

POLICY

AND

PROCEDURES

MANUAL

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Objectives

It is the purpose of the policy and procedures manual to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams in the Nanaimo Minor Hockey Association (NMHA). This manual will also serve as a resource document for our athletes, coaches, volunteers, members and others in the Community who have an interest in Minor Hockey and the Association. The duties and responsibilities of the elected executive and appointed board members are outlined in the NMHA Constitution and By Laws as well as in this manual.

Limitations: Any contradiction, dispute, or difference between the contents of this manual and the Association's Constitution and By Laws shall be resolved only by reference to the Constitution and By Laws.

REVISION PROCEDURE

ANY SECTIONS(S) OF THE POLICY AND PROCEDURES MANUAL CAN BE REVISED, EDITED OR DELETED BY SIMPLE MAJORITY VOTE OF THE BOARD OF DIRECTORS AT ANY MEETING OF THE DIRECTORS. THERE MUST BE A NOTICE OF MOTION GIVEN 30 DAYS PRIOR TO THE VOTE. THE NOTICE OF MOTION MUST BE IN WRITING WITH THE PROPOSED WORDING OF THE REVISED SECTION.

ANY SUBSTANTIVE CHANGE IN THE MANUAL WILL BE COMMUNICATED TO THE MEMBERSHIP BY NEWSLETTER OR, AS PROVIDED IN PART XVI OF THE CONSTITUTION.

ANY MEMBER WISHING TO INITIATE A REVISION OF THE POLICY AND PROCEDURES MANUAL MAY DO SO BY PROVIDING A COPY OF THE PROPOSED REVISION TO THE MANAGING DIRECTOR OF THE DIVISION AFFECTED BY THE CHANGE OR THE DIVISION IN WHICH THE MEMBER'S CHILD PLAYS. THE MANAGING DIRECTOR IS OBLIGED TO PRESENT THE REVISIONS TO THE BOARD BY WAY OF A NOTICE OF MOTION. THE MANAGING DIRECTOR IS NOT OBLIGED TO SUPPORT SAID MOTION. THE MEMBER INITIATING THE REVISION MAY REQUEST TO MAKE A DELEGATION TO THE BOARD IN SUPPORT OF ANY MOTION.

Duties and Responsibilities of Board Members

Managing Director, Competitive Division

Job description as outlined in the constitution: Shall supervise the coaches, managers, and business of the competitive teams.

Specific Duties and Responsibilities:

1. attend executive meetings
2. represent the interests of the Division
3. obtain registration list from registrar to determine number of players trying out for teams
4. distribute application, collect, and recruit coach applicants. April 30th deadline.
5. form coach selection committee as per NMHA policy and procedures manual
6. bring recommendations forward to the June executive meeting for endorsement from Board
7. determine which leagues teams will play in
8. determine type of Atom program, NMHA will provide following parent consultation
9. if SVIMHA is choice for "B" teams, make application in a timely fashion
10. call a coaches meeting to inform them of their responsibilities
11. ensure coaches are aware of NMHA evaluation policies
12. ensure coaches have fair, unbiased evaluation committees, knowledgeable hockey people
13. organize parent meetings prior to the first tryout to meet coach.
14. confirm ice allocation with the ice coordinator and serve on the ice committee.
15. coordinate try out ice times with the ice coordinator
16. distribute "tryout release" forms to the coaches.
17. coordinate release of players with Managing Director, recreational division.
18. obtain recreational program try out times, and inform competitive coaches.
19. coaches will bring forward names for managing duties, for approval.
20. call a coach/manager meeting, for all teams.
21. investigate complaints to determine if discipline hearing is necessary.
22. sit on discipline committee hearing when competitive division participants are involved.
23. prepare books for following Managing Director
24. prepare monthly report

Points to cover at Coach/Manager Meeting

1. ensure criminal checks are completed from all asst. coaches, trainers, asst. managers, etc.
2. discuss fee allocations, turning in of ice, extra ice, etc.
3. distribute the following forms: Monthly Financial Statement
 - Fund Raising Application
 - Sponsorship Agreement
 - Player Personal Information Release
 - Return after Injury Release
 - BCAHA Tournament Sanction
 - BCAHA Player Medical Information
 - BCAHA Athlete Code of Conduct
 - BCAHA Coaches Code of Conduct
 - BCAHA Volunteers Code of Conduct
 - BCAHA Suspension Guidelines (Team Responsibility)
 - Award Nomination (PeeWee, Bantam, Midget Only)
 - Guardian Assignment Travel
 - Policy and Procedures Manual

6. ensure managers are prompt with paperwork.
7. ensure managers are knowledgeable with CHA and “B” carding and player movement Rules and Regulations.
8. ensure coaches and managers enforce Code of Ethics
9. provide list of executive members, duties, telephone numbers and acceptable times to call.
10. Rep Assessments due December 1st.
11. inform managers of the PCTEF 10% levy of all sponsorship, fund raising, assessments, and other monetary donations, are to be remitted monthly with the financial statement, (parental contributions excluded).
12. ensure team representation apparel bear authorized NMH cresting
13. ensure managers are aware of traveling out of Province, BCAHA Rules and Regulations
14. ensure coaches and managers adhere to policies and procedures as outlined in this manual.

**Managing Director, Recreational Divisions
(Atom, Peewee, Bantam, Midget, Female)**

Job description as outlined in the constitution:

Shall supervise the coaches, managers, and the business of the recreational divisions.

Specific duties and responsibilities:

1. Determine the number of teams and whether or not tiering in the Division will take place based on the number of registrants.
2. Confirm ice allocations with the Ice Coordinator: serve on the Ice Committee.
3. Recruit volunteers to assist in the evaluation/selection procedures, meet with the volunteers to review evaluation criteria and process.
4. Selection of coaches, assistant coaches and managers. Ensure they have the level of training required by NMHA or are prepared to attend the necessary clinic to obtain the training. Confirm with the Development Coordinator that the necessary clinics are available.
5. Oversee the player evaluation/selection process, team composition. Forward team rosters along with volunteer information to the Registrar.
6. Co-ordinate distribution and collection of equipment and jerseys to the coaches.
7. Recruit coffee sales coordinator.
8. Recruit tournament coordinator, coordinate with Tournament Director to ensure that sanctions are obtained, ice and officials are allocated.
9. Prepare ice schedules for games and practices, provide game schedules to referee in chief or allocator to ensure officials are available for games.
10. Chair a parent's meeting, deal with concerns of parents and/or players.
11. Ensure that the Division's concerns are brought to the attention of the appropriate members of the Board. Represent the interests of the Division at Board meeting.
12. Assist in developing a select program, if sufficient interest is shown.
13. Ensure coaches enforce codes of conduct.
14. Serve on the discipline committee in matters affecting the Division.
15. Distribute and collect the following forms:
 - NMHA Volunteer applications
 - Criminal Record check application forms
 - Fund Raising Application
 - Return after Injury
 - Award Nominations
 - Guardian Assignment Travel
 - Policy and Procedures Manual
 - BCAHA Code of Conduct forms
 - newsletters
 - Photo Packages

Managing Director of Initiation

Job Description as outlined in the Constitution:

Shall supervise the coaches, managers, and business of the Initiation Division.

Specific responsibilities and duties

1. Recruit and assign a Division Coordinator for each division.
2. Oversee instructor selection with Development Coordinator
3. Conduct instructor meetings to establish candidates for returning instructors, and to establish evaluation process.
4. Conduct parent meetings after last registration and before season begins. For the purpose of providing orientation to Initiation Program, Evaluation dates and times, Parent videos, Equipment requirements, continued recruitment of volunteers, and to provide the parents or Guardians fundraising information obtained from the Ways and Means Director.
5. Ensure Coordinators and Instructors are aware of their duties and responsibilities as outlined in the NMHA Policy and Procedures Manual.
6. Ensure all Initiation volunteers complete the Initiation Volunteer Application form, as well as RCMP check forms.
7. Ensure all on ice instructors receive initiation program certification.
8. Ensure that all instructors and volunteers adhere to policies and procedures of NMHA.
9. Provide a list of instructors and managers to the Registrar for the purpose of Mutual Aid Insurance.
10. Provide a list of instructors and managers to the Development Coordinator.
11. Make and distribute complete ice schedules, date time and place, for all initiation divisions once ice times have been allocated by the Ice Coordinator.
12. Assist in evaluation process and any player movement.
13. Investigate any complaints and bring unresolved complaints to the Discipline Committee.
14. Represent interests of the Division at the Board of Directors Meetings.
15. Distribute and collect the following forms:
 - RCMP check forms
 - BCAHA athlete code of conduct forms
 - BCAHA coach code of conduct forms
 - BCAHA volunteer code of conduct forms
 - NMHA Volunteer applications forms
 - Policy and Procedures Manual
 - Prepare monthly reports
 - Prepare books for following Managing Director
 - Prepare year end report.

