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INTRODUCTION



BC Hockey is a non-profit organization and member branch of Hockey Canada in charge of governing amateur hockey at all levels in British Columbia and Yukon Territory. Approximately 150 Minor Hockey Associations (MHA), 55,000 players, 4,500 referees, 20,000 official volunteers and countless others make our great game possible.

Founded in 1919 as the British Columbia Amateur Hockey Association, BC Hockey has seen many changes and substantial growth over the years. The organization continues to strive to provide training and resources for volunteers so that they may better serve the amateur hockey community.

As a volunteer-run organization, BC Hockey is indebted to the individuals who selflessly give their time, skill and support to help promote and foster amateur hockey in BC. The hockey volunteer or administrator is the individual to whom the community looks to organize and administer their hockey program. It is a job that takes tremendous time and effort, often with little acknowledgement for this volunteer effort.

The administrative level of our game spans an enormous number of individuals who give of themselves each hockey season for the betterment of the sport and the youth that play our game. The sheer size and diversity of this group leaves our hockey administration fraternity craving increased levels of understanding, knowledge and communication when dealing with the organizational aspects of a MHA, and as a result many Associations are often left searching for answers to specific problems without any clear outpost for their inquiries. With this in mind, we are hopeful that this guide will serve as a valuable reference tool both for those new to administering a hockey program and for those who have a need to refresh their knowledge in specific areas.

BC Hockey recognizes the effort of the thousands of volunteers whose individual contributions combine to form the successful amateur hockey program we have in this province. Together we are a great organization; yet, we can be greater still. With your continued efforts and commitment, together we can make a positive difference.





Acknowledgements

Hockey Canada



BC Hockey

Members of the BC Hockey Board of Directors, Committees and Staff



Mr. Pat Doherty – Ontario Hockey Association

For use of written materials from his book “Hockey Administration”



SIRC Sport Research





BC Hockey Organizational Statements



BC Hockey Organizational Statements



Vision Statement

A vision statement is something you want to become, to achieve. It is a seductive image of an ideal future.

BC Hockey Vision Statement:

“The Premier Sport Organization”

Mission Statement

The mission statement explains the purpose of the organization – why it exists – it captures the organization’s sole.

BC Hockey Mission Statement:

“Lead, Develop and Promote Lifelong Hockey Experiences”

Strategic Positioning Statement

This positioning statement is the core message you want to deliver in every medium and everything you do.

BC Hockey Strategic Positioning Statement:

“BC Hockey facilitates exceptional hockey opportunities and experiences in BC and the Yukon guided by a player-first focus”

Core Values

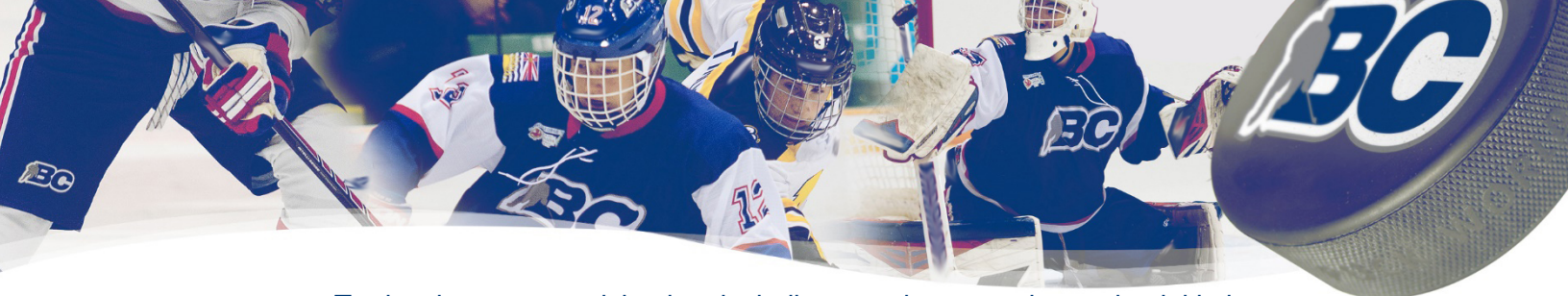
These are the values we hold which form the foundation on which we perform work and conduct ourselves.

BC Hockey core values:

- **Safety, Enjoyment, Sportsmanship, Respect**
- **Integrity, Inclusivity, Transparency, Cohesion, Innovation**

The British Columbia Amateur Hockey Association (BC Hockey) was founded in 1919 and has the following purposes:

- a. To govern amateur hockey in British Columbia and Yukon Territory;
- b. To represent amateur hockey in British Columbia and Yukon Territory nationally and be affiliated with Hockey Canada;
- c. To operate not for profit;
- d. To foster, improve and perpetuate the game of Amateur Hockey in the Province of British Columbia and Yukon Territory;



- e. To develop sport participation, including recruitment and retention initiatives;
- f. To secure the enforcement of the rules of the game as adopted by the Society;
- g. To supervise and carry out the competitions for the championship of British Columbia and Yukon Territory;
- h. To emphasize and encourage the involvement of those volunteers who put the interests of the game ahead of their personal interests;
- i. To elevate awareness of the responsibilities of the Hockey Public in ensuring the game is played in a positive environment;
- j. To provide a safe playing environment, including participation in the hockey's national insurance program;
- k. To assist registered participants in their pursuit of excellence by providing effective programs and services through available resources;
- l. To present a common voice on behalf of the Members in all discussions that could affect them at the National and International level;
- m. To advance Amateur Hockey for all individuals in British Columbia and Yukon Territory through progressive leadership by ensuring meaningful opportunities and enjoyable experiences in a sportsmanlike manner; and
- n. To actively promote and support equal access to hockey programs and services for all regardless of gender, sexual orientation, ethnic origin, racial origin or religion.

In order to carry out these objectives BC Hockey's activities are administered by an elected Board of Directors that:

- Are accountable to the members
- Establish the rules, policy systems and controls for the organization
- Establish BC Hockey's image and ethical standards
- Create the BC Hockey strategic plan
- Through policy, define how employees and volunteers represent BC Hockey



A staff that includes both volunteers and employees are responsible for the activities required to meet the strategic direction of the Board. Their role is:

- To be accountable to the Chief Executive Officer (CEO) who is ultimately responsible to the Board
- To live by the values of BC Hockey set by the Board
- To define the role of paid and volunteer staff toward the strategic plan
- To recruit staff for Operational Committees, Delivery Groups and Task Groups
- To operate towards the goals of the strategic plan

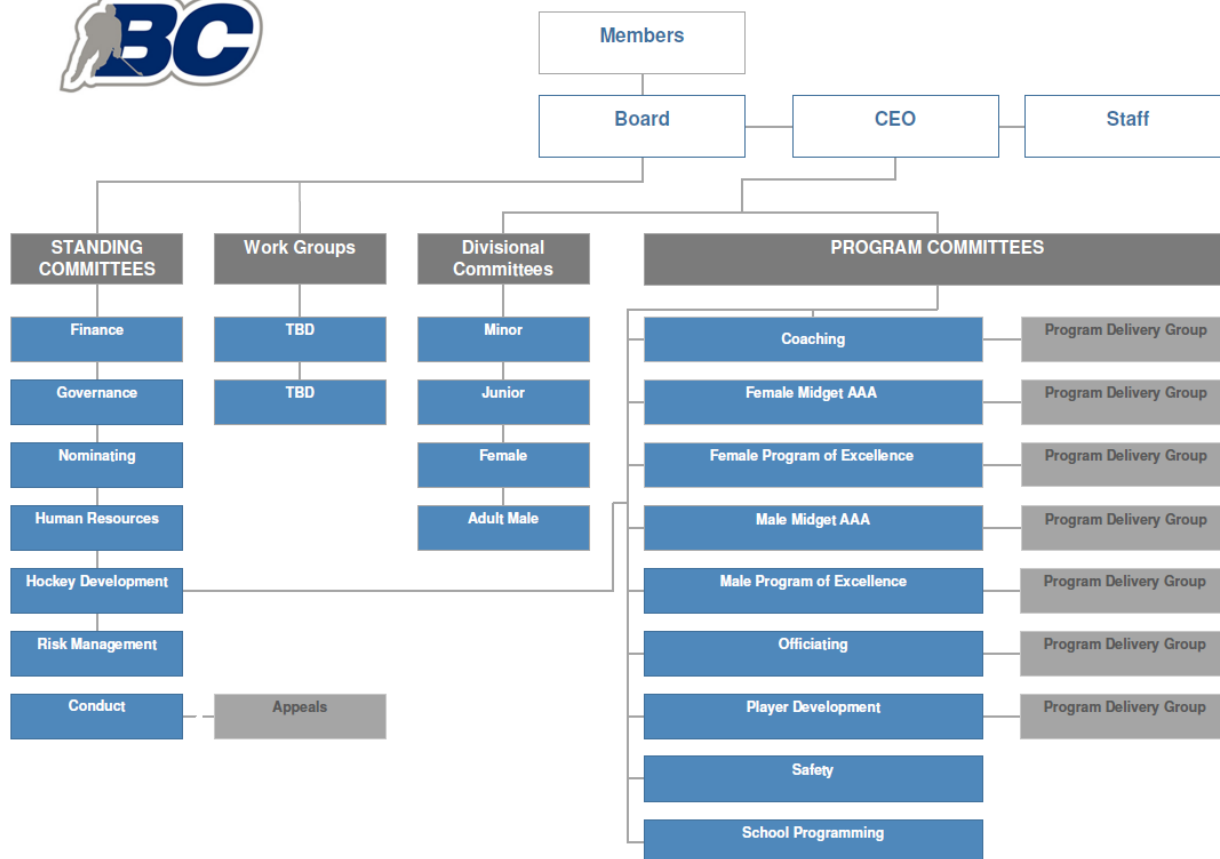
BC Hockey is registered under the Society Act, Province of British Columbia and the BC Hockey Constitution, Bylaws and Regulations govern the operations of the society.



BC Hockey – The Organization



BC Hockey Governance Chart





Role of BC Hockey Directors, Standing Committees, Work Groups, Divisional Committees, Program Committees, Coordinators, Delivery Groups and Task Groups

For the context of the following please reference the BC Hockey Governance Chart on the previous page of this manual.

[CLICK HERE](#) for complete descriptions (roles and responsibilities) on this topic contained in the BC Hockey Terms of Reference.



Board of Directors

The BC Hockey Board is comprised of up to ten (10) Directors; the Chair of the Board, eight (8) elected Directors and upon approval of the Board, one (1) appointed Director. The Chair of the Board and elected Directors serve a two (2) year term (except in special circumstance outlined in the Bylaws). With the exception of years where more than four (4) Directors require election, the election of Directors is staggered so that at each Annual General Meeting (AGM)

four (4) Directors are elected for two (2) year terms.

The Chair of the Board may serve a maximum of two (2) consecutive, two (2) year terms as Chair. Directors are limited to serving as Directors for eight (8) consecutive years.

The opportunity to add one (1) Director appointed by the elected Directors was approved in 2017 and is considered once the new Board is in place. The appointment is for one year.

The CEO attends and has speaking privileges at all meetings including all Board, Committee and Members' Meetings, however, has no voting privilege at these meetings.

BC Hockey Committee Structure

BC Hockey Committees along with staff assist the Board in fulfilling its responsibilities. They advise the Board, manage unique situations, design delivery strategies, offer technical expertise, monitor and evaluate results, report to the Board, recruit, implement, and represent the values of the Board.

BC Hockey's committee structure includes:

- Standing Committees
- Work Groups
- Divisional Committees
- Program Committees, Delivery Groups and Task Groups



Standing Committees

Standing Committees are formed by the Board to assist the Board in fulfilling its responsibilities and provide specialized assistance and advice to the Board on an ongoing basis. Standing Committees serve the Board in an assistive role in task specific areas.

BC Hockey's Standing Committees are:

- Conduct Committee
- Finance Committee
- Governance Committee
- Hockey Development Committee
- Human Resources Committee
- Nominating Committee
- Risk Management Committee



Work Groups

Work Groups are formed by the Board to manage specific situations, events or issues that are not included in the mandates of the existing Standing Committees. Work Groups are dissolved once their assigned work has been completed.

Divisional Committees

Divisional Committees provide opportunities for consultation, discussion and communication among divisions and regions and provide advice through recommendations to the Board. Of specific importance is the sharing of best practices.

The following are BC Hockey's Divisional Committees;

- Adult Male Committee
- Female Committee
- Junior Committee
- Minor Hockey Committee

Program Committees

Program Committees provide technical information, general oversight and monitoring for the delivery of specific programs. Some programs require Delivery Groups and Task Groups to complete the work in the program.

The following are BC Hockey's Program Committees;

- Coach Committee (Delivery Group and Task Groups)
- Female Program of Excellence Committee (Delivery Group and Task Groups)
- Female Midget AAA Committee (Delivery Group and Task Groups)
- Male Program of Excellence Committee (Delivery Group and Task Groups)



- Male Midget AAA Committee (Delivery Group and Task Groups)
- Officiating Committee (Delivery Group and Task Groups)
- Player Development Committee (Task Groups)
- Safety Committee
- School Programming Committee

BC Hockey Coordinators

Coordinators are the lead technicians in their respective portfolio.

BC Hockey's Coordinators are:

- Female Hockey Development Coordinator
- Minor Championship Coordinator
- Minor Discipline Coordinator
- Minor Operations Coordinator
- Minor Relations and Communications Coordinator
- Adult male Division Coordinator
- Female Division Coordinator
- Junior Division Coordinator
- Coach Coordinator
- Coach Mentor Coordinator
- NCCP Evaluation Coordinator
- Female Program of Excellence Coordinator
- Female Midget AAA Coordinator
- Male Program of Excellence Coordinator
- Male Midget AAA Coordinator
- Officiating Coordinator / Referee In Chief
- Female Officiating Coordinator
- Minor Development Coordinator (Officiating)
- Above Minor Supervisor (Officiating)
- Player Development Coordinator





Benefits of Membership in BC Hockey

- Availability of resource material, Hockey Canada resources (rule books, constitutions), handbook, policy manual, coaching/referee programs, and videos.
- Involvement in development programs in Coaching, Officiating, Program of Excellence, Midget AAA, Female Development, School programming and Safety.
- Control of suspended players.
- Administration of disciplinary measures. (e.g. match penalties)
- Administrative programs and aids.
- Assistance in the organization of competition and playoffs.
- National programs brought to the local organization through BC Hockey.
- Uniform interpretation and standardization of playing rules - for both contact and non-contact leagues.
- Insurance program for members and registered participants; players, females, referees, team officials, Association executives and volunteers.
- Scholarship program for all registered participants (coaches, players and officials).
- Development programs: coaching clinics, officiating development, skills testing programs, special minor recreational programs, parent programs, administration programs, program of excellence programs, etc.
- Use of BC Hockey office as clearing house to obtain information on all hockey leagues and teams - locally, nationally and internationally.
- Involvement in the setting of amateur hockey policy in the province.
- Special awards programs for recognition of service to hockey.
- Regular communication through member updates, publications, and website.
- BC Hockey registered officials.
- Eligibility for provincial, regional, national, and international competition and programs.





BC Hockey Congress Proceedings

In 2017 BC Hockey changed the name of the Annual General Meeting (AGM) to the BC Hockey Congress. The change recognizes that the actual AGM is only one component of the event and Congress more adequately describes the occasion.

Purpose:

- An opportunity for membership to meet and have a hand in designing the regulations they choose to live by.
- A requirement of the Societies Act including an opportunity to elect Directors charged with the responsibility of interpreting and enforcing the intent of the Constitution, Bylaws and Regulations of the BC Hockey membership.
- A forum to inform the BC Hockey membership on issues that confront us in the game through workshops, group's sessions, question/answer sessions and in the sharing of best practices.
- An opportunity for the membership to review the previous year's reports and financial statement

Attendance:

- Each member in good standing is entitled to attend.

Membership:

- Amateur Senior and Junior Teams (voting)
- Amateur Hockey Leagues (voting)
- Amateur Hockey Associations (voting)
- Minor Hockey Teams (voting)
- Amateur District Hockey Associations (voting)
- District Hockey Leagues (voting)
- Associate Members (non-voting)
- Life Members (non-voting)
- Directors (voting)



NOTE: During the first plenary session the BC Hockey CEO will review the voting procedure.

Bylaw Four (4) – Meetings, and Bylaw Five – Board of Directors outlines the voting procedures.

Delegates

- Ideally delegates have some designated authority and responsibility with their MHA, above minor team or league.
- A minor hockey delegate is a representative who is entitled to vote on behalf of their member MHA.



- In the above minor structure, a delegate represents his/her team/league.
- A delegate other than a Director may not have more than three (3) votes (including their own).

MHA – Team – League

- Executive Members
- President
- Vice President
- Registrar
- Program Personnel
- Head Coach
- Referee in Chief
- Initiation Coordinator
- Risk Manager



The delegates you choose to send are charged with a serious responsibility. They need to be prepared and should attend all pertinent sessions. The BC Hockey AGM has become, and will continue to be, the most important opportunity to in-service ourselves and to stay current with the many issues and trends in our game.

Attendance

- Above Minor teams and leagues
- MHA's large and small
 - No MHA is expected to attend each/every AGM however, as you annually set your budget and programs, make every effort to set aside funds for your Association to attend.
 - Pool resources wherever possible with neighbouring Associations.
 - Be as creative as you can in finding ways to attend.

In a year where you know you won't be in attendance, do everything you can to acquire the information presented at the AGM and designate who will exercise your proxy vote when it comes to general voting and voting on resolutions.



Tools for Hockey Administration

The following publications are musts for Hockey Executives in the administration of hockey. Many of these publications are available online. In some instances, they may be purchased and distributed to all members of the Executive and team coaches/managers to assist them in understanding/dealing with the rules and regulations that affect the game.

Hockey Canada Constitution, Bylaws and Regulations

This handbook details the Constitution and Bylaws of the Hockey Canada and sets out the Regulations regarding Hockey Canada carded players and National Championships.

Official Hockey Rules of Hockey Canada

The playing rules of the game are outlined in this publication. An accompanying “Case Book” assists officials in the interpretation of the playing rules. This publication is also available as a mobile app in Android and Apple.

BC Hockey Constitution, Bylaws and Regulations (Handbook)

In addition to containing the Constitution and Bylaws of BC Hockey, this handbook also outlines the Regulations with respect to registration of players, schedules, provincial playoff, officials, female hockey, awards and special BC Hockey playing rules. Information is also provided about Comprehensive Insurance and Comprehensive General Liability programs provided by BC Hockey.

District Association Constitution, Bylaws and Regulations

Each District Association outlines their organization and the rules and regulations regarding league play within their Association.

Association Constitution, Bylaws, Regulations and Policies

Each local Association sets out both the guidelines governing their Association but also the regulations regarding registration and play within their Association.

Hockey Canada Development Programs

Always check the [BC Hockey website](http://www.bchockey.ca) for current program descriptions and materials. Great descriptions and downloads are also available on the Hockey Canada web site.



Programs Available Through BC Hockey

Leadership Programs

Administration Seminars
Registrars Seminar
National Coaching Certification Program
Hockey Canada Officiating Program
Hockey Canada Safety Program
Coach Coordinator Seminar
Referee-in-Chief Seminar
Female Hockey Development Seminars
Initiation Program Seminars
Awareness Seminars
Risk Management Seminars
Respect in Sport Program



Participation Programs

Female Jamborees
Minor Hockey Week
Provincial Championships
Program of Excellence – male and female

- Under 14 Female
- Under 15 Male
- Under 16 Male
 - including the Western Canada U16 Challenge Cup
- Under 16 Female
- Under 17 Male
 - in cooperation with Hockey Canada
 - including World U17 Hockey Challenge
- Under 18 Female
 - in cooperation with Hockey Canada
 - including the U18 National Championship
- Canada Winter Games

Summer Officiating Schools

Minor Recreation Programs including: Lace 'Em Up, Esso Fun Days, GM Safe and Fun, Skills Challenge, First Shift, Vancouver Canucks Programming and the Penalty Free Challenge.



Award Programs

Athlete Assistance Program
 Bronze Program
 Premier's Award
 External Sports Credits
 Sport BC – Athlete of the Year Awards
 Minor Hockey Week Awards
 BC HOCKEY Scholarships
 Minor Hockey Association of the Year
 Life Members' Award
 Outstanding Player Award
 High Performance Awards (male and female)
 President's Award
 Coach of the Year
 Official of the Year
 Development Awards (Coaching and Officiating)
 Hockey Canada Officiating Awards
 Safety Award
 Diamond Stick



Access the [BC Hockey Website](#) for full program and award descriptions.

Refer to [Section Five in the BC Hockey Handbook](#) for more information on the BC Hockey Awards programs.



BC Hockey Policy

BC Hockey has put in place Branch Policies to administer special circumstance in the operation of hockey in the province. Following are the policies in place for this purpose;

Quick Reference Guide Title	Section
Alcohol & Tobacco Advertising	4.06
Association and League Screening Process	5.08
Cash Prizes	7.10
Co-ed Dressing Room Policy	5.11
Conflict of Interest Policy	1.05
Criminal Record Checks	5.09
Doping Control	4.06.06
Females Participating in Hockey	7.02
Financial	2.0
Goaltender Replacement	7.01
Helmet Policy – Minor Hockey Practices/Events	5.13
Hockey Canada Sports Schools	12.02
Injured Player Return to Play Policy	5.15
Insurance and Risk Management	5.03
Joint Team Policy	9.09
Minor Hockey Association Spring Evaluation / Try Outs Policy	9.03
Minor Hockey Moves After January 10	9.13
Minor Hockey Tier Designations	9.01
Nepotism Policy	3.03
Officials Expenses	8.05
Officiating Fees and Expenses in Society Playoffs	8.05
Overage Players in House League / Recreational Programs	9.11
Oversize Team	9.12
Participation in Leagues Outside of British Columbia	7.04
Participation of non-BC Hockey Member Teams in BC Hockey Leagues	7.05
Registration of Players: Non Canadian Citizens	9.07
Registration of Players: Residential Qualifications	9.05
Request for Recreational Player Replacement/Relief	7.12
Residential Waivers	9.06
Social Media Policy	4.07
Spring Season	9.02
Spring Season Tournaments	7.09
Suspensions and Investigative Hearings	4.03
Tournament Teams	7.13
Tournaments	7.08



Transferring of Goaltenders from Another Association for Registration on Carded Teams	9.08
Trophy Return Policy	2.04
Upholding of Local Suspensions	4.05
Video Review Policy	4.04
Waitlist Policy	9.10

[CLICK HERE](#) to review these policies.

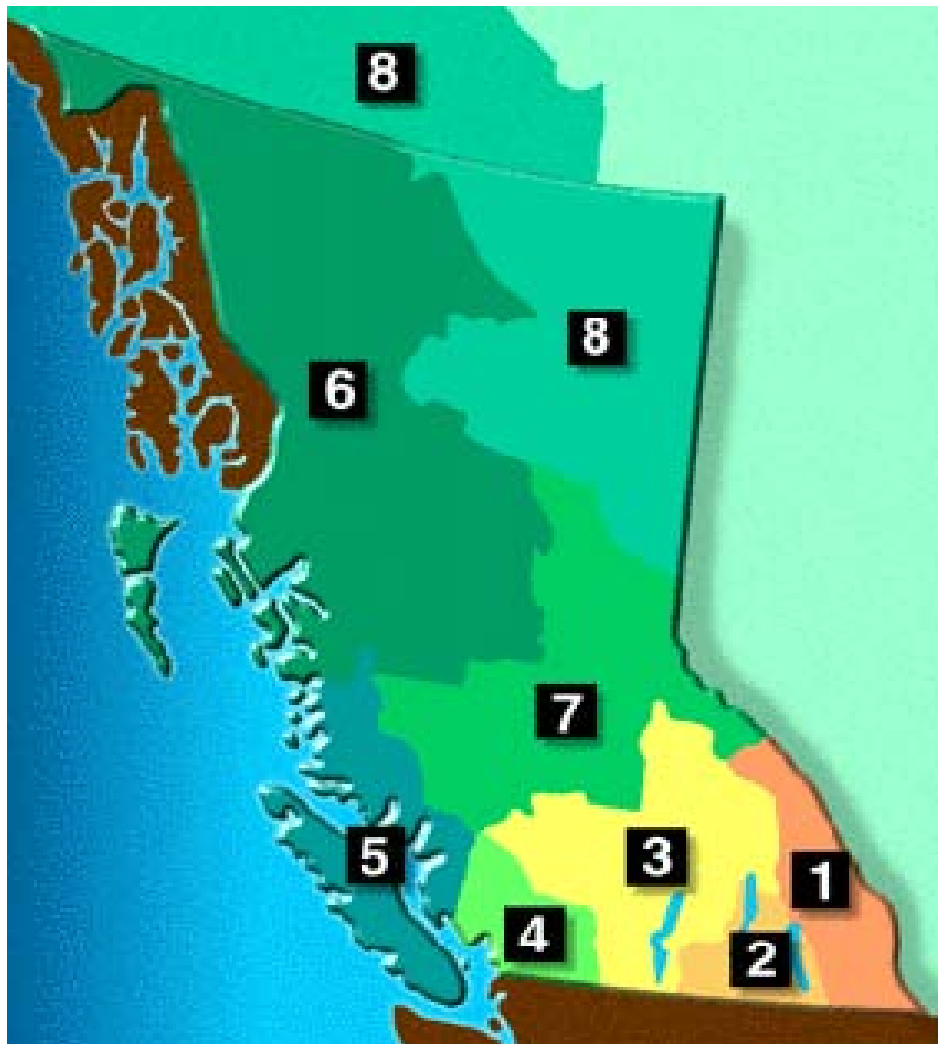


BC Hockey Districts and District Associations



BC Hockey District Associations

1. East Kootenay MHA
2. West Kootenay MHA
3. Okanagan Mainline Amateur Hockey Association (OMAHA)
4. Pacific Coast Amateur Hockey Association (PCAHA)
5. Vancouver Island Amateur Hockey Association (VIAHA)
6. North West District MHA
7. Cariboo Amateur Hockey Association (CAHA)
8. Peace River District MHA and Yukon Amateur Hockey Association (AHA)





Role of the District Association

1. Serves as liaison between the local Associations and BC Hockey through the Minor Committee.
2. Organizes and supervises local leagues.
3. Represents Member Associations at the BC Hockey level.
4. Fosters and promotes all levels of hockey including recreational.
5. Coordinates league playoffs to establish representatives for Branch Championships.
6. Enforces disciplinary action as required.
7. Establishes a Constitution and Bylaws to govern the actions and requirements of the Member Associations.
8. Keeps the Minor Communications Coordinator advised as to happenings within the District.
9. Assists Member Associations in every capacity.
10. Encourages Member Associations to participate in BC Hockey Development Programs.
11. Assists various Minor Coordinators when and as requested.
12. Ensures Risk Management policies and guidelines are adhered to within the local associations.





Role of the MHA





Understanding the Role of the Local Association



The mandate of each MHA is to administer, conduct and promote the game of hockey within its local boundaries. That responsibility is all encompassing from ensuring that all levels of competition and players ability is addressed, to liaising with those outside the Association like the local municipal Parks and Recreation Commission.

A MHA is responsible for ensuring that all appropriate legal documents are filed with the relevant Government bodies e.g. Societies Act (Association Constitution) and ensure that the Association's financial statements are registered annually with the Registrar of Companies.

The local Association ensures the appointment of operational personnel through the approved screening process. This also involves the checks of individual qualifications, certifications related to the Association, BC Hockey and Hockey Canada requirements.

It is the responsibility of the local Association to ensure that all volunteers working within their Association are provided with the tools to succeed in their positions; this includes job descriptions, administrative assistance / processes, orientation, training, mentorship and support systems, feedback, assistant personnel, specialists, materials, and a healthy environment within which to work.

The local Association ensures the appointment of a governing body (i.e. Executive Board) to administer the day-to-day function of the Association for the duration of the hockey season and to delegate various job functions as they deem necessary to fulfill their mandate.

It is the Association's responsibility to ensure that they uphold all rules and regulations governing the sport, Association Constitution, District Rule book if applicable, BC Hockey Rules and Regulations and Hockey Canada Rules and Regulations.

The Association should ensure that it is represented at all AGMs of the governing body (BC Hockey) and that they contribute and share their ideas, best practices and concerns with their fellow Associations and that they put forward such resolutions that will enhance the sport not only for their own area, but for all members of the Governing body.



A Minor Hockey Organization System

The elements for organizing an Association are as follows:

1. **A Philosophy** - that conforms to meet the needs of the participants regardless of ability. It must be clearly defined in conformance with the philosophy of life, government, society and education.
2. **Location and Environment** - will determine the degree of competition and regulate adjustments required to meet the needs of the members.
3. **Facilities** – the environment created by the number, type, cost and availability of facilities is a determining factor for the successful program design of the Association.
4. **The Economic Structure** - has a great bearing on the programs. Financial commitments for ice time, equipment, officials and transportation may determine how an Association operates and the programming available.
5. **Team leadership personnel like Coaches, Manager and Safety Person** - the most important individuals to a team. In our society, much success or failure depends on the leadership team. The job is extensive. As an example the “Coach” has to be a leader, a teacher, an organizer, a philosopher, and a psychologist and be well versed in the technical aspect of the game and the inherent risks involved.
6. **Clinics, Professional Development and a Teaching Program** - definite training is necessary for all team personnel whether volunteer or professional. The coach directs the team personnel, sometimes in concert with other specialists in order that technical knowledge is conveyed at the necessary level of instruction.

In every case the environment that surrounds the Association and team determines program delivery. This is the “ART” of operating the Association. If adequate competition is unavailable, then adjustments may have to be made. Perhaps one could say the adjustments are endless, in trying to satisfy the needs, to provide competition and fun for the participants. Smaller centers may have difficulty in icing a full roster in certain age categories and are compelled to shift players in the Divisions simply to make it work. Other centers may have to travel great distances for adequate competition, resulting in strategies that mix highly competitive players with recreational players in a way that simply makes it work.



With the philosophy that each player should be able to, within reason:

- a) have the opportunity to play to their capability
- b) play at a competitive level
- c) have fun



Philosophy of Minor Hockey



The dictionary defines philosophy as “the study and knowledge of the principles that cause, control, or explain facts and events.” Relating these principles to minor hockey, the emphasis falls on the knowledge of the causes for the establishment of a minor hockey program in a community and its effects. With a thorough grounding and understanding of all the facets of minor hockey, a community organization can evade the pitfalls that are common to all groups having a sincere desire to operate a successful minor hockey program.

This article is designed to be provocative and argumentative in that every person associated with minor hockey expresses individual ideas and philosophies in a different way due to environmental factors that vary from community to community. In a round table discussion, many valid arguments are put forth to substantiate the causes and effects of minor hockey, but in most instances the philosophies behind these arguments pose problems that must be understood in their own light to be of value in all overall hockey programs. Common questions heard about minor hockey circles include:

- “Should our minor hockey program be geared primarily as a recreational outlet, with all its ramifications such as learning a skill, sportsmanship, personal development?”
- “Should other motives be considered, such as emphasizing the development of a player for success beyond Minor Hockey, or to build a single strong hockey team for community or organization recognition?”

Other common areas generally discussed are: formation of All Star Teams, coaching philosophy, advancing players to a higher age bracket because of ability and over-coaching / playing at younger levels.

These are some of the general, foundational program elements that should be taken into consideration by groups organizing and administering at minor levels and are discussed in more detail in this paper.

All organized sports from the 5-18-year-old level, give youngsters an opportunity to learn to compete in their own age group, under controlled conditions that are designed to teach the basic fundamentals of that sport, develop personal skills, instill an attitude of good sportsmanship and forms of expression socially approved and personally developmental. These basic precepts apply to minor hockey as they do to other sports, and each individual in an administrative position has a personal viewpoint as to which area of these precepts the individual feels should be of major importance. **When interests such as developing a player for professional hockey begin encroaching on these fundamental ideas of minor hockey, then a serious second look must be taken at that program.** Talented



youngsters that have the desire to pursue the sport through the “Performance Pathway” will eventually require specialized attention. The real art for the Association is to put this concept into the perspective of an organization that has the responsibility of programming for all that register, covering the spectrum of the true recreational athlete to the “performance athlete”. Knowledge of the Long Term Player Development (LTPD) model will greatly assist but implementation is difficult and must be given constant attention by the Association.

All Star Teams have always been a contentious issue with coaches and executives of minor hockey. Are they necessary? If they are necessary what are their advantages and disadvantages?

All Star Teams are an integral part of sports teams, but their forms vary. There are All Star Teams chosen only for recognition and All Star Teams chosen for competition. Minor hockey should be more concerned with the former than the latter. An All Star Team, chosen at the end of the hockey season for recognition is a goal that all youngsters can strive for. No problems are created other than choosing the players. Where All Star Teams are created for competition many items need to be taken into consideration. An All Star Team can only compete on an even level with another All Star Team unless there is an opportunity to move up a division within the Association. This usually involves traveling to another community for games. An All Star Team competing in a regular league can quickly harm the incentive of the players on the other teams. Youngsters lose interest in a sport when one team dominates a league. A lesson can be taken from watching 12-year-olds choose sides for a scrub game. The teams are almost always very evenly matched. Other major considerations include debate on who will coach and who will choose the players. All this has to be worked out well in advance of any determination of whether an All Star Team is formed for competition.



A problem that is always present in minor age sports and is especially true in hockey occurs with the talented youngster. Do you help or hinder a gifted hockey player by elevating the player to an older age bracket, where the player will be competing against youngsters that are more developed physically and mentally? OR should you leave the player to compete and develop against players of equal age? Male player's muscle strength and coordination does not reach a peak until approximately 26 years of age. As the age of puberty varies from individual to individual, it would seem that each talented youngster be taken on his own merit.

A player of 12 might have better coordination than a boy/girl of 14, but his/her mental development may not have reached the level of the 14-year-old. Although physical development should be taken into consideration in elevating a boy/girl to a different age level, the player may possess the necessary physical attributes, but be reluctant to compete with older youngsters, which in turn would



be detrimental to overall development should the player be coerced into the older age group. A common sense solution would be a discussion with the coach, the player in question and the parents, weighing all these factors and others, that may have a direct bearing on the case.

In many instances the coach of a minor hockey team is the father of one (1) of the players on that team. Occasionally, problems arise among the players on the team because of this relationship. Resentment can build from the other players toward the coach's child because of perceived



favouritism, regardless of whether this accusation is true or not. The opposite situation may also occur, where the father trying to be fair as a coach, relegates his child to a secondary position which may or may not damage the father-player relationship. The father places himself in an awkward situation in this respect even though he has the best interests of the community, the organization and his child's interest at heart. This problem appears to occur more in the older age bracket of minor hockey, rather than in the younger age groups. A practical solution for a father that has an interest in coaching would be to coach his child in the younger categories but then allow a non-parent coach to carry on later in the system. Where this solution is impractical due to a lack of coaches,

the father should be familiar with the problems that can occur and govern himself accordingly.

One of the most vital aspects behind the philosophy of minor hockey is the philosophy of the individual coaches toward the game of hockey.

"The philosophy of a hockey coach must be clearly defined. It must conform to his philosophy of life, government and education. This philosophy can never be compromised. The coach must distinguish between the means and the end. The former should never be sacrificed to achieve the latter. Philosophy must be innate, reflecting both thoughts and true self. It is not something that can be borrowed from another coach, as can a pattern of movement. The philosophy will be evident in attitude toward professional duties and the game of hockey. The coach must recognize the responsibilities as a teacher of youth as well as a coach. The coach will stabilize their emotions to meet adversity as well as success, ingrain in them the spirit of sportsmanship, cultivate moral integrity as well as physical development and prepare the player for a place in society. Included in philosophy must be well-developed attitudes toward the game and the players."

An important factor in the philosophy of a coach is the attitude toward winning and losing. A coach assumes responsibilities far beyond fielding a winning team. The coach is charged with guiding and developing youth in its most critical years of spiritual, mental and physical development. The coach must realize that the attitudes and philosophy are reflected in the team members. The perspectives and objectives must be balanced and defined. If a coach allows emotional outbursts toward officials, the team will react in a similar manner; if a coach loudly berates an official during the course of a game, the players will question each call an official makes; if a coach blames defeat on anything and



everything, the players will be inclined to excuse their bad individual performances by pointing the finger of defeat to someone or something else. A coach leads by example and should be sure her leadership sets a good example.

Each coach strives to win. Not to do so is dishonest. The players play to achieve the same result. A coach attempts to inculcate a winning spirit within the group that will enable the team to meet its competition more favourably. The coach wants the squad, individually and collectively, to have pride in their achievement. The coach wants a sense of humility - generous yet humble in success, without boisterous and bragging displays. The coach wants these qualities and more represented in the team to increase the chances of winning and sustaining success. Success must be met with stability; adversity with this same stability, if a player only experiences victory during a competitive career, the player will be poorly prepared for life. The coach's philosophy must be all-inclusive. It cannot pertain only to the things the coach would like to have happen.



There are redemptions in defeat. Losses usually occur because of human error, and much can be learned from mistakes. A coach finds a mind more receptive toward correction after a loss than after a win. A deeper sense of humility and renewed desire to win are often results of a loss. **The leadership qualities of a coach are never more tested than after defeat.** The team with sound leadership will point the finger of criticism at themselves, not at a teammate, and will strive more diligently for elimination of individual error. Many times defeat integrates teams that have been winning solely because of superior personnel but with inferior effort. They will realize that only maximum effort can bring about maximum result. Defeat certainly is not uncommon in hockey. Everyone can learn, however from the lessons of defeat.

Coaches are charged with many responsibilities. None is more important than the player. The period in life when a player comes under the jurisdiction and influence of a high school and college coach is possibly the most important span in his existence. The player is approaching physical maturity, acquiring moral values, adjusting to society in general and undergoing emotional adjustments. The influence of the coach can, and in many instances does, influence the course of life. It is during this period that the basic traits of character are being formulated. The game of hockey allows for the surfacing and developing of many qualities that associate themselves with strong personal character. Hockey develops initiative in the individual and at the same time fosters a spirit of cooperation with a group, responsibility to the group, moral obligations along with personal integrity of character.

As the coach attempts to develop the physical aspects of youth, the coach must be conscious of each player's intellectual and moral development. The whole athlete is not completely physical by nature, nor is the athlete only mental or emotional. The athlete is a harmony of each. While improving



individual skills of play, the athlete attempts to increase the knowledge of the game. Athletes practice long and hard to increase physical performance on the ice, and, at the same time, pursue development off the ice. Athletes learn to practice self-restraint in playing and practice self-control when not playing. There must, therefore, be more than the mere physical development of the individual in the game of hockey. Consequently, the benefits derived from participation must include more than a favourable outcome of the game.





