

# PRINCE GEORGE MINOR HOCKEY ASSOCIATION



## POLICY MANUAL August 2020

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# 1 INTRODUCTION

## 1.1 MISSION STATEMENT

The Prince George Minor Hockey Association (PGMHA) provides youth with the opportunity to participate in both recreational and representative hockey and to develop emotionally, physically, socially and technically. We strive to create a positive environment that is safe, fun and respectful and support Hockey Canada's mission statement to "Lead, Develop, and Promote Positive Hockey Experiences."

## 1.2 OBJECTIVES

It is the purpose of the Policy Manual to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams registered with PGMHA. This manual will also serve as a resource document for our members including players, coaches, parent/guardians, volunteers, officials and community members with an interest in minor hockey and this Association. The duties and responsibilities of the Board of Directors are outlined in the PGMHA Constitution & Bylaws as well as in this manual. Contradictions between this manual and the PGMHA Constitution & Bylaws, should they exist, shall be resolved by reference to the Constitution & Bylaws.

## 1.3 REVISION PROCEDURES

~~Executive~~ [The Board of Directors](#) of PGMHA will meet in February of every second year (even numbered years), or at the discretion of the board, at a Policy Review and Strategic Planning Session. The purpose of this meeting will be to review the Policy Manual and any proposed revisions. Any significant changes in the manual will be communicated to the membership by the PGMHA website and/or via the PGMHA Annual General Meeting.

Any member wishing to initiate a revision of the Policy Manual may do so by providing a copy of the proposed revision to the PGMHA President by January 15th. The PGMHA President is obliged to present proposed revisions to the ~~Executive~~ [Board of Directors](#) by way of a notice of motion, however, is not obliged to support said motion. The member initiating the revision may request to present the motion to the ~~Executive~~ [Board of Directors](#) in person.

## 1.4 TRANSPARENCY AND ACCOUNTABILITY

### a) RECOGNITION CLAUSE

The ~~Executive Committee~~/[Board of Directors](#) are the democratically elected representatives of the members of the Prince George Minor Hockey Association (the "Association") and as such are expected to act in the best interest of the Association members and players.

### b) DUTY TO COMMUNICATE

Individual ~~Executive Committee members~~[Board of Directors](#) are expected to respond to questions and inquiries from the members in regard to policy in a timely manner. All members of the Association are encouraged to discuss policy in an open and constructive manner.

### c) PAID STAFF

All paid staff positions shall be reviewed every January. Contract staff positions shall be reviewed two months prior to the expiry date of the contract. No contracts will exceed twenty-four (24) months.

## 2 THE ASSOCIATION

### 2.1 OPERATING RULES

The PGMHA shall operate under the rules and regulations of Hockey Canada (HC), BC Hockey (BCH) and the North Central District Minor Hockey (NCDMHA) as well as Policy set out in this manual.

### 2.2 MEMBERSHIP

Membership in the PGMHA includes all registered players, coaches, management staff, officials, volunteers and ~~Executive members~~[Board of Directors](#). For the purposes of the Annual General Meeting, voting members of the PGMHA include ~~any one~~ parent/guardian of each registered player as well as any person over the age of 19, who is currently registered with the Association as a volunteer. Members must be in good standing with the Association in order to vote at the Annual General Meeting. Individuals moving into the association must have all transfer paperwork approved before they are considered registered members.

### 2.3 FAIR PLAY

Fair Play is a program 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 player. [Fair Play Is Everyone's Call](#). Fair Play does not change any rules of the game.

### 2.4 CODE OF CONDUCT

#### a) GENERAL GUIDELINES

PGMHA has developed Coach Code of Conduct which all coaches are expected to sign and adhere to. PGMHA expects all its member players, coaches, management staff, officials, volunteers, and parent/guardians sign the current BC Hockey Code of Conduct at time of Registration. Any breach may be referred to the Conduct Committee.

The minimum Code of Conduct for all members of PGMHA is set out in the applicable Fair Play Code. In addition, all coaches, managers, officials and all other members including; parents, guardians, bus drivers, other team officials, volunteers and ~~Executive members~~[Board of Directors](#) acting in any official capacity on behalf of a team, are required to be Coach 'Respect-in-Sport' certified. PGMHA association members acting in an official capacity on behalf of a team at a PGMHA sanctioned event or other event under the jurisdiction of the PGMHA, are prohibited from the use of profanity, alcohol, drugs, cannabis, tobacco, tobacco products, e-cigarettes and vapors. Members found in violation of any PGMHA expectation with respect to conduct will be subject to disciplinary action imposed by the Conduct Committee.

Sanctions imposed may include verbal warning, written warning, suspension for several games or weeks, expulsion, or some combination of the above. It is at the discretion of the PGMHA Conduct Committee whether to impose immediate suspensions depending on the nature of the infraction or grievance. Immediate suspensions deemed necessary will be followed up within seven (7) days. The PGMHA is committed to ensuring that all members conduct themselves in a manner consistent with the mission and values of the PGMHA.

In the best interests of all PGMHA athletes, the use of alcohol, drugs, cannabis, tobacco, tobacco products, e-cigarettes and vapors are prohibited during all practices and games, and there will be no tolerance for substance abuse at any PGMHA sanctioned event. PGMHA team staff and other members acting in an official capacity for a team who are responsible for the care and supervision of children athletes, will not consume any substances that may impair their judgement or ability to supervise and care for members of the team.

For PGMHA members not acting in an official capacity on behalf of a team, the consumption or use of any alcohol, drugs, cannabis, tobacco, tobacco products, e-cigarettes or vapors at any other PGMHA related event like; out-of-town travel, tournaments, fundraisers, in hotels and restaurants, or other similar events, must be done in accordance

with applicable Federal and Provincial law, and in a responsible manner. All PGMHA members will be accountable for ensuring that their behavior is appropriate and aligned with PGMHA Mission, Values and Codes of Conduct at all PGMHA related events

All players, coaches, managers, officials and members, including parent/guardians, bus drivers, other team officials, volunteers, and ~~Executive members~~[Board of Directors](#) shall conduct themselves in a polite and sportsmanlike manner at all times. Obvious or persistent unacceptable conduct and/or blatant disregard of the HC, BCH, and/or NCDMHA Rules and Regulations, or PGMHA Policy will result in disciplinary action.

All coaches, managers, staff, ~~Executive members~~[Board of Directors](#), and potential volunteers of the PGMHA including parent/guardians, bus drivers, and other team officials in direct contact with players, must submit ~~annually~~ a "Criminal Record Check" ~~or CRC through the RCMP every three years to coincide with your Hockey Canada eHockey account. Apply online at These forms are available online at pgmha.com or through at~~ the PGMHA office and should be dropped to the RCMP office at 455 Victoria Street, Prince George BC, immediately on appointment or application. Any member in direct contact with players at any time must also be ~~each~~[Activity Leader](#) "Respect-in-Sport" certified by October 1st prior to fulfilling your commitment to volunteer for PGMHA. [If you are new to PGMHA we will require a new CRC.](#)

#### b) ABUSE OF AN OFFICIAL

There will be a **Zero Tolerance** policy on abuse of an official either before, during or after a game. When the abuse of an official is reported it will first be reviewed by the ~~executive board~~[Board of Directors](#) to see if a resolution can be found. There will be a minimum 14-day suspension from all games and practices after a report of abuse has been filed, until a resolution can be obtained. If it is deemed necessary, a further suspension may be handed out based on the severity of the grievance. If no resolution can be found, the grievance will then be sent to a discipline committee.

#### c) BULLYING AND HARASSMENT

The PGMHA recognizes that harassment, while at its extreme is easy to discern, has a subjective element resulting from individual interpretations of what may constitute harassment. Harassment is behavior, by one individual or group towards another, which is insulting, intimidating, humiliating, malicious, degrading or offensive. Harassment creates negative and uncomfortable feelings for the individual or group to which it is directed and can instill feelings from discomfort and embarrassment to fear for one's safety. Harassment can take many forms whether physical, verbal, sexual or emotional and most often involves a combination of these elements. A defining characteristic of harassment is that it usually takes place where one person is in a position of power over another or has the trust of the other and subsequently abuses that power. Intentions are not of consequence; it is the perception of the behavior that is most critical.

Types of behavior that constitute harassment include but are not limited to:

(for expanded list see BC Hockey description)

- i. Unwelcome jokes, innuendo or teasing with respect to a person's looks, body, attire, age, race, religion, sex or sexual orientation
- ii. Condescending, patronizing, threatening or punishing actions which undermine self-esteem and diminish performance
- iii. Practical jokes which cause awkwardness or embarrassment, endanger individual safety, or negatively affect performance
- iv. Unwanted or unnecessary physical contact including touching, patting or pinching or unwelcome flirtation, sexual advances, requests or invitations, where, in the case of minor children is defined as abuse under Child Protection Legislation
- v. Any form of hazing or physical assault, where, in the case of minor children is defined as abuse under Child Protection Legislation

- vi. All of the above include verbal or written remarks and/or threats and extend to any social networking environment

It is the responsibility of all PGMHA members to report any form of abuse or harassment to the PGMHA [Executive Board of Directors](#). Complaints will be made in writing utilizing the Grievance Submission Form. The PGMHA Conduct Committee will ensure matters are treated confidentially and shall seek counsel of Child Protective Services if deemed necessary.

PGMHA has a zero tolerance for bullying and harassment, including that of social media. It is treated very seriously as we are obligated to provide a safe environment for everyone. This includes an environment free from inappropriate behavior such as shouting, verbal abuse, intimidation, swearing, threats and physical violence. Further to this, the standards of conduct outlined in the Fair Play Parent/Spectator code of conduct clearly outlines the expected behavior.

If it is determined that a member is bullying and/or harassing another member of PGMHA, the discipline will be as follows:

- First violation will result in a seven (7) day suspension from all team and PGMHA functions, or until an investigation can be completed.
- Second violation will result in a further two-week (14 day) suspension from all team and PGMHA functions
- A third violation could result in an indefinite suspension from team and PGMHA functions.
- If determined by a discipline committee any of these violations may result in a permanent suspension from PGMHA.

The steps are progressive and it is important for everyone to document the encounter right away to ensure that the details are captured. If you find that you are in a position when you think that the behavior is inappropriate and requires further action, please contact your division supervisor and/or Risk Manager.

Our protocol is a tiered approach with increasing consequences unless the behavior is extreme and the Association will review and investigate to determine the level of consequences. Consequences may include a written warning, a time limited ban from the arena, mandatory Respect in Sport training and/or removal from minor hockey events.

Examples of inappropriate use of social media:

- Personal contact or confidential information must not be posted on Social Media. This includes other participants of BC Hockey.
- Once something has been posted to social it will be recognized as a public comment.
- Social Media is now considered the same as all other forms of media.
- Do not use words or expressions that could be interpreted as racist, sexist, or prejudicial.
- Do not bully, harass or make threats against players, officials or coaches
- Do not use photographs, video or comments promoting negative influences or criminal behaviour
- Do not post inappropriate pictures. Posted pictures can be taken out of context and reproduced on other websites.
- Controversial posts and pictures may negatively impact a team's ability to obtain sponsorships.
- Violations of the outlined guidelines that are reported to BC Hockey will be subject to an investigation. If a violation is found to have occurred, the participant(s) will be subject to disciplinary action under BC Hockey Bylaws

#### d) TEAM AND PLAYER DISCIPLINE

Coaches are responsible for the discipline of the players on their team. A coach may suspend a player for one ice time for a violation of team rules. When a player is assessed a Gross Misconduct or Match Penalty, automatic minimum suspensions as set out by BC Hockey will be applied. Coaches must ensure that assessed suspensions are fulfilled.



e) GRIEVANCES

All grievances must be submitted to the PGMHA ~~Executive Board of Directors~~ using the online PGMHA Grievance Submission form.

Many issues related to conduct are most appropriately dealt with informally between the parties. The PGMHA will assist by appointing a mediator to facilitate the informal resolution of a grievance if both parties consent.

Upon completion of the grievance discussions, the applicant will be informed if the grievance will or will not proceed to a Conduct Committee as a formal complaint.

i. Formal Complaints

The ~~Executive Board of Directors~~ shall appoint a Conduct Committee, consisting of three (3) ~~Board members of the Executive~~ including the Vice President and two other ~~executive~~ members, of which one may be the Supervisor of the division involved, providing there is no conflict. The Conduct Committee will oversee the conduct of members of the PGMHA. When the conduct of a member of the PGMHA results in a formal complaint, the following will apply:

- a. PGMHA cannot guarantee complete confidentiality
- b. Immediate temporary suspensions may be imposed by the PGMHA Conduct Committee
- c. The Conduct Committee will provide the individual who is the subject of the complaint with a written description of the complaint
- d. The individual who is the subject of the complaint will be given an opportunity to present their case at a hearing before the Conduct Committee; the hearing shall be recorded in the interests of all parties
- e. The Conduct Committee will set a date for a hearing, which shall be agreed to by both parties, within a reasonable timeframe after the receipt of the written complaint; the individual who is the subject of the complaint must agree to a hearing date within seventy-two (72) hours of the date upon which they were notified of the complaint. Failure to do so will result in immediate suspension until the Conduct Committee Review
- f. The Conduct Committee shall strive to provide a decision in writing within a reasonable timeframe, to both the complainant and the subject of the complaint. The documentation will be kept on file in the PGMHA office.
- g. The Conduct Committee shall notify Division Supervisors of results and/or the status of the process
- h. Complaints and/or discipline issues will not be handled by staff members (administration, Director of Hockey Operations, Recreational Hockey Director, etc.)

f) APPEAL OF DECISIONS

Should the member whose conduct was the subject of the complaint, or the person making the complaint, wish to have the Conduct Committee's decision reviewed, PGMHA Bylaws Appeals Procedure will be followed and the following will apply:

- i. A written request for review shall be delivered to the PGMHA President within seven (7) days of the notice advising of the ruling
- ii. The request for review shall specify the basis on which the Conduct Committee's decision is believed to be incorrect
- iii. The request for review shall be accompanied by a \$50 review fee
- iv. The President shall refer the matter to an independent three (3) member Appeals Committee
- v. The original written complaint, the Conduct Committee's written decision and the request for review shall be forwarded to the Appeals Committee.
- vi. The appeal shall be dealt with by the Appeals Committee within ten (10) days. If the ruling is affirmed, the fifty (50) dollars is retained by the Association. In all other cases the fifty (50) dollars will be returned.

- vii. The Appeals Committee shall provide up to thirty minutes of meeting time for either party requesting the review to present his or her case
- viii. The Appeals Committee shall render its decision by motion; a majority vote of the Appeals Committee will be sufficient to uphold the decision or alternative motion
- ix. The decision of the Appeals Committee shall be final and binding on all parties but may be appealed to BC Hockey
- x. Grounds for appeal shall include a) suspension is too long, or b) new evidence that hadn't been brought to the attention of the initial discipline committee is brought forward.

g) CONDUCT OF [EXECUTIVE MEMBERS BOARD OF DIRECTORS](#)

When the conduct of a member of the [Executive Board of Directors](#) is subject to a formal complaint, they may be required to step down from the [Executive Board of Directors](#) at the discretion of the President, including any committee involvement, until the complaint is resolved. This will not preclude the PGMHA President from convening an urgent meeting of the [Executive Board of Directors](#), should they consider it advisable.

h) CONFLICT OF INTEREST

No coach, manager, player, official or [Executive Board](#) member shall be eligible to vote with respect to any financial request, protest or suspension involving a team, league or association with which that individual is associated. In addition, they shall not be eligible to serve on any special committee investigating such matters. When a conflict of interest arises, the individual shall immediately notify the PGMHA President and shall not participate in any discussion with respect to the issue with which they are in conflict. Such members will be asked to remove themselves from the discussion. Fair Play conduct will always be expected.

## 2.5 DELIVERY

The responsibility for maintaining the spirit and intent of HC, BCH and/or NCDMHA Rules and Regulations, and the PGMHA Policies rests with:

- a) The PGMHA [Executive Board of Directors](#)
- b) Division Supervisors
- c) Officials
- d) Coaches
- e) Parent/guardians of all players registered with the PGMHA
- f) Players

## 3 EXECUTIVE BOARD OF DIRECTORS STRUCTURE

### 3.1 INTRODUCTION

In accordance with the PGMHA Constitution & Bylaws, the ~~Executive Committee (Executive)~~Board of Directors of the PGMHA governs the Association and all activities within it. Any matter not covered in this Policy Manual remains subject to the approval of the ~~Executive~~Board of Directors.

### 3.2 COMPOSITION

~~The Executive consists of the President, Vice President, Secretary, Treasurer, Past President, other elected Directors and all appointed personnel to a minimum of seven (7) and a maximum of fifteen (15) voting Directors. Eight (8) The Board of Directors shall consist of nine (9) Directors including the Officers (President, Vice President, Secretary and Treasurer). elected Directors receiving the greater number of votes at the Annual General Meeting (AGM) shall serve a two-year term as Director of the Executive. Four (4) elected Directors receiving the greatest number of votes at the Annual General Meeting shall serve a two (2) year term.~~ The remaining elected Directors shall serve a one-year term as Director ~~of the Executive~~ of the PGMHA. All members in good standing of the PGMHA are eligible for election.

The President, Vice President, Treasurer and Secretary, are voted on by simple majority vote at the first Directors' meeting following the AGM; other positions are appointed by the President. The President and Vice President must have served one of the previous two years as a voted member of the board. Priority may be given to Directors with previous experience on the Board.

### 3.3 GENERAL CONDUCT

~~Executive members~~Board of Directors are not permitted to be either head coach or manager of a Representative team. If a ~~Board n-executive~~ member requests a leave of absence in order to be the head coach of a representative team that would otherwise cease to exist, he/she will be eligible to return to the ~~Executive B~~board for the upcoming season if he/she still has time left on his/her term. In the meantime, the President may appoint an interim member to fill the vacant position. The interim person will allow their name to stand for nomination if they intend to continue to serve on the ~~Executive B~~board for the following season.

~~Executive members~~Board of Directors shall not be a spouse, sibling, partner, parent, or ~~other relative~~immediate family member of another ~~executive Board~~ member or paid staff member.

To achieve a diverse and as broad ~~executive Directorship~~ representation as possible, only one parent or guardian of a player, ~~regardless of how many children are registered with PGMHA,~~ may serve on the ~~executive Board of Directors~~ at one time. ~~For greater certainty, only one parent or guardian of a player, regardless of how many of their children are registered in the Prince George Minor Hockey Association, may serve on the executive at one time.~~

~~Executive members~~Board of Directors and paid staff must submit to an annual "Criminal Record Check" through the RCMP and complete the Coach/Volunteer Respect In Sport online clinic ~~every three years (expiry date per Hockey Hockey).~~ For those ~~Executive members~~Board of Directors taking the ~~Coach/Volunteer~~ Respect In Sport for Activity Leaders while they are a member of the ~~Executive Board~~, the clinic costs will be reimbursed. The President is authorized to impose restrictions deemed necessary if the RCMP questions the suitability of an ~~Executive member~~Board member, coach, official or other individual involved with the PGMHA.

The ~~Executive Officers~~ may appoint Directors to assist in the operation of the PGMHA should positions become vacant. These Directors shall carry out the directives of the ~~Executive Board of Directors~~ and participate at ~~Executive Board~~ meetings in an advisory capacity but may vote only on matters affecting their scope of responsibility. Such Directors are eligible for election at the upcoming AGM.

~~Executive Board~~ members may not make decisions in their lone capacity as an ~~Executive Board~~ member but must bring any questions or concerns raised to the ~~Executive Board of Directors~~ for discussion. ~~Executive Board~~ members are responsible for ensuring that the rules of the PGMHA are followed and as such are encouraged to answer questions of the PGMHA membership or to provide guidance when deemed necessary.

~~Executive Board~~ members and staff have a fiduciary duty of confidentiality to the ~~Executive Board of Directors~~ and PGMHA members, and as such must sign the Oath of Office and Confidentiality contract annually. Under no circumstances are they to discuss PGMHA business or matters pertaining to specific members brought before the ~~Executive Board of Directors~~ for discussion with anyone other than the PGMHA ~~Executive Board of Directors~~. ~~Executive Board~~ members found to be in breach of their fiduciary duty may be expelled by a special resolution of the members passed at a general meeting in accordance with the BC Society Act.

### 3.4 GUIDELINES FOR DIRECTORS

#### a) Effective Management and Avoiding Conflict

Most non-profit sport groups in British Columbia are managed by a volunteer Board of Directors. To maximize the ultimate success of our athletes, whether recreational or competitive, and provide them with the opportunities necessary to reach their potential, formal structures must exist to ensure the effective governance of the organization. Fiscal responsibility including sound financial systems and internal controls, effective communications systems, appropriate documentation, adequate supervision of staff and a sound political infrastructure all provide the means with which this may be achieved.

#### b) Role of Directors

The Board is enacted via the Annual General Meeting of the membership whereby Directors are elected in accordance with the organization's Constitution & Bylaws. Elections should be structured in such a way to provide continuity from year to year, the means to optimal objectivity and accountability and in such a manner that appropriate individuals may be considered for Director Positions. This is achieved by implementing a formal nomination and recruitment process. Nominees should be notified as to the responsibilities of the position for which they are being considered and should be provided with any information they deem necessary to make an informed decision. Qualities necessary to be an effective, contributing, Board member include honesty, integrity, respect, strong organizational and leadership skills, and the ability to work harmoniously within a group. In addition, while Board members bring a variety of skills, experience, interest and social backgrounds, they should have knowledge or be well-informed of the Association operations, the sport of hockey, Association objectives and prospects. Board members must understand their fiduciary duty to the organization and their obligation to bring any Association business to the attention of the Board, as well as understand the scope of their oversight and decision-making functions.

Ideally, the Board should consist of a relatively large number of individuals. This will ensure that the scope within which decisions are made is large enough to accommodate the variety of experience and viewpoints needed to facilitate adequate discussion and decision making. It will also prevent the efforts of special interest groups from overpowering due process. Elections should be structured whereby approximately half of the elected positions, those obtaining the majority of votes or alternatively specific Directors, are elected to a two-year term and the balance for a one-year term. Board members with a one-year term are then eligible for re-election to a two-year term. Subsequently, new Board members may be elected to a one-year term. This will provide for elections of approximately half of the Directors in any given year. A board member who quits partway through a season is not eligible to be nominated or re-elected for two years.

#### c) Responsibilities

- Act as trustee for the Association on behalf of its members
- Establish Association goals and objectives
- Establish, implement and maintain Association Policy
- Establish, implement and maintain appropriate financial and internal control systems

- Authorize all programs and services to be delivered by the Association
- Ensure that programs are delivered in accordance with relevant governing bodies
- Be legally accountable for all aspects of Association operations
- Ensure that rules governing the Association operations are followed
- Select and evaluate Association staff and coaches
- Implement and update long range plans
- Review performance of the Directors
- Conduct regular meetings of the Directors in accordance with Robert’s Rules of Order

It is recommended that all Board members obtain a copy of ‘Robert’s Rules of Order’ *Newly Revised in Brief* (The Only Authorized Concise Guide) – approximately \$10.00

In addition, all Board members are encouraged to be familiar with their Constitution & Bylaws and the BC Societies Act

#### d) Meetings

Members of the PGMHA [Executive Board of Directors](#) are encouraged to attend the following meetings:

##### i. BC Hockey Annual General Meeting

This meeting is held in June each year. The exact number of attendees is to be determined by the number of votes the Association is eligible to cast and the number of relevant workshops. This number may be exceeded should a member of this Association be the recipient of a BC Hockey award.

##### ii. North Central District Minor Hockey Annual General Meeting

Any member of the [Executive Board of Directors](#), regardless of the number, can attend this annual meeting held in May of each year. The maximum number of attendees is encouraged to ensure that members remain aware of the intentions and expectations of our parent Association. Individual members of the Association who wish to attend this meeting may apply to the PGMHA [Executive Board of Directors](#) to have attendance fees paid by the PGMHA. The PGMHA will consider any request should numbers permit.

##### iii. Prince George Minor Hockey Association Annual General Meeting

This meeting shall be held in April of each year. All [Executive Board](#) members are expected to attend.

##### iv. Policy Review and Strategic Planning Session

This meeting is attended by ~~members of the~~ [Executive Board of Directors](#) ~~and is held~~ in February of each year. This meeting addresses the organization and planning of the upcoming season as well as the review and revision of the Policy Manual.

##### v. ~~Executive Meetings—Board Meetings~~

These meetings are attended by ~~members of the~~ [Executive Board of Directors](#) to address PGMHA business. Meetings are held regularly during regular season and as required during the off season. Other meetings may be called, as necessary.

PGMHA members may request in writing to appear as a guest at any regularly scheduled [Executive Board of Directors](#) meeting to voice any concerns or suggestions that they may have. Such requests must be submitted to the PGMHA President. Such request must include who is requesting access and what the issue is.

##### vi. Tournament Committee Meetings

These meetings shall be held as determined by the various tournament committees. The Tournament Supervisor shall be invited to attend the initial organizational meeting for each tournament. The Tournament Supervisor or designate will coordinate with representative team managers to schedule these meetings.

## 4 REGISTRATION

### 4.1 PARTICIPATION

The PGMHA will make reasonable efforts to ensure that all those wishing to register and play hockey in Prince George are permitted to do so. All players, coaches and team officials must be registered with the PGMHA and insured before participating in any activities sanctioned by the PGMHA. Only those players in good standing, including players returning to or players new to PGMHA will be permitted to register. Those PGMHA eligible players registered with BC Hockey zone programming will only be required to complete and pay the Representative Tryout Registration form and fee until such time as they are released from BC hockey zone programming. This will indicate your desire to play with PGMHA. Season Registration will close November 30.

### 4.2 FEES AND REFUNDS

Regular Season registration with early bird pricing shall commence April 1 and run until such predetermined date as established by the [Executive Board of Directors](#). Regular registration dates and pricing will commence after early bird pricing has expired. Registration dates and fee structure will be communicated via the PGMHA website prior to April 1 of each year.

#### a) Fees

Registration fees are calculated by division and are payable based on the age of the player. Registration fees shall be determined each year by the [Executive Board of Directors](#) and may be paid by an approved method in the amounts and dates as set out by the [Executive Board of Directors](#). Representative tryout fees must be paid in advance of evaluation dates. Representative ~~carding fees~~ ~~fees~~ are due as the player is rostered to a representative team. Affiliation fees, where applicable, are payable prior to the player becoming an affiliate player (AP). Female players from outside of Prince George Minor Hockey are required to pay full registration fees if they are being carded. They are not required to be registered with PGMHA if they are being affiliated.

