to the start of practice, and 30 minutes after practice. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together; which is called the “Two Deep Method” of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision. Please refer to the BC Hockey Co-ed Dressing Room Policy.

- **Injury Treatment**

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

- **Female Teams**

Recommend that when using the “Two-Deep Method” with female hockey teams, there shall be 2 female supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor. The male supervisor however, would not enter the dressing room but would be within hearing distance to protect supervisors or players. Please refer to the BC Hockey Co-ed Dressing Room Policy for dressing room dress codes on Co-ed teams.

- **Road Trips**

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

- **Physical Contact**

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

- **Isolated Spaces**

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

- Sport and Training Facilities

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

#### Parents in Locker Rooms

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

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

#### Co-Ed Dressing Room Policy

1. In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:
  - a. Male players will not undress to less than a minimum of shorts while females are present.
  - b. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
2. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room).
3. When separate facilities do not exist for both male and female participants:
  - a. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
  - b. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

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

#### Smart Phones and Other Mobile Recording Devices

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

## 16.0 DISCIPLINE

### RESOLVING ISSUES

Issues arising throughout a season may involve inappropriate behaviors of coaches, players, officials, spectators, or combinations of any of these partners.

Officiating complaints must focus upon the officials' actions toward other partners not on how a game was called by the officials. Regardless where (any BC Hockey event) an incident occurs; all concerns must be forwarded in writing to the respective association(s) executive members.

### GENERAL PROCEDURES FOR REPORTING:

- All complaints should follow the 24 Hour Rule and every effort should be made to resolve issues at the lowest level first.
- Reports are welcomed from anyone within their own association, or from another association.

The following points should be included in the report:

- A description of the incident.
- Names of the people involved and /or other witnesses.
- The date, time, and other details and all other information.

### ACTIONS AND RESPONSES BY FNMHA COMMITTEE:

- Investigate the incident.
- Record and file the incident.
- If two associations are involved then a joint meeting should be held (depending on the severity of the incident).
- A MHA Executive member may be needed to chair the meeting to resolve the situation.

**During the process, all parties must be kept informed of all actions, responses and consequences.**

**NOTE:** If the incident involves any chronic forms of Harassment or Abuse, then the Association's Harassment and Abuse Policy shall be followed.

### CONSEQUENCES TO PARTNERS:

For the person(s) involved in any reported incident, the consequence shall be one of the following:

- A letter of education.
- A letter of warning, Completion of Parent Respect in Sport
- A probation period and/or restitution (Association, District Association and/or BC Hockey District Directors' recommended action).
- Suspension within FNMH Association.
- Recommended suspension from BC Hockey events as per BC Hockey Constitution, By-Laws and Regulations (District or BC Hockey District Directors' action).

#### COMPLAINT HANDLING PROCEDURES

The reporting of unacceptable behavior at a rink by a spectator, coach, player or official is the triggering event of the complaint handling procedure.

Unacceptable behavior is verbally or physically harassing and/or abusing a game player, coach, official or spectator. When there is a situation of "Unacceptable behavior" the responsibility of the Association, coaches, spectators, and on ice-officials should avoid confrontation and report the incident. If an incident occurs which meets the definition of unacceptable behavior and in the opinion of a player, coach, official or administrator, is serious enough to warrant a formal complaint, then an Incident Report Form must be completed.

An individual (or committee) shall be appointed by the Association to receive and investigate complaints. All submitted incident reports should be reviewed by the Minor Hockey Association Executive to insure the appropriateness of the response and consistency of enforcement within the Association. All efforts should be made to resolve the incident at the lowest level first.

#### APPEAL PROCESS

To insure a complaint has been handled with impartiality and fairness, the Association must have an appeals process in case there is a perception that an incident has been mishandled or discipline improperly applied. The FNMHA appeal process is: any discipline ruling by FNMHA Executive can be appealed to PRDMHA or BC Hockey pending the severity of the ruling.

### **17.0 SCREENING POLICY**

The FNMHA recognizes that an effective screening policy is an important element of due diligence in the area of safety and risk management, and as required by BC Hockey, must be documented and submitted annual by all members associations. It is understood that failure to comply with this requirement may result in the cancellation of BC Hockey sanctioning for events hosted or operated by any Minor Hockey Association or team within the FNMHA League. As such, member Associations have at a minimum, adopted the following screening policy.

Consideration of Risk

As a matter of policy, all volunteer positions will be examined in light of the relevant factors to determine the degree of risk involved. When there is doubt as to the degree of risk, a position will be categorized as “high risk”. Volunteers and employees who are active in more than one capacity should be screened for the position with the highest level of risk. When a person moves from a position with a low level of risk to a position of high risk, appropriate screening will be carried out for the new high-risk position.

The following are considered when assessing the risk of a position:

1. Does the volunteer work with children or another vulnerable sector of the association?
2. Does the volunteer have access to property or equipment?
3. Does the volunteer have power over a player’s hockey future?
4. Does the volunteer have access to confidential information?
5. Does the volunteer have access to organizational funds?
6. Is this person involved in making decisions on behalf of the organization?

High Risk Volunteer positions are positions that meet any of the following criteria:

1. The position requires a volunteer to be alone and unsupervised with a participant.
2. The position requires a volunteer to develop a close, supportive relationship with a participant or group of participants.
3. The position may include a time when the volunteer is left unsupervised on a regularly scheduled basis.
4. The position may require driving of participants.

Medium Risk Volunteer positions that meet any of the following criteria:

1. The position requires a volunteer to give information to participants or potential participants with a minimum of supervision.
2. The position requires a volunteer to act on behalf of the organization in an unsupervised setting.
3. The position requires the volunteer to handle money or food with a minimum of supervision.
4. The volunteer has access to the organizations confidential files.

Low Risk Volunteer positions are positions that meet all of the following criteria:

1. The position does not require close contact with participants or the public.
2. The position is supervised at all times.
3. The position does not require the volunteer to handle money or food.

#### Risk Mitigation

Depending on the degree of risk assessed, the association will apply the following at an appropriate level of due diligence:

- Job Description
- Recruitment Process
- Application Forms
- Reference Checks

- Interview Process
- Criminal Records Check (CRC) – include vulnerable persons check for high risk positions
- Orientation and Training
- Supervision and Evaluation

Job Descriptions – job descriptions have been developed for each position that clearly identified responsibilities, expectations and screening requirements.

Recruitment Process – an effective recruitment process has been established whereby clear job descriptions and required qualifications have been provided

Application Forms – all volunteers must complete an application form that at a minimum included name, address, past work/volunteer history, references and consent to complete a CRC (D.OB. and CRC's should only be requested after a person has been recruited).

Interview Process – objective interviews are important to get to know the applicant better; member associations will make every effort to verify applicant information and conduct volunteer interviews in order to establish the suitability of the applicant.

Criminal Records Checks – criminal record checks may be obtained through the Ministry of Justice website <https://justice.gov.bc.ca/eCRC/home.htm> please use the FNMHA access code LBL3K34GDA; criminal records checks are required every year.

Orientation and Training – appropriate orientation and training will be conducted in order to ensure that volunteers understand their roles within the organization.

Supervision and Evaluation – appropriate, relevant supervision and evaluation techniques will be implemented to ensure duties are being carried out effectively and that member feedback is documented.

Respect in Sport (RIS) – all team officials and on-ice personnel must have current RIS certification.

Coach Certification – all coaches are required to have relevant coach certification as required by BC Hockey and Hockey Canada by established deadlines.

Fair Play – all volunteers within the organization are required to sign off on appropriate Fair Play Code of Conduct (supplement attached).

#### Fair Play Supplement

Fair Play is a program established by the CAHA to enhance and promote safety, respect, and fun for all participants. The Fair Play Program focuses on the premise that hockey programs are designed for the enjoyment of the players and focuses on five basic principals:

1. Respect the rules
2. Respect the opponent
3. Respect the officials and their decisions
4. Everyone plays



## 5. Maintain self-control at all times

Fair Play does not change any rules of the game. Fair Play encourages all players to be as competitive as possible within the rules. BCH promotes the following Fair Play codes:

### **Fair Play Code for Players**

- I will play hockey because I want to, not because others or my 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 and “mouthing off” can spoil the activity for everybody.
- I will respect my opponent.
- I will do my best to be a true team player.
- I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good performances – those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

### **Fair Play Code for Coaches**

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players get equal instruction, support and playing time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players’ ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

### **Fair Play Code for Parents**

- I will not force my child to participate in sports.
- I will remember that my child plays sport for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- I will teach my child that doing ones best is as important as winning, so that my child will never feel defeated by the outcome of a game/event.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making or losing a competition.
  