Child First - Winning Second



Striving to win (not winning!) is an inherent goal of all competitive sports. To not seek victory is dishonest - it destroys the essence of sport. Striving to win is important in helping attain the other objectives of children's sport programs. Through the striving for goals that are difficult to acquire children learn sportsmanship, gain leadership skills and develop initiative. When winning is kept in perspective (child first, winning second), sports programs produce children who enjoy movement, who strive for excellence, who have to risk error to learn and who grow with praise and constructive criticism. With proper leadership, sports programs produce children who accept responsibility, who accept others and most of all accept themselves. The philosophy of child first, winning second is easy to endorse for us adults but much more difficult to practice in the "Heat" of competition. It requires a deep commitment to this philosophy and sufficient self-control to consistently behave accordingly. The challenge is not the endorsement of the child-first, winning-second philosophy but rather its implementation.

Is Your Team's Winning Out of Perspective?

The most important coaching product is not the won-lost record it's the quality of the experience provided for the players. Children do not have a right to success in sports - this must be earned. They do, however, have a right to equal opportunity to **STRIVE FOR SUCCESS**. Success is not synonymous with winning, nor failure with losing. Children need to learn that success is found in the doing - in the satisfaction with the effort made - not in the outcome of the contest.

Winning is out of perspective:

- When a display of comradeship with an opponent is considered a sign of weakness, or when laughter is judged to be a lack of competitiveness.
- When a coach instructs players in strategies designed to take unfair advantage of an opponent.
- When youngsters are given drugs, persuaded to cheat and intimidated to excel.
- When winning the game becomes more important than winning friends, respect, self-confidence, skill, health and self-worth.

Coaches must consider that athletic competition is too stressful when:

- Players are not having fun in practices and games.
- Adults and children emphasize winning above all other benefits of athletic experience.
- Players frequently return from practice or games emotionally upset because of what their teammates and coaches have said to them.



- Practices and games interfere with regularly scheduled meals or sleep.
- Participation causes socially undesirable changes in the players' personality or attitude.
- Children within an eligible age group are eliminated because of their sex, motor skill level, or body size.
- Players are asked to practice or play one position and are prevented from trying out for another that they prefer.
- Children are asked to concentrate on one (1) sport for the greater part of a calendar year thus depriving them of the opportunity to learn other sport skills.
- Adults coerce or compel children to participate in sports.

Please as adult leaders, evaluate your objectives for children's sport and determine whether the objectives are in the young athlete's best interest. Then, examine your players' behaviour to determine whether it coincides with the attainment of these objectives.

The previous information was developed from:

A Winning Philosophy for Youth Sports Programs, Institute for the Study of Youth Sports.

Guidelines for Children's Sports, American Alliance for Health, Physical Education, Recreation and Dance

Other great resources include:



[Long Term Athlete Development Model](#)



[Hockey Canada LTPD model](#)



[BC Hockey Parents Guide to Long Term Player Development](#)



[Active For Life](#)



A Minor Hockey Philosophy

The philosophy of minor hockey is to ensure that every minor age player, who desires, has a fair and reasonable opportunity to participate in a hockey program to:

- Provide them with maximum enjoyment from such participation.
- Develop good character by team sportsmanship including fair play, sport for sake and self-discipline.
- Develop their skills to an optimum level of capability consistent with desire and ability.
- Develop and maintain strong community ties and fellowship.



Mechanism:

A main mechanism used by minor hockey is its effort to implement the above objective is:

“To develop strong MHA, locally and regionally, capable of promoting a comprehensive hockey program compatible with the size and the environment of the particular community”

Techniques:

One major foundation toward the attainment of these objectives is the **resident rule**, which is outlined by Hockey Canada

HOCKEY CANADA RESIDENTIAL QUALIFICATION REGULATION F



Please refer to [Hockey Canada's Constitution/Bylaws Regulations](#) for complete details of this regulation.

In a very general sense residency rules are intended to address the potential of the following:

Abuses

- The residence rule helps prevent a number of potential abuses that could otherwise occur such as:
- The disruption of the players' home, social and scholastic life.
- “Open bidding” for minor age players by the more affluent hockey clubs, thereby avoiding a “win at any cost” philosophy for minor aged players.
- Raiding is disruptive to individual teams and creates inequitable competition eventually resulting in players deprived of hockey opportunities.



Benefits

On the positive side the regulation:

- Keeps alive the community interest in a “home grown” team.
- Creates a sense of player loyalty and responsibility to community, organization and teammates.
- Ensures that players in smaller community are not deprived of hockey opportunities due to the loss of key team mates.
- Provides a stable basis for organizing competition between communities on an equitable and fair basis.
- Provides a mechanism for effectively governing rules of safe play and good conduct while involved in hockey.

Discussion

A basic objective of minor hockey competition is to ensure that players are competing with their peers in skill and age in equitable competitive situations. If community residence rules are not enforced, strong teams with imports can be developed leading to inequality with other teams who were unwilling, financially or otherwise unable to build teams of a similar caliber.



Residence rules also facilitate effective implementation of playing rules and safe play. If there were no controls on movement of players there would also be few controls on conduct of teams, coaches or irresponsible players and parents. The residence rule is an important means for registering a player, making the player responsible to the team, the association, the community and the rules of conduct of hockey. If there is a violation of these rules, there is a means for preventing the player from participating until there is a change of attitude. If the player was allowed to go anywhere then it could lead to a deterioration of a TEAM attitude towards hockey, facilitate the development of irresponsibility in team play, and a disregard of playing rules.

Players can and do play in many places in addition to Hockey Canada affiliate organizations, i.e. leagues operate by schools, churches, community service organizations, industrial leagues etc. but they have one thing in common, some form of residence rule.

The intent of the residence rules is to protect the majority (in British Columbia (45,000) players). The growth in hockey and the numerous endorsements of the residence rule, not just in British Columbia but throughout Canada, indicates that it is a rule approved by the vast majority of the public.



The residence rule protects the competitive level of small Associations by preventing raiding, thereby ensuring equitable competition between communities. It also protects the large associations by ensuring that “imports” do not displace players from their own community program. In fact, many municipalities do not now allow players from outside their boundaries to play in their hockey programs. There are of course special problems to be dealt with, such as those of very large communities, Associations that cross municipal boundaries, communities with no defined boundaries and new communities. Rules are continuously renewed and modified to meet these changing conditions. Hockey boundaries do have to be adjusted, and for example in some large communities there has to be a great deal of flexibility. In metropolitan center the community of interest may be very difficult to establish. Players can move from year to year and still be within easy reach of the same rink. In these cases, there may be strong desires to continue to play with friends and to maintain playing with the same team.



Rigid zoning therefore becomes impossible in such areas. Some solutions are to allow a grey area between zones, while others jurisdictions may allow certain levels of hockey to draw players on a city wide basis. In a very large city there are so many players available in the more skilled level there is no danger of unbalanced competition. However, there must still be controls to ensure that once players make a selection they will stay with the team. These controls are implemented through player registration certificates.

Organized hockey is for the most part conducted by minor hockey organizations which are affiliated with Hockey Canada through the branches. Membership is purely voluntary. Rules and regulations covering minor hockey have been developed through many years of experience by the volunteer workers in hockey. Membership indicates voluntary acceptance of these rules and regulations. However, a comprehensive system of appeals is available to all members to ensure that problems are fully and fairly dealt with. Changes are frequently required, and any member may bring possible changes to the AGM of the Association. In addition, most executive bodies have the power to implement changes that appear necessary once such changes are ratified at the AGM. It is in this way that the residence rules have been developed and are under continuous review.



Western Branches Announce Alternate Season Program Offering

BC Hockey, Hockey Alberta, the Saskatchewan Hockey Association and Hockey Manitoba have announced the implementation of standardized alternate season programming for Western Canada.

The four (4) Provincial Branch organizations of Hockey Canada have adopted programming and policy for alternate season hockey in their respective areas, standardizing the registration across Western Canada.

Participation in structured hockey, other than the traditional winter season that runs from September to March, continues to grow. For the most part, hockey which takes place outside of this traditional season has taken place outside of the Minor Hockey Association (MHA) system and therefore lies outside the realm of the governing bodies in each province.

This new alternate season programming model addresses questions and concerns from participants as to why the non-traditional season programming does not operate under the governance of Hockey Canada and its member Branches.

The western alternate season model will differ from traditional season hockey. Local MHA's will be able to operate an alternate season, or there will be the opportunity to register directly with a Branch for the alternate season only. Other features of the alternate season will include:

- Alternate season hockey activities are those that occur from April 1-July 15.
- Registration through Branch and insurance through Hockey Canada.
- No boundaries or registration regulations pertaining to where players may play, including open boundaries between provinces.
- Tournament registration with flexible rosters for each tournament
- Guidelines for the tryout procedures, with strict violation standards which could impact mainstream eligibility if not adhered to for coaches and players.

Hockey Canada and its branches support the LTPD model which encourages athletes to participate in other sports. However, for participants looking for alternate hockey activities, the goal is to make this experience as valuable, safe and fair as possible through programming support from the governing bodies. This alternate season model is a window for those who wish to continue hockey but ideally not in pure games competitive model. Developing skills remains the intended focus for any organization offering alternate season programming.

BC Hockey implemented a Spring Hockey Program in 2011 and we are happy to have our Western Canadian neighbours implement the program," said BC Hockey Chief Executive Officer Barry Petrachenko. "Our hope is to engage spring hockey teams and tournaments across Western Canada in working together to offer greater hockey options to minor hockey players."

More information on alternate season programming can be attained by contacting BC Hockey.



THE MISSION AND MANDATE OF HOCKEY CANADA

Hockey Canada's Mission Statement

"Lead, Develop, and Promote Positive Hockey Experiences."

Hockey Canada believes...

In a positive hockey experience for all participants, in a safe, sportsmanlike environment.

In the development of life skills which will benefit participants throughout their lives.

In the values of fair play and sportsmanship, including the development of respect for all people by all participants.

In hockey opportunities for all people regardless of age, gender, color, race, ethnic origin, religion, sexual orientation, or socio-economic status and in both official languages.

In the importance for participants to develop dignity and self-esteem.

To instill the values of honesty and integrity in participants at all times.

In the promotion of teamwork and the belief that what groups and society can achieve as a whole is greater than that which can be achieved by individuals.

In the country of Canada, its tradition in the game of hockey, and the proud and successful representation of this tradition around the world.

In the value of hard work, determination, the pursuit of excellence and success in all activities.

In the benefits of personal and physical well-being.





Governance and Organizational Design



Governance and Organizational Design

Governance is the system and structures an organization uses to control its general operations, programs and activities. These systems and structures allow an Association to:

- Hold the Executive accountable
- Promote fairness and transparency
- Support stewardship and integrity
- Engage members and stakeholders

These systems and structures provide the means, by which the Association makes decisions, pursues mandates and goals, delivers programs and services, and meets legal standards.

They:

- Lay out levels of accountability and responsibility
- Stipulate oversight authority and power
- Determine how and at what level various decisions are made like Strategic, Policy, Tactical, and Implementation / activation

Good governance of an Association involves elements of both policy and operation. If done correctly it can set the stage for:

- Better performance
- Financial stability
AND
- Member satisfaction and support



In Good Governance:

- There is a strong Vision and Mission
- The Executive sets goals and strategic direction for the organization
- Directors help ensure resources are available to achieve the desired results
- All Directors and Committee members are properly placed based on skills and expertise
- There is a beneficial and on-going accountability system to members, funders and the public
- There is an appropriate monitoring and evaluation framework
- There is an appropriate “decision pathway” for all major decisions including the following:
 - Planning and Direction – setting the roadmap
 - Legal Accountability
 - Oversight of staff (both paid and volunteer) and finances
 - Communication with membership
 - Accountability to members and funders



The foundational pieces of Governance are:

- Identifying organizational values
- A vision of what the organization looks like and what it is supposed to do
- A set of “rules” that outline the scope of the organization which are contained in the:
 - Constitution
 - Bylaws
 - Regulations
 - Policies and procedures
- Protection and Risk Management for the organization
- Succession planning
- Financial monitoring



Three (3) Common Board Types for Hockey Organizations

There are commonly three (3) types of Boards seen in Hockey organizations:

1) Administrative or Working Boards

Often a small organization with no staff characterized by:

- Executive is very involved in programming, service design and delivery
- Executive is hands-on in all aspects of the organization and roles are often multi-dimensional
- Poorly defined delineation between Executive and staff (volunteer) roles
- It is more difficult to be objective about organizational performance as monitoring cannot be arms-length

2) Management Boards

Executive has a combination of operational, programming and over-sight roles. A Management Board is characterized by:

- Organization often has an Executive Director / Senior Staff position but not a CEO
- Director roles and titles may parallel the responsibilities of operational members (e.g.: Program VP - - - - Program Staff - - - Program Committee)
- Multiple staff may report to the Board instead of through the Executive Director
- Executive is involved in strategic direction and implementation
- Executive approves budget
- Accountability is not at arms-length
- Executive may have direct involvement in programming and operations and also have over-sight responsibility for the same work

3) Policy Boards

- Board establishes the guiding principles, direction and policies for the organization board delegates responsibility and authority to the CEO who is responsible for implementing the principles, direction and policies
- Board approves the budget



- Board monitors compliance and provides over-sight to ensure that the CEO, committees and the Board itself are held accountable
- Staff reports to the CEO through staff hierarchy and programming committees report to the CEO
- Board often has significant responsibility for advocacy and major external fundraising

How you decide which Model fits basically comes down to:

- Which decisions does the Board want to make for itself and which decisions does it want to delegate?
- How much involvement does the Board want to have in the operations?

A Quick Review

ADMINISTRATIVE BOARD	MANAGEMENT BOARD	POLICY BOARD
Direction		
<ul style="list-style-type: none"> • Create and implement strategic and operational plan • Set organizational policies (few) 	<ul style="list-style-type: none"> • Create strategic and operational plans and share implementation with staff & committees 	<ul style="list-style-type: none"> • Lead strategic plan: focus on organizational outcomes • Delegate business and operational planning to CEO
Finance		
<ul style="list-style-type: none"> • Develop, approve, manage, monitor, report budget • Volunteer treasurer • Fund raise 	<ul style="list-style-type: none"> • Approve and control budget • Share budget planning and management with committees & staff • Supported by VP/Finance or Finance Committee 	<ul style="list-style-type: none"> • Approve budget, monitor financial condition, ensure integrity of controls • Supported by F&A Committee • Delegate budget planning, management, reporting to CEO/Expert staff supported



Human Resources		
<ul style="list-style-type: none"> No or only administrative staff President = CEO 	<ul style="list-style-type: none"> Executive Director, other staff HR committee: authority to hire, evaluate, compensate staff President/Executive Committee = CEO ED supervise administrative staff Board establishes Board committees accountable to the Board. 	<ul style="list-style-type: none"> Hire, direct, evaluate CEO CEO hires, directs, evaluates all other staff Board committees support Board's work: nominations, legal, audit & are accountable to the Board Operational/program committees set up by and accountable to the CEO
Operations		
<ul style="list-style-type: none"> Board Directors are also operational volunteers Directly responsible for implementation of programs, services 	<ul style="list-style-type: none"> Board establishes operational structure: committees, staff Board and committees have authority for decisions; others implement 	<ul style="list-style-type: none"> Delegate authority to the CEO Establish mechanisms of oversight (risk management, performance goals, performance assessment)

Great Resources to assist in understanding governance

[CLICK HERE](#) for a free online module that educates sport organizations to work together to achieve excellence in sport.

[SIRC resources](#) has a GREAT list of templates and sample documents from topics such as governance models, board orientation, strategic planning, succession planning, programming, administration and developing effective governance practices.

Leadership SIRCuit: is a new electronic, multi-media publication that will highlight some of the latest and most useful resources in the area of leadership and governance for sport.



Trends in Boards and Committees

- Look for people of specific skills
- Smaller boards of seven (7) to 12 Directors (in many discussions seven (7) is preferred)
- Board Directors ensure arms-length status
- A significant difference in that Committees recommend to the Board. Committees are separate from the Board and serve as operational to the organization

The Board inherits the following:

- The ultimate responsibility to be accountable to members
- Establishing the rules, policy systems and controls for the organization
- Establishing the organization's image and ethical standards
- Creation of a strategic plan
- Through policy, the Board defines how employees and volunteers represent the organization
- A role in the recruitment of personnel to serve on the Board and Committees

The Board Role:

Must have a vision for the organization to:

- Build the strategic plan and the goals they need to achieve
- Agree on the values the organization must live by and represent these values through high standards of ethical behavior
- Set new direction based on results, data, and an analysis of trends both internally and externally

Association Operations Role (staffed by volunteers and / or employees):

Responsible for the activities required to meet the direction of the Board. To do so their role is:

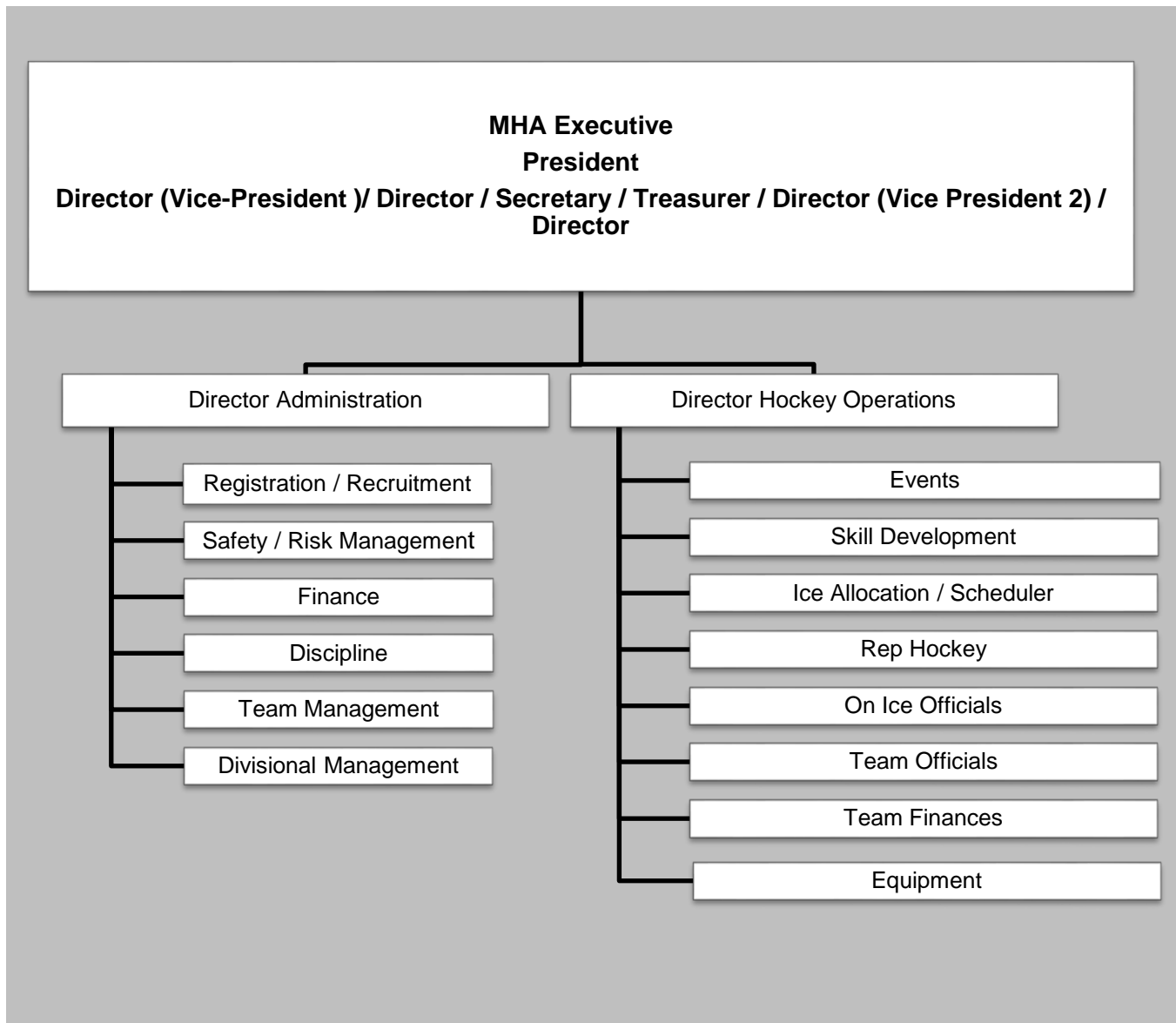
- To be ultimately responsible to the Board
- To live by the values of Associations as set by the Board
- To define the role of operational personnel toward the Board's plan
- To recruit operational personnel
- To operate towards the goals of the plan

By doing this all operational personnel:

- Represent the image and ethical standards established by the Board
- Engage members in the delivery of programming opportunities that will meet the goals established by the Board.



Sample Organizational Chart



- Boxes below the Executive could be individuals in small Associations or Committees in larger Associations.
- The boxes Director Administration and Director Hockey Operations are ideally an Administration Committee and Hockey Operations Committee comprised of a member from the boxes below, chaired by the Director.



Constitutions / Bylaws / Regulations / Policies and Procedures

There are two (2) main reasons for the adoption of a Constitution and Bylaws:

1. Constitution and Bylaws formalize the structure of an association. Procedures and definitions that might otherwise be left vague are laid out in black and white; for example, the definition of a “member”, the appeal process, and the duties of various association officials. As a result, a large measure of arbitrariness is removed.
2. A degree of year-to-year consistency and continuity is insured. An Association is able to survive the continual turnover that is a feature of all volunteer organizations.

Definitions:



Constitution

The body of fundamental principles established for an organization to be governed. The purpose of a constitution is to offer a course of direction to the association and to provide direction on; how the organization should work, a framework for governance and describes the roles of personnel within the structure.

The BC Societies Act offers a template constitution and Bylaws (three pages hence in this manual). The BC Hockey constitution is located in the [BC Hockey Handbook](#) .

Bylaws

Provide direction on; the membership, how the Association should work, a framework for governance and describes the roles of personnel and groups within the Association as well as how they are formed and removed. The Bylaws are approved by the membership.

By Laws for BC Hockey and Hockey Canada are located on the [BC Hockey web site](#).

Regulations

Regulations are rules of the Association designed to control the conduct of those to whom it applies. Regulations are approved by the membership.

Regulations for BC Hockey are located on the [BC Hockey web site](#).



Policy

Policies are rules needed to coordinate and execute activity throughout the organization. They provide parameters for the actions to whom it applies. Policies are based on and in line with, the mission, vision and values of the organization.

Policies are approved by the Board.

BC Hockey policies are located on the [BC Hockey website](http://www.bchockey.ca).

Procedures

Procedures are the operational processes required to implement the organization's policy.

A great informational document from Sport Law & Strategy Group (www.sportlaw.ca)

Governing Documents: Separating Constitution, Bylaws, Policies, and Rules

MARCH 24, 2016 BY KEVIN LAWRIE

Every organization undergoing a bylaws or policy review – or transitioning to compliance with new incorporation legislation – should know these differences.

Separating content among these governing documents is one of the most difficult challenges for a local sport organization. Most local associations publish a single large document that combines legal requirements, policies, and local rules variations. But these should all be separate.

CONSTITUTION

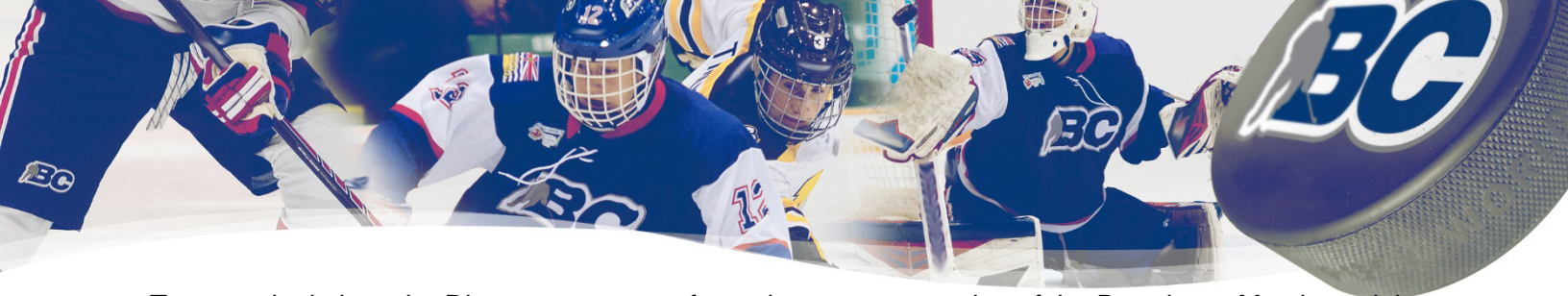
We are frequently asked about the difference between an organization's 'constitution' and their 'bylaws'. Although the terms are often used interchangeably, they refer to quite different things. The truth is, for most organizations, a constitution has a very limited purpose – if it is even required at all. The term 'constitution' is not even included in federal and most provincial legislation.

An organization has legal purposes or objects that are filed with the government. In BC and the Northwest Territories, some of the legal pieces are contained in a 'constitution'. In every other province and territory, and federally, all the legal pieces are contained in 'Articles' or a 'Letters Patent' or another similarly-named document. Importantly, unless your organization is incorporated in BC or the Northwest Territories – you should not have a constitution at all.

The legal pieces typically required to be kept by the government usually include: the formal name of the corporation, the minimum and maximum number of Directors, the full name and home address of Directors and Officers, the high level legal purposes of the organization, and sometimes other items like dissolution requirements. Also, whatever is placed in these legal documents should not be repeated in the organization's bylaws.

BYLAWS

The bylaws serve to regulate the affairs of the organization. The bylaws should be lean and only contain sections relevant to the legal operation of the organization. So, the colours of your team uniforms should not be enshrined in the bylaws – and neither should your mission statement.



To amend a bylaw, the Directors may vote for a change at a meeting of the Board or a Member might propose an amendment at a meeting of the Members. Regardless of whether a bylaws amendment is approved by the Board or proposed at the meeting of the Members, the amendment must be ratified by the Members at a meeting of the Members in order to have lasting effect.

Here are some typical sections usually included in Bylaws:

- *Definitions* – definitions of the main terms used throughout the bylaws
- *Membership* – categories of members, member admission and renewal, dues, termination and suspension of membership, how good standing is maintained
- *Meetings of Members* – annual and special meetings, calling a meeting, notice, new business, quorum, voting and proxies
- *Governance* – number of Directors, eligibility of Directors, powers of Directors and members, discipline of members, election and appointment of directors, removal of directors, board vacancy, meetings of the Board
- *Officers* – number of Officers, how Officer positions are filled, duties of Officer positions, removal and vacancy
- *Committees* – appointment of committees, size and requirements, committee restrictions
- *Finance and Management* – fiscal year, appointment and role of the auditor, maintaining books and records, which individuals have signing authority, borrowing and borrowing restrictions, conflict of interest, Director remuneration
- *Amendments and Fundamental Changes* – how bylaws are amended, types of amendments that are considered ‘fundamental changes’ (if any) under the incorporation legislation
- *Notice* – required period of notice, errors
- *Dissolution* – what happens when the organization is dissolved
- *Indemnification* – absolving Directors, insurance
- *Adoption* – when the bylaws were adopted

POLICIES

An organization’s policies are typically determined and approved by the Board of Directors. The Members have little input on the creation or application of a policy. The Board may delegate the responsibility of creating policies to Committees of the Board and this is one way that Members can have influence on the content of policies. Also, although we strongly advise against it, some organizations may decide that Members should be permitted to ratify policies (similar to how Members ratify bylaws amendments).

An organization’s policies should connect to the organization’s mission, vision, and values. If an organization values ‘integrity’ the content of the policies should reflect this value in action. The Board can develop policies and procedures to operate the organization and manage members. Typically, policies may be consolidated into a policy manual or may exist as stand-alone documents.



RULES

The Board may create rules for the operation of leagues, teams, events, equipment, or activities. Modifications of the rules of the sport may also be listed. For example, the local organization will want to specify how its rules may be different than the rules of the provincial sport organization.

Similar to policies, this material also does not need to be approved by the Members and it should exist separately from the policies and procedures. Just as with policies, committees can also have input on the creation and implementation of rules – but the final decision usually rests with the Board. However, in some instances organizations may choose to permit Members to approve rules changes similar to how Members ratify bylaws amendments.

MEMBER POWERS

In this blogpost, we've referenced the powers that Members have over each of the four groupings of the organization's governing documents. To summarize:

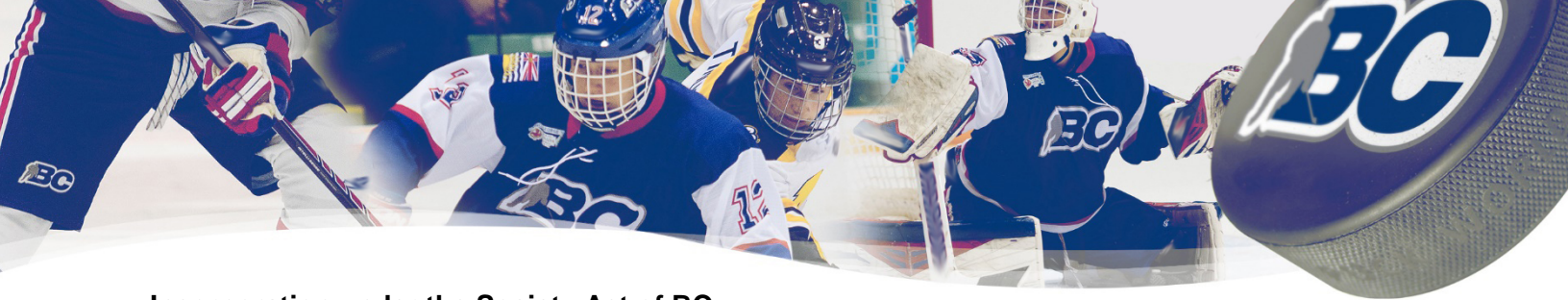
- *Constitution/Articles/Letters Patent*: Board or Members propose changes – Members must approve (usually by Special Resolution)
- *Bylaws*: Board or Members propose amendments – Members must ratify (usually by Special Resolution but sometimes by Ordinary Resolution)
- *Policies*: Board proposes and approves (Members can be given the power to approve)
- *Rules*: Board proposes and approves (Members can be given the power to propose and/or approve)

For most organizations, we recommend that the Board retain the power to propose and approve both policies and rules – with advisory Committees listening to proposals from the Members. We also recommend that the organization clarify which body has which power. Typically, an organization will include the following statement in its bylaws:

In accordance with applicable incorporation legislation and with these Bylaws, the Board is empowered to make policies and procedures to manage the affairs of the organization, to discipline Members, and to manage and handle disputes within the organization

In the bylaws, an organization may also choose to state clearly whether Members must approve policies, and whether Members may propose and/or approve rules changes.

We hope that separating your governing documents into the four pillars as described above does not seem too daunting. It's a useful practice to clean up your documentation and clarify who has power over what pieces – and it should be a necessary exercise for organizations transitioning to compliance with new not-for-profit legislation. We can certainly help you get started!



Incorporation under the Society Act of BC

When drafting a Constitution and Bylaws, consideration should be given to incorporation of the association as a registered Society under the Society Act of British Columbia. The Society Act is an Act of the provincial legislature that governs public or non-profit associations. Once registered, a society becomes a separate legal entity, analogous to a limited company. The benefits of incorporation are as follows:



1. The members of a registered society are protected by the limited liability provisions of the Act. That is, the members are not personally liable for the debts of the society (except in extreme cases of fraud or negligence).
2. A society may enter into contracts in its corporate name. It may also sue using its corporate name.
3. An association is in a better position to receive governmental grants and to acquire bingo and other licenses if it is incorporated.

The Society Act specifies a standard set of provisions that must be included in a registered Societies Constitution and By Laws.

British Columbia Societies Act

The new Societies Act came into force on November 28, 2016.

A two (2) year transition period gives existing societies time to adopt required changes to their constitution and Bylaws. However, provisions within constitutions and Bylaws of societies that do not comply with the new legislation will be invalid as of November 28, 2016. For this reason, societies should take the time now to review their constitutions and Bylaws to ensure a smooth transition to the new legislation.

The BC Registry services web page contains a newly added document titled "Preparing for BC's New Societies Act: A Guide to the Transition Process

http://www.bcregistryservices.gov.bc.ca/local/bcreg/documents/SocActFiles/Societies_Act_Transition_Guide.pdf".

It is an excellent and concise summary of the steps associations will need to take as part of the transition process.



MODEL CONSTITUTION

1. A society must have a constitution that sets out
 - a) the name of the society, and
 - b) the purposes of the society.
2. A society must not have a constitution that contains provisions in addition to the name and purposes of the society.

Sample Constitution

ABC MINOR HOCKEY ASSOCIATION

SECTION 1 - CONSTITUTION

1. The name of the Society shall be the “ABC Minor Hockey Association” hereinafter referred to as the “Association”.

2. The purposes of the Association are:

- a) To promote, govern and improve organized hockey;
- b) To organize and perpetuate the game of hockey in the interest of the development of the body, mind and character of the young people registered to play in this Association;
- c) To foster among its members, supporters and teams, a general community spirit;
- d) To maintain and increase the interest in the game of hockey at all levels;
- e) To have and exercise a general care, supervision and direction over the playing interests of all teams and players registered to play in the Association.





MODEL BYLAWS

The following proposed “Model ByLaws”, based on Schedule B of the current Act, provide a simplified template of fundamental rules respecting internal governance matters, such as the conduct of meetings and the role of directors. New societies will be offered these Model Bylaws for adoption upon their incorporation, but may choose to customize the rules to fit their particular needs. Please note that these Bylaws have been written specifically in conjunction with provisions of the new Act.

Bylaws of

.....
Name of Society (the “Society”)

Part 1 – Interpretation

Definitions

1.1 In these Bylaws:

“**Act**” means the Societies Act of British Columbia as amended from time to time;

“**Bylaws**” means these Bylaws as altered from time to time.

Definitions in Act apply

1.2 The definitions in the Act apply to these Bylaws.

Interpretation

1.3 In these Bylaws, words in the singular form include the plural and vice versa and words importing a specific gender include the other gender and a corporation.

Conflict with Act or regulations

1.4 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

Part 2 – Membership

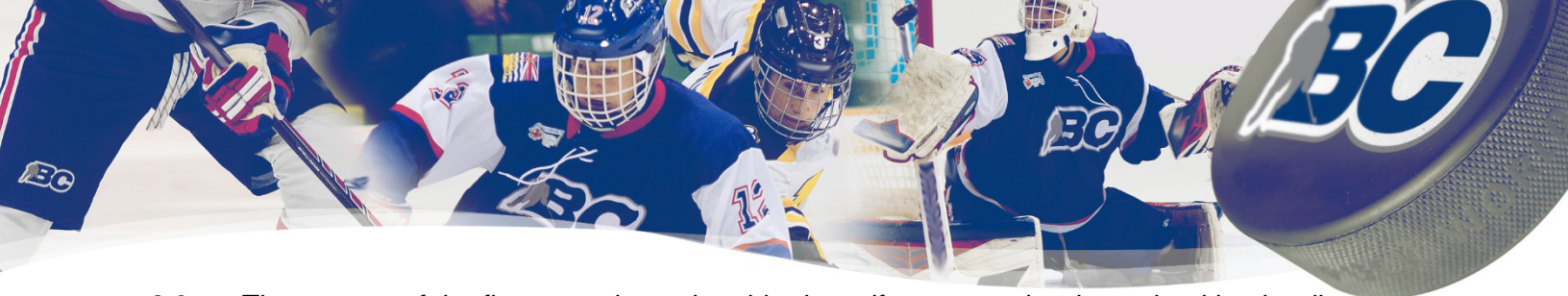
Application for membership

2.1 A person may apply to the directors for membership in the Society, and the person becomes a member on the directors’ acceptance of the application.

Compliance with Bylaws

2.2 Every member must comply with these Bylaws

Amount of membership dues



- 2.3 The amount of the first annual membership dues, if any, must be determined by the directors, and after that any proposed change to the amount of the annual membership dues, including discontinuing the requirement to pay annual membership dues, must be approved by ordinary resolution at a general meeting.

Members in good standing

- 2.4 All members are in good standing other than members who are not in good standing under By-Law.

Member not in good standing

- 2.5 A member is not in good standing if the member fails to pay the member's annual membership dues, if any, or any other debt owing by the member to the Society, and the member is not in good standing for so long as the debt remains unpaid.

Member not in good standing may not vote

- 2.6 A voting member who is not in good standing may not
- i. Vote at a general meeting, or
 - ii. Consent to a resolution of members.

Termination of membership if member not in good standing

- 2.7 A person's membership in the Society is terminated if the person is not in good standing for 12 consecutive months.

Part 3 – Meetings of Members

Time and place of meeting

- 3.1 A general meeting must be held at the time and place that the directors determine.

Ordinary business

- 3.2 At a general meeting, the following business is ordinary business:
- a) Adoption of rules of order
 - b) Consideration of the financial statements of the Society
 - c) Consideration of the auditor's report, if any
 - d) Consideration of the directors' report on the financial statements, and any other directors' reports to the members
 - e) Consideration of a resolution that proposes to increase the number of directors
 - f) The election or appointment of directors
 - g) The appointment of an auditor, if the Society is required to have an auditor.

Notice of special business



- 3.3 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Chair of meeting

- 3.4 The following individual must preside as the chair of a general meeting:
- a) The president of the Society
 - b) The vice-president of the Society, if the president is unwilling or unable to preside as the chair
 - c) One of the other directors present at the meeting, if the president and vice-president are unwilling or unable to preside as the chair

Alternate chair of meeting

- 3.5 If, at a general meeting,
- a) There is no director present within 15 minutes from the time set for holding the meeting, or
 - b) None of the directors present is willing and able to preside as the chair of the meeting, the members who are present must elect one of those members to preside as the chair.

Quorum required

- 3.6 No business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, may be conducted at a general meeting when a quorum of voting members is not present.

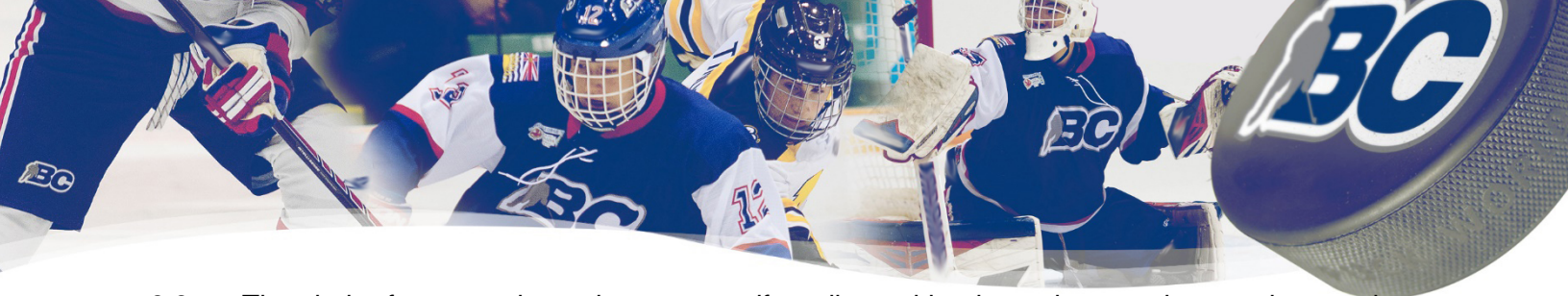
Lack of quorum at commencement of meeting

- 3.7 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,
- a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and
 - b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members present constitute a quorum for that meeting.