Families registering three (3) or more children with the PGMHA will receive a predetermined discount on all registrations.

Representative tryout fees are \$150 and Representative ~~carding fee~~ ~~fees~~ are ~~set annually~~ ~~\$375~~. These fees are payable regardless of when the player is added to the roster. Players who did not try out for a representative team but are going to be affiliated will be charged a \$100.00 AP fee, payable prior to being AP'd. Representative tryout fees, Carding fees and Affiliation fees are the responsibility of the player and are not to be paid by the team.

No player shall be permitted on the ice until they are registered with the Association, has Respect in Sport (Parent) showing up on their HCR profile, registration fees are paid in full and the player is in good standing. Players are required to wear full equipment including a CSA approved helmet and BNQ approved.

If a player's registration fee is being paid for by a third party, those fees need to have been received prior to going on the ice. Players applying for sponsorship will pay their fees at the time of registration and then those fees will be reimbursed to the player/parent once the sponsoring organization has sent the funds. It is recommended that if a player will be requiring financial support the players should be registered during the first month of registration in order to provide enough time for the paperwork to be processed. If complication should arise then there will be enough time to sort it out before the player would be scheduled ice time. There again, the registration needs to be fully paid before the player is permitted on the ice. Any outstanding fees will also need to be paid in full.

#### b) Refunds

Requests for refunds must be made in writing and submitted prior to January 1<sup>st</sup>. If approved, the amount of the refund shall be prorated based on that part of the season expired, less HC Insurance fees and a refund processing fee. There shall be no refund of fees after January 1st of the current season unless prior approval by the [Executive](#)

[Board of Directors](#) has been obtained. Players coming into the association on a “shared” or “no team in category” transfer will not be given a refund should they decide to no longer play in PGMHA for the current season.

Representative tryout fees will be refunded if the registrar is notified in writing of the player's intention to not participate in the tryouts, fourteen (14) days prior to the evaluation scheduled start time. Representative ~~carding fee~~fees and Affiliation fees are non-refundable unless the player is being carded to a higher placed team outside PGMHA, in which case it will be pro-rated. Outstanding financial obligations must be paid in full and any equipment and/or jerseys must be returned before refunds will be issued.

Female Representative tryout fees will be refunded if there are not enough players to hold a formal tryout for a female team.

A player may be injured during the season and unable to return for the balance of that season. In this case, the parent/guardian may request a refund of the registration fees in accordance with the PGMHA Refund Policy. Refunds will not be given to injured players who maintain their spot on a roster.

### 4.3 TRANSFERS

Registration of players with previous hockey experience transferring in from other associations will be permitted to register up to January 10th. Placement may depend on a team’s willingness to take on another player and must follow HC, BCH and NCDMHA Rules and Regulations and PGMHA Policy. Transfers and/or residential waivers must be approved prior to the player going on the ice.



## 5 FINANCIAL GUIDELINES

### 5.1 GENERAL GUIDELINES

Member registration fees cover PGMHA assigned ice times, referee fees, approved training, uniforms/ equipment, insurance and other related costs. All fundraising and sponsorships must be pre-approved by the PGMHA including donations and/or gifts earmarked for a specific team.

### 5.2 SPONSORSHIP

Individuals or businesses, including parents, wishing to sponsor a team may apply to do so through the PGMHA website where options for Sponsorship levels can be found.

Sponsors are vital to the success of any minor hockey association. The PGMHA values its sponsors and strives to maintain a relationship which is both appreciative and respectful. Team coaches and managers are encouraged to establish a relationship with their team sponsor and involve them in games and events wherever possible. The membership is strongly urged to support the businesses that sponsor in PGMHA. Team staff must use sponsors name when filling in game sheets and talking to media.

All teams of the PGMHA are sponsored by businesses or private individuals. Sponsorship fees collected go directly to the PGMHA to assist with ice rental, equipment, Officials and other related costs.

Sponsors are solicited by a designated person through the PGMHA. Existing PGMHA sponsors have first right of refusal on the supply of equipment or other items purchased by the PGMHA. This does not necessarily give them precedence in the purchase; it shall still be determined by the best price and past quality of service. To protect existing sponsors from being overwhelmed with requests for contributions of any kind, **under no circumstances are teams to solicit additional funds or merchandise from sponsors without the consent of the PGMHA Executive Board of Directors.** A “No Contact” list is available at the PGMHA office. In addition, teams or persons associated with any team shall not solicit funds on behalf of their team by indicating that they are doing so on behalf of the PGMHA. Sponsors may not be solicited by employees or individuals connected to the sponsor, who are also connected to the team.

### 5.3 NSF CHEQUES

Members issuing NSF cheques will be contacted by the Administrator and given two (2) days to replace the cheque with either e-transfer or certified cheque and will be subject to an NSF fee as determined by Administration. Failure to comply with this policy will result in the cancellation of a player’s registration. Teams and/or Individuals requesting a stop payment be put on a cheque issued by PGMHA will be charged a fee to be determined by Administration.

### 5.4 GIFT CARDS

PGMHA volunteers may be shown appreciation by receiving a gift card. In all cases the gift card purchase must be preapproved and logged. The log form needs to indicate the business the gift card is for, date of purchase, amount, reason for receiving this card as well as the name of the recipient.

## 6 COMMUNICATIONS

### 6.1 WEBSITE

The PGMHA website pgmha.com is used as the main source of communication with our members.

### 6.2 CORRESPONDANCE

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

### 6.3 MEDIA

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

#### a) Social Media Policy

The Social Media Policy will outline the use of social media platforms for BC Hockey participants. BC Hockey encourages all participants to be actively involved with social media with topics that relate to hockey in a positive manner. BC Hockey will view these comments/posts as public information. a) Social Media is all online communication, which includes, but is not limited to Facebook, Twitter, Instagram, Blogs, Pinterest, Flickr, YouTube, Snapchat, etc.

#### b) Refer to BC Hockey Social Media Guidelines and Policy for additional information

### 6.4 LETTERHEAD

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

PGMHA letterhead may be used to solicit funds for PGMHA purposes or events with the approval of the PGMHA Executive. Letterhead must not be used by any team or individual to solicit funds for their own purposes. Representative teams will be provided with a pre-approved letter for soliciting sponsors for tournament programs.

### 6.5 LOGO

All PGMHA Logos are the property of the PGMHA. The Logos may only be used by members of the [Executive Board](#) while carrying on PGMHA business. No other parties will be permitted to use the PGMHA Logos for any purpose without the written consent of the Executive. The majority of the [Executive Board](#) must agree before this consent will be granted. The PG Cougars logo will be exclusive to PGMHA representative teams with prior approval from the PGMHA Representative Supervisor and the PG Cougars.

### 6.6 TEAM MAILBOXES

Every team has a mailbox located at the PGMHA office. Communication between PGMHA and the various team coaches and managers is communicated via team mailboxes. It is the responsibility of team coaches and managers to check their mailboxes regularly and to ensure that teams are aware of any information pertaining to them. Team or tournament sponsors may use the team mailboxes to distribute flyers or other information from time to time.

## 6.7 MEETING SPACE

Rooms are available through the PGMHA office to facilitate coach, team or parent meetings. Reservations are on a first-come-first-served basis. The City charges a fee for the use of these rooms. This fee will be charged back to the groups/teams accordingly.

## 6.8 RESOURCES

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

- a) [Prince George Minor Hockey Association](#)
- b) [North Central District Minor Hockey Association](#)  
(formerly North Central District Minor Hockey)
- c) [Okanagan Mainline Hockey](#)
- d) [BC Hockey](#)
- e) [Hockey Canada](#)

## 7 RISK MANAGEMENT

### 7.1 INSURANCE

All players, coaches, assistant coaches and other on-ice personnel including managers and trainers must have HC Insurance coverage. Insurance is provided to the PGMHA members upon application through the PGMHA to BC Hockey. Ice sanctioned by PGMHA is for the sole use of its members and may not be used, shared or otherwise, by anyone other than the PGMHA registered players, coaches and officials. As such, PGMHA registered players, coaches and officials skating on privately rented ice outside of PGMHA sanctioned ice time are not insured by the PGMHA. Players, coaches and officials may not enter the ice surface until the ice cleaning equipment has left the ice and the access door is completely closed. Players must never be left unsupervised while on the ice surface. During practices and games, coaches will ensure that all doors to the ice surface are always kept closed to prevent injury to players. This includes teams playing during any intermission of BCHL or WHL games.

### 7.2 HOCKEY CANADA SAFETY PROGRAM

All teams registered with the PGMHA must staff a volunteer who has a current Criminal Record Check and Coach Respect In Sport as well as HCSP certification. The minimum age requirement for a HCSP is 19 years of age.

As per BC Hockey, the Hockey Canada Safety Program utilizes a proactive, preventative, common sense approach to keeping our children safe. The goal of the program is for the safety people to implement effective risk management programs with their own teams where player safety is the first priority at all times, both on and off the ice. This is not a first aid position.

The safety person is a volunteer who has become HCSP certified. This certification program must be successfully completed every three years to be a team's safety person, even if the individual is a medical professional.

Players suffering an injury, which results in a stoppage of play, but is not deemed serious shall be removed from the ice when safe and shall not be allowed to return until they have sat out a minimum of one complete rotation of line changes.

Players who have been knocked unconscious, or have blacked out, no matter the duration will not be allowed to continue to play in that game nor return to the ice without medical clearance from their doctor. **The team HCSP person has the authority to prevent a player from returning to play.**

A medical Doctor is required to sign off on return to play for all head injuries and/or fractures.

The safety person:

- a) must conduct regular checks of players' equipment
- b) is responsible for promoting proper warm up and conditioning techniques as a form of injury prevention
- c) coordinates safety plans for road trips, tournaments, etc. and assists in the overall supervision of the team
- d) establishes medical history files on every player and carries these files for the season. At the season's end, the files are returned to the parent.
- e) implements an Emergency Action Plan for the team and through this is prepared to react in the event of accidents, injuries and medical emergencies
- f) manages all injuries, learns to recognize serious injuries and refers injured players to qualified professionals
- g) must assume a leadership role in promoting the values of safety, fair play and integrity

### 7.3 PROTECTIVE EQUIPMENT

- a) Players

Players must wear full protective equipment when participating in any PGMHA on-ice programs and activities as outlined by [Hockey Canada](#). Coaches team officials and parent/guardians shall ensure that proper protective equipment is worn at all times whether in a game or a practice and that said equipment is fitted properly, is age appropriate and is in good condition.

CSA certified helmet and face protection must be worn at all times and must not be removed while on the bench or on the ice surface. CSA certification stickers must not be removed. Number stickers are permitted however other modifications including stickers, tape or painting are prohibited.

BNQ neck guards must be worn at all times and must be unaltered.

Composite sticks must have the hollow end plugged before taping.

Players not complying with the above equipment requirements will be asked to leave the ice and return to the dressing room. Players must leave the bench area to complete any necessary repairs. Repairs shall be done where the player is protected from being hit with a puck, stick or any other object.

#### b) Coaches

In accordance with BC Hockey, all coaches, assistant coaches, guest coaches and on ice helpers are to wear CSA approved helmets during any BC Hockey (PGMHA) on-ice sanctioned event. The **chin-strap of the helmet must be securely fastened** under the chin in accordance with HC Official Playing Rules with respect to protective equipment. Failure to wear a helmet by a minor hockey coach in a BC Hockey sanctioned activity will result in the pulling of BC Hockey's sanction of the event. Unsanctioned events are not covered by PGMHA insurance.

The PGMHA has a zero tolerance for helmet infractions as violations void insurance for all individuals on the ice. The head coach is responsible for ensuring that all on-ice coaches follow this policy. Failure to do so will result in disciplinary action. [Executive Board](#) members witnessing violations are obligated to report the incident to the Conduct Committee for investigation.

## 7.4 MEDICAL INFORMATION

All teams must maintain medical information detailing any medical conditions and contact numbers in the event a parent/guardian is not immediately available. This medical information form is available from the HCSP manual which is supplied to the team's designated HCSP person. Team officials are reminded that this medical information is confidential and must not be released to anyone other than medical staff. Medical forms are returned to the parent at year end.

This medical information should always be kept on the bench. A photocopy of each form should be kept in the event it has to be sent with an injured player to the hospital.

## 7.5 MEDICAL CONDITIONS

Players or officials with medical conditions that, in the opinion of the coach or [Executive Board](#) members, may compromise the safety of other PGMHA members will be asked for written clearance from their doctor to be on the ice. The official or player will not be allowed on the ice until this clearance has been obtained.

## 7.6 INJURED PLAYERS

This information is intended as general information only and should not form the basis of legal or medical advice or opinion of any kind. Medical or legal advice should be obtained by consulting a professional. In the event of serious injury, call 911 immediately. All PG arenas have AED's on site.

Prince George Arena locations:

<b>Arena</b>	<b>Street Address</b>	<b>Crossroads</b>	<b>AED Location</b>
CN Centre	2187 Ospika Blvd.	18 <sup>th</sup> Ave. and Ospika Blvd.	behind timekeeper box (outer wall)
Kinscentre	2181 Ospika Blvd.	18 <sup>th</sup> Ave. and Ospika Blvd	in all timekeeper boxes
Rolling Mix Arena	888 Dominion St.	Patricia Blvd. and 15 <sup>th</sup> Ave	behind timekeeper box
Elksentre	4833 Heather Rd.	Austin Rd. and Heather Rd.	under bleacher as coming into rink

It is an expectation of PGMHA that coaches will exercise care over their players to prevent reasonably foreseeable risks. They are expected to take all necessary precautions in preventing injury and are entrusted that the best procedures will be followed should injury occur. Coaches must ensure that players and parent/guardians have been informed that there are inherent risks of injury for players and there is a remote possibility of an accidental catastrophic injury for hockey participants. In addition, coaches must ensure that players have been informed of the potential for serious injury that may result from a check from behind. These types of checks must not form part of a team's defensive strategy and coaches have a duty to eliminate this type of dangerous play from the game.

If there is any question of a neck or back injury to any official or player, they are not to be moved. Call 911 immediately. Notify the rink attendant, parent/guardians of the player and PGMHA Risk Manager as soon as possible.

Players must be made aware by their coach that if they are hurt and experiencing back or neck pain, or any buzzing or tingling in their neck, back, arms or legs, they must not move. Players experiencing nausea, dizziness, headache, light headedness, blurred or double vision or other symptoms of possible concussion must inform their coach immediately. They will be escorted from the ice immediately to receive medical attention.

Officials or players taken from the ice by ambulance shall not return to the ice without medical clearance from their doctor.

Players who suffer from non-hockey related illness or injuries or who have been injured in any manner whereby they could not play hockey, shall not return to playing without medical clearance from their doctor. No injury report is required.

Players who are out with an injury are not to be on the bench.

## 7.7 REPORTING INJURIES

All injuries, no matter the perceived significance, must be reported immediately to the Division Supervisor, Registrar and the PGMHA Risk Manager by the team Head Coach. Hockey Canada Injury Report forms must be completed by injured players' parent/guardians and submitted to PGMHA. These can be obtained from Division Managers or the PGMHA office. Time limit constraints make it imperative that these forms be submitted by the PGMHA Registrar to BCH as soon as possible. Once completed, the PGMHA office will maintain a file copy and the original will be forwarded to BCH. Injury reports should be followed up by the team HCSP, Head Coach or Manager. Injury reports and Permission to return to play letters will be logged by the PGMHA office. Both the Injury Report form and the Return to play letter or doctor's note are mandatory.

## 7.8 DRESSING ROOM ETIQUETTE

To alleviate conflict with dressing rooms, PGMHA recommends that opposing teams occupy even numbered dressing rooms in the event that either team arrives to the rink and the odd numbered dressing rooms are being utilized, and vice versa. The onus for ensuring that this is followed through with throughout the day is on opposing teams playing the first game of the day. Tournament organizers should determine which dressing rooms are being used immediately before them and schedule dressing rooms accordingly. In the event of a conflict, PGMHA expects volunteers to do their best to remedy the situation.

It is the responsibility of team managers to ensure that dressing rooms are locked. Neither the City of PG nor PGMHA accepts any responsibility for lost or stolen items as a result of an unlocked dressing room.

As per BC Hockey, “The use of any form of camera, video camera, camera phone, GoPro camera or personal digital assistant (PDA) is prohibited in any recreational facility change rooms during any BC Hockey sanctioned event.”

The PGMHA will provide all female players on integrated teams with a keycard for access to the female dressing rooms. If these cards are lost or stolen, please advise the Office Administrators as soon as possible. A replacement card will be issued and the old card deactivated.

## 7.9 LOCKER ROOM POLICY

All coaching staff, parents and players must be aware of the following:

### a) Dressing Room

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

### b) Injury Treatment

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

### c) 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 codes on Co-ed teams.

### d) 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 always observed.

### e) 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.

### f) 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).

### g) 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).

### h) Co-Ed Dressing Room Policy

- i. 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:
- ii. Male players will not undress to less than a minimum of shorts while females are present.
- iii. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
- iv. 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).

- v. 3. When separate facilities do not exist for both male and female participants:
  - i. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
  - j. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
- i) It is the responsibility of the team to ensure that these guidelines are followed.
- j) Parents in Locker Rooms

Except for players at the younger age groups (*up to ~~U13~~ and including U11 division*) we discourage parents from entering locker rooms unless it is absolutely 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-situation~~ warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

\*\*Please note that PGMHA requires that any ~~U13~~ parents/guardians entering the locker rooms **must** have a valid parent Respect in Sport certification.

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.

#### k) Smart Phones and Other Mobile Recording Devices

Smart phones, GoPro cameras 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.

## 7.10 FACILITIES DAMAGE

Damages to facilities are to be reported to the rink attendant immediately. Under no circumstances should attempts be made by team officials to repair damages themselves. Damages resulting from the misconduct of a PGMHA member or team will be billed back to that member or team. Players and/or teams will be suspended from play until the later of any imposed penalty or until such bills are paid.

Damages to the facilities during a tournament by any team in the tournament will become the responsibility of the tournament.

Coaches, referees, team officials or other members of PGMHA must immediately report unsafe conditions which could pose a risk to any person whether members of PGMHA or not, to arena attendants and PGMHA Risk Manager.

## 7.11 ANTI-THEFT TIPS

PGMHA is not responsible for lost or damaged belongings while members are engaged in the activities of PGMHA sanctioned events. PGMHA recommends that members leave valuables at home and take appropriate measures to reduce the risk of theft or damage to their possessions. Safety should be the primary concern of all participants and any unsafe or suspicious behavior should be reported to the facility staff and/or police.

## 7.12 PHOTOGRAPHERS/MEDIA



Only those individuals who are on the team roster are permitted on the bench. This includes photographers and media personnel.

### 7.13 EDUCATION PROGRAM

The Risk Education Program (consists of Sportsmanship In The Stands, Parent Respect In Sport, Concussion Awareness Training Tool (CATT) and any other program mandated by BC Hockey or Hockey Canada), is a program intended to provide players an overview of a variety of issues relating to acceptable behavior while participating in team activities. Topics will include, but are not limited to, bullying, harassment, intimidation, substance use and/or abuse, illegal activity and sexual behavior. The program was developed in cooperation with the RCMP, Northern Health and PGMHA.

It is mandatory that all first-year representative, players along with one parent, attend the Risk Education Program (REP) session one time during their first year as a PGMHA representative player. This session will be held within the first month of the representative team rosters being finalized. Attending more than once during their representative hockey lifetime will be optional.

It is mandatory that all new recreational league parents and coaches attend the program also so that they are aware of the same type of issues that their children/players may be facing as they engage in team activities.

## 8 PARENT/VOLUNTEER REQUIREMENTS

### 8.1 HOCKEY CANADA AND BC HOCKEY REQUIREMENTS

Essentially, to be around minors an individual must complete the following at a minimum:

- [pgmha.com](http://pgmha.com) > Resources > Volunteers contains links and additional information

#### a) Consent for a Criminal Record Check

All volunteers must ~~complete~~ have a current the Consent for a Criminal Record check (CRC) [with Hockey Canada](#) by November 1<sup>st</sup> every year. ~~This can be done online or in-person at the RCMP detachment. Once your CRC is submitted either online or in-person, you need to obtain the completed CRC and return it to the PGMHA office.~~

#### b) Respect In Sport Activity Leader

Before November 1<sup>st</sup>, all volunteers are required to complete the Activity Leader version of this on-line course every four years. Upon completing the clinic bring a copy of your certificate to the PGMHA office and your fees will be reimbursed. Register at [BC Hockey Clinics](#) or [here](#). The Respect In sport course is designed as a tool to assist in identifying and dealing with abuse, neglect, harassment and bullying in sport.

#### c) CATT – Concussion Awareness Training Tool

Is a free online program that all bench staff are required to have completed. This can be found at [cattonline.com](http://cattonline.com) The parent version will not be reimbursed.

#### d) Respect In Sport

One Parent/Guardian of every player, is required to complete the online Respect In Sport (RIS) Parent version prior to the player being considered as registered. Volunteers who have completed the coach/activity leader version do not need to also complete the parent version. Fees for the parent Respect In Sport will not be reimbursed.

#### e) Hockey Canada Safety Program (HCSP)

- All teams are required to have at least one individual qualified as an HCSP on their roster by December 1<sup>st</sup>
- HCSP clinics are now available only as an on-line E-Learning course. Register at [BC Hockey.net/clinics](http://BC.Hockey.net/clinics)
- Having a background in First Aid is not a requirement to be the team HCSP person
- On-line payment will be required to complete the registration process and enter the E-Learning modules. The clinic is called HU-Safety. The fee for this clinic will be reimbursed by PGMHA once the office receives proof of completion from you.
- The delegates' HCR record is updated immediately upon completion of the course.
- Once a delegate has completed the E-Learning course they have access to the course contents and handout material for five years. The clinic needs to be updated every three years.

#### f) BC Hockey Clinics

- Coach 1

For coaches in the Under U11 divisions. This is a half day course for those just starting out as a coach This clinic will get you off on the right foot.

- Coach 2

The Coach 2 course is offered as a blended model, with modules offered via E-Learning and once completed, a face to face clinic. Delegates are qualified after both e-learning and the face to face clinic components are satisfied. **All recreational division** coaches in the U11 or higher age levels, are required to complete this course by December

1<sup>st</sup>. The E-learning modules will take approximately 4.5 hours to complete. Head coaches for U11 or higher divisions must have completed the Coach Instructional Stream Checking Skills clinic.

iii. Development 1

The Development 1 course remains as a clinic-based program. Only those individuals on a representative team roster as a head coach, assistant coach, HCSP or manager are able to complete this course by December 1<sup>st</sup>. Delegates pay for both the e-learning modules and the face to face clinic in one payment. Present a copy of your letter from BC Hockey verifying completion of the course to the PGMHA office to be reimbursed the fees.

iv. Officiating

Level 1's (aged 12 to 15 years by December 1st) and those new to officiating (aged 16 years and up) receive certification in a blended model requiring the completion of both an online E-Learning Course and attendance at a face to face clinic. **The E-Learning Course must be completed prior to attending the clinic!**

Go to the BC Hockey website to register for the officiating and coaches' [here](#).

v. On the Ice/Bench Capacity

To qualify to go on the ice/bench in any capacity the options are:

1. Become an actual qualified Coach or Assistant Coach of a team.
2. Register with the team as a Helper
3. 16 years old, CATT, RIS, CRC
4. Under direct supervision of Coach – not meant for someone who is coaching
5. Restricted number of Helpers in PGMHA (2), for one season only, the intent is to get on ice helpers to complete the coaching courses

g) Hockey Canada Sanctioning Guidelines

Guest coaches on or off ice:

- i. Must carry their own liability insurance
- ii. Will not be covered by Hockey Canada unless registered with BC Hockey
- iii. Asked to produce a certificate of liability.
- iv. Coaches should be screened as per Member requirements. (RIS, CRC, CATT)

Additionally, under sanctioning, is an NHL or other professional player participating in an event/practice – the coach would not be covered under Hockey Canada insurance for any activity on ice. Exception would be a player on a Major Junior team that is registered with BC Hockey.

h) Associate Member

Anyone not covered by BC Hockey can become an Associate Member with a \$50 fee and application to BC Hockey – normally paid coaches/instructors offering services to an Association. Once approved, this person would be allowed on ice (need RIS, CRC, CATT)

## 8.2 PARENT/GUARDIAN INVOLVEMENT

All parents are required to complete any mandated parent hockey education programs, attend team meetings and volunteer where necessary. Should volunteers not come forward to plan and organize the annual tournament(s), said tournament(s) will be cancelled.

## 8.3 TEAM PARENT/MANAGER

The 'Team Parent' assists team managers (representative teams) or coaches (recreational teams) to ensure the smooth operation of the team activities. Team Parents will assist in all areas of fundraising, monitoring team funds, telephoning parent/guardians as required and providing other assistance where required.

## 8.4 PARENT/GUARDIAN MEETINGS

Parent/guardians are encouraged to attend all parent/guardian meetings. They provide an opportunity to provide constructive feedback and/or voice concerns that may arise over the course of the season and facilitate familiarity between other parent/guardians and players. Parent/guardians meetings are held on a regular basis and will be communicated by team managers and coaches.

- a) Matters addressed at parent/guardian meetings may include but are not limited to the following:
  - i. Expectations of team management with respect to player and parent/guardians conduct
  - ii. Overview of coaching philosophy
  - iii. Establishment of team rules
  - iv. Update of team activities and events, tournaments and travel itineraries
  - v. Provision of team schedules
  - vi. Presentation of financial statements of the team (Representative teams)
  - vii. Voting on matters such as number of tournaments the team will participate in, purchase of extra practice time, and whether the representative team wishes to fundraise, pay monthly dues or some combination
  - viii. Team managers will hold ballot votes with a 75% majority vote in favor of the motion required (secret ballots may be considered)
  - ix. Addressing special concerns such as medical issues and the unavailability of players due to vacation or other absence
  - x. Describe the team's medical equipment and emergency procedures
  - xi. Provide contact information in the event of specific problems or concerns
  - xii. Review the rules with respect to contacting coaches after a game i.e. 24-hour rule
  - xiii. Recruitment for assistant coaches, stat takers, tournament representative, managers, team parents and other jobs required
  - xiv. Provision of handouts of team and PGMHA policies

## 8.5 MINOR OFFICIATING (TIME/SCORE KEEPING)

At the beginning of every season, time and score keeping clinics are held to teach individuals how to operate the clock and manage game sheets. Volunteers are always needed and parents are readily available during every game. If volunteers cannot be found, PGMHA authorizes payment to individuals for timekeeping and scorekeeping at \$10 per game payable from tournament/team funds.