Initiation Division Coordinator

Reports to Managing Director of Initiation

1. Serve as an official spokesperson on behalf of the division
2. Assist in the selection of on ice instructors with Managing Director
3. Assist in developing player evaluation format, assist with evaluations, team composition once all evaluations are complete.
4. Assist in player movement either up or down.
5. Coordinates the implementation of the on-ice curriculum as outlined in the Initiation Program. Oversee that the Initiation Program is adhered to.
6. Conduct meetings with instructors as required. i.e. evaluation process, team composition.
7. Oversee implementation of house tournaments and ensure tournament sanction forms are completed and on time.
8. Assist in recruiting volunteers for fundraising. ie. coffee sales and tournament committees.
9. Investigate any complaints and bring unresolved complaints to Managing Director.
10. Ensure year end evaluations and report cards are completed.
11. Ensure Managing Director is aware of any teams participating in out of town tournaments.
12. Advise Managing Director of any player movement.
13. Assist in recovery of NMHA equipment or property at year end.
14. Assist in distribution and collection of forms, as well as team schedules, photo packages, news letters.

Qualifications:

Certified initiation instructor

Strong interest and commitment to child/player development

Ability to work with fellow instructors, ability to communicate on-ice and off-ice requirements with players and parents or guardians.

Organizing abilities, good people skills and availability as to time requirements.

Development Coordinator

Job Description

1. develop and present on-ice programs within the NMHA
2. perform public relations as required pertaining to the Association and its coaches
3. liaise with Board of Directors on behalf of the coaches in the Association
4. assist the Managing Director in the selection of coaches for various divisions within the Association
5. meet with Association coaches to discuss problems and solutions
6. perform evaluations on coaches during games and practices
7. coordinate meeting of coaches and players with local Referee-in-Chief or BCAHA RCM for better understanding of the rules of the game
8. select and appoint a Head Coach, subject to the approval of the Board of Directors, to assist in the completion of his duties.

Qualifications

1. strong interest in and personal commitment to coaching
2. ability to work in conjunction with District Coaching Coordinator and Association coaches
3. ability to prepare and conduct public relations events
4. ability to design and implement programs at the Association level
5. ability to conduct evaluation of coaches
6. ability to evaluate players for team selection
7. strong commitment to BCAHA Coaching/Initiation Programs
8. ability to present lectures to coaches at the local Association level
9. availability as to time requirements
10. must have strong administration abilities

Registrar

The Registrar shall:

1. be responsible for arranging registration of players.
2. keep a current list of registered players and their parents or guardians.
3. be responsible for mutual aid.
4. register teams and request provincial cards from the BCAHA.

MAY, JUNE

1. Receive, enter in computer and keep files for all registration forms for the up-coming season.
2. Work with the Treasurer regarding fees paid and the ways and means director regarding fund raising assessments.
3. Ensure all fees are paid including registration fees, fund raising fees, and \$2.00 membership fees. Jersey deposit cheques must also accompany registrations. ALL fees must be paid BEFORE the season begins.

JULY, AUGUST

1. Organize open registration and late registration.
2. All players must have a mutual aid number BEFORE stepping on the ice for tryouts.
3. Obtain try out times from the Managing Directors. Issue all players a try out number and post try out times and jersey numbers in the arenas and clubhouse.
4. Order Player Registration Certificates and Officials Registration Certificate from BCAHA

SEPTEMBER, OCTOBER

1. Obtain lists of all coaches and on-ice volunteers from the Division Managing Directors. All volunteers must be entered in the computer and issued a mutual aid number.
2. Obtain team lists from Division Managing Directors. Enter teams in computer and give copies of the team lists to Division Managing Directors and team managers.
3. Rep Players MUST be registered on CHA Cards BEFORE league play begins.
4. All players that have not signed a CHA Card before MUST also submit a copy of their birth certificate with the card.
5. Photocopy ALL cards before sending them to BCAHA. Lost or destroyed cards will NOT be replaced. The leagues commissioners and Managing Director Competitive Division and each competitive team manager will need copies of the cards.
6. After cards are validated by BCAHA they are returned to the registrar. The cards are kept on file by the registrar until the playoffs begin at which time the team managers will need the cards.
7. Provide full payment summary lists to treasurer of registrations. This to be by division and to include fund raising levys, membership fees, rep tryout fees, and basic registration.

FEBRUARY, MARCH

1. Start registration for next year.
2. All current minor hockey players should be given a registration form for the upcoming season through their coaches.
3. Registration forms should be personally addressed with a check list for all coaches (list should be returned to registrar) to ensure ALL players receive a registration form.

All Year

1. Attend minor Hockey Executive Meetings.
2. Data Uploads must be sent to BCAHA regularly - according to BCAHA's time table given prior to each season.
3. Handle late registrations and withdrawals.

Withdrawals:

All withdrawals requests must be made in writing and dropped off at the Nanaimo Minor Hockey Clubhouse.

Refunds will be issued as follows:

Withdrawal requests received prior to September 1:

Refund 100% less \$10.00 administration fee.

Withdrawal requests received from September 1 to September 30:

Refund Basic Registration Fee, less 1/7th of fee and less Mutual Aid Cost *

Withdrawal requests received from October 1 to October 31:

Refund Basic Registration Fee, less 2/7th of fee and less Mutual Aid Cost *

Withdrawal requests received after October 31:

No Refund

* Fundraising assessment, rep tryout fees and membership fees are not refundable.

Any outstanding fees, or problems from the previous season, must be corrected prior to registration for the new season.

Consideration will be given for refunds for relocation, medical, or compassionate grounds, upon written application to the Board.

Secretary/Treasurer

1. Registration

Provide cash float for open registration and equipment sale.
With registrar, organize cheques to be ready for deposit
Deposit cheques and cash as soon as possible after registration.
Reconcile final registration figures with funds deposited.
Record and monitor all NSF cheques and provide information to Registrar for follow up.
Prepare and record all registration refunds.

2. General

Manage bank accounts with current financial institutions.
Deposit funds upon receipt
Pay bills within credit terms given
Maintain the current accounting software
Work in conjunction with the Association's accountant on year end financial statement.
Provide Profit & Loss statements to the NMHA Executive at monthly Board meetings
Provide financial information to membership upon request
Provide suggestions to Executive on NMHA financial matters associated with the current budget and comparisons to budget
Participate in the preparation of the NMHA yearly budget and make recommendations to Executive
Prepare invoices to all parties owing funds to NMHA
Record and monitor all user pay ice and related payments
Maintain and monitor all Competitive team financial statements and ensure correct fee is remitted to PCTEF

3. Gaming

Apply for Gaming Licenses as required.
Provide necessary financial information to Gaming Commission.
Ensure appropriate BC Gaming License have been obtained prior to the conduct of all Gaming events.

4. Payroll

Prepare monthly payroll.
Prepare monthly Receiver General Remittance.
Prepare annual T-4 slips and T-4 summary
Prepare annual WCB report

Ways and Means Coordinator

It is the responsibility of the Ways and Means Coordinator to organize, review and/or coordinate all general fund raising activities conducted in the name of the Nanaimo Minor Hockey Association and its teams to ensure compliance with legislative restrictions and the aims of the fund raising guidelines of the Association.

TEAM/DIVISION DUTIES

Receiving financial statements of House League Coffee Program/Concession Coordinators

Approval of Team Fund Raising Event requests (House League and Competitive)

After consultation with the Treasurer, approval of House and Competitive Gaming Events (e.g. 50/50 draws, Ticket Raffles, hockey pools, etc.).

Receiving financial reports from all Team Fund Raising and Gaming Events

Monitor amounts of funds raised by individual teams to ensure no team exceeds permitted fund raising ceilings. Collect monthly and year-end financial reports for each team through the Managing Directors.

ASSOCIATION DUTIES

In conjunction with the Division Manager(s), appointing co-ordinators for Divisions' annual fundraisers.

In conjunction with the Managing Director Initiation Division, appoint a co-ordinator to organize and conduct the annual Tag Day event.

Appoint a Bingo coordinator to recruit volunteers to work scheduled Bingos.

Report to the NMH Executive on Gaming issues related to Bingo

Organize and/or coordinating Team Photo Nights.

Maintain a full complement of House League Team Sponsorships. Maintain a database of Corporate and Team Sponsors.

New Sponsorship will be set at \$550.00

Returning Sponsorship will be set at \$300.00

EQUIPMENT

Equipment Manager

The Equipment Manager is a non-voting, appointed member of the Board of Directors and reports to the Board.