If quorum ceases to be present

- 3.8 If at any time during a general meeting there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments by chair



- 3.9 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be conducted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

- 3.10 It is not necessary to give any notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

- 3.11 The order of business at a general meeting is as follows:
- Elect a person to chair the meeting, if necessary
 - Determine that there is a quorum
 - Approve the agenda
 - Approve the minutes from the last general meeting
 - Deal with unfinished business from the last general meeting
 - If the meeting is an annual general meeting
 - Receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements
 - Receive any other reports of directors' activities and decisions since the previous annual general meeting, and
 - Elect or appoint directors
 - Deal with new business, including any matters about which notice has been given to the members in the notice of meeting
 - Terminate the meeting.

Resolution need not be seconded

- 3.12 A resolution proposed at a general meeting need not be seconded.

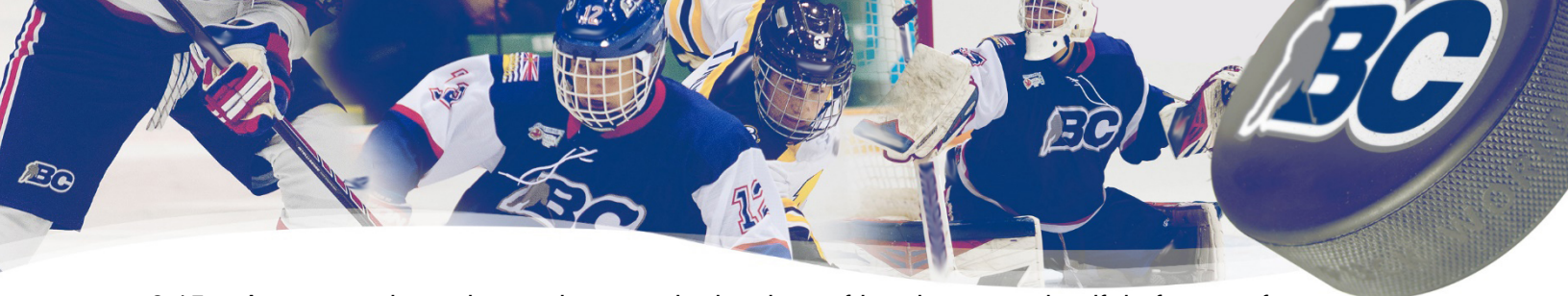
Chair may propose resolution

- 3.13 The chair of a general meeting may propose a resolution.

Chair has no casting or second vote

- 3.14 The chair of a general meeting does not have a casting or second vote at the meeting in addition to the vote to which the chair may be entitled as a member.

Methods of voting



- 3.15 At a general meeting, voting must be by show of hands except that if, before or after any vote by show of hands, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by secret ballot.

Announcement of result

- 3.16 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Proxy voting

- 3.17 Voting by proxy is not permitted.

Part 4 – Directors

Number of directors

- 4.1 The Society must have a board of directors consisting of the number of directors that is equal to the number of the Societies first directors, unless a different number is set by ordinary resolution.

Election or appointment of directors

- 4.2 At each annual general meeting, the voting members entitled to vote for the election or appointment of directors must elect or appoint a board of directors.

Directors may fill casual vacancy on board

- 4.3 The directors may at any time, by directors' resolution, appoint a member as a director to fill a vacancy that arises on the board of directors as a result of the resignation, death or incapacity of a director during the director's term of office.

Term of appointment of director filling casual vacancy

- 4.4 A director appointed under Bylaw 4.3 ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

Remuneration of directors

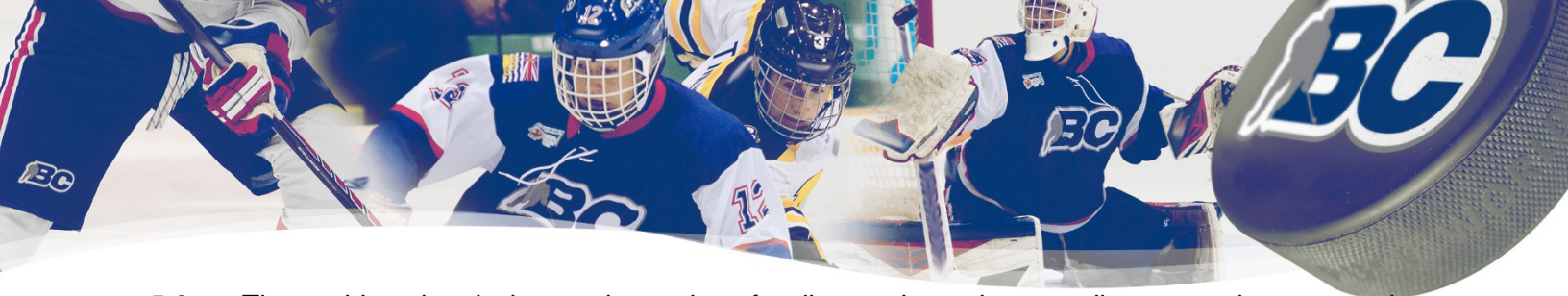
- 4.5 A director must not be remunerated for being a director, but a director may receive remuneration for services provided to the Society in another capacity.

Part 5 – Proceedings of Directors

Directors' meetings

- 5.1 Any director may at any time convene a directors' meeting.

Meeting valid despite omission to give notice



- 5.2 The accidental omission to give notice of a directors' meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at that meeting.

Conduct of meetings

- 5.3 The directors may regulate their meetings and proceedings as they think fit.

Quorum of directors

- 5.4 The directors may from time to time set the quorum necessary to conduct the business of the directors, and, if not so set, the quorum is a majority of the directors.

How matters decided

- 5.5 Matters arising at a directors' meeting must be decided by majority vote, and, in the case of a tie vote, the chair does not have a casting or second vote.

Committees of directors

- 5.6 The directors may appoint one or more committees consisting of the directors that they consider appropriate and may delegate to a committee so appointed any of the directors' powers, except
- The power to fill vacancies under Bylaw 4.3, and
 - The power to appoint or remove senior managers.

Committee meetings

- 5.7 A committee of directors established under Bylaw 5.6 may regulate its meetings and proceedings as it thinks fit.

Obligations of committee

- 5.8 A committee of directors established under Bylaw 5.6, in the exercise of the powers delegated to it, must
- Conform to any rules imposed on the committee by the directors, and
 - Report every act or thing done in the exercise of those powers to the earliest
 - Directors' meeting held after the act or thing has been done.

Part 6 – Positions for Directors

Election or appointment to positions

- 6.1 Directors must be elected or appointed to the following positions:
- President
 - Vice president
 - Secretary
 - Treasurer

Director may hold more than one position



6.2 A director may hold more than one position described in Bylaw 6.1.

Appointment of directors at large

6.3 Directors who are elected or appointed to positions in addition to those referred to in Bylaw 6.1 are elected or appointed as directors at large.

Role of president

6.4 The president is the chair of the board of directors and is responsible for supervising the other directors in the execution of their duties.

Role of vice president

6.5 The vice president is the vice chair of the board of directors and is responsible for carrying out the duties of the president if the president is absent or unable to act.

Role of secretary

6.6 The secretary is responsible for the following:

- Issuing notices of general meetings and directors' meetings
- Taking minutes of general meetings and directors' meetings
- Ensuring that the records of the Society are kept in accordance with the Act

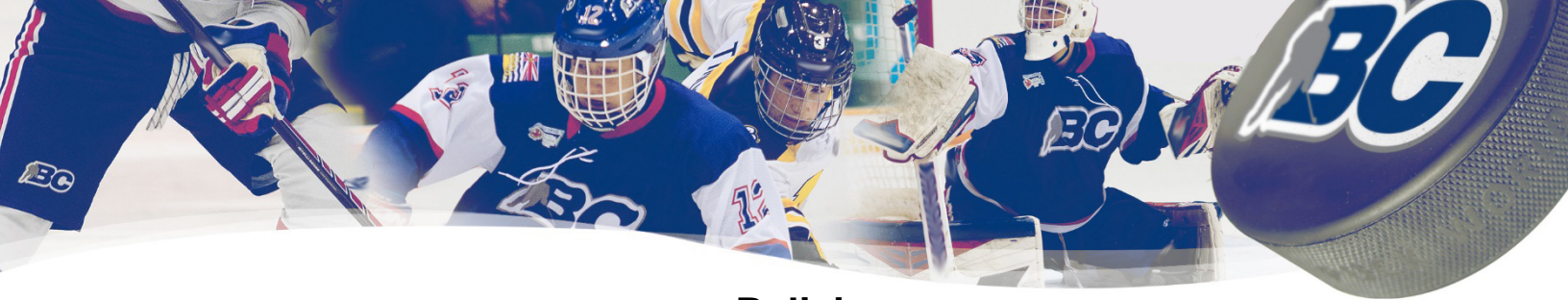
Absence of secretary from meeting

6.7 In the absence of the secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.

Role of treasurer

6.8 The treasurer is responsible for the following:

- The keeping of accounting records in respect of all of the Societies financial transactions
- The preparation of the Societies financial statements



Policies

Policies are rules needed to coordinate and execute activity throughout the organization. They provide parameters for the actions to whom it applies. Policies are based on and in line with, the mission, vision and values of the organization. Policies are approved by the Board.

Policy Development

The Executive (Board) is responsible for the governance and management of the Association including the approval of policies for its governance and operation. Policies provide parameters for the actions of the Board, its Committees and staff (volunteer).

Guidelines:

- The Executive may choose to develop policy through or with input from Directors, its Committees, members, participants, partners, and/or the general public.
- Policies may not contravene applicable government legislation and regulations, BC Hockey and Hockey Canada legislation, agreements the Association has with others, or its Bylaws.
- Policies shall be based on and congruent with the vision, mission and values of the Association.
- Policies shall be written in the broadest terms possible that still accomplish the required level of governance.
- Policies shall be written in plain language.
- Copies of all policies shall be available to the Executive, Association Committees, staff, members of Association and the general public
- All policies shall include:
 - A statement of intent, with background information
 - Guidelines
 - Implementation
 - Page numbers
 - An “Association header”
 - A “Manual section reference”
 - Policy number at footer
 - All approval and review dates of the policy to provide a history
- On or before each policy’s review date, the Executive, Committee or Workgroup shall be responsible to either:
 - Advise the Executive that evaluation and review indicate that no change is presently needed, or
 - Recommend changes for the Executive’s approval
- Recommended policy changes shall be included in the Executive information package for the meeting at which they will be presented
- Policies and policy change must be approved by the Executive at a duly convened



Executive meeting and recorded in its minutes

- After a policy or policy change is approved, a copy of the policy or policy change shall be inserted into the Association Policy manual and replaced policies shall be removed.
- A dated master file for all Association policies shall be kept at the Association office.
- Policies affecting the membership shall be circulated or posted on the Association web site for member information.

The following are suggested policy areas to consider:

- Terms of Reference for Committees and Work Groups
- Gender Equity / Inclusion statement
- Complaint process
- Appeal procedure
- Conflict of Interest
- Risk Management
- Privacy
- Conduct / Discipline
- Planning process
- Financial management including Team funds and approval
- Program Development and Review
- Coaching
- Athlete / Team selection processes
- Player movement processes
- Team Official selection / screening
- Technical curriculum
- Event / Competition
- Team travel
- Recruitment / retention processes



Sample Policy

The XXX Minor Hockey Association's intent is to reach the highest standard in coach education.

Policy: In XXX Minor Hockey all coaching personnel must be accredited as attended or certified in the National Coach Certification Program equal to or exceeding the standard set by BC Hockey for the Coach's current team involvement in the Association prior to being registered on said team.

In this sample the "how to become attended or certified" becomes a procedure which may be very specific to the Division of the team and a specific coach. The policy sets the rule in regards to standard and is written in general terms.



The BC Hockey policy guide may serve as a good reference for policy topics. It is located in this manual located under the section Role of BC Hockey Directors, Standing Committees, Work Groups, Divisional Committees, Program Committees, Coordinators, Delivery Groups and Task Groups. For reference, BC Hockey policies are located on the [BC Hockey website](#).

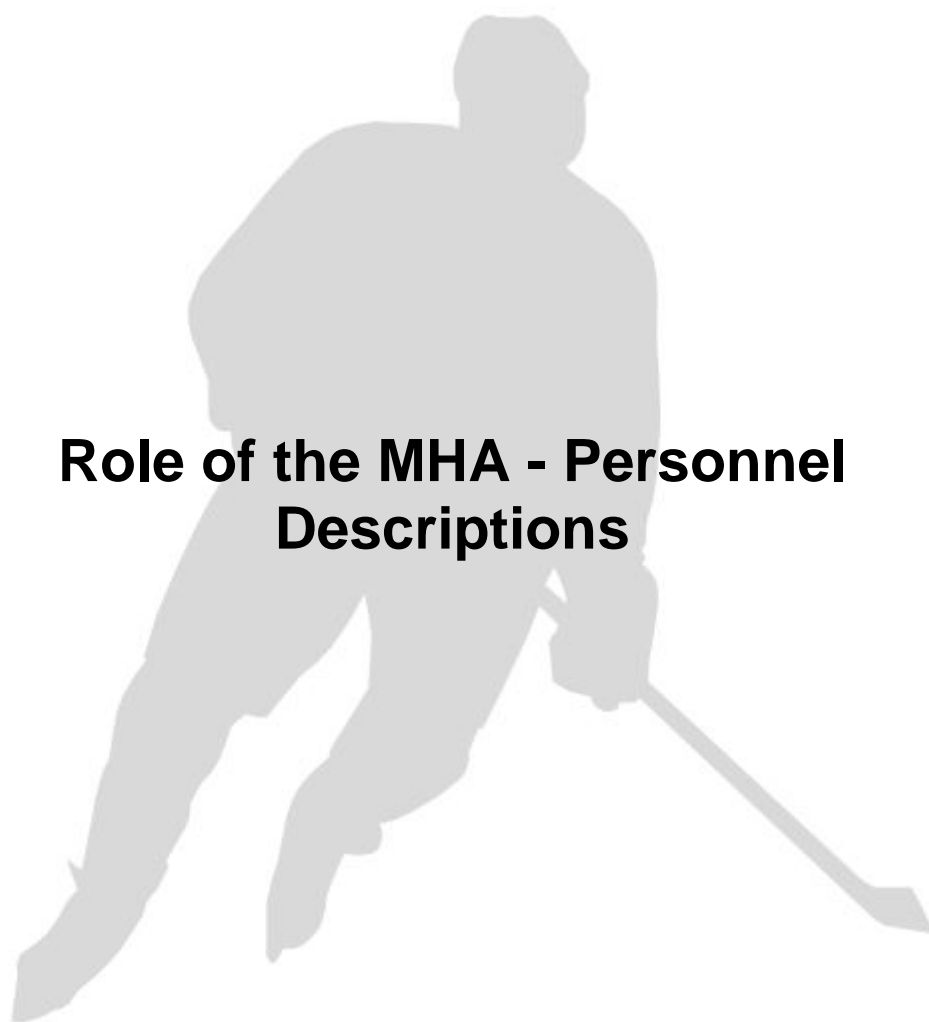
Another great article from Sport and Law

What policies does my sport organization need?
JANUARY 24, 2013 BY KEVIN LAWRIE

<https://sportlaw.ca/what-policies-does-my-sport-organization-need/>



Role of the MHA - Personnel Descriptions





Recruiting Volunteers

A successful volunteer program requires planning, organization, evaluation, and monitoring.

- establish your goals/objectives
- set standards, specify responsibilities and strategies
- take applications, attend to screening procedures and make refinements
- provide clear objectives and feedback
- communicate on a regular basis
- use your volunteers to recruit assistants
- check with volunteers to see how satisfied they have been with their contribution and working relationship and identify changes that may have to be made
- identify new people at Annual General Meeting - have people sign in which provides an available list of interested persons
- assess and evaluate your structure so that you can make realistic and creative plans for the future
- clearly explain the tasks to the volunteers, have written guidelines of responsibility for each position
- the volunteer needs to feel secure and confident in his/her assigned tasks so try to match the volunteers' ability to the jobs

To allow time for a person to make an informed and committed decision, recruiting of volunteers should happen all year long.

This following calendar is based on the premise that your Association has an Annual General Meeting for election of officers prior to May 31st. Please adjust for your requirements.

May	Election of President, Vice-President(s), Directors, Secretary, Treasurer, as required by your local association Bylaws
June	Appointment of Referee-In-Chief and Head Coach and any other appointments as required to fill positions as required by your local Association Bylaws
July	Recruitment of qualified coaches - identify and make applications of qualified parents and interested persons
August	Coaches' clinic and referees' clinic following good advertising and promotion
September	Appoint assistant coaches and managers for teams
October	Have volunteers meeting to answer questions and make recommendations
November	Ask volunteers in appointed positions to identify quality people within their areas who may be interested in assisting
December	Evaluate volunteers in Association as to standards, responsibilities and strategies
January	Appoint selection committee to make recommendations for coming year. Have another meeting with volunteers.
February	Selection committee to actively speak with people within Association



March	Present list of recommended volunteers to Executive Committee
April	Meet with recommended volunteers to explain goals and objectives. Meet with volunteers to see how satisfied they have been with their contribution and working relationship and identify changes that have to be made.
May	Annual General Meeting for election of officers, recommendations for appointments prepared

1. Positions in the Association

The following descriptions and positions may vary in the Association. The following is produced as a sample of how personnel with the Association may function. These are obvious extensions of the Association's Constitution and Bylaws.

PRESIDENT

The President presides at all meetings of the Executive, General, and Annual Meetings, and shall perform the duties usual to the office of President.

The duty of the President, immediately after the close of each Annual General Meeting is to:

- Set the date of the first Executive and General Meetings
- To appoint a Finance Committee
- Appoint a Discipline Committee

The President has the power to suspend any team, player, or team official.

VICE-PRESIDENT

The Vice-President shall, in the absence of the President, have all the power and perform all the duties of the President.

SECRETARY / ADMINISTRATOR

Record the minutes of all meetings of the Association, whether Executive, General or Annual.

TREASURER

The treasurer shall be responsible for maintaining records of the financial transactions of the Association. The treasurer shall provide a financial report at each General Meeting and a financial statement at the Annual Meeting.

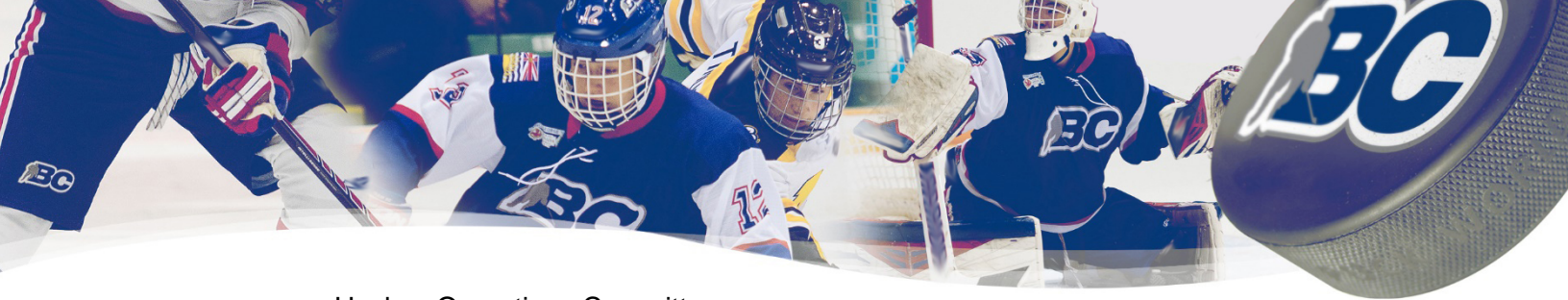
DIRECTORS

The directors perform duties and chair committees as directed by the President.

2. Committees in the Association

Examples of Committees the Association may form:

- Executive Committee
- Finance Committee
- Discipline Committee
- Appeals Committee



- Hockey Operations Committee
- Hockey Administration Committee

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice President and Directors of the Association, to be appointed by the Officers following the Annual General Meeting.

1. The duties of the Executive Committee shall be;
 - a) to fill vacancies that occur on the Executive
 - b) the Executive Committee shall have the power to borrow or raise or secure the payment of money in such a manner as a majority of the Executive Committee see fit providing it is within the budget
 - c) to suspend and/or take such disciplinary action that may be deemed necessary against any team, player, team official, referee, or Association member refusing to accept or obey the ruling of the Executive
 - d) by a two-thirds vote to forthwith remove from office any member of the Executive Committee who by being remiss or neglectful of duty or by conduct tending to impair his usefulness as a member of the Executive
 - e) to appoint the coaches and team officials for the various teams in the Association.
2. The duties of the Registrar shall be:
 - a) the registering of all members of the Association
 - b) player registration and the registration of all these players with BC Hockey
3. The duties of the Equipment Manager shall be:
 - a) the distribution, maintenance, and collection of equipment owned by the Association
 - b) the purchasing of all new equipment
4. The duties of the Statistician shall be:
 - a) the provision of score sheets for all house league games
 - b) the keeping of accurate records of scoring, goaltending, and penalty statistics and league standings for all house leagues
 - c) seeing that house league standings are given to the local media regularly for release
- d) The duties of the Head Coach shall be:
 - e) to maintain an effective line of communication between the coaches, the Association, and the National Coaches Certification Program
 - f) to recommend to the Executive Committee the appointment of team coaches and team officials.
 - g) to co-ordinate training programs for all coaches and team officials
5. The duties of the Referee-in-chief shall be:
 - a) to maintain an effective line of communication between the referees, the Association, and the Hockey Canada Officiating Program
 - b) to co-ordinate training programs for all referees
 - c) to appoint the referees for all house league, rep team, and exhibition games, and his appointment shall be final
 - d) to aid time-keepers with advice and necessary training programs
6. The duties of the Concessions Manager shall be:
 - a) to oversee the operations of the Minor Hockey Concession
 - b) to organize the Minor Hockey Banquet and other social events
7. The duties of the Ice Manager shall be:



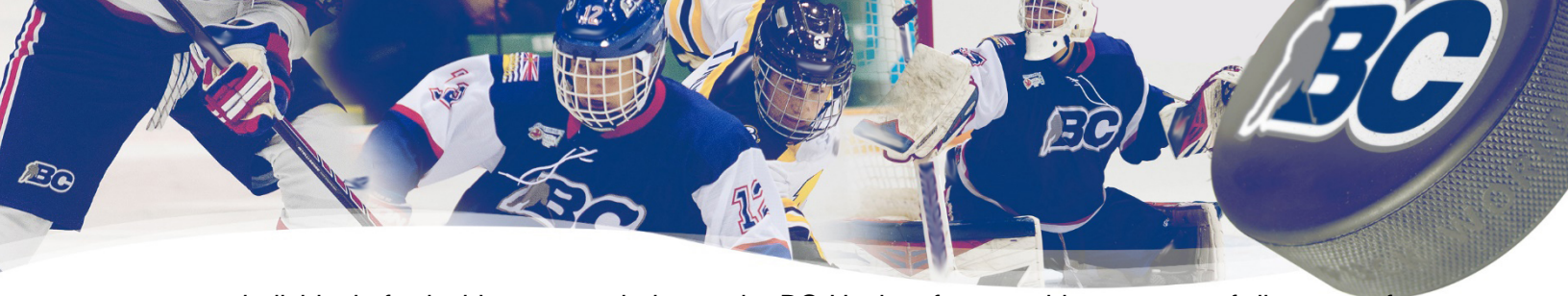
- a) to obtain ice time
 - b) the scheduling, re-scheduling, exchange, and cancellation of ice time
 - c) to approve ice time for BC Minor Hockey League Games or exhibition games through the Rep Team Coordinator or Divisional Director prior to scheduling the game
8. The duties of the Rep Team Coordinator shall be:
- a) to act as the Associations' representative to the BC Minor Hockey League
 - b) to oversee the complete operation of rep teams
 - c) to approve all rep scheduled, exhibition, and tournament games
 - d) to act as the liaison between the Association and higher category teams in town
 - e) the signing of players and team officials to Hockey Canada players certificates
 - f) to provide the registrar with a list of each team's players and officials along with their telephone numbers and Hockey Canada certificates
 - g) to inform the equipment manager of equipment requirements.
 - h) to recommend to the head coach the appointment and dismissal of team officials
9. The duties of the Divisional Directors shall be:
- a) to oversee the house league teams in his division
 - b) to recommend to the head coach the appointment and dismissal of team officials
 - c) to inform the equipment manager of equipment requirements
 - d) to approve all out of town exhibition games for house teams in his division
 - e) to co-ordinate the allocation of players, the switching of players, and the dismissal of players from teams within his division
 - f) to provide the registrar with a list of each teams' officials and players along with their telephone numbers
10. The duties of the Risk Manager shall be:
- a) to educate the Executive Committee and all members as to good Risk Management
 - b) to distribute Risk Management educational materials
 - c) to ensure that there is a policy established as to Harassment and Sexual Harassment and that this policy is adhered to

FINANCE COMMITTEE

1. The Finance Committee shall consist of the Treasurer of the Association who shall be Chairman, and two (2) members appointed by the President at the first Executive meeting.
2. The duties of the Finance Committee shall be to review the finances and expenditures of the Association and recommend to the Executive Committee any course of action, which they may deem advisable.
3. The Finance Committee shall prepare and circulate a budget of the proposed operations for the coming year to be approved by the membership at the first General Meeting.

DISCIPLINE COMMITTEE

1. The Discipline Committee shall consist of the Vice President of the Association who shall be Chairman, and four members appointed by the President at the first Executive meeting. One of these shall be the Referee-in-chief.
2. The duties of the Discipline Committee shall be:
 - a) to review decisions of the President made under By-Law 5
 - b) to review all misconduct penalties (ten minute, game, gross, match) and checking from behind penalties assessed players and team officials of the Minor Hockey Association and to suspend and/or take disciplinary action that may be deemed necessary against such



individuals for incidents not ruled upon by BC Hockey for an evident pattern of disrespect for the rules.

APPEALS COMMITTEE (SAMPLE)

1. The Appeal Committee shall be appointed By the Executive and shall not contain any member of the Executive Committee (see B, below) or Discipline committee. The duties of the Appeal Committee shall be to hear appeals from decisions made by the Discipline Committee as made under By-Law 6.
2. The Appeals Committee may re-admit any team, player, or team official or uphold, or modify any decision made by the Discipline Committee under By-Law 6.

THE APPEAL PROCEDURE (Bylaw) (SAMPLE)

A. APPEAL COMMITTEE

1. Any team, player, team official, or referee may appeal any decision of the Discipline Committee.
2. Any appeal to the Appeal Committee by the aggrieved party shall be in writing outlining all particulars pertaining to the case and shall be delivered to the Secretary of the Association within seven (7) days of being notified of the decision of the Discipline Committee.
3. The appeal shall be dealt with by the Appeal Committee within seven (7) days of receiving the written appeal.

B. EXECUTIVE COMMITTEE

1. Any team, player, or referee may appeal the decision of the Appeals Committee to the Executive Committee of the Association (minus any member on the Discipline Committee).
2. Any appeal to the Executive Committee by the aggrieved party shall be in writing outlining all particulars pertaining to the case and shall be delivered to the Secretary of the Association within seven (7) days of being notified of the decision of the Appeal Committee.
3. The appeal will be heard at the next Executive meeting

AMENDMENTS TO THE CONSTITUTION AND BYLAWS (Bylaw)

1. Resolutions to amend or alter the Constitution or Bylaws can only be made at the Annual General Meeting.
2. Amendments to the Constitution and Bylaws require a majority as described in the Constitution and Bylaws.



KEYS TO RUNNING AN EFFECTIVE MEETING

Planning and preparation of meetings just don't happen.

THE AGENDA

- an integral part of every meeting
- should always be circulated prior to meeting
- should be crisp and to the point

THE AGENDA SHOULD INCLUDE

- the time and date of the meeting
- the location of the meeting
- who will attend
- business to be discussed

MECHANICS OF A MEETING

- The seating arrangements for the chair and the members are very important for the purpose of control, communication, and cooperation. Use a wide centrally placed table for the meeting. Avoid using a long narrow table. It makes it impossible for one member to see the other.

LENGTH OF THE MEETING

- most effective meetings last no longer than two (2) hours

OPENING THE MEETING

- start on time
- state the purpose of the meeting clearly (per agenda circulated)
- introduce any guests

CLOSING OF THE MEETING

- review the decisions reached

A SAMPLE AGENDA

- roll call and quorum
- approval of previous meeting's minutes
- business arising from the minutes
- adoption of the minutes
- other committee minutes
- correspondence
- report by President
- Treasurer's report
- report of committees
- new business
- Set date for next meeting, or confirm if a monthly meeting, for example, the fourth Thursday of each month.
- adjournment



RULES OF ORDER FOR A MEETING

For example, could be as follows:

1. No motion shall be received from a member in good standing unless submitted in writing, with the names of the mover and seconder thereon and said motion shall not be open for discussion until stated by the presiding office.
2. All questions pertaining to the constitution and Bylaws shall be decided by a majority vote of not less than 75 percent of the members voting. All questions pertaining to the regulations and special rules shall be decided by a majority vote.
3. No delegate shall speak twice on the same subject without the permission of the chair, unless in explanation, or the mover in reply.
4. No amendment to a motion shall be in order after an amendment to an amendment; and so on.
5. For further information, you should purchase Robert's Rules of Order – Current Edition.

THE CHAIR

The word chair is used throughout in a generic sense to designate anyone who has been chosen to act as the leader of a group and to preside at the meetings. At all other times, they are one of the group, but when a meeting is called to order the office endows the Chair with prestige, power and responsibility. This office should be respected by all other members. A good chair maintains harmony and achieves results. The chair decides the manner in which a meeting is conducted, subject to the Bylaws of the organization. The Chair may prefer to observe all the niceties or the Chair may consider it expedient to conduct the proceedings in an informal manner. In a small group of two or three, the informal method can be very effective. Informality, however, should not be allowed to confuse the issues and decisions nor obscure the authority of the chair. The chair is the umpire in debate, the judge of admissibility and the upholder of order and decorum. The Chair is expected to be cool, patient, impartial and fair.

Personal Qualifications

The attributes of an ideal chair are many, being among other qualities:

1. **Patience**
The control of a meeting from time to time imposes a certain degree of strain on its presiding officer, either because the matters being discussed are highly controversial or the members are in a bad mood. Debates in general tend to verbosity and longevity. Speakers are inclined to repeat themselves and go off on tangents which have no bearing on the subject. The chair must control not only the meeting but the chair. Not everyone is gifted with free and natural expression. If a speaker is digressing excessively from the subject, the chair must bring him back. On the other hand, the chair must allow any members to express himself fully and freely on the matter.
2. **Tact**
The curtailment of debate requires the exercise of considerable tact on the part of the chair. Few speakers welcome interruption of their remarks from other members or admonition from the chair. The chair must at all times show great interest in the remarks.
3. **Dignity**
The chair should at all times uphold the dignity of the chair. One who lacks respect for the office also lacks respect for the meeting over which the chair presides. The members themselves will become disinterested and the committee, in time, will disintegrate.



4. **Decisive**

A chair should know in his/her own mind and once satisfied a decision is correct should adhere to it. A decision once made should be applied with uniformity to all members irrespective of their official status.

5. **Impartial**

The chair should be above all personal animosities or group intrigues in the conduct of the proceedings. The chair loses the respect of the meeting if it shows favouritism.

6. **Courteous**

Courtesy is an attribute which is appreciated by all. A chair can be firm yet courteous to members and guests.

7. **Understanding**

The chair must be able to sense the feeling of the meeting and know when to bring a subject to a vote. The pointless repetition of arguments is tiresome and time-consuming.

Duties

1. Be familiar with all items on the agenda and the reason for their discussion at the meeting.
2. Confirm that the meeting has been duly called and is properly constituted.
3. Start and finish or adjourn the meeting according to the schedule.
4. Introduce guests or observers at the beginning of the meeting.
5. Ensure that all members are given full opportunity to express their opinions
6. Conduct the meeting in an orderly way, according to the association's Bylaws and current rules for association meetings.
7. Decide who may speak.
8. Limit discussions to the matters within the scope of the meeting and decide when there has been sufficient debate on each motion.
9. Call for votes.
10. Declare the results of voting.
11. Ensure that proper minutes of the meeting are kept. Sign the minutes of the previous meeting at which the chair presided.

VICE-CHAIR

The Vice-Chair is an understudy of the Chair; prepared for the time when he or she may be called upon to preside over a meeting that the Chair cannot attend.

Duties

Be prepared to take over the duties of the Chair in the event of the Chairperson's absence for any reason.

SECRETARY

One of the vital roles at a meeting is that of the recording secretary. This individual must capture on paper the ideas expressed, decisions made, and actions taken at the meeting. The Secretary's duties, however, start before the meeting and continue afterward.

Duties

1. Prepare and send out the notice of meeting and agenda to all those who are entitled to attend. The agenda should be prepared by the Secretary after discussion with the Chair.
2. Confirm a location for the meeting and ensure that it is properly set-up prior to the meeting.



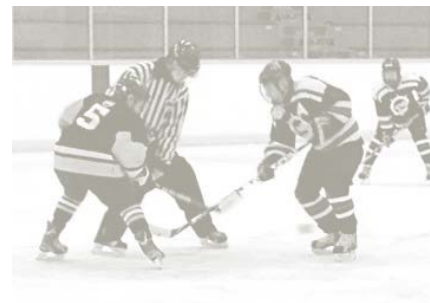
3. Ensure that all reports are received for photocopying and circulation prior to the meeting.
4. Take notes of the proceedings of the meeting, so that minutes can be drafted after the meeting.
5. Read aloud at the meeting any document which may be required.
6. Carry out any actions arising out of the meeting which pertain to the Secretary.

MEMBERS

Members, too, have responsibilities while attending meetings. They include the following:

Duties

1. Arrive on time, prepared to participate in the meeting.
2. Read any material received prior to the meeting. If you are presenting a report at the meeting, endeavor to have it circulated in advance. Should this be impossible, ensure that there are sufficient copies for distribution at the meeting.
3. Be courteous and do not speak while others are speaking.
4. Address the Chair.
5. If you disagree, disagree with ideas and motions, not individuals.
6. Carefully word your motions. Give them thought prior to the meeting, if possible.





ICE TIME

In arenas today where there is in most cases an ice shortage, strict schedules and procedures must be set up to ensure the facility is operating at capacity and is financially sound. Preplanning is a necessity and schedules must be set up to accommodate and meet the needs of the users. There must be complete control of scheduling, rescheduling, exchange and cancellation. Ice-time has to be controlled and distributed by means of a simple, organized system. Finances are always of great concern as organization, facilities and communities struggle on the balance between user and community financial support of the facility. A Municipal Minor Sports Grant distributed through the Parks and Recreation has to be the best method of assuring adequate payment for ice facilities. It assures an equal assessment for the betterment of all and not a burden to some.



THE ICE-MANAGER: Where “it all begins”.

COMMUNICATION: is vital with all Vice-Presidents of the Association in order to use available ice-time in the best possible way.

PLANNING: a year ahead is not too soon to start preliminary steps meeting with the Facility Manager, Supervisor of Athletics, and respective Arena Managers.

Review the past season and develop a plan for the future. As an example should the ice demand become greater each year and the present facilities are exhausted, the “Association” may have to resolve to any one of the following solutions:

- a) start games earlier on weekends
- b) shorten the length of games
- c) put more players on team
- d) give some teams a bye playing every second week
- e) half ice for younger age groups or other methods of putting more players on the ice at one time like shared practice time.

As well as securing the necessary ice-time, the following mechanics are also involved.

1. Use of the time clock
 - a) cost if any
 - b) qualified operator
2. Use of dressing rooms
 - a) if dressing rooms are attached, solve problems by designating the dressing rooms in the schedule.
3. Shower facilities - schedule older teams into arenas where showers are available.
4. Procedure for scraping and re-surfacing.
5. Referee's change room.
6. First aid room and available supplies.
7. Skate sharpening facility (operating time).
8. Refreshment booth (operating time).



9. Minor Hockey equipment outlet.
10. Courtesy booth for visiting teams.
11. Rule regarding public property, maintenance and damage claims.

Considerations in setting an Ice-Schedule

September:

- Ice ready for use
- Minor Hockey Registration dates
- Representative and House Team Try-outs, Practices and Exhibition Games

October:

- Coaches & Referee Clinic
- Special ice clinics for beginners
- Final selection of Rep. and house league teams

November:

- Player development specialty sessions
- Representative and House Leagues teams schedule commences
- Skate-A-Thon

December:

- Tournaments (must be sanctioned)
- Teams entering tournaments
- Special ice times allotted to house and rep. teams
- Reduced ice usage for some teams

January:

- Minor hockey week jamborees

February:

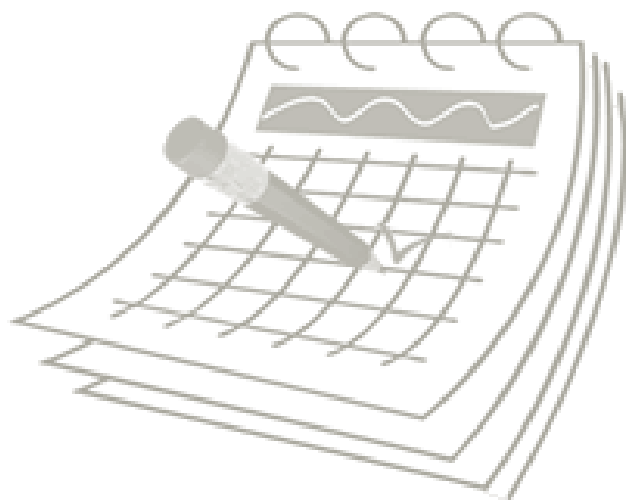
- Rep. team playoffs

March:

- Championship playoffs
- Minor hockey tournaments
- House league playoffs

April:

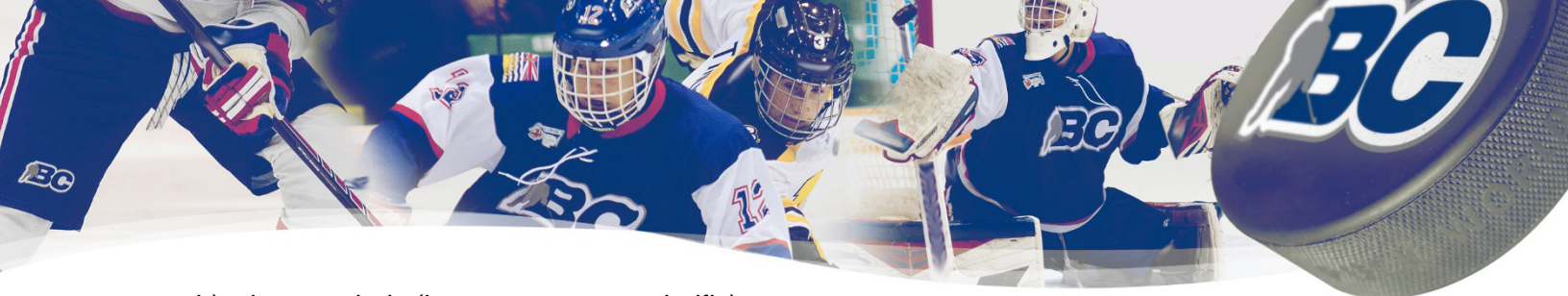
- Finish of years' activities



RESURFACING:

Is a scrape / flood required after each game? In some older age categories a scrape / flood between the second and third periods may also be required. The league may have rules that the Association must follow as a league commitment. The actual length of the game should include:

- a) a brief warm-up



- b) three periods (in some cases two half's)
- c) brief rest between periods
- d) resurfacing time

NOTE: In some arenas where the ice availability is limited, the time clock starts on the hour, and teams not starting their games on time play a shorted game, since games are not allowed to run overtime.