- I will remember that children learn best by example. I will applaud good plays/performances by both my child’s team and their opponents.
- I will never question the officials’ judgment or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children’s sporting activities.
- I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

### **Fair Play Code for Spectators**

- I will remember that children play sport for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.

- I will respect the officials' decision and I will encourage participants to do the same,
- I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect to my team's opponents, because without them there would be no game.
- I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.

**Fair Play Code for League Organizers**

- I will do my best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- I will absolutely discourage any sport program from becoming primarily an entertainment for the spectators.
- I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- I will make sure that the age and maturity level of the children are considered in program development, rule enforcement and scheduling.
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- I will distribute the fair play codes to spectators, coaches, athletes, officials, parent/guardians and media.
- I will make sure that coaches and official are capable of promoting fair play as well as the development of good technical skills, and I will encourage to become certified.

**Fair Play Code for Media**

When I cover games...

- I will not judge or depict children as miniature professionals. I will represent sport programs for adults differently from those for children.
- I will feature children who have demonstrated outstanding examples of fair play. I recognize that these children are deserving of coverage and are of as much interest to my readers/viewers as those who score points.
- I will keep isolated incidents of unfair play in their proper perspective – neither ignoring nor glorifying them for shock or entertainment value.
- I will give equal coverage to girls and boys and will endeavor to help the public understand the importance of this equal coverage.
- I will remember that children in organized sports often face a lot of pressure to meet unrealistic expectations. I will promote discussion of this and other fair play issues in order to raise awareness and protect children's rights.

**18.0 RISK MANAGEMENT**

- Risk Manager shall make arrangements to ensure adequate first aid supplies are available at the rink.
- No player shall be allowed on the ice without a manager or coach, registered with mutual aid positioned in the players' box or on the ice surface.
- The Divisional Coordinator is responsible for informing coaches that all players and assistants must be registered with mutual aid. Coordinator must communicate with registrar regarding all required paperwork and insurance.
- No player shall be allowed on the ice unless they are fully equipped with proper protective equipment as per BC Hockey.
- In the event of an injury, the team HCSP is responsible to see that all necessary action is taken. If in doubt, the player must be taken immediately to the Fort Nelson General

Hospital for emergency treatment by the appropriate transportation must method i.e. ambulance. An injury report must be filled out immediately and forwarded to the Risk Manager. A Doctor's note will be required to return to the ice if medical treatment is required.

- **All teams, (Rep and House) must have a certified HCSP person in immediate vicinity of the ice during all games and practices. The key is that the HCSP has easy access to the ice should there be a need.**

## **19.0 FUNDRAISING**

- Major team sponsors of FNMHA will not be approached for additional support for any tournaments or other fundraisers. A list of major team and tournament sponsors will be provided annually by the Treasurer.
- Business sponsorship of teams is \$1000.00 per year.
- Soliciting of door prizes, lucky player draws, raffle items, etc. must be done internally from tournament team rosters.
- All outstanding accounts to teams must be made in full by August 31 of each year.
- Members are expected to assist at Bingo's, Tournaments and Fundraising functions when called upon. Minor Hockey's season runs from September to August with players participating in activities relevant to their division within this season.
- 10% of division fundraising less than \$24,999.99 goes to general hockey fundraising (executive account) while 90% is kept for the division. 5% of division fundraising for the amount over \$25,000.00 goes to general hockey fundraising (executive account).
- Money raised at tournaments may be used for: extra out of town tournaments; pizza nights; merchandise; use of these funds is left to the discretion of the Division Coordinator.
- All fundraising activities that include registered minor hockey players must have special sanctioning.

## **20.0 OFFICIATING**

- All Referees must have Level 1 of the Referee Certification Program (HCOP) to officiate non-competitive hockey
- All Referees must be a minimum of 12 years old by December 31<sup>st</sup> of the year they will Referee.
- All Referees over the age of 18 must pass a criminal record check as set out by BC Hockey.
- Score sheets must be completed for all games, whether exhibition or league and the original copy forwarded to the Head Referee within 5 days.
- Each team will be responsible to provide a timekeeper or score keeper for scheduled Rep or house league games. The Head Referee is responsible to provide a referee and linesman for scheduled Rep or house league games, as well as tournaments.
- The referee pay per game will be reviewed annually - 11/12 season - 2 man system - \$20 per game for divisions: PreNovice, Novice, Atoms and Junior Female - \$25 per game for divisions: PeeWee, Bantam, Midget and Senior Female. 3 man system in PeeWees and above - \$30.00 for the Referee and \$25.00 for each of the Linesmen. If

a referee must officiate a game by him/herself, then he/she shall receive two times the regular game fee.

- For all Tournaments, Referees shall receive an additional \$5 per game.
- On the day of the Referee Clinic, all divisions of hockey will be cancelled so that any potential referees may attend the clinic.

## **21.0 COACHING**

General:

- The criteria to be used for selecting Coaches includes but may not be limited to: coaching level attained through formal clinics, background and coaching experience, references, past performance, coaching philosophy consistent with the Association's philosophy, Fair Play philosophy and passing of the Criminal Records Check.
- When a coach is required to travel out of town to attend a certified Coaches Clinic and has the approval of the executive, the FNMHA will pay their registration fee plus reasonable expenses for duration of the clinic (receipts will be required and should be submitted for payment to the FNMHA Treasurer).
- The FNMHA will pay 100% of the costs for the Coaches clinic and Speak out clinic to be held annually in Fort Nelson. There will be no reimbursement for time or meals etc. to volunteers attending these in town clinics.
- At the end of each season, all coaches wishing to be certified for the next season must continue to fill out Post Task paperwork.
- Helmets must be worn by Coaches at all times when on the ice.
- Coaches that take coaching courses and that don't complete the post task assignments, will not receive any more funding from FNMHA for future coaching clinics.

Coaching, Assistant Coaching a Recreation Team:

- Selection of Coaches and Assistant Coaches for a Recreation Team will be completed by the Associations Head Coach, President, and Vice President (selected Coach may help with selection of Assistant Coach).
- One Coach per Division will be selected to be the Lead Coach for the Division and be responsible for running all practices and to liaison with the Head Coach of the Association.
- All Coaches and Assistant Coaches must have RIS (Respect in Sports), Criminal Records Check, and CATT (Concussion Awareness Training Tool).
- All Coaches and Assistant Coaches in their first year of Coaching or assisting must have Coach Stream certification through Hockey Canada.
- Helpers: The Coaches may ask Parents or others to help them run practices only. In this case these Helpers need to have their RIS, Criminal Records Check, CATT and be covered by the appropriate insurance of FNMHA. If a Parent or other person has not been asked by the Coach to be on the ice, they should and must not be on the ice. The practice must be stopped until the offending person is off the ice and the incident reported to the FNMHA Risk Manager.

## **22.0 EXECUTIVE JOB DESCRIPTIONS FOR FNMHA**

### **22.1 Tasks Common to all Positions**

- All Executive members must obtain a Criminal Record Check.
- To ensure the philosophy and objectives of the FNMHA are delivered.
- To set an example and high standard of team work for all other members of FNMHA.
- To attend all Executive monthly meetings.
- To appoint the joint committee
- To publicly support all Executive decisions.
- To support all disciplinary actions taken by Coaches and on ice officials.
- To perform their duties to the best of their abilities.
- To make decisions in an unbiased manner.
- To enforce all policies and procedures of FNMHA specific to their roles and responsibilities.
- To report on activities associated with the position duties at monthly Executive meetings.
- If an executive member steps down from their position then they will not be allowed to occupy an executive position for a minimum of 3 seasons. They are now considered a member not in good standing (please see Constitution and Bylaws) and are not allowed to vote at the AGM.
- Core voting members of the executive to meet BC societies act include: President, Vice President, Treasurer, Secretary, Risk Manager, Referee-in-Chief, Head Coach, Ice-Coordinator, Equipment Manager, Fundraiser, Gaming Coordinator.