Each team is to provide one adult volunteer for the timekeeper/scorekeeper position for every game regardless if they are the home or visiting team. Failure to do so could result in the head coach being brought before the discipline committee, as well, the game will be cancelled. At minimum, one of the scorekeepers must be no younger than 16 years.

- a) Scorekeeper Duties
  - i. ensure game sheets filled out as above using sponsor names
  - ii. record penalties, descriptions and times
  - iii. record goal time, scorer and assistant to goal
  - iv. ask for clarification from referee if unsure of a call

b) Timekeeper Duties

- i. start and stop clock at appropriate times; if running time, then start of each period
- ii. enter penalty times on clock; remove as directed by game officials
- iii. enter score on clock

All parent/guardians are expected to observe the [Fair Play Code for Parents](#). In addition, it is the responsibility of parent/guardians to report conduct that they deem inappropriate including that of players, coaches, officials, other volunteers and other parent/guardians. Communications must be in writing and will be treated confidentially. Alternatively, matters may be referred in confidence to the PGMHA President. The PGMHA expects all of its members to take an active role in securing the safety and well-being of all PGMHA players.

## 8.6 LENGTH OF GAMES

Games are from scheduled start time. All teams must be off the ice at the scheduled end time. The third period is to be adjusted to the remaining time left. Length of game time may vary from season to season. **There are no time outs in recreational hockey.**

	Run Time No flood 60 min 1.00 hrs	Run Time No flood 75 min 1.25 hrs	Run Time No flood 90 min 1.50 hrs	Stop Time No flood 105 min 1.45 hrs	Stop Time ½ time flood 120 min 2.00 hrs	Full Game 2 floods 135 min 2.25 hrs
Warm Up	5	5	5	5	5	5
Start	2	2	2	2	2	2
1 <sup>st</sup> Period	15	20	25	20 stop (30)	20 stop (30)	20 stop (30)
Break/Flood	2	2	2	2	15	2
2 <sup>nd</sup> Period	15	20	25	20 stop (30)	10 stop (15)	20 stop (30)
Break	2	2	2	2	15	15
2 <sup>nd</sup> period	0	0	0	0	10 stop (15)	0
Break/flood	0	0	0	0	2	0
3 <sup>rd</sup> Period	15	20	25	20 stop (30)	20 stop (30)	20 stop (30)
Hand Shake	2	2	2	2	3	3
Total Time Used	58	73	88	103	119	130

## 9 GENERAL GUIDELINES

### 9.1 COACHES & OFFICIALS

Coaches are officials of this Association and are expected to represent the [Executive Board](#) as well as PGMHA. They are bound by BCH Coaching Code of Conduct as well as PGMHA policies with respect to coaching. Coaches are selected based on their ability and willingness to handle the multitude of responsibilities that come with coaching young athletes and should have the following attributes:

- a) A strong hockey background in playing, coaching and evaluating
- b) A strong interest and commitment to child athlete development
- c) The ability to work with fellow coaching personnel
- d) The ability to communicate on-ice and off-ice requirements to players and parent/guardians
- e) Availability as to time requirements
- f) NCCP certified at level indicated by HC, BCH, and PGMHA policy
- g) "Coach/Volunteer Respect-in-Sports" certification, Hockey Canada required Coaching certification

Individuals accepting coaching positions will do so knowing that they become the most significant individual to the team. Through leadership, the coach establishes a model that players will use to develop a significant portion of their attitude towards the game. This is especially important for minor hockey players in their formative years. As such, coaches are encouraged to examine their coaching philosophy. Attitudes toward winning and losing, the responsibilities beyond fielding a winning team, balancing perspective and objective and above all leadership are significant elements when charged with the responsibility of developing players.

All coaches must be certified at the BC Hockey recommended level. BC Hockey Development I clinics are offered on an annual basis by PGMHA. Fees will be reimbursed upon receipt of test scores. Coaches attending an approved BC Hockey or Canadian Hockey clinic not offered locally will be reimbursed upon successful completion of the clinic for the registration of the clinic as well as reasonable travel and accommodation allowances. Candidates taking clinics not offered locally must be pre-approved by the PGMHA [Executive Board](#) in order to be eligible for reimbursement.

Coaches are reminded that involvement in the minor hockey system includes the development of referees. Failure to control the bench and/or abuse of officials is not conducive to developing and retaining quality referees. In accordance with BC Hockey Regulation, beginning in the 2008-2009 season, all on-ice personnel must wear CSA approved helmets.

### 9.2 GAME SHEETS

The home team is responsible for supplying PGMHA approved game sheets and arranging for time and score keepers as well as penalty timekeepers if applicable. In the case of NCDMHA league and playoff games, the NCDMHA game sheets will be used, OMAHA game sheets will be used for OMAHA games. The following shall apply to all game sheets:

- a) Each team is to provide one adult volunteer for the timekeeper/scorekeeper position.
- b) The visiting team is listed first and the home team second.
- c) Sponsor names (no nicknames i.e.: Maple Leafs, Cougars etc) to be used on game sheets along with division and team number.
- d) Game sheets are to be filled out **manually** by team designate; **no stickers or labels are permitted for games being held in Prince George if stickers are used, they must be accurate on all copies.**
- e) When stickers are used on game sheets for out of town games, it is the coaches' responsibility to make sure that all players listed are actually participating in the game.

- f) Player names and numbers, date, time, arena, scorekeeper and timekeeper must all be filled out; first and last names must be used; affiliated players, overage players, captains and alternate captains must be identified on game sheet
- g) All players and team officials on the bench MUST be included on the game sheet; only eligible players may be listed – therefore injured or ill players are not to be on the bench.
- h) Designated goaltenders must be on game sheet
- i) The addition or deletion of players may only be made until the commencement of the game (no changes after game starts)
- j) Suspended players missing the game will not be listed on the game sheet
- k) One coach from each team must sign the game sheet prior to the start of the game to verify that it is filled out correctly
- l) At the conclusion of the game, copies of game sheets are to be distributed as follows: Top two pages to referee for submission to PGMHA office. Remaining pages one to visiting team, one to home team
- m) Out-of-town game sheets must be submitted to the PGMHA office within 48 hours of return by closing time on the next business day following travel. The head coach will receive a one game suspension for the first time missed, a three game suspension for the second and more times missed,

### 9.3 COACH DEVELOPMENT

The intent of the PGMHA Coach Development Program is to provide guidance and mentorship to coaches that will assist them in the development of their players. This is accomplished by the Association Head Coach through a variety of player and/or coach clinics.

### 9.4 SPECIAL EVENT SANCTIONS

A Special event sanction form must be completed for EVERY event that the team participates in regardless if it is a team meal, movie, dryland training, going to watch a hockey game or fundraising event etc. Approval must be received prior to the team's participation. Failure to submit a Special Event form will result in the team not being covered by insurance and may result in discipline to the team and/or coach.

### 9.5 DRYLAND TRAINING

When applying for sanctioning for dryland training teams MUST be aware that the sessions can only be instructed by the volunteer staff on the team roster or an associate member. Associate membership can be obtained through BC Hockey. PGMHA teams are urged to support our sponsors who provide this service and only those individuals that have Associate Memberships with BC Hockey.

### 9.6 SCHOOL USEAGE

Any applications to use a school for dryland training, yearend parties etc. must be applied for through the PGMHA office. Please keep in mind that all booking on weekends require a custodian onsite at a current cost for a minimum of 4hrs. Often custodians are required to stay onsite longer than planned for addition clean up.

### 9.7 PERMISSION TO TRAVEL

The process for all teams wishing to travel outside Prince George be it for exhibition, league, tournament or playoff games is as follows. Please allow 7-10 days for the approval process. Teams must have approval prior to ANY trip.

- a) The Manager or Coach gets permission from the Division supervisor to travel.
- b) Manager/Coach completes the travel request form and turns it in to the PGMHA office
- c) All team staff must have required qualifications in place prior to the team applying to travel.
- d) PGMHA President approves the travel and the form is forwarded on to BC Hockey
- e) BC Hockey approves the travel and returns the signed form to the PGMHA office

- f) Office staff puts the approved form into the team mailbox and Division Supervisor's File, and emails a copy to the Division Supervisor
- g) Manager/Coach takes a copy of the signed approval with him when the team makes the trip.
- h) Within 2 days upon return, the Manager/Coach brings in the game sheets to the PGMHA office
- i) Late game sheets will result in the Head coach being suspended until the game sheets are turned in plus one game.
- j) If the travel request form comes in before the recreational league schedule is posted on the website, the schedule may be adjusted to accommodate the trip so teams do not miss any games.
- k) If the form comes into the PGMHA office after the schedule is posted then the travelling team forfeits their scheduled game. Practices or games missed will not be rescheduled.
- l) The Division Supervisor is responsible to inform the opposing team they will be on the ice by themselves.
- m) The Division Supervisor is responsible to cancel the referees.

## 9.8 TEAM TRAVEL

All staff and parents shall refrain from cannabis/alcohol/drug consumption during any trip – given that adults have some level of supervisory responsibility over the players, it is imperative that they remain fully responsible without any level of impairment at all times. Coaches must ensure that the behavior of team staff and players during any type of travel continues to meet the minimum PGMHA standards during all team activities

PGMHA is concerned with the safety of all players, coaching staff and parents during out of town travel. PGMHA strongly recommends that all team travel is done by bus with a professional driver, especially after October 31<sup>st</sup> or when driving on highways with winter conditions. Any parents traveling with the team on the bus, that are not part of the team staff, must do so in a safe capacity and must refrain from alcohol/cannabis/drug/tobacco on the bus or while in a supervisory capacity. It is the responsibility of all Coaches to take the team's safety (players and parents) into consideration when deciding on team travel arrangements. All staff shall refrain from tobacco, cannabis, alcohol or drug consumption at all times. During all team activities all players must be under the supervision of a minimum of TWO ROSTERED TEAM STAFF.

### a) All Parent Drive trips

PGMHA is committed to providing a safe travel environment for all players and team staff. Recreational level travel expenses) are the responsibility of those parent/guardians.

Parent/guardians of recreational or representative players, who are unable to attend events designated as parent travel, must fill out appropriate permission forms allowing their child to travel with someone else.

For a parent/coach to drive a player other than their own child (a "player") PGMHA requires:

- i. Driver's abstract for anyone driving a player
- ii. Proof of insurance with \$5,000,000.00 liability coverage
- iii. Current Criminal Record Check
- iv. Parents shall refrain from tobacco, cannabis, alcohol, and/or drug consumption during the trip.
- v. Parents shall ensure that all codes of conduct are observed and that players meet minimum behavior standards for representing PGMHA.
- vi. Parents must complete a Travel Permission Form and submit it to the PGMHA office prior to travel
- vii. The team HCSP person is available.
- viii. In addition to the above requirements, PGMHA also recommends the following:
  - ix. Parents should abide by the 2 DEEP rule (as defined by Hockey Canada, two adults should be present at all times when supervising players) at all times.
  - x. Road conditions are checked prior to departure.



If parent/guardians cannot accompany players for any reason, a player travel permission form must be signed indicating who the player will be travelling with. This form must be submitted to PGMHA office prior to travel and a separate form must be submitted for each travel event. Failure to submit required documentation may result in future travel being denied. Accompanying parent/guardians travelling with children other than their own must complete criminal record checks and provide driver abstracts to PGMHA.

Road conditions should be checked with local authorities prior to departure. Under no circumstance will players be permitted to drive themselves to out-of-town tournaments. The team HCSP or another individual with first aid certification must also be available.

b) Recreational Division team travel

Games may **not** be played against teams from outside PGMHA without prior approval of the PGMHA President and BCH. Division Supervisors will ensure that approved games are sanctioned and meet criteria as determined by PGMHA. Teams may not travel during PGMHA tournaments including Christmas and year-end play-offs and may not schedule exhibition games which conflict with scheduled league games.

Permission to travel to out-of-town tournaments will be based on equal distribution of such requests between all teams within the respective division and will be offered on rotation to a maximum of three (3) tournaments. Any team refusing an opportunity will be moved to the bottom of the rotation. Every effort will be made to ensure that games are competitive. Coaches are required to submit a copy of the traveling team roster to the PGMHA office and Division Supervisor prior to traveling.

Teams should not commit to out of town tournaments without a strong commitment from parents/players.

When traveling to play out-of-town teams, coaches may only take players from their regular season roster unless one of the following applies:

- i. They are applying under the BCH 'Player Relief/Replacement' Policy (tournaments only); to a maximum of five (5) players per each request.
- ii. They are applying for goalie replacement under BC Hockey policy.
- iii. PGMHA will not consider All-Star, Development or Tournament Travel teams.

The PGMHA may allow post-season travel for non-checking teams to out-of-town checking tournaments under the following circumstances:

- iv. Participation in checking tournament waiver letters must be obtained from player parent/guardians
- v. Approval of PGMHA [Executive Board of Directors](#)

Recreation Division teams may attend three out of town tournaments per season; travel requests in excess of three must be brought before PGMHA [Executive Board of Directors](#) for approval. When a Recreational team travels and one of the team players does not go, that player can practice with the team/coach they were originally scheduled to share ice with providing both the regular coach and the opposing coach agree. The regular coach must send medical information for the player to the opposing coach that will be handling the practice.

c) Representative Team Travel

At the beginning of each season, parents and coaches will review all planned destinations and determine those requiring travel by bus and those requiring travel by parent. These decisions must be made prior to the team budget being approved. The coach has the ability to add exhibition games during or at the end of the season to best prepare the players for competition. These additional games and means of travel must be presented to, and

approved by the representative supervisor and PGMHA treasure, prior to being confirmed and organized by the team. All destinations designated as parent travel will be referred to as “parent travel.”

The financial obligations (meals, accommodation, and other travel expenses) of players on parent travel status are the responsibility of parent/guardians. To keep team costs to a minimum, coaches of the same gender, are encouraged to share accommodations. Parent coaches shall each be reimbursed 50% of the nightly rate for a room that meets the same standard that would be provided to the players during a team travel trip (most commonly, a double queen size room).

Team lists will be compiled of which parent/guardians have taken these steps. Where a team is on parent travel status, players may only be chaperoned by individuals on this list.

## 9.9 PGMHA CLOTHING RULES

### a) Representative:

- i. All representative teams will be receiving the PGMHA approved apparel package.
- ii. No teams will purchase any items outside of the PGMHA approved apparel package.
- iii. The intent of the apparel package is to streamline the look of the representative program as well as to reduce the recurring costs to families every season.
- iv. Families will be permitted to reuse items that match the current, approved apparel package and meet quality standards.
- v. For more information see the Team Dress Code Section
- ~~i. All representative teams to use must include PGMHA sponsors for clothing purchases quotes.~~
- ~~ii. Teams may purchase any brand of clothing or bags.~~
- ~~iii. Track suits must be black with no piping.~~
- ~~iv. Letter of permission from PGMHA Representative Supervisor. Representative Supervisor to forward to PG Cougars for their review and approval. Teams are not to contact PG Cougars directly.~~
- ~~v. Cresting only at authorized suppliers.~~
- ~~vi. For more information refer to PGMHA Policy and Procedure Manual.~~

### b) Recreational:

- i. All teams ~~to use~~ must include PGMHA sponsors for clothing purchases quotes.
- ~~ii. Track suits can be team colors and piped.~~
- ii. Letter of permission from PGMHA to the supplier for the use of the PGMHA logo.
- ~~iii. Cresting only at allowed authorized suppliers sponsors.~~
- iv. PGMHA logo on left chest and division level under logo if desired.
- v. Number and position allowed; ~~No~~ no names or sponsors allowed.
- vi. Contact the PGMHA office for current sponsor listing.

## 9.10 SPONSORSHIP

Sponsors are vital to the success of any minor hockey association. All teams of PGMHA are sponsored primarily by businesses or private individuals. The PGMHA values its sponsors and strives to maintain a relationship which is both appreciative and respectful. Team coaches and managers are encouraged to establish a relationship with their team sponsor and involve them in games and events wherever possible. The membership is strongly urged to support the businesses that sponsor in PGMHA. Team staff are required to use sponsor names when filling in game sheets and talking to media.

Sponsors are solicited by a designated person through PGMHA. Existing PGMHA sponsors have first right of refusal on the supply of equipment or other items purchased by PGMHA. This does not necessarily give them precedence in the purchase; it shall still be determined by the best price and past quality of service.

To protect existing sponsors from being overwhelmed with requests for contributions of any kind, under no circumstances are teams to solicit additional funds or merchandise from current sponsors without the consent of PGMHA [ExecutiveBoard](#). In addition, teams or persons associated with any team shall not solicit funds on behalf of their team by indicating that they are doing so on behalf of PGMHA. Sponsors may not be solicited by employees or individuals, connected to the sponsor, who are also connected to the team. A “No Contact” list is available at the PGMHA office and a copy will be provided to all representative teams once the first player rosters are determined.

Individuals or businesses, including parents, wishing to sponsor a team may apply to do so through the PGMHA office. Every effort will be made to assign sponsors to the team of their choice however existing sponsors will be given first right-of-refusal on the teams they wish to sponsor in any given season. Sponsorship fees collected go directly to PGMHA to assist with ice rental, equipment, referee and other related costs. The sponsor receives:

- a) Sponsor bar on jersey
- b) Team picture for display at their business
- c) Publication of sponsor name in tournament programs (representative teams) and local newspaper
- d) Inclusion of sponsor name on “Sponsor Appreciation” board in Kin Centre entrance.

## 9.11 LEAGUE ICE ALLOCATION

Notwithstanding the coordination and directing of coaches, players, officials and parent/guardians, PGMHA must manage ice allocation. The objective of PGMHA is to ensure equitable distribution of ice for all its members. The Ice Administrator will make every effort to schedule ice allocations in an equitable manner and such allocations will be subject to review by the PGMHA [ExecutiveBoard of Directors](#).

Teams either returning ice or requesting additional ice must do so through the PGMHA Administrator. The Ice Administrator will contact Division Supervisors with any ice changes. Coaches are not permitted to contact the Ice Administrator directly. Ice will be redistributed to PGMHA teams or will be returned to the City of Prince George. Ice which is not utilized due to the independent actions or decisions of team managers and/or coaches will be billed back to their respective teams, the cost of which will ultimately become the responsibility of players and/or their parent/guardians. Every effort will be made to replace lost ice due to a scheduling error on the part of PGMHA or due to unforeseen circumstances.

Notification of ice changes will be made to Division Supervisors who will be responsible to contact referee assignors and coaches. However, coaches and parents are advised to check the PGMHA website often for schedule changes.

## 10 OFFICIALS' POLICY

### 10.1 GENERAL GUIDELINES

Official's policies within PGMHA are designed to ensure that all Officials are assigned to games consistent with ability. Ongoing evaluation and training will be provided to ensure an adequate level of competency to effectively officiate PGMHA and the NCDMHA game play. The PGMHA strives to establish and maintain a cooperative relationship between officials, coaches, Division Managers and the PGMHA [Executive Board of Directors](#).

The Referee Liaison will identify assignors prior to the beginning of the season and will ensure that assignors are aware of the level of officiating required by the various league divisions. The assignor's role is to ensure that officials including referees and linesmen are available as required. Assignors are given a list of individuals deemed competent to officiate in their respective divisions. Because it is essential that assignors give officials as much notice as possible, Division Managers are required to give a minimum of three (3) days' notice of a game to an assignor. Assignors given less than three (3) days cannot guarantee a full complement of officials. Assignors are to ensure that opportunities to officiate games are offered equitably among those qualified and available. Appropriate records will be maintained.

Assigned officials are expected to arrive appropriately dressed and conduct themselves in a professional manner at all times. Officials should arrive fifteen (15) minutes prior to Recreational League games and thirty (30) minutes prior to Representative League games. ~~Officials late for a game may be fined up to one half of that game fee. All fines collected by PGMHA will be forwarded to the Referee's Development Fund.~~ Officials unable to attend a game to which they have accepted an assignment must find their own replacement and notify the assignor. Only those games actually worked will be paid for. Officials missing or late for games and not providing for an approved replacement may be subject to ~~fines and/or suspension discipline~~. Game sheets must be submitted to PGMHA upon the conclusion of the game and must not be submitted by anyone other than the officials of the game.

Officials should be on the ice at the commencement of the ice slot. While the players are in their warm up, the officials should review the game sheet, introduce themselves to the coaching staff of each team as well as their off ice officials, confirm time limitations and whether there will be running or stop time. Officials will enforce the rules of the game as set by the HC, BCH, NCDMHA and PGMHA in a fair and consistent manner and will show proper respect toward players, coaches and fans. They will show interest and enthusiasm in the game to gain the respect of players, coaches and fans. Officials will report all misconduct, gross or match penalties to PGMHA and/or BCH in a manner prescribed by the HC Rule Book. They will not use profane language while on the ice surface or in an area visible to fans, players or coaches regardless of the circumstances. Grievous issues with coaches and/or parent/guardians must be communicated to the Referee-in-Chief (RIC) so that proper follow-up may be achieved. Officials must never remove officiating equipment while on the ice. Officials are encouraged to assist younger players in understanding the rules of hockey.

- a) Where an official fails to show up for a regularly scheduled game, the following will apply:
  - i. If at least one official shows up, it remains the responsibility of the coaches to control their bench if they wish for the game to proceed; officials are not obligated to officiate games by themselves.
  - ii. If no officials show up, and immediate resolution is not possible, the game must be turned into a practice.
  - ~~iii. Coaches may officiate; an officiated game will only be considered an official game if a game sheet is maintained and submitted to the PGMHA office.~~

Coaches and Parents are expected to maintain their composure at all times when dealing with on-ice officials. The PGMHA has a zero-tolerance policy with respect to the abuse of officials. Coaches who feel that a game has been poorly officiated or who have a valid reason for reporting an official should consider the incident for twenty-four (24) hours prior to submitting a complaint. Written complaints and game sheets must be submitted to the RIC and

the PGMHA [Executive Board of Directors](#) within forty-eight (48) hours. Only written complaints with proper documentation attached will be considered for review.

If considered necessary, matters will be referred to the Conduct Committee to review the matter and conduct relevant interviews. The Conduct Committee will rule on matters outside the direct jurisdiction of BCH. Hearings will be convened at a time practical to all parties. Decisions will be presented in writing or other acceptable means of communication to all parties. Appeals must be submitted in writing to PGMHA in accordance with PGMHA Policy. Appeals may be heard by an independent third party or another committee established by PGMHA.

## 10.2 TRAINING

The objective of providing training is to ensure that officials at all levels have an opportunity to improve their skills and develop a better understanding of the application of the rules and their effect on the psychology of the game.

- a) The training program is separated into four specific areas:
  - i. Formal training – Canadian Hockey Officials’ Policy Manual
  - ii. Formal evaluation – every effort will be made to evaluate officials from time to time
  - iii. Ongoing training – senior officials will act as trainers monitoring junior officials during games and providing advice and guidance in a positive and constructive manner immediately following the game
  - iv. On-ice training – may include regular ice sessions, a shadow referee and pairing of less experienced officials with more experienced officials during games

## 10.3 OFF-ICE (MINOR) OFFICIALS

Minor officials include official scorekeepers, timekeepers, goal judges and penalty timekeepers. These positions are integral to the game and as such, individuals performing these functions are expected to act in a respectful, neutral manner both on and off the ice. Duties and instructions for minor officials appear in the HC rule book which is available in the PGMHA office or on-line at [www.hockeycanada.ca](http://www.hockeycanada.ca). This handbook is intended to compliment the information already available and provide additional information when necessary. Teams are responsible for providing off-ice officials.

# 11 PROGRAM GUIDELINES – RECREATIONAL LEAGUE

## 11.1 INTRODUCTION

The majority of PGMHA players play recreational hockey. PGMHA is a 'no body checking' association for all Recreational levels up to and including U18. The emphasis is on fitness, fellowship, sportsmanship and fun. The objectives of PGMHA Recreational League are:

- a) To promote a game that fits the needs of its participants
- b) To be open to all male or female players
- c) To allow players fair and equitable ice time
- d) To emphasize the importance of having fun while improving skills
- e) To allow enjoyable participation
- f) To assist in physical development
- g) To create a pleasant social environment

## 11.2 GENERAL GUIDELINES

- a) Coaches, Team Parents & Managers Meeting

These meetings are held by November 1<sup>st</sup> after teams have been established and are attended by the PGMHA President, Vice President or Division Supervisor. It is mandatory that all teams within PGMHA have team representatives in attendance. The meeting will go over PGMHA philosophy and operational guidelines for the teams. Coaches will distribute the team rules and expectations for the season.

Player medical forms ~~and the Parent/Player code of conduct forms~~ will be distributed at this meeting. Team Manager/Coaches will collect the signed forms and return a copy to the office, keeping the original with the team files. At the end of the season these forms will be returned to the parent.

- b) Female Hockey Program

PGMHA recognizes and supports that female hockey in the province of BC is still growing and everything is being done to grow the female game in the province. It has consistently been recommended that for the game to grow, females must be playing with and against their own gender wherever numbers permit. The female recreational division players will be evaluated with other females with age consideration.

Numbers permitting, PGMHA will create an all-female division/team. Therefore, females will be placed with female players. For example, a second year U13 player may be asked to play with primarily U15 female, and a first year U15 female may be asked to play with a team primarily made up of U13 aged players. In recreational hockey, if a team is placed in a male division, due to lack of numbers, the team will be placed where it is believed they, as a team, would best fit to be representative at their skill level. PGMHA recognizes that this could change from season to season. In instances that numbers permit and based on evaluations, the female teams will be tiered as to play in the appropriate male divisions. PGMHA will provide for all-female teams in Recreational House divisions should numbers permit. PGMHA recognizes that this could change from season to season.

All players, including those not living in Prince George will be required to pay the full registration fee, tryout fee and ~~carding fee~~representative fee.

- c) Travel teams are permitted in the Female Division only.