FAIR PLAY CODE FOR LEAGUE ORGANIZERS

I will do my best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background or race.

I will absolutely discourage any sport program from becoming primarily an entertainment for the spectators.

I will make sure that all equipment and facilities are safe and match the athletes' in ages and abilities.

I will make sure that the age and maturity level of the children are considered in program development, rule enforcement and scheduling.

I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.

I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.

I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills, and I will encourage them to become certified.

PURCHASING HOCKEY EQUIPMENT

Purchasing Committee

A Purchasing Committee consists of the Treasurer, Equipment Manager, and one other Executive member to be responsible for the tendering and acquiring equipment in accordance with procedures laid down.

Considerations

The Association will only be responsible for debts incurred by the Purchasing Committee.

Ownership of all equipment whether purchased, donated or obtained through sponsorship shall become the sole property of the Association and is subject to all rules and regulations.

The equipment is to be used only for Association games and practices.



Equipment requests are submitted to the Equipment Manager, and considerations are determined by budget limitations, and proper protection.

Equipment should be ordered so as to be available at the start of the season.

REQUEST FOR QUOTATION

DATE	QUOTE MUST BE RECEIVED BY	WE REQUIRE DELIVERY BY	DIRECT ALL RETURN INQUIRIES TO:	EXT.		
ITEM	QUANTITY	REF. OR CAT. NO.	DESCRIPTION	UNIT PRICE	DISC.	TOTAL
Sample Required			Yes No			
GST Incl. Extra						
PST Incl. Extra			Shipment Can be made from stock _____ days		F.O.B point	
Prices quotes are firm for _____ days			DATE:		I/We the undersigned offer to supply the above articles at the prices and conditions quoted therein. Signature _____	

EQUIPMENT TENDER SHEET

DATE NO.	ARTICLE REQUIRED	DEALER	DEALER	DEALER	BEST PRICE

Equipment Received

- The invoice is checked by the Equipment Manager, and the receiving report is sent to the Treasurer for payment.
- A cheque is written for payment.
- Payment is approved at the Executive monthly meeting. (list of cheques)
- The cheques are signed, and payment is made.



Back Order - Procedure

- For efficiency the recommended policy is to cancel the item and re-order it with the next purchase, or put a partial payment through.
- If a partial payment is made, a copy of the purchase order showing items paid is recorded.

Use and Care of Equipment

Sweaters:

Should be kept by team managers, and dried after every game. Washed and mended as required throughout the season by parents.

Pants:

Shell is completely washable (take out fiber protectors).

Equipment Bags:

Skate guards should be used to prevent damage (bags are washable).

Socks:

Should be worn for games only, and must be kept mended.

Equipment Washing Instruction:

Wash in lukewarm water, rinse and hang to dry (NOT on metal hangers). Do not put equipment in a drier.

Equipment Storage

A central storage depot is necessary during the off-season to take a complete inventory and to clean and make repairs to the equipment. The storage area under the supervision of the Equipment Manager is used as the major distribution centre to Arena outlets for local teams, and to travelling teams for equipment used on a seasonal basis.



EQUIPMENT STORAGE INVENTORY

ITEM	CAT. NO.	DESCRIPTION	SIZE	QTY.	REMARKS

Distribution of Equipment

The Central Storage Depot from is used for equipment disbursements and returned items.



MINOR HOCKEY ASSOCIATION CENTRAL STORAGE DEPOT

ARENA OR TRAVEL
TEAM _____

DATE OF
ISSUE _____

DIVISION _____

TEAM NAME _____

EQUIPMENT USED

QTY.
RETD

DATE

SWEATERS -

NAME _____ QTY _____

GOALERS PADS _____ QTY _____

GOALERS
CATCHING

GLOVES _____ QTY _____

CHEST

PROTECTOR _____ QTY _____

HOCKEY

PANTS _____ QTY _____

BLOCKER _____ QTY _____

PROTECTIVE

MASK _____ QTY _____

ARM

PROTECTOR _____ QTY _____

SWEATER BAG _____ QTY _____

EQUIPMENT

BAG _____ QTY _____

PROTECTIVE

HELMETS _____ QTY _____

THROAT

PROTECTORS _____ QTY _____

MISC. ITEMS

NAME _____ QTY _____

NAME _____ QTY _____

NAME _____ QTY _____

NAME _____ QTY _____

SIGNATURE ON
ISSUE _____

SIGNATURE ON
RTN _____

(TEAM REP)

(EQUIPMENT MGR.)



PUBLIC RELATIONS / PARENTS

IN GENERAL



The purpose of public relations is to help an association obtain and keep the understanding and goodwill of the public. The job of public relations is to narrow the gap between what the public believes to be the truth and what is the truth. By telling the day-to-day story of its own aims and objectives, any association can give the public a more accurate picture of itself. People engaged in public relations can play an important role in this task by presenting the facts with persistence, clarity, frankness and conviction.

DUTIES OF A PUBLIC RELATIONS PERSON

1. Liaise with media in the area - newspapers, radio, TV, magazines, (fundamentally, this means gaining a personal acquaintance with some reporters, editors, radio and TV people as you help them gather the news they want)
2. Keeping in close touch with team personnel
3. Watch for associated stories in the media and on social media.
4. Write notices about these activities as they pertain to the Association
5. Help reporters get stories they request (after checking with coach and manager).
6. Bring feature stories to the management's attention, and suggesting them to the media.
7. Propose to manage activities which will result in good news stories.
8. Prepare any promotional literature the management may require.
9. Suggest photo-story possibilities to editors.
10. Promote a local speaker's bureau of management, coach and players.
11. Orient Association personnel, team staff and players on protocol with the media and on social media.
12. Abide by any Association policies and procedures about media relations

1. THE PLAYERS

The experienced coach is likely to believe, quite rightly, that a good job of teaching is the best kind of public relations; whether with players or any other section of the public. The mature and successful coach is the coach who knows his subject, is consistent and impartial in discipline, refrains from sarcasm, and recognizes the needs and rights of players. The coach is the profession's number one public relations person.

Here are 17 ways to build good players relations:

- Maintain the best possible state of mental and physical health
- Refrain from the use of sarcasm, ridicule, and other demeaning devices
- Give evidence of emotional maturity and stability
- Be consistent in management and discipline
- Treat all players impartially, regardless of social and family backgrounds
- Maintain a sense of humour
- Don't carry a grudge against any player



- Try to maintain conditions in the practice that will best assist the player in the learning process
- Recognize each player's individuality and rights
- Respect the opinions of the players, even though they may differ from yours
- Be enthusiastic about the importance and presentation of the basic skills
- Acknowledge in a gracious manner any errors, oversights or misjudgments affecting the players
- Continue your own learning process, thus associating yourself with your players as learners
- Make due allowances for special circumstances in a player's environment or physical condition which may have an effect on his performance or attitude
- Show a personal concern for the player's interests and activities, even beyond those of the practices & games
- Exemplify day by day the essential characteristics of good citizenship
- Ensure players are aware of good Risk Management

2. PARENTS

Parents have a natural interest in teams – although their interest might at times appear to be apprehensive, critical and uninformed. Nevertheless, it is a healthy interest, and coaches should encourage and foster it.

An informed and appreciative regard for the coach's work can be created among parents by a readiness to talk to them about your work – Readiness to talk implies more than mere willingness. You should prepare beforehand what you are going to say to parents – whether on the phone, by personal note or mimeographed bulletin.



Parents generally want to know two things; (a) how is our Son progressing? and (b) what is the coach trying to do these days, anyway? The latter question may assume some such form as "Why don't you teach hockey the way it was taught when we were young?"

Like the business executive who jots down the points he wants to make at a client conference or board meeting, the coach must have the answers ready. This does not call for a recitation (which can be disastrous); it requires having the information in mind - on the player, on the aims of your team and of hockey in general. Be simple and direct.

Parents want sensible, cogent information. Provide this with every reasonable opportunity, and relationships with parents will not pose a serious problem.



Hockey Canada's TeamHub

A mobile app to help minor hockey families manage their busy hockey lives



With the **TeamHub** mobile app, members of minor hockey teams can send each other messages and event updates with push notification alerts; view and create team events; look up team and player stats; get directions to the arena; share live game score updates; and more. Part of Hockey Canada's mission is to ensure we provide members of minor hockey with the tools they need to succeed and have fun. Hockey Canada tapped into the minor hockey community and gathered feedback from participants coast-to-coast-to-coast to help design TeamHub.

Hockey Canada has partnered with Exchange Solutions for the design and development of the **TeamHub** mobile app. The goal was to build a seamless mobile app that would provide minor hockey participants with the tools they need to enhance their on- and off-ice experience. Available in Apple and Android. [DOWNLOAD HERE](#)

FAIR PLAY CODE FOR PARENTS

I will not force my child to participate in sports.

I will remember that my child plays sport for his or her enjoyment, not for mine.

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

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

I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.

I will never ridicule or yell at my child for making a mistake or losing a competition.

I will remember that children learn best by example. I will applaud good plays/performance by both my child's team and their opponents.

I will never question the officials' judgment of honesty in public.

I will support all efforts to remove verbal and physical abuse from children's sporting activities.

I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.



FAIR PLAY CODE FOR SPECTATORS

I will remember that children play sport for their enjoyment. They are not playing to entertain me.

I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.

I will respect the officials' decisions and I will encourage participants to do the same.

I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.

I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.

I will show respect for my teams opponents, because without them there would be no game.

I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.

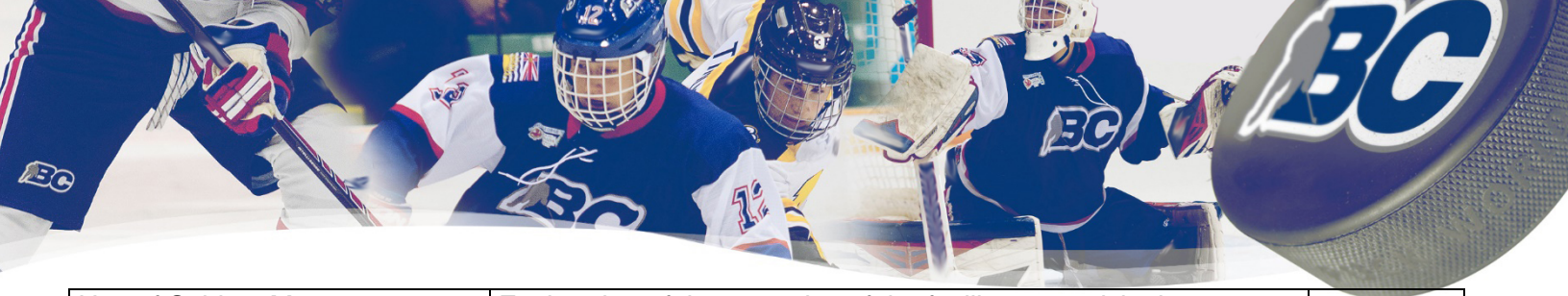




Minor Hockey Facility Relations

The following checklist was developed by an Ad Hoc facilities group designed to gain perspective of the Facility (municipality) in the MHA/Facility relationship.

Item	Description / Examples	✓
Contact information - facility	Contact facility management to obtain staff information and job descriptions	
Contact information - MHA	Since MHA positions change annually the facility needs to know current positions and contacts	
Intro meeting MHA / Facility	At least annually.	
Establish “go to” people	Facilities may have different “go to” people depending on the item. Likewise, the facility needs to know the official contacts in the MHA	
Communication	Highest priority is given to a MHA official spokesperson with the facility and vice versa	
Board Relations	Meeting presence with facility reps invited to MHA Board meetings (or being a resource to the MHA Board)	
Planning	Facilities need to be active partners in planning. This should be both on-going on immediate items as well as key contributors to long term plans	
Organizational Development	Facilities need to be informed of key initiatives from provincial, national and local perspectives. An example may be the initiative to play cross ice in a certain division or at certain times of the year OR rule changes in regard to ice markings	
Event Development	Facilities need to be informed of application processes etc. and be key players that can support event applications	
Facility representation at events	Invite facility personnel to be included in special events, meetings, initiatives.	
Joint initiatives	Facilities or communities may have initiatives like tourism that can access support or offer supplies for events	
Joint operational equipment	The facility needs to know if MHA purchased equipment requires storage, maintenance, personnel training, safety and if arena personnel are expected to play a role	
Joint facility use agreements	Facilities can be approached on many items that may be available. An example is the use of office space or equipment rooms.	
Joint staffing	Exploration of joint staffing like summer programming staff extended into winter months or administration services that may help with things like registration should be explored with the facility.	

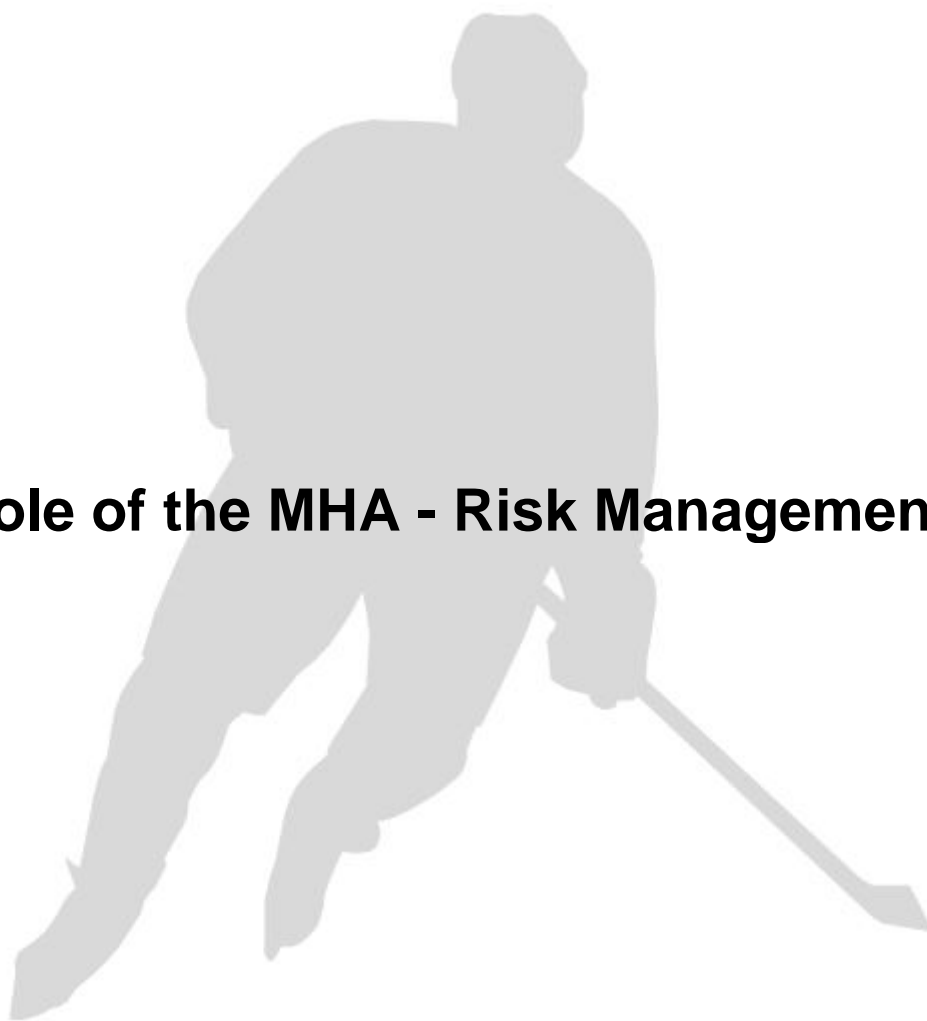


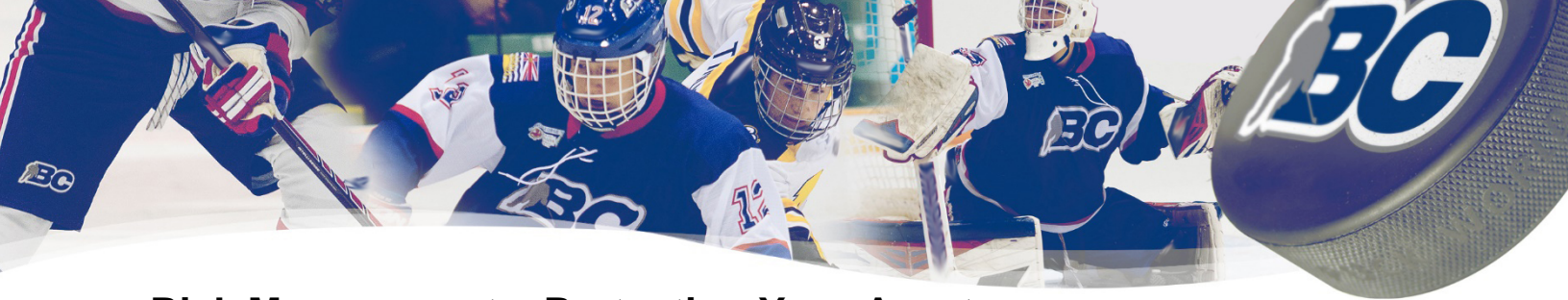
Use of Subject Matter Experts	Exploration of the expertise of the facility or municipal personnel available for MHA operations.	
Partner on training	Common training of facility and MHA personnel. An example may be defibrillator training.	
Link to other Community organizations	Use of facility toward cooperation, appreciation with other users	
Staff linkages	MHA's with paid staff, especially those that reside in the facility, have an obvious advantage by cooperation.	
Promotion	A move to involve the facility in the design of promotional items rather than "just hanging the banner"	
Access to participants	Invitations to events exposes facility personnel to users and their thoughts	
Celebrate success	Cooperation leads to pride in facility and the Organization as well as opportunities to show success to the community.	





Role of the MHA - Risk Management





Risk Management – Protecting Your Assets

As Associations and Leagues develop good risk management policies and procedures the game, its participants and the hockey public will be served effectively, and at the same time, the risk to the Association will be reduced. Many perceive Risk Management to be associated with participant safety from a medial sense. Although this is certainly one type of risk, more recently risk management is thought of in a global sense involving Operational/Program Risks, Compliance Risks, Communication Risks, External Risks, Governance Risks, and Financial Risks.



Risk Management cannot be dismissed as a current fad or term relevant only to the executives of the Canadian Hockey Association and BC Hockey. District and local Associations along with all leagues and teams must become involved in risk management because there is NO CHOICE - you are managing your risks whether you are doing it consciously or not. A formal risk management program is not an option and as a consequence every local Association, District Association and Leagues above Minor must place risk management on their meeting agendas. The adoption of a structured approach to risk management will ensure that the most practical and economically feasible ways of dealing with liability exposures are fully examined. Risk management offers practical solutions to the liability insurance and legal liability situations associations, leagues, teams and individuals find themselves in today. Risk management is the self-help part of the solution that lies with every member of the BC Hockey. It is the process of identifying potential risk or exposure situations and deciding what can be done about them in terms of controlling the exposure by minimizing, reducing or eliminating the risk. Involvement in risk management is for everyone, every member of BC Hockey, from the youngest player to the oldest veteran as well as all parties of potential interest, from the occasional volunteer fan or parent to the current executive members. A risk management program at the district, local, league and team levels is an effective way of minimizing risks to every member's interests in the game.

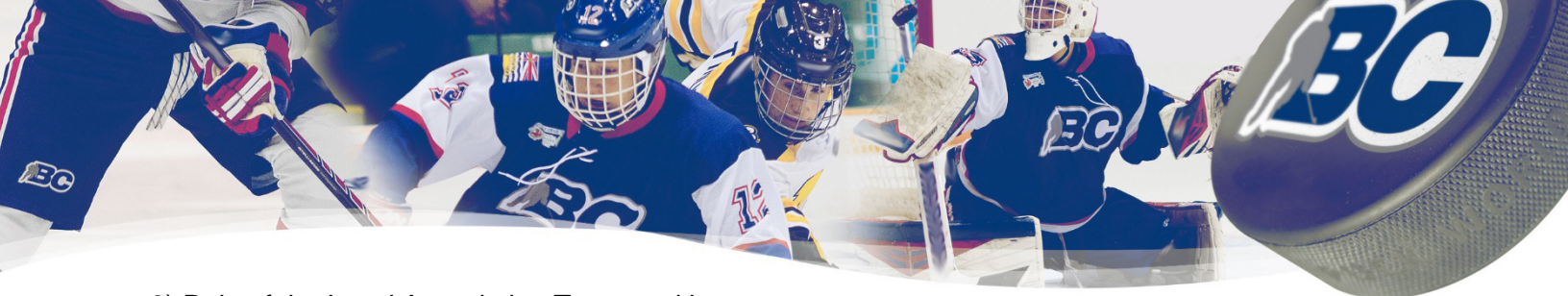
The following publications will assist associations, leagues and teams in becoming more familiar with the concept of risk management and in preparing their risk management plans:

BC Hockey Risk Management Manual

[CLICK HERE](#) to read/download.

This manual includes:

- 1) Introduction



- 2) Role of the Local Association Team and league
- 3) Harassment and Abuse Policies and procedures
 - Policy
 - Child protection information
 - Screening
- 4) Insurance
 - Member benefits
 - Event sanctioning
 - Facility use agreements
- 5) Parent Education
- 6) Bulletins
- 7) Forms
- 8) Resources



Hockey Canada Safety requires Teamwork / Safety for All Booklet



[CLICK HERE](#) to read/download.

The following programs have been built to assist BC Hockey personnel and parents.

Respect In Sport (RIS) Player / Coach Program

RIS is an on-line training course for coaches and sport leaders. It is designed as a tool to assist coaches in identifying and dealing with abuse, neglect, harassment and bullying in sport. The on-line course curriculum is broken into six (6), 30 minute modules hours to complete and includes audio/visual presentations, quizzes and printable handouts. Another beneficial feature of the program is that it does not need to be done all at once, it can be completed at your leisure. For more information, please visit the [BC Hockey website](#).



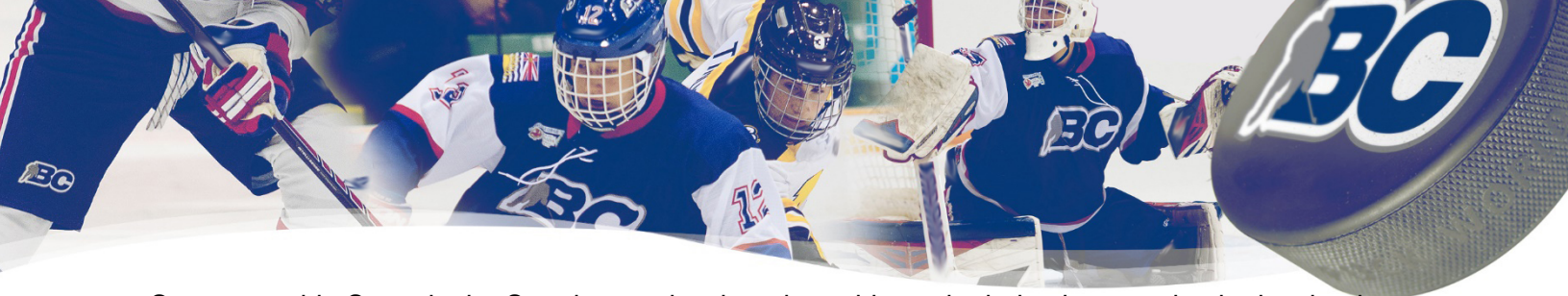
Respect In Sport Parent Program

The Respect In Sport Parent Program is an effective and informative online training program for parents of active children. This one-hour online certification program reinforces a parent's role in a child or youth's activities, encouraging positive sport behaviours and providing insight into the various roles other individuals (such as coaches and officials) play. This program empowers parents to ensure the safety of their children, encourage positive and effective communication, and to enhance a child's fun and camaraderie of the activity. For more information, please visit [the website](#).

Sportsmanship Starts in the Stands



BC Hockey, in partnership with the Vancouver Canucks, are excited about the launch of the new educational program called Sportsmanship Starts in the Stands which encourages positive behaviour by hockey parents in the rink.

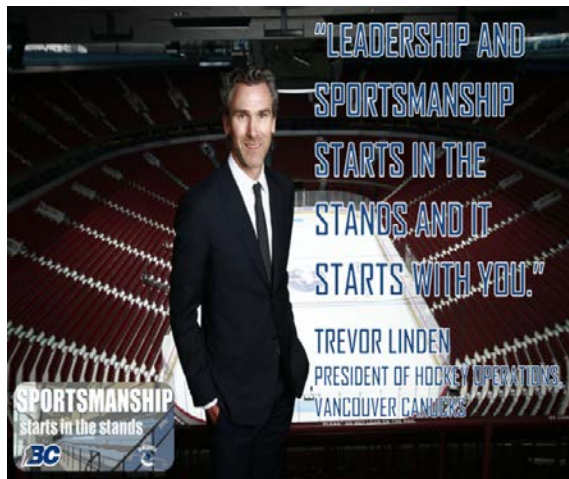


Sportsmanship Starts in the Stands was developed to address the behaviours and attitudes that have become a negative influence in the game of hockey in BC. The intent of the program is to ensure that the environment at BC Hockey events and initiatives is positive for everyone. It was also developed to ensure the level of parent expectations was consistent across the province.

How the program works:

Minor Hockey Associations (MHA) will be given a presentation that can easily be delivered during parent meetings, and a Code of Conduct contract that can be completed by parents in person, on tablet or smart phone and sent directly to the MHA. The presentation's video and Code of Conduct are endorsed by and feature messages from Trevor Linden.

The BC Hockey Executive Committee recently passed a policy that will now require all MHA's to host a Parent Meeting prior to October 15 annually. Such a meeting shall cover a minimum of the following:



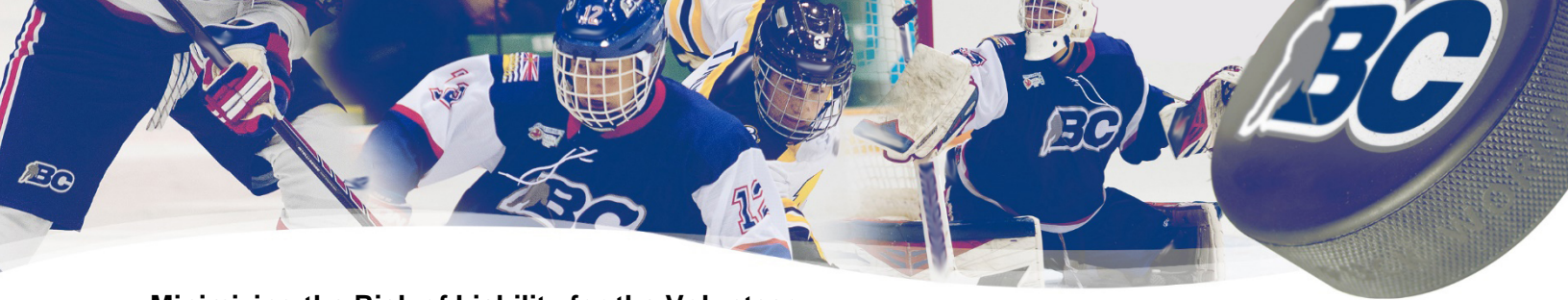
- Review of key MHA Policies and Procedures (Locker Room Policy, Team Selection, Ice Times, etc.)
- Review of MHA Complaint/Process Policy
- Code of Conduct expectations

Parent Meeting Policy

BC Hockey requires that all Minor Hockey Associations host a Parent Meeting prior to October 15 annually. Such a meeting shall cover a minimum of the following:

- Review of key MHA Policies and Procedures i.e., Locker Room Policy, Team Selection, Ice Times
- Review of the Association complaint process / policy
- Code of Conduct expectations

Associations must file a report summary of such a meeting by November 1 annually. Failure to comply with this requirement will result in the cancellation of BC Hockey sanctioning for events hosted or operated by the MHA.

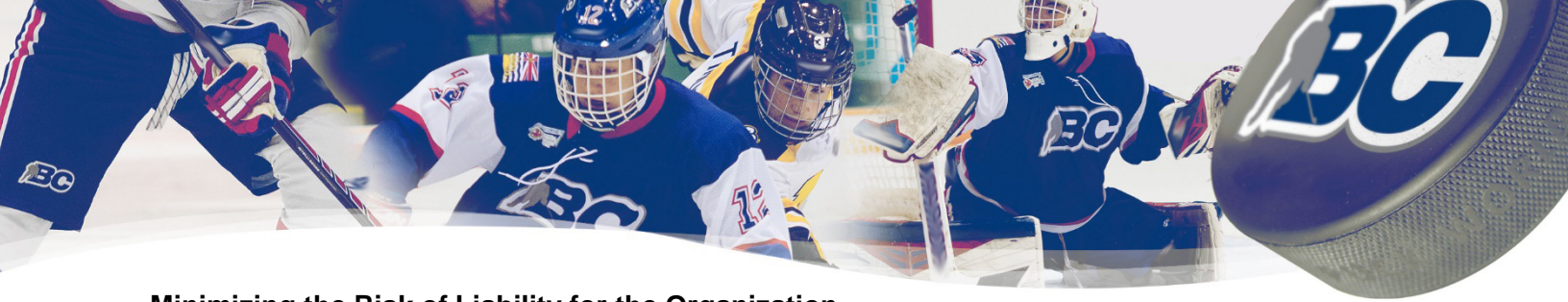


Minimizing the Risk of Liability for the Volunteer

It may appear that there are a great many risks involved in being a volunteer. Actually, volunteers are rarely sued, and by being aware of the legal responsibilities and ways to minimize the risk of liability can greatly reduce the chance of being held personally liable if an accident does occur.

Because of the wide variety of volunteer activities, the following list of suggestions may not apply to every volunteer.

- Ask for a complete list of your volunteer responsibilities.
- Ask for an explanation of who has authority over your volunteer tasks, and where the line of authority goes after that.
- If you are asked to do any tasks outside of your list of responsibilities, be certain that the request is coming from the person in authority.
- Request a written list of safety procedures for your volunteer activity, and follow these guidelines carefully.
- Avoid supervising large groups of clients without any assistance. If you do not believe that you can properly control and supervise the group safely, then do not the volunteer task. Ask for a smaller group or for some additional volunteer assistance.
- Avoid revealing any private or confidential information that you have learned through your volunteer activities.
- Check work and play areas for any potential risks before starting the volunteer activity. For example, check a work table for sharp scissors, pins or other dangerous objects, before allowing very young children to play there.
- Avoid using any force on children you are supervising. If you are having difficulty controlling them, ask that they be removed from the activity or that you be given assistance in supervising them.
- Keep a detailed personal record of any incidents at loss or injury to clients or to the organization. Keep notes on details of the incident, who was present and witnessed the accident, weather conditions, and a description of the area where the incident took place. Keep a copy of this record for yourself.
- Ask the volunteer organization to explain the type of insurance they carry and whether it covers volunteers.
- Be prepared to submit to a Criminal Record Check.



Minimizing the Risk of Liability for the Organization

A volunteer organization can reduce the risk of being found liable to its volunteers or to other people for the volunteers' acts by following these practices:

- Make certain that all the statutory requirements of being a non-profit organization are met. Ensure that the organization maintains a safe place and method of work for its volunteers and clients. By maintaining a safe building, the organization can reduce the risk of injury to clients and volunteers. This can be done by checking regularly for defective furniture or equipment, evaluating activities for hazards or unnecessary risks, and controlling the behaviour of animals and persons who are on the premises. Have a written safety procedure prepared and distribute it to all employees and volunteers.
- The voluntary organization should also provide proper training and supervision, and carefully screen potential volunteers to make certain they have the skills and aptitude for the job. A proper training program should include documentation on what steps are taken in the training process. A careful record should be kept of all participants in the training program. This is especially important if the training or orienting process is for a large group rather than just one or two individuals.
- Write detailed "job descriptions" for each volunteer position which clearly describe the responsibilities involved and the line of authority. Keep these descriptions on file, and also give each volunteer a copy of the job description. A good job description for volunteers should incorporate the following elements:
 - Job or position title; this should clearly reflect the role the volunteer will play. Under this title should be a description of each of the duties and functions of the volunteer, and any limitations to their duties (for example, a statement that the volunteer will not have the authority to sign shipping receipts, or make purchase orders while on reception).
 - Necessary Qualifications; the volunteer organization should state any qualifications that are necessary pre-requisites for the particular volunteer function. As well, there should be a clear statement of what security checks the volunteer went through (checking with previous employers, driving record check, etc.).
 - Time Commitment: a clear concise statement on what time commitment will be required of the volunteer.
 - Training and Supervision: There should be a description of exactly what kind of training a volunteer will receive. As well, a volunteer job description should state who will be responsible for supervising the volunteer and also the line of authority above the supervisor.
- Ensure that the practices and standards of the organization conform to the generally accepted practice of other voluntary organizations doing the same type of activity.
- Investigate the possibility of insurance protections.
- Prepare documented loss control activities (preventive measures to avoid insurance claims). There are a number of things an organization can do to undertake proper loss control;



- Establish clearly written procedures for promptly investigating and reporting incidents that may lead to future claims. Prepare complete and accurate documentation on any accidents or Potential claims that arise- This can also provide valuable evidence if a claim is made against the organization.
- Have regularly scheduled and well attended board meetings. Minutes of these meetings should accurately reflect decisions and the processes by which these decisions were reached.
- Prepare a manual that carefully outlines personnel policies. This should also include any volunteer positions in the organization.
- Have access to good legal advice.
- Take preventive steps to lower the organization's exposure to risks. This can include basic precautions such as unobstructed walk-ways, non-slip floor coverings and adequate lighting.
- Ensure that all volunteers within your organization have completed a Criminal Record Check and that this check reveals nothing untoward their participation with children.

Minimizing the Risk of Liability for the Board of Directors

The following points are defensive practices which will guide a director in his or her duties and reduce the risk of personal liability. Some of these guidelines are taken from a list prepared by the Social Planning & Review Council of BC.

Before you become a director of a non-profit society:

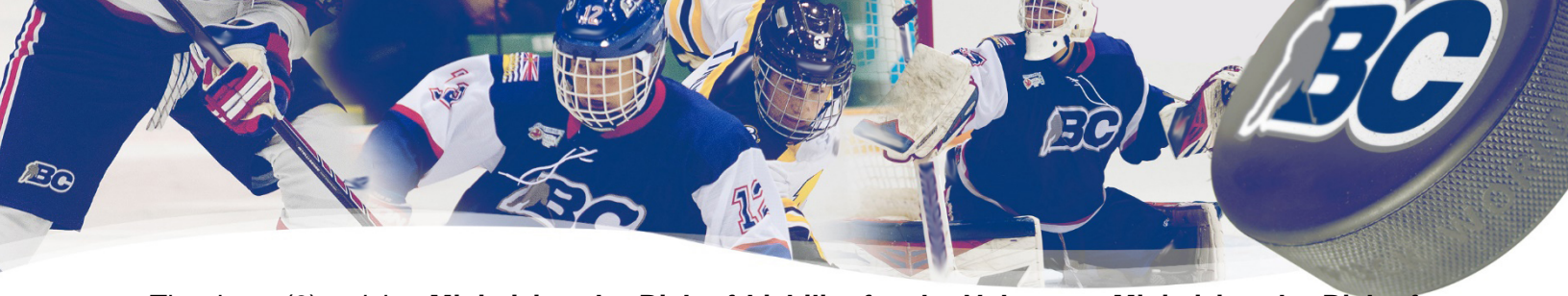
- Be familiar with the organization's goals, objectives and programs.
- Inquire about the community and professional image of the organization.
- Gather as much information about the organization as possible - Board of Directors, financial condition, programs and staff.
- Make sure the organization carries Directors and Officers insurance.

After you become a director of a non-profit society:

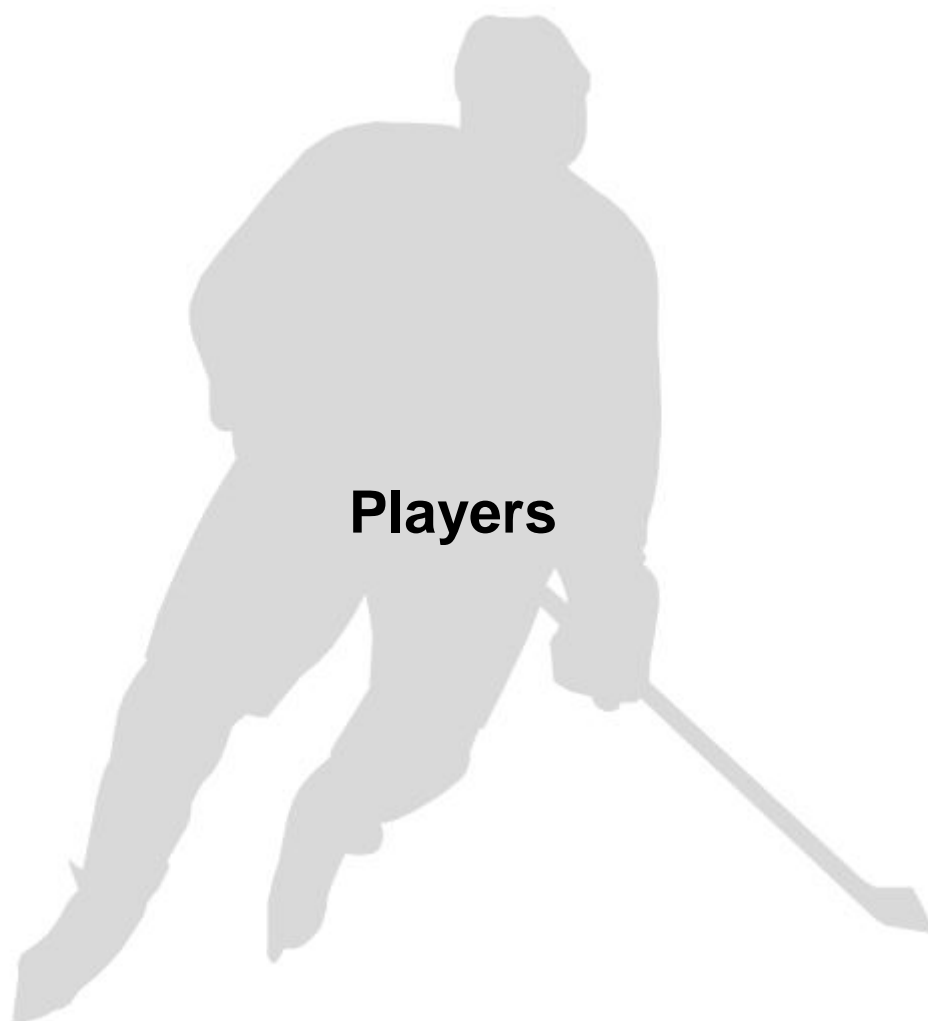
- Ask for copies of the constitution and Bylaws. Read them thoroughly and know them well. The Bylaws should outline the procedure for meetings, as well as the powers and responsibilities of board members and officers.
- Know your organization's budget, budget process and financial situation. Investigate anything that looks suspicious by asking questions and going over the accounts.
- Know who is authorized to sign cheques and in what amount.
- Be certain that the organization is fulfilling all aspects of its non-profit and tax-exempt status.
- Be sure that proper payroll deductions are being made for tax. E.I. and C.P.P. premiums, and that these are being forwarded to Revenue Canada. Failure to do this may result in the Directors being personally liable for those amounts.