The Equipment Manager

- shall submit an annual budget to the Board for approval. The budget will include all anticipated expenses and revenues and a breakdown of anticipated purchases. Local suppliers will be given preference in meeting the Association's equipment needs when possible however tenders may be requested where appropriate.
- shall maintain an inventory of all of the Associations equipment and the replacement cost, and report this inventory annually to the Board. The Board shall be responsible for obtaining the appropriate insurance on the equipment.
- shall maintain a current ledger of the distribution of all equipment not in storage.
- shall be responsible for acquiring and attaching sponsor bars.
- shall be responsible for the team distribution and collection of all jerseys, pucks, and goaltender equipment.
- shall distribute equipment according to the policies and procedures set by the Board.
- may advise the Board on policies and procedures.
- shall be responsible for organizing the annual used equipment sale. This includes securing the facility, notifying the Webmaster of the details and obtaining volunteer staff.

Goaltenders Equipment

When requested by a team or player, and if available, the Association will provide goaltenders equipment for the regular hockey season and hockey camps to registered minor hockey players. The equipment provided will be limited to leg pads, catching glove and blocker, upper body protector and neck guard. There will be a \$200 loss or damage deposit required payable by post-dated cheque only. The deposit cheque will be returned or destroyed if the equipment is returned in the condition it was loaned in, subject to normal wear and tear. If repair or replacement of any part of the equipment is necessary, the cost will be deducted from the deposit.

The player or team borrowing the equipment will return the equipment to the Equipment Manager immediately if any part of the equipment is damaged or rendered unsafe.

If available the Association may loan goaltenders equipment to players for spring or summer hockey programs for a fee of \$100.00 per off-season. There will be a loss or damage deposit of \$200.00 payable by post-dated cheque only. The equipment will be returned to the Association prior to August 1st.

Players or teams borrowing the equipment warrant it will never be used for street, road or similar off ice use.

Jerseys

Each player, will pay a \$100 loss or damage jersey deposit. The deposit will be in the form of post-dated cheque only. The cheque will be destroyed or returned when the undamaged jersey has been returned at the conclusion of the season.

The equipment manager will distribute the jerseys to the team's head coach. The coach will provide to the equipment manager a list of which number jersey has been assigned to each player. Spare jerseys are to be retained by the coach for use by affiliate players. The jerseys will be cleaned before being returned to the equipment manager at the conclusion of the season.

Jerseys are to be worn only during games. If a team wishes to obtain practice jerseys the responsibility to obtain and pay for these jerseys will be left with the team.

Name bars must be approved by the Association and must be installed and removed professionally. Under no circumstances will name bars be 'heat pressed' to the jersey. Doing so will result in the forfeiture of the loss or damage deposit. The "STOP" sign will not be removed or obstructed in any way. The jersey will not be altered and nothing will be added to the jersey without the consent of the Association.

Graduating male and female Midget competitive players (those who have played their final year of minor hockey eligibility with Nanaimo MHA only) will be entitled to retain one of their two competitive team jerseys at the conclusion of the season. The jersey will be laundered and returned to minor hockey for installation of a name bar prior to presentation to the player. The Association will make the choice of which colour jersey is to be retained by the player.

The Board of Directors may, at their sole discretion, choose to present a jersey to any past member of the Association in recognition of that member's contribution to Nanaimo MHA or accomplishments in hockey.

Tournament and Special Events Director

Be responsible for planning and organizing all tournaments in conjunction with Program Development and Tournament Committee.

Report to and take direction from the Development Coordinator.

Plan, develop and finalize the structure and scheduling of all NMHA tournaments and submit an overall tournament program to the Development Coordinator and Managing Directors for approval prior to the commencement of the NMHA hockey program for the season.

Provide a report to the Development Coordinator on the progress of the tournament 40 days prior to the scheduled date.

Shall present a monthly report to the Executive.

Establish and chair a Tournament Committee comprised of the Referee in Chief, Ice Coordinator and each Tournament Coordinator for each home tournament.

Obtain all NMHA and BCAHA Tournament Sanctions as required.

Prepare and distribute all tournament regulations.

Ensure all sanction forms, ice allocations and referees have been confirmed by at least 40 days before tournament play.

Chair the Minor Hockey Week Committee which will be made up of the Past President and Vice Presidents or their designate.

Issue invoices to each tournament organizer and provide a copy of said invoice to Treasurer.

Submit a financial statement to the Division Managing Director within fifteen days of the completion of the tournament.

ADMINISTRATOR

General –

The administrator is a paid, part-time employee of the Nanaimo Minor Hockey Association. The administrator reports to the President who will be responsible for matters of general direction and discipline. The function of the administrator will be to assist the members of the Board of Directors in completing the duties of their portfolios and to maintain communication with the members of NMHA.

Salary and Hours of Work –

The administrator will be paid on an hourly basis, the rate to be set by the Board of Directors and reviewed on an annual basis. The administrator will be paid vacation pay in accordance with Section 58 of the Employment Standards Act [RSBC 1986]. Vacation pay will be earned from April 1 to March 31. Vacation pay may be advanced, up to the current amount earned, at the request of the administrator. The balance, if any, will be paid on the last pay day in March.

Time off in lieu of vacation will be taken at a time which is operationally feasible and acceptable to both the administrator and the President.

The administrator will maintain regular office hours at the Nanaimo Minor Hockey Clubhouse. These hours will be determined by the Board of Directors and will be posted on the Clubhouse door as well as on the NMHA website. While every attempt will be made to maintain consistency in office hours, they can be changed for personal considerations on approval of the President.

While the office hours will be the minimum number of hours per week worked by the administrator there will be a requirement for additional hours which will be determined by seasonal variations in workload. Completion of these duties may or may not necessitate attendance at the Clubhouse and the administrator has the discretion on whether the office will be open during these times.

The administrator will advise the President of the hours of work in the previous month, broken down by week, prior to the 10th day of the following month.

Safety –

All employees are entitled to a safe working environment, free of harassment and abuse from fellow staff, members of the Board of Directors or members of NMHA. Any complaints of unsafe conditions, harassment or abuse will be made to the President by the administrator. The President may accept a complaint verbally or request it in writing. The President may deal with the matter or refer it to the discipline committee. Any complaint referred to the discipline committee will be in writing.

If the administrator is not satisfied with the action taken by the President, the administrator will make the complaint in writing to the 1st Vice-President. Any complaint regarding any action of the President will be made, in writing, to the 1st Vice-President.

Discipline –

All issues of discipline will be dealt with by the President. Any complaint of the conduct or activities of the administrator will be made in writing to the President. A complainant will not be advised of the nature of any disciplinary action taken. A complainant has no right of appeal of a discipline decision made by the President. On matters other than an appeal by the administrator, termination or dismissal, the President need not advise the Board of Directors of any disciplinary action.

An appeal, by the administrator, of disciplinary action taken by the President must be made in writing, to the 1st Vice-President and will be dealt with by the Board of Directors “in camera”. A decision to terminate or dismiss the administrator will be made by the Board of Directors “in camera”.

Specific Duties –

The administrator’s duties will vary from season to season based on the needs of the Association and the Board of Directors. The administrator is not responsible for making or interpreting policy but rather communicating and implementing it. While the administrator is expected to attend at Board meetings, the position on the board is non-voting.

Despite reporting to the President, the administrator will, from time to time, complete administrative functions at the request of various members of the Board of Directors. If there is a concern that the

administrator has been requested to exceed their area of responsibility it should be brought to the attention of the President.

The specific duties will include, inter alia:

- oversee and facilitate the day to day administration of NMHA.
- coordinate the office communications including receiving, redirecting or responding to mail, telephone messages, facsimile and e-mail.
- maintain the Clubhouse including arranging for purchasing or servicing of equipment, ordering supplies, booking the meeting rooms, etc.
- maintain the records of the Association.
- attend and provide administrative support for Board and General Meetings including preparing and distributing agendas, taking, transcribing and distributing minutes.
- attend functions of affiliated organizations where appropriate.
- secure facilities for General Meetings, Divisional Meetings, BC H and HC Clinics and preparation for these meetings, where applicable..
- book clinics with BC H, advise membership of availability of clinics both in Nanaimo and elsewhere, reimburse attendees, when appropriate.
- assist the registrar in annual player registration and maintenance of the HC Registry, rostering of teams, appraising Board of Directors of current registration, ensuring credentials and certifications of coaches, managers and safety staff.
- assist the treasurer in duties including deposits, invoicing, cheque writing, reconciliation of bank statements, and maintaining accounting software. The administrator does not have signing authority on behalf of NMHA and, although she may assist in the preparation of financial reports, is not responsible for the contents of same.
- assist ice coordinator in securing and allocating ice resources, communication distribution of ice to the appropriate persons.
- advise the the referee-in-chief of game schedules, assist in tracking and payment of officials.
- liaise with affiliated organizations including BC H, Hockey Canada and VIAHA and ensure required reporting is completed in a timely manner.
- assist board members in photo night, jamborees, tracking fund raising activities, sponsorships.
- serve as a resource person for all members of the Board of Directors and complete administrative functions as appropriate. Maintain communication with the members of NMHA by personal contact in Clubhouse, mail-outs, mass e-mails and directing the webmaster on content of www.hockeynanaimo.com

NMHA FUND RAISING GUIDELINES
revised February 27, 2011

All teams and participants in fund raising activities have a responsibility and a duty to project a positive image of the team, our Association and Minor Hockey.