### **22.2 President**

- To set agenda for monthly Executive meetings one week in advance and supply to Secretary for distribution.
- To hold and chair regular monthly Executive meetings.
- To appoint Nomination Committee for Annual General Meeting.
- To resolve problems on short notice on behalf of the Executive and report such resolutions to all members of the Executive at the earliest convenient time.
- To be on call throughout the entire hockey season.
- To attend all “ice-user” meetings.
- Attend Peace River District Minor Hockey Association meetings.
- Attend or coordinate Executive Attendance at the BC Hockey Annual General Meeting.

### **22.3 Vice President**

- To support the President.
- To act as President when the President is unable to do so.
- Annually review and update FNMHA policy and procedures.
- Develop and maintain a webpage on the World Wide Web for FNMHA.

#### **22.4 Secretary**

- Distribute agenda of monthly Executive meetings once received from President.
- Record and distribute minutes of meetings.
- To be responsible for correspondence including drafting letters as necessary
- To apply for tournament sanctions.
- To send out tournament schedules and contacts.
- To submit list of Executive to PRDMHA.
- Liaison with Treasurer for the submission of the annual society report.
- Collect and distribute Association documentation appropriately
- Book all rooms for meetings and events, including making food arrangements (Coaching clinic, HCSP etc.).
- To contact photographer re: team/individual pictures and co-ordinate with publicity.

#### **22.5 Treasurer**

- Accounting experience is an asset.
- To pick up and distribute mail.
- To annually draft budget for Executive approval (should be ready for implementation by November 1<sup>st</sup> each season).
- To receive all monies and make bank deposits.
- To issue cheques for Accounts Payable within the terms of the supplier.
- To submit Referees cheques to Head Referee for distribution.
- To do bank reconciliation.
- To draw up financial statements.
- To apply for team travel grants.
- To annually invoice and collect monies from the team sponsors, in cooperation with the Equipment Manager.
- To provide a list of major team and tournament sponsors to Division Coordinators annually.
- Liaison with Secretary for the submission of the annual society report.
- To complete a year end audit for presentation at the annual general meeting of the membership.

#### **22.6 Registrar**

- To annually organize registration.
- Provide list of players to all division coordinators and rosters prior to deadline for coordinators to review and approve.
- Organize and maintain paperwork of all players, volunteers, and coaches.
- To submit registration to BC Hockey for each player, coach, and assistant.
- To card players and hold cards as required.
- To assist the Conditioning Camp, and Hockey School organizers with registration.
- To assist in the organization of the Referees Clinic.
- To act as Privacy Officer for FNMHA.
- File association paperwork and voting (newly elected directors) prior to BC Hockey AGM

### **22.7 Risk Manager**

- To organize HCSP and RIS training annually before the regular hockey season begins.
- To provide direction to all HCSP members in the form of safety meetings as required throughout the season
- To receive and keep Criminal Record checks and driver's abstracts for those members as needed.
- To file any necessary claims.
- To maintain first aid supplies.
- To coordinate with teams additional insurance when dry land training outside of our district.

### **22.8 Referee-in-Chief**

- To set up and organize referees Clinic.
- To train all Referees in completing and submitting appropriate game forms.
- To co-ordinate referee's schedules for all divisions.
- To co-ordinate referee's schedules for tournaments and liaise with tournament directors.
- To submit an accounting for payment of referees to the Treasurer and to distribute cheques to referees.
- To notify President in all cases of Gross misconduct.
- Has authority over all referees.
- To submit a copy of all game sheets to the Vice-President
- Referee experience is highly recommended

### **22.9 Head Coach**

- To provide direction to all coaches by meeting with selected coaches at start of season.
- To act as liaison between coaches and Executive.
- To be involved in selection of coaches (including supplying the Registrar with Coaches NCCP number).
- To set up and organize Coaching Clinic.
- To follow up on Post-Task paperwork required from coaches for certification.
- Implement policies and criteria for Rep and House team player selection.
- Participate on Player Evaluation Committee (PEC).
- Participate on Disciplinary Committee.

### **22.10 Publicity Director**

- To be in charge of all advertising with the various media sources.
- To maintain a positive image of Minor Hockey within the community.
- To report on all tournaments.
- To notify division coordinators of picture date/time and post schedule.
- To promote Minor Hockey Week.
- To promote, organize, and coordinate the annual season wrap-up celebrations and apply for special sanctioning to hold the event.

### **22.11 Ice Coordinator**

- Responsible for notifying Rec. Centre at start of season of your official status and informing them that all ice cancellations and extra ice bookings must come from you directly, if they are being billed to FNMHA.
- Responsible for attending the Ice User's Meeting annually.
- Communicate with district regarding tournament dates as soon as possible after the start of the season
- Responsible for making out monthly ice schedules.
- To be responsible for the booking of all ice, tournaments and additional ice times and supply these to Secretary for distribution.
- Responsible for an annual report, given at the AGM with references to the recreation Department's ice changes to Minor Hockey.

### **22.12 Division Coordinators**

- To act as liaison between Executive, Coaches, HCSP members and Team Managers for your Division in order to keep them informed of all pertinent information.
- Communicate with registrar and coaches regarding list of insured volunteers/players.
- Monitor HCSP and Team Manager Members, reporting any problems to Risk Manager.
- To ensure Team Managers are notified of picture (and re-take) date/times
- To schedule changes and cancellations of games and practices.
- To notify ice coordinator of all ice times required for tournaments. As well as any other changes that may be necessary so that the ice coordinator may notify other division coordinators (this prevents "no show" charges to FNMHA).
- To register team for out-of-town tournaments and collect registration fees from Treasurer and forward to appropriate person (your team is not registered until the fees are paid).
- Collect copies of all out of town tournament game sheets and give to Vice-President.
- To notify the Treasurer early of your intended trip when going out of town so that he/she may provide access to division funds to be used for team functions.
- To organize the local tournament for your division.
- To provide Head Referee with game schedule for your league to ensure referees are scheduled for your game time.
- To provide Recreation Centre, Ice Co-coordinator and Head Referee with tournament schedule at least 2 weeks in advance of tournament.
- To advise Secretary of required sanctions for Division - ensuring sanction is applied for at least 30 days prior to the event and approval is received prior to event taking place.
- To assist Publicity Director with plaque orders and presentations at year end celebrations.
- Keep record of volunteer hours, communicate to parents as to volunteer opportunities
- Track jersey sign out and return



### **22.13 Team Manager**

This position is not on the Executive but has a strong bond to the Division Coordinator.

- To notify parents of ice schedules and any changes that occur.
- To notify coaches and players of picture date/time.
- To arrange one scorekeeper from their team per game.
- To make room reservations for your team when going out of town, each parent pays for their own room.
- To compile interest lists for sweater name tags/ pictures, etc. and make parents aware of rules for applying name tags to the jerseys, which are as follows:
  - No Quick-Sew or Velcro is allowed. The name tags must be 2 inches below the number. The STOP sign is NOT to be covered and the parents must purchase the jersey at the end of the season should any damages occur as a result of the application or removal of the name tag.
- To phone players for fundraising, special events, etc.
- To arrange for sweaters to be cleaned on a monthly basis by a professional cleaner.
- Collect out of town tournament game sheets and give to Division Coordinator.
- Supply the scorekeeper with completed game sheets prior to the start of the game, (game sheets are available in the equipment room).
- Liaison with HCSP member to ensure adequate safety plans are in place for all out of town tournaments and deposit a copy of the plan with the Risk Manager and Division Coordinator.

### **22.13 HCSP Person**

- This position is not on the Executive and has a strong bond to the Risk Manager and Division Coordinator.
- The safety person must conduct regular checks of players' equipment and is responsible for promoting proper warm-up and conditioning techniques as a form of injury prevention.
- The safety person co-ordinates plans for road trips, tournaments, etc, and assists in the overall supervision of the team.
- The safety person establishes current medical history files on every player and carries these files and the team first aid kit on every team outing.
- The safety person implements an Emergency Action Plan for the team and through this is prepared to react in the event of accident, injury and medical emergency.
- The safety person manages all injuries, learns to recognize serious injuries, refers injured players to qualified professionals and monitors their return to play when fully recovered.
- All safety people must assume a leadership role in promoting the values of safety, fair play sportsmanship, and integrity and must always put the best interests of the player first.
- Liaison with Team Manager member to ensure adequate safety plans are in place for all out of town tournaments and deposit a copy of the plan with the Risk Manager and Division Coordinator.