~~i. Players must express interest in participating and attending Development ice times.~~

~~ii. All interested players will be able to travel to a minimum of two tournaments, and a maximum of three tournaments.~~

~~k.2)~~ Four tournaments will be selected by the Female Supervisor~~Select tournaments will be chosen~~ at the start of the season by female team coaches in conjunction with the Female Hockey Development Coordinator, players will be asked to provide top three choices for travel.

~~l.~~—The Female Hockey Development Supervisor Coordinator in conjunction with division coaches will ensure all players are given equal opportunity to attend ~~their top choices~~.

~~m.~~ Any player unable to attend due to illness/injury will have their spot offered to a player who has not yet played in two tournaments as priority, before moving onto players that have played in two.

~~n.a.~~ The team will adhere to all regular recreational team travel policies for tournaments.

#### d) Player Evaluations

The selection of players to teams shall be based on a standardized player evaluation process in each division as per the Hockey Canada recommended level of skills within the respective division. These standards shall be reviewed annually by the Recreational Hockey Director (RHD). A solid player evaluation format in place, will ensure the process of selecting players to teams is fair and agreeable to the participants and provides the following benefits:

- i. Ensure consistency between all divisions
- ii. Produce documented results of evaluations
- iii. Allow for a formal appeal process for players and/or parents who may not have been placed appropriately
- iv. Parents will be provided with a reference point of the player's skill level during the appeal process
- v. Coaches are provided with an identifiable starting point for the skill level of their players and their plan of instruction for the season
- vi. Optimizes player development by ensuring players are placed with teammates of equal caliber
- vii. understanding that there will be some differences in ability within each division.

#### e) Player Evaluation Process

The first two weeks of each season shall be designated to player evaluations. Teams will not be formally selected until evaluations are completed.

The RHD will be responsible for ensuring that the measuring tools (on-ice drills and scoring sheets) being used during evaluation sessions are suitable for assessing the skills of the respective division and will seek the assistance of individuals who have a well-documented resume of knowledge and experience with the levels of standards to be met. The RHD will provide respective Division Supervisors with the evaluation session plans (drill plans and equipment list) for each ice time.

The RHD will be responsible for ensuring that qualified people are used in the evaluation of players, and that the on-ice staff follows the session plan provided. Every effort shall be made to ensure that the same people are being used in the same roles for all evaluation sessions to ensure consistency in how each player is being assessed. Division Supervisors will identify on-ice personnel and ensure that they have session plans as provided by the RHD. The Division Supervisor or designate will organize sessions including player sign-in, jersey allocation and the collection of evaluations. Evaluations must be forwarded to the RHD. Standardized forms shall be used to evaluate players during each session.

#### f) Objectives of Player Evaluation Process

The objectives of the player evaluation process are as follows:

- i. To provide uniformity and consistency in the evaluation process so that players and parent expectations are consistent from year to year
- ii. To provide a fair and impartial assessment of a player's total hockey skills during the skating sessions
- iii. To ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill level as determined during the on-ice evaluations

- iv. To facilitate the formation of teams that maintain balanced and representative play where the athletes can develop and participate equitably
- v. To provide feedback to players that promotes future development
- vi. To provide coaches an opportunity to build a team-based knowledge of their players' skills and attitude subject to their own coaching philosophy

g) End-of-Season Player Assessments

- i. Player assessments completed on all players at season end and submitted to the RHD.
- ii. Coaching staff is to complete assessments using the PGMHA ranking sheet; these sheets must be submitted as soon as possible so that the necessary data entry can be completed prior to the start of the evaluation process.
- iii. Assessment information forms the fundamental basis for creating equally balanced teams and will be used to assist in the balancing of teams for the tryouts or placement if an injury prior to fall tryouts occurs.

h) Team Selection

The primary objective in team selection is to make every effort to create equally balanced representative teams in each division. Well balanced teams ensure that the quality and intensity of the games are satisfactory to all players. This in turn helps to preserve player self-esteem and enhances the development of all players. It is the responsibility of the RHD, Division Supervisors and Division Managers to ensure that well balanced teams have been selected.

The number of recreational teams within a division shall be determined by the number of registrants within that division. The number of teams within each division category (Recreational 1, 2, 3) will be determined after player evaluations have been completed. Within each division, a score shall determine the break point for each category. Using a formula of 15-19 players per team, the number of players falling within those break points will determine the number of teams. For example, if 45 players qualify for Recreational 1, there may be 3 teams of 15 players; if 64 players qualify, there may be 4 teams of 16 players. All teams within a division will have an equal number of players at the beginning of the season which may require top rated players of one division category to move up to the next division category. There shall be one goalie per Recreational 1 team (U13 and above) unless the number of goalies exceeds two per team.

The RHD, Division Supervisors will complete team selections for the entire U9 and U11 Divisions. The balance of team selections will be drafted and overseen by the RHD.

Team selection meetings will be scheduled after player evaluations and head coach assignments have been completed. Teams will be selected in the presence of the RHD, Division Supervisors and/or Division Managers with the objective of creating equal teams based on player information obtained as a result of player evaluations. A draft system for team selection will be used. Registration numbers determining there will be a minimum of fifteen (15) and a maximum of nineteen (19) players per team including goalies. The PGMHA's intent is to encourage as many players as possible to participate and to minimize waiting lists.

The player selection process will be as follows:

<b>3 Team Division</b>	<b>4 Team Division</b>	<b>5 Team Division</b>	<b>6 Team Division</b>
Player 1	Player 1	Player 1	Player 1
Player 2	Player 2	Player 2	Player 2
Player 3	Player 3	Player 3	Player 3
	Player 4	Player 4	Player 4
		Player 5	Player 5
			Player 6



Player 4 Player 5 Player 6	Player 5 Player 6 Player 7 Player 8	Player 6 Player 7 Player 8 Player 9 Player 10	Player 7 Player 8 Player 9 Player 10 Player 11 Player 12
Player 7 Player 8 Player 9	Player 9 Player 10 Player 11 Player 12	Player 11 Player 12 Player 13 Player 14 Player 15	Player 13 Player 14 Player 15 Player 16 Player 17 Player 18
Player 10 Player 11 Player 12	Player 13 Player 14 Player 15 Player 16	Player 16 Player 17 Player 18 Player 19 Player 20	Player 19 Player 20 Player 21 Player 22 Player 23 Player 24

- i. Players are divided into three categories – forward, defense and goalies
- ii. Players would be listed in order of evaluation by category.
- iii. Players would be selected by draft; coaches may only pick one box ahead.
- iv. At no time may players be picked two boxes ahead.
- v. Players would be selected by draft, completing one category before going on to the next one.
- vi. Coach’s children would automatically be assigned to their parent coach at the box they evaluate in

i) Player Movement

Upon the recommendation of any coach or division supervisor, or upon their own initiative, the RHD may assess the need to enforce player movement from team to team. Players must comply with any assignments that are made for this purpose. The RHD, team coaches and Division Supervisors are responsible for ensuring that teams remain well-balanced between each other. Player movement will normally be completed by the end of October. Any player movement occurring after this date as a result of representative movement must be approved by the RHD.

A coaches meeting will be held by the RHD before the end of October to determine player movement and yearly expectations. Players wanting to play in a higher or lower division outside of their age group must have the approval of the [Executive Board of Directos](#) and RHD before attending an ice time with that division. Any other player movement considered necessary due to other circumstances must be approved by the RHD and Division Supervisor. Players may not play nor practice on more than one team. Teams in U13, U15 and U18 divisions must be balanced according to skill level and physique.

Every effort will be made to have this process completed by the time team photos are taken in November.

The RHD, team coaches and Division Supervisors are responsible for ensuring that teams remain well-balanced between each other. Player movement between teams may be required to ensure that teams remain balanced following the secondary draft process. The RHD will be responsible for approving this type of movement.

j) Appeals

Players and/or parents may appeal their placement on a team by formally writing to the RHD through their respective Division Supervisor. Letters must include the issue being appealed, grounds for the appeal and the resolution being sought. Appeals will be responded to within 5 days and/or addressed at the player’s next scheduled ice time.

k) Goalie

With the Division Supervisors permission, goalies may be picked up in the event a team is short or without a goalie providing it is for games within PGMHA from the same division. A goaltenders first commitment is to the team with which they are rostered. As such, teams must obtain the approval of the pick-up goalie’s coach.

All players in U11 or lower divisions are to have the opportunity to play goal if they desire. If a player is one of two goalies on a team the player can play as a goalie for one game and a skater for the next game as per Hockey Canada rules. Once a player plays goal, he cannot become a skater in the same game, however a skater can switch to playing goal in the same game.

l) Practices

The practice/game ratio will be recommended by PGMHA as follows:

U7 No games	U9 1:4 game:practice Games start week 5	U11 1:3 game:practice Games start week 4	U13 1:1 game:practice Games start week 1	U15 4:1 game:practice Games start week 1	U18 6:1 game:practice Games start week 1
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Subject to ice availability, every effort will be made to weight the practice to game ratio more heavily in favor of games during the second half of the season.

Practices shall be scheduled with two (2) teams on the ice at one time whenever possible (maximum 3 for U7). At the discretion of the coaches, and in accordance with PGMHA Policy, practice time shall allow for full-ice skill drills and half-ice team drills. For divisions of U15 and higher, ice times designated for practice shall be scheduled individually or, when scheduled with two team on the ice, can be divided in half time-wise with the home team taking the first half and the visiting team taking the second half.

m) Team Play Across Divisions

Prior approval must be obtained from applicable Division Supervisors before teams can compete across divisions (i.e. U13 Recreational 1 vs. U15 Tier 2 or Recreational). Division Supervisors may wish to consult with the PGMHA Risk Manager prior to giving consent.

n) Ice Time

Coaches will make every effort to ensure fair and equitable ice time for all players subject to the team dynamic of forwards, defenseman and goalies. The PGMHA recommends that coaches follow a regular rotation and that they maintain player rotation during games and scrimmages. Recognizing that different combinations of players may be used at the discretion of the coach, PGMHA therefore places the onus on the coach to be accountable to players and parent/guardians with respect to these decisions. There will be no double shifting or moving players from position to position in favor of specific players seeing more ice time.

Requests for additional ice times must be made through the Division Supervisors and assigned by the Ice Administrator. Cancellations of ice must be communicated to the Division Supervisor and the Ice Administrator with a minimum of 7 days’ notice to provide adequate notice of cancellation to the City. Costs associated with the rental of unused ice may be charged back to teams if insufficient notice is given. Ice times are not to be given away at the discretion of team management but must be returned to and redistributed by the Ice Administrator.

Teams are reminded that ice time is ice time. In game play during a round-robin event, a tie would stand. Non round-robin event ties are to be decided by a shootout within the allocated ice time.

o) Team Uniforms/Clothing

PGMHA players must wear PGMHA issued uniforms in game situations. Uniforms distributed by PGMHA may not be altered without written permission from the [Executive Board of Directors](#). Name bars are permitted on the backs of the jerseys indicating surname only. Business or secondary sponsor names may not be printed on jerseys, bags, clothing or other equipment without the approval of the [Executive Board of Directors](#). Name bars must be designed and placed in accordance with HC Guidelines and must be attached so that they can easily be removed following the completion of the season. Coaches are responsible for the distribution of team uniforms at the beginning of the season and for collection at the end of the season. All uniforms are to be returned to the PGMH following their last regularly scheduled ice time except for the U15 and U18 recreational and the U11 ATOMIC jerseys.

Recreational teams are permitted to purchase jackets, hoodies, track suits etc. providing the business they are buying from is a current PGMHA sponsor. Such clothing can be printed or embroidered with the PGMHA logo (must get an approval letter from PGMHA). The Division i.e. U11, U13, etc. along with the players number and position can also be put on the clothing. Players name, Sponsor names and Team nick names are not permitted.

i. Recreational:

- ~~a.b.~~ All teams to use sponsors for clothing purchases. Contact the PGMHA office for current list.
- ~~p.c.~~ Track suits can be team colours and piped.
- ~~q.d.~~ Letter of permission from PGMHA to the supplier for the use of PGMHA logos.
- ~~r.e.~~ Cresting only at allowed sponsors.
- ~~s.f.~~ PGMHA logo on left chest and division level under logo if desired.
- ~~t.g.~~ Number and position allowed. No names or sponsors allowed.

### 11.3 TEAM DESIGNATIONS

Players are divided into seven different divisions based on their age/gender as of December 31<sup>st</sup> of the year registered. Numbers permitting, divisions are as follows:

Cross Ice Program (U7/U9)		ages 4 - 8 years
U11	Recreational 1,2, 3	ages 9 - 10 years
U13	Recreational 1, 2, 3	ages 11 - 12 years
U15	Recreational 1, 2	ages 13 - 14 years
U18	Recreational 1, 2	ages 15 - 17 years
Female	Mini, Minor and Major	all ages (depending on registration numbers)

### 11.4 COACH SELECTION PROCESS – RECREATIONAL TEAMS

- a) All team staff are required to complete the BC Hockey online – Respect In Sport for Activity Leaders, seminar (renewable every five years), Concussion Awareness Training Tool (CATT), and ~~complete an annual Consent for a~~ [have a current](#) Criminal record check [with Hockey Canada](#).
- b) Coaches must commit to and achieve the necessary Coaching certifications for the level they are coaching within the current year if they have not already done so. The Recreational Hockey Director is responsible for making sure these conditions have been met for every team. A coach may be suspended from their duties if these conditions have not been met. All coaches and assistant coaches are required to have attended a Coach 1, or Coach 2 clinic prior to December 1. Coaches must be certified at the BC Hockey recommended level.
- c) The Recreational Hockey Director will establish a coach selection committee which will consist of the Recreational Hockey Director, The President (or designate), the Division Supervisor and at least one (1) other individual mutually agreed upon by the aforementioned.

- d) The Coach Selection Committee shall select the most suitable candidates for all categories within the division based on the information provided in the application form, past evaluation forms, coaching history within PGMHA and any other relevant information. All applications will be reviewed prior to the player evaluation process, whenever possible, and candidates for head coach positions will be short-listed for possible interviews. Interviews are at the discretion of the Recreational Hockey Director and they may or may not occur depending on the number and/or quality of applicants.
- e) Head coach assignments will not be finalized until player evaluations are completed, due to the possibility of a player not falling into the skill level that the parent was assigned to as a coach, or the possibility that the number of teams within a division is not the same as the number of coaches assigned. Final selection of head coaches will be completed by the Coach Selection Committee, and their decisions will be final with no appeal process.
- f) All remaining coaching staff must be pre-approved by the Division Supervisor and Association Head Coach, and all must have completed the BC Hockey coaching requirements along with a current Criminal record check prior to being added to the team roster.
- g) All coach candidates will be expected to participate in the player evaluation process to ensure that they have familiarity with each player being selected to the teams.
- h) Coach selections across all divisions, will be presented to the [Executive Board of Directors](#).
- i) When final coach assignments have been completed, the Division Supervisor will schedule team selection meetings as early as possible
- j) From time to time minor hockey teams enlist ~~older~~ other hockey players or other volunteers to assist with practices, scrimmages and other activities. It is important to ensure that insurance is in place by following the ~~below guidelines~~ [BC Hockey Guidelines found here.](#)
- ~~k) Parents will only be permitted as an on-ice volunteer for one year.~~
- ~~j)~~
- ~~k) On ice helpers will be a minimum of 16 years old and have completed the Consent for a Criminal record check, Concussion Awareness Training Tool (CATT) and the Respect In Sport for Activity leaders on line clinic. A maximum of two On Ice helpers will be permitted on each roster and on the ice at a time. They must be under the direct supervision of the certified team officials.~~
- ~~l) An individual can only be rostered as an on-ice helper once, then must attend the respective coaching clinic to be rostered for another season.~~
- ~~m) Any on-ice helpers must be a current registered member of BC Hockey / Hockey Canada.~~
- ~~n) All on ice helpers must wear a CSA certified helmet with chin strap fastened and appropriate face protection required for the player's level of play. A BNQ certified neck guard must also be worn by all minor hockey aged players assisting as an on-ice helper.~~
- ~~o) Non-Members offering coaching or other on-ice help for a fee are not volunteers and must become an associate member prior to participation. A person working in this capacity should not be rostered with an MHA Volunteer team. To apply for an Associate Membership, go to bchockey.net~~

## 11.5 DIVISIONAL PROGRAMMING

All recreational division programming follow Hockey Canada's and BC Hockey's Player Development and Programming publications which in turn follow the Long-Term Player Development (LTPD) model.

### a) U7 & U9 (Cross Ice) Program

Commencing with the 2016-2017 season the BC Hockey Board of Directors mandated the following: All Minor Hockey associations are required to operate the Hockey Canada U9 program and utilize cross-ice systems for participants below the U11 division. This means that all on ice sessions MUST take place on a cross-ice surface. PGMHA fully supports this program and is committed to following the guidelines and using the resources adopted by BC Hockey for this age group.

### b) U11 Program

Commencing with the 2020-2021 season, PGMHA is mandated to follow Hockey Canada's U11 (Atom) Player Pathway.

c) General Programming

- i. Every effort will be made to ensure a minimum 2 ice times per week over the season
- ii. 1 PGMHA in-town tournament
- iii. Player assessments completed on all players at season end and submitted to the RHD
- iv. Coaching staff to complete assessments using PGMHA ranking sheet; these sheets must be submitted as soon as possible so that the necessary data entry can be completed prior to the start of the spring evaluation process.
- v. Assessment information forms the fundamental basis for creating equally balanced teams and will be used to assist in the balancing of teams for the tryouts or placement if an injury prior to fall tryouts occurs.
- vi. Exhibition games will be used to evaluate and ensure teams are balanced
- vii. Coaching staff will be encouraged to follow a curriculum outlined on a monthly basis with assistance of RHD
- viii. Recommend that extra ice time be utilized for practices prior to the first week of November
- ix. All U11 recreational players are to be given the opportunity to play goal; PGMHA provides goalie gear to U11 teams, Coaches are encouraged to use full ice with both teams and take advantage of a station approach, cross ice transition games, and full ice skating drills
- x. The PGMHA will provide for an all-female team in both the Recreational 1 and Recreational 2 divisions should numbers permit.
- xi. Where players play on a mixed team, both male and female players must be fully dressed before occupying the same dressing room; coaches are responsible for ensuring that the necessary arrangements are made to accommodate all players

## 11.6 TOURNAMENTS

Each division of the Recreational League shall host a tournament during the Christmas break which may consist of one out-of-town team for every two local teams, for each level within their division. The tournaments shall be organized by Division Supervisors with input from coaches and parent/guardians and shall be overseen by the PGMHA Tournament Supervisor. The PGMHA will provide ice and referees for each tournament. Entry fees may be charged to a maximum of \$1,000 and will be used to cover team incentives and other costs associated with the tournaments. Tournament entry fees (to be determined each season) for local players will be paid by PGMHA. Representative teams will be offered the first opportunity to provide a raffle table etc. as a team fundraiser. If no representative team is available, then the recreational divisions may set up a raffle table with items donated by parent/guardians however all proceeds must be forwarded to PGMHA. At no time will recreational teams be permitted to solicit for donations. Should there be no out-of-town teams entered in a tournament, unused ice will be returned to PGMHA for redistribution or to be returned to the City of Prince George.

Tournaments hosted by PGMHA teams outside of Prince George are subject to all PGMHA Policies.

All teams participating in a PGMHA hosted tournament are required to provide their HCR roster prior to their first tournament game. Only those individuals listed on the HCR roster will be permitted to participate.

If sufficient volunteers do not come forward to organize the tournament and assist with timekeeping, scorekeeping and security, the tournament will be cancelled prior to the scheduled start date. The division will be responsible for all costs associated with gifts, awards, late ice cancellations etc. Tournament committees are responsible for clean up and take down of tournament signs, posters, banners and tables at the completion of the tournament.

Damages to the facilities during a tournament by any team in the tournament will become the responsibility of the tournament.

## 11.7 DISCIPLINE

The PGMHA expects coaches and team officials to maintain strict discipline among players and parent/guardians. The coach, players and parent/guardians represent not only PGMHA but also their respective team sponsors and the City of Prince George. It is the responsibility of the coach to be aware of the rules and regulations at all levels. Coaches are also responsible for player discipline with respect to dressing rooms and bus travel. Teams found to be in violation of these expectations may be suspended from play.

Specific team guidelines should be established at the first meeting of the year with input from all parties including players, parent/guardians, coaching staff and team management. Guidelines should be in writing and must be distributed to each player and parent/guardians so that all are aware of team expectations. These guidelines are over and above PGMHA, BCH and HC rules, and must not in any way contradict them.

Coaches are responsible for player discipline and upholding the decisions of the officials. Coaches will ensure that all automatic penalties are served and that no player or team official returns or plays prior to the completion of the suspension. Coaches who allow a suspended player to play will be subject to BC Hockey rulings. Coaches and team officials have the authority to suspend a player or players. All disciplinary actions must be accompanied by an incident report completed and presented to the Division Supervisor within five (5) days of the incident occurring. Incident reports will be reviewed by the Division Supervisor. If in the opinion of the Division Supervisor, coaches, or team officials, suspensions beyond one game are necessary, those recommendations and the circumstances surrounding the incident will be communicated to the PGMHA [Executive Board of Directors](#).

Officials penalize players and/or other team officials with the full authority of HC, BCH, NCDMHA and PGMHA. The Conduct Committee retains the authority to assess and impose further penalties if in the opinion The Conduct Committee it is deemed appropriate.

Discipline issues to go to the President who will pass on to the Discipline chairperson who will contact any standing members of the Discipline committee and the Division Supervisor.

Discipline issues will not be handled by PGMHA staff IE: Head Coaches or Administration etc.

### a) SERVING OF SUSPENSIONS

Please note, team officials, players, or officials may not practice with their team during the term of the suspensions listed below if the suspension is in excess of 30 days

For the purpose of suspension, scheduled games include any pre-approved game(s) scheduled prior to the incident that caused the suspension, including exhibition games both in-town or out-of-town. Minimum penalties are to be served consecutively. If an exhibition game is scheduled after the incident, it does not count toward the suspended games; however, the player/team official is suspended from those games as well. In order for a local game to be considered a pre-approved game, the ice must be booked, approval from Division Supervisors has taken place and referees have been requested.

- i. Players - Player receiving a suspension shall be prohibited from playing in games as well as from acting as an Official or in any other official capacity with a Team, League or Association within BC Hockey.
- ii. Team Officials - Team Official receiving a suspension are prohibited from participating with the Team from one hour prior to any games until one hour after the conclusion of any games and from acting as an Official and in any other official capacity with a Team, League or Association within BC Hockey.
- iii. Official receiving suspensions - An Official receiving a suspension as a player or team official shall be prohibited from officiating until the expiration of the suspension plus playing in any games and acting in any other official capacity with a Team, League or Association within BC Hockey.

Players are expected to act responsibly and be ambassadors of their sport. If at any time a player participates in an event or activity while representing PGMHA or their sponsors by wearing team jerseys, tracksuits, or jackets, they are expected to behave in a manner consistent with demonstrating good sportsmanship, respect for their peers and respect for community members. Failure to do so will result in reprimand and possible suspension from play as determined by the PGMHA Conduct Committee

Minimum suspension guidelines will follow the most recent BC Hockey Bulletin for Minimum suspensions - Minor/Female. Suspensions, in addition to the minimum suspension guidelines can be given, or as the Association deems necessary for player and coach conduct on the ice and in the stands

### ~~11.8 OFFICIAL'S ABSENCES (RECREATIONAL ONLY)~~

~~Where an official fails to show up for a regularly scheduled game, the following will apply:~~

- ~~a) If at least one official shows up, it remains the responsibility of the coaches to control their bench if they wish the game to proceed; officials are not obligated to officiate games by themselves.~~
- ~~b) If no officials show up, and immediate resolution is not possible, the game must be turned into a practice.~~
- ~~c) Coaches may officiate; an officiated game will only be considered an official game if a game sheet is maintained and submitted to the PGMHA office.~~

### 11.911.8 SPRING TEAMS

The PGMHA runs its season from October – March. Spring teams do not form part of PGMHA and do not fall under PGMHA jurisdiction or sanctioning. Wearing PGMHA jerseys or competing against these teams as a PGMHA team is prohibited.

### 11.1011.9 STATS AND STANDINGS

PGMHA will not post individual stats for league play. League standings may be posted for the U13, U15 and U18 divisions providing a volunteer steps forward to take on this task. The posting of stats and standings does not simply get added to the list of duties of the Division Supervisor or Division Manager. Annual league and playoff trophies are also available for the U13, U15 and U18 divisions.

If the travel request form comes in before the recreational league schedule is posted on the website, the schedule may be adjusted to accommodate the trip so teams do not miss any games.

If the form comes into the PGMHA office after the schedule is posted then the travelling team forfeits their scheduled game. Practices or games missed will not be rescheduled. The Division Supervisor is responsible to inform the opposing team they will be on the ice by themselves. The Division Supervisor is responsible to cancel the referees and any ice that may not be used.

### 11.1111.10 TEAM FUNDRAISING (RECREATIONAL)

The only fundraising permitted by recreational teams is participation in the annual Skate-a-thon. The PGMHA will arrange this sanctioned fundraising event for recreational teams on an annual basis. Recreational teams may participate in this fundraising activity on a voluntary basis. Initiation, U11 and U13 teams are automatically included. U15 and U18 teams may participate if they wish and need to make arrangements to obtain pledge forms. A minimum of 70% of the proceeds are allocated to the recreational team and may be obtained via written request of the coach stating the proposed use of the funds. These funds may be used for team functions such as tournament entry fees and team parties, or for such items as team awards, the purchase of extra ice, or team wear. Representative teams are not permitted to participate in the Skate-A-Thon.

It is the intention of PGMHA to protect parents of players on recreational teams from excessive costs. In addition, PGMHA would like to ensure consistency with respect to opportunities which may be available from team-to-

team. As such, secondary sponsors may be considered, however names of such sponsors must be advertised in any way so as not to conflict with existing sponsors. Such sponsorship is limited to the provision of team socks, hats, jackets or travel costs and must be pre-approved by the PGMHA [Executive Board of Directors](#).



## 12 PROGRAM GUIDELINES - REPRESENTATIVE LEAGUE

All PGMHA representative teams fall under the NCDMHA rules and regulations regardless if they play in the NCDMHA or the OMAHA league, or do not have a league to play in.

### 12.1 PHILOSOPHY, VALUES & EXPECTATIONS

The philosophy of PGMHA Representative (Rep) League is to establish and maintain representative team opportunities of higher level, sustained competition for those players demonstrating above average levels of skill, ability and attitude.