AT ALL TIMES, THE PUBLIC IMAGE, CONDUCT AND APPEARANCE OF THE NMHA MEMBERSHIP MUST BE ABOVE REPROACH.

From time to time, parents and players will be expected and required to help meet Team and Association expenses through fund raising efforts.

The following guidelines must be adhered to:

1. Direct public support can be requested through activities such as product sales, car washes, 50/50 draws, etc. provided that they are in good taste, comply with both BC Gaming and BC Hockey regulations and **DO NOT EXCEED** established team fund raising limits.
2. We recommend that every team appoint a fund raising co-coordinator to work with the team manager to organize fund raising. All plans for team fund raising activities must be discussed and agreed upon at a team parent meeting. The team Management and parents are **REQUIRED** to provide proper supervision to the players at all fund raising events. All off-ice fundraising events that include players, i.e. bottle drives and hot dog sales, must be sanctioned by BC Hockey.

A request for approval must then be submitted to the Ways & Means Director for approval. Requests must be submitted **IN WRITING**, using the "REQUEST FOR FUND RAISING" form. Information concerning the nature of the event, date, time, location and team conducting the event must be provided.

3. Immediately after the event, the Team Manager or Fund Raising Coordinator is to notify the Ways & Means Director, in writing, of the amount raised.
4. Any teams planning on conducting any form of gaming event (ticket raffle, pool etc.) **MUST** contact the Association Ways & Means Director, to ensure that the appropriate gaming license is obtained and that all BC Gaming Regulations are understood and followed. **THIS IS CRITICAL!!** We cannot jeopardize the Bingo or B license that we now have. Every raffle **MUST** have approval from the Association. After all fundraising events that involve a gaming license from BC Gaming, the follow-up report to BC Gaming must be done within two weeks of the fundraising event and submitted jointly to BC Gaming and the Ways & Means Director.
5. At the end of each month, all NMHA teams are required to submit a financial report to the Nanaimo Minor Hockey office, using the NMHA "MONTHLY REPORT" form. The report must include a copy the team's bank account statement(s) and account for all funds raised and allowable team expenditures for that month. (Photocopies of receipts or originals may be required). These reports are to be submitted by the 15th of each month for preceding month to the Ways & Means Director. Failure to submit monthly reports in a timely manner will result in a suspension of practice ice.
6. At the end of the hockey season and by no later than April 30th, a final financial statement indicating the closure of any held accounts is to be submitted and all unused funds are to be turned over to the Association.

7. Team management is responsible for ensuring that Association Guidelines and Municipal bylaws are followed.
8. Many local businesses and corporations make substantial contributions to the Association through sponsorship of teams and events. **TEAMS SHOULD AVOID APPROACHING THESE SPONSORS FOR ADDITIONAL FUNDING AND WHENEVER POSSIBLE, NANAIMO MINOR HOCKEY TEAMS ARE ENCOURAGED TO USE THE PRODUCTS OR SERVICES OF THESE SPONSORS.**
9. Tag Days will NOT be approved for individual teams.
10. Teams may plan, budget and fund raise only for the following purposes:
 - a) Tournament team registration fees
 - b) Team hockey socks, one away and one home set, as required
 - c) Additional ice rental
 - d) Team fees for training, on or off the ice.
 - e) Referees for exhibition games
 - f) The cost of ONE hotel/motel room per night for coaching staff at any away tournament
 - g) Player room costs are at a ratio of 1 room for every 3 players plus one adult only. Percentages of family rooms are covered.
 - h) Ferry cost:
 - i. Fares for up to 5 vehicles only or 25%
 - ii. Gas bills for the above vehicles (5 only)
 - iii. Passenger fare for the players and team staff only
 - i) Bus rental at team discretion
 - j) All team meals for players and coaching staff only.
 - k) Team equipment and repairs to such (pucks, pylons, first aid kits, etc.)
 - l) Other team expenses such as faxes, team websites, related phone bills, fund raising costs and mail
 - m) Team NMHA logo'd clothing and hats for players, coaches and sponsors only-
 - n) Competitive team assessment fees
 - o) Non-parent coaches expenses supported by invoice to max of \$40 per day.
 - p) Year-end Team Party, to a maximum of \$25 per player.
 - q) Year-end Team awards, to a maximum of \$25 per player

PROCEEDS FROM FUND RAISING ARE NEVER TO BE DISBURSED TO PARENTS, PLAYERS OR COACHES WITHOUT CORRESPONDING RECEIPTS. CASH, GIFT CERTIFICATES, OR GIFT CARDS TO PLAYERS WILL NOT BE APPROVED.

11. Should a player leave a team, he/she shall forfeit all right to any fundraising unless the player is moving to another team within NMHA. Then the team manager will transfer the funds to the new team as quickly as possible. **AT NO TIME SHALL FUNDS BE RETURNED TO A PLAYER OR PARENT** (except prorated parental contributions).
12. **FUNDRAISING LIMITS:**
 - a. Co-ed Competitive and Female competitive teams have a \$10,000 limit plus PCTEF contributions per year.
 - b. Traveling Teams (VIHA League) have a \$5000 limit per year.
 - c. Co-ed House teams have a \$3500 limit per year.
13. Provincial Championship Travel Emergency Fund PCTEF): 10% of all funds raised by Competitive teams will be remitted monthly to the Ways & Means Director. These funds are used to offset costs of teams traveling to BC Championships.

14. Competitive Teams are responsible for finding their own sponsors. All sponsors must be approved by Ways & Means. Teams must submit a copy of the signed sponsorship agreement to Ways & Means. This applies to primary as well as secondary sponsorships.
15. Teams who secure their own sponsorship are responsible to submit \$250 jersey fee per team to pay for jersey upkeep.

All fundraising activities must be approved by the Ways & Means and in accordance with the above noted guidelines. Failure to follow guidelines or failure to secure approval from Ways & Means PRIOR TO FUNDRAISING EVENT may result in forfeiture of funds raised, cancellation of fundraising privileges, and/or loss of practice ice.

Risk Management

The development coordinator shall act as the Risk Manager for Nanaimo Minor Hockey Association.

The Risk Manager identifies the risk of bodily injury or financial loss to the Association, measure the risks and sort those that are significant from those that are not and seeks out the ways and means of eliminating the avoidable risks that could lead to bodily injury or financial loss.

Nanaimo Minor Hockey Association recognizes that risk management does not rest with the Risk Manager alone, but rather is the responsibility of everyone involved both on and off ice activities from the Board of Directors through the coaching staff, officials, parents and the player themselves. The activities of Nanaimo Minor Hockey Association will be governed by the contents of the BCAHA Risk Management manual and the Risk Management Bulletins and Action Bulletins distributed by BCAHA. A copy of the risk Management Manual will be kept in the Clubhouse at all times.

The Risk Manager is responsible for ensuring that each coach or volunteer of NMHA who may have the occasion to have unsupervised contact with the players of the association will have Criminal Records check completed, or renewed every three years, by the RCMP. The risk manager will be responsible for the safe keeping of the Criminal Record check forms in a secure location.

The Risk Manager shall present a monthly report to the Board of Directors.

FEMALE DUAL REGISTRATION POLICY

1. Female registrants may be rostered to both a female recreational team and an integrated recreational team;
2. Female registrants may be carded to a female competitive (rep) team and be rostered to an integrated recreational team;
3. Female registrants may be rostered to a female recreational team and be carded to an integrated competitive (rep) team;
- 4.1 Where a female:
 - A. is carded to a competitive (rep) team and the female also wishes to be rostered to a recreational team, the female will be allowed to be rostered to a recreational team provided there are spots available in the recreational division after taking into consideration all the players that have registered to play in that recreational division;
 - B. registers wishing to be rostered to both a female recreational team and an integrated recreational team, the female shall advise the Association of the recreational division that constitutes her first choice (that is, the female or integrated recreational division) and the female may also be allowed to be rostered to the recreational division of her second choice provided there are spots available in that recreation division after taking into consideration all the players that have registered to play in that recreational division;
- 4.2 The Association is at liberty to determine, at its discretion and from time to time:
 - (i) the total number of players that will be permitted to be rostered in any recreational division in a particular hockey season;
 - (ii) the final cut off or deadline for registration of players in any recreational division in a particular hockey season.
5. Where a female is carded to a competitive (rep) team and rostered to a recreational team, the female must give priority to all of the competitive (rep) team's activities including without limitation practices, games and team functions ahead of and in priority to any obligations of any kind whatsoever of the female to the recreational team;
6. Where a female registrant is in breach of Article 5, the coach of the competitive (rep) team may immediately suspend the player and refer the matter to the President of the Association for further discipline;
7. Where a female is rostered to both a female recreational team and an integrated recreational team, the female will advise her coaches, with reasonable advance notice, if she will not be attending a team's activities including without limitation practices, games and team functions due to the female having a conflict in team schedules;
8. Where a female registrant is in breach of Article 7, either (or both) of the female's coaches may immediately suspend the player and refer the matter to the President of the Association for further discipline;

Transportation to/from Games. (does not include Juvenile Players)

No player will drive himself or any of his team mates to an out of town game unless the town is less than 100 kms from Nanaimo and the travel takes place in normal daylight hours unless the player(s) is accompanied by a licensed driver 25 years of age or older.