- Be certain that the organization's records are audited by a reputable firm of chartered accountants.
- Treat the affairs of the organization as you would your own.
- Insist that there is a well-established personnel program with a competent staff chief executive.
- Insist on Nominating Committee and Board membership procedures that are written and followed.
- Attend all meetings of the board, or as many as possible. In some cases, the Bylaws may declare when a seat on the board of directors is vacant because of non-participation.
- Immediately disclose in writing any conflict of interest, no matter how small or indirect, and then abstain from voting on that issue. Make sure that your disclosure and the fact that you abstained from voting is recorded in the minutes.
- Review the minutes from every board meeting, particularly for board meetings where you were absent. If they should be corrected, make certain that this is done. If there is a motion that you do not agree with in the minutes, make sure that your dissent is recorded when the minutes from the previous meeting are being adopted.
- Insist that you receive copies of all documents and reports prior to board meetings and then read them.
- Insist that all committee meetings are reported at Board meetings, either in oral or written form.
- Be certain that "policies" are clearly identified and the Board acts on them as a whole rather than acting on them by a small group of individuals.
- Monitor the activities of your Executive Committee to insure it does not overstep its authority.
- Always make sure you fully understand any issue and its consequences before voting on it.
- Vote against any expenditure for which the organization does not have the funds to cover.
- When you dissent to a motion, be sure it is recorded in the minutes.
- Keep all minutes and other important documents in a file or binder for easy reference.
- Insist that the organization has proper legal counsel.
- Insist that the board obtain written professional opinions from specialist on whose advice you are acting – for example, lawyers, engineers and accountants.
- Provide adequate supervision of the organization's officers and evaluate their performance regularly. Remember that if you neglect your duties, you may be liable for the wrongful acts of the officers.
- Insist on the Board having a policy relative to Board volunteer liability.



The three (3) articles **Minimizing the Risk of Liability for the Volunteer**, **Minimizing the Risk of Liability for the Organization** and **Minimizing the Risk of Liability for the Board of Directors** are taken from **Volunteers and the Law**, by permission.



Players



PLAYERS

Player Registration

SUGGESTED LOCAL REGISTRATION POLICY

1. The time and place of registration along with the fee and other necessary information will be published in the local newspaper(s) and aired over the local radio station at least one week prior to registration.
2. A division will be deemed full if all teams in that division have a full complement of 15 skaters and 2 goaltenders.
3. Registration fees become due and payable upon registration.
4. No player will be denied the opportunity to play hockey because of an inability to pay. The Executive Committee will consider alternate fee options.
5. Any player requesting to leave the Minor Hockey Association will be refunded the registration fee LESS a \$ _____ administrative fee, a charge for each month or portion thereof in which the player(s) has participated within the Association, and any equipment charges.

THE REGISTRAR

Minor Hockey Registration

- Arrangements should be made one month prior to actual registration.
- Registration can be accomplished in person or on-line.
- In-person registration locations can be arranged through the Parks and Recreation Dept., Arena Managers, and the School Boards.
- Publicity - advertisement - in the news media through Press, Radio and TV, in the schools, via Parks and Recreation information flyers.





Sample – Advertisement

MINOR HOCKEY REGISTRATIONS

_____ MINOR HOCKEY ASSOCIATION

NOVICE (Born _____)	ATOM (Born _____ _____ _____)	PEEWEE (Born _____)
------------------------	--	------------------------

THURS., SEPT. 13 6-9 p.m.
FRI., SEPT. 14 6-9 p.m.
SAT., SEPT. 15 9 a.m.-12 noon
AT

AUDITORIUM ANNEX - GRAND RIVER - K.C.I.
QUEENSMOUNT - WILSON ARENAS

Queensmount Registration Friday Sept. 14
At Queensmount School

BANTAM (Born _____)	MIDGET (Born _____ _____)	JUVENILE (Born _____ _____)
------------------------	---------------------------------	-----------------------------------

PLEASE ATTEMPT TO REGISTER ON DATES SPECIFIED

PROOF OF AGE SHOULD BE PRESENTED

REGISTRATION FEES

NOVICE, ATOM, PEEWEE	\$ _____
BANTAM, MIDGET, JUVENILE	\$ _____
FAMILY OF THREE OR MORE	\$ _____

THOSE USING FAMILY PLAN SHOULD REGISTER
AS A UNIT ON ANY OF THE ABOVE DATES



Minor Hockey Association Player Expectations

A. It is expected that all minor hockey players will:

1. attend all practices and games
2. show proper respect towards coaches, players, referees, and arena management
3. work to the best of their ability in attempting to perfect the skills of hockey
4. display good sportsmanship on and off the ice
5. act as worthy ambassadors of the Association and the Town of (NAME OF TOWN) when traveling

B. It is expected that equipment issued by the Association will:

1. be worn only for practices and games.
2. returned in good condition.

C. When traveling:

1. Players are expected to conduct themselves both on and off the ice in a manner that brings credit to themselves, their family, their team, () Minor Hockey, and the community of ().
2. BC Hockey is unequivocally opposed to tobacco, alcohol and illegal drug use. Zero tolerance is practiced which means contrary behavior will not be tolerated.
3. Players are expected to wear appropriate clothing and team apparel, where applicable. Teams may set dress requirements specific to the event.
4. Players are expected to take all their hockey equipment with them and should double check the condition of their equipment before leaving. This includes equipment maintenance like skate sharpening.
5. Players and their parents are expected to notify the coach, manager and safety personnel of any medical problems and of any medication being taken.
6. Players are expected to contribute through their behavior and play to a successful trip.

**WE HOPE YOU HAVE AN ENJOYABLE
AND SUCCESSFUL HOCKEY SEASON**



HOCKEY CANADA PLAYER REGISTRATION – INSTRUCTIONS FOR USE – HELP SOURCES

Registration is now done on-line via the Hockey Canada Registry (HCR). Please visit the [Minor Registration Resource Webpage](#) for specific questions and for review of user guides, training, and manuals.

Tutorials for registration on the HCR can be found on the [BC Hockey You Tube channel](#).

Questions can be sent to cardingminor@bchockey.net.

OF NOTE:

Registration of Players: It is a mandatory that teams are built and that **ALL** registered players and officials (including non-carded players) are placed on teams within the HCR. MHAs should begin building these teams by the start of competition (first league or tournament game).





FAIR PLAY CODE FOR PLAYERS

I will play hockey because I want to, not just because my others or coaches want me to.

I will play by the rules of hockey, and in the spirit of the game.

I will control my temper - fighting and "mouthing off" can spoil the activity for everybody.

I will respect my opponents.

I will do my best to be a true team player.

I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.

I will acknowledge all good plays/performances - those of my team and of my opponents.

I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

Player Registration Certificates

The signing of players to Hockey Canada On-Line Certificates is the responsibility of the association registrar. Upon completion the certificates shall be filed with the local association and may be requested by BC Hockey.

Refer to the BC Hockey and Hockey Canada regulations for registration of players before participating in games.

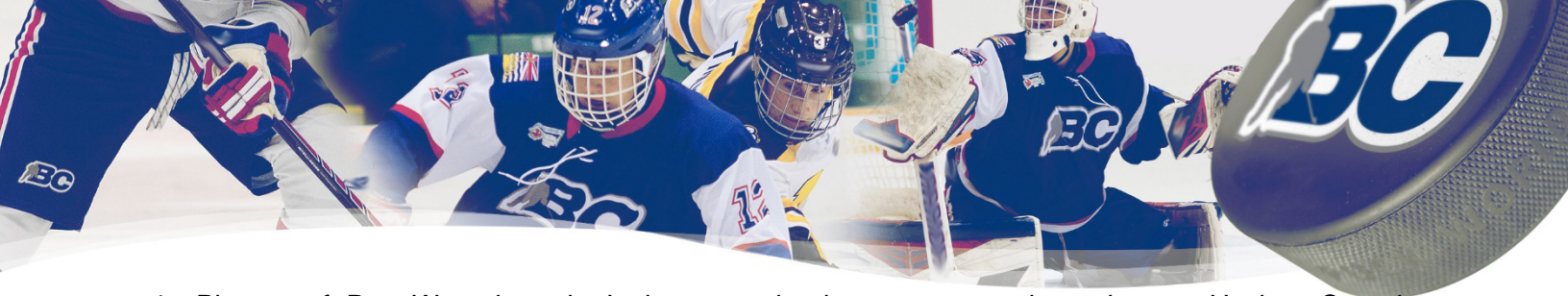
SUBJECT: HOCKEY CANADA PLAYER REGISTRATION CERTIFICATES

- Teams registering on Hockey Canada Player Registration Certificates receive the following number:

Pee Wee & Bantam	20	Junior A	45
Midget & Juvenile	25	Senior AAA & AA Male	45
Junior B	45	Senior AAA & AA Female	25

Minor Hockey teams should note that they may not have more than 19 players registered at any one time.

- Please report any known carding errors to the BC Hockey Office, and the League.
- Please ensure you identify your team goalkeepers by way of the HCR. Please refer to Hockey Canada Regulations E-55 and E-56 in regards to Pee Wee. Review HC Regulations and Bylaws.



4. Players of Pee Wee through Junior age who have never registered on a Hockey Canada certificate with this office, require a birth certificate or baptismal certificate. (A photo copy will be accepted). It should be noted that even though a player has registered on a HOCKEY CANADA certificate in another province, proof of age is required when registering for the first time in this branch.
5. All teams entered in competition leading to a Championship must register all players and team officials on HOCKEY CANADA On-Line Certificates which have been duly validated by the Branch Registrar for the current season prior to competing in any League or Championship game.
6. Please note that HOCKEY CANADA Regulations state that the final player registration date is **February 10th (F.17).**

PLAYER TRANSFER PROCESS

Tutorials for initiating both Inter Association Transfers (IATs) and Inter Branch Transfers (IBTs) on the HCR can be found on the [BC Hockey You Tube channel](#).

Questions can be sent to cardingtransfers@bchockey.net





HOCKEY CANADA INSURANCE PROGRAM

The Hockey Canada Insurance Program provides insurance coverage to only those individuals registered as Hockey Canada Participants (players, officials, managers, coaches, trainers, named volunteers, Association and League directors and officers).

Below is a brief summary of insurance coverage provided by the Hockey Canada Insurance Program. For further details regarding insurance benefits offered to BC Hockey members, please see the Safety Requires Teamwork booklet. This booklet is available online for all members. It can be viewed online via the [BC Hockey website](#)

Commercial General Liability

This coverage is in place to provide protection to our members in the event they are sued as a result of their participation in, or administration of our programs. This policy covers bodily injury, personal injury and property injury. This coverage is mandatory for all participants.

- **Certificate of Insurance**

When renting a facility to use as part of hockey programming or an approved special event, the facility may request that you provide proof of insurance.

- a) A Certificate of Insurance Request Form must be completed and submitted to the BC Hockey office **at least 7-10 business days** prior to the start of the event.
- b) The form can be found on the **forms page** of the [BC Hockey website](#).
- c) The form must be completed in full. For dates, listing a span of dates is acceptable.
- d) A copy of the lease agreement should also be attached. The lease agreement specifies many of the details needed for issuing the Certificate of Insurance, such as whether any entities need to be listed as additional insured, the required minimum coverage, etc.

Sexual Misconduct Liability Insurance

This policy provides coverage for legal action resulting from the sexual misconduct of current or past members. This coverage is mandatory for all participants.

Directors and Officers Liability Insurance

This policy provides directors and officers of Hockey Canada Associations protection against legal action brought against them as a result of decisions the director or officer makes as a member of a local board or committee. This coverage is mandatory for all participants.

Accidental Death and Dismemberment

This policy provides lump sum payments for very serious, permanent injuries that might occur while participating in a Hockey Canada / Branch sanctioned activity. This Coverage is mandatory for all participants.



Major Medical / Dental Coverage

This policy provides medical / dental payment assistance that is **supplemental** to a member's primary coverage. Mandatory / Voluntary participation depends upon your Branch affiliation and level of play.

1. Registering for Major Medical / Dental

Requirements can vary depending upon your Branch affiliation and level of play.

2. Making a Claim

- a) When an injury occurs, a **Hockey Canada Injury Report Form** must be submitted to the BC Hockey office within **90 days of the injury**. The form can be found on the forms page of the BC Hockey website. Invoices can be submitted for up to 52 weeks after the injury date.
 - i. The claim form must be completed in full. The form has portions that must be completed by the member, a team official and doctor or dentist.
 - ii. If reimbursement is requested and an incomplete claim has been filed, it will be returned to the member for completion before any further processing.
 - iii. If page 2 is submitted separately from page 1, the member's name must be written on the page. It should also include the member's association and injury date.
- b) Submitting receipts and invoices
 - i. Invoices can be submitted for up to 365 days after the injury date.
 - ii. If the member has another insurance plan (other than provincial)
 - o If the injured individual has insurance through another source, a claim must be filed with the other insurance provider first because the Hockey Canada Insurance Program is a secondary provider.
 - o Once an individual's primary insurance has made payment on treatment, the original statement of coverage from the primary insurer as well as copies of the receipts / invoices should be sent to the BC Hockey office. All documents must clearly list the injured member's name and should also include the member's association and injury date.
 - iii. If the member has NO other insurance (apart from provincial)

Original receipts / invoices should be submitted to the BC Hockey office. All documents must clearly list the injured member's name and should also include the member's association and injury date.

- iv. Because processing a claim can take several weeks, it is recommended that the member pay the medical / dental bill and then be reimbursed.

3. Coverage Amounts

The Hockey Canada National Insurance Program has specific coverage limits. Details regarding coverage can be found in the Safety Requires Teamwork booklet.

4. Special Event Sanction Requests

- a) The purpose of a sanctioning a special event is to extend Hockey Canada Insurance Program coverage such as Major Medical / Dental Coverage to activities that do not fall under regular hockey programming.



- b) Special Event Sanctions are for usage of events such as dryland training, fundraisers, and other activities outside of regular hockey programming. Not all activities are eligible for coverage. See the Special Event Sanction Guidelines, found on the BC Hockey website, for additional information regarding possible coverage eligibility of specific events.
- c) To request coverage for such events, a **Special Event Sanction Request Form** should be submitted to the BC Hockey office **at least 7-10 business days** prior to the start of the planned event.
- d) The form can be found on the forms page of the BC Hockey website.
- e) The form must be completed in full. For dates, listing a span of dates is acceptable.

Further details regarding the Hockey Canada Insurance Program can be found in the Safety Requires Teamwork booklet. Each year the Branch supplies each Association with copies to distribute to their members. The booklet can also be viewed online via the [BC Hockey website](#)

The above is meant strictly as a summary of insurance. If there is any discrepancy between this summary and the master policy, the terms and provisions of the master policy shall always take precedence.



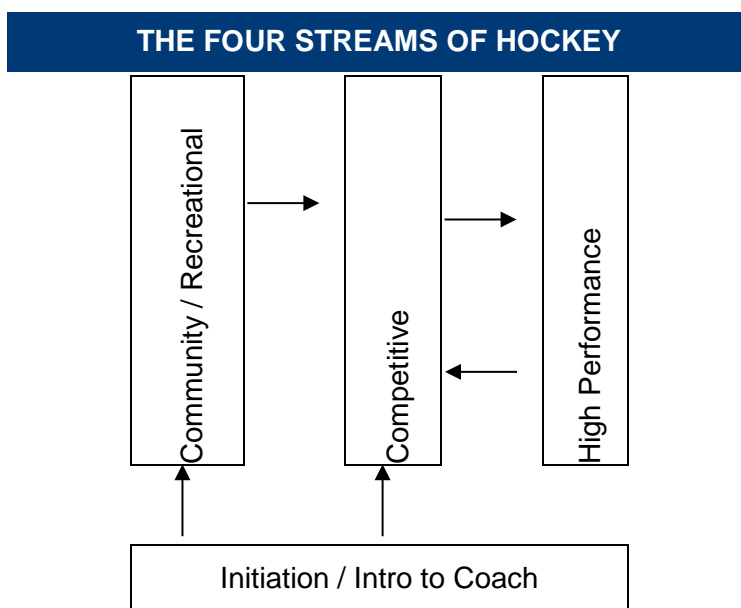


Team Selection and Organization



TEAM SELECTION/ORGANIZATION HOCKEY CANADA DEVELOPMENT PROGRAMS

The term Development Program has been used to describe a tested and generally accepted best possible way of operating a hockey program. These programs are designed to serve as guidelines for hockey organizers to follow in establishing programs for the different hockey streams.



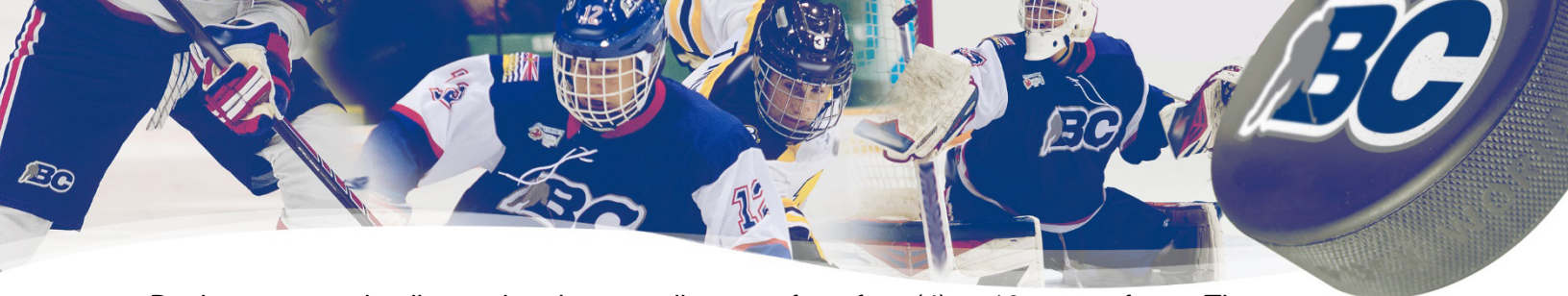
Below are brief outlines of the Development Programs and what they have to offer their participants.

The Introduction to Coach (Initiation) Program

Every player starts out as a beginner and must be initiated to hockey. Thus, beginners and the INITIATION PROGRAM are the foundation of the entire hockey structure. The objectives of the Initiation Program are to:

- Have FUN
- Stimulate interest in hockey and a desire to continue participation
- Develop basic hockey skills
- Obtain a sense of achievement
- Promote physical fitness
- Introduce players to the concepts of CO-OPERATION, SPORTSMANSHIP, AND LEADERSHIP
- Encourage initiative
- Prepare players for further participation.





Beginners come in all ages but they usually range from four (4) to 10 years of age. They progress at different rates. Therefore, the emphasis is on ENJOYMENT and SKILL ACQUISITION.

When players acquire enough skills and on-ice experience that they can no longer be termed beginners, they need a different type of hockey program. Most will go on to a recreational program, although some of the more skilled players could go directly to a competitive program.





The Recreational Program

Recreational hockey is the type of hockey played by the majority of amateur players. It's FUN HOCKEY for fitness, relaxation, and fellowship. Since this is where the masses of Hockey Canada participate, the RECREATIONAL PROGRAM is of prime importance. The expansion of recreational hockey is seen as an important means of prolonging the average playing career. The objectives of the RECREATIONAL Program are to:

- Provide a game to fit the needs of the participants that is open to all ages
- Allow players equal ice time
- De-emphasize the importance of winning
- Allow enjoyable participation for the fun aspect
- Assist in an individual's physical development
- Create a sociable environment
- Allow an individual to participate freely in other sports and activities
- Give alternative types of hockey



RECREATIONAL hockey is central to the entire amateur hockey structure. Many of the players coming out of the INITIATION Program will go into the RECREATIONAL Program. Furthermore, most COMPETITIVE players spend time as RECREATIONAL players, both before and after their competitive days.

The Competitive Program

The program is designed for players who have the desire and ability to play at a high level of competition and who are willing to invest a reasonable amount of time to on and off-ice training. It includes categories ranging from Pee Wee to Senior. The objectives of the COMPETITIVE Program are to:

- Achieve a degree of excellence, according to the player's interest and potential
- Provide an opportunity for achievement in an enjoyable and self-fulfilling environment
- Provide an opportunity to progress to a higher level of competition (Program of Excellence)
- Stimulate development both from an individual and overall sport point of view.
- To pursue competition leading to Branch, Regional and National Championships

The emphasis is on IMPROVEMENT OF ALL BASIC SKILLS, PLUS TACTICAL and PSYCHOLOGICAL PREPARATION.

Competitive programming involves what is commonly called "Rep" programs, Hockey Canada "carded teams," Midget AAA programs, Sports School teams, Junior and Senior Hockey. As a



component of these programs, teams vie for District Championships, BC Hockey Championships and interprovincial (Regional and National) Championships.

Program of Excellence

Within the overall HOCKEY CANADA structure, it is essential that opportunities exist for those who have special talents. The advanced players must be given the chance to develop to their fullest potential because these players will form the teams that represent Canada in international competition. The objective of the Program of Excellence is to produce the best players possible in order to compete successfully in international hockey.

The program is based on the concept at the “designated player. In other words, players identified on their respective club teams, receive special training and compete in specifically arranged competitions, with care being taken to schedule these events so that there is minimal conflict with club obligations. It will be an honour in the sense of receiving recognition, to be selected as a “designated player” and invited to participate in the Program of Excellence. This program is administered by BC Hockey and Hockey Canada.





RECREATIONAL LEAGUE ORGANIZATION AND TEAM SELECTION

INTRODUCTION

Since House League play comes near to our meaning of Recreational hockey, it must have balanced teams and be free from the pressures normally associated with Representative and, to a lesser degree, select teams.

TEAM SELECTION

Once the total registration for a particular age level has been determined, the Divisional Manager, together with the number of coaches required, one (1) per team for example, should get together to form teams. The aim must be to form balanced teams, hence a balanced league. Let us assume that 88 players have registered for Bantam. Although there are many factors which dictate the number of players on any one team like: player nonattendance, total number of registrants and ice availability. The ideal house league team should be comprised of 11 players: one (1) goalie, four (4) defensemen and six (6) forwards. Eleven (11) players will provide the ice time necessary for young players to remain interested BUT has limitations due to player non-attendance.



This example is written assuming that the house league will enjoy at best two (2) hours of ice per week; one (1) hour for a practice and one (1) hour for a game. An added feature of restricting the team strength to 11 players is that two (2) teams can practice together with ease. Many communities offer no more than one (1) hour of ice per week to each team. Should the situation be unavoidable, then, we suggest considering assigning two (2) goalies to each team to ensure one (1) is always available for play. This may not be applicable at the higher age groups whereas at Atom/Pee Wee it is easier to find a player who will “suit-up” to fill in for an absent goalie.

Once the registration for a particular age level has been completed, the Divisional Manager gathers together the numbers of coaches required to run the league. The Divisional Manager, together with the eight (8) coaches and the registrar should sit down and split this group into two (2) sub-groups for the purpose of conducting on-ice selection.

The Divisional Manager may wish to seek the knowledge of other members of the Association who know the player to assist in the evaluation. Once the two (2) sub-groups have been identified and ice time allocated, we can get on with the selection of teams.

Again, it is important at this stage also to understand that no coach has been given a team as yet. The assigning of coaches will take place only after the teams have been formed. When seeking coaches, the Association and the Divisional Manager must ensure that this is clearly understood at the outset.



ON-ICE TEAM SELECTION

The selection process may look like:

- Two (2) hour ice session with 44 players on the ice - players divided up equally by position, four (4) goalies, 16 defensemen and 24 forwards.
- After a proper warm-up, the players would be put through a number of drills that will enable the selection committee to grade each player.
- This first session will enable the selection committee to become familiar with the player and the process.
- The on-ice sessions should be conducted by two (2) of the coaches best qualified for this process.
- The Divisional Manager and the remaining coaches will sit and observe the players being put through their paces.
- This initial session should result in the selection committee being able to roughly grade the players by position.
- This two (2) hour process must now be repeated for the second sub-group of 44 players.
- The next two (2) hour session will be in two (2) stages: the first hour being devoted to grading the goalies and defensemen. Additional on-ice assistants may be required to assist with the selection process.
- The Divisional Manager and the other coaches will again sit in the stands as evaluators.
- The second hour of the two (2) hour session will provide the forwards with the opportunity to proceed through a variety of drills which would enable the selection committee to grade each player.
- This process would be repeated for the second group.

The Association head coach should establish skill evaluation criteria for evaluators to reference when ranking athletes as follows:

The selection committee would have been provided evaluation sheets on which they would be grading each player as follows:

- The best eight (8) goalies, graded from number one (1) to number eight (8).
- The best eight (8) defensemen, graded from number one (1) to number eight (8).
- The next best eight (8) defensemen, graded from number one (1) to eight (8), and so on until 32 defensemen have been selected.
- The best eight (8) forwards, graded from number one (1) to number eight (8).
- The next best eight (8) forwards, graded from number one (1) to number eight (8), and so on until 48 forwards have been selected.



Additional ice-time may enable the selection committee to make a more accurate selection. Since this is not always the case, the Divisional Manager must now together with his eight (8) coaches, from the eight (8) teams.

The first step would be to identify eight (8) teams from A to H. Assign the number one (1) goalie to Team A and the next best to Team B and so on until the goalie graded eight (8) would be assigned to Team H.

The second step would be to assign defensemen. The number one (1) graded defenseman would be assigned to Team H having the eight (8) graded goalie. Follow this process through until the eighth graded defenseman is assigned to Team A. Follow this process through until all 32 defensemen are assigned to teams reversing the assignment according to the grading of the player.



The third step would be to assign forwards. This process is a continuation of our preceding process in that the number one (1) graded forward from the top eight (8) selected would be assigned to Team H and so on, reversing the assignment as each eight (8) are processed until all 48 forwards are assigned to teams.

For a clear depiction of what this process would look like, see sample grid on the following page.

Only when we have our teams formed, do we now assign coaches. This should be done by placing the eight (8) teams in a hat - each coach picks a team. You can readily see how we will have avoided coaches building strong teams through his knowledge of and experience with the selected players.

There will be some fine-tuning required, such as parents wanting to coach their children, brothers/sisters playing with brother/sisters, travel convenience, etc. This can be ironed out, if necessary, after the selection process. In fact in smaller communities - these considerations may not be necessary - all the better. This process works best if it is clearly explained to all involved, particularly the coaches, at the outset. Association rules such as equal ice time, practice time, etc. must also be explained to the coaches well in advance of initiating the process.



Once play is commenced, it is recommended that one (1) complete round robin series be completed at which time the Divisional Manager and coaches would look at the standing and the results. The purpose of this meeting would be to adjust teams as necessary. This too should be clearly understood by all involved well before the first selection ice session. It also must be understood that league play (round-robin) would be monitored throughout and adjustments made if necessary before the completion of the round-robin in the event of glaring



deficiencies in team balances.

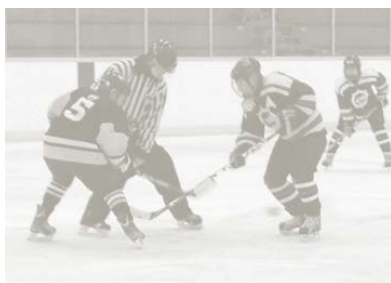
It will be the job of the Divisional Manager and the coaches to ensure that the league is balanced and when and if “power houses” emerge, to adjust accordingly. Experience tells us that it is rarely necessary to make any adjustments following the completion of the first round of league play, after each team has played every other team once.

It is understood that adjustments may have to be made to this process to suit the applicable Association and the age level. For example, players at the Atom and Pee Wee level may not necessarily have identified fully with a position such as defense or forward. This is not foreseen as a major problem beyond the scope of the Divisional Manager and his committee of coaches.

RECREATIONAL LEAGUE TEAM FORMATION

PLAYERS	1	2	3	4	5	6	7	8	9	10	11
TEAM A	G1	D8	D1	D8	D1	F8	F1	F8	F1	F8	F1
TEAM B	G2	D7	D2	D1	D2	F7	F2	F7	F2	F7	F2
TEAM C	G3	D6	D3	D6	D3	F5	F4	F5	F4	F5	F4
TEAM D	G4	D5	D4	D5	D4	F5	F4	F5	F4	F4	F5
TEAM E	G5	D4	D5	D4	D5	F4	F5	F4	F5	F4	F5
TEAM F	G6	D3	D6	D3	D6	F3	F6	F3	F6	F3	F6
TEAM G	G7	D2	D7	D2	D7	F2	F7	F2	F7	F2	F7
TEAM H	G8	D1	D8	D1	D8	F1	F8	F1	F8	F1	F8

Hockey Canada has produced an extensive guide to assist in player evaluation and team formation. This “Minor Hockey Development Guide to Player Evaluation and Selection” can be found by [CLICKING HERE](#).





Team Officials





Team Officials and Support Systems

The Coaching Program

Coach Program Delivery Group members

The Coaching Program is assisted in each BC Hockey District by Delivery Group member(s) (BC Hockey Appointed). These individuals are critical for local access to the NCCP as they attend to:

- administering NCCP and Introduction to Coach clinics in the district
- recommending individuals to become NCCP and Introduction to Coach course instructors
- providing coaching materials to coaches and executives
- promoting and assisting coaching programs and coaches
- providing evaluation forms for coaches and links to the evaluation system
- assisting coaches in their obligations

Qualifications

- strong commitment to NCCP, Introduction to Coach and Instructional Stream programs
- must be a qualified instructor or have had a lengthy association with the coaching program
- must have strong administrative and communication skills
- strong coaching and playing background

Selection

- appointed by BC Hockey





NATIONAL COACHING CERTIFICATION PROGRAM (NCCP)

Why a Coaching Certification Program?

Through the National Coaching Certification Program (NCCP), Hockey Canada provides hockey coaches in Canada with the necessary education and training to improve their coaching skills.

We first began offering coaching clinics in 1972 and have since continued to refine the program in order to provide coaches with highest quality of educational materials.

Beginning with the Coach 2 - Coach Level course and then attending the coach program applicable to the level of athlete covers all the relevant technical, theoretical and practical aspects of hockey.

Each NCCP program is specific to the competitive environment of the athletes.

Intro to Coach	coaches of entry level (6-8 year old players)
Coach Stream	coaches working with recreational athletes (Atom and above)
Development 1	coaches working with competitive (Rep) athletes (Atom to Midget)
Development 2	supplementary material for Development 1 coaches
HP 1 & 2	coaches of high performance athletes or competitive athletes (Midget AAA and above). HP 1 is required for teams competing in Regional / national events.

By setting performance standards for coaches, NCCP certification is also an effective means of monitoring and recognizing the qualification, talents, and achievements of individual coaches.

Coach Mentorship

Hockey Canada has implemented a Coach Mentorship Program. This coach directed program offers assistance to coaches from their coaching colleagues. For more information contact your BC Hockey District Mentor Coordinator. The coaching/mentorship program also delivers Instructional Stream clinics on a number of specific skills. Examples are: skating, developing defense and shooting/scoring.

Complete explanations of the requirements for a coach at any given level are displayed on the [BC Hockey web site](#).



LOCAL COACHING COORDINATOR (Head Coach)

Job Description

- develop and present on ice programs within his/her association
- perform public relations as required pertaining to the association and its coaches
- liaise with Executive Committee on behalf of the coaches in the Association
- in charge of selection of coaches for various divisions within the Association
- present list for selection of coaches to Executive Committee for approval
- liaise with BC Hockey District Coaching Coordinator regarding coaching clinics
- recommend coaches to Executive Committee for attendance at higher level clinics
- meet with Association coaches to discuss problems and solutions
- attend regular meetings of the Executive Committee of the local Association
- perform evaluations on coaches during games and practices
- assist with evaluation of players for team selection
- establish team play guidelines
- co-ordinate meeting of coaches and players with local referee-in-chief or BC Hockey Referee Committee Member for better understanding of the rules of the game

Qualifications

- strong interest in and personal commitment to coaching
- ability to work in conjunction with District Coaching Coordinator and Association coaches
- ability to prepare and conduct public relations events
- ability to design and implement programs at the Association level
- ability to conduct evaluation of coaches
- ability to evaluate players for team selection
- strong commitment to BC Hockey coaching programs
- availability as to time requirements
- must have strong administration abilities

Selection

Selected and appointed by the Executive Committee of the local Association.

BC Hockey has produced a complete Guide for Local Coach Coordinators. This manual can be made available by contacting BC Hockey.



ROLE OF THE COACH

The coach is the most important “individual” to the team. In our society coaching means much more than simply teaching a player to perform a fundamental skill. A coach should operate on a value system based on reality, to increase productivity as its end. Coaches are builders of character, preserving the morals upon which society depends.

The coach must be willing to freely give time and energy. In return, expect little except personal satisfaction. A good coach is respected in the community, admired by players and makes lasting friends. Coaches have the satisfaction of seeing players develop and improve in ability while learning the thrill of victory and how to accept defeat.

The successful coach is one who is known for the ability to develop players and bring credit to the game.

Some coaches who accept the risk of coaching a team do so not fully realizing the implication, responsibilities, scope and involvement. Some find it too involved for a hobby, others take it on in sheer desperation to help youngsters, and hence, large numbers of coaches turn over every year. This necessitates constant training and attention to the most valuable resource.

THE PHILOSOPHY OF THE COACH

The most important thing about coaching is philosophy, is it sets the tone and the patterns of thinking and living. A philosophy helps to decide what a coach wants to happen to players on the playing fields, in the gymnasium, pool or arena. A theory of values is most important.

The philosophy of a coach must be clearly defined. It must be in conformance with the coach's philosophy of life, government, education and society. The philosophy must be definite, reflecting both thoughts and true self; it is not something that can be borrowed from another coach as can a pattern of movement. Coaches must recognize their responsibilities as a teacher of youth as well as a coach. A coach's leadership will set an example of living habits and develop, to an extent, the individual personality of players. Coaches stabilize their emotions to meet adversity as well as success. The spirit of sportsmanship cultivates moral integrity as well as physical development, and prepares the player for a place in society. A coach assumes responsibility beyond fielding a winning team. A coach is charged with guiding a developing youth in the most critical years of spiritual, mental, and physical development and prepares the player for a place in society. One must realize that a coach's attitudes and philosophy are reflected in team members.

If a coach allows himself emotional outbursts toward officials, the team will react in similar manner. If a coach blames defeat on anything and everything, his players will be inclined to excuse their bad individual performance by pointing the finger to someone or something else. A coach leads by example. The wins and losses are meaningless beside the human dimension.



THE DUTIES OF A COACH

Since coaches are the guardians of the ethics of the game, it is their responsibility to see that hockey keeps its rightful place as a truly great sport.

How the coach reacts to the team's wins and losses will definitely affect relationships with players. It is only human nature to like winning and hate losing. A coach commands real loyalty if credit is given to the players when they win, while the coach shares their disappointment when they lose. The important thing about losing is to look forward to the next game with some constructive thinking, rather than to brood over the loss while looking for a scapegoat.

No coach ever knows enough about the game of hockey. By reading, by discussions with others, and by observing good teams play, new techniques and tactics can always be learned. There is no better way to improve one's knowledge of skills and methods of coaching than by attending clinics where a free interchange of ideas and instructional demonstrations take place.

The coach of beginner players has special problems requiring a different approach from that of handling experienced players. To overcome such learning obstacles as awkwardness due to rapid and uneven growth, discouragement because of persistent failure, it is necessary to get to the beginner's level. The emphasis should be almost entirely fundamentals, with frequent encouragement in mastering one thing at a time without expecting too much. Judgment and common sense will dictate how much team play should be given. In learning skills, patterns built up by drills become habits which in time form the automatic responses so essential to hockey.

In Short the Coach is:

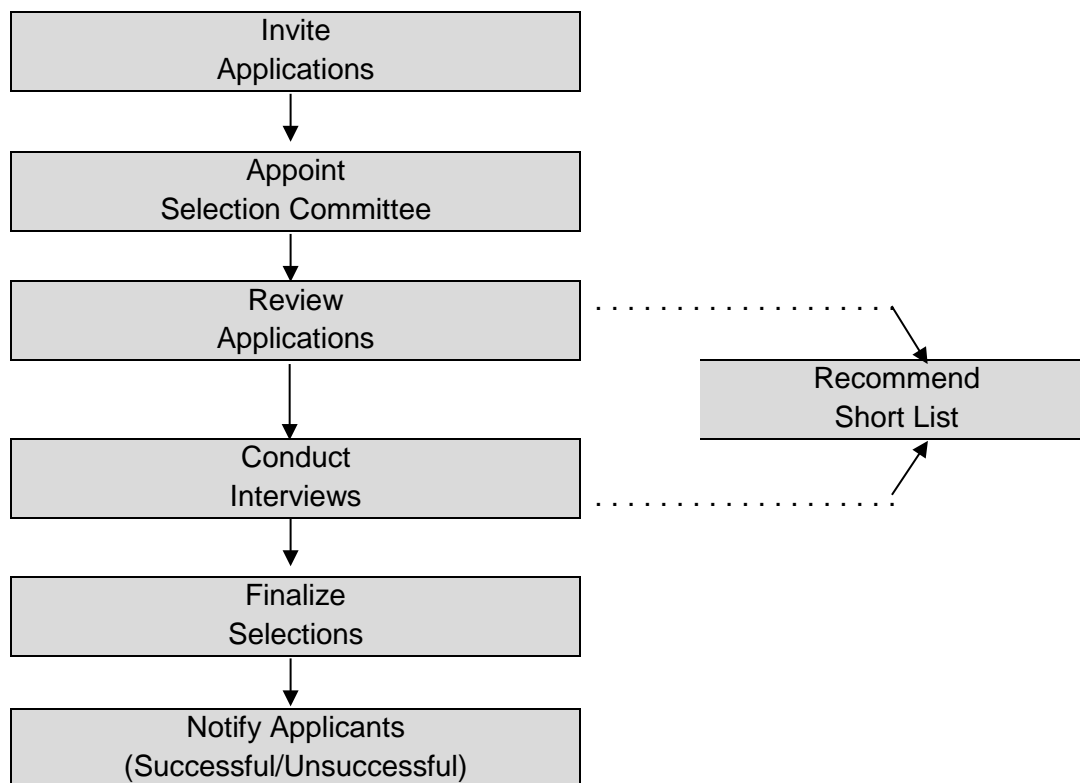
- A teacher – able to adapt fundamental progressions to the age level of the players.
- A student – of the game, constantly seeking to increase knowledge of its fundamentals, techniques and tactics.
- An organizer – who plans and uses effective methods to get technical knowledge across to players.
- A philosopher – that helps to set the pattern and make things happen on the ice.
- A psychologist – that helps to develop attitudes toward the game and the society in which we live.
- A sportsman – that attempts to inculcate a winning spirit but also be a gracious loser.