- To report all incidents to BC Hockey and to the Risk Manager using the Hockey Canada Injury Report form.

#### **22.14 EQUIPMENT MANAGER**

- To maintain a complete inventory of all Minor Hockey equipment prior to the start of each season.
  - To ensure all Coaches have access to equipment storage.
  - To ensure all equipment is in good repair and is cleaned.
  - To ensure all equipment is in good repair and ready for the next season within 30 days of the end of the current season.
  - To be purchasing agent for equipment.
  - To sign out equipment to goalies requiring equipment for out of town games or hockey schools and collect \$100 deposit when equipment is signed out. No equipment shall leave the facility other than if it is signed out for an out of town game or tournament with the \$100 deposit and sign the equipment Loan Agreement
- Should a coach within Minor Hockey wish to rent the ice on their own, they will be permitted to use Minor Hockey equipment with the knowledge and permission of the Equipment Manager.
  - The FNMHA agrees to lend goalie gear to any minor hockey player attending a registered hockey school provided they sign the equipment Loan Agreement and provide a \$100.00 deposit in case of theft or damage.
  - Any damages inflicted to property by registered Fort Nelson Minor Hockey members will result in an automatic two week suspension as well as being responsible for the repair costs.
  - Players must be supervised by an adult when they go into the equipment room.
  - The equipment room must be kept locked at all times.
  - Only volunteers (Equipment Manager, Coaches, Assistant Coaches, HCSP, and Division Coordinators) should have keys to the room. NO keys are to be cut for any other persons.
  - All equipment room keys are signed out by the recreation administration and are to be returned at the end of the season.
  -

#### **22.15 FUNDRAISER**

- To coordinate all fundraisers for FNMHA.
- Arrange for Arena Board Sponsors

#### **22.16 GAMING COORDINATOR**

- Obtain all Gaming licenses’.
- Ensure compliance with all BC Gaming rules and requirements.
- Liaise with the Treasurer to prepare a budget for application to BC Gaming funds.
- Advise the Executive on a monthly basis of the financial state of the FNMHA Bingo monies in conjunction with the Treasurer.

## APPENDIX A

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## **23.0 HARRASSMENT & ABUSE POLICY**

### **Recognition and Prevention of Abuse Policy**

This Policy sets out the principles and practices of Hockey Canada, BC Hockey, the Peace River District Minor Hockey Association (PRDMHA), and the Fort Nelson Minor Hockey Association (FNMHA) with regard to abusive behavior towards participants.

### **Relationship to Harassment Policy**

Some behaviors which are defined as abuse when directed towards a child or youth may constitute harassment when directed towards a peer or when perpetrated between adults. The Fort Nelson Minor Hockey Association's Harassment Policy covers such behaviors. Together, the two policies address the entire spectrum of abusive and harassing behaviors.

### **Statement of Purpose**

The FNMHA is part of the sporting community in our country that is committed to seeking better ways to keep our youth safe. Protecting participants from all forms of abuse and neglect, whether emotional, physical or sexual, is an important element of safety. The FNMHA considers any form of abuse or neglect to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, the FNMHA will promote awareness of all forms of abuse and neglect by providing educational materials and programs for participants, parents, volunteers and staff members. Through the use of these strategies, we will send a clear message to all potential abusers and sexual predators that hockey participants are not easy targets. The FNMHA is committed to the highest possible standards of care for its participants.

### **Policy**

It is the policy of the FNMHA that there shall be no abuse or neglect, whether physical, emotional or sexual of any participant in any of its programs. The FNMHA expects every parent, volunteer and staff member to take reasonable steps to safeguard the welfare of its participants and to protect them from any kind of maltreatment.

### **Definitions**

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

#### **Emotional Abuse**

Emotional abuse is a chronic attack on a child's self-esteem; it is psychologically destructive behavior by a person in a position of power, authority or trust. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs.

#### **Physical Abuse**

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise.

### **Neglect**

Neglect is chronic inattention to the necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe, nonintervention when team members are persistently harassing another player, or road trips that are not properly supervised.

### **Sexual Abuse**

Sexual abuse is when a young person is used by an older child, adolescent or adult for his or her own sexual stimulation or gratification. There are two categories:

#### **Contact**

- Touched or fondled in sexual areas
- Forced to touch another person's sexual areas
- Kissed or held in a sexual manner
- Forced to perform oral sex
- Vaginal or anal intercourse
- Vaginal or anal penetration with an object or finger
- Sexual oriented hazing

#### **Non-Contact**

- Obscene remarks on phone, computer or in notes
- Voyeurism
- Shown pornography
- Forced to watch sexual acts
- Sexually intrusive questions and comments
- Forced to pose for sexual photographs or videos
- Forced to self-masturbate or forced to watch others masturbate

#### **Duty to Report**

Abuse and neglect are community problems requiring urgent attention. The FNMHA is committed to help reduce and prevent the abuse and neglect of participants. The FNMHA realizes that persons working closely with children and youths have a special awareness of abusive situations. Therefore these have a particular reporting responsibility to ensure the safety of Canada's young, by knowing their provincial protection acts and following through as required.

The Province of British Columbia has mandatory reporting laws regarding the abuse and neglect of children and youth. Consequently it is the policy of the FNMHA personnel (part-time and full time staff, volunteer, participant, team official, on ice official) partner (parent, guardian) who has reasonable grounds to suspect that a participant is or may be or may have suffered from emotional, physical abuse and

neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local Police detachment. In British Columbia a person is considered to be a child until he/she has reached the age of nineteen. The local child protection agency and/or the local police detachment may request the local association to deal with the matter reports.

Only reports received in writing by FNMHA will be acted upon unless it involves a criminal activity.

Those involved with the FNMHA in providing hockey opportunities for participants understand and agree that abuse or neglect as defined above, may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report an offence and thereby failure to provide safety for participants may render the adult who keeps silent legally liable for conviction under the provincial child protection acts.

By educating all personnel the FNMHA is weaving a tighter safety web around our most precious resources - our players.

### **Harassment Policy**

This policy sets out the principles and practices of the Fort Nelson Minor Hockey Association regarding harassment. Each Minor Association, League and Team is responsible for adopting a similar policy, adapting it to their requirements as appropriate.

### **Relationship to Recognition and Prevention of Abuse Policy**

Some behavior which might be described as harassment when directed towards an adult may constitute abuse when directed towards a child or youth by any person with power or authority over the one being harassed. The FNMHA's Recognition and Prevention of Abuse Policy covers such behaviors. Together, the two policies address the entire spectrum of abusive and harassing behaviors.

### **Statement of Purpose**

The Fort Nelson Minor Hockey Association is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices. Harassment is a form of discrimination which is prohibited by human rights legislation in Canada. The FNMHA supports the right of all its members, whether athletes, volunteers or employees to participate in all FNMHA activities free from any form of harassment.

Further, the FNMHA emphasizes the importance of eliminating harassment in hockey as a key element in ensuring the safety of young participants. A sports environment which actively discourages harassment and builds relationships based on trust and mutual respect, is an environment in which encourages the overall development of the individual.

In order to further these aims, the FNMHA will make every reasonable effort to promote awareness of the problem or harassment among all its members and to respond swiftly and efficiently to complaints or disclosures of harassment.

### **Policy**

It is the policy of the Fort Nelson Minor Hockey Association that harassment in all its forms will not be tolerated during the course of any FNMHA activity or program. Accordingly, all FNMHA personnel (staff, volunteers, team and on ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing behavior, responding promptly and informally to minor incidents of harassment and following local and national policy guidelines for reporting or responding to more serious complaints of harassment. Players and other participants are expected to refrain from harassing behavior and are encouraged to report incidents of harassment.

### **Definition**

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

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

- Unwelcome jokes, innuendo or teasing about a person's body, looks, race, sexual orientation, etc.
- Condescending, patronizing, threatening or punishing actions which undermine self-esteem.
- Practical jokes that cause awkwardness or embarrassment or may endanger a person's safety.
- Any form of hazing.
- Unwanted or unnecessary physical contact including touching, patting, pinching.
- Unwanted conduct, comments, gestures or invitations of a sexual nature which are likely to cause offence or humiliation, or which might, on reasonable grounds, be perceived as placing a condition of sexual nature on employment or on any opportunity for training or advancement.
- Sexual assault or physical assault.