Players may drive themselves and team mates to and from practices and home games.

Coaches/Managers will advise the affected players of the policy and will report, in writing, any violations of the policy to the risk manager within five (5) days.

ABUSE POLICY

Nanaimo Minor Hockey Association supports the efforts of BCAHA and CHA in recognizing and combating abuse and harassment in Minor Hockey through their “Speak Out” program.

It is the policy of Nanaimo Minor Hockey Association that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. Nanaimo Minor Hockey Association expects every parent, volunteer and board member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

It is the policy of Nanaimo Minor Hockey Association that harassment, in all its forms, will not be tolerated during the course of any Nanaimo Minor Hockey Association activity or program. Accordingly, all Nanaimo Minor Hockey Association board members, volunteers, team or on-ice officials and parents/guardians are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing behavior, responding promptly and informally to minor incidents of harassment. Players and other participants are expected to refrain from harassing behavior and are encouraged to report incidents of harassment.

Nanaimo Minor Hockey Association urges all members, players and volunteers to familiarize themselves with the POLICIES ON RECOGNITION AND PREVENTION OF ABUSE AND HARASSMENT available on the CHA and BCAHA websites, (www.canadianhockey.ca) or (www.bcaha.org). Or, upon request, from the Nanaimo Minor Hockey Association clubhouse.

Coaching Staff Protection Policy:

Notwithstanding any provisions from the contrary to the Policy & Procedure Manual any complaint relating to coach, manager and team officials shall be handled in the following manner.

#1 Complaint shall be directed to Manager of the team, if any, if no manager a written complaint shall be submitted to the Division Director of division effected.

#2 If the complaint isn't resolved through the manager then a written complaint shall be submitted to the Division Director of the division effected.

#3 The Division Director on receipt of complaint shall forward to the President a copy of said complaint.

#4 If complainant is not satisfied with the actions taken the President shall determine and rule on the complaint or refer the complaint to the Discipline Committee. If matter is referred to Discipline Committee it shall investigate the complaint and report its recommendations to the Executive Board.

NO TOLERANCE FOR VIOLENCE CODE

FOR PLAYERS:

- (a) I will learn, understand and play by the rules;
- (b) I am responsible for and must control my actions - I will control myself at all times or I will leave the ice;
- (c) I will respect my opponents by being mindful of their safety;
- (d) I will never act in a disrespectful way towards a referee.

FOR PARENTS:

- (a) I will assist my child to understand and play by the rules of the game;
- (b) I will remind my child, whenever necessary, that acting in a violent manner is not an acceptable part of youth hockey;
- (c) I will never act in a disrespectful way towards a referee;
- (d) I am responsible for and must control my actions - I will control myself at all times or I will leave the arena;
- (e) I will not vocally or by my actions antagonize, criticize or heckle anyone.

FOR COACHES:

- (a) I will lead by example and respect the rules;
- (b) I will teach my players to play by the rules;
- (c) I am responsible for and must control my actions - I will control myself at all times or I will leave the arena;
- (d) I will not tolerate any violent conduct on the part of my players;
- (e) I will never act in a disrespectful way towards a referee;
- (f) I will not vocally or by my actions antagonize or heckle anyone.

Program Guidelines

Initiation

This program is designed for beginners ranging in age from 5-6 years. The emphasis is on enjoyment and skill acquisition. The objectives are to have fun, stimulate interest in hockey and a desire to continue participation, develop basic hockey skills and promote physical fitness. Players will be introduced to the concepts of cooperation, sportsmanship and leadership. In order to promote these concepts players will be required to follow the Wayne Gretzky Policy.

Initiation A

League - Scoreboard not used and no league standings

Teams - 11 players per team maximum

Age - Introduction to hockey; generally 5-6 years old but could be older depending on skill level.

Ice - Half ice with 2 teams using ice at the same time.

Coaches - Initiation instructors utilizing integrated station approach.

Travel - At the discretion of the Managing Director and restricted to Vancouver Island.

Tournaments - Maximum of two tournaments per team.

Practice to Scrimmages - After December 1, 1 – 3 ratio.

Positions - Goalies and skaters on rotation.

Buzzers – 3 minute shifts

Initiation B

League - Scoreboard not used and no league standings.

Teams - 12 players per team. maximum

Age - Generally age 6 and beginning 7 year olds.

Ice - Half ice with 2 teams using ice at the same time.

Coaches - Initiation instructors utilizing integrated station approach.

Travel - At the discretion of the Managing Director and restricted to Vancouver Island.

Tournaments - Maximum of two tournaments per team.

Practice to Scrimmages - 1 – 3 ratio.

Buzzers – 3 minute shifts

Positions - Goalies and skaters on rotation. Designated goalies may be used at tournaments.

Novice

This program is designed for players ranging in age from 7-8 years. The emphasis is on enjoyment and skill acquisition. The objectives are to have fun, stimulate interest in hockey and a desire to continue participation, develop basic hockey skills and promote physical fitness. Players will be introduced to the concepts of cooperation, sportsmanship and leadership. In order to promote these concepts players will be Required to follow the Wayne Gretzky Policy. Progression to hockey concepts, positional play, expanded. All players will be evaluated in September and placed in appropriate divisions based on skill progression.

Novice Minor

Buzzers – change on the fly

League - Scoreboard may be used but no league standings.

Teams - 16 players per team maximum.

Age - generally age 7 and beginning 8 year olds.

Ice - Full ice with 2 team using ice at the same time.

Coaches - Initiation instructors utilizing integrated station approach and full ice skill drills.

Travel - Association restrictions.

Tournaments - Maximum of two tournaments per team.

Practice to games ratio is 2-1. Two referee system for games. After Dec. 1

Positions - goalies are encouraged to rotate and participate in goaltending clinics offered by the Association. All skaters on rotation.

Novice Major

Buzzers – change on the fly

League – Scoreboard may be used but no league standings

Teams - 16 players per team(14 Players/2 Goalie/player) maximum

Age – generally 8 year olds. Advanced 7 year olds.

Ice - Full ice with 2 team using ice at the same time.

Coaches - Initiation instructors utilizing integrated station approach and full ice skill drills.

Travel - Association restrictions.

Tournaments - Maximum of two tournaments per team.

Practice to games ratio is 1:1. Two referee system for games. After Nov. 1

Positions - goalies are encouraged to rotate and participate in goaltending clinics offered by the Association.

Suggested rotation of skaters. 2 Designated Goaltenders to be used by Jan. 1 per team.

Wayne Gretzky Policy

In order to promote hockey skills and development of the Initiation and Novice aged players. Any players will be allowed to score only 3 goals in any (1) game.

This policy is in place to promote passing, skill development, and team play. Any goal scored after the 3rd will not count. The coach is required to educate the player on the reason to pass, development and team play. If player continues to score more than 3 goals per game the parent and division director may be asked to discuss this policy.

Competitive

Managing Director of Competitive Programs shall supervise the coaches, managers, and business of the Competitive teams.

Two classifications of Competitive teams: a) Carded CHA AAA
b) Carded CHA AAA team #2 or
Carded "B" or,
Rostered.

The classification of Development teams, will be determined by declaration of league play.

No person shall hold office on the Executive and Board of Directors and coach a Competitive Team.

Coach Selection shall be by Committee as per BCAHA Coach Coordinator Resource, Chapter 3. The Committee shall be comprised of the Competitive Managing Director, Development Coordinator, Head Coach and 2 other individuals approved by the Executive. The committee will bring recommendations to the Board of Directors for ratification. The intent is to provide a qualified and unbiased Coach Selection Committee.

All players in a division shall be given the opportunity to attend and participate in Competitive tryouts.

Player Evaluations shall be in accordance with the selection process as defined in the Intermediate

Coaching Certification Program, Section 9.00 "Player Selection".

Fundraising limit \$15,000.00 per team.

10% of all fund raising shall be remitted to the Provincial Championship Emergency Travel Fund (PCETF).

TRAVEL-- Within B.C. with knowledge and consent of the Managing Director. Outside of BC only with the prior written consent of the Board of Directors, and subject to satisfying risk management issues.