NOTE: These duties serve only as a general outline of what a coach should be expected to do, and some of the coach's responsibilities. Each point could be expanded at great length, but that is beyond the scope of this guide.



GUIDELINES OF SELECTION OF COACHES

Selection of Coaches



1. Invite Applications

- place announcement in newspaper and any local community newsletters
- advertise through municipal recreation department
- contact present coaches
- make use of local radio or television (i.e. public service announcements)

2. Appoint Selection Committee

- should attempt to put together a relatively small but representative group
- Minor Hockey Association president
- local head coach or individual responsible for liaison with coaches
- parent
- recreation director
- one (1) or two (2) additional Minor Hockey Association representatives
- provide the committee members with philosophy and objectives of Association and any other relevant information (e.g., number of teams, Association rules and regulations, etc.)



- inform them of their time commitment

3. Review Applications

- application form should include name, address, contact information, level of coaching certification, most recent team coached and team preferences (first, second, third)
- applicants should also be requested to send a brief hockey resume, including: playing experience, coaching experience, administrative or other experience, special coaching clinic/program attendance
- these applications and resumes should be reviewed by the committee to eliminate applicants from further consideration
- if a large number of applications are received, it may be necessary to establish a short list of applicants to be interviewed
- Applicants require screening that reviews and confirms: Criminal Record Check status, NCCP certification status and Respect In Sport accreditation status, as well as any other stated credentials

4. Conduct Interviews

A list of important questions should be drafted and reviewed prior to the first interview session. These should address such aspects as:

- philosophy of coaching
- reasons for wanting to coach
- ability to deal with problems with players, parents, etc.
- willingness to make required commitment (i.e., time travel, planning, etc.)
- ability to communicate with players
- ability to teach
- philosophy regarding game/practice ratios
- code of conduct
- committee members must be aware of procedures to be followed in the interviews e.g., who will ask questions?
- a system of rating applicants must be established in advance with defined criteria
- a maximum of six (6) interviews should be scheduled on any one (1) evening
- these interviews should be scheduled for 30 - 45 minutes in length with about five (5) minutes set aside between each to permit the committee members to complete their rating/summary sheets and make comments
- time should also be provided for the applicant to ask any questions.
- if at all possible, all interviews should be completed within one (1) week's time in order to maintain consistency in the rating of applicants



5. Finalize Selections

- the committee should be given some time to review their individual ratings of applicants
- each member should then be asked to submit a list of recommendations for each of the coaching positions
- the committee would then meet to discuss their recommendations and to vote on the final selections

6. Notify Applicants

- a letter should be sent by the committee chairman to each successful applicant outlining their duties and responsibilities, as well as an estimate of the expected time requirements for the assignment
- successful applicants should be asked to confirm their acceptance
- a letter should then be sent to all unsuccessful applicants

7. Orientation

As follow-up, the coaches who have been selected should be sent a package of information which includes the following:

- philosophy and objectives of Association
- guidelines to coaches and code of conduct
- special Association rules and regulations
- notification of organizational meeting for all coaches prior to start of season

8. Other Considerations

- encourage and promote coaches to participate in available coaching and leadership clinics
- inform coaches of the supervision/liaison procedures of the Association
- establish end of season procedures for recognizing the contributions of Association coaches



COACHES APPLICATION

NAME: _____

ADDRESS: _____

TELEPHONE: RESIDENCE: _____ BUSINESS: _____

EMPLOYER: _____

I WOULD LIKE TO COACH IN: NAME SPORT: _____

Do you prefer working with any specific age group? YES _____ NO _____

IF YES, check which group:

Initiation		Bantam	
Program		13-14	
Novice	_____	Midget	_____
(7-8)		15-17	_____
Atom 9-	_____	Juvenile	_____
10		18-19	_____
Pee	_____		
Wee 11-			
12	_____		

Representative _____ House _____ Initiation Program _____

Have you attended a HOCKEY CANADA Certification Program? _____ Level _____

What days of the week and times would you NOT BE available?

Coaching Experience: Please list where, when and what sports:



Are you, or have you been involved in any other Youth Activities?

Please List:

As a participant, what sport have you been involved in? Give details:

As a spectator what sports are you interested in?

Please Note:

1. All coaches must be accredited with completing the Respect In Sport course
2. All coaches must have a current criminal record check on HCR prior to any activity with an Association, team.
3. NCCP Certification must meet BC Hockey standards

PLEASE READ IN FULL.

(IF YOU DO NOT AGREE WITH THESE AIMS DO NOT SIGN!)

I am aware that the **first aim** of Minor Sports is the **Personal** and **Character development** of each individual participant and that winning is a secondary achievement, and that each participant in my charge will be given equal opportunity and consideration in all situations and contests. That the actions of all coaches during any contest shall be that of fair play and shall exemplify good example. I am aware of, and agree that any behaviour on my part that would be contrary to the above aims would forfeit my coaching privileges.

SIGNATURE



COACHING CODE OF CONDUCT

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

COACHES HAVE A RESPONSIBILITY TO:

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



9. In the case of minors, communicate and co-operate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
10. Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional and spiritual aspects of their lives and conduct practices and games in a manner so as to allow optimum success.

COACHES MUST:

1. Ensure the safety of the athletes with whom they work.
2. At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect athlete's dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
4. Never advocate or condone the use of tobacco products, alcohol, drugs or other banned performance enhancing substances.
5. Never provide athletes or team personnel with alcohol; never encourage its use.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Coaching Code of Conduct and Coaching Code of Ethics.

FAIR PLAY CODE FOR COACHES

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



DESIRABLE QUALITIES OF A VOLUNTEER COACH LEADER

AM I:

- Conscious that I set a personal example for players both on and off ice?
- An emotionally mature person?
- Aware of my important responsibility of advising players?
- Fair and just in all my decisions?
- Careful not to criticize publicly?
- An understanding and patient person?
- Willing to give credit and encouragement?
- Willing to create an atmosphere of respect for authority, rules, officials, etc.?
- Dependable to my players, and the organization of which I am coach?
- Alert to the physical safety of my players?
- Constantly willing to improve myself as a volunteer coach leader?
- Willing to accept and delegate responsibility?
- Understanding of personal needs and problems of players and willing to adjust accordingly?
- More concerned with the players involved than the score?
- Thoroughly familiar with the rules and techniques of hockey?
- Willing to seek advice?
- Insistent that sportsmanship be a major emphasis?
- Friendly, co-operative, courteous and considerate of my colleagues?
- Conscious that a sense of humour is important?
- Constantly striving to interpret the basic values of young players to the players as well as parents?
- Consistent in dealing with the players?

“In summary, the criterion of the successful volunteer coach is not the win and lost record of the team. It is, rather, the one who has changed the behaviour of the players in the most positive way – the one who has taught the most valuable lessons – coaches want players to come out of the athletic experience as better citizens.”



COACHING EVALUATION

This form can be used by coaches for self-assessment or by associations as one method of evaluating or offering feedback / mentorship to their coaches.

RATING SCALE:

- (1) Poor
- (2) Fair
- (3) Good
- (4) Very Good
- (5) Excellent

LEADERSHIP:

(1) Hard Worker	1	2	3	4	5
(2) Leads by Example	1	2	3	4	5
(3) Consistent in Decision Making	1	2	3	4	5
(4) Respects Players	1	2	3	4	5
(5) Respected by his Players	1	2	3	4	5
(6) Respects Officials and Opponents	1	2	3	4	5
(7) Exhibits Good Sportsmanship	1	2	3	4	5
(8) Maintains Composure in Dressing Room & Behind Bench	1	2	3	4	5
(9) Gives Assistants Responsibilities and Input	1	2	3	4	5

ADMINISTRATION:

(1) Pre-Practice Planning	1	2	3	4	5
(2) On-Ice Practice Organization	1	2	3	4	5

MOTIVATION:

(1) Understanding	1	2	3	4	5
(2) Provides Encouragement	1	2	3	4	5
(3) Praises Effort	1	2	3	4	5
(4) Builds Player Confidence	1	2	3	4	5

PERSONALITY:

(1) Enthusiastic	1	2	3	4	5
(2) Likeable	1	2	3	4	5
(3) Praises Effort	1	2	3	4	5
(4) Builds Player Confidence	1	2	3	4	5



TEACHING:

(1) Knowledgeable	1	2	3	4	5
(2) Patient	1	2	3	4	5
(3) Develops Player Potential	1	2	3	4	5
(4) Provides Individual Help	1	2	3	4	5
(5) Provides Feedback in Games/Practices	1	2	3	4	5
(6) Receptive to New Ideas/Suggestions	1	2	3	4	5



DUTIES OF A REPRESENTATIVE TEAM MANAGER

Qualifications

Managers must obtain Respect in Sport accreditation and are encouraged to attend NCCP and Safety courses. A Criminal Record Check is mandatory.

Major Responsibilities

1. The manager is completely responsible for the conduct of the coach, players and any other personnel connected directly with the team during all practices, exhibition games, tournaments and league games.
2. All disputes or problems involving the representative team will be reported to the Divisional Manager through the manager.
3. Ice-time is allotted by the Divisional Manager or vice president in charge through the manager.
4. Equipment is secured from the central storage depot and is under the supervision, care and responsibility of the manager.

Pre-Season

- Obtain the schedule for representative team try-outs, practice times and exhibition games.
- Assist the Association/coach in administrative and organization of the player selection process
- Submit equipment requests, including first-aid supplies.
- Become thoroughly acquainted with League and Association rules and regulations for group play and play-downs, and the proper procedure for filling out game reports.
- Establish lines of communication for obtaining referees and time-keepers
- Check transportation arrangements concerning liability insurance.
- Have available sufficient game evaluation forms for the season.
- Compile a directory of players, names, addresses, contact information, MSP numbers, parents' names and religion. Note any physical problems such as allergies, diabetes, etc., on a special form.
- Request that each player have a physical check-up by their family doctor.
- Improve knowledge in the care and treatment in emergency situations.

Practice Time

The manager must advise all players of practice time and location. It is good policy to have all players at the arena at least half an hour prior to start of practice. Give players as much notice as possible - this is usually done by phone, email or other social media networks. There are also some very good sport management electronic systems/tools that can be used to greatly assist communication with team members.



Points to Remember

- Arrange for dressing room upon arrival at arena.
- Make sure you have all equipment for practice, e.g., pucks, first-aid kit, tape, dry-erase rink boards, etc.
- Once the players take to the ice, the coach is now in complete charge of the session.
- The coach will advise you as to any needs while they are on the ice during the practice.

Exhibition Games

Arranging home and away exhibition games is the Manager's responsibility

(a) Home Games (exhibition)

The following patterns must be adhered to:

1. Acquire permission from the league.
2. Arrange payment for referees.
3. Arrange for a dressing room for the visiting team.
4. The game report completed by both teams.

NOTE: Have the game report sent to the authority after the game.

(b) Away Games (exhibition)

1. Acquire permission from the league.
2. Arrange for transportation and departure point. (Generally you will have to rely on players' parents for transportation.)
3. Upon arriving at out-of-town arenas, communicate with **their manager**, and above all, be aware of all situations - do not put your team on the ice unless a game report is completed by both teams.

See BC Hockey and Hockey Canada Regulations regarding exhibition games.

League Games (home and away)

A schedule of all league games will be given to you. It is good practice to circulate your games only and give to each of your players/families. Again, there are some very good sport management electronic systems/tools that can be used to greatly assist communication with team members.

Prior to the Start of the Game

The following pattern is one to follow (home games):

- a) Have players at arena at least half an hour before game.
- b) Arrange for both visitors' and your dressing rooms.
- c) Give game report to the visiting manager.
- d) Both managers have the right to witness all signatures.



- e) Make sure all your players are dressed and ready to go prior to the coach's instructions.
- f) Submit game report to the time-keeper prior to start of game.
- g) When Players take to the ice - **LOCK YOUR DRESSING ROOM.**
- h) Make sure you have sufficient game pucks, and a first-aid kit.
- i) Make sure you have sufficient statistics forms.

During the Game

Coaching, line change, etc., are the complete responsibility of the coach. Confer with your coach as to what assistance is required on the bench, e.g., statistics, opening and closing gate, medical/emergency procedures are the responsibility of the safety person but may require operational assistance from the manager or assistant. During the game all comments regarding the progress of each player should be handled by the coach.

After the Game

- a) Adhere to post game player procedure (Hockey Canada Rule 81E).
- b) Open your dressing room for coach and players.
- c) Pick up game report from time-keeper (home team copy). Make sure score of game is recorded correctly and that referees and time-keepers have all signed.
- d) Give 3rd copy of game report to visiting manager.
- e) Advise your players of next event (game, practice).

League Games (away games)

Same pattern as home games, except home manager is responsible for game report and dressing room.

GENERAL

1. It is imperative that all correspondence or verbal information re: ice hours, exhibition games, league games and any other reference to your team, be relayed to you as manager by the appropriate Association member in charge. **IT IS THE RESPONSIBILITY OF THE MANAGER TO COMMUNICATE WITH THE COACH, AND NOT THE LEAGUE CO-ORDINATOR. Note: All verbal instructions should be put in writing.**
2. **Players Registration Certificates:** you will be advised of this procedure at the start of each season. Carry your copies at all league, play-off, tournament and exhibition games.
3. **Game Reports:** copy number two (2) kept by you. Immediately after each home league or exhibition game, copy number one (1) to be mailed by you to the proper authority.
4. **First-Aid Kit:** on the bench at all times or as directed by your safety person.
5. **Visiting Teams:** introduce yourself and your team personnel to the visiting team manager and coach. Make them feel at home. You will find that by doing this the same treatment will be afforded you when you are the visitor.
6. **Game Score:** publicity is generally handled through the local Association, with the league secretary or district coordinator circulating periodical standings.



Exhibition Games - Tournaments and Trips

- Representative teams play a number of exhibition games, enter tournaments and take an annual trip. The details involved are the manager's responsibility.
- Transportation planning: car, rail, plane, bus.
- Accommodation details: sending list of players to the host team, creation of rooming lists and any special requirements to the place of stay.
- Meal and rest stops while traveling, and arrangements while at the tournament or exhibition games.
- Making sure and double checking that all equipment is where it should be, when it should be.
- Presenting players' registration certificates to tournament officials' and seeing that the team is properly registered.
- Paying tournament entry fee or any charge the team is obliged to pay. Be sure to get a receipt for payment.
- Arrange for dressing room facility and equipment storage.
- Arrange hotel accommodation for the players, coach and manager. If parents are accompanying team, reservations might be required for them as well.
- Meet the accommodation personnel and introduce yourself. Keep a record of the room assignments, and let them know where you can be located.
- Advise accommodation of your schedule and how to contact you
- Have the team at the arena 45 minutes before game time.
- At tournaments where a number of games are played on the same day, the daily itinerary including time between games, meals, wake up and bed time, recreation must be planned.
- It is the manager's job to see that the team is kept together as a unit and their activities so arranged that they are ready to play another game.
- If you are the host team, it is the manager's job to be a contact for the incoming team(s) and have items prepared in advance for the visiting manager(s). You will arrange dressing room facilities and advise guests re; skate sharpening, first aid, eating establishments, etc. It may also be customary to present visiting teams with souvenirs. The manager must obtain sufficient numbers to make a presentation.

Post Season

- Finalize all statistics for season.
- Arrange for a team picture.
- Arrange for a closing event.
- Take inventory of all equipment, and arrange to have it collected for cleaning, repairing, and storage.
- Attend association annual meeting.
- Hold an evaluation meeting.



TRAVELLING TEAMS CODE OF ETHICS

1. Remember a first appearance is very important, dress accordingly to depict a clean appearance.
2. Show respect for the people who have gone out of their way to host you and your team. Make sure they are acknowledged for their time and effort.
3. Winning is important, but more important is “Will your team be asked back for future games?” Players following in your Association would enjoy the same experience.
4. Your conduct on and off the ice will reflect not just yourself but your Minor Hockey Association and all of hockey in our Branch.
5. Be on your best behaviour. Do not use profane or abusive language on or off the ice.
6. Ensure that all the team members know what conditions they are going into and what is expected of them.
7. The use of any alcohol, drugs and tobacco products will not be tolerated.
8. Make sure all your players have a copy of the “Fair Play Code” and are told they must abide by them.



DUTIES OF A RECREATIONAL LEAGUE TEAM MANAGER

Normally two (2) individuals guide and direct a team; the coach and the manager. Both have an important part to play in the development of the team and the individual player. Quickly stated, the coach is responsible for teaching and game strategy on and off the ice, while the manager is responsible for the operation of the team off the ice. Respect and cooperation are the best words to describe the working relationship of the coach and manager. It is vital for the success of the team that both parties understand and accept each other's areas of responsibility within their own area of control. The manager's duties will change slightly as the age of the players' increases, but the main areas will remain the same. The manager takes the operational worry of the team off the coach's shoulders so the coach can concentrate on the job of coaching.

Specific Duties of the Recreational Manager

Meet and get to know your Divisional Manager.

When you are issued the players list, contact them at once so that players know what team they are on, who will be looking after them and that they are welcomed to the team.

Send an information letter to each player containing:

- a) The schedule (games, practices and any development sessions) with dates, times and locations.
- b) A list of compulsory equipment.
- c) The need for a proof of age certificate.
- d) Include a team list, and contact information of all team personnel.
- e) A brief outline of expectation of players and parents.
- f) A background of the coach and manager, indicating experience.

During the Season

- Contact (normally phone, email or social network) to remind them of upcoming events.
- Arrange for a dressing room and pick up a key from the office.
- Pick up sweaters and goal equipment from the equipment outlet.
- Assist younger players in dressing or adjusting equipment.
- Fill out the game report with players' names and numbers.
- Supervise team/players in conjunction with other team officials

After the Game

- Open the dressing room door.
- Check the game report for any errors or omissions.
- Return sweaters and goal equipment to the equipment outlet.
- Check dressing room after everyone has gone; pick up any items left behind.
- Lock the dressing room and return the key to the office.



General Comments

Since the players will imitate the conduct and attitude of their coach and manager it is important that you try at all times to set a good example. Be firm but fair when handling any problem. Be neat in appearance, and look like you mean business. Assist the coach at scheduled games and practices, working under his direction. At the end of the season arrange for a team picture and possibly a closing event.

Return any equipment used on a seasonal basis to the central depot. Attend the annual meeting, and take an active part in the Association.



THE HOCKEY SAFETY PERSON

Every staff, regardless of what level of hockey, assumes some responsibility towards the care of the players; the higher the level of competition, the older the players, the greater that role becomes, therefore, the greater the need for a qualified individual to fill that role.

A knowledgeable, interested safety person is an essential, valuable part of the team staff. Through his/her knowledge of the preventative measures, conditioning and physical preparation, communication skills and even equipment selection and maintenance, these people are valued assets to the players and parents. The well-being of the athletes is better served by having a safety person.

The well-being of the athletes is also served by safety personnel in the establishment of emergency action plans, a process or recognition of injuries that can produce long lasting effect on the players like concussion protocols, and return to play protocols. Ensuring proper follow up care and medical attention and rehabilitation is an important role.

Whenever possible, all teams must ensure that they have someone who can attend to these important needs. From the very young age levels of the game, the coach or assistant coach must be aware of the importance these people play in the basic principles of injury prevention and emergency care. Prevention, player preparation and proper care can only serve to improve the quality of our players and the game itself.

The Hockey Canada Safety Program (HCSP) is available to all hockey people. Association Executives, coaches and officials are encouraged to participate in these programs. Information on specific workshops available in your area can be obtained through the “Clinics” page of the BC Hockey website at www.bchockey.net.

One last note, your safety person will also require Respect in Sport accreditation and a current Criminal Record Check on file in the HCR.

SAFETY PERSON'S RESPONSIBILITIES

The responsibility is to ensure that safety is the first priority at all times during all hockey-related activities, both on and off the ice. As your team's risk manager, you must play a leadership role in enhancing the safety of players and all others involved with amateur hockey.

The following are some responsibilities which the Safety Person should assume:

- implementing an effective risk management program with your team which strives to prevent injuries and accidents before they happen
- taking on a proactive role in identifying and minimizing or eliminating risks during all activities and if ever in doubt, erring on the side of caution



- promoting and reflecting the values of fair play and instilling these values in all participants and others involved in amateur hockey
- conducting regular checks of players' equipment to ensure proper fit, protective quality and maintenance and advising players and parents regarding the purchase of protective equipment
- promoting proper conditioning and warm-up techniques as effective methods of injury prevention
- maintaining accurate medical history files on all players and bringing these to all games and practices
- maintaining a fully stocked First Aid Kit and bringing it to all games and practices
- implementing an effective Emergency Action Plan with your team and practicing it regularly to ensure all involved understand their roles
- recognizing life-threatening and significant injuries and stabilizing injured players until professional medical assistance arrives
- managing minor injuries according to basic injury management principles and referring players to medical professionals when necessary
- recognizing injuries which require a player to be removed from action, referring players to medical professionals and coordinating return to play
- promoting a healthy lifestyle with all hockey participants by being a good role model while educating participants regarding hygiene, performance-enhancing substances, drug and alcohol abuse and nutrition
- facilitating communication with players, coaches, physicians, parents, officials and other volunteers regarding safety, injury prevention and players' health status



The following is an example of a MEDICAL INFORMATION SHEET that you may want to use

HOCKEY CANADA



MEDICAL INFORMATION SHEET

Name: _____

Date of birth: Day _____ Month _____ Year _____

Address: _____

Postal Code: _____ Telephone: (_____) _____

Provincial Health Number (optional): _____

Mother's Name: _____ Father's Name: _____

Business Telephone Numbers: Mother _____ Father _____

Alternate emergency contact (if parents are not available)

Name: _____ Telephone: _____

Address: _____

Doctor's Name: _____ Telephone: (_____) _____

Dentist's Name: _____ Telephone: (_____) _____

Date of last complete physical examination: _____

* Before a player participates in a hockey program, any medical condition or injury problem should be checked by that individual's family physician.

Please circle the appropriate response and provide details below if you answer "Yes" to any of the questions.

- | | | |
|-----|----|--------------------------------------|
| Yes | No | Previous history of concussions |
| Yes | No | Fainting episodes during exercise |
| Yes | No | Epileptic |
| Yes | No | Wears glasses |
| Yes | No | Are lenses shatterproof |
| Yes | No | Wears contact lenses |
| Yes | No | Wears dental appliance |
| Yes | No | Hearing problem |
| Yes | No | Asthma |
| Yes | No | Trouble breathing during exercise |
| Yes | No | Heart Condition |
| Yes | No | Diabetic – Type 1 _____ Type 2 _____ |
| Yes | No | Medication |
| Yes | No | Allergies |

HOCKEY CANADA SAFETY PROGRAM



HOCKEY CANADA

- | | | |
|-----|----|---|
| Yes | No | Wears a medical information bracelet or necklace
For what purpose? _____ |
| Yes | No | Has any health problem that would interfere with participation on a hockey team |
| Yes | No | Has had an illness that lasted more than a week and required medical attention in the past year |
| Yes | No | Has had injuries requiring medical attention in the past year |
| Yes | No | Has been admitted to hospital in the last year |
| Yes | No | Surgery in the last year |
| Yes | No | Presently injured. Injured body part: _____ |
| Yes | No | Vaccinations up to date
Date of last Tetanus Shot: _____ |
| Yes | No | Hepatitis B vaccination |

Please give details if you answered "Yes" to any of the above. Use separate sheet if necessary

Medications: _____

Allergies: _____

Medical conditions: _____

Recent injuries: _____

Any information not covered above: _____

I understand that it is my responsibility to keep the team Safety Person advised of any change in the above information as soon as possible. In the event of a medical emergency and that no one can be contacted, team management will arrange to take my child to the hospital or a physician if deemed necessary.

I hereby authorize the physician and nursing staff to undertake examination, investigation and necessary treatment of my child.

I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

Date: _____ Signature of Parent or Guardian: _____

Disclaimer: Personal information used, disclosed, secured or retained by Hockey Canada will be held solely for the purposes for which we collected it and in accordance with the National Privacy Principles contained in the Personal Information Protection and Electronic Documents Act as well as Hockey Canada's own Privacy Policy.

HOCKEY CANADA SAFETY PROGRAM

GUIDE
12th Edition – January 2019



FIRST AID KIT

A First Aid Kit is an important item to have on hand during all games, practices and off-ice sessions. The First Aid Kit prepares you to react to any illnesses, accidents or injuries that may occur.

The best First Aid Kit is one which contains only the most important items. There is no reason to carry a wide variety of items, especially if you do not know how or are not qualified to use some of them.

The following is a recommended list of items that you should include in your First Aid Kit. Whenever you use one of these items you should replace it immediately to ensure that your kKit remains fully stocked.

Amount	Item
1	Soft Sturdy First Aid Kit/Box
1 roll	Pre-Wrap
2 rolls	1 ½" Athletic Tape (low grade)
2	4" Tensor bandages
2	40" cotton triangular (slings)
1 bag	sterile cotton tipped applicators
1 box	knuckle bands
1 box	fingertip bands
2 boxes	elasto stretch strips
10 ea.	3" x 3" gauze pads
1 ea.	merthiolate swabs
1 roll	3" stretch gauze
1 roll	4" stretch gauze
4	plastic bags
1 pair	bandage scissors
1	4" x 4" square pads
1 pair	rubber gloves
1 bag	ice

It is also recommended that you have the ability to make an emergency telephone call at any time.

You should also carry a list of all emergency contacts in your phone/kit, including ambulance, fire department, police and general emergency (911 if applicable).



HOCKEY CANADA

ARENA SAFETY CHECKLIST

Name of Facility _____
 Address _____
 Facility Manager _____
 Date of Inspection _____ By whom _____
 Position _____

FINDINGS:

Area	Condition			Notes/Comments
	Good	Acceptable	Unacceptable	
Ice Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Breakaway nets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Benches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Glass enclosures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Penalty boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Officials' box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Evacuation procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergency exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
First Aid Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
First Aid Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heating system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dressing rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
(Washroom toilet stalls, sinks and shower area)				
Other danger areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Report filed with _____ Date _____
 (e.g., Branch, Rink Manager, etc.)

Response requested ☐ Yes ☐ No

Action Taken



Officials



OFFICIATING



The objective of the BC Hockey Officiating Program is to provide efficient, well-qualified officials for the game of hockey. The aim is to promote good fellowship among officials, to aid and assist in the betterment of hockey and to maintain a high standard of relationship with BC Hockey's Associations, leagues, teams, team personnel and players to whom they make their services available.

The Officiating Committee provides technical information, general oversight and monitoring of the delivery of the Hockey Canada Officiating Program (HCOP) and is responsible for the development of new technical components of the program as well as administrative and operational standards of the program. It is composed of Committee Chair – Officiating Coordinator/Referee In Chief (RIC), a Director assigned to act as a liaison between the committee and the Board of Directors, committee members - 4-8 subject matter specialists and a staff resource.

Delivery of the Officiating Program relies on a Minor Delivery Group and an Above Minor Delivery Group who delivers the HCOP components at the expected level for officials involved in minor and above minor hockey. As well, the Minor Officiating Program Delivery Group members discipline officials where required and assist Associations with officiating enhancements whereas the Above Minor Delivery Group recommends officials' discipline to the Above Minor Supervisor.

The Delivery Group is assisted by several task groups that instruct clinics, conduct evaluations, supervisions and other mentorship programming.

Hockey Canada Officiating Program (HCOP)

The HCOP's purposes are:

- To standardize the methods and techniques of officiating in the two (2) man, three (3) man and four (4) man systems within Hockey Canada
- To acquire uniformity throughout the country with respect to rules interpretation.
- To offer participants national recognition for accomplishments as hockey officials.
- Provide a progressive training process to ensure that an adequate number of good officials are available to officiate hockey games.

The program is structured in six (6) levels and is designed to serve every level of official from the newcomer to the experienced veteran. Within each level a referee is supplied more advanced materials on officiating.



LEVEL I	Designed to introduce the novice official to the role of referee in hockey. Level I's officiate non-competitive minor hockey.
LEVEL II	Officiate competitive minor hockey
LEVEL III	Referee minor hockey playoffs, lineman Junior B, Senior AA.
LEVEL IV	Referee Junior B, Senior AA, minor hockey playoffs and linesman Junior A, Senior AAA & inter-branch competition
LEVEL V	Referee Junior A, Senior AAA
LEVEL VI	Referee national championships and designated IIHF competition.

BC Hockey Officiating Initiatives

A listing of the programs / initiatives of the BC Officiating Program are located on the [Officiating page](#) of the BC Hockey web site.

Highlights include:

- Western Hockey League (WHL) Officiating Nights
- Officiating Certification clinics
- Components of the Officiating Program of Excellence in the Branch, nationally and internationally
- Summer Officiating Schools
- Professional Development sessions with local RIC's
- You Make the Call videos
- Mentorship Programming
- Supervisory and evaluation programs



The officiating program has constructed a Development Guide to explain all services. [CLICK HERE](#) to view the guide.

This document includes an excellent description of the personnel and job description required for a local Association to conduct a quality officiating program.



FAIR PLAY CODE FOR OFFICIALS

1. I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the players.
3. I will maintain a healthy atmosphere and environment for competition.
4. I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
6. I will handle all conflicts firmly but with dignity.
7. I accept my role as a teacher and role model for fair play, especially with young participants.
8. I will be open to discussion and contact with the players before and after the game.
9. I will remain open to constructive criticism and show respect and consideration for different points of view.
10. I will obtain proper training and continue to upgrade my officiating skills.
11. I will work in cooperation with coaches for the benefit of the game.

MINOR (OFF ICE) OFFICIALS

Duties and instructions of minor officials appear in the Hockey Canada Rule Book. This handbook is intended to complement the information already available and provide additional information when necessary.

Minor officials should know their duties for each game, but should also become familiar with the actual playing rules and regulations.

This knowledge will prove very beneficial in the performance of his or her role.

Scorekeepers should be familiar with most rules and especially those sections which deal with:

- | | |
|--------------------------|---|
| 1. Players in uniform | 7. Major penalties and coincidental major penalties |
| 2. Starting lineup | 8. Misconduct penalties |
| 3. Captain of team | 9. Game misconduct |
| 4. Penalties | 10. Match penalties |
| 5. Minor penalties | 11. Delayed penalties |
| 6. Bench minor penalties | |



The minor officials are made up of the following:

- official scorer
- timekeeper
- goal judges
- penalty timekeeper

The responsibilities and functions performed by the minor officials are not minor but rather very important. Each individual is an integral member of the team.

Remember, you are an official and you must act accordingly, remaining neutral just as the officials on the ice.

The following is a list of the responsibilities carried out by each of the minor officials.

General

- minor officials are under the supervision of the referee, who is the final authority and can over-rule any minor official
- minor officials should refrain from criticizing the work of any other official at any time
- minor officials should report to the referees' room before the game and be at their respective positions promptly at the start of the game and between periods
- appearance is important as you are part of the team
- concentrate on your job and avoid any unnecessary conversation
- if mistakes are made, report them to the referee

Official Scorer

- obtain line-up of each team and include name and number of the captain and alternative captains of each team. This information must be supplied by the team officials in charge of the teams and the referees should be given this information prior to the start of each game. The line-up game sheet
- advise the referees when the same player has received his second or third major penalty during the same game
- at the completion of the game, have the official Game Report signed by each referee; sign name himself/herself and send the report to the Secretary of the Branch or League without delay
- if the official scorer encounters any difficulty in obtaining line-ups of the teams he/she should report this to the referee
- in case of any bench clearing, assist referee by noting the number of players involved and give to referee only if he requests



- shall enter on the “Official Game Report” a correct record of the goals scored, by whom, and to whom assists, if any, are to be credited
- shall record all penalties assessed, stating the names and numbers of penalized players, the duration of each penalty, the infraction, and the time the penalty was assessed
- submit the complete line-up of the competing teams to the referee in his dressing room prior to the start of the game. The official scorer should draw to the referee’s attention any case which he/she feels does not comply with the rules
- check the report for date of game, category, loop, names of teams, time of periods and divisional manager’s name and address
- record the numbers of the players on the ice when the goalkeeper is assessed a penalty so that the referee can ensure he has a correct player to serve the penalty for the goaltender
- where a public address system is used, the official scorer shall announce or have announced, immediately following the scoring of each goal, the name of the player who scored the goal, and the name of each player who received an assist
- official scorer should deliver one (1) copy of game report to each team and to the league at conclusion of each game

Timekeeper

- keep the penalty bench free of spectators. Should there be any trouble the matter should be reported to the referee
- open door when time penalty expires to avoid players returning
- be able to recognize the hand signals of the referee
- shall keep the time served by each penalized player during the game and, upon request, inform the penalized player as to the unfinished time of his penalty
- if a player leaves the penalty bench before his time has expired, the penalty timekeeper shall note the time and notify the referee, who will stop play as soon as possible
- where public address systems are used, the penalty timekeeper shall announce or have announced the name of each penalized player, the nature of the offense, the penalty assessed, and the time at which the penalty was assessed
- shall record the time of the start and finish of each game, and all actual playing time during the game
- shall signal to the referee, the end of each period, each overtime period and the end of the game
- shall announce or have announced when ONE (1) MINUTE of actual playing remains in each regulation or overtime period
- in any dispute regarding time, the matter shall be referred to the referee and his decision is final



- must have a sound knowledge of the rules, especially those pertaining to responsibilities of minor officials – Hockey Canada Rule book
- must understand the coincidental major penalty rule and examples in back of the Rule Book
- must understand delayed penalty situations and the order in which penalized players return to the ice
- be familiar with the type of clock and PA system used in the arena
- the public address system is to be used only by responsible people. Speak slowly and clearly. Check the correct pronunciation of unfamiliar names
- stop the clock only on referee's whistle and automatically at the end of the period

NOTE: Referees have been instructed to blow the whistle to stop play when a goal has been scored. Do not look for the red light signal. The clock (time) shall start when the puck is dropped by the official. If the goalie is changed, record the time on the game sheet.

Goal Judges

- turn goal light on if the entire puck has crossed the line, regardless of the situation, and leave the light on for at least five (5) seconds
- do not get into the habit of giving hand or head signals to officials on the ice
- shall not be members of either competing club
- shall not be replaced during the game unless he/she is guilty of giving unjust decisions. The referee may appoint another to act in his place
- each goal judge shall be stationed in the designated area behind the goal for the duration of the game and shall not change ends at any time after the game begins
- if the goal light has been turned on in error, do not hesitate to notify the referee
- when the goal light has been turned on inadvertently and it is obvious that the referee is aware and he allows the play to continue, turn off the light immediately. If the referee questions this, inform him that it was an error. When there has been a difference in decision between the referee and the goal judge as to whether or not the goal was scored, if the light is turned on and referees give "washout" signal to indicate no goal, goal judge should turn light off.
- it is the responsibility of the referee to ask the question to the goal judge and the goal judge to respond to the questions as to how he has viewed the play
- goal judges must refrain from talking to the spectators during the course of the game while carrying out their duties





PRE-GAME CHECKLIST AND PROCEDURES (OFFICIAL SCORER AND TIMEKEEPER)

1. Be at arena half hour to one (1) hour before game time

2. EQUIPMENT

- 2 ball point pens
- 1 pencil
- 1 small pad
- 1 wristwatch (in case of clock failure)
- 1 whistle (in case of buzzer failure)



3. PRE-GAME DUTIES

- turn on clock and test
- test P.A. system
- give gamesheet to the home team official and check to ensure that a responsible official has signed and that coach and manager's names appear on sheet
- have goal judges sign game report (if applicable)
- deliver gamesheet to referee for his approval before the game
- check length of periods and whether ice is to be cleaned and flooded

4. POST GAME

- after game, ensure that gamesheet is completed - i.e. goals recorded
- deliver report to referee(s) for signature
- distribute copies as instructed by association

GAMESHEET LANGUAGE

- CLARITY AND BREVITY IS IMPORTANT
- PRINT CLEARLY AND FIRMLY
- SHOULD DEVELOP A STANDARD CODE SO THAT ALL INFORMATION CAN BE RECORDED

GOALS

- Do not record player's name but use only the player's number.

Common Code:

SHG – short-
handed goal

PPG - power play
goal

ENG - empty net
goal



PENALTY

- record numbers only
- abbreviations are necessary but should standardize these:

AGG	aggressor	HP	handling puck
AM	automatic minor	HK	hooking
BDG	boarding	HS	high stick
BR S	broken stick	ILL S	illegal shot
BM	bench minor	INT	interference
CC	crosschecking	KNEE	kneeing
CFB	checking from behind	LBP	leaving bench penalty
CHG	charging	MISC	misconduct
DG	delay of game	MM	major misconduct
ELB	elbowing	RO	roughing
FGB	failure to go to bench	SL	slashing
FI	fighting	SP	spearing
FOP	falling on puck	TMM	too many men
GLC	goalie leaving crease	TR	tripping
GM	game misconduct	TS	throwing stick
HI HIT	high hit to the head	USC	unsportsmanlike Conduct
HO	holding		

When a match penalty has been assessed, enter MATCH on one line and the specific infraction (i.e. kicking, molest official) on the next line.

If a player is ejected from a game as a result of a third stick infraction enter GAME EJECTION or the abbreviation G EJECT.