To support the philosophy of PGMHA Representative (Rep) League, PGMHA will strive to meet the following standards annually:

- a) Provide high quality coaching
- b) Provide a fair process of evaluations that results in the highest skilled players being assigned to the highest skilled teams
- c) Provide a system that promotes the best in skill development in an environment that is safe, fun and positive.

PGMHA Representative (Rep) League will provide the opportunity for players to play at their highest level possible while maximizing their individual potential. In conjunction with specific skill development, coaches will assist each player with personal development by creating an awareness of and instilling a respect for the following core values:

- d) Commitment and Dedication – always put forth your best effort and continue to improve. Understand that attendance and effort are vital to the growth and development of yourself and your team.
- e) Sportsmanship – always show respect for everyone involved in the sport– your team, your coaches, the officials, the opponents and the spectators. Complete each game and training session with dignity and class.
- f) Teamwork – realize that you are one member of a full team whose success relies on each member of that team contributing to their fullest potential

All participants are expected to put in the extra time required for training, practicing and playing games, as outlined by the coach. There are additional expenses for travel, tournaments, extra practice and training time/resources, team clothing and other miscellaneous expenses, such as dress clothing to meet the dress code and equipment replacements when items are broken or worn out. Consideration must be given to the extra expenses when making the commitment to play on a representative team.

All participants are required to set a high standard of conduct and good sportsmanship towards referees, other teams/players, team officials, parents and spectators. All participants **must agree to follow the specific codes of conduct and abide by the rules and conditions set out in this policy.**

### 12.2 GENERAL GUIDELINES

- a) Jurisdiction, League Boundaries and Division Supervision

All Representative teams fall under the jurisdiction of PGMHA and will follow Policy as set out by the PGMHA [Executive Board of Directors](#)

Representative teams will play league games in the NCDMHA and as such are committed to the rules of that association. The boundaries of the NCDMHA are defined by BC Hockey. The boundaries of PGMHA are determined by the BC Hockey Executive Committee.

The Representative Supervisor will coordinate the coaches, managers and the affairs of the representative teams.

Tier 1 and female teams will play scheduled exhibition games in the OMAHA league.

b) Player Registration and Fees for Representative (Rep) League

Any player wishing to try out for representative hockey must do so according to year of birth.

**Registration fees** are payable based on the age of the player, not the division in which they play. Female players from outside Prince George who qualify to play in Prince George, will be required to pay the full registration fee, tryout fee and ~~carding fee~~. All fees must be paid in full prior to Fall Representative tryouts

**Representative tryout fees** must be paid no later than 14 days in advance of advertised evaluation or tryout dates. Representative tryout fees are \$150. These fees are payable regardless of when the player is added to a roster. Representative tryout fees are collected to cover the costs of ice, referees, recruited evaluators and equipment.

**Representative carding fees** are ~~set annually~~\$375. Representative ~~carding fees~~ are due prior to any player being rostered to a team regardless as to when they are carded. Representative ~~carding fees~~ are collected to cover the costs of additional ice, referees, equipment and administration incurred by representative teams, over the course of the season. These fees are the responsibility of the player and are not to be paid by the team.

**Affiliation fees**, where applicable, are payable prior to the player being AP'd. Players who did not try out for a representative team but have been offered an AP position will be charged a \$100.00 AP fee, payable prior to being AP'd. There are no discounts for these fees. These fees are the responsibility of the player and are not to be paid by the team.

**Monthly dues** to cover the team's operating costs are determined by individual team season budgets. Monthly dues are payable to the team at the beginning of each month – no later than the first ice time of each month.

c) Refund Policy –Representative Fees

Representative tryout fees will be refunded if the registrar is notified of the player's intention/ability to not participate in the tryout sessions at least 14 days in advance of the first scheduled ice session for that player.

d) Player Eligibility Requirements for PGMHA Representative (Rep) League

All players trying out for PGMHA Representative (Rep) League must meet the established residential and registration requirements for the association prior to participating in any of the tryout sessions.

e) Number of Teams and League structure

Registration permitting, there may be up to four (4) classifications of representative teams, HC Carded Tier 1, HC Carded Tier 2, HC Carded Tier 3 and HC Carded Tier 4 and a female team, within each division. Representative team designations are subject to the availability of adequately skilled players to be representative in their league and tier, and the availability of ice allotments that provides equal distribution of practice and tournament ice to all representative teams without impacting the ice allotments afforded to the recreational teams.

Tier 1 designated teams will be composed of the "highest skilled" players available, Tier 2 designated teams will be composed of the next "highest skilled" players remaining in the division and so on, as applicable.

Numbers permitting, team designations will be as follows:

**U18** (minimum 1 male – (maximum 4 male) plus one female)

- i. Teams: 17 players (12 female) minimum
- ii. Age: 15, 16 & 17 years old
- iii. Coaches: 1 Head Coach
- iv. 1 or 2 Assistant Coaches
- v. Manager: 1

- vi. Trainer: 1 HCSP

**U15** (minimum 2 male – (maximum 4 male) plus one female)

- vii. Teams: 17 players (12 female) minimum
- viii. Age: 13 and 14 years old 42
- ix. Coaches: 1 Head Coach
- x. 1 or 2 Assistant Coaches
- xi. Manager: 1
- xii. Trainer: 1 HCSP

**U13** (minimum 2 male – (maximum 4 male) plus one female)

- xiii. Teams: 17 players (12 female) minimum
- xiv. Age: 11 and 12 years old
- xv. Coaches: 1 Head Coach
- xvi. 1 or 2 Assistant Coaches
- xvii. Manager: 1
- xviii. Trainer: 1 HCSP

**U11** (minimum 2 male – (maximum 4 male) )

- i. Teams: 12 player minimum
- ii. Age: 9 and 10 years old
- iii. Coaches: 1 Head Coach
- iv. 1 or 2 Assistant Coaches
- v. Manager: 1
- vi. Trainer: 1 HCSP

Any deviation from these numbers will require PGMHA [Executive Board](#) approval. Representative teams with less than the minimum number of players carded will not be permitted on the ice. Coaches refusing to card the minimum number of players will be replaced.

Any intention to designate a U13, U15 or U18 Representative team must be communicated to the PGMHA [Executive Board of Directors](#) a minimum of one (1) week prior to the NCDMHA Ice Breaker tournament. Teams will not be considered viable after this date and will not be sanctioned.

f) Female Representative Hockey Guidelines

PGMHA recognizes the need of some female players wanting to play at a higher caliber and higher representative level. In the case of U13, U15 and U18 aged females the organization will only ice a regularized representative team if the numbers of players that sign up to be a part of the program are at least 12 in nature, including 1 goalie.

If these conditions are not met, players will be notified that PGMHA will not be icing a traditional representative team and females will be provided every opportunity to try out for a male representative team.

If no female representative team is iced in a season, players of the same age category will be encouraged to attend tournaments together as a team. The association will work towards rostering them together and have them play as a team in the appropriate male or co-ed recreational division. The association will also allow and encourage the players to card as a team, provided there is interest to attend provincials as a representative of PGMHA. The association will also work towards providing ice time as development ice in the case of this situation.

## 12.3 TEAM STAFF COMPLEMENT

Each representative team shall fill a minimum of three (3) of the following carded positions with the team:

- i. Head Coach - mandatory
- ii. Maximum 1 Team Manager - mandatory
- iii. 1 Hockey Canada Safety Person (HCSP) - mandatory

The Head Coach is selected by the PGMHA Coach Selection Committee. Coach Respect in Sport, CATT online and Coach Level Coach 2, qualifications need to be completed prior to being accepted. The Head Coach in conjunction with the Representative Supervisor will nominate the remainder of team staff to be approved by the PGMHA [Executive Board](#). The PGMHA [Executive Board](#) has the authority to deny any nomination of staff that the Association Head Coach and Representative Supervisor have brought forward. Reasons for coach selection or denial may be provided if requested, however the Coach Selection Committee's decisions are final. All Criminal Record Checks must be [received prior to October 1<sup>st</sup> of each season current](#).

a) Head Coach Selection and Coach Development

The selection of the Head Coach must be a formalized process that is transparent and unbiased and takes into consideration all available information to ensure that the best candidate is selected.

Coaches are selected based on their ability and willingness to handle the multitude of responsibilities that come with coaching young athletes and should have the following attributes:

- i. Availability for the time commitments
- ii. A strong interest and commitment to child athlete development
- iii. A strong hockey background in playing, coaching and/or evaluating – this shall include reference to any previous coaching evaluations/observations in PGMHA
- iv. The ability to communicate on-ice and off-ice requirements to players and parent/guardians
- v. The ability to work with fellow coaching personnel and PGMHA representatives
- vi. Necessary certifications as determined by Hockey Canada and BC Hockey – completed by predetermined deadline dates.

Individuals accepting coaching positions will do so knowing that they become the most significant individual to the team. Through leadership, the coach establishes a model that players will use to develop a significant portion of their attitude towards the game, and, to some degree, their attitude towards different aspects of personal life. This is especially important for minor hockey players in their formative years.

As such, coaches are encouraged to examine their coaching philosophy. Their philosophy should include:

- vii. Attitude toward winning and losing,
- viii. Attitude toward player development vs. team victory,
- ix. The responsibilities beyond fielding a winning team,
- x. Balancing team obligations with other facets of life,
- xi. Discipline and player supervision,
- xii. Leadership qualities

These are significant elements when charged with the responsibility of developing players.

- b) Coach Selection Committee
- c) PGMHA will strive to form an independent coach selection committee in conjunction with the Director of Hockey Operations (DHO), President and Representative Supervisor. Immediately following the week of the PGMHA AGM, the DHO, in consultation with the Representative Supervisor, will form a Representative Coach Selection Committee. This committee must include the President, or designate(s), to ensure fairness in the screening, interview and final selection of candidates. This committee should consist of [a minimum of](#)

**five** (35) people and include those individuals directly involved with the coaches as well as neutral or impartial individuals so as to avoid matters of conflict of interest. Every effort shall be made to make sure all committee members are available, to participate in all coach interviews to ensure consistency in selection standards. Coach Selection Process

Applicants that apply for a division, or a specific tier will submit an updated coach resume. A short list of candidates will be prepared for each division. Whenever possible Representative teams will be non-parent coaches. PGMHA Coach Selection Committee may appoint coaches to selected teams based on interview and application information when all interviews are completed for a division, rather than waiting for the first round of tryouts to be completed. As part of screening for interviews past post season reports will be weighed in conjunction with application and may disqualify applicant from proceeding in interview process.

The Representative team head coach selection process is comprised of four stages.

**Stage 1:** Application – PGMHA will post an expression of interest for the position of representative team head coach in the week following BC Hockey Provincial Championships. The expression of interest will have a deadline that happens before the PGMHA AGM, and will be posted on the PGMHA website, local newspaper(s), BC Hockey website and in the PGMHA office. All interested parties or individuals will submit an updated coaching resume including all coach certifications.

**Stage 2:** Interview – Interviews will be held following the PGMHA AGM. Selected applicants will be provided an interview with the Coach Selection Committee.

**Stage 3:** Pre-season Preparation – Coaches that are assigned to a tier following the interviews, shall complete the preseason tasks for their tier that they were assigned to by the Coach Selection Committee.

**Stage 4:** Tryouts – Coaches will be required to attend all tryout sessions for their division and support the process in a positive manner. Final selection of the remaining head coaches will occur once the Pre-carded rosters have been established.

**Application Process:** Applications for representative team head coaches in the upcoming season must be submitted by a pre-determined date as announced by PGMHA. This date shall be prior to the PGMHA AGM. Submitted applications must designate the division being applied for, or a specific tier within a division. The Coach Selection Committee may elect to assign coaches to a selected tier prior to the tryouts being completed.

All coaches, new or returning, are required to submit an updated coaching resume. Consideration will be given to experience within PGMHA, individual coach experience, experience working with children, community involvement, certification and training, and references.

**Interview Process:** Only the applications received by the indicated date will be considered for interviews. The Coach Selection Committee will be responsible for screening the applicants. If there are no applicants clearly identified for a division or Tier PGMHA will repost the vacant positions.

The DHO will be responsible for setting up interview dates and times with the accepted applicants. The DHO and Representative Supervisor will determine the questions to be asked during the interview. Interviews will be conducted by the independent Committee. Each interview will be as follows:

- i. Each candidate will be asked the same questions in the same order during the interviews.
- ii. Priority may be given to coaching experience, coaching philosophy, approach to teaching and instruction, planned communication with players and parents, previous coach evaluation information and any other information considered necessary.
- iii. Reference checks will be completed on the suitable candidates.
- iv. The Independent Committee will rank the selected candidates in order of preference, all applicants will remain confidential.

- v. Coaches that are assigned to a tier are to complete their pre-season planning with the Representative Supervisor's assistance, as required. They are not to prematurely involve other team staff in the pre-season planning process as this be possibly biasing the player evaluation process.

As part of screening for interviews past post season reports will be weighed in conjunction with application and may disqualify applicants from proceeding in interview process.

- vi. The DHO will contact unassigned candidates with their status, approved or not.

Pre-season tasks:

Approved candidates must complete pre-season tasks by the designated deadlines to continue to be considered.

Task 1 – finalize the team philosophy and season development plan. (Due prior to tryouts starting)

Task 2 – Coaches that are assigned to a team must work with the Representative Supervisor to prepare a season budget. (Due prior to tryouts starting) This will include tournaments, travel, meals, accommodations, clothing and/or apparel.

#### d) Final Head Coach Selection

Final selection of head coaches will be completed by the Coach Selection Committee. Their decisions will be final with no appeal process. If the selected coach is unable to complete their coaching duties, an alternate applicant (if available) will be offered the position.

Coach Assignment format:

- i. Coaches will be assigned based on suitability and Tier.
- ii. The Coach Selection Committee has the ability to recommend coaches they feel would support the Head Coach and team in a positive manner where player development is a priority. This will allow for effective mentoring and coach development.
- iii. For non-parent coaches- upon a successful interview the Coach Selection Committee will consider preferences of team and tier selection from the non-parent applicant.
- iv. For parent head coaches intending to coach their child, they will only be considered for the tier that their child was "convincingly evaluated" for "Convincingly evaluated" means that their child was rated in the top half of players specific to their position for that tier. Spring evaluation process will be used to help determine whether the child falls under the definition of "convincingly evaluated" as per PGMHA.
- v. If the child falls into the bottom half, the next qualified and recommended coach whose child meets the criteria may be appointed to that tier.
- vi. If after tryouts no coach has been selected the "pre carded" team shall be further evaluated to determine if the child of the preferred coach will be able to adequately play at the level without adversely affecting the rest of the team. If the player can play at that specific level, then the parent coach will be assigned. If the player cannot, an alternative will be sought. Exceptions may be made at the discretion of the Coach Selection Committee.

#### e) Coach Evaluations

Evaluation of a coach's performance is valuable for future selection. Information will be gathered from players, their parent/guardians, the coaches themselves, other coaches or by neutral observers. Evaluations will be ongoing and should always be written; written evaluations may be directed to the DHO or the PGMHA President, These may be shared with coaches in order to further their development.

Parents and players will be asked to complete "Coach Observation" forms at the end of each season. The information gathered from these forms will be considered in future coaching selections. All evaluations are requested to be signed and will be considered confidential. Specific incidents involving coaches can be reported to

PGMHA and will be kept on file for reference during future coaching selections. A **Coach/Team Staff incident Reporting Form** can be used for this and are available at the PGMHA office.

f) Sportsmanship, Safety Standards and Staff Certifications

By October 1<sup>st</sup> all staff must comply with the Coach Code of Conduct and must ~~submit to have a~~ current criminal record check for PGMHA immediately upon being assigned to their position. ~~Criminal records checks must be completed annually.~~ All team staff must be “Coach/Volunteer Respect-in-Sports” certified and complete and provide the CATT online certification.

All on-ice personnel must wear CSA approved helmets.

In accordance with BC Hockey Regulation 2.25, all BCH/HC carded assistant coaches must be qualified Development Level 1 (Dev 1) by December 1st of the current season. Only carded staff with Dev 1 and/or approved “associate members” are permitted on the ice with carded teams.

Team officials carded as a Safety person must be HCSP certified. They must be listed on the game sheet to go on the bench or to attend to a player on the ice. If an HCSP person is not listed on the game sheet they must not be on the bench.

All team managers fall under the authority of the Representative Supervisor. Only carded team staff are permitted on the bench with carded representative teams during games and practices. Non-carded personnel are not permitted on the bench during games.

Teams will not be permitted to travel and may not be carded until appropriate team personnel certifications are in place. Proof of registration into the necessary courses will serve as certification until such time as the course that was registered for is completed.

On-ice assistants, paid or not, who are not otherwise members of PGMHA must apply to BC Hockey for “Associate Membership” and must be certified as with Respect In Sport for Activity Leaders if 16 years of age or older. Further information about “Associate Membership” is available at the PGMHA office or [bchockey.net](http://bchockey.net)

Coaches are reminded that involvement in the minor hockey system includes the development of referees. Failure to control the bench and/or abuse of officials is not conducive to developing and retaining quality referees. Conduct by any member of a team which is detrimental to the development of officials may be subject to discipline.

## 12.4 TEAM STAFF POSITIONS

Once appointed to the position, the Head Coach will determine who s/he will nominate as supporting staff. Every representative team must have one manager and an HCSP on the team. The head coach may assign up to two additional staff members in the role of assistant coach. Once selected, the Head Coach will provide the names of their nominated staff to the Coach selection committee, for final approval. Supporting staff shall not assume their roles until they are approved by the [Executive PGMHA Board](#). As such, the manager shall not be a relative (spouse, sibling, parent, etc.) of the Head Coach.

Every team must have a treasurer. It is important that a team treasurer is selected shortly after the manager is selected so that the team bank account can be opened and used for team financial transactions as quickly as possible. As such, the treasurer shall not be a relative (spouse, sibling, parent, etc.) of any of the team staff. Neither the team manager nor the HCSP may participate as an assistant coach unless they have the appropriate coaching qualifications

a) Representative Team Head Coach

The following are the specific duties of the Representative Team Head Coach.

- i. Report to the PGMHA Representative Supervisor
- ii. Be familiar with HC, BCH, NCDMHA and PGMHA rules, regulations, policies and procedures
- iii. Follow Coach Code of Conduct
- iv. Be familiar with risk management issues as they relate to player injury
- v. Serve as an official spokesperson on behalf of the team
- vi. Prepare a season plan/schedule and operating budget.
- vii. Select and recommend staff to Representative Supervisor for the positions of team manager, HCSP (trainer), treasurer and possibly up to two additional assistant coaches.
- viii. Determine final roster for season to a minimum of 17 players
- ix. Organize team and parent meeting to establish introductions and explain coaching philosophy, season expectations and team rules.
- x. Coordinate the delegation of responsibilities to the assistant coach(s), team manager and/or treasurer. Assist in the selection of parents for specific duties.
- xi. Provide a list of team players, parent/guardians, addresses, phone number and jersey number to Team Manager
- xii. Select affiliate players for season by November 1st; ensure all affiliation procedures and rules are followed
- xiii. Be available to parents/guardians to discuss any of their concerns or observations for the team
- xiv. Attend all meetings called by the Representative Supervisor, or Association seminars as they relate to coaching development; if a coach cannot attend a meeting, they must send a team representative in their place
- xv. Coordinate the implementation of the on-ice curriculum with the DHO; Design the practice plans in consultation with the Assistant Coaches
- xvi. Coach all games and practices
- xvii. Plan, implement, and control pre-game preparation and communication with the team
- xviii. Uphold authority of game officials and assist them in conducting fair and impartial representative contests
- xix. Communicate written and signed, rules and responsibilities to players and parent/guardians as applicable
- xx. Ensure dressing rooms, hotel rooms and buses are left in order following each event
- xxi. Plan on-ice and off-ice team activities in consultation with the assistant coach(s) and manager
- xxii. Continue to development knowledge and training in fundamental skills, teaching techniques and the strategies and tactics of hockey
- xxiii. Assist arena staff whenever called upon in situations relating to a PGMHA team, player, official or parent
- xxiv. Submit a year-end report detailing evaluation of team and player performance; outline practice plans and game strategy, and provide recommendations on how the program can be improved
- xxv. Individual player development progress report by mid-season and prior to playoffs, to be signed off following verbal meeting with the parent and player.

From time to time minor hockey teams enlist older hockey players or other volunteers to assist with practices, scrimmages and other activities. It is important to ensure that insurance is in place by following the below guidelines: (See 15.0 for more information on volunteer requirements)

- xxvi. [On Ice Volunteers will follow BC Hockey rules and regulations for rostering and equipment.](#)
- ~~xxvi-xxvii.~~ [On ice helpers will be a minimum of ~~14~~16 years old and have completed the Consent for a Criminal record check ~~in the year they are turning 18~~, ~~Concussion Awareness Training Tool \(CATT\)~~ and ~~complete the Coach~~ Respect In Sport ~~for Activity Leaders \(16 and older\)~~. ~~on-line clinic~~. ~~Two on-ice helpers will be~~](#)



~~permitted on each roster and on the ice at a time.~~ They must be under the direct supervision of the certified team officials.

~~xxvii-xxviii.~~ ~~An individual returning player-parent~~ can only be rostered as an on-ice helper once, then must attend the respective coaching clinic to be rostered for another season.

~~xxviii-xxix.~~ Any on-ice helpers must be a current registered member of BC Hockey / Hockey Canada or an Associate Member.

~~xxix-xxx.~~ All on ice helpers must wear a CSA certified helmet with chin strap fastened and appropriate face protection required for the player's level of play. A BNQ certified neck guard must also be worn by all minor hockey aged players assisting as an on-ice helper required on-ice equipment per BC Hockey (see pgmha.com).

~~xxx.~~ ~~Non-Members offering coaching or other on-ice help for a fee are not volunteers and must become an associate member prior to participation. A person working in this capacity should not be rostered with an MHA Volunteer team.~~

#### b) Team Manager

The team manager is responsible for the completion of team administrative duties. They are responsible for keeping the parent group informed of the team activities and organizing the plans as created by the head coach. They deal with team staff, players, parent/guardians, PGMHA representatives, league supervisors and other team managers. They are expected to recognize that all volunteers must be treated with an appropriate level of respect.

The following are specific duties of the Team Manager

- i. Act on direction of and report directly to the Head Coach for all matter pertaining to the team
- ii. Will organize and facilitate the team schedules and travel arrangements for tournaments and travel games (league or exhibition), organize local games and fundraising events, and prepare itineraries for players and parent/guardians
- iii. Report to Representative Supervisor for all matters pertaining to the association; shall communicate disputes or unresolved issues to the Representative Supervisor
- iv. Follow Coach Code of Conduct
- v. Prepare team roster and submit to Representative Supervisor and Registrar; circulate to parent/guardians
- vi. Coordinate the production of a team schedule with the coaching staff and submit to Representative Supervisor and registrar
- vii. Facilitate communications between coaching staff and parent/guardians. This may include setting up and attending meetings between coaches and parents.
- viii. Organize team meetings and work with team parent/guardians in coordinating events
- ix. Obtain necessary approval from PGMHA, BCH, and HC with respect to travel and special events
- x. Arrange for off-ice officials (timekeepers and score keepers). Ensure all are trained in proper completion of score sheets and operations of scoring equipment
- xi. Ensure Referee assignor is informed if a game is cancelled or changed.
- xii. Secure team dressing room and check for belongings left behind after team has left
- xiii. Coordinate team financial matters including player fees, sponsorship, advertising, grants, etc.
- xiv. Ensure receipts and invoices are provided to treasurer in timely manner, and ensure that treasurer submits financial statements as per PGMHA policy
- xv. Coordinate travel, accommodation, meals and facility rental for the team
- xvi. Assist with team communication regarding events and travel
- xvii. Complete all affiliate player documentation. Ensure that all affiliation policies are followed.
- xviii. Coordinate and oversee fundraising activities
- xix. Coordinate/assist with team tournaments

- xx. Coordinate all pre and post-game paperwork and distribute to appropriate authorities
- xxi. Obtain necessary equipment and supplies for the team
- xxii. Submit a year-end report detailing observations with respect to team performance and recommendations for improving the program
- xxiii. Ensure that sponsor recognition is given in any team advertising or promotion
- xxiv. Communicate team results to media; any communications and/or press release must be approved by the PGMHA President and must recognize team sponsor in reference to team name
- xxv. Attend scheduled meetings
- xxvi. Act as risk management liaison for the team
- xxvii. Assist with on or off ice development and/or discipline

c) HCSP (Hockey Canada Safety Person)

Each team must have one designated person that has completed the HCSP training course. Specific responsibilities are identified in the course. These include maintaining player medical information and identifying and maintaining emergency procedures and contacts for the team. The HCSP must have current certification. The minimum age requirement for the HCSP is 19 years of age.

PGMHA would like to emphasize that the HCSP must complete and submit injury reports for all injuries, and submit return-to-play approvals, as necessary. In addition to the individual injury reports, the HCSP must complete a running injury log for the team. The monthly injury log must be forwarded to the Risk Management Coordinator within 5 days of the end of each month. Failure to complete the necessary documentation regarding player injuries will result in travel permission being withheld from the team until such time as all documentation is produced to PGMHA Risk Management Coordinator.

d) Assistant Coach

The following are specific duties of the Assistant Coach

- i. Reports to the Head Coach
- ii. Follow Coach Code of Conduct
- iii. Act on behalf of Head Coach in their absence
- iv. Assist with planning, organizing and conducting practices
- v. Assist with pre-game preparation
- vi. Assist with the formulation of the overall game plan, as well as the game to game adjustments
- vii. Assist with the operation of the team during the game
- viii. Assist with post game evaluation
- ix. Assist with scouting and evaluation of opponents
- x. Assist with the supervision of players, both on and off the ice
- xi. Ensure dressing rooms, hotel rooms and buses are left in order following each event
- xii. Submit a year end evaluation report to the head coach detailing observations on player performance, team performance and general recommendations of the program

e) Team Treasurer

The team Treasurer is responsible for the preparation of and compliance with an operating budget for the team, the accounting of all team funds, collections and deposits, payment of all bills and submission of monthly statements to PGMHA and team parents. All team budget financial documentation (spreadsheets) must comply with approved formats established by the PGMHA Treasurer.

Original team budgets must be submitted to PGMHA by October 10. Financial statements will be provided to PGMHA on a monthly basis (by the 10<sup>th</sup> of the month) and all yearend financial records must be submitted to

PGMHA no later than May 1st. Noncompliance with deadlines will result in coach suspension or travel permission revoked.