International travel requires consent of BCAHA. Responsibility for obtaining consent relies with the team.

Important Dates:

Coach Selection Committee to be approved by Executive at **MAY MEETING**.

Coach Application **Deadline APRIL 30TH**.

Coach Selection to be endorsed by Executive at **JUNE MEETING**.

Discuss affiliation with NMHA Midget & Nanaimo Jr. A Clippers **AUGUST 25th**.

Schedule pre season parent meetings week after Labour Day.

Declare Teams at Vancouver Island Competitive League Ice Meeting **SEPTEMBER 25th** (approx.)

CHA carding to be completed prior to commencement of League play **OCTOBER 15th** (approx.)

Rep assessment amount of remittance set by Executive **NOVEMBER 15th** (approx.)

Rep assessment's due **DECEMBER 1st**.

League play commences **3rd** Week of October and ends February **1st** (approx.)

Provincial Championships take place during Spring Break.

Midget AAA REP (male & female)

League - Vancouver Island Competitive League (ATWELL).

Teams shall card maximum 19 players, consisting of 17 skaters and 2 goalies

Age – 15, 16 & 17 year olds

Affiliate Players can only be activated for games in case of illness, injury or BC Hockey/Island League suspensions

- **Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies**

Ice - full ice with 1 team on the ice.

Coaches - minimum intermediate level certification.

Manager- one, under supervision of Managing Director.

Trainer- one.

Bantam AAA REP (1 team)

League - Vancouver Island Competitive League (ATWELL).

Teams shall card maximum 17 players, consisting of 15 skaters and 2 goalies

Age 13 & 14 year olds.

Affiliate Players can only be activated for games in case of illness, injury or BC Hockey/Island

League suspensions

- **Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies**

Ice - full ice with one team on the ice.

Coaches - minimum intermediate level certification.

Manager- one, under supervision of Managing Director.

Trainer- one.

Peewee AAA REP (1 team)

League - Vancouver Island Competitive League (ATWELL).

Teams shall card maximum 17 players, consisting of 15 skaters and 2 goalies

Age - 11 & 12 year olds.

Affiliate Players can only be activated for games in case of illness, injury or BC Hockey/Island

League suspensions

- **Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies**

Ice - full ice with one team on the ice.

Coaches - minimum intermediate level certification.

Manager- one, under supervision of Managing Director.

Trainer- one.

Development

All teams formed under the E+Development classification, shall be formed with permission from the Executive, and the determination of Development teams, shall be determined if numbers and ability warrant.

Midget 'B'

Leagues - Vancouver Island Competitive League (MARGOLIS). Or NVIMHA "B" League, or SVIMHA "B" League.

Teams shall card maximum 19 players, consisting of 17 skaters and 2 goalies

Age – 15, 16 and 17 year olds.

Affiliate Players can only be activated for games in case of illness, injury or BC Hockey/Island

League suspensions

- **Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies**

Ice - full ice with one team on the ice.

Coaches - minimum intermediate level certification.

Manager- one, under supervision of Managing Director.

Trainer- one.

Bantam 'B'

League - Vancouver Island Competitive League (MARGOLIS), or NVIMHA 'B' League, or SVIMHA 'B' league.

Teams shall card maximum 17 players, consisting of 15 skaters and 2 goalies

Age - 13 and 14 year olds.

Affiliate Players can only be activated for games in case of illness, injury or BC Hockey/Island League suspensions

- **Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies**

Ice - full ice with one team on the ice.

Coaches - minimum intermediate level certification.

Manager- one, under supervision of Managing Director.

Trainer- one.

Pee wee 'B'

League - Vancouver Island Competitive League (MARGOLIS), or NVIMHA 'B' League, or SVIMHA 'B' League.

Teams shall card maximum 17 players, consisting of 15 skaters and 2 goalies

Age - 11 and 12 year olds.

Affiliate Players can only be activated for games in case of illness, injury or BC Hockey/Island League suspensions

- **Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies**

Ice - full ice with one team on the ice.

Coaches - minimum intermediate level certification.

Manager- one, under supervision of Managing Director.

Trainer- one.

Player Evaluation/Selection Policy

The procedures and processes within this document are based on the criteria outlined by Hockey Canada “*Minor Hockey Development Guide ~ Player Evaluation and Selection*” This document is to be used by Nanaimo Minor Hockey for the evaluation and placement of athletes from Atom to Midget categories. The “*Minor Hockey Development Guide ~ Player Evaluation and Selection*” is available on the Hockey Canada website.

1. Evaluation Objectives

The Objectives of the Player Evaluation Process:

- To provide a fair, consistent, and comprehensive evaluation of a player’s total hockey skills.
- To ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill levels.
- To provide uniformity and consistency in the evaluation process such that player and parent expectations are consistent from year to year as players move through the various levels of the associations programs.
- To provide feedback in order to develop players.
- To eliminate political maneuvering and interference from the player selection process and let players be evaluated based on their own individual skills and development.

2. Evaluation Committee

The Evaluation Committee will be comprised of the Development Coordinator, the Competitive Division Managing Director, Head Coach (Chair) and two other members approved by the Board of Directors. The Evaluation Committee will work to ensure data integrity and confidentiality at all times throughout the process and will be responsible for collection and management of all evaluation forms. Evaluation results and forms are strictly confidential and not intended for public knowledge.

Criteria for and duties of evaluators:

- Evaluators will be appointed by the committee. Where possible the evaluators will be chosen from outside of the Association. Notwithstanding, a non-parent coach will be eligible to serve as an evaluator in their own Division.
- Evaluators may be paid an honorarium, the amount to be recommended by the Evaluation Committee and approved by the Board of Directors.
- Evaluators will be provided with an Evaluation Instruction Package and directions on the evaluation policies and criteria.
- Evaluators will report only to the Evaluation Committee. A copy of the reports shall be made available to the President on request. Contents of the reports are considered privileged and confidential information and will be released by written request only to the player or parents directly involved.
- There will be a minimum of three and a maximum of five evaluators per Division.
- Evaluators will not be provided with the names of players, only the numbers assigned by Nanaimo MHA.
- Evaluators will assist in the preparation of Performance Report Cards on the final five reassigned players from each tiered team will be distributed to the player or parent with 48 hours of the reassignment.

- Evaluators will not evaluate their own child(ren).
- Player's parents will not approach evaluators before, during or immediately following the ice time. Evaluators will report any attempts at communication to the Evaluation Committee.
- Evaluators will not be able to share information during the sessions. Immediately following an evaluation session all Evaluators will hand in their evaluation forms for aggregate scoring.

3. Process

- Players will register by preferred position on the Competitive tryout application.
- Each player trying out for a Competitive team will be guaranteed a minimum of two ice times.
- Players who do not attend an ice time for any reason will not be given a makeup time.
- The tryout numbers of those players selected to advance beyond the second ice time will be posted on the NMHA website on the morning following the day of the ice time. Those players not selected to advance will be reassigned to the Recreational Division and contacted by the coach or Division Manager as to their next practice time.
- In Bantam Division and below, 35 skaters (21 forwards and 14 defense) will be selected to advance beyond the second ice time. In Midget Division 40 skaters (24 forwards and 16 defense) will be selected to advance. In all Divisions, 6 goaltenders will be selected to advance.
- If there is only one Competitive team in a Division the numbers of skaters selected to advance will be 20 (12 forwards and 8 defense) for Bantam and below and 22 (13 forwards and nine defense) for Midget. The number of goaltenders selected to advance will be three.
- **During the final round of releases, the coaches will prepare a written evaluation and conduct an interview with each released player. A member of the Evaluation Committee should be present at this interview.**
- The Evaluation Committee has the discretion to vary the numbers of skaters and goaltenders selected to advance.
- Where applicable, following the 2nd ice time those players selected to advance will be assigned to Tier 1 or Tier 2. There can be player movement between the Tiers as approved by the Evaluation Committee.

Atom Developmental

Time trials will form an integral first step in the evaluation of Atom aged players. All Atom aged players, whether or not registered for competitive tryouts, will participate in time trials. Following the time trials, those players who have registered for competitive tryouts will continue as follows:

- 1st ice time 80% practice concentrating on evaluating individual skills, knowledge of team tactics, work ethic and coachability, followed by a 5 on 5 scrimmage.
- 2nd ice time 5 on 5 scrimmage.
- 3rd and 4th ice times full practices concentrating on evaluating individual skills, knowledge of team tactics, work ethic and coachability.
- 5th ice time will be a 5 on 5 scrimmage.

Peewee, Bantam, Midget

Players may be divided on a Major/Minor basis for initial ice times in Peewee and Bantam..