It is important to note that the behaviors described in items 5 to 7, when directed toward a child or youth, constitute abuse under child protection legislation. This may also be true of other behaviors, for example, certain hazing practices. In such cases, the duty to report provisions of the RECOGNITION AND PREVENTION OF ABUSE POLICY comes into effect.

### **Response and Remedies**

Harassment of all kinds has been tolerated for too long in hockey, being tacitly accepted as part of the culture of the game and used by individuals who would not condone such conduct outside of the hockey environment. It is the position of the Fort Nelson Minor Hockey Association that harassment can be tolerated no longer. Harassment is unacceptable and harmful. The FNMHA recognizes the serious negative impact of all types of harassment on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.

At the same time the FNMHA recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum of behaviors and the response to harassment must be equally broad in range, appropriate to the behavior in questions and capable of providing a constructive remedy. There must be no summary justice or hasty punishment. The process of investigations and settlement of any complaint of harassment must be fair to all parties, allowing adequate opportunity for the presentation of a defense to Hockey Canada.

Minor incidents of harassment, (e.g.: inappropriate jokes) should be corrected promptly and informally, taking a constructive approach and the aim of bringing about a change in negative attitudes and behavior.

More serious incidents (e.g.: a course of repeated taunting, any form of sexual or physical assault) should be dealt with according to the relevant policy guidelines. Complaints should be handled in a timely, sensitive, responsible and confidential manner. There should be no tolerance of reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint should be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.

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

## **HARASSMENT AND ABUSE DIFFERENCES AND SIMILARITIES**

### **Abuse**

- Emotional, physical, sexual, lack of care
- Any person under the age of majority as determined by the Provincial Child Protection Acts, may be male or female
- Any person who has power or authority over victim and/or breaches trust; may be male or female
- External to the organization, referred to child welfare or police who may in some instances refer back to organization
- Determined by Provincial Child Protection Acts and Criminal Code; Civil suits may also occur
- The victim is not to blame; offenders are responsible for their behavior

### **Harassment**

- Emotional, physical, sexual; may be motivated by racial or other forms of prejudice
- Person of any age; may be male or female
- May be peer or person with power or authority over adult victim; may be male or female

- Most often internal unless referred to police in cases or suspected physical or sexual assault or criminal harassment (stalking)
- Determined by organizations harassment policies, Criminal Code, labor tribunals, civil action and/or Provincial Human Rights Tribunals: may be used concurrently or alone
- The victim is not to blame; offenders are responsible for their behavior

## **24.0 ZERO TOLERANCE**

### **BRITISH COLUMBIA AMATEUR HOCKEY ASSOCIATION**

#### **Controlled Drugs and Substances / Alcohol**

BC Hockey is unequivocally opposed to illegal drug and alcohol use and is sincere in its duty to uphold the laws of the land in which its members operate. BC Hockey is similarly unequivocally opposed to the use by athletes of banned and restricted substances for the purpose of performance enhancement.

Zero tolerance means that behavior contrary to that above will not be tolerated. Incidents will be dealt with on an individual basis.

#### **Fort Nelson Minor Hockey Association – Zero Tolerance Policy**

##### **Expectation**

- All coaches, players and parents must sign and submit their acceptance of the applicable Code of Conduct.
- Teams, under the direction of the coach, shall develop team rules that are reasonable, fair and consistent. These rules will not contravene and may be superseded by rules of the governing bodies. These rules shall be registered with the Association.
- All coaches, players and parents must sign and submit their acceptance of the applicable Code of Conduct.
- The policies and procedures of the governing bodies shall be observed.
- All coaches have a duty to report on any player who takes part in activities that contravene the Zero Tolerance Policy.
- When disciplinary proceedings are required, the player's coach will participate co-operatively.

##### **Legal context of alcohol and controlled substances**

BC Hockey urges all Associations and volunteers to review the Controlled Drugs Act and Liquor Control and Licensing Act.

The following excerpts are of importance:

- The definition of a minor means a person under the age of majority. In British Columbia this age is 19.
- A person must not a) sell, give or otherwise supply liquor to a minor b) have liquor in his or her possession for the purpose of selling, giving, or otherwise supplying it to a minor c) in a place under his, her control, permit a minor to consume liquor. A person who contravenes this section commits an offence and is liable on conviction to a fine no less than \$500.



#### Incidents of Non-compliance to Zero tolerance

- The coach shall inform the parent of the incident and ask direction from the parent on the removal of the player from the coach's care.
- The coach has the authority to remove a player from team activities
- Regardless of removal from activity the coach shall continue supervisory duties until the player is released from the coach's care by the parent or guardian.
- The coach is to inform the authorities should the incident be one which warrants criminal investigation
- The coach is to document the incident
- The coach is to forward this documentation for filing / action with the Association
- The coach will ensure that reports and specific circumstances are kept within the parent and Association constituted process. At no time is any proceedings public.
- One or more members of the coaching staff shall meet, as soon as practical, with the player and a parent to review the reasons for the removal from activity.
- Suspension of the athlete will be at the direction of the Association
- If the decision is to seek suspension the coaching staff shall, as soon as practical, so inform the player and a parent and refer the matter to the Association. Should this happen, the process shall follow the suspension procedure of the Association.

It is strongly encouraged that, should the incident or resulting actions be disputed, the parties to the dispute seek a resolution through direct discussions or through voluntary mediation and the exercise of common sense before resorting to review procedures. Should this not be possible, the parties should be referred to the "Association Dispute Resolution Policy".

#### BC Hockey Protocol

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

- 1) The incident involves International, Inter-Branch or Inter-District play
- 2) The situation may bring embarrassment or public attention to the BC Amateur Hockey Association and / or its members.
- 3) The incident is such that it may affect the well being of other members of BC Hockey.
- 4) The incident is precedent setting in some fashion.
- 5) The incident may require action by BC Hockey or higher authority.

#### Support Agencies

- 1) Centre for Substance use in Sports and Health - [www.substanceuse.com](http://www.substanceuse.com)

- 2) Canadian Centre for Ethics in Sport - [www.cces.ca/](http://www.cces.ca/)
- 3) Royal Canadian Mounted Police - [www.rcmp-grc.gc.ca](http://www.rcmp-grc.gc.ca)
- 4) Canadian Centre on Substance Abuse containing available services on addiction and substance abuse across Canada - [www.ccsa.ca](http://www.ccsa.ca)
- 5) CCES Doping Policy - [www.cces.ca](http://www.cces.ca)
- 6) Sport Med BC - [www.sportmedbc.com](http://www.sportmedbc.com)
- 7) World Anti Doping Agency (WADA) - [www.wada-ama.org/en/t1.asp](http://www.wada-ama.org/en/t1.asp)

#### Crisis Counseling

One of the most critical elements of situations involving serious and sometimes catastrophic incidents is the mental and physical well being of those involved, including the volunteer leaders. BC Hockey recognizes the expertise of those trained in offering after-incident support and counseling for the participants involved in serious incidents. The following web sites give access to agencies involved in these support services. In addition most phone books offer information on these services in their directories.

[www.communityinfo.bc.ca](http://www.communityinfo.bc.ca)

[www.2.vpl.vancouver.bc.ca/redbook](http://www.2.vpl.vancouver.bc.ca/redbook)

## **25.0 PRIVACY POLICY**

### **BACKGROUND**

BC Hockey is the sole governing body for amateur hockey in British Columbia. Hockey Canada operates Hockey Programming across Canada. Hockey Programming means making all arrangements for amateur hockey leagues, teams and games including choosing and training coaches and referees, deciding which players may participate at which level, establishing appropriate rules and regulations for amateur hockey. As part of their Hockey Programming activities, BC Hockey and its aforementioned partners also take responsibility for determining if transfer regulations may apply, scouting, gauging the success of certain programs in order that might improve upon them, facilitating emergency contact, providing educational opportunities, career opportunities, research and to maintaining regular electronic updates/contact with participants.

### **PURPOSE OF THIS POLICY**

The FNMHA has developed this Privacy Policy for implementation beginning with the 2004-05 season. This Policy describes the way that the FNMHA and its Associations collect, use, retain, safeguard, disclose and dispose of the personal information of prospective members, members, and others including players, coaches, referees, managers and volunteers.