Parent/guardians must be provided with monthly financial statements on a regular basis (by the 10<sup>th</sup> of the month). On a monthly basis, the manager and treasurer should meet with the team's parent group to review the finances of the previous month.

f) Other Team Positions

In addition to the aforementioned positions, it is recommended that the following positions be filled:

- i. Jersey designate to collect and maintain jerseys after team functions; representative jerseys are not to be taken home by players to be cared for by the players
- ii. Dressing room monitor (female teams must have a female dressing room monitor)
- iii. Fundraising Representatives – coordinate and oversee fundraising events; obtain necessary special event sanctioning from PGMHA office
- iv. Food committee – plan and arrange meal schedules during team travel
- v. Volunteer scheduler – schedule parents to the timekeeper, scorekeeper, security and penalty box jobs during home games and tournaments.
- vi. Media Liaison/Webpage administrator – responsible for webpage updates and for notifying the local media of game results and significant events.
- vii. Tournament representatives - Each team hosts a tournament. Each team within the division must have at least one Tournament Representative. Duties of the tournament representatives include the following:
  - ~~u-h.~~ Consult with PGMHA office to identify tournament sponsor
  - ~~v-i.~~ Consult with PGMHA Tournament Supervisor and Referee-in-chief prior to coordinating the event
  - ~~w-j.~~ Ensure that tournaments are sanctioned by BCH thirty (30) days prior to the start date
  - ~~x-k.~~ Organize participant teams with respect to scheduling, accommodation information, entry fee collection etc.
  - ~~y-l.~~ Submit a schedule of events and a tournament budget to administrator within thirty (30) days prior to the tournament
  - ~~z-m.~~ Ensure that sponsor recognition is given in any team advertising or promotion
  - ~~aa-n.~~ Ensure sponsor recognition advertisement is place in local newspaper
  - ~~bb-o.~~ Organize fundraising activities taking place during the tournament; all fundraising must be approved by the PGMHA [Executive Board](#) to ensure that appropriate application and gaming requirements are met
  - ~~cc-p.~~ Obtain required sanctioning for out-of-province games
  - ~~dd-g.~~ Submit a game schedule to the PGMHA office, referee assignor and arena staff two (2) weeks prior to the tournament
  - ~~ee-r.~~ Post the tournament rules in the referee's room before the first game
  - ~~ff-s.~~ Schedule off-ice officials
  - ~~gg-t.~~ Maintain tournament standing board
  - ~~hh-u.~~ Is responsible for trophy presentations and upgrading of trophy
  - ~~ii-v.~~ Notify media prior to event and communicate tournament results on a timely basis throughout tournament; ensure use of sponsor name in all communications
  - ~~jj-w.~~ Submit a final tournament financial statement to the PGMHA office within thirty (30) days following the event

## 12.5 PLAYER SELECTION AND TEAM FORMATION

a) Tryouts

Prior to attending representative tryouts players must be fully registered in PGMHA (residential transfers/waivers must be approved by BC Hockey) and their representative tryout fee must be paid in full. Players must designate which position they are trying out for. Players will only be considered for the position that they indicate.

PGMHA will follow the **Representative Tryout Procedure Guideline**, which will also form part of PGMHA Policy.

Final “pre carded” roster numbers will be determined by the DHO and Representative Supervisor. Numbers may be adjusted by the Representative Supervisor based on tryout numbers and skill level. The “pre carded” rosters will not be greater than the total numbers listed below; however, the “pre carded” roster total numbers could be less.

Highest tier	Total: <del>237</del> players  Top 6 evaluated forwards, top 4 defense and top 1 goalie can not be released from Pre-carded roster. Remaining roster spots can be filled at coach’s discretion for team composition from the remaining pre-carded players only	3 goalies <del>810</del> defense <del>1214</del> forwards
Second highest tier	Total: 17 players  Players released from higher tier will be considered to have made the lower team, along with the remaining top 6 forwards and top 4 defense.	2 goalies 6 defense 9 forwards
Third highest tier (if designated))	Total: 17 players	2 goalies 6 defense 9 forwards
<del>Fourth highest tier (if designated)</del>	<del>Total: 17 players</del>	<del>2 goalies</del> <del>9 defense</del> <del>9 forwards</del>

Note: There will be more player movement at the U18 level due to the releases from the BCHL tryouts. Due to this player movement, the total number of players assigned to the U18 Tier 1 “Pre-Carded” roster could be less than 27. This will be determined by the DHO, representative supervisor and the U18 tier 1 Head Coach through communication with the evaluators and will be re-visited yearly. Due to this player movement the U18 tryout process is modified and does not follow the spring evaluation process.

All parents and players should be aware that the tryout process is not complete until the final carded roster is determined by the coach. Due to a full complement of skill, increased numbers for Tier 1 “pre carded roster” and compete amongst players as well coach’s decisions on team character and make up there is a possibility of player movement from the Tier 1 “pre carded” roster down through the Tier 2 final carded.

b) Player Releases

PGMHA will follow the **Representative Tryout Procedure Guideline**, which will also form part of PGMHA Policy.

While initial releases will be made on a larger scale, players released during the later stages of the selection process will be contacted directly. Upon their release, coaches are expected to speak with players, in person, highlighting strengths and explaining weaknesses in a manner that is consistent with promoting a positive

experience. This must be done with at least one other person present. The process that will be followed by the coaches:

- i. Advise DHO and Representative Supervisor of intended releases for their review and approval
- ii. Commit to a date for the releases
- iii. Book the Kin 1 meeting room through the minor hockey office, representative supervisor or DHO.
- iv. Contact the parents and inform them of their child's release either through email or through phone call. If by email, a specific email and not a generic email will be sent to each parent.
- v. 24 hours after the parent notification from the coach of their child's release, a personal meeting will be held with at least one other person present. Preferably the player and parent so the coach can highlight the strengths and weaknesses of the player's skill in a positive and supporting manner. After the release meeting is completed the coach will provide the player, supervisor, and representative DHO a copy of the release letter.

Coaches should avoid overcompensating disappointed players with unrealistic consolation or assuring them of an AP position that will not be followed through with.

All releases must be communicated to the Representative Supervisor within 24 hours. The Representative Supervisor will inform the Registrar and Division Supervisor of all players released. Once they are assigned a team, head coaches will have discretion in completing the final releases from their team to the point where the roster is 17-19 players. Players that are released will be released to the next lowest tier. If the coach of the next lowest tier makes the decision to release that player even further down the coach must put in writing, to be used as supporting documents, the reasons why the player release is taking place. If the release of the player is based on skill then an independent evaluation of the player being released will be completed and documented by the DHO and will provide the neutral skill assessment to support or deny the release. The support and approval must be given by the DHO and representative supervisor for the release which will then be presented to the [executive PGMHA Board](#) at their next [executive-Board](#) meeting as information only. This documentation will be kept on file for the remainder of the current season that the release was made.

Support and approval of the players being released more than one tier must be given by the Representative supervisor, Association Head Coach and [Executive PGMHA Board of Directors](#).

Once released for the first time, a player can elect to release themselves one tier further, if they have not attended the icebreaker or first two games with that team.

Any player attending either the first ice-breaker event or series of games (minimum of 2 games) for any representative hockey team is committed to that team until they are either carded or released. If a player chooses to release him/herself from a team after this period, they will be released from the representative system, assigned to the recreational league and are ineligible to play representative except as an "AP" to the lowest tier as per recreational rules. Carding restrictions apply.

If a player releases himself or herself from representative hockey fully (ie: "quits"), teams will be allowed ten (10) days to replace him/her with a player from the next lowest tier. Carding deadlines and restrictions apply.

Coaches have a responsibility to play the players that have been selected. Every player shall be provided equal opportunities to develop their skills. Players must be effectively used in games and practices so that they receive sufficient, equitable opportunity to play and develop. Players and parents, who feel that ice time and/or situation play is unfair, are entitled to receive an explanation from the coaching staff upon request.

In addition, coaches are responsible for maintaining an appearance of impartiality and as such are discouraged from prematurely involving other team officials in the final player selection process. The BC Hockey 'Coach Coordinator Resource Guide' is a recommended source of information with respect to player selection and minimizing bias.

### c) Carding Players

Each representative team is provided 20 cards for the season. Only 19 cards can be active at one time. Once a card has been used, it cannot be replaced. It is in the best interests of each team to card the minimum number of players required to start the season and add players throughout the season as circumstances require. Such circumstances may include a season-ending injury to a player, a player being AP'd and then carded to a higher team, a player quitting representative hockey for the season, etc.

Before attending their icebreaker tournament/events, coaches must have a parent/guardian meeting outlining team plans, coach philosophy and budget expectations for the year. Once parents and players have been informed of the financial and time commitments required for the team, they will have the necessary information for making an informed decision to stay with the team or not. Players must make this decision before the icebreaker tournament or risk being released to recreational league.

Parents and players must be made aware that players can be released at any time and if they are released after January 10th, that they are not permitted to play for another team including recreational league teams as per HC and BCH rules. Players that indicate that they quit their team after January 10<sup>th</sup> shall be removed from the roster and will not be able to play on any other team, including a team they may have been AP'd to, for the remainder of the season.

All teams must have the minimum number of players carded by the indicated PGMHA deadlines. Male teams must have seventeen (17) players minimum, two (2) of which must be goalies. Female teams must have twelve (12) players minimum, of which one (1) must be a goalie. Failure to have the minimum number of carded players will result in forfeiture of play, unless approved by the PGMHA [Executive Board](#).

As soon as one person is carded to the team, non-carded players and/or staff members are not permitted on the ice for practices or games.

A player is carded until the next hockey season. Hockey Canada prohibits a player from playing on any team other than the one with which they have HC certification, and only HC carded players and affiliates are eligible to play on a representative team. Any coach who knowingly plays an ineligible player is subject to suspension by BC Hockey and/or PGMHA. In tournament play, any team with an ineligible player would be disqualified and all points awarded to the opposing team. A carded player who knowingly plays on a team other than the one with which they are carded may also be suspended.

The out of town players will be required to register with PGMHA and pay tryout fees as well as [carding fees](#). The out of town players are expected to participate in all team activities including practices, games and fundraising.

### d) Player Selection and Carding Timeline

PGMHA has a responsibility to select teams and affiliate players on a timely basis in accordance with the rules. Prolonging the selection process is frustrating for players, parents and teams. To ensure minimal disruption to players and teams and to maintain the integrity of the player development process, the following timeline for team selection, carding and league play will be observed:

#### APRIL

- i. Representative spring evaluation process Player assessment and group designation for fall tryouts

#### AUGUST

- ii. Rep/ try-out process continues from spring evaluations
- iii. Head coach selected immediately following tryout process if a non-parent or parent head coach has not been previously selected.

#### SEPTEMBER

- iv. Carding process started – Tier 1 releases to Tier 2, Tier 2 to Tier 3, Tier 3 to Tier 4, Tier 4 to Recreational
- v. OMAHA Ice Breaker games (usually mid-September)
- vi. NCDMHA Ice Breaker Tournament (usually last weekend in September)
- vii. Recreational league players are eligible for affiliation after their team's first official league game

#### OCTOBER

- viii. 3 days prior to the NCDMHA Icebreaker – deadline for Tier 1; must have 17 carded (15 female)
- ix. NCDMHA Ice breaker plus 14 days – deadline for Tier 2; must have 17 carded

#### e) Team Captains

Coaching staff should recognize that the Team Captain and alternates are extensions of the coaching staff and should represent their team philosophy. Captains should be familiar with specific playing rules and possess good communication skills. If team players select their own captain, the coaching staff should inform the players of the qualities that they would prefer.

#### f) Coaches, Team Parents & Managers Meeting

These meetings are held by November 1<sup>st</sup> after teams have been established and are attended by the PGMHA President, Vice President or Division Supervisor. It is mandatory that all teams within PGMHA have team representatives in attendance. The meeting will go over PGMHA philosophy and operational guidelines for the teams.

## 12.6 AFFILIATION

Coaches should be familiar with the current Hockey Canada Regulation (E) (Teams, Recreational and Affiliations) of the Articles, Bylaws and Regulations of Hockey Canada, and may obtain a copy from the PGMHA office. Decisions to have other than "Specialty Affiliated Players" (SAP) rests with the [Executive PGMHA Board of Directors](#); in most cases, affiliation will occur on a SAP basis.

Affiliation is a means of providing for the absence, injury or illness of a team's regular player while providing an opportunity for lower tier players to play at the "next level". The purpose is not to provide a farm system for the representative team or to allow them to avoid or frustrate the HC regulations with respect to carding. Affiliation provides an opportunity for representative teams to dress the maximum number of players allowable for a game in accordance with the playing rules. It is not a mechanism for filling unused roster space.

Affiliation is meant to provide development opportunities for players and address unexpected absences of regular players from a roster. Teams can only AP as many players as what they have carded to their team (one AP for each player on a roster).

All representative teams must roster a minimum of 6 affiliate players, one of which must be a goaltender, by November 1.

In order to be affiliated, players must be registered with PGMHA, and pay the respective tryout or affiliation fees. Players that did not try out for a representative team are required to pay the affiliation fee prior to being affiliated. Players released from higher teams shall not automatically be affiliated; they must first be released, rostered with another team then affiliated. The lowest place representative team cannot AP a recreational player until he has played a league game with his rostered team. The affiliation order must be followed.

Coaches and players of representative teams agree that the AP process is a vital part of the development of players and should be supported accordingly by the coaches of all tiers including recreational league. Communication and support between coaches of all levels and tiers is vital for this process to be successful. It is expected that all representative teams commit to the AP process by having the AP's attend weekly practices to prepare and develop the skills needed for the to be inserted into the lineups on short notice.

If the coach of the AP team feels that his team would be unnecessarily disadvantaged if the AP's coach did not let the AP play for them, he can appeal to the Representative Supervisor for an appropriate mediation. The representative supervisor along with the DHO will acknowledge the appeal from both perspectives and agree on the appropriate decision. Teams compete, player development and player safety based on roster numbers will be equally discussed to determine the outcome of the appeal. League and playoff games for the player's regular team are always the first priority.

An AP may only play for the higher team if there is a regular carded player missing from the higher team's roster due to an injury, illness or other absence. Representative coaches will not use affiliated players to replace healthy, capable and willing carded players, nor to fill unused roster space.

If the higher team requests to card the AP to their team, the player must first be released from their regular team. Carding regulations and roster size limits must be followed.

These affiliation rules do not apply to the BCHL Zone teams as these teams are deemed to fall under BC Hockey jurisdiction.

#### a) Affiliation Process

The following process will be followed:

- i. The deadline to name an Affiliate Player to a team is January 15. Each team must roster a minimum of six (6) players, one (1) of which must be a goalie, by November 1.
- ii. Recreational division players cannot be affiliated until after the first official league game in the recreational division.
- iii. All regular team or player lists must be forwarded to the registrar for submission to BCH and by the team manager to NCDMHA before any player (carded or AP) is eligible to participate in a league or tournament game.
- iv. Teams will affiliate players in their division in the designated order.
- v. All contact regarding affiliate players (AP) will be made by the Head Coach seeking to AP the player. The coach will communicate their intentions to AP a player to the Representative Supervisor and the AP's regular coach prior to contacting the player.
- vi. All three parties, the parents and both coaches, must sign the PGMHA Affiliation Policy form prior to player being affiliated.
- vii. The form must be submitted to PGMHA office for the Representative Supervisor's signature, and team lists must be updated before affiliate players are eligible to be on the ice. PGMHA office will advise the team.
- viii. If the higher coach wishes to use the AP in a game or a practice, the coach of the AP will be contacted for conflicts prior to contacting the player to move,
- ix. Coaches of affiliated players will not withhold permission unreasonably. Any conflicts between whether a player shall play with their regular team or an affiliate team, can be mediated by the Representative Supervisor.
- x. Affiliate players are permitted to play a maximum of 10 games with the higher team during the season per HC Rules. NCDMHA regulations indicate that all games, excluding tournament but including exhibition games, will count as a game played, after the ice breaker.
- xi. Before the 11<sup>th</sup> game there shall be a meeting involving the two coaches, the player and the player's parents/guardians to discuss the ramifications.
- xii. The player must return to their regular team and will not be able to play for the higher team until such time as the regular team completes its regular season including a scheduled year end tournament and playoffs.



- xiii. If the higher team expects to continue using the player, the player can be carded to the higher team as a regular player. The player must first be released by the lower team and it must be on or before January 10. The higher team must have an available card to use.
- xiv. Playing an 11<sup>th</sup> game as an AP for the higher team before the regular season is completed, will qualify as the higher team playing an ineligible player. The head coach of the higher team and the AP shall be subject to discipline for doing so. Any games in which an ineligible player is used shall be forfeited.
- xv. AP's must play in the game they are called up for
- xvi. AP's must return to their regular season team once assignment is completed
- xvii. In the event of a dispute, the Representative Supervisor will serve as arbitrator
- xviii. Appeals of Representative Supervisor decisions must be made in writing to the [Executive-PGMHA Board of Directors](#)
- xix. Provided there are no local female players willing to be affiliated within PGMHA, players from outside Prince George will be permitted to AP – Out of town females do not need to be registered with PGMHA to be affiliated.

b) Affiliation Order

Unless circumstance dictates otherwise, the following is the order for affiliation:

- i. U18 Tier 1, selects from U18 Tier 2, Tier 2 from Tier 3, Tier 3 from Tier 4, Tier 4 from Recreational (BC Hockey has adopted a policy that players registered on recreational teams may not affiliate to Senior, Junior or U18 Zone Tier 1 teams (November 2006).
- ii. U15 Tier 1, selects from U15 Tier 2, Tier 2 from Tier 3, Tier 3 from Tier 4, Tier 4 from Recreational (no U15 to U18) Teams may not skip over a level in order to affiliate players.
- iii. U13 Tier 1, selects from U13 Tier 2, Tier 2 from Tier 3, Tier 3 from Tier 4, Tier 4 from Recreational (no U13 to U15) Teams may not skip over a level in order to affiliate players.
- iv. U18 and 2nd year U15 female players may affiliate to a Female Zone Team.
- v. Female teams will affiliate from their respective divisions. (U18 will not affiliate players from the U15 representative or recreational division, U15 will not affiliate players from the U13 representative or recreational division) Unless exemption from the [executive-PGMHA Board of Directors](#) has been given

At no time shall teams deviate from this order unless special exemption has been received from the [Executive PGMHA Board of Directors](#).

Or it is deemed a player safety issue for the parent representative team due to low roster numbers and the unavailability of the regular tier AP process then a special exemption can be granted by the representative supervisor to skip over a level to supply a player/s for the designated time frame needed.

## 12.7 ICE ALLOCATION

All representative teams will be provided equal ice allocations for practices based on team scheduling needs and ice availability. Factors to be considered are, but not limited to, the age of the players, AP practice requirements, residency of players (female teams) and coach availability. For practice purposes, every effort will be made to schedule two time slots for an average of two and a half to three hours /week over the season. One of the time slots must be an early morning, with the other in the late afternoon/evening.

Each representative team will be allocated the opportunity to host a tournament. The PGMHA [Executive Board](#) will determine the schedule of tournaments for the upcoming season at the end of the previous season. Two teams may be required to share weekends. Representative teams will be informed at the start of the season the number of teams permitted to attend their tournament.

Coaches must provide 72 hours' notice for any ice time that cannot be used by their team. Teams must return any such ice to PGMHA for redistribution. Teams shall not reallocate their assigned ice to any other team without the approval of PGMHA.

Additional ice may be available from time to time. Allocations will be done in a fair and equitable manner through the PGMHA office. Representative teams will be charged actual ice costs for ice that has been allocated as the result of the regular schedule or a formal request and subsequently goes unused.

## 12.8 TEAM FINANCIALS

All Representative teams must observe PGMHA policy with respect to sponsorship, fundraising and finance practices. ~~The PGMHA Treasurer~~ will schedule a meeting with the managers and treasurers of all Representative teams to review PGMHA expectations with respect to the management of team finances. All team managers and treasurers are expected to attend; coaches are encouraged to attend. Parents will be required to vote on accepting the proposed budget. All voting will be mandatory silent votes (voting by ballot, no proxy votes). A ~~Board~~ ~~Executive~~ member must conduct the vote when the parents vote on the budget. The PGMHA Treasurer must approve the team budget prior it being presented to the parents.

All teams are to use the financial procedures and formats (spreadsheets) as indicated by PGMHA Treasurer.

It is the expectation of all teams and specifically all team staff, that every effort shall be made to act in a fiscally responsible manner. Unnecessary expenses should be avoided.

### a) Representative Team Accounts

There will be one (1) representative team bank account per team. Representative teams shall have one (1) bank account held at the bank approved by the PGMHA ~~Executive Board~~. Representative team accounts will be set up by the PGMHA Administrator with four signatories on each team account including the PGMHA President and the PGMHA Treasurer. In the event of a conflict, the Vice President shall sign as an alternate. The Team Treasurer and Team Manager shall comprise the remaining two signatories. In the event of a conflict, the team Head Coach shall sign as an alternate. All changes or additions to a bank account will be made through the PGMHA office.

Team signatories must not be related in any manner nor shall they reside at the same residence as any member of the staff. Team funds are the property of the players' parent/guardians. Management of team funds shall be in accordance with PGMHA Policy.

Any travel costs, equipment, ice time, tournament clothing or fundraising items purchased by a team shall be the responsibility of the team; PGMHA accepts no responsibility for non-payment of these bills. The PGMHA is obliged to release the names, phone numbers and addresses of its members to companies or individuals who are owed money relating to PGMHA activities.

Any funds remaining in the team account at the end of the season may be disbursed equitably amongst the players and their families to the extent that monthly dues were paid to the team or donated to PGMHA. Funds reimbursed to parents will be by cheque from the team account. Since team accounts will not necessarily be the same from year-to-year, any account balance remaining after May 31st will become the property of PGMHA. All teams are to leave a minimum balance of \$10 in their account at the end of the season. Each team will start with a balance of \$10 in the next season.

### b) Team Funds

Parents must pay monthly dues to help cover the cost of team expenses. Monthly dues are to be paid by the first ice time of each month, and payable based on the number of players. Team treasurer will report by the 10<sup>th</sup> of each month on outstanding monthly dues to the Representative Supervisor. The Representative supervisor will suspend player travel until funds are paid. Consistent nonpayment may result in permanent removal from the

team. Parents are also expected to participate in fundraising events to offset the amount of the required monthly dues.

Parents who choose not to participate in fund raising events may be allowed the option of paying their share by donation. Monthly fees collected in lieu of fundraising events shall be decided by a 75% majority in favor of the vote of team parent/guardians. This assessed fee shall be no higher than the average amount between the bottom and top amounts raised by the other parent/guardians.

Affiliated players travelling with the team will be responsible for their travel costs. If a player is injured for any length of time, the player shall continue to pay monthly dues unless the player's injury is deemed to be a "season-ending" injury. In which case the player will most likely be released and a player will be added to the team in their place. Parents must realize that the amount of dues for each month is not representative of the expenses for that specific month. Each monthly payment is used to cover the expenses incurred for the entire season. The expenses for each month may vary while the dues received remain consistent. Should the player return to play at some point, the expenses that they did not incur for the team as a result of not participating in certain games/events may be factored in to any end-of-season reimbursement that the family will be receiving. The use of affiliate players to replace the injured player will be a significant factor when considering end-of-season reimbursements.

Where a team surplus exists at the end of the season, parents/guardians may only be reimbursed for dues to the extent that dues were paid. Funds generated by the team by any other means must not be allocated to parents. Representative teams have the right to exclude players and/or parent/guardians that have not participated in team fundraising and/or monthly fees from any financial allocation determined as a result of fundraising and/or monthly fees.

c) Allowable Team Fundraising/Revenue Sources

Representative teams must apply to the PGMHA [Executive Board](#) for approval of all fundraising events and all applications for lottery licenses must be coordinated through the PGMHA office. Teams are responsible for the purchase, sale and payment of any merchandise. The PGMHA accepts no responsibility for non-payment on fundraising merchandise. All licensed gaming MUST follow the current rules of the Gaming Policy and Enforcement Branch. Special Event Sanctioning must be obtained for any event, other than hockey, done as a team. Liquor, prohibited or restricted firearms and live animals cannot be offered as prizes. Players cannot be obligated to sell raffle tickets; however they can be required to pay a fundraising levy and use the raffle ticket sales to offset the levy fees. Levy fees are at the discretion of the team, must be acknowledged and signed off at the team's budget meeting.

Teams are permitted to conduct 50/50 draws at all home league games, playoff games, home tournaments and pub nights, providing they have applied for and received the necessary gaming licenses. Teams are permitted to have one "B" license for a maximum gross profit of \$10,000 and multiple "D" licenses. Failure to obtain relevant licensing as required by BC Gaming may result in the revocation of association licensing, therefore a teams' failure to obtain the required gaming licenses will result in a team fine minimum \$500.00 per infraction.

Teams conducting fundraising events without the necessary special event sanctioning will be referred to the Conduct Committee. Special event sanctioning must be obtained for any event, other than hockey, that is done as a team.

Primary sponsors may provide additional sponsorship to their designated team if they choose. Secondary sponsors may be considered; however names of such sponsors must not be advertised in any way so as not to conflict with existing sponsors. Any additional sponsorship, whatever the nature, must be pre-approved by PGMHA. Unapproved fundraising or solicitation may result in disciplinary action and can include the loss of solicited cash or items.

Representative teams may solicit non-PGMHA sponsors for ads in their tournament program. A pre-approved letter must be used and is available at the PGMHA office. Funds raised from these sponsors shall be added directly

to the team's budget. Teams may not contact PGMHA sponsors for additional funds. A 'No Contact' sponsor list is available at the PGMHA office.

d) Allowable Team Expenses

The following items are considered allowable expenses for each representative team. The indicated formulas shall be used by coaches in developing their season budgets. The [Executive PGMHA Board](#) shall review any predetermined amounts on an annual basis.

- i. Team clothing
- ii. Tournament Entry Fees
- iii. Team Accommodations
- iv. Team Meals and Coach per diem
- v. Team events and activities – extracurricular activities while on travel, dryland activities, team building events etc.
- vi. Team fundraising initiatives – prize purchases and administration costs.