The initial four ice times will consist of scrimmages as follows:

- 1st ice time 80% drills, 20% 5 on 5 scrimmage
- 2nd ice time 50% drills, 50% 5 on 5 scrimmage
- 3rd and 4th ice times full practices concentrating on evaluating individual skills, knowledge of team tactics, work ethic and coachability.
- 5th ice time will be a 5 on 5 scrimmage. We will attempt to have an adjacent association provide the opposition for this final scrimmage. Otherwise the Evaluation Committee will be tasked with developing scrimmage format. Where applicable the 5th ice time will be used to evaluate the “bubble” players for Tier I/ Tier II or Tier II/Recreational.
- A Goaltender Evaluation Team will evaluate goaltenders independently.

4. Coach Duties

- Coaches will prepare detailed practice plans for the four initial ice times and provide copies of these to the Head Coach 30 days prior to the commencement of the evaluations. These plans will be reviewed with the Head Coach and revised if necessary and copies will be released to the evaluators.
- Coaches will pre-ice the players to maximize the efficient use of ice time.
- Immediately following the conclusion of the 2nd ice time the coach will prepare, for the Evaluation Committee, a ranking of those players (s)he feels should be selected to advance.
- At the conclusion of the 5th ice time the coach will prepare, for the Evaluation Committee, a ranking of those players (s)he feels should be assigned to the team. Those rankings will be kept confidential and shall not be released by either the coach or the members of the Evaluation Committee.
- Coaches will be expected to justify their rankings where they differ significantly from the rankings of the Evaluation Committee.
- Where there are both Tier 1 and Tier 2 teams the two coaches will work together, both on and off the ice, to recommend player movement between the two teams.
- Meet with the evaluators from time to time throughout the evaluation process.
- Coaches will not be on the benches for scrimmages. Any staff assigned to run benches during scrimmages must be approved by the Evaluation Committee.

5. Evaluation Rankings

The evaluation process at all levels will be based on the following three categories of total hockey skills: individual skills, tactical skills, and competitive situations including team play situations.

Players will be evaluated based on the evaluation criteria from Hockey Canada’s categories for Skating, Passing and Puck Control, Shooting and Scoring, Checking skills, and Hockey Sense and Work Ethic.

The criteria will vary depending on the age group and division level.

Players will be evaluated on a scale of 1-5 for player selection criteria. The scale meaning 5 being exceptional/dominant, 4 being above average, 3 being average, 2 being below average and 1 being poor. An exceptional/dominant player would be considered an “impact” player. Such a player due to their overall ability would be capable of influencing a game.

Utilizing the completed player evaluation aggregate scores, the Evaluation Committee will select the top 12 skaters for each Competitive team based on player rankings and team balance. The Competitive team coach will be provided with a list of five to eight skaters from which he may select the remaining members of his team.

The Evaluation Committee will select the two goaltenders for each Competitive team.

6. Appeal Process

The grounds for an appeal are limited.

The initial appeal must be made in writing by the player's parent(s) to the Chair of the Evaluation Committee, within 72 hours of the selection, stating the grounds for the appeal. The written appeal will be accompanied by a cash, certified cheque or money order payable to NMHA in the amount of \$25. The monies will be refunded only if the appeal is upheld.

An appeal will only be heard if the player selection:

- was not made according to the rules or process,
- or the Evaluators or Evaluation Committee were biased or if the decision was grossly unfair or unreasonable. The merit or substance of their decision is not a valid ground for an appeal,
- or the process or mathematical errors that have resulted in a grossly unfair player selection.

Should the appeal not be upheld the player(s) parents may appeal to through the Minor Hockey Clubhouse to a Player Selection Appeal Committee established by the President for this purpose. This appeal must be made in writing within 72 hours of the decision of the Chair of the Evaluation Committee and accompanied by a fee of \$25. The fee will be refunded only if the appeal is upheld.

The Appeal Committee will expeditiously review the player's evaluation and will rule on the final placement of the player in writing and their decision will be tendered back to the parent(s), the Evaluation Committee and the Nanaimo MHA President.

AFFILIATION

Coaches should be familiar with Regulation (E) (Teams, Clubs and Affiliations) of the Articles, By-laws, Regulations of the Hockey Canada Association.

Affiliation provides an opportunity for Competitive or Representative Teams to dress the maximum number of players allowable for a game in accordance with the playing rules.

It also provides the opportunity for players to play at the “next level”.

Affiliation’s purpose is **NOT** to provide a farm system for the Competitive team or to allow them to avoid or frustrate the HCA regulations with respect to carding. Coaches of Competitive teams and players should agree the player’s first commitment must be to their regular team and not to the team with which they are affiliated.

The decision to have a “Team to Team Affiliation” (TTT) or “Specialty Affiliated Players” (SAP) rest with the Executive Board. The decision may differ from division to division and from year to year. The Managing Director of the Competitive Division will consult with Coaches of the Competitive teams prior to making his recommendations to the Executive Board.

Risk Management will be the primary factor in determining affiliation, particularly in movement from Pee wee Division to Bantam Division. Players from the Pee wee Division affiliating with the Bantam Division should have participated in a body checking clinic and/or have received specific on-ice training prior to playing at the higher level. Size, strength and skill level are also risk management issues to be addressed.

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

| | |
|-------------|--|
| Pee wee B | SAP – Pee wee House |
| Pee wee AAA | TTT – Pee wee B |
| Bantam B | SAP – Bantam House and Pee wee AAA |
| Bantam AAA | SAP – Bantam B and Bantam House |
| Midget B | SAP – Midget House and Bantam AAA |
| Midget AAA | SAP – Midget B, Midget House and Bantam AAA |
| Female A | SAP – Female House or lower division A (if applicable) |
| Juvenile A | SAP- Juvenile House and Midget AAA |

The following process will be followed:

- The Competitive Coach will submit the team or player list to the Managing Director of the Competitive Division who will approve or, in consultation with the Coach, modify the list.
- The team or player list must be submitted to the registrar to submit to BCAHA and by the team manager to the commissioner for the Island League before the player is eligible to participate in a league or tournament game but may participate in exhibition games. Updated lists must be submitted before affiliate players are eligible to participate in league or tournament games.
- The Coach(es) of the affiliate players will be advised of the players’ status.
- Coaches of affiliate players will be contacted for conflicts, prior to the player, if the Competitive Coach wishes to use the player in a game or a practice. In the case of practices, the Coach of the affiliate player may give blanket approval for the season or part of the season.
- **Coaches of affiliated players will not withhold permission unreasonably. After January 10th an Affiliate Player cannot play more than 3 games, after the third game the team must seek permission, from the President, in consultation with the Competitive Director, to bring affiliate player up for a game**
- **if player plays beyond 3rd game, without permission of the President, the coaching staff will be subject to immediate and indefinite suspension pending the review of the Discipline Committee**

- Prior to an affiliated player playing his 6th game after January 10th, there will be a meeting involving the two coaches, the player and the player's parent(s). The player and parent will be advised of the ramifications of playing a 6th game(BCAHA rule)
- The Competitive Coach will not use an affiliated player to replace a healthy, capable and willing carded player.
- **Affiliate Players can only be activated for games in case of illness, injury or BC Hockey/Island League suspensions**
- **Where a competitive team attends a tournament, the President may, by request of the Competitive team, approve adding Affiliate Players to the team provided that the total number of players attending the tournament does not exceed 19 players, consisting of 17 skaters and 2 goalies**
- In the event of a dispute, the Managing Director of the Competitive Division will be the arbitrator. Any appeals of the Managing Director's decision must be made in writing to the Executive Board

Recreation

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

1. Divisions- Initiation – ages 5-6
Novice – ages 7-8
Atom - ages 9 - 10 years
Peewee - ages 11 - 12 years
Bantam - ages 13 - 14 years
Midget - ages 15 - 17 years with inclusion of juvenile age players with approval of Managing Director if numbers do not warrant a separate juvenile division.
Juvenile - ages 18 - 20 years
Female – ages 9 – 17 – three divisions
2. TEAMS - There will be a minimum of 12 and a maximum of 19 players per team. At the discretion of the Managing Director, this clause may be waived to prevent the cutting or turning away of any players from minor hockey.
3. **TIERING - Will be based on ability and skill level and will be in effect at Peewee, Bantam and Midget re recreational level except where there is insufficient registrants to allow for an effective tiered program.**
4. PRACTICES - Full ice with 2 teams on at a time. At the discretion of the coaches, the practice time may allow for full ice skill drills, half ice team drills or a combination of both.

GAMES - Within own division and with other Island Associations as arranged by, or with the consent of the Managing Director.

COACHES - Minimum of one coach per team with equivalent of Coach Level training or above. It is encouraged that all coaches have this training and to facilitate this, the Association will arrange for training to be held early in each season.

TRAVEL - Within BC, with knowledge and consent of the Managing Director. Outside of BC only with the prior written consent of the Board of Directors, and subject to satisfying risk management issues. International travel requires the consent of BCAHA. Responsibility for attaining consent rests with the team.