This Policy describes the way that the FNMHA will, subject to applicable legal requirements, adhere to all relevant federal and provincial legislative privacy requirements. The Policy follows the 10 Canadian Standards Association (CSA) principles identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA). The Policy describes each principle and the method of implementing each. The FNMHA will strive to meet or exceed federal and provincial

legislative requirements and will ensure that it remains current with changing technologies and laws. Any and all changes will immediately be posted to the FNMHA web site.

#### ACCOUNTABILITY

a) FNMHA will appoint a staff/volunteer person (the "Privacy Officer") whose responsibilities will include those of the implementation and monitoring of the FNMHA Privacy Policy. The Privacy Officer will be responsible for "Branch/Association" with privacy principles. This person will also be responsible for responding to access requests in accordance with this Policy. The Privacy Officer will report to the President, or designate and the ultimate responsibility for Privacy issues will rest with the FNMHA Board of Directors. The Privacy Officer may at his/her discretion enlist assistance from other staff/Board members and/or volunteers within the organization. This will not in any manner mitigate his/her responsibility for Privacy issues.

b) The Privacy Officer's identity will be fully disclosed and publicly accessible to the FNMHA members and the public in general. The "Branch/Association" Privacy Officer is insert name and can be reached at insert contact information.

c) The FNMHA Privacy Officer will ensure that FNMHA manages all personal information in its possession in accordance with this Policy including that which may be transferred to a third party. Third party organizations who handle information on behalf of FNMHA shall be contractually obligated to adhere to the standards of "Branch/Association".

d) FNMHA will implement internal policies, which will facilitate adherence to this Privacy Policy including but not limited to the following:

- Security measures at all levels designed to protect personal information in our possession.
- Implementing procedures designed to respond to complaints and/or inquiries.
- Staff/volunteer training in all facets of information management, including awareness of the "Branch/Association" Privacy Policy and policies and procedures developed in accordance with the Policy.

#### IDENTIFYING PURPOSES, TYPE OF INFORMATION COLLECTED AND WEBSITE

a) FNMHA shall only collect the information reasonably necessary to conduct hockey programming. Access to our Privacy policies and procedures will be readily available. Similarly, the process by which challenges may be made to the FNMHA compliance and/or adherence to the legislation in question shall be readily available and transparent. To obtain further information, contact the FNMHA Privacy Officer.

b) FNMHA collects personal information from prospective members, members, coaches, referees, managers and volunteers for the purposes of conducting Hockey Programming. Specifically:

- A player's name, address and date of birth are collected to determine that the player's geographical, division of play and level of play information are consistent with Hockey Canada/Branch regulations.
- Historical information concerning past teams played for is collected in order to determine if any of the FNMHA transfer regulations may apply.
- Information concerning an individual's skill level and development and feedback on programs is collected to measure the success of our programs in order that we may better plan future programs.
- Information as to a player's parents' name, address, telephone numbers and email addresses may be collected in order to facilitate emergency contact information as well as to ensure compliance with the FNMHA residency regulations.
- Educational information may be collected in order to ensure all of the FNMHA residency regulations have been adhered to.
- E-mail addresses may be collected for the purposes of facilitating membership communication related to upcoming events and programs.
- Information about skill levels, ability, emergency contacts and health to ensure our activities are carried out in a safe and secure environment.
- Personal information collected for the purposes of hockey registrations may also be used for hockey specific research purposes including but not necessarily limited to hockey demographic type research.
- Affiliates. BC Hockey has numerous organizations, which offer hockey programs under their auspices. These include, but are not necessarily limited to the Canadian Hockey League, Vancouver Canucks, Canadian Inter-University Sport, Hockey Canada and provincial and local Branches, associations, and leagues. Hockey Canada, its Branches and/or Associations may disclose the personal information described above to all of these organizations in order to facilitate Hockey Programming and ensure compliance with rules and regulations.

c) The FNMHA will endeavor through associations/leagues to advise potential registration candidates of the purpose for the collection of the data requested at the time of registration. We will further endeavor to ensure that all collectors of the personal information are familiar with the potential use of the personal data. All personal data collected by the FNMHA shall be maintained in either our office(s) and/or with our Privacy Officer.

d) The FNMHA will request individually permission for .the use of any personal data collected which is extraneous to that which has been identified above, unless said usage is authorized bylaw.

e) BC Hockey may also use information about an individual who accesses secure areas of <http://www.bchockey.net> or other member Branch/Association web sites. Information you are asked to provide during your use of our web site may include your name, address, e-mail address, age, sex [and the other types of personal information listed above. All such personal information will be treated within the same parameters as other personal information collected by BC Hockey through other means. It is always your choice to provide information in certain fields although failure to complete certain sections may

inhibit your ability to fully access all areas of the web site. Our web site also collects non-identifiable information about users such as the users IP address, the sections of the web site visited and the information downloaded. BC Hockey may use this non-identifiable information and disclose it to service providers, for system administration purposes and to improve the web site.

#### CONSENT

a) The FNMHA will use the personal information for the uses specified above in this document. By consenting to provide your information to the FNMHA, you are deemed to consent to our use of the information for the purposes of Hockey Programming listed in this Privacy Policy and to disclosure of the information to other associated organizations for the same purpose.

b) In addition to using personal information for Hockey Programming purposes, the FNMHA may from time to time wish to use member name, address and contact information for the purposes of providing promotional opportunities, included by providing the information to the BC Hockey branches, leagues and associations and other third parties who BC Hockey believes provide services or goods that may be of interest to you. FNMHA and any such third parties may contact you to with promotions [or to provide further hockey specific communications and association/league Branch information updates]. The FNMHA will provide an opportunity for the member to consent to these opportunities during the registration process. If you Consent but later wish to opt out of this use of information later, you may do so by contacting the FNMHA.

c) The FNMHA recognizes that hockey by its nature is a contact sport and injuries are to a certain extent inherent in the game. We believe medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and therefore we may request them. While our members and prospective members are under no obligation whatsoever to supply this information and may refuse to do so without penalty, the FNMHA will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

d) If at any time you wish to withdraw your consent to the use of your information for any purposes, you may do so by contacting the Privacy Officer for the FNMHA. We will do our best to accommodate your request in a timely fashion without diminishing the services we provide to you. We will explain to you the impact of your withdrawal on any services we provide to you.

e) The FNMHA may collect personal information without consent where reasonable to do so and where permitted by law.

#### LIMITING COLLECTION

a) All information shall be collected fairly and lawfully within the criteria as set forth in our Privacy Policy.

b) The FNMHA shall not indiscriminately collect information. The amount and type of information we collect shall be limited to that which is required to fulfill our identified purposes.

c) The FNMHA will not use any form of deception in gaining personal information from its members.

### **LIMITING USE, DISCLOSURE AND RETENTION**

a) Subject to applicable legislation, the FNMHA shall limit use of personal information it collects to purposes that we have disclosed in Sections 10.04 (Identifying Purposes) and 10.5, Consent.

b) The FNMHA shall maintain documents for certain periods of time dependant upon necessity. More specifically:

- We will normally maintain registration data for a three-year period after an individual has left our programs in the event that an individual chooses to return to our programs after leaving.
- Parental/family information will be normally maintained for a similar three-year period after a member has left our programs.
- Affiliates. BC Hockey has numerous organizations that offer hockey programs under the auspices of "Branch/Association". As explained above, the FNMHA may from time to time share information with these Branches, associations, and leagues in order to facilitate Hockey Programming and ensure compliance with rules and regulations.
- The FNMHA may from time to time enlist the services of third party vendors in order to provide hockey programs, technical and support services. Prior to enlisting the services of these firms we will contractually commit them to treat your personal information consistent with the Privacy Policy of "Branch/Association".
- The FNMHA may disclose your personal information to a government authority that has asserted its lawful authority to obtain the information or where the association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as permitted by applicable law.
- The FNMHA may at its discretion release personal information for the purposes of collecting debts that may be owed to the FNMHA.

c) Certain documents may be subject to legislated retention periods either federally or provincially and these will be respected at all times by the FNMHA.

### **ACCURACY**

a). The FNMHA shall strive to ensure to the extent it can that the information entrusted to us is maintained in an accurate manner. We shall try to maintain the interests of the

individual and attempt to ensure that decisions are not made for or about an individual based on personal information that is flawed.

b) The FNMHA shall only update information in the event of a renewal or registration and/or an update.