~~vi-vii.~~ [Team Gifts](#)

e) Team Budget

The team budget will be drafted during the pre-season based on the travel that the head coach plans to do during the regular season. Non-parent coaches that are assigned prior to tryouts shall complete their finalized budget prior to tryouts starting. For the teams with no coach assigned, the Representative supervisor will draft a general budget based on the travel lists submitted by the prospective coaches during the coach selection process. The budget must be drafted and submitted to the Representative supervisor within seven (7) days of the coach being assigned to the team.

The drafted budget shall be distributed to the parent group at the first practice from when it was submitted. Parents are to be provided seven (7) days minimum, to review the budget, discuss it with their peers prior to approving it.

All approval discussion and voting must occur in-person. All voting will be mandatory silent vote, no proxies. The principle of 75% in favor of the motion will apply when parents vote. Parents will be provided one vote per player. Parents shall indicate their approval by marking off their agreement or non-agreement on a ballot available from PGMHA. After it is approved by the parent group, the season budget and minutes of the meeting must be submitted to the PGMHA [Executive Board](#) no later than October 10<sup>th</sup> of the current season. Travel permission will be withheld until such time as the budget is received.

The PGMHA recommends that the team budget will, at minimum, include the following:

(Specific budget calculation guidelines are outlined in the Representative Team Manager and Finances Handbook).

i. Expenses

~~kk-x.~~ Estimated tournament travel costs – Each tournament in the coach's season plan shall include:

- I Tournament entry fees – varies from tournament to tournament
- II Travel costs – this will identify bus travel or parent travel
- III Meal costs – food for players and team staff only.
- IV Estimated travel expenses for league games
- V Use the same formulas as used in tournament travel

~~ll-y.~~ Estimated team expenses for clothing (including team socks and practice jerseys), dryland expenses, team events, etc.

- ~~mm.z.~~ Estimated PGMHA fees
  - VI Carding fees
  - VII Sanctioning, Ref Development and Tournament fees.
  - VIII Program printing
- ~~nn.aa.~~ Estimated fundraising initiative expenses.
  - IX Season Raffle prizes
  - X Season Raffle Ticket printing
  - XI Gaming license fees
- ii. Revenue
  - ~~oo.bb.~~ Estimated home tournament proceeds
    - XII Entry fees –
    - XIII Raffle Basket table –
    - XIV Newspaper ad –
    - XV Sponsorship – up to a \$1,500 maximum
  - ~~pp.cc.~~ Estimated fundraising revenues
    - XVI Program Ad Sales –
    - XVII 50/50 draws during home league games –
    - XVIII Season raffle –
  - ~~qq.dd.~~ Fundraisers– chocolate sales, meat orders, volunteer work crews, bottle drives, etc.
  - ~~rr.ee.~~ Estimated parent dues

Receipt of an approved budget will secure a PGMHA repayable advance of \$6,000. ~~With the exception of those teams with non-parent coaches, This~~ advance must be repaid in a minimum of four installments November 1, December 1, January 1 and February 1 of the season. ~~For those teams with non-parent coaches, to a maximum of \$3000 or a portion, of this advance shall be retained by the team to assist in the monthly remuneration of the non-parent coach per Policy.~~

- f) Remuneration and expense reimbursement for team travel
  - i. Remuneration/honorarium for non-parent Head Coaches

Non-parent head coaches will be provided with a monthly remuneration to offset expenses and income loss. Head coaches are expected to travel with their team on every trip.

- Tournament travel: \$400/trip
- League game travel: \$200/trip
- Monthly maximum: \$1,000/month

- ii. Remuneration/honorarium for non-parent team staff (excluding head coach)
  - a. Bus Trip

All expenses are paid by the team as follows and there shall be no further reimbursement for incurred expenses. A maximum of 4 staff (all parent/non-parent combined) shall be paid for per trip:

- their hotel with the team,
- meals with the team and
- transportation via bus

- b. Parent Drive Trip

Non-parent team staff to a maximum of two, shall be reimbursed. Rationale: Head Coach is expected to travel with the team while assistant coaches are less obligated.

#### XIX Accommodations

Reimbursement at the rate of a standard, 2 queen room at the hotel where the group block was made. If the room is shared with anyone other than another team staff member, the team shall reimburse 50% nightly room rate. The team is not responsible for room upgrades or additional nights. If there is more than one non-parent staff member travelling, the expectation is they will share a room with the non-parent head coach.

#### XX Meals & Per Diem

Meals will be reimbursed to a maximum of \$50/day. A Per Diem rate of \$50/day will be for team staff not partaking in *any* team meals.

#### XXI Travel

The only method of travel reimbursed is personal vehicle. No flights unless pre-approved by the parent group. Travel mileage will be reimbursed at the posted CRA rate per kilometer to attend and return from the event. If there is more than one non-parent staff on the team, the expectation is that the non-parents will carpool. The team is responsible for only one vehicle for non-parent staff.

#### iii. Remuneration/honorarium for parent team staff

##### a. Bus Trip

All expenses are paid by the team as follows and there shall be no further reimbursement for incurred expenses. A maximum of 4 staff (all parent/non-parent combined) shall be paid for per trip:

- their hotel with the team,
- meals with the team and
- transportation via bus

##### b. Parent Drive Trip

Head Coaches are always expected to travel with the team; only the parent head coaches shall be reimbursed. All other parent team staff are responsible for their own expenses. The parent head coach shall be responsible for his child's expenses.

##### a. Accommodations

Reimbursement at 50% the rate of a standard, 2 queen room at the hotel where the group block was made. The team is not responsible for room upgrades or additional nights. If there is more than one non-parent staff member travelling, the expectation is they will share a room with the non-parent head coach.

##### b. Meals & Per Diem

Meals will be reimbursed to a maximum of \$50/day. A Per Diem rate of \$50/day will be for team staff not partaking in *any* team meals

##### c. Travel

No reimbursement.

#### iv. General

- All remuneration and expense reimbursement must be presented in the team budget.
- All reimbursements must be supported by receipts. Only those receipts dated for the timeframe and location of the trip shall be reimbursed by the team.
- To be reimbursed, team staff must have actively participated in the trip. Responsibilities include supervision, maintaining the schedules and knowing the whereabouts and "goings-on" of all players at all times.

- Coaches are expected to share coach rooms.
- Players are expected to stay in player rooms, except in circumstances of medical conditions.
- If team staff (parent or non-parent) use alternate options to the accommodation, transportation or meals with the team, it will be at their own expense.

## 12.9 TEAM DRESS CODE

### a) Teams

~~Teams will be provided with one (1) set of home (white) and one set of away (black) jerseys. Team manager or designate is responsible for the team jerseys. Jerseys are not to go home with the players. Teams must purchase two (2) pairs of hockey socks — one set of home white and one set of away black and one practice jersey — for each player through PGMHA.~~

Dress code in effect for all home and away games will consist of dress pants, ~~dress shirt~~golf shirt, dress shoes and team jacket~~tie/scarf (gender appropriate)~~. No ball hats are permitted. Team dress code applies to all carded team personnel as well. This dress code applies to all team functions (lunch, dinner, banquets, raffle sales, etc.)

### Representative Hockey Team Apparel & Dress Code

#### a) Dress Code For Players

~~All players will adhere to the Dress Code laid out in PGMHA Policy Manual.~~

~~All players must be in dress clothes for both home and away games, dress clothes are the following, dress pants, shirt, tie and dress shoes. An exception will be made for away games that travel will occur right after that game is completed, in this case Team Tracksuits will be permitted.~~

~~All **team fuctions** such as lunch, dinner, banquets, and raffle sales (at public location ie: Walmart) all players will be in Dress Attire or in the following, dress pants, golf shirt, dress shoes. Players may wear team tracksuits for breakfast or during bus travel.~~

#### b) Dress Code For Coaching Staff

All Coaches and Staff must be in PGMHA dress code~~Dress Attire~~ for all games-home and away games and team functions (lunch, dinner, banquets, raffle sales, etc.),~~as set out by PGMHA Policy~~. This will consist of dress pants, golf shirt, ~~tie~~, dress shoes, and team jacket ~~or suit jacket~~. The only exceptions is for the team HCSP person, they may be in runners and team tracksuit for games.

~~During all team functions team staff will be in Dress Attire or in the following, dress pants, golf shirt and dress shoes. Team staff may wear team tracksuits for breakfast or during bus travel.~~

#### c) Approved PGMHA Apparel Package~~Team Apparel~~ will consist of the following:

- i. Team jacket
- ii. Team pant
- iii. Team golf shirt
- iv. Team Hoody
- v. Team work out shirt
- vi. Team work out short
- vii. Team hat/toque
- viii. Team pant shell
- ix. Team gear bag

- x. No names or numbers
- e) The PGMHA approved Apparel Package is the only apparel permitted to be purchased.
  - i. Team Track Suits
    - d. All black no piping—Cougar Logo Left Chest
    - e. Numbers Permitted, 1— 1 1/2 inch Black or Red on back collar or left leg
  - ii. Team Winter Jacket
    - f. Pea Coat or Dress Style
    - g. Black on Black Embossed Logo ( as players will be able to wear after without bright colored logo)
  - iii. Pant Shells
    - h. Black Only— Logo left leg
  - iv. Golf Shirts
    - i. Red, White, Grey or Black solid in color
    - j. Wicking material
    - k. Logo left chest
  - v. Hockey Bags
    - l. Black with Red Handles
    - m. Plastic type material
    - n. Number and Logo permitted or Place Cards in Clear Pocket
  - vi. Warm Up Gear
    - o. Red shirt, wicking material
    - p. Black Shorts, wicking material
    - q. Team motto permitted
  - vii. Hoodies
    - r. Any color permitted if not using Cougar Logo
    - s. If Cougar Logo used hoodie must be Cougar Team colors
  - viii. Miscellaneous
    - t. Players may only have White Laces, exception made for special occasions ie Pink for Breast Cancer.
    - u. Helmets must be Black in color CSA Approved

Team Jerseys and Socks will be provided by PGMHA, please note that your team will be paying PGMHA for the socks and this must be accounted for in the Team Apparel section of your budget. Teams will be provided with one (1) set of home (white) and one set of away (black) jerseys. Team manager or designate is responsible for the team jerseys. Jerseys are not to go home with the players. Teams must purchase two (2) pairs of hockey socks — one set of home white and one set of away black and one practice jersey — for each player through PGMHA.

#### e) Team Equipment

Team equipment will be provided by PGMHA and the team will be invoiced for the following items (please account for this in the Team Apparel section of your budget):

- xi. One practice jersey
- xii. Socks - one set of home white and one set of away black
- xiii. A's and C's
- xiv. Helmet stickers
- xv. Practice bucket, pucks and pylons

Teams will be provided with one (1) set of home (white) and one set of away (black) jerseys. Team manager or designate is responsible for the team jerseys. Jerseys are not to go home with the players.



~~All team apparel with logo is to be submitted to Representative Supervisor for their review and approval. They will forward requests to the Prince George Cougar Representative for approval. Teams are not to contact the Prince George Cougar Representatives directly.~~

#### e)d) Representative Logo

The Prince George Cougar Representative Hockey Logo is the property of the Prince George Cougars. This logo may only be used by obtaining written consent from PGMHA which in turn obtains consent from the Prince George Cougars. Coordinating the use of this logo must be done through the PGMHA office. Under no circumstances shall members contact the Prince George Cougars' office directly

## 12.10 REPRESENTATIVE HOME TOURNAMENT GUIDELINES

Each representative team may host a tournament on a designated weekend shared with another team, to a maximum of six teams. The exception to this will be if there are a sufficient number of weekends available to host representative tournaments, that ALL representative teams can have a tournament weekend to themselves, therefore allowing eight teams. The PGMHA will provide ice and referees to a maximum of eight teams. Unused ice must be returned to the Ice Administrator for redistribution. Scheduled ice not utilized during the tournament will be charged back to the tournament.

Representative tournaments will be organized by the Tournament Representative and a committee made up of the parent/guardians of team players, in consultation with the PGMHA Tournament Supervisor and Referee in Chief. All tournaments will be required to have sufficient volunteers to work the tournament including two people to run the penalty boxes, two security persons, a time keeper, scorekeeper, two person running the raffle table, two 50-50 sellers minimum nineteen years old.

Tournament Committees are responsible for the clean up and take down of tournament signs, posters, banners, tables etc. at the end of the tournament and for updating the tournament trophy

#### a) Tournament Committee Meetings

The Tournament Supervisor and Referee-in-Chief shall be invited to attend the initial organizational meeting for each tournament. The representative team managers or tournament Chairperson will coordinate with PGMHA Tournament Supervisor or designate, to schedule the first meetings. Each tournament committee must hold an initial organizational meeting at least one month prior to the tournament date. These meetings shall be held as determined by the various tournament committees. Representative tournaments will be played under HC, BCH, NCDMHA and PGMHA rules.

#### b) Tournament Guidelines

Each tournament may have up to a maximum of two (2) major sponsors to a maximum of \$1,500 total and approved by the PGMHA [Executive Board](#). Sponsor funds must be received by PGMHA and will be forwarded on proof of sponsorship. All tournament fundraising including raffles, 50/50 draws and lottery licenses must be approved by PGMHA prior to the collection of prizes. License applications must be made through the PGMHA office.

Teams are expected to demonstrate their appreciation of team sponsors by acknowledging sponsors in team advertising or by some other means. Representative tournament hosts are required to put an insert into the program advertising their tournament sponsor and team sponsor, each to have a full page ad. No other advertising will be displayed on the insert. An ad is also to be posted in the daily newspaper recognizing the team sponsor and tournament sponsor. Failure to place the newspaper ad could result in PGMHA doing it for the team, and sending the invoice to the team. It may also result in not reimbursing the tournament sponsorship fees to the team.

The Tournament Representative or designate must be on site at all times during the tournament. Game sheets must be hand-written with no labels and are to be completed by a team designate. Tournament Committee members will not fill out game sheets.

Tournament organizers and/or parent/guardians are not to solicit current PGMHA sponsors for donations of cash, merchandise or other donations. A complete list of current PGMHA sponsors is available at the PGMHA office. Unapproved fundraising or solicitation of existing sponsors may result in disciplinary action including the loss of solicited cash or items. Also see PGMHA Fundraising and Tournament Manual.

Each tournament will be required to donate \$150.00 to the Prince George Referees Association to be used towards the development of officials. Teams will also be charged a \$100 PGMHA administration fee. The PGMHA will cover the cost of ice rental and referees allowing each representative team to participate in one local tournament per season. Tournament sanction fees and game pucks are the responsibility of the tournament host team – host teams must provide a minimum of three unused pucks per game.

All teams participating in a tournament hosted by PGMHA are required to provide a copy of their HCR roster prior to their first game

#### c) Provincial Tournaments/Championships

Provincial Tournaments shall follow the same guidelines as set out for other tournaments with the following exceptions:

- i. The host committee must include a representative from the PGMHA [ExecutiveBoard](#), who is not connected to the team, as well as the Representative Supervisor
- ii. The host committee may solicit donations from the business community regardless of whether they are an existing PGMHA sponsor
- iii. All costs, including ice rental and referees, will be the responsibility of the tournament
- iv. Deficits will become the responsibility of the host team and/or parents
- v. Revenue will be deposited into the team account as part of their fundraising revenue
- vi. BC Hockey guidelines supersede PGMHA tournament guidelines

## 12.11 DISCIPLINE

PGMHA is committed to providing a safe environment for all hockey players and team staff. Representative division players frequently travel without direct parental supervision. PGMHA has established Codes of Conduct outlining the minimum standards of behavior that all players and coaches must adhere to. Each player and team staff must submit a signed copy of their Code of Conduct to PGMHA at the beginning of each season.

The PGMHA expects coaches and team officials to maintain strict discipline among players and parent/guardians. The coach, players and parent/guardians represent not only PGMHA and the Prince George Cougars, but also team sponsors and the City of Prince George. It is the responsibility of the coach to be aware of the rules and regulations at all levels. Parents shall commit to the BC Hockey Fair Play contract for parents.

Specific team rules should be established at the first meeting of the year with input from all parties including players, parent/guardians, coaching staff and management. These rules must be approved by the Representative Supervisor. Rules should be in writing and distributed to each player and their parent/guardians so that all are aware of team expectations. These rules are over and above PGMHA, NCDMHA, BCH and HC rules and must not in any way contradict them. They should include matters such as missed practices, meeting times prior to games, communicating with coaches, parent expectations, etc.

Coaches will make reasonable efforts to ascertain whether a player has a valid reason for failing to show up to practices or games on a consistent basis. If in the opinion of the coach, the player has not demonstrated a commitment to the team, the player may be released.

Coaches are responsible for player discipline and upholding the decisions of the officials. Coaches and managers must ensure that all automatic penalties are served and that no player or team official returns or plays prior to the completion of the suspension. Coaches and team officials have the authority to suspend a player or players. All disciplinary actions must be accompanied by an incident report completed and presented to the Representative Supervisor within five (5) days of the incident occurring. Incident reports will be reviewed by the Representative Supervisor and if in the opinion of the Representative Supervisor, coaches, or team officials, suspensions beyond one game are necessary, the circumstances will be communicated to the conduct committee.

Coaches are also responsible for player discipline with respect to dressing rooms, hotel rooms and bus travel. Teams found to be in violation of these expectations may be suspended from league play.

Specific disciplinary actions with respect to league games and/or tournaments shall be administered by the NCDMHA, BCH, HC and the Conduct Committee. Suspensions received on the road beyond one game must be communicated to the Representative Supervisor and Vice President.

Players are expected to act responsibly and be ambassadors of their sport. If at any time a player participates in an event or activity while representing PGMHA or their sponsors wearing team jerseys, tracksuits, or jackets, they are expected to behave in a manner consistent with demonstrating good sportsmanship, respect for their peers and respect for community members. Failure to do so will result in reprimand and possible suspension from play, as determined by the PGMHA Conduct Committee.

Minimum suspension guidelines will follow the most recent BC Hockey Bulletin for Minimum suspensions - Minor/Female. Suspensions, in addition to the minimum suspension guidelines can be given, or as the Association deems necessary for player and coach conduct on the ice and in the stands

## 12.12 EDUCATION PROGRAM

The Risk Education Program (consists of Sportsmanship In The Stands, Parent Respect In Sport, and any other program mandated by BC Hockey or Hockey Canada), is a program intended to provide players an overview of a variety of issues relating to acceptable behavior while participating in team activities. Topics will include, but are not limited to, bullying, harassment, intimidation, substance use and/or abuse, illegal activity and sexual behavior.

All first year representative players are required to attend the Risk Education Program (REP) session one time during their first year as a PGMHA rep/Development player. This session will be held early in the season following the representative team rosters being finalized. Attending more than once during their representative hockey lifetime will be optional.

Parents and coaches are required to attend the program also so that they are aware of the same type of issues that their children/players may be facing as they engage in team activities. They shall attend this session with their children/players so that further discussion can be fostered between family/team members after the session is completed.

## 12.13 REPRESENTATIVE POLICY DEVELOPMENT

The PGMHA will appoint a standing Committee to annually review policy with respect to the representative system. This Committee will be comprised of the Representative Supervisor, at least two (2) other [Executive PGMHA Board](#) members, the Association Head Coach and a minimum of three (3) Development 1 coaches within the representative system. Additional Committee members may be invited at the discretion of the Representative Supervisor.

The purpose of this Committee will be to monitor the representative system from both a constructive and practical perspective, to assess the effectiveness of existing policy, to make recommendations for maximizing player and team development and achievement, and to provide feedback subsequent to the implementation of any recommendations.



## 13 APPENDICES

### 13.1 HONORARY LIFE MEMBERS

Bob Lepage  
John Morrison  
Dan Martin  
[Eric Henderson](#)

Shawn Rice  
Cathy Scott (Mason)  
Jane Newman

### 13.2 ANNUAL TROPHIES

Tournament Chairpersons and/or division Supervisors are responsible for presenting and upgrading the engraving on the trophies.

U18 (Midget) Tier 1 Annual Tournament Champions
U18 (Midget) Tier 2 Annual Tournament Champions
U18 (Midget) Female Annual Tournament Champion
U18 (Midget) Recreational 1 Christmas Tournament Champion
U18 (Midget) Recreational 2 Christmas Tournament Champion
U18 (Midget) Recreational 1 Playoff Winner
U18 (Midget) Recreational 2 Playoff Winner
U15 (Bantam) Tier 1 Annual Tournament Champions
Rahier U15 (Bantam) Tier 1 Sportsmanship Award
U15 (Bantam) Tier 2 Annual Tournament Champions
U15 (Bantam) Female Annual Tournament Champion
U15 (Bantam) Recreational Christmas Tournament Champions
U15 (Bantam) Recreational Playoff Winner
U13 (Pee Wee) Tier 1 Annual Tournament Of Champions
U13 (Pee Wee) Tier 2 Annual Tournament Champions
U13 (Pee Wee) Female Annual Tournament Champions
Ethan Blacker Memorial – U13 (Pee Wee) Recreational 1 and 2 Christmas Tournament Champions
U13 (Pee Wee) Recreational 1 Playoff Winner
U13 (Pee Wee) Recreational 2 Playoff Winner
Michael Harder Most Sportsmanlike Team – U13 (Pee Wee) Recreational Year end
Kelly Bellamy Memorial Sportsmanship Award – U11 (Atom) Christmas Tournament
Shane Davis Memorial – Shane Davis Spring Tournament – U11 (Atom) Recreational 1,2 & 3
Jingle Belles Classic - Female
Larry Mason Memorial for Association Volunteer of the Year
Prince George Minor Hockey Association Coach of the year
Prince George Minor Hockey Youth Volunteer of the Year

### 13.3 ~~EXECUTIVE-DIRECTOR~~ DUTIES AND RESPONSIBILITIES

#### a) Duties of the President

- i. Overall direction of PGMHA
- ii. Preside at meetings of the [Executive Board](#) and general or special meetings of the Association
- iii. Act as Chief Executive Officer of the Association supervising and directing all [Executive Board](#) members in the execution of their duties, including standards of performance, scope of control, and disciplinary action
- iv. Oversee preparation of agenda for [Executive Board](#) meetings
- v. Oversee the preparation of annual budget and financial statements
- vi. Maintain contact with other hockey oriented regulatory and resource groups
- vii. Serve as a member of any active sub-committee with the exception of the Conduct Committee
- viii. Become past-president in an advisory capacity
- ix. Maintain signing authority
- x. Attend or appoint designates to attend HC, BCH, NCDMHA, and other relevant meetings
- xi. Prepare/perform press releases through the media as required by the [Executive Board](#)
- xii. Uphold HC rules and regulations
- xiii. Uphold BCH rules and regulations
- xiv. Uphold NCDMHA rules and regulations
- xv. Uphold PGMHA Policy
- xvi. Maintain power to suspend any team, player, team official, parent/guardian or other member for un-sportsman-like conduct on or off the ice, abusive language to any of the officials, or failure to comply with the PGMHA Constitution & Bylaws and Policy pending review of the incident by the Conduct Committee
- xvii. Prepare report for Annual General Meeting

#### b) Duties of the Vice President

- i. Perform duties of President in their absence
- ii. Perform other duties as designated by the President
- iii. Act as Chairman of the Conduct Committee
- iv. Oversee appointment of Conduct Committee, including two [Executive Board](#) member, to hear and address formal complaints
- v. Serve as an alternate in attendance at various regulatory, league and resource groups meetings
- ~~vi. Oversee the Risk Management and Administrator positions~~
- ~~vii. Oversee the Equipment Manager~~
- ~~viii-vi.~~ Uphold HC rules and regulations
- ~~ix-vii.~~ Uphold BCH rules and regulations
- ~~x-viii.~~ Uphold NCDMHA rules and regulations
- ~~xi-ix.~~ Uphold PGMHA Policy
- ~~xii-x.~~ Prepare report for Annual General Meeting
- ~~xiii-xi.~~ Report to the President

#### c) Duties of the Secretary

- i. Assist Treasurer with reviewing representative team financial statements throughout the season
- ii. Perform such other duties as designated by the President
- iii. Report to the President
- iv. In the absence of the administrator will:
  - ~~v-d.~~ Record the minutes of all meetings and circulate to all [Executive Board](#) members

- ~~w~~.e. Maintain and distribute all correspondence
- ~~x~~.f. Update and maintain PGMHA [Executive Board](#) files and records
- ~~y~~.g. Shall fill the role of Tournament Supervisor with the following duties:
- ~~z~~.h. Attend meeting with Tournament Representatives and/or Committee
- ~~aa~~.i. Ensure that Tournament Representatives are aware of their duties and responsibilities
- ~~bb~~.j. Assist with schedule of events and tournament budgets if required
- ~~cc~~.k. \_\_\_\_\_ Ensure any fundraising activities taking place during the tournament are approved by the PGMHA [Executive Board](#) to ensure that appropriate application and gaming requirements are met
- ~~dd~~.l. Be available to offer advice on behalf of [Executive Board](#)
- ~~ee~~.m. \_\_\_\_\_ Act as liaison between Tournament Coordinator and [Executive Board](#)
- ~~ff~~.n. Ensure that results communicated to media are approved by the PGMHA [Executive Board](#); ensure sponsor recognition in all communications
- ~~gg~~.o. \_\_\_\_\_ Obtain final tournament financial statement and submit to the PGMHA office within thirty (30) days following the event

d) Duties of the Treasurer

- i. Oversee duties of bookkeeper
- ii. Oversee duties of data input and review internal statements
- ~~iii~~. \_\_\_\_\_ [Oversee the Equipment Manager](#)
- ~~iii~~.iv. \_\_\_\_\_ Prepare annual T-4 slips and T-4 summary
- ~~iv~~.v. \_\_\_\_\_ Prepare annual WCB report
- ~~v~~.vi. \_\_\_\_\_ Prepare annual GST filing
- ~~vi~~.vii. \_\_\_\_\_ Present financial statements to the PGMHA [Executive Board](#) at monthly [Executive Board](#) meetings
- ~~vii~~.viii. \_\_\_\_\_ Present financial report at Annual General Meeting
- ~~viii~~.ix. \_\_\_\_\_ Provide financial information to membership upon request
- ~~ix~~.x. \_\_\_\_\_ Provide suggestions to [Executive Board](#) on PGMHA financial matters associated with the current budget and comparisons to budget
- ~~x~~.xi. \_\_\_\_\_ Prepare the PGMHA annual budget and make recommendations to [Executive Board](#)
- ~~xi~~.xii. \_\_\_\_\_ Review Representative team financial statements at season end
- ~~xii~~.xiii. \_\_\_\_\_ Provide necessary financial information to BC Gaming Commission
- ~~xiii~~.xiv. \_\_\_\_\_ Review team bank accounts and financial information; follow up on any queries
- ~~xiv~~.xv. \_\_\_\_\_ Forward fund raising and/or sponsorship concerns to Division Supervisors
- ~~xv~~.xvi. \_\_\_\_\_ Report to President