TOURNAMENTS - Maximum three out of town and one home tournament per year with the knowledge and consent of the Managing Director and the Tournament Director.

Team Head Coach / Instructor

Job Description

1. serve as an official spokesperson on behalf of the team
2. coordinates the delegation of responsibilities to the Assistant Coach and Manager
3. plan on-ice and off-ice team activities in consultation with the Assistant Coaches
4. coordinate player evaluation and player selection in conjunction with the Development Coordinator
5. plan, implement and control pre-game preparation and communication with the team
6. design the practice plans in consultation with the Assistant Coaches
7. coach the Team in all games and practices
8. establish rules for the team and oversee the supervision of the players
9. submit a year end report which contains the following information; evaluation of the players' performance, evaluation of the team's performance, outline of practice plans and game strategy and recommendations on how the program can be improved.
10. coordinates the implementation of the on-ice curriculum as outlined
11. reports to the Association through the Managing Director or designate

Qualifications

1. strong hockey background in playing, coaching and evaluating
2. strong interest and commitment to child/athlete development
3. ability to work with fellow coaching personnel
4. ability to communicate on-ice and off-ice requirements to players and parents
5. availability as to time requirements
6. certified at the level indicated by CHA, BCAHA and NMHA policy

Selection

1. appointed via application and subsequent recommendation by the Coach Selection Committee and ratified by NMHA Board of Directors.

Team Assistant Coach

Job Description

1. assist with player evaluation and the player selection process
2. assist with planning, organizing and conducting practices
3. assist with pre-game preparation
4. assist with the operation of the team during the game
5. assist with post game evaluation
6. assist with scouting and evaluation of opponents
7. assist with the supervision of players, both on and off the ice
8. assist with the formulation of the overall game plan, as well as the game to game adjustments
9. submit a year end evaluation report to the Team Head Coach containing observations on player performance, team performance and general recommendations of the program.
10. reports to the Team Head Coach

Qualifications

1. strong hockey background in playing, coaching and evaluation
2. strong interest and commitment to child/athlete development
3. ability to work with fellow coaching personnel
4. ability to communicate on-ice and off-ice requirements to players and parents
5. availability as to time requirements
6. certified at the level indicated by CHA, BCAHA and NMHA policy

Selections

1. appointed by the team Head Coach and ratified by the NMHA Board of Directors.

Team Manager

Job Description

1. act on direction of the Team Head Coach and report directly to the Team Head Coach
2. coordinate the team selection process in conjunction with the Development Coordinator and team coaches
3. develop an operating budget for the team
4. submit a financial summary of the team
5. coordinate travel, accommodation, meals and facility rental for the team
6. assist with team communication regarding events
7. obtain necessary equipment and supplies for the team
8. coordinate team financial matters including player fees, sponsorship, advertising, grants, etc..
9. submit financial statements as per association policy
10. submit a year end evaluation report containing observations on team performance and recommendations on the program
11. generate a team address list and circulate
12. attend scheduled meetings and produce a team schedule in conjunction with the coaching staff
13. communicate needs for officials with Association
14. coordinate all pre and post game paperwork and distribute to appropriate parties (ie. Game sheets, etc....)
15. arrange for off-ice officials
16. communicate with media/Association on the team results
17. serve as Risk Management liaison for the team. This includes the reporting of injuries and return to play guidelines in conjunction with the team trainer

Qualifications

strong hockey administrative background
strong interest and commitment to child/athlete development
ability to communicate with team staff, parents, players and Association Executive
conversant on rules and regulations

Selection

appointed by the Team Head Coach and ratified by the NMHA Board of Directors.

Official's Policy

Officials should arrive at the arena a minimum of 15 minutes before a house game, 30 minutes before a competitive game.

Wear proper attire at all games including black slacks or pants.

Should be on the ice at the commencement of the ice slot. While the players are in their warm-up, the officials should review the game sheet, introduce themselves to the coaching staff of both teams and to their minor (off ice) officials, confirm time limitations and whether there will be running or stop time.

Enforce the rules of the game as set by the CHA, BCAHA, NVIHA, SVIHA and NMHA in a fair and consistent manner.

Show proper respect toward players, coaches and fans. Show interest and enthusiasm in the game. In doing so, you will gain the respect of players, coaches and fans.

Report all major misconduct, gross or match penalties to the Association and/or BCAHA in a manner prescribed by the Referee in Chief.

Never smoke or use profane language while on the ice surface or in an area visible to fans, players or coaches. Never remove officiating equipment while on the ice.

Assist players in understanding the rules of hockey. This is especially important in the lower divisions.

Promptly advise the allocator if you will be unable to attend a game, maintain a list of officials that you can call on short notice if you are unable to attend.

Be a "student" of the game. Know the rule book and how to apply the rules.

Discipline

The Board of Directors shall have the right to suspend, for a period of 30 days or less, any player, team official or Member of the Nanaimo Minor Hockey Association for conduct deemed to be improper, unbecoming, or likely to endanger the interest or reputation of the Association, or who willfully commits a breach of the Constitution, Bylaws, or any Regulations, Policies, Procedures or decisions made by the Board of Directors of the Association.

A coach may suspend, or discipline, any player for up to one game. A meeting between the player, parent(s) or guardian(s) and the coaching staff will precede such suspension. The Managing Director of the Division will be advised of all such suspensions in writing.

Suspensions of more than one game must proceed through the Discipline Committee in the manner outlined in the Constitution.

Coaches are responsible for reviewing the game sheet after each game to determine if any coaches or players face suspensions mandated by BCAHA or NMHA. A head coach having a coach or using a player ineligible due to suspension; will face a hearing of the Discipline Committee.

The Managing Director of a Division and a representative of the Referee in Chief will meet on a weekly basis to review game sheet to identify game misconduct's, game ejections, match misconduct's and gross misconduct's. Any player accumulating three such offenses will be reported to the Discipline Committee to determine if further sanctions are warranted.

Discipline Procedure

President will form a Committee as provided in the Constitution.

The Committee will investigate a report or complaint to determine if a hearing is warranted.

3. If the Committee determines a hearing is not warranted, the complainant will be notified in writing of the Committee's decision.
4. If the Committee determines a hearing is warranted, all parties will receive 7 days notice, in writing, of the date of the hearing.
5. Hearings will be conducted as per BCAHA Guidelines and a Recording Secretary will record all proceedings.
6. The Committee will notify both the complainant and the accused of the decision in writing within 24 hours. The notification will include an outline of the appeal procedure.

Appeal Procedure

1. President will form an Appeal Committee as provided in the Constitution. A quorum will consist of a minimum of 3 members for any meeting of the Committee.
2. Appeals must be received by the President, in writing, within 7 days of the decision of the Discipline Committee being handed down. The appeal request will include a certified cheque, cash or money order, payable to the Association, in the sum of \$25.00 as a deposit. The deposit will be refunded to the appellant if the appeal is successful and forfeited to the general revenues of the Association if the appeal is not successful. The request must also include reasons for the appeal.

3. The Appeal Committee shall investigate any improprieties of process or new evidence to determine if an appeal hearing is warranted.

If the Appeal Committee determines a hearing is warranted it will be held within 72 hours of receiving the notice of appeal.

Appeal hearing will be conducted as per BCAHA guidelines. A Recording Secretary will record all proceedings.

The Appeal Committee is empowered to uphold, reverse or modify the decision of the Discipline Committee.

The Committee will notify both the appellant and the Discipline Committee of the decision, in writing, within 24 hours of the decision. If the Appeal Committee overturns or modifies a decision of the Discipline Committee, the Discipline Committee will notify the original complainant of the Appeal Committee's decision.

There will be no stay of suspensions while the appeal procedure is conducted.

Complaint Procedure

A complaint about a player, coach, manager or other team official must be forwarded in writing first to the Managing Director of the Division in question.

The Managing Director must forward the complaint to the Discipline Committee for the appropriate response.

A complaint about a member of the Association shall be made to the Board of Directors in writing.

Complaints about on-ice and off-ice officials should be made in writing to the Referee in Chief, with a copy to the Managing Director of the Division involved. This forum is not be used for questioning interpretations or judgment calls of the officials. The complainant will receive a response from the Managing Director.

Inter Association Play

1. Competitive teams shall play in the Vancouver Island Competitive League (ATWELL DIVISION) and be governed by the rules of that League.
2. Development teams shall play in the Vancouver Island Competitive League (MARGOLIS DIVISION) or the South Vancouver Island Minor Hockey Association "B" Leagues, and be governed by the rules of the applicable governing body.
3. Recreational teams shall be provided with opportunities to participate in competitions with other associations, however, this shall be done with approval of the Managing Director of the Division. No Manager or Coach shall book out of town games or tournaments without approval of the Managing Director.