OFFICIAL GAME REPORT SAMPLE

British Columbia Amateur Hockey Association - OFFICIAL GAME REPORT

DIVISION		CATEGORY		AAA		PLAYED AT		MEMORIAL ARENA	
DATE		14		OF		OCTOBER		1999	
SCHEDULED GAME		<input type="checkbox"/>		EXHIBITION GAME		<input type="checkbox"/>		ATTENDANCE	
VISITING TEAM		HAMMERS		HOME TEAM		VICTORIA			
OF THE		BCAHA		LEAGUE					
<p>The Official Scorer must have this report signed by the Referee upon completion of the game, sign same and forward, without delay, to the designated Official of your Branch. All game reports covering National Playoffs must be sent to the CHA National Office. Each MATCH PENALTY must be reported by the Referee on the reverse side of this form. Insert after Player's name "C" for Captain, "A" for Alternate and "AP" for Affiliated Players.</p>									
<p>No player may take part in any match unless they hold a CHA Player's Certificate for this season.</p>									
SCORING		SCORING		SCORING		SCORING		SCORING	
NO.	P	TIME	SC	ASST	NO.	P	TIME	SC	ASST
1		1:05	10	62	1		2:00	9	12
2		2:30	10	2	2		2:35	4	7
3		2:38	4	20	3		3:40	5	16
4					4				
<p>ALL GAME OFFICIALS MUST SIGN BEFORE FORWARDING</p>									
REFEREE		PENALTY TIMEKEEPER		OFFICIAL TIMEKEEPER		GOAL JUDGES		GOAL JUDGES	
Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>	
OFFICIAL SCORER		GOAL JUDGES		GOAL JUDGES		GOAL JUDGES		GOAL JUDGES	
Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>	
LINESMEN		LINESMEN		LINESMEN		LINESMEN		LINESMEN	
Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>	
TIME GAME-STARTED		2:00pm		ENDED		3:45pm		GOAL TENDER'S RECORD	
Actual time stopped over minutes played									
No.	1 per.	2 per.	3 per.	OT	TOTAL	No.	1 per.	2 per.	3 per.
30	7	12	9	28	1	12	4	10	26
<p>ALL PENALTIES BELOW MUST HAVE ALL TIMES LISTED CORRECT FOR ABOVE TEAM ONLY</p>									
Per.	No.	Serv.	OFFENCE	Min.	Off.	Start	On	Per.	No.
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Tournaments and International Tours



TOURNAMENTS, BC HOCKEY CHAMPIONSHIPS, INTERNATIONAL TOURS/TOURNAMENTS

The regulations for holding a tournament can be found in the BC Hockey Constitution, Bylaws and Regulations and the Hockey Canada Constitution, Bylaws and Regulations (Regulation Q). Any hockey Association intending to hold a tournament within the Branch **must submit** its plans to the Branch for approval. Forms for this purpose are located on the BC Hockey web site (links are supplied below). A sanction fee is assessed for each tournament.

It is a good idea to register your tournament well in advance with BC Hockey so that the information will reach all Associations in the Branch early enough for other teams to register with your tournament. Please refer to regulation fee for the deadline for tournament sanctions.

Tournament sanction forms:

[Interbranch Tournament Sanction Form](#)

[Interdistrict and USA Tournament travel / Exhibition Game Form](#)

[International Tournament Sanction Form](#)



All tournaments must be sanctioned by the BC Hockey office. Please visit the [Tournaments Page](#) of the BC Hockey website to apply for tournament sanctioning.

BC Hockey Policy on Tournaments

The playing of All Star Games in conjunction with Sanctioned tournaments shall be prohibited. BC Hockey policy is that we not encourage MVP awards in sanctioned tournaments.

Upon approval, a Tournament Sanction Permit will be issued and emailed to the contact email entered on the tournament request application. A link will also be placed on the BC Hockey website in conjunction with posting the tournament information for the public.



MECHANICS OF OPERATING A MINOR HOCKEY TOURNAMENT

Ice-Time and Facilities

a) Bookings

- Should be made a year in advance

b) Considerations

- Sufficient time for regular games and overtime if necessary
- Flooding and resurfacing schedule
- Repainting of lines on the ice and special lettering
- Repair boards and painting
- Sufficient dressing rooms, referee's room, first aid, equipment storage, skate sharpening
- Safety information distributed to teams and posted.
- Schedule – hours that the Host booth is open
- Use of score clock – check on maintenance
- Use of a phone
- Use of the microphone
- Spectator seating area
- Ticket sales booth
- Area for selling programs and souvenirs
- Area for registration of teams
- Parking supervision
- Confirm all details in writing



Material and Equipment

- Entry form.
- Introductory letter.
- Branch permission form.
- Governing body permission form with permit number.
- Team list form.
- Referee appointment form.
- Large team name cards – lettering for Score Board and possible bench posting
- Smaller team name cards – 4" lettering - for dressing room doors.

Awards

a) Committee

- Appoint a chairperson
- Setting up a budget



- Sponsors
- Acquiring sufficient trophies

b) Considerations

- Design
- Life expectancy
- Insurance.
- Naming of trophies
- Presentation ceremonies
- Presentation made by _____
- Crests (champions, consolation and losers)
 - Miniatures for winning teams
 - Special awards
 - Award scripts



Note: Individual awards are not permitted.

Food Committee

- Appoint a chairperson
- Booking a facility with necessary seating capacity, kitchen and utensils
- Schedule for preparation of food and availability
- Eating schedule for teams
- Serving food – assigning various jobs
- Clean-up
- Submit a report to the tournament chairperson

Note: Food arrangements could be arranged through a local outlet, submitting each player and team official an eating ticket. This method would be much simpler, but not as personal.

ASSOCIATION LETTERHEAD

The host city - _____ welcomes you, your team and friends to the _____ Annual _____ Hockey Tournament. We hope you will enjoy your stay and visit some of our interesting places.

- Enclosed is information pertaining to:
- tournament application form.
- special rules and regulations.
- team roster.
- branch permission. (if applicable)
- Community information



Final entry date _____

Yours respectfully,

 _____ Registrar
 _____ Chairperson
 _____ Hockey Tournament

TOURNAMENT FORMAT

This is a _____ tournament for players born in _____ or later.

Date of the tournament: _____

The tournament is a Round Robin for 32 teams.

This format insures a minimum of three (3) games for each team. A further three (3) games to the winners of each division, with the winners of the semi-finals round advancing to the Championship, for a maximum of seven (7) games. Eight (8) groups composed of four (4) teams in each group.

Preliminary Round

Series A - 4 teams
 Series B - 4 teams
 Series C - 4 teams
 Series D - 4 teams
 Series E - 4 teams
 Series F - 4 teams
 Series G - 4 teams
 Series H - 4 teams

Semi -Finals

Series I
 4 winners
 2 winners

 Series J
 4 winners

Championship

Series K

In event 32 teams do not register, adjustments will be made, but the number of games a team could play will remain constant.

In Case of a Tie on in Any Series

All tie break procedures must be very clear and distributed to all teams and officials prior to the start of the tournament.



ARRANGING A SCHEDULE: TOURNAMENTS

One of the most important phases of any league or tournament is scheduling. There are several types of tournaments; the two (2) most commonly used are the single and double elimination. It is recommended that when a bye occurs, you use one (1) of the higher rated or seeded teams for the bye. If possible, make sure that a consolation bracket is prepared so that all participating teams are guaranteed at least two (2) games. It is also interesting to have a third place play-off. This gives the losers in the semi-final round an opportunity to play again in a championship game. There are certain factors that will determine the type tournament to be used. Among these are: ice time allotted for playing the tourney, the facilities that are available, the time (and time between games) that is available and the advantages and disadvantages of each structure.



Seeding

A team that is “seeded” is considered to be highly skilled and a contender for the championship. The purpose of seeding is to prevent the highly skilled entries from eliminating each other in the early rounds. This is accomplished by placing the seeded teams in separate brackets.

Bye

Whenever there are a great number of teams, it may be necessary to conduct preliminary rounds to eliminate some teams (or send these teams to a different bracket).

Breaking a Tie

It is imperative that a clean, concise tie breaking procedure be in place for:

1. Individual Games
2. Standings

These must be made available to all teams prior to competition.



TYPES OF TOURNAMENTS

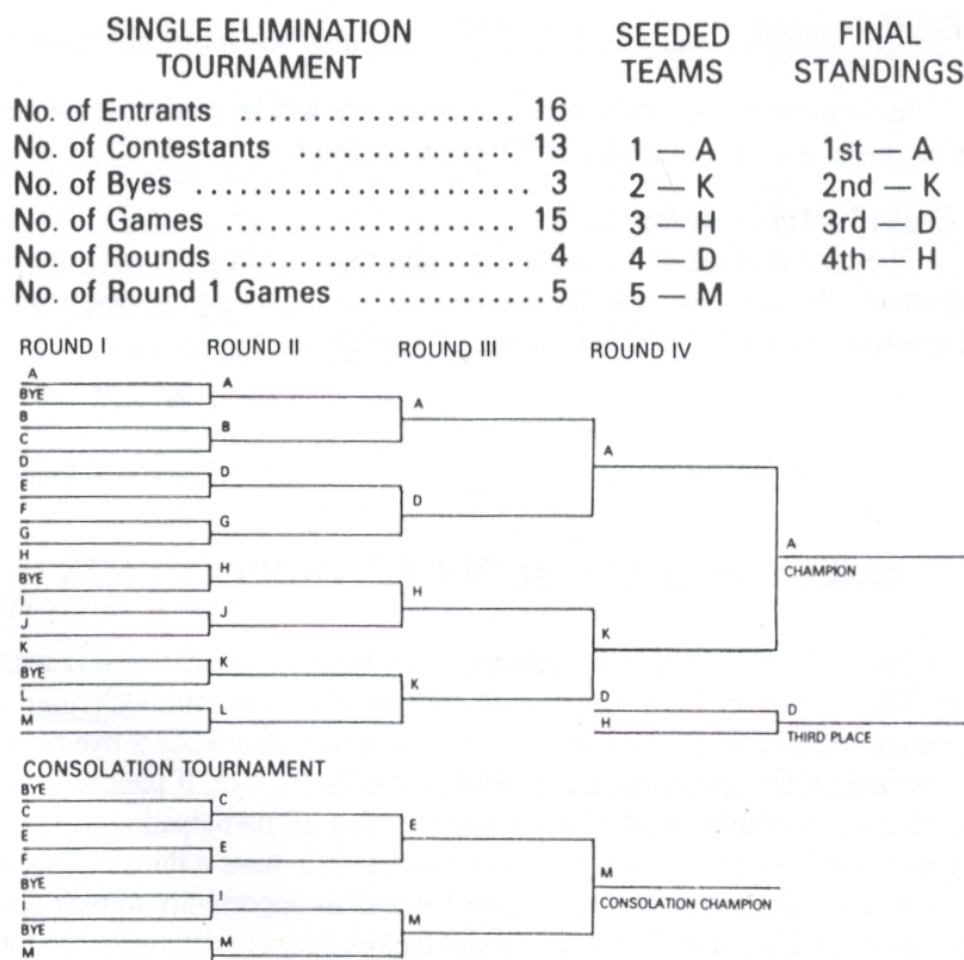
Single Elimination Tournaments

This type of tournament is the quickest method of determining a winner. The tournament has the disadvantage of providing fewer opportunities for contestants to play. The number of games to be played to complete the tournament can be figured by subtracting one from the number of entries.

Consolation Tournaments

A consolation tournament may be conducted with losers from the first round of play participating. This enables each team to play at least two (2) games.

Weaker teams who may have drawn a seeded team in the first round and teams who have traveled long distances are given a second chance to compete.





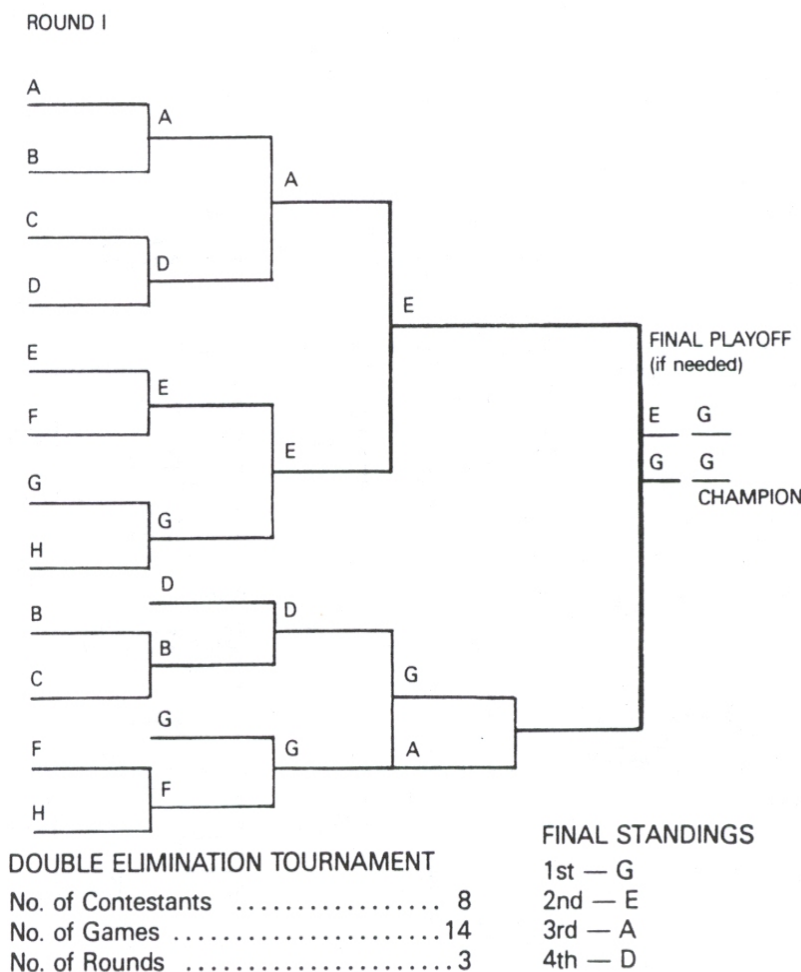
Double Elimination Tournament

The double elimination tournament requires a much longer period of play than the single elimination. Each team must be defeated twice before being eliminated from the competition. The championship bracket is carried on in the usual manner, with the defeated team dropping into the loser's bracket.

The teams that win out in both brackets are matched for the championship. The number of games to be played in a double elimination tournament is determined by subtracting one (1) from the total number of entries and multiplying by two (2). Add one (1) to this total for a possible championship play-off.

If byes are needed in the loser's bracket, they should be arranged to avoid being matched with an entry which drew a bye in the championship bracket.

However, in this case the bye should be placed in one of the positions and the other numbers rotated about it.

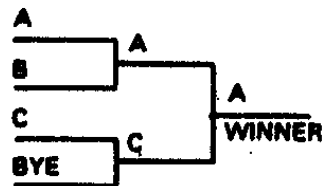




Listed Byes

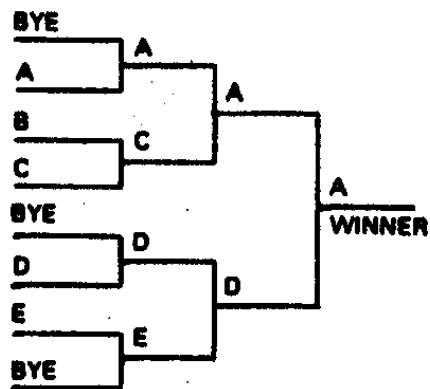
Three

1st 2nd
ROUND ROUND



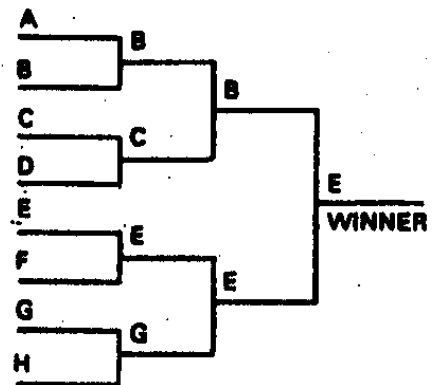
Five

1st 2nd 3rd
ROUND ROUND ROUND



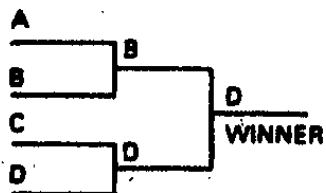
Eight

1st 2nd 3rd
ROUND ROUND ROUND



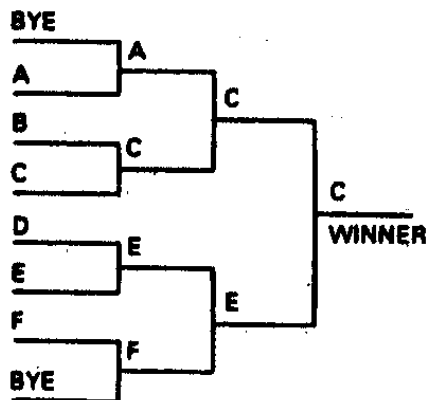
Four

1st 2nd
ROUND ROUND



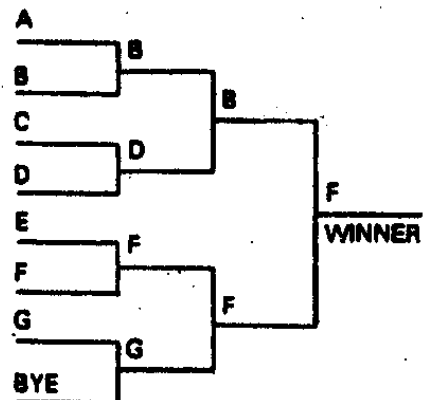
Six

1st 2nd 3rd
ROUND ROUND ROUND



Seven

1st 2nd 3rd
ROUND ROUND ROUND





Round-Robin Tournaments

This type of tournament provides for more participation for every team than any other type of tourney. Every team competes against every other team. The final outcome of such a tournament is decided on a percentage basis.

There are many different methods of arranging and charting round-robin tournaments. One of the most common methods is to arrange the teams as follows:

Even number event:

- 1 - 4
- 2 - 5
- 3 - 6

With an even number of entries, the position of number one (1) remains stationary while the other numbers revolve clockwise or counter-clockwise until the original combination is reached.

In the case of an odd number of entries, a bye is used and placed at the top of the second column.

Odd number event:

- 1 - BYE
- 2 - 5
- 3 - 6
- 4 - 7

Regular Round Robin

In the round robin tournament, each team or player plays each other competitor in the league. In a single round robin, one (1) game is played with each other team or player; in a double round robin two (2) games are played with each of the opponents.

To determine team standings in a round robin tournament two (2) points are awarded for each victory and one (1) point for each tie (or in intramural competition, three (3) points for a win, two (2) points for a tie, one (1) point for a loss and zero points for a default). The team with the greatest point total is the winner.

The formula for determining the total number of games to be played in a round robin tournament is: $n(n-1)/2$ with n representing the number of teams in the tournament.

To draw up a round robin schedule, place as many numbers as there are teams in two (2) vertical columns. The numbers should be arranged consecutively down the first column and up the second. With each number representing a team, this arrangement provides the pairing for the first round. Thus, Team #1 plays Team #8; Team #2 plays Team #7; Team #3 plays Team #6; and Team #4



plays Team #5 in the first round. To obtain pairings for subsequent rounds, rotate the numbers counterclockwise around one of the numbers that remains fixed.

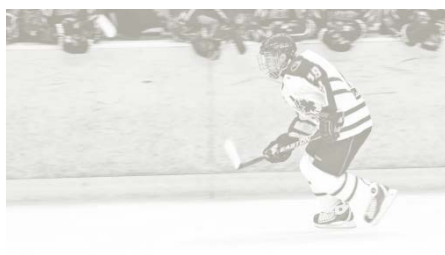
Example

Round 1	Round 2	Round 3	Round 4	Round 5	Round 6	Round 7
1 vs.8	1 vs.7	1 vs.6	1 vs.5	1 vs.4	1 vs.3	1 vs.2
2 vs. 7	8 vs. 6	7 vs. 5	6 vs. 4	5 vs. 3	4 vs. 2	3 vs. 8
3 vs. 6	2 vs. 5	8 vs. 4	7 vs. 3	6 vs. 2	5 vs. 8	4 vs. 7
4 vs. 5	3 vs. 4	2 vs. 3	8 vs. 2	7 vs. 8	6 vs. 7	5 vs. 6

When an uneven number of teams are entered the same plan is used. However, in this case the bye should be placed in one (1) of the positions and the other numbers rotated about it.

Below is an example of a seven team format.

Round 1	Round 2	Round 3	Round 4	Round 5	Round 6	Round 7
Bye 7	Bye 6	Bye 5	Bye 4	Bye 3	Bye 2	Bye 1
1 vs.6	7 vs.5	6 vs.4	5 vs.3	4 vs.2	3 vs. 1	2 vs.7
2 vs.5	1 vs.4	7 vs.3	6 vs.2	5 vs. 1	4 vs. 7	3 vs.6
3 vs.4	2 vs.3	1 vs.2	7 vs. 1	6 vs.7	5 vs.6	4 vs.5





BC HOCKEY CHAMPIONSHIPS GUIDELINES FOR SELECTION OF HOST SITES

Refer to Regulation Five (5) of the BC Hockey Handbook to determine the division/category which your District will be hosting. Selections are based on applications from Districts eligible to host. Applications should be completed utilizing the Host Guidelines. Selections are based on the review of the applications by the Minor committee and approved by the Board of Directors.



In the event that a District cannot host the division/category designated, the BC Hockey CEO must be advised prior to the BC Hockey Annual General Meeting. An alternate site will be selected based on an open bid submission from all Districts.

THE HOST ASSOCIATION

The following guidelines are based on Championship commencing Sunday, mid - March with Saturday used as a travel day.

1. INTRODUCTION

This guide is intended to provide clarifications and guidelines to Minor Hockey Associations hosting provincial playoffs. This guide is not intended to replace the following BC Hockey Constitution, Bylaws and Regulations:

- a) BC Hockey Constitution, Bylaws and Regulations
 - Regulation 5 - Playoffs
- b) Schedule of Important Dates to Remember

The following dates are a guideline for completion of pre-championship tasks

- November – Monthly Video Conferences will begin for the Host Committee, Championships Coordinator and BC Hockey staff. Host Committee will submit written confirmation of required ice, signed by the Association's President to the BC Hockey Staff.
- November – Host Committees to begin developing their Information package for the BC Hockey website.
- December 15 - Final date for minor hockey teams to declare intent to register for Championship Playoffs.
- December 15 – Deadline for submission of Informational Packages to BC Hockey Office.
- December 15 – Deadline for submission of variances for consideration by BC Hockey.
- December 31 – Final date to withdraw from BC Hockey Championships without penalty).
- January - Confirmation of teams attending Championships is distributed to Host Committees.



- February 15 – Final date for a schedule change based on the number of teams attending the Championship.
- March 10 – Completed Roster templates are submitted to the BC Hockey office for the Championship Scoring system.
- February 28 - BC Hockey Championships banners, event banner, awards etc. are distributed
- March 1 – Final Championship preparation meetings.

Please be reminded that this event is called the BC Hockey Championships, not the Provincials.

2. CHAMPIONSHIP HOST COMMITTEE

One (1) person cannot handle the organization and operation of a tournament of this size. It is essential that the Championship Committee be composed of a group of hard working, committed volunteers, and each Committee member should be given specific areas of responsibility. A Chairperson with the ability to delegate and motivate the Committee should be appointed.

The Committee should maintain regular communication with the BC Hockey and the host Minor Hockey Association.

3. VARIANCES

Any Changes to the Championship tournament format must be approved by the BC Hockey.

The BC Hockey logo is not to be altered or changed in any way including the additional of sponsor names or logos on any programs or souvenirs/apparel without the prior approval of the BC Hockey.

The BC Hockey logo standards which are provided must be adhered to whenever the logo is used.

4. TOURNAMENT SCHEDULE

An admission fee (gate) must be approved by BC Hockey by way of a variance. The Championship traditionally begins on the first Sunday of the annual school break. The number of participating teams is governed by BC Hockey Regulations.

The Championship format is governed by BC Hockey Regulations and a schedule for games is provided by BC Hockey. BC Hockey must approve any schedule changes no later than February 15. There is no overtime in any games during the round robin or in the cross over games determining places below fourth. Overtime will be as per the official Hockey Canada playing Rule.



5. OPENING AND CLOSING CEREMONIES

The schedule includes an opening ceremony, which should last no longer than half an hour. All teams are to be present and shall participate in the ceremonies organized by the local committee.

The closing ceremony is to take place immediately following the final game, at which time the BC Hockey Representative will present the Fair Play Trophy normally sponsored by the local Association, the Championship Banner and any other awards as required. All teams are encouraged to stay for the ceremonies, however their participation is not mandatory.



The organization of both ceremonies should be done in consultation with the BC Hockey to ensure everyone understands their role.

6. FINANCES

The Committee should develop a budget for the tournament.

The Host Association is responsible for all receipts and expenses not covered in BC Hockey Regulation Five (5). The Host Association is responsible for any deficit resulting from the Championships (in the event the gate receipts are insufficient to cover the fees, allowances, and expenses outlined in Regulation Five (5)).

Host Associations may offset expenses through the sale of ice time sponsorship, souvenirs, programs, 50/50 draws, or similar fund raising activities. Please review all fund raising activities with BC Hockey to ensure they meet standards

Admission prices (game, day and/or tournament) are to be set by the Host Association and are subject to approval by BC Hockey. The Host Association is responsible for providing ticket sellers and door people.

The BC Hockey Representative is responsible for confirming the gate receipts and income from the various fund raising activities, ensuring all fees and allowable expenses are paid and a BC Hockey Tournament Financial Report is submitted to the BC Hockey Office. Any excess revenue will remain with the host committee.

The Host Committee will be required to submit a detailed finalized income statement at the conclusion to finalize the requirements as per to the Host Grant contract.



7. AWARDS AND TROPHIES

BC Hockey provides the Championship Banner and medallions for members of the winning team and the second place team.

It should be noted that **NO** special prizes, awards (ie Player of the Game, Three Stars, All Star Teams) or souvenirs are to be presented to teams or individual players. Host Associations wishing to make such presentations must obtain the special permission of the BC Hockey. In the event special permission is granted, any special presentations that have been approved will be made off ice and presented to all participants.

Should the Host Committee choose to have a Fair Play Award, it will be the responsibility of the Host Committee to have the award produced. The BC Hockey Representative will approve the look of the award prior to production.

8. OFFICIALS

The game officials will be assigned by BC Hockey Referee Committee Members through a procedure involving the BC Hockey Representative and the local Referee Committee Member.

An Officials Meeting will be held on Saturday prior to the start of play. The Host Association shall provide a room for this meeting.

The Referee Committee Member or designate may invite the Referees to attend the Managers/Coaches Meeting as observers. The Referee Committee Member or designate will coordinate, with the Host Committee, banquet seating for the officiating staff. Banquet costs for the officials will be covered in the same manner as other participants.

If out of town officials are being used, the Host Association is responsible for assisting in providing accommodation. Local hotels may donate rooms or offer reduced rates.

The fees for officials and travel expenses are outlined in Branch Policy. The BC Hockey Representative will confirm that the Officials have been paid.

Officiating Fees and Expenses in Society Playoffs					
	2 Person		Referee	Lines-person	Lines-person
Juvenile	\$45.00	\$45.00	\$45.00	\$35.00	\$35.00
Midget	\$40.00	\$40.00	\$40.00	\$30.00	\$30.00
Bantam	\$35.00	\$35.00	\$35.00	\$25.00	\$25.00
Pee Wee	\$30.00	\$30.00	\$30.00	\$20.00	\$20.00

Referees and Linesmen are restricted from using the VIP room.



Referees and Linesmen are to be extended the same respect and courtesies as other participants (players).

Referees and Linesmen are to be accredited by the Host Committee in the same manner as other participants (players).

Minor off-ice officials for all games are to be provided by the Host Association in consultation with BC Hockey. This should include a scorekeeper, a timekeeper, goal judges,) a public Address announcer (optional, and if necessary, penalty timekeepers.

9. FACILITIES

A map of the facilities indicating dressing rooms, first aid rooms, skate sharpening, storage/drying rooms and any other pertinent items shall be made available to all participating teams. A dressing room assignment list and the location of local sports stores/skate sharpening facilities should also be provided.

Meetings rooms must be provided for both an officials and a coaches meeting the night prior to the tournament starting.

It is recommended that a team contact/host/parent be appointed to assist each visiting team.

10. PUBLICITY

The Host Committee should make use of their local media to publicize the event, and may wish to advertise by way of posters, newspaper ads, radio sportscasts, etc. Since this is done at the expense of the Host Association, it is suggested that free avenues of publicity be arranged wherever possible in order to keep costs down.

An in arena tournament schedule should be posted with scores and standings.

Programs, pins, hats, pennants, pucks, shirts, etc., may be utilized to publicize the event and generate revenue.

11. BC HOCKEY CHAMPIONSHIP WEBSITE

All information will be posted to the BC Hockey website under Championships. The Host Committee will be responsible to assign one (1) volunteer to update the scores and statistics through the BC Hockey online scoring website and on the mobile app.

This volunteer will require access to a computer with Internet for the duration of the Championship.



12. BANQUET

The Host Committee should hold a banquet for all teams/officials involved in the tournament. It should take place on the evening prior to the start of the tournament. A guest speaker should be arranged, and teams should be advised of this event in advance. Attendance is mandatory. There shall be no alcohol served at the Championship Banquet should one be held.

13. MEDICAL ASSISTANCE

Teams will be notified at the coach/managers meeting that a first aid room/medical facility will be available during the BC Hockey Championship.

14. ACCOMMODATION

Teams at all levels will stay in hotels. A list of local accommodation and rates should be prepared for distribution.

15. HOST INFORMATION PACKAGES

Please take the time to develop a Host package that will provide a great representation of your city/town. This is your time to shine! The host package should be sent to the BC Hockey office by December 15 and should include the following in this order:

- BC Hockey approved title page including:
 - Division (eg. Bantam Female)
 - Date of event
 - Host Association and team
 - MHA logo
 - BC Hockey Mission Statement - "Lead, Develop and Promote Positive Lifelong Hockey Experiences"
- Table of contents
- Contact information – such as:
 - Host Association
 - Organization or Planning Committee
 - BC Hockey Representative
- General Championship Info
 - Exact dates of Championships
 - Banquet info (Where, When) – Banquet is optional
 - Coaches meeting (Where, When)
 - Opening and Closing Ceremonies
 - Rinks (addresses)
 - Any other important info
- Introduction (short summary and history) to the host town/city
- Map of the area listing major locations (rinks, hotels, sport stores, restaurants, etc...)
- Accommodations (offer as many as possible with rates and addresses)



- Rink(s) – a picture of the rink and a small write up
- List the following with specific information such as addresses:
 - Restaurants
 - Medical facilities
 - Sport stores (skate sharpening locations)
 - Historic sites – optional
 - Recreation centers – optional
 - Movie theatres
 - Special events
- Transportation Information – buses, ferries, highway conditions/closures, taxi services, tourism services
- Local BC Hockey approved apparel info – optional

Please be sure that your Championship Host package is complete before it is sent to the BC Hockey office. Please do not include loose items such as pamphlets, business cards, etc. All information should be included within the pages of package itself. The package is scanned at the BC Hockey office and put up on the BC Hockey Championship webpage as a link.

If changes are needed to your championship host package, please contact the BC Hockey office with the updated information. Please remember that all of the teams, parents, spectators, scouts, etc. are counting on this information.

16. COACH / MANAGERS MEETING

A Coach/Managers Meeting is to be held on the evening prior to the tournaments start. Teams will be advised of time and location well in advance, as attendance at this meeting is **mandatory** for all teams. Where possible, on ice officials should be included in this meeting.

An informational package should be handed out to the team managers, which includes tournament information.

- Dressing room assignments
- Skate sharpening information
- Medical facilities in and around the arena
- Opening and closing ceremonies
- Sporting stores etc.
- Any other pertinent information



17. GOALTENDER RELIEF

A replacement goaltender is to be provided by the host team. The name of the goaltender is to be forwarded to the BC Hockey 30 days prior to the tournament. The spare goaltender cannot be used unless a team's goaltender has been suspended or has been injured/ill in which case a doctor's letter confirming the injured goaltender cannot return to play will be required. The replacement goaltender will not be dressed or sitting on the bench unless (s)he is substituting for an injured or suspended goaltender.

It is strongly recommended that the replacement goaltender be treated as one (1) of the host Association's roster players during team activities so that (s)he feels part of the event.

18. CROWD CONTROL

Championship organizers should discuss ways of developing the environment of the Championship and the methods of dealing with crowd control, should this be required. It is not uncommon to experience taunting, name calling, and other tournament distractions caused by fans. The organizers ability to build a sportsmanship environment and the response to any incidents is one key in conducting a first class event.

19. BC HOCKEY REPRESENTATIVE

The BC Hockey Representative must have access to Internet. There should be a heated room provided which would act as a "command center" that is accessible to Committee Staff, and participating team coaching staff only.

The BC Hockey Representative will be responsible for all discipline during the championships, interpretation of the BC Hockey/Hockey Canada rules and regulations, and the teams' final standings at the conclusion of the Championship. His/her decision in these matters will be final.

All appeals shall be submitted to the Representative for review.

The BC Hockey Representative and the Host Committee Chair will meet prior to the start of the Championship to discuss the following items:

- Responsibilities
- BC Hockey Representative Expenses
 - Accommodation
 - Mileage
 - Per-Diem (as per BC Hockey per diem policy)



Expense Payment Process

BC Hockey Regulation 5 sets out that the Host Committee is responsible for the expenses of the BC Hockey Representative associated with attending the Championship. As such, the following process shall be conducted following the event to ensure these expenses are paid in a timely manner.

1. The BC Hockey representative will submit hotel receipt, total mileage and number of meals eaten incurred during the Championships to the BC Hockey office.
2. Upon receipt of these expenses, BC Hockey shall submit an invoice to the Host minor hockey association outlining the owed expenses. The following are based on rates as per January 1, 2016:
 - Travel - \$0.52/km
 - Meals:
 - Breakfast - \$10
 - Lunch - \$12
 - Dinner - \$18
 - Accommodation - expense will only be incurred if accommodation is used by the BC Hockey Representative
 - Incidental per diem - \$10/day

Please note that the Host Committee will be responsible to cover the travel cost of the Referee Committee Member. If the Member is from outside of the Host District, BC Hockey will pay the travel expenses.

20. BC HOCKEY APPROVAL ITEMS & FINAL REPORT

- a) Draw Changes
- b) Schedule
- c) Logo Use
- d) Advertising
- e) Special Events
- f) Fund Raisers
- g) Gate Changes
- h) Finale Report



INTERNATIONAL TRAVEL AND HOSTING GUIDELINES

OVERSEAS TOURS - TRAVELING

The development of plans to carry out an overseas tour needs careful planning and requires a deliberate systematic approach in meeting all the requirements prior to the granting of a sanction by amateur hockey's governing bodies.

Tours involve member nations of the IIHF of which Canada (Hockey Canada) is a member and therefore it is imperative that all tour activity is coordinated and approved by the appropriate governing bodies of all member countries.

Before members embark on developing tour plans, a specific order of operations needs to occur. Primarily plans are broken into two (2) main areas:

- a) Seeking Hockey Canada / BC Hockey approval and
- b) Plan Developments after Hockey Canada / BC Hockey approval

As a guide, planners must adhere to established criteria both from BC Hockey and Hockey Canada. Hockey Canada Constitution Bylaws and Regulations, Regulation D "General Tour Information" should be used as a starting point.



A. SEEKING HOCKEY CANADA / BC HOCKEY APPROVAL

1. It is recommended that planning to travel internationally begin at least 6 months prior to departure, earlier is better.
2. In order to seek approval for international travel, a league/Minor Hockey Association/team must complete and submit to the BC Hockey office the IIHF Tour Sanction Form, located on the [Administration/Forms page of the BC Hockey website](#)
3. Along with the IIHF Tour Sanction Form, the following items must be submitted:
 - a) Invitation(s) from club(s) that will be visited
 - b) Acceptance letter(s) sent to club(s) that will be visited
 - c) A complete schedule of games
 - d) Any other pertinent information outlining type and frequency of competition
4. Upon approval or denial, the contact listed on the IIHF Tour Sanction Form will be contacted by BC Hockey. If approved, the league / Minor Hockey Association / team can proceed with the more detailed items required in the planning process.



B. PLANNING AFTER HOCKEY CANADA / BC HOCKEY APPROVAL

Once governing body sanctions have been obtained more detailed criteria can be addressed.

The following includes important items along the development trail:

1. A BC Hockey/Hockey Canada representative must be included at the team's expense. This person is to be appointed by BC Hockey as the tour leader. It is important that this person not be directly connected with the tour group. This individual will be required to interact with foreign hockey governing people (i.e. coaches, administrative leaders and other dignitaries.) It is their responsibility to liaise all matters between the tour group and their hosts.

In order to be consistent on how these BC Hockey representatives are appointed/selected, the following procedure will be followed:

- a) Executive Committee to be polled as to who would be interested and available to go
- b) Familiarity with the team and personnel has and can be an advantage for these tours.
- c) Interest and availability may conflict at times; anywhere this occurs the deciding factor will be availability.

When this selection/appointment takes place, the representative chosen will be a member of the executive committee of BC Hockey and appointed by the BC Hockey Officers.

2. Periodic updates are to be submitted to the BC Hockey Officer responsible for International travel in order that tour developments proceed in a logical sequential way. These details should include:
 - Financial arrangements / guarantees being used to finance the tour
 - A list of adults in charge and accompanying the tour group
 - A detailed day by day itinerary listing events, dates, times and places
3. It is the responsibility of the group to attend to the areas of passports/visas, medical coverage and insurance, custody of players in case of emergency, daily whereabouts when traveling, and all those other details that would allow people back home quick contact with tour group individuals should the need arise.
4. Prior to the departure date, the BC Hockey/Hockey Canada representative must meet with the tour participants in order that expectations held by all participants are thoroughly discussed and reviewed. This is a most important function because those involved must be on a common footing in regards to conduct overseas.
5. It would be prudent and it is strongly suggested that the Minor Hockey Association, the above minor league and team involved, keep the hosting IIHF member informed of your plans as they develop particularly after the Hockey Canada sanctioning has been obtained. It reassures them in seeing that all details, major and minor, are progressing well.



The experience of participating in an overseas tour will rank as a highlight in one's life. It only makes good sense to plan it properly and execute it efficiently.

C. RESPONSIBILITIES OF BC HOCKEY/HOCKEY CANADA REPRESENTATIVE

Upon approval of the selection of the representative by the Hockey Canada, this representative will:

PRIOR TO DEPARTURE

- File with the BC Hockey office a list of players and other team officials/interested individuals participating with the tour;
- File with BC Hockey an up to date itinerary for the tour.
- Make sure all the members of the tour are aware of and acquainted with "Passport to National Pride" contained in the BC Hockey Guide for Hockey Administration.

DURING THE TOUR

- Will collect all game sheets
- Will ensure only approved players participate in the games
- Will oversee the department of the team on and off the ice
- Will remind team members of the different style of hockey they may encounter and their need to adapt to different circumstances
- Will assist the team as needed

FOLLOWING THE TOUR

- Will submit all game sheets to the BC Hockey office
- Will submit a written report 30 days following return. The suggested method is a daily summary of activities. Use this as an opportunity to summarize the tour and advise of the good and bad aspects with recommendations for future touring teams

HELPFUL HINTS

1. JET LAG

- Three (3) days before takeoff – three (3) full meals (high protein breakfast and lunch, high carbohydrate supper), tea or coffee only in the afternoon.
- Two (2) days before takeoff – three (3) light low carbohydrate meals, tea or coffee only in the afternoon
- One (1) day before takeoff – three (3) full meals as in days before takeoff.
- Day of flight - (traveling east) - fast or eat very little before flying. Once on plane drink plenty of liquids (no alcohol), omit the evening meal, try to sleep, eat a high protein breakfast (bring your own if necessary).