### 13.4 DUTIES OF RECREATIONAL DIVISION SUPERVISORS

- a) Ensure all teams complete special events forms for activities
- b) Recruit volunteers who will assist as directed by the Division Supervisor
- c) Distribute Fair Play Code of Conduct to team to have signed and returned
- d) Monitor team travel and player relief applications.
- e) Assist RHD with evaluator selection
- f) Organize and oversee player evaluations including appointment of on-ice personnel
- g) Ensure on-ice personnel are familiar with session plans provided by RHD
- h) Designate session assistants including player sign-in, jersey allocation and collection of evaluation forms
- i) Make team and coach selections with assistance from the Association Head coach
- j) Coordinate player movement with RHD
- k) Assist administrator with league schedules
- l) Authorize requests for referees for all exhibition games within their division
- m) Ensure referee assignors are notified of any schedule changes
- n) Inform coaches when the opposing team will not be in attendance for practices or games due to travel

- o) Ensure coaching staff are aware of upcoming clinics and requirements
- p) Ensure regular communication with coaches
- q) Approve recreational teams to play exhibition games against other divisions
- r) Review game sheets weekly and follow up on penalties and/or suspensions
- s) Address issues arising from correspondence
- t) Follow up on skate-a-thon concerns or questions
- u) Ensure that all relevant parties are informed of results of matters brought before Conduct Committee
- v) Ensure that coaches, parents and other volunteers aware of web-site consent requirement
- w) Chair parent meetings to communicate goals and expectations of teams and address any concerns of parent/guardians and/or players
- x) Set up Tournament Committees and attend meetings for annual tournaments
- y) Monitor the league standings and post at the year end (U13, U15 and U18 Divisions only)
- z) Present and update division and tournament trophies at season end
- aa) Update annual trophies
- bb) Be familiar with PGMHA Policy, and BCH, NCDMHA and HC Rules and Regulations
- cc) Attend [Executive Board](#) meetings
- dd) Prepare report for the Annual General Meeting
- ee) Report to the President

### 13.5 DUTIES OF THE REPRESENTATIVE DIVISION SUPERVISOR

- a) Recommend strong hockey background with coaching experience preferred.
- b) In cooperation with the DHO, consult with BC Hockey and with their recommendations hire an independent party to conduct coach interviews and recommend the best candidate to the coach selection committee.
- c) In cooperation with the DHO, coordinate tryouts and monitor attendance
- d) In cooperation with DHO, oversee player selection process
- e) Advise administrator of any players released
- f) Host risk education meeting at the start of the season along with Risk Manager
- g) Forward team rosters and volunteer information to the Administrator
- h) Distribute Fair Play Code of Conduct to teams to have signed and returned
- i) Oversee representative team managers
- j) Assist coaches and/or managers with required paperwork such as Fair Play Contracts, budgets, carding information etc.
- k) Familiarize coaches and team managers with HC, BCH, and NCDMHA Rules and Regulations and PGMHA Policy Facilitate coach and manager meetings
- l) Communicate information regarding coach requirements and upcoming clinics
- m) Ensure annual team budgets and monthly financial statements are forwarded to Administrator
- n) Along with DHO Attend NCDMHA/OMAHA league meetings and distribute schedules
- o) Communicate deadlines to coaches and/or team managers
- p) Confirm ice allocations with the Ice Administrator
- q) Assist in coordinating the distribution and collection of equipment and jerseys to the coaches
- r) Set practice schedule in consultation with DHO and coaches
- s) Inform Ice Administrator and Referee in chief of any schedule changes
- t) Approve teams to play exhibition games against other divisions
- u) Approve referee requests from teams playing exhibition games
- v) Provide game schedules to referee in chief
- w) Review game sheets and follow up on penalties and/or suspensions
- x) Chair parent meetings to communicate the goals and expectations of the team and address concerns of parent/guardians and/or players
- y) Act as liaison between Team Managers and the PGMHA [Executive Board](#) and assist with problems should they arise.
- z) Ensure that concerns are brought to the attention of the [Executive Board](#).
- aa) Represent the interests of the representative teams at [Executive Board](#) meetings



- bb) Ensure coaches understand coach, parent and player Fair Play Codes
- cc) Be familiar with the PGMHA Policy, and HC, BCH, NCDMHA and OMAHA Rules and Regulations
- dd) Run ice on short notice, support development ice if requested.
- ee) Support team coaching staff if requested
- ff) Prepare report for the Annual General Meeting
- gg) Reports to the President
- hh) An understanding of representative and recreation hockey, budgets, timelines, good organizational skills, good communication skills, must be accessible.

### 13.6 DUTIES OF THE EQUIPMENT MANAGER

- a) Submit anticipated budget for new equipment to Treasurer by season end
- b) Inventory all jerseys and equipment and maintain ledger
- c) Order new equipment and/or jerseys using local merchants/sponsors whenever possible
- d) Distribute goalie gear to U9 and U11 divisions
- e) Distribute and collect jerseys, pucks and goalie gear pre- and post-season
- f) Ensure equipment is cleaned, repaired and/or replaced as necessary
- g) Coordinate sponsors and teams with the administrator
- h) Prepare report for the Annual General Meeting
- i) Reports to the Vice President

### 13.7 DUTIES OF THE RISK MANAGER

The Risk Manager must have completed the HCSP and is responsible for administering all mandated Risk Management programs

The Risk Manager is responsible for ensuring that all coaches, managers or other volunteers of PGMHA who may have the contact with players have current Criminal Record Checks ~~completed or renewed annually~~. The Risk Manager and the Administrator are responsible for the adequate follow up and safe keeping of Criminal Record Check forms in a secure location.

The PGMHA recognizes that risk management does not rest with the Risk Manager alone, but rather is the responsibility of everyone involved both on and off the ice, and encompasses the activities of the Executive Board, the coaching staff, officials, parent/guardians and players. The activities of PGMHA will be governed by the contents of BCH Risk Management Manual and the Risk Management Bulletins and Action Bulletins distributed by BCH. A copy of the Risk Management Manual will be kept in the PGMHA office at all times.

Specific duties of the Risk Manager include:

- a) Knowledge of BCH Risk Management Guidelines
- b) Attend Executive Board meetings and advise of any risk management issues
- c) Collect Fair Play contracts; follow up on any that remain outstanding
- d) Complete regular safety checks on all facilities used by PGMHA and communicate in writing, any risk issues to arena staff
- e) Host Risk Management meeting at the start of the season along with the Representative Supervisor
- f) Advise tournament committees with respect to safety issues
- g) Ensure all teams have access to Injury Report and Medical forms and information
- h) Advise teams with respect to injury reports and return-to-play policy
- i) Distribute all pertinent BCH safety bulletins to teams
- j) Investigate all safety concerns reported by a team safety person or interested party
- k) Perform regular drop-ins on practices and games and observe and evaluate safety issues
- l) Ensure HC, BCH, and NCDMHA Rules and Regulations, and PGMHA Policy with respect to Risk Management are being followed
- m) Ensure team HCSP is certified

- n) Assist team HCSP in implementing equipment checks
- o) Prepare report for Annual General Meeting
- p) Report to the Vice President

### 13.8 DUTIES OF THE REFEREE LIAISON

- a) Attend [Executive Board](#) meetings and advise of referee issues
- b) Assist BCH in organizing referee clinics; ensure that necessary audio/visual equipment is available
- c) Attend clinics
- d) Coordinate list of qualified officials for PGMHA
- e) Assist in recruitment of referee assignors for the various PGMHA divisions
- f) Support officials both on and off the ice
- g) Review all game sheets on weekly basis for accuracy and completeness; forward any issues to Division Supervisors
- h) Sort and file game sheets by division
- i) Provide game sheets for division statisticians as requested
- j) Copy representative game sheets and submit to NCDMHA
- k) Email Gross Misconduct or Match Penalties to BCH within 24 hours; mail originals and maintain file copy in PGMHA office
- l) Prepare report for Annual General Meeting
- m) Report to the President
- n) Assist with or provide training for scorekeepers/timekeepers if needed

### 13.9 DUTIES OF THE FEMALE DEVELOPMENT [SUPERVISOR/COORDINATOR](#)

- a) Ensure coaches of female teams are aware of upcoming clinics and requirements
- b) Monitor all-female ice allocations and schedule on-ice facilitators
- c) Communicate information to coaches with respect to female development
- d) Communicate female development opportunities to players and/or coaches
- e) Address correspondence with respect to female players and/or concerns
- f) Follow up on skate a thon concerns or questions
- g) Be familiar with PGMHA Policy, and HC, BCH, NCDMHA and OMAHA Rules and Regulations as it pertains to female hockey
- h) Act as advocate for female development opportunities
- i) Oversee special events such as female jamboree, female clinics and female camps
- j) Assist with coordinating female tournaments
- k) Attend [Executive Board](#) meetings
- l) Chair Female Development Committee should such committee be necessary
- m) Perform the same duties as the Division Supervisors if there is a female division
- n) Prepare report for the Annual General Meeting
- o) Report to the President

### 13.10 DUTIES OF THE ADMINISTRATOR(S)

- a) Bookkeeping
  - i. Provide necessary cash floats for open registration and/or equipment sales
  - ii. Prepare and make all deposits on timely basis
  - iii. Reconcile final registration figures with funds deposited
  - iv. Record and monitor all NSF cheques and record information for follow-up
  - v. Prepare and record all registration refunds
  - vi. Manage bank accounts with current financial institutions
  - vii. Pay bills within credit terms

- viii. Prepare monthly Receiver General Remittance
  - ix. Prepare invoices to all parties owing funds to Association
  - x. Record and monitor all user pay ice (if any) and related payments
  - xi. Apply for Gaming Licenses as required, submit gaming reports
  - xii. Ensure appropriate BC Gaming Licenses have been obtained prior to all gaming events
  - xiii. Report to the Treasurer
- b) Registration
- i. Accept, record and organize the registration of players
  - ii. Maintain a list of registered players and their parent/guardians
  - iii. Ensure that registered players are also registered with mutual aid
  - iv. Determine number of players trying out for representative teams
  - v. Coordinate release of players with Division Supervisor and affected coaches of recreational division
  - vi. Register players/teams and request cards from BCH
  - vii. Complete BCH data uploads in accordance with BCH policy and time table
  - viii. Handle late registrations and withdrawals
  - ix. Report to the Treasurer
- c) Administrative
- i. Manage the PGMHA office
  - ii. Arrange coaching clinics for coaches; notify Association Head Coaches
  - iii. Assist Division Supervisors when necessary
  - iv. Recruit volunteers as needed
  - v. Coordinate sponsors and teams
  - vi. Prepare or assist with setting league schedules
  - vii. Ensure all teams complete special events forms for activities
  - viii. Communicate upcoming clinics and requirements to Division Supervisors
  - ix. Communicate dates and schedules for Christmas Tournament
  - x. Communicate deadlines to DHO, RHD, team coaches and/or team managers
  - xi. Assume a lead role in maintaining the PGMHA website
  - xii. Distribute and collect the following forms:
    - ~~hh.p.~~ \_\_\_\_\_ Criminal Record check application forms
    - ~~ii.g.~~ Fund Raising Application
    - ~~jj.r.~~ Injury Report Forms
    - ~~kk.s.~~ \_\_\_\_\_ Return to play forms/notes
    - ~~ll.t.~~ Policy Manual
    - ~~mm.u.~~ \_\_\_\_\_ Photo Packages
  - xiii. Report to the President
  - xiv. Facilitate all ice bookings on behalf of PGMHA
  - xv. Attend meetings with the City of Prince George
  - xvi. Attend NCDMHA scheduling meetings
  - xvii. Prepare ice schedule and consult with [Executive Board](#) when necessary
  - xviii. Advise [Executive Board](#) with respect to ice allocations
  - xix. Coordinate league schedules
  - xx. Advise [Executive Board](#) with respect to ice returned and redistributed
  - xxi. Allocate ice for play-offs as required
  - xxii. Prepare report for Annual General Meeting

xxiii. The Administrator(s) are responsible for picking up of the mail at the PGMHA post office box and distributing it as required. The current mailing address of the PGMHA is P.O. Box 2242, Prince George, BC V2N 2J8

d) Timeline

i. April

~~nn-v.~~ \_\_\_\_\_ Organize open registration

~~oo-w.~~ \_\_\_\_\_ Receive, input data and maintain files for any registrations for the up-coming season

ii. May

~~pp-x.~~ \_\_\_\_\_ Collect representative team year-end financial statements

~~qq-y.~~ \_\_\_\_\_ Assist Treasurer with respect to team accounts and financial data

~~rr-z.~~ \_\_\_\_\_ Ensure all fees are paid including registration fees

~~ss-aa.~~ \_\_\_\_\_ Solicit team and tournament sponsorships

iii. August

~~tt-bb.~~ \_\_\_\_\_ Organize open registration and late registration

~~uu-cc.~~ \_\_\_\_\_ Ensure all players are registered before tryouts

~~vv-dd.~~ \_\_\_\_\_ Obtain try out/evaluation times from the Division Supervisor

~~ww-ee.~~ \_\_\_\_\_ Attend arena user group meeting

~~xx-ff.~~ \_\_\_\_\_ Receive ice allocations and schedules

iv. September - October

~~yy-gg.~~ \_\_\_\_\_ Book Meeting Rooms

~~zz-hh.~~ \_\_\_\_\_ Assume lead role in scheduling regular season games

~~aaa-ii.~~ \_\_\_\_\_ Facilitate coaching clinics, referee clinics as required

~~bbb-jj.~~ \_\_\_\_\_ Assist in facilitating coaches and managers meetings

~~ccc-kk.~~ \_\_\_\_\_ Obtain lists of all coaches and on-ice volunteers from Division Supervisors

~~ddd-ll.~~ \_\_\_\_\_ Ensure all volunteers are registered with HC and have required qualifications

~~eee-mm.~~ \_\_\_\_\_ Collect annual representative team budgets

~~fff-nn.~~ \_\_\_\_\_ Obtain team lists from Division Supervisors

~~ggg-oo.~~ \_\_\_\_\_ Enter teams in computer and give copies of the team lists to Division Supervisors and Team Managers

~~hhh-pp.~~ \_\_\_\_\_ Ensure Representative Players are registered with HC (carded) before league play begins

v. February - April

~~iii-qq.~~ \_\_\_\_\_ Set up meeting for Policy reviews

~~jjj-rr.~~ \_\_\_\_\_ Start registration for next season

~~kkk-ss.~~ \_\_\_\_\_ Allocate ice for playoffs as required

~~lll-tt.~~ \_\_\_\_\_ Book meeting space for AGM

### 13.11 DUTIES OF THE DIRECTOR OF HOCKEY OPERATIONS

a) Advertise for representative coaches and compile applications.

b) Coordinate with the "coach selection committee" and select dates for the coach interviews

c) Inform the selected coaches of their interview date and time, complete all required room bookings

d) Complete coach selection process and with the support of the "coach selection committee" inform the [executive Board](#) of the selected representative coaches for the upcoming season and which coaching positions are still available.

~~e) Re-advertise if necessary~~

~~f) Select dates for the spring evaluations / fall tryouts~~

~~g) In cooperation with the representative supervisor organize and support all aspects of spring evaluations~~

~~h) Complete spring evaluations and post results on website~~

~~i) In cooperation with the representative supervisor and goaltender development coach organize and support all aspects of fall tryouts and goaltender evaluations~~

~~j) Complete tryouts and post "pre carded" rosters on website~~

- k)j) Develop evaluation criteria for players and goalies
- l)k) Review evaluation criteria and procedures annually
- m)l) In cooperation with the representative supervisor / goaltender coach organize player / goaltender evaluators
- n)m) Arrange player and goalie developmental ice sessions
- o)n) Advertise and select a skills development coach to run U13, U15 and U18 recreational development ice
- p)o) In conjunction with RHD develop, implement and Coordinate the various development programs for U13, U15 and U18.
- q)p) In cooperation with the skills development coach develop and implement skills based programs for U13, U15 and U18 recreational divisions
- r)q) Coordinate development ice for U9, U11, U13, U15, and U18 recreational goaltenders
- s)r) In cooperation with PGMHA goaltender development coach implement programs following Hockey Canada's LTPD
- t)s) Develop evaluation criteria for coaches
- u)t) Ensure coaches are aware of mandatory coaching clinics and ensure attendance
- v)u) Facilitate early season coaches meetings with the referee in chief, representative supervisor and goaltender development coach present
- w)v) Perform evaluations on coaches during games and practices
- x)w) Recommend coaches for attendance at higher level clinics
- y)x) Support and assist coaches with clinic post tasks if requested
- z)y) Substitute for head coach in case of emergency
- aa)z) Support head coach or coaching staff in mentorship / practices / games / or travel as requested by the executive Board or RHD
- bb)aa) \_\_\_\_\_ Supervise coach mentor program
- cc)bb) \_\_\_\_\_ Supervise goaltender development program
- dd)cc) \_\_\_\_\_ Oversee and support the representative supervisor duties where applicable
- ee)dd) \_\_\_\_\_ DHO – and representative supervisor are to attend OMAHA scheduling meeting
- ff)ee) \_\_\_\_\_ DHO and / or representative supervisor are to attend NCDMHA scheduling meeting
- gg)ff) DHO or representative supervisor represent PGMHA at NCDMHA regular meetings
- hh)gg) \_\_\_\_\_ Represent PGMHA at locally hosted clinics
- ii)hh) Perform public relations as required pertaining to PGMHA coaches
- jj)ii) Coordinate audio / visual equipment for coaching clinics
- kk)jj) Liaise with executive Board on behalf of coaches
- ll)kk) Liaise with BCH, NCDMHA, and OMAHA on behalf of the coaches
- mm)ll) \_\_\_\_\_ Have available on short notice any / all documentation relevant to any / all appeals on all documented decisions and player movement specific to rep.:-
- nn)mm) \_\_\_\_\_ Prepare report for Annual General Meeting
- oo)nn) \_\_\_\_\_ Report to President
- pp)oo) \_\_\_\_\_ Qualifications
- qq)pp) \_\_\_\_\_ Developmental 1 or HP 1 coaching certification, all other relevant supporting courses must be up to date
- rr)qq) \_\_\_\_\_ Complete understanding of representative and recreation hockey, budgets, timelines, good organizational skills, good communication skills, must be accessible, versed in conflict resolution.
- ss)rr) Well versed in physical preparation, team building, teaching and leading, use of technology,
- tt)ss) Understanding mid-season program design and implementation with experience in off season physical preparation an asset.

### 13.12 DUTIES OF THE RECREATIONAL HOCKEY DIRECTOR

- a) Develop evaluation criteria for both players and coaches
- b) Develop and present on-ice programs and establish team play guidelines
- c) Perform public relations as required pertaining to PGMHA coaches
- d) Ensure coaches are aware of mandatory coaching clinics and ensure attendance

- e) Coordinate audio/visual equipment for coaching clinics
  - f) Facilitate coaches meetings and provide necessary coaching materials
  - g) Attend Recreational Division Supervisor and coaches meetings
  - h) Assist Division Supervisors when necessary
  - i) Coordinate coach selection across all divisions, present to [Executive Board](#) for approval
  - j) Substitute for coach in case of emergency
  - k) Review evaluation criteria and procedures with Division Supervisors
  - l) Coordinate player evaluations and team selection across all divisions
  - m) In conjunction with DHO Representative develop, implement and Coordinate the various development programs for U13, U15 and U18.
  - n) Oversee and support the division supervisors when applicable
  - o) Liaise with [Executive Board](#) on behalf of coaches
  - p) Prepare report for Annual General Meeting
- Report to the President Qualifications
- q) Coach 2 Coach Level including Coach Stream coaching certification, all other relevant supporting courses must be up to date.
  - r) Understanding of recreational hockey, good organizational skills, timelines, good communication skills, versed in conflict resolution,

### 13.13 DUTIES OF THE GOALTENDING DEVELOPMENT COACH

- a) Responsible for the development of PGMHA goaltenders
- b) High level of commitment, professionalism, moral standards and always have the best interest of PGMHA.
- c) Development and implementation of programs following Hockey Canada's LTPD
- d) Ability to provide direction to staff for goaltender sessions
- e) Ability to work in a team setting. Communicate with staff, goaltenders, and parents as needed.
- f) Ability to evaluate goaltenders and provide feedback
- g) Responsible for overseeing and managing spring goaltender evaluations and fall tryout process
- h) Responsible for providing evaluation support in writing for placement of goaltenders without bias during spring evaluations and fall tryout process.
- i) Responsible for overseeing developmental ice for recreational league and development of the representative goaltenders on a requested basis,
- j) Oversees the structure of goaltending coaching within the association and work with coaches to support goaltender skills during practices.
- k) Responsible for follow up with coaches during season to ensure development for goaltenders is being followed
- l) Report directly to the Association Head Coach and quarterly to the [executiveBoard](#).
- m) Bring information and feedback to the RHD and any suggestions on how the association can better provide for its goaltenders.

## OATH OF OFFICE & CONFIDENTIALITY

Respect for confidentiality is the cornerstone of trust and confidence. Board members must at all times respect the confidentiality of any ~~Executive/~~Board members' names and/or circumstances that might identify them. Similarly, all matters dealt with the ~~Executive/~~Board during in-camera meetings and matters related to personnel must be held in the strictest confidence. Confidentiality means Directors may not relate such matters to anyone including immediate family members. The duty of confidentiality continues indefinitely after a Director has left the ~~Executive/~~Board. ~~Executive/~~Board members shall agree to an Oath of Office and Confidentiality upon joining the Board of Directors of this Association.

### OATH OF OFFICE & CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_ a Director of \_\_\_\_\_

Association, declare that, in carrying out the duties as a Director, I will:

1. Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interests of this Association and especially keeping in mind the protection of the children playing hockey with this Association.
2. Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner.
3. Respect and support the Association's by-laws, policies, code of conduct, and decisions of the Board and membership.
4. Keep confidential all information that I learn about members, personnel, contract negotiation and any other matters specially determined by Board motion to be matters of confidence including matters dealt with during in-camera meetings of the Board.
5. Conduct myself in spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal interest to the best of the Association.
6. Immediately declare any personal conflict of interest that may come to my attention.

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

## 13.15 PGMHA COACH CODE OF CONDUCT



### PGMHA Coach Code of Conduct

1. I am responsible for my conduct at all times. I will always be a positive representative of PGMHA and the City of Prince George.
2. I will remember that players need a coach they can respect. I will be generous with praise and set a good example.
  - a. I will treat everyone fairly within the context of activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
  - b. I will abstain from the use of tobacco products or alcohol in the presence of the players, and refrain from using abusive language on the bench, in the rink, or at any team function.
3. I will ensure that all players get fair playing time, equal instruction and equal support from all team staff.
4. I will not ridicule or yell at my players for making mistakes or for performing poorly.
  - a. I will provide positive instruction and support to address performance concerns. I will direct comments or criticism at the performance, not the person.
  - b. I will remember that players play to improve their skills and have fun. They must be encouraged to have confidence in themselves.
5. I will ensure that players receive appropriate medical attention when required, and that the advice of medical practitioners is followed with regards to a player returning to play.
6. I will do my best to prevent any form of recording device to be used in the dressing rooms and prevent players from posting recorded media of team events on the internet or social networking applications without the consent of the PGMHA [Executive Board](#).
7. I will ensure that players are sufficiently supervised to ensure their safety and that the team members maintain a standard of appropriate behavior representative of PGMHA and the City of Prince George at all times.
8. I will teach my players to play fairly and to respect the rules, officials and opponents.
9. I will work in cooperation with officials for the benefit of the game. I will refrain from lashing out at any official no matter the call. I understand that I can talk with the officials in a respectful manner to fully understand why a call was made and I can pursue a complaint process if I feel the call was incorrect or unreasonable.
10. I will be reasonable when scheduling games, practices or extra activities, remembering that players (and their families) may have other interests and obligations.
11. I will ensure that I maintain open and frequent communication with the parents of the players about the team and the players. Parents have a right to know how the team as a whole is developing and how their child, individually, is developing.
12. I will ensure that the team's budget is being followed at all times. Any over expenditures will immediately be reported to team parent/guardians via the team treasurer or manager.
13. I will ensure that equipment and facilities are safe and match the players' ages and abilities.
14. I will obtain necessary and appropriate training and commit to continue to upgrade my coaching skills.

**Team staff members violating conduct expectations may be subject to disciplinary action.**

**Team staff members who knowingly conceal information or fail to report an incident involving a player or team staff member may be subject to disciplinary action.**

---

Team Staff Member Name

Signature

Date Signed



## 13.16 BC HOCKEY CODE OF CONDUCT

As a Hockey player, coach, official, volunteer or parent, each member will be required to complete the current BC Hockey Code of Conduct upon Registration, electronically.

bchockey.net

## 13.17 FAIR PLAY

Fair Play contracts can be found on [Hockey Canada's website here](#) or [here](#)

## 13.18 LIST OF ACRONYMS

AED	<a href="#">Automated External Defibrillator</a>	
AGM	Annual General Meeting	
AP	Affiliate Player	
BC	British Columbia	
BCH	<a href="#">British Columbia Hockey</a>	PGMHA's PSO
BNQ	<a href="#">The Bureau de normalisation du Québec</a>	
CATT	<a href="#">Concussion Awareness Training Tool</a>	
CRC	Criminal Records Check	
CSA	<a href="#">Canadian Standards Association</a>	
HC	<a href="#">Hockey Canada</a>	PGMHA's NSO
HCR	<a href="#">Hockey Canada Registry</a>	
HCSP	<a href="#">Hockey Canada Safety Person</a>	
NCDMHA	<a href="#">North Central District Minor Hockey Association</a>	
NSF	Non-sufficient funds	
NSO	<a href="#">National Sport Organization</a>	
PG	Prince George	
PGMHA	<a href="#">Prince George Minor Hockey Association</a>	
PSO	Provincial Sport Organization	
RCMP	<a href="#">Royal Canadian Mounted Police</a>	
RIS	Respect In Sport	
WHL	<a href="#">Western Hockey League</a>	