#### SAFEGUARDS

a) Security safeguards have been implemented to ensure your personal information is protected from theft as well as unauthorized access, disclosure, copying, use or modification thereof.

b) The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed.

c) Methods of protection and safeguards to be employed shall include but in no way be necessarily limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption;

#### OPENNESS

a) The FNMHA publicly discloses the methods by which we handle your personal information. This information is readily available through our Privacy Policy or upon request by contacting the FNMHA Privacy Officer at Insert contact information.

b) The information available includes:

The name address and phone number of the FNMHA Privacy Officer.

The forms (attached) which you may use to access your information or change your information.

A description of the type of personal information held by the FNMHA and our general uses thereof. This includes:

registration information, including name, date of birth, address, past teams played on, medical information and e-mail addresses

information used for scouting, potential sponsorship opportunities, donors, alumni and information retained for the purposes of the FNMHA business contacts.

Information that may be made available to related organizations, Branches, associations, leagues and/or third party service providers, in accordance with the provisions of this Privacy Policy.

#### INDIVIDUAL ACCESS

a) Subject to applicable legislation, upon request by the individual concerned The FNMHA shall disclose whether or not it actually holds personal information on an individual. We shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.

b) The FNMHA may request sufficient information to confirm your identity before releasing your personal information to you.

c) Subject to applicable legislation, the FNMHA shall endeavor to provide this information within 30 days of receipt of the information requested and only charge nominal fees for the purpose of offsetting its expenses incurred in supplying the requested information. This information shall be provided in an understandable format at the time you make a request.

d) Any inaccurate information that is brought to our attention shall be corrected by the FNMHA as quickly as possible and any pertinent third parties shall be apprised of the corrections in due course.

### **CHALLENGING COMPLIANCE**

a) The FNMHA has in place procedures for the resolution of grievances in the administration of its Privacy Policy.

b) Upon receipt of a complaint the FNMHA shall make available the complaint procedures that will be simple and easy to access.

c) The FNMHA shall investigate all complaints. If the complaint is deemed justified the FNMHA shall take the appropriate steps to ensure that compliance is achieved and will make changes to its policies to allow for compliance in the future.

d) All complaints shall be addressed to the FNMHA Registrar who will act as the Privacy Officer.

## **26.0 CODES OF CONDUCT**

### **TRAVELLING TEAMS CODE OF ETHICS**

- Remember the first appearance is very important, dress accordingly i.e. neat appearing clothes.
- Players on Rep teams are expected to wear clean pants, shirt and ties.
- Show respect for the people who have gone out of their way to host you and your team. Make sure they are acknowledged for their time and effort.
- Winning is important, but more important is “Will your team be asked back for future games?” Players following in your association would enjoy the same experience.
- Your conduct on and off the ice will reflect not just yourself but the FNMH association and BC Hockey.
- Adhere to curfews and rules set out by Coaches and Coordinators.
- Be on your best behavior. Do not use profane or abusive language on or off the ice.
- The use of any alcohol or drugs will not be tolerated or suspensions will result.

### **ATHLETES CODE OF CONDUCT**

#### **ATHLETES HAVE A RESPONSIBILITY TO:**

In personal development, as well as athletic development, the athlete himself/herself plays a critical role. They must understand and respect their relationship and the commitment that is required as a member of a team. The athlete must also recognize that to achieve complete



success, they should understand both the values and goals of BC Hockey. Thus, how an athlete regards his/her sport is often dependent upon their level of behavior and ability to fit into team concepts. The following Code of Conduct has been developed to aid the athlete to achieve a level of behavior, which will allow the athlete to become a well-rounded, self-confident and productive human being.

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- Direct comments or criticism at the performance rather than the individual.
- Consistently display high personal standards and project a favorable image of their sport.
- Refrain from public criticism of athletes, coaches or officials.
- Abstain from the use of tobacco products.
- Abstain from drinking alcoholic beverages, using performance enhancing or mind altering drugs.
- Refrain from the use of profane, insulting, harassing or otherwise offensive language.
- Follow the annual training, competitive programs, and rules of conduct as mutually agreed upon by Coaches and Athletes, recognizing the responsibilities of the Athletes to adhere to and complete.
- Participate in all team testing and satisfy all team program-testing objectives.
- Provide the Coaches with results of their strength and dry land training to enable the Coaches to monitor and assess improvement in your performance.
- Communicate and Co-operate with registered medical practitioners in the diagnoses, treatment and management of medical problems. Respect the concerns these medical people have when they are considering the athletes' future health and wellbeing and when they are making decisions regarding the athletes' ability to continue to play or train.
- Regularly seek ways of increasing your athlete development and self-awareness.
- Uphold the rules of the sport, the spirit of such rules and encourage other athletes to do the same.
- Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to act accordingly.
- Be aware of the role sport plays in all athletes' lives and respect the pressures that may be placed on yourself and other athletes as you strive to balance physical, mental, emotional and spiritual elements of your lives.

#### ATHLETES MUST:

- At no time allow individuals who may request sexual favors or use threats of reprisal for rejection to go unreported.
- Participate in a manner that ensures the safety of athletes, coaches and officials also participating in the game.
- Respect other athlete's dignity: verbal or physical behaviors that constitute harassment or abuse are totally unacceptable.
- Never advocate or condone the use of drugs or other banned performance enhancing substances.
- Never use or condone the use of alcohol.

## COACHES CODE OF CONDUCT

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus how an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior which will allow their athletes in becoming well-rounded, self-confident and productive human beings. Although this code is directed toward coaching conduct it equally applies to other members of the "Team Leadership Staff" i.e. managers, trainers, equipment personnel etc. It is assumed that these people act in cooperation with one another to construct a suitable environment for the athlete.

### COACHES HAVE A RESPONSIBILITY TO:

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
- Direct comments or criticism at the performance rather than the athlete.
- Consistently display high personal standards and project a favorable image of their sport and coaching.
- Refrain from public criticism of fellow coaches, athletes, officials and volunteers especially when speaking to the media or recruiting athletes.
- Abstain from the use of tobacco products while in the presence of her/his athletes.
- Abstain from drinking alcoholic beverages when working with athletes.
- Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
- Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and wellbeing as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
- Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
- Regularly seek ways of increasing professional development and self-awareness.
- Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
- In the case of minors, communicate and co-operate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.

- Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional and spiritual aspects of their lives and conduct practices and games in a manner so as to allow optimum success.

#### COACHES MUST:

- Ensure the safety of the athletes with whom they work.
- At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
- Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
- Never advocate or condone the use of drugs or other banned performance enhancing substances.
- Never provide under age athletes with alcohol; never encourage its use.

#### OFFICIATING CODE OF CONDUCT

The officiating program plays an integral role in the sport of hockey. Officials must recognize their impact on the game, its participants and their fellow officials. Program leaders must recognize the need for instilling the highest values and the impact they have on aspiring officials. The following officiating code of conduct has been developed to aid the officiating program in achieving a level of behavior which will allow all officials to become self-confident and productive human beings.

#### OFFICIALS HAVE A RESPONSIBILITY TO:

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- Direct comments or criticism at the performance rather than the individual if this is part of your role.
- Consistently display high personal standards and project a favorable image of their sport and officiating.
- Refrain from public criticism of participants and fellow officials.
- Abstain from the use of tobacco products while in the presence of his/her officials.
- Abstain from drinking alcoholic beverages when officiating and working with officials.
- Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- Educate and ensure high standards of risk management are maintained.
- Treat all other hockey participants with due respect and encourage all officials to maintain a high standard of self-discipline.

#### OFFICIALS MUST:

- When in a leadership role ensure the safety of the officials with whom they work.
- At no time become intimately and/or sexually involved with other officials. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
- Respect participants' dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
- Never advocate or condone the use of drugs or other banned substances.

- Never provide under age participants with alcohol; never encourage its use.

## PARENT'S CODE OF CONDUCT

Sport provides many great moments that parents and children can share and enjoy. It should be part of the educational process for children and, therefore, should be operated as an educational experience so that all children have the right to learn and participate in an enjoyable, positive and stress-free environment. Many children dream of playing like their favorite sport star. It's up to parents to nurture those dreams and to help their child's sport experience be fun, safe and valuable. You want your child to be able to look back on the youth sport experience with fondness. You, as parents, have a part to play in those moments.