- Day of flight - (traveling west) - fast on the plane, drink lots of liquids in the morning but none in the afternoon, omit the lunchtime or evening meal.
- On arrival - whatever the time, eat a hardy meal in accordance with local mealtime. Stay active and go to bed reasonably early.

NOTE: As important is eating the proper foods prior to departing, it is just as important to be properly rested.

2. CURRENCY VOUCHERS

Although your travel agent may assure you that all costs have been paid there are some countries that require currency vouchers. You may be assessed an amount per day when you enter the country and this payment will be entered on your Visa.

3. LUGGAGE

Ensure that the players pack as little as possible. Porters and assistance are not always available and carrying, loading and unloading a hockey bag along with two or three suitcases can be wearing and time consuming.

4. VISAS

Certain Eastern European countries do not like group authorization listings for entry visas. It at all possible ensure that there is a separate authorization for individuals' visas; i.e. all players should have their own passport

5. HOTELS

Research the individual hotels. Do not rely on the published "star rating". Also, know in advance what hotels you will be staying at in case relatives have to contact the team.

6. ICE TIME

All players who have been involved in the fund raising and are part of the touring team should receive their fair share of ice time while on tour.

7. EXCHANGE RATES

Know exchange rates of the country(s) that you will be visiting ahead of time.

8. EXCHANGE PACKAGES

Have exchange packages ready in advance for each venue and also gift packages for adult interpreters/guides.

9. EXPERIENCE

There is no substitute for experience. Have someone who has played in or visited the countries you wish to visit speak to your entire group before departure.



HOSTING AN EVENT- INTERNATIONAL TEAM EXHIBITION TOURS

In hosting guests that are members of the IIHF, the Canadian team bears an important responsibility in the initiation of developing tour plans. These plans require careful planning and a deliberate systematic approach in meeting all the requirements prior to the granting of a sanction by amateur hockey's governing bodies.



Tours involve member nations of the IIHF of which Canada (Hockey Canada) is a member and therefore it is imperative that all tour activity is coordinated and approved by the appropriate governing bodies of all member countries.

Before our member hosts an IIHF guest team, a specific order of operation needs to occur. Plans are broken into two main areas:

- a) Seeking Hockey Canada / BC Hockey approval and
- b) Plan Developments after Hockey Canada / BC Hockey approval.

As a guide to planners, both BC Hockey and Hockey Canada have established criteria that must be adhered to. Hockey Canada Constitution Bylaws and Regulations have a number of points under Regulation "D" General Tour Information that are to be used as a starting point.

A. SEEKING HOCKEY CANADA/BC HOCKEY APPROVAL

1. It is recommended that planning to host an overseas IIHF team begin at least six (6) months prior to the visiting team's arrival date, earlier is better.
2. The host team, in this case the Canadian team, needs to extend an invitation to the potential overseas IIHF guest. This invitation should indicate the parties involved, age of competitors, type and frequency of competition and the proposed dates. All correspondence must come from the Minor hockey Association or League, if above minor and be signed by the president or his/her designate.
3. In return, the potential guest team must formally accept the invitation.
4. Once the two (2) parties have their initial contact and exchange of information, the host Association should complete and submit the IIHF Tour Sanction Form, located on the [Forms page of the BC Hockey website](#). Along with the IIHF Tour Sanction Form, the following items must be submitted:
 - a) Invitation from association / league / team that is hosting
 - b) Acceptance letter(s) from the team that will be visiting
 - c) A complete schedule of games and any other pertinent information outlining type and frequency of competition
 - d) Proof of medical insurance for the visiting team



NOTES:

- i. *If the Tour will involve more than one (1) Branch, all Branches must approve the tour. Branches may work together and submit one (1) proposal.*
 - ii. *Hockey Canada Regulation D-19 prohibits international travel for teams below the Pee Wee division.*
 - iii. *A fee will be collected dependent on how far in advance the IIHF Tour Sanction Form is submitted (Hockey Canada Regulation D-3).*
5. The Hockey Canada Association making the application is responsible for all damages, unpaid debts or other liabilities arising out of the operation of the tour. The Branch may, at their discretion, require a \$5,000.00 deposit (Letter of Credit, or other satisfactory security) toward any of the above-mentioned problems. It is also the responsibility of the hosting Association to have the team provide proof of liability insurance and proper medical coverage.

PLAN DEVELOPMENTS AFTER HOCKEY CANADA/BC HOCKEY APPROVAL



Once the governing body (BC Hockey and Hockey Canada) sanctions have been obtained, the hosting team can begin its localized plans to receive their overseas guests.

Generally, a visitation should include a good blend of on-ice and off-ice activities in order to provide the guests with a balanced diet of events.

Each community throughout the Province has a variety of unique offerings peculiar to their locale in regards to geography, history, economy and recreation.

It is suggested that a flavor of each area is provided in order that the guests get exposed to a cross section of life in the local community and in the province.

It is the responsibility of the hosting Association/team to keep BC Hockey informed on the localized plans for this visit and, as a matter of courtesy, will include BC Hockey as part of the welcoming/opening ceremonies. As the governing body, BC Hockey would only be involved from a protocol standpoint, provided that all Hockey Canada/BC Hockey policies are adhered to. BC Hockey would be available to offer any assistance where requested.

All BC Hockey members are strongly urged to acquaint themselves fully with Hockey Canada Regulation D, General Tour Information, paragraphs 1-20. This Regulation contains vital information for BC Hockey members embarking on a tour overseas as well as BC Hockey members hosting teams coming from overseas Federations.

Approvals for touring and hosting will be based entirely on the compliance with this regulation. Familiarity with it is paramount.



INTERNATIONAL TOURNAMENTS

All International Tournaments must be sanctioned by Hockey Canada via the Branch using a two (2) step process.

1. Initial approval to host an International Tournament must be obtained online through the [BC Hockey website](#).
2. If overseas teams will be participating in the tournament, it is necessary complete an International Tournament Sanction Form and submit it to the BC Hockey office at least 45 days prior to the start of the event. The International Tour Sanction Form can be found on the [forms page of the BC Hockey website](#).

Please note that if any of the visiting teams will be playing any games in addition to those in the tournament while they are in Canada, an IIHF Tour Sanction Form must also be submitted.

The hosting Association is still responsible for all damage, unpaid debts or other liabilities of the visiting team. It is the responsibility of the hosting Association to obtain documented proof of insurance and medical coverage from the team.

BC Hockey members that conduct sanctioned international tournaments are advised that Hockey Canada Regulation M, Hockey Tournament Regulations, paragraph 1-18, apply in all respects. Please note the sanctioning for these tournaments is 90 days in advance of the tournament as per BC Hockey Regulation 3.28. Exhibition games planned before and/or after an international tournament require BC Hockey approval through your District Director.

PASSPORT TO NATIONAL PRIDE

A Code of Ethics for Canadian Athletes Abroad

Our Nation's Sport Ambassadors

You have been selected on the basis of your individual athletic merit. But as a Canadian amateur athlete abroad, you are judged, not as an individual, but as a nation's representative. Your personal conduct in and out of competition can reflect on Canada's image as a whole and it becomes your responsibility to safeguard our national pride.

It's a matter of respect

You are guests of a foreign country and you can go a long way towards assuring yourself and your teammates a warm welcome through a simple show of respect.

- respect for the political, social and cultural values of athletes from other nations
- respect for the regulations and standards set down by tournament organizers and officials of the host nation





- respect for the people of that host nation, whether they be competitors, spectators or service personnel
- respect for your own team members - a harmonious team environment can be a valuable asset to competitive performance

This isn't a vacation

You are abroad as a competitor first and foremost, and a tourist second. Frequently, this special status will result in courtesies not accorded regular visitors and these privileges should not be abused. Remember, you are subject to the same laws as the citizens of your host country and should you break a law, you will be subject to the same judicial system. Although Canadian Embassies will provide consular assistance to Canadian citizens, there are limitations to the amount and type of assistance any Embassy can extend. Generally speaking, the Embassy can only attempt to ensure that you are equitably treated under the laws of the country in which you are travelling. Acquaint yourself with any legal particularities of your host country before you visit.

Remember that illegal drug offences carry exceptionally severe penalties in many countries. And your welcome home will be cut short by Canadian Customs officials should you attempt to smuggle prohibited drugs into this country. In fact, be sure to familiarize yourself with all Canadian Custom declaration procedures. A copy of the brochure, I Declare, is readily available.

If you hold dual nationality, take steps before leaving Canada to ensure you will encounter no problems abroad. Just because you are legally a Canadian citizen may not necessarily protect you from local laws of another country which so considers you to be a citizen, in matters such as military service, taxation or illegal emigration.

Be careful about what you photograph. In some countries, it is illegal to take pictures of certain buildings, military installations and transportation facilities. When in doubt, check with your hosts.

Finally, as a competitor, you will be expected to take seriously the rules and training schedules outlined by team officials. A disciplined athlete abides by the wishes of authorized coaches, trainers and medical staff.



Looking your best



You will be judged just as quickly by your personal appearance as your general behaviour. Neatness and cleanliness do count. If you have been provided with a team uniform, wear it as often as possible. It can identify you as a respected representative of your country. When not in uniform, opt for conservative dress. What might be considered high fashion back home could very well be offensive to other cultures.

In advance of your visit, make an effort to learn simple social courtesies and taboos particular to your host nation. Responding with local social gestures will undoubtedly win you respect and avoid unpleasant incidents.

And remember bad manners and foul language rarely require a translator to be universally understood.

Media manners

The media has ready access to athletes and coaches at many amateur sport events. Make every effort to be co-operative and pleasant. Confine yourself to positive, constructive comments. An international sports event is not the venue to indulge in publicizing your personal or team complaints.

Never assume that personal opinions expressed “off the record” or in postcards will be kept in confidence. They could become tomorrow’s headlines.

Honour local traditions

Very often you will come across certain sport traditions in foreign countries with which you will be unaccustomed. For example, it is not uncommon at the outset of a contest for opposing teams to line up facing one another while the national anthems play, and at their conclusion, for a representative of each team to present one another with a modest gift. Ensure, therefore, you have a few gift items among your travel packs.

You will undoubtedly come across pin collectors in your travels. Make sure you have a modest stock of Canadian flag pins in your possession before leaving home.

It is only money, but...

Before traveling abroad, determine the nature and value of the currency within the countries you will be visiting. Banks can give you this information as well as the value relative to the Canadian dollar.

For safety as well as convenience, ensure that most of the currency in your possession is forms other than cash and in denominations that can be readily cashed in the nations you will be visiting. Money



should only be exchanged at officially-designated counters normally found in banks, hotels, airports, train stations and so on. Do not exchange money on the street or with anyone not officially designated to do so.

Celebrate when you get home

Undoubtedly a modest amount of socializing, either as a team or with new friends from the host nation or rival teams, is good for morale and a means of establishing fellowship and goodwill. But any abuse of liquor or drugs by any Canadian team member will not be tolerated either during a tournament or in transit.

The international sport scene is the ultimate showcase for an athlete's competitive skills. It is also a test of that athlete's ability to behave in a responsible and mature manner, frequently under pressure. Don't forfeit these sorts of competitive opportunities. Represent Canada with dignity and with pride.

Home away from home

The Canadian government has diplomatic and consular missions around the world. When travelling overseas, it is wise to notify the nearest Canadian consulate of your team's itinerary.

Naturally, Canadian officials will be only too happy to help you, but there are situations for which they can't be of assistance. A Canadian consulate is not a travel agency; hotel and transportation reservations are your responsibility. Neither is it a bank or a legal firm. Should you run into legal difficulties, Canadian government representatives will not interfere in a host country's legal process. The most that can be done is to try to ensure you are treated in a fair manner.





Programs for a Lifetime of Hockey





PROGRAMS FOR A LIFETIME OF HOCKEY

Midget Hockey

Female Midget AAA



The Female Midget AAA (FMAAA) program consists of five (5) zone-based teams that are spread across the province. The teams play a 30 game regular season, followed by the playoffs. The FMAAA Champion has the opportunity to compete for the **ESSO Cup**, Hockey Canada's National Female Midget Championship.

The FMAAA program was initiated in the 2007-2008 season in response to the membership's desire to provide an opportunity for elite female hockey players to come together on zone teams to challenge other elite Female Midget teams. At the end of the 2014-2015 season, the program was reviewed and restructured for the 2015-2016 season to align with similar programs. BC Hockey now manages the program, handling details such as scheduling, transportation, and accommodations.

Teams competing in the league play are: Fraser Valley Rush, Greater Vancouver Comets, Northern Capitals, Thompson- Okanagan Lakers, and Vancouver Island Seals.

Teams play a 30 game league schedule, playoffs toward a League Champion and the opportunity to represent BC in the Pacific Region Championship versus Alberta, then on to the Midget National Championship, the Esso Cup.

For more information about the BC Hockey FMAAA, please visit [FMAAA website](#).

Major Midget League (Male Midget AAA)



The BC Hockey Major Midget League (MML) was established in 2004 to provide elite level 15, 16 and 17 year olds an opportunity to play within their own age group at a high level and be developed for the next level of hockey. These teams have an opportunity each year to compete for the National Midget Championship, the TELUS Cup.

The league consists of 11 teams: Valley West Hawks, Cariboo Cougars, Vancouver North West Giants, Okanagan Rockets, Fraser Valley Thunderbirds, Vancouver North East Chiefs, South Island Royals, Greater Vancouver Canadians, Kootenay Ice, Thompson Blazers, and North Island Silvertips.

Teams play a 40 game league schedule, playoffs toward a League Champion and the opportunity to represent BC in the Pacific Region Championship versus Alberta, then on to the Midget National Championship, the TELUS Cup.





Some of the opportunities offered in the BC Hockey MML are:

- Player of the Month
- All Star Game
- All Star Team
- Development information on the MML webpage
- High level scouting

For more information about the BC Hockey Major Midget League, please visit the [MML website](#).

Hockey Canada Skills Academies

The long-range vision of the Hockey Canada Skills Academy (HCSA) program is for Hockey Canada, working closely with its 13 member Branches, to sanction and monitor HCSA-licensed programs operating in both rural and urban centers throughout Canada, where both Minor Hockey Associations and arena facilities are available.

The HCSA model is a second mainstream player development program mirroring the minor hockey club team system in Canada. Throughout the evolution of this program it is important to keep in mind that HCSA is a supplement to the club team system and not intended to replace it. **Skills Academies do not form teams and do not play sanctioned games.** They are strictly a skill development program. The outcome is not to develop future professional or international caliber athletes, or Rhodes scholars. The outcome is to enhance a student-player's confidence, individual playing skills, self-esteem and opportunities in both academics and athletics beyond the primary and secondary school system all while making efficient use of arena facilities during school hours.

Currently, the following Skills Academies are operating within BC Hockey;

Academy Name	City
MEI	Abbotsford
Alberni Secondary	Port Alberni
Burnaby North	Burnaby
Carihi Secondary	Campbell River
Chilliwack Middle School	Chilliwack
GP Vanier	Courtenay
A I Fortune Secondary	Enderby
Dr. Kearney Middle School	Fort St John
Houston Secondary	Houston
J. Alfred Laird Elementary	Invermere
David Thompson Elementary	Invermere
Valleyview Secondary	Kamloops



Dr. Knox Middle School	Kelowna
KLO Middle School	Kelowna
Okanagan Mission Secondary	Kelowna
Rutland Senior Secondary	Kelowna
Langley Secondary	Langley
Lillooet Secondary	Lillooet
Boundary Central Secondary School	Midway
J.L. Crowe Secondary School	Montrose
Nanaimo HCSA	Nanaimo
Windsor Secondary	North Vancouver
Tuc-El-Nut	Oliver
South Okanagan Secondary	Oliver
Osoyoos Elementary	Osoyoos
Smithers Secondary	Smithers
Edward Milne Community School	Sooke
Journey Middle School	Sooke
Earl Marriot	Surrey
Semiahmoo	Surrey
Lord Tweedsmuir Secondary School	Surrey
SD 54 Elementary	Telkwa
Britannia Hockey Academy	Vancouver
Belmont Middle School	Victoria
Spencer Middle School	Victoria
Mount Boucherie	West Kelowna
Porter Creek Secondary School	Whitehorse

Hockey Canada Sport Schools



The past several years has seen a new trend within the hockey structure in Canada. Sports Schools, as they are now known, were started in British Columbia, Alberta and Manitoba as well as several other provinces, to help fill a void that some people felt existed in the hockey structure. These were not “residential schools” like Athol Murray College in Saskatchewan or St. Michaels in Ontario, but rather they attempted to re-align and build new partnerships and relationships within the hockey structure and the educational system.

As this appeared to be a growing trend, Hockey Canada felt it was wise to create and develop partnerships that would see these groups operate within the Hockey Canada family as opposed to operating outside the structure which would see sports school programs compete with rather than complement our structure and programs. Hockey Canada took the initiative and began a dialogue between all the affected parties from Minor



Hockey Associations to Branch personnel to the operators of the sports school programs. The result of those discussions saw a committee struck whose task was to develop an information and registration manual that provides the relevant information needed to either start or continue to operate a hockey sports school program in partnership with Hockey Canada.

Hockey Canada's objective is to facilitate the integration of school-based hockey programs with Hockey Canada programming model.

Policies regarding Sport Schools can be found in the [BC Hockey Policy Manual](#) (12.02 Hockey Canada Sport Schools).

Sport Schools in BC

Academy	Location
Pacific Coast Hockey Academy	Victoria
Shawnigan Lake School	Shawnigan Lake
Yale Hockey Academy	Abbotsford
Burnaby Winter Club	Burnaby
West Vancouver Warriors	West Vancouver
St. George's Academy	Vancouver
Delta Hockey Academy	Delta
Okanagan Hockey Academy	Penticton
Pursuit of Excellence	Kelowna
The Kimberly Academy	Kimberley

Junior Hockey

Junior A and B

Like the Major Junior teams, most Junior A and B clubs are operated by independent owners. But unlike the Major Junior teams which operate under the rules and regulations as established by the Canadian Hockey League (CHL) (which are essentially a replica of the NHL rules), the Junior A and B teams operate under the rules and regulations of Hockey Canada.

Junior A and B offer well rounded programs with some particular advantages. For the player looking to play hockey at this level, the following benefits should be considered;

- Less travel time for games and practices as leagues are usually more localized
- Competition at this level will not invalidate a future opportunity for an American scholarship



- Games and practices are usually held around school hours to maximize attendance

Junior B



Junior B teams play a league schedule of approximately 45 games commencing in September and concluding in February. Added to this are exhibition games, playoff games and an All-Star game. Playoffs include rounds to determine a league champion as well as play for a Provincial and Western Canada title. In addition to games, teams normally practice three (3) to four (4) times a week.

Pacific Junior Hockey League

[Website](#)

The origin of the Pacific International Junior Hockey League (PIJHL) dates back to 1965. Over the years, the league grew to 10 teams allowing the PIJHL to convert to the current two (2) conference system. Along the way, the name of the league was changed from the Pacific International Junior Hockey League to the Pacific Junior Hockey League (PJHL). All teams are currently located in Canada. The winner of the league plays the Kootenay International Junior Hockey League (KIJHL) and the Vancouver Island Junior Hockey League (VIJHL) for the Cyclone Taylor Cup, the British Columbia Champion. The winner of the Cyclone Taylor Cup moves on to compete for the Western Canada "B" Crown, the Keystone Cup.

Harold Brittain Conference

Mission City Outlaws
Abbotsford Pilots
Aldergrove Kodiaks
Ridge Meadows Flames
Langley Trappers
Surrey Knights

Tom Shaw Conference

North Vancouver Wolf
Pack
Grandview Steelers
Richmond Sockeyes
Delta Ice Hawks
Port Moody Panthers

Vancouver Island Junior Hockey League

[Website](#)

The Vancouver Island Junior Hockey League (VIJHL) is an unincorporated not-for-profit Association which operates a Junior B ice hockey league of nine (9) franchised member clubs, of which all are located on Vancouver Island. The Brent Patterson Memorial Trophy is awarded annually to the league playoff champion at the end of each season. The winner of the Brent Patterson Memorial Trophy competes with the champions of the KIJHL and the PJHL for the Cyclone Taylor Cup, the British Columbia Championship. The winner of the Cyclone Taylor Cup moves on to compete for the Western Canada "B" Crown, the Keystone Cup.



The VIJHL teams are split into two (2) divisions: North Island and South Island.

North Island	South Island
Campbell River Storm	Kerry Park Islanders
Comox Valley Glacier Kings	Victoria Cougars
Oceanside Generals	Peninsula Panthers
Nanaimo Buccaneers	Saanich Braves
	Westshore Wolves

Kootenay International Hockey League

[Website](#)

The Kootenay International Hockey League is the biggest Junior B league within BC Hockey. The league is comprised of 20 teams split into two conferences, then four (4) divisions.

Kootenay Conference	
Eddie Mountain Division	Neil Murdoch Division
Columbia Valley Rockies	Beaver Valley Nitehawks
Creston Valley Thunder Cats	Castlegar Rebels
Fernie Ghostriders	Grand Forks Border Bruins
Golden Rockets	Nelson Leafs
Kimberley Dynamiters	Spokane Braves
Okanagan Shuswap Conference	
Doug Birks Conference	Okanagan Division
100 Mile House Wranglers	Osoyoos Coyotes
Chase Heat	Summerland Steam
Kamloops Storm	Kelowna Chiefs
Revelstoke Grizzlies	North Okanagan
Sicamous Eagles	Princeton Posse

Junior A

[Website](#)



Junior A teams play a league schedule of 58 games commencing in September and concluding the end of February. Added to this are exhibition games and playoff games. Playoffs include the determination of Divisional Champions, League Champions (Fred Page Cup), Regional Champions (Western Canada Cup) and National Champions (Royal Bank Cup). Players also have the



opportunity to be identified for participation on Canada West in the World Junior A Challenge. In addition to games, teams normally practice three to four times a week.

The British Columbia Hockey League (BCHL) is widely known as one (1) of the top Junior hockey organizations in North America. Between 2000 and 2013, 83 players have been drafted directly from the BCHL by National Hockey League (NHL) teams. Each year, the league sends on average between 90 and 110 graduates on to NCAA and CIS scholarships. The BCHL and its 17 member teams pride themselves on creating a positive environment for young athletes to develop as hockey players and as people. With a focus on education and creating opportunities for post-secondary scholarships, the BCHL has more than just a young person's sporting future at heart during their time in the league.

Potential BCHL student athletes and their families are encouraged to learn as much about their prospective playing options as possible prior to setting a course in junior hockey. The league welcomes inquiries from potential players who wish to learn more about the British Columbia Hockey League. Contact the League via email [EMAIL](#) or through the BCHL office at (604) 422-8783 for assistance with any questions you may have about a playing future in the BCHL.

BCHL TEAMS

ALBERNI VALLEY BULLDOGS
COQUITLAM EXPRESS
LANGLEY RIVERMEN
NANAIMO CLIPPERS
POWELL RIVER KINGS
SALMON ARM SILVERBACKS
TRAIL SMOKE EATERS
VICTORIA GRIZZLIES
WEST KELOWNA WARRIORS

CHILLIWACK CHIEFS
COWICHAN VALLEY CAPITALS
MERRITT CENTENNIALS
PENTICTON VEES
PRINCE GEORGE SPRUCE KINGS
SURREY EAGLES
VERNON VIPERS
WENATCHEE WILD

Canadian Major Junior Hockey

[Website](#)



The Western Hockey League (WHL) started with just seven (7) teams based in the provinces of Saskatchewan and Alberta in 1966. The WHL now has representation in all four (4) Western Canadian provinces and the U.S. states of Oregon and Washington. With the addition of the Edmonton Oil Kings for the 2007-08 season, the WHL now consists of 22 member Clubs with 17 based in Canadian markets and five (5) in the U.S. Pacific Northwest.



The WHL is a member of the Canadian Hockey League (CHL) whose membership is comprised of three major junior hockey leagues: Ontario Hockey League (OHL), Quebec Major Junior Hockey League (QMJHL) and the Western Hockey League (WHL). At the conclusion of each League's playoffs, the CHL hosts the Mastercard Memorial Cup, a National Championship tournament involving each of the League's Champion and the tournament host.

The WHL's head office is located in Calgary, Alberta and is responsible to administer all functions related to league operations. Under the direction of the WHL Commissioner, the WHL head office functions include: game supervision, scheduling, League meetings, player drafts, agreements and scholarships, player transactions, finance, marketing, media relations, communications and statistics/results.

The WHL is one (1) of three (3) leagues that constitute the CHL as the highest level of Junior hockey in Canada. Teams play for the Ed Chynoweth Cup, with the winner moving on to play for the Memorial Cup, Canada's National Junior Championship. WHL teams have won the Memorial Cup 19 times since the league became eligible to compete for the trophy.

The CHL encourages educational participation and performance. Most teams in these three (3) Major Junior leagues - the OHL, the QMJHL and the WHL acknowledge the importance of helping an athlete further their education as well as hockey career.

Most players in western Canada that play Major Junior, will play in the WHL. The WHL has a Standard Education Agreement for all players that answers most questions you may have. A copy of the Standard Education Agreement is available from any team that is recruiting your services. As well, the WHL has an Education Consultant on staff to provide education info. Please make contact thru your nearest WHL team.

Tutorial services, scholarship plans, employing staff with an educational background, and arranging league scheduling to minimize interference with school attendance are ways in which some teams have supported the pursuit of schooling. This varies from team to team in the CHL and so if you have an opportunity with a particular team, you will have to find out exactly how it will assist you in your education.

If you have an opportunity with a Major Junior team, evaluate the quality of its academic assistance with these types of questions:

- *What are the criteria for academic assistance?*
- *What costs will be borne by the player and by the club?*
- *Will the academic assistance be maintained in the event of a trade to a different club?*
- *Will the assistance be honoured should the course continue after your Jr. age eligibility has been realized and passed?*



- *What types of monitoring systems are in effect to ensure that a quality education will be balanced with hockey activities?*

Also, be certain that you know the duration of the season.

- *What is the team's policy on player trading during the school year?*
- *What is the number of games and number of practices each week and at what times during the day?*
- *What is the length of the season from the first practice to the Memorial Cup?*
- *What will be the number of school days missed because of the scheduling of games and practices?*

Caution: Participation with a major junior team can make you ineligible for US college hockey. The following outlines the extent to which you can tryout with a Major Junior team and still maintain your eligibility for US college hockey.

- You may go to a Major Junior camp and receive travel expenses if you stay less than 48 hours
- You may stay more than 48 hours but at your own expense, (e.g., room, meals) and you must pay return travel cost.
- You may not compete in a game against another team but inter-squad games are acceptable.
- A player may not secure the services of a player agent, but may seek advice from a lawyer.

The University/College Option

Even if you are super-talented, nobody can give you a 100 percent guarantee that you will make it as a pro because there is always the possibility of things like a career-ending injury. Furthermore, even if you do make it, your play-for-pay hockey career will be only a part of your working lifetime. Thus, the university or college option has a built-in appeal because you can further your education in preparation for other careers at the same time as you pursue your hockey goals.

BC Intercollegiate Hockey League (BCIHL)

[Website](#)



The BCIHL was created with the purpose of offering a venue for competitive, high-caliber ice hockey for players beyond their junior and minor hockey careers. The league was launched in 2006 and now includes six (6) member teams: Eastern Washington University, Selkirk College, Simon Fraser University (SFU), Trinity Western University, University of Victoria, and Vancouver Island University.



In 2011, SFU became the first BCIHL team to face off against NCAA Division I and CIS competition. Since then, inter-league play with NCAA, CIS and ACAC teams has become part of the playing experience for BCIHL athletes.

BCIHL teams play a 24-game regular season schedule. The top four (4) teams then face-off in the BCIHL playoffs in March.

Canadian Interuniversity Sport (CIS)

Male



The UBC Thunderbirds are BC's lone team participating in the CIS although many BC residents may choose to play at Canadian Universities outside of BC. Teams normally play a 28 game league schedule with exhibition games plus a playoff trail that includes: Canada West Quarter Finals, Semifinals, Finals and a National Championship. Teams in Canada West include: Mount Royal, University of Saskatchewan (Saskatoon), University of Alberta (Edmonton), University of Calgary, University of Manitoba, University of Lethbridge, University of Regina and UBC. Teams normally practice three to four times a week.

Regulations

- Eligibility for university and college hockey is governed by the regulations of the Canadian Intercollegiate Athletic Union in Canada.
- Must have grade 12 with a minimum high 60's average.
- You have five (5) years of hockey eligibility regardless of age.
- Professional hockey counts as eligibility, i.e., if you play two (2) years of pro, you have three (3) years of university eligibility remaining.
- You must play your fifth year at the same school which you played your fourth year - You must sit out one (1) full calendar year if you transfer from another school (American or Canadian) or a pro team.
- Playing for a Canadian community college team counts for eligibility.

Canadian Interuniversity Sport (CIS)

Female



The UBC Thunderbirds are BC's lone team participating in the CIS although many BC residents may choose to play at Canadian Universities outside of BC. Teams normally play a 28 game league schedule with exhibition games plus a playoff trail that includes: Canada West Quarter Finals, Semifinals, Finals and a National Championship. Teams in Canada West include: Mount Royal, University of Saskatchewan (Saskatoon), University of Alberta (Edmonton), University of Calgary, University of Manitoba, University of Lethbridge, University of Regina, and UBC. Teams normally practice three (3) to four (4) times a week.



Hockey Canada has produced an excellent Guide to Female Hockey in Canada which includes information on Canadian Interuniversity Sport, Canadian Women's Hockey League and other Female hockey initiatives in Canada. [CLICK HERE](#) to access this resource.

American University (NCAA)

Regulations

Eligibility for college hockey is governed by the regulations of the NCAA in the United States.

- Must have grade 12 with a minimum 60 percent average but some schools recognize grade 12 general programs.
- Each year which you play organized hockey after your 21st birthday counts as one year of college eligibility.
- If you attend a Canadian university or community college as a part-time or full-time student you must sit out one year of hockey.

Weighing the advantages and disadvantages between Canadian and United States' universities and colleges requires specific answers to the following questions from the colleges whose teams have invited you to try out.

- *Do you have freedom to select your own course of study?*
- *What are the tuition costs?*
- *What are the types and costs of accommodation?*
- *Travel Costs?*
- *How long is the academic year? - especially as it pertains to summer work.*
- *Is your course of study recognized and accepted by other academic institutions, potential employers, and professional affiliations in Canada?*
- *What will be your opportunities for contact with the Canadian employers?*

As advised earlier, be certain you understand the type of financial assistance available and the terms by which it is being offered. Financial assistance can come from within and from outside the university. Some provinces have athletic scholarships, bursaries, and university financial awards. There can also be assistance in non-monetary terms from groups in the community who support the university's hockey team.

High Performance

Hockey Canada's Program of Excellence (Male Program)



Hockey Canada offers this program to the country's most promising young players primarily to ensure that the country's best players have the opportunity of playing for Canada's Under 18, Under 20 and Men's Senior National Hockey Team.

Hockey Canada offers the early stages of this development route through the Program of Excellence. This program is aimed at the early identification of the best young players, who are invited to special camps for exposure to high caliber coaching and training methods in preparation for top international competition. The "designated players" who are fortunate to have this opportunity are continually monitored and evaluated.

The program begins at the Under 15 level with provincial zone camps and subsequent teams, leading to the Under 17 level (the first national level of the program) and finally to the National Under 18 and the National Junior Team program.

The National Team program further exposes the chosen players to high caliber coaching and training methods in preparation for competition in the International Events.

Each season, depending on event planning, the following competitions are played involving the Hockey Canada Program of Excellence:

- World Championships (Men's and Women's National Teams)
- World Junior Championships
- International Under 18 Ivan Hlinka Memorial Tournament (August) and IIHF World Championships (April)
- World Under 17 Hockey Challenge
- Canada Winter Games (every four years)

Hockey Canada's Program of Excellence (Female Program)



The 2007-08 season marked the first for the National Women's Under-18 Team, the first step in Hockey Canada's Program of Excellence for young women. To reach the National Women's Under-18 Team, most young women play Bantam or Midget hockey in their local minor hockey associations, Sport Schools or Female AAA program and compete at either the Canada Games or at the National Women's Under-18 Championship. Team BC competes in both these events. BC Hockey has also instituted a U14 and U16 program as development steps toward Team BC.



Each season, depending on event planning, the following teams in the Hockey Canada Program of Excellence:

- National Women's team
- National Women's U18 Team
- National Women's Development Team

Hockey Canada also organizes the Canada Games and the National Women's Under-18 Championship.

BC Hockey Program of Excellence

The overall objective of the Program of Excellence is to increase the chances for athletes from BC to compete provincially, nationally and internationally with the ultimate goal being Canada's National Teams. By proper identification, preparation and exposure our athletes will be better prepared to display their talents when the opportunity is given to compete at this level.

The BC Program of Excellence consists of these categories:

- Under 14 Female
- Under 15 Male
- Under 16 Male
- Under 16 Female
- Under 17 Male
- Under 18 Female



Objectives of the Program

The objective of the BC Program of Excellence is to increase the number of BC participants competing at provincial, national and international events. More specifically this objective will be met by:

- Exposing players to on-ice tactics and introducing concepts used in international hockey.
- Exposing players to a high level of competition and evaluating their ability to perform at this level.
- Exposing BC players to the national Program of Excellence evaluators and National team coaches.
- Developing coaches that are better prepared to offer their expertise to the elite player.
- Developing an ongoing commitment to national and international athletic development by displaying the quality of personnel that is a product of minor hockey in BC.



The Program of Excellence allows the opportunity to evaluate players within the existing club system and then, when time permits, extract these players for special training at the Branch level. The club system now in operation in our province is invaluable for producing a broad base of very talented hockey players. The Program of Excellence is designed to complement this club system, not to work in opposition to the existing schedules.

To compliment the club system, events in the Program of Excellence must be completed during the spring, summer and Christmas break each year. As well these programs must meet the approval of the teams and leagues of the province from which the players are drawn. Thus far, we have received great support from the minor hockey associations and junior teams involved.



Female Hockey

The female hockey development model is a relatively new addition explaining the pathway of hockey available in BC. There are programs available for the new player to the veteran. In many cases females have played for years as part of the local minor hockey organization. As their numbers have increased female specific teams have developed. Females compete in all minor hockey categories as well as Senior A, AA, and recreational. The information provided below is to assist individuals interested in establishing a female hockey program with a set of guidelines.

Getting Started



Most minor female teams fit as a component of the community's MHA. Depending on numbers or other factors females usually compete as all female teams within minor hockey divisions, on integrated teams, or in complete female divisions. BC Hockey also has several Female Minor Associations that conduct programming for several divisions of female hockey. For more information please reference the BC Hockey Policy manual "Females Participating In Hockey".

For those organizations that have not pursued female programming before the following may assist;

Begin by organizing a public meeting of all interested individuals. To succeed, it is necessary to advertise widely and to obtain good media coverage. Try to get three or four key people to assist with the organization of the meeting. Contact potential players by word of mouth - make an effort to get a direct message to their parents.

Advertise by placing posters in arenas, sports stores, community centres, schools and on community bulletin boards as well as social media options available to families and potential players.

Contact the BC Hockey Female Coordinator or a female hockey development director in your respective District.

[CLICK HERE](#) to access programming materials on the BC Hockey web site.

[CLICK HERE](#) to access materials on the Hockey Canada web site

Organizers and your Association may have to set up a meeting with the recreation department or municipality to approach them with your organization plans and request that your female committee be officially recognized. This will lead to a requisition for ice time based on the number of teams you anticipate to have. The ice committee (recreation department) may request pre-registration for females in the spring to determine the exact amount of ice time to allot your organization for the fall.



Player Recruitment

Considerable time and energy should be placed on player recruitment.

Produce material for distribution through social media, word of mouth or community communication sources (TV, print media, and radio) that states your organization's aims and objectives in regards to females. Contact names and numbers are important. Give dates, times and location of registration as well as the outline of the intentions of the program. Distribute materials in as many ways as possible to a wide range of groups including schools, church groups, community groups, other sports groups and to the minor hockey association where families already have children involved in hockey.

Display booths may give an opportunity to show the product and to use role models for promotion of your program.

Adult Hockey



For many people hockey is a lifetime sport that they either play continuously after their minor hockey and junior days or come back to after finishing their education or starting a job and family. Many opportunities exist to play competitively and recreationally into a player's adult years.

Senior Male Hockey

In BC there are two (2) levels of male Senior Hockey - AA and AAA. Senior AA competition culminates in the Provincial Championship for the Coy Cup. Senior AAA is the highest level of amateur hockey available, competing for the Savage Cup provincially and the Allan Cup nationally.

Senior Female Hockey

Competitive Senior Female Hockey in BC is for the more serious teams that play competitively, striving for Branch, Regional and National supremacy. The South Coast Female Amateur Hockey League is comprised of Senior AA/A teams from Victoria, Kamloops, Metro Vancouver and the Fraser Valley. Senior A Teams vie for the Branch Championship and represent BC Hockey in the Senior B division at the Western Shield (Western Canada Championship).

In the South Coast Female Amateur Hockey League teams play a 28 game league schedule, plus playoffs to determine teams for the Western Shield. Teams comprising the league are: Meadow Ridge Moose, Kamloops Vibe, Fraser Valley Jets, Richmond Devils, South Fraser TNT, Island Surge, Surrey Mavericks and Trinity Western University Titans.



Recreational Hockey

By far the highest degree of participation is in recreational hockey. There are a large variety of leagues available in most communities. In integrated hockey options include either contact or non-contact hockey. The primary age group served by this level of hockey is ages 20 - 29. To find out the leagues available in your community and their particular level of play and rules contact the local recreation department.

The primary goal of recreational hockey is to provide each individual with an opportunity to play for enjoyment, fitness, relaxation and fellowship.



No matter what your skill level or your experience there is a team/league available in your community that allows you to continue playing the great game of hockey in your adult years. BC Hockey encourages individuals to continue playing the game they learned in minor hockey - it was just the beginning of a lifetime of fun and enjoyment.

Hockey Canada and Canlan Ice Sports have partnered to provide Adult Recreational Hockey players in Canada with access to the most comprehensive program for Adult Rec Leagues in the country.

As an Affiliate League of the Adult Safe Hockey Network, your league or pickup group will continue to enjoy insurance coverage from Hockey Canada's Sport Accident Insurance, as well as new features to the program, including:

- Player membership with the brand-new ASHN/Hockey Canada Membership Loyalty Program
- Free use of the ASHN's online statistics system for your league/pickup group
- Prizing credit and discounts on Licensed Hockey Canada Prizing
- Qualification opportunities for the ASHN North American Championships, Canada's top recreational hockey tournament
- Discounted membership fees for existing members of Hockey Canada

More information is available on the [BC Hockey web site](http://www.bchockey.ca).