### PARENTS HAVE A RESPONSIBILITY TO:

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- Encourage your child to play sports, but don't pressure. Let your child choose to play and to quit, if she or he wants.
- Understand what your child wants from sports and provide a supportive atmosphere for achieving these goals.
- Teach cooperation, teamwork, and how to follow rules.
- Attend games.
- Emphasize fun and enjoyment.
- Keep winning in perspective, and help your child do the same.
- Help your child meet responsibilities to the team and the coach.
- Teach your child to recognize sexual, physical, and verbal abuses.
- Trust the care of the player to the coaches at practices and games – respect the coach's decision, direction and philosophy.
- Speak out when you perceive something is wrong.
- Supply the coach with information regarding any allergies or medical conditions your child has. Make sure your child takes any necessary medications to the games and practices.
- Respect and show appreciation for the volunteers who give their time to provide a safe and enjoyable experience for your child.

### PARENTS MUST:

- Never verbally or physically abuse a child after a game for poor performance.
- Never come to the ice rink intoxicated or under the influence of drugs.
- Never use bad language, nor harass athletes, coaches, officials or other spectators.
- Never yell or criticize any child's performance from the stands.
- Never get caught up in the heat of the moment.

## VOLUNTEER CODE OF CONDUCT

Volunteers play a critical role in the operation of sport organizations and their activities. Through their responsibilities the volunteer receives rewards such as personal development, recognition, feedback, a tie to family and community and the personal satisfaction of helping others. In return the volunteer must be expected to conduct their efforts in a manner that will allow the values and goals of the sport organization to be achieved. Thus how a participant regards his/her sport is often dependent on the leadership of the volunteer. The following Code of Conduct has been developed to assist volunteers in achieving a level of behavior which will allow sport participants to become well-rounded, self-confident and productive human beings.

#### **VOLUNTEERS HAVE A RESPONSIBILITY TO:**

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- Direct comments or criticism at the performance rather than the person.
- Consistently display high personal standards and project a favorable image of their sport and volunteering.
- Refrain from public criticism of fellow volunteers, athletes and officials.
- Abstain from the use of tobacco products while in the presence of children.
- Abstain from drinking alcoholic beverages when performing your volunteer duties.
- Discourage the use of alcohol in conjunction with athletic events or other activities at the playing site.
- Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- Through proper risk management practices ensure that the activity being undertaken by both volunteers and participants is suitable for the age, experience, ability and fitness level of the individual and educate them as to their responsibilities in contributing to a safe environment.
- Take the personal initiative to learn, respect, communicate and adhere to the rules and regulations established for the sport.
- Regularly seek ways of increasing professional development and self-awareness.
- Treat members of other sport organizations with respect, both in victory and defeat and encourage all participants to act accordingly. Actively encourage all participants to uphold the rules of their sport and the spirit of such rules.
- Attend to your volunteer duties, as directed, in a timely manner.
- In the case of minors, communicate and cooperate with the parents or legal guardians, involving them in management decisions pertaining to their child's development.
- Be aware of the role sport plays in everyone's lives and respect the pressures that may be placed on all participants including volunteers as they strive to balance the physical, mental, emotional and spiritual aspects of their lives.

#### **VOLUNTEERS MUST:**

- Ensure the safety of the people with whom they work.
- Abide by the sexual abuse policy of your sport.
- Respect the dignity of others; verbal or physical behaviors that constitute harassment or abuse are unacceptable.

- Never advocate or condone the use of drugs or other banned performance enhancing substances.
- Never provide under age participants with alcohol.

## **27.0 ASSOCIATION ASSISTANCE**

For further assistance and information Executive, Team management, Players, Parents and the General Public can refer to or obtain copies of the following handbooks through their Directors or directly from the governing bodies:

- FNMHA Constitution and Bylaws
- FNMHA Harassment and Abuse Policy
- BC Hockey Constitution and Bylaws
- BC Hockey Guide for Hockey Administration
- BC Hockey Bulletins
- HOCKEY CANADA Constitution and Bylaws
- HOCKEY CANADA Rule Book

Copies of the FNMHA policies shall be made available to all registered members.

## **Important Dates to Remember (As set out by BC Hockey)**

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### **28.0 Important Dates**

#### **September**

September 15

- Minor hockey playoffs hosts to be named.

#### **October**

October 15

- Final date for new Major Senior Men's AAA teams to make application for new membership.

#### **November**

November 15

- Final date for Residential Waiver to a Tiered Team.

#### **December**

December 1

- Final date for Minor Hockey Tier 2, 3, and 4 Teams to declare their intent to compete in a higher category in the BC Hockey Championships.

December 1

- Final date for teams to register for BC Hockey Championships.

December 1

- All teams intending to participate in BC Hockey Championships must include an official accredited in the HCSP.

December 1

- Game assessments for all Junior and Male Senior League games to be paid.

December 1

- All Male Junior teams must reduce to not more than twenty- five (25), the combined total of the following: the number of registered players on their active list and the number of unused registration certificates.

December 1

- Deadline for applications for new membership or team relocation in Junior hockey.

December 15

- Final date for filing team affiliations.

December 31

- Final date for teams on Hockey Canada Registration Certificate to declare their intention to withdraw from BC Hockey Playoffs without penalty.

## **January**

January 10

- Male Senior AA teams not playing in a League must have completed and provided proof, to the BC Hockey Chief Executive Officer, of participation in six (6) exhibition games by this date.

January 10

- Final date for special assistance.

January 10

- A U13, U15 or U18 Hockey Team that has 19 Players registered on January 10th, shall not be permitted to register any further Players during the current season. A team which has less than 19 Players registered may, if it has unused Hockey Canada Player Registration Certificates, register qualified Players until the final registration date; but, once such a vacancy on the Player Roster has been filled, it shall not be used again.

January 15

- Final date for filing list of specially affiliate players.

January 24

- Nominations for Fred Heslop Awards to be in BC Hockey Office.

January 31

- Final date for BC Hockey to submit International player transfers to Hockey Canada.

## **February**

February 10

- FINAL PLAYER REGISTRATION DATE IN ALL DIVISIONS OF HOCKEY.

February 10

- Final date for BC Hockey to submit Inter-Branch or USA player transfers to Hockey Canada.

February 10

- Final date for player to be reinstated to amateur standing from professional hockey.

February 10

- Final date to replace a player turned professional.

February 10

- Final date for players to be registered under Special Assistance.

## **March**

March 15

- Final date for submission of resolutions for the BC Hockey AGM.

March 15

- Nomination deadline for “Official of the Year” and “Coach of the Year.”

March 15

- Deadline for applications for “Association of the Year.”

March 15

- Deadline for nominations for Presidents Award.

### **May**

May 15

- Deadline for minor hockey to apply for membership.

### **June**

June 8-10

- 2018 BC Hockey Annual Meeting – Penticton, BC

### **July**

July 1

- Final date for American based Junior “B” Teams to apply for permission to compete within BC Hockey for the up-coming season.

### **August**

August 15

- Final date for declaration of operative teams in Allan Cup competition.

## **29.0 2024/2025 Fort Nelson Minor Hockey Executive**

President	Ryan Bulley	250-775-0757	
Vice President	Sonny Olkh	250-775-0139	Sonny.olkh@gmail.com
Secretary	Vacant		
Treasurer	Alison Cooper	250-500-1736	treasurerfnmha@gmail.com
Registrar	Abhiram Kurupati	709-763-9994	fnmha.registrar@gmail.com
Risk Manager	Todd Penny		
Referee in Chief	Kai Potter	250-500-2428	Kpotz.nyr@hotmail.com
Head Coach	Brandan Smith	250-321-1821	<a href="mailto:Brandan_08@hotmail.com">Brandan_08@hotmail.com</a>
Publicity Director	Jamie Smith	250-321-3462	Jamie_emmelkamp@hotmail.com
Ice Coordinator	Jen Lines	250-775-0011	J_barkved@hotmail.com
Equipment Manager	Dave Seminchuk	250-500-3386	dave.seminchuk@gmail.com
Fundraiser	Cathleen Soucie	250-321-0777	



Gaming Coordinator	Vacant		
Division Coordinators:			
U7	Jenn Thomas	250-321-1352	
U9	Kaylie Seminchuk	250-500-3025	k.seminchuk@outlook.com
U11	Vacant		
U13	Vacant		
U15	Vacant		
U18	Lisa Mckenzie		
Jr. Female	Vacant		
Sr. Female	Kelsey Dingwell		