



## WEST VANCOUVER MINOR HOCKEY ASSOCIATION

# WVMHA Policies and Procedures

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WVMHA policies are intended to ensure player, parent and spectator safety, preserve WVMHA equipment, and ensure WVMHA provides a productive and positive learning environment for our young hockey players.

This is a compendium of our policies and is intended to help you understand the protocols and procedures of WVMHA.



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# Around the Rink

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## General Policies and things you need to know!

### Parents and Family

- **Parents, unless they are team officials, are not permitted on the bench or the ice at any time!**
- Siblings should not play in the dressing room and hallway or anywhere near the bench. Keep small children away from the dressing room doors.
- **Parents should not discipline or critique other players;** any on-ice or off-ice behavioral issues must be brought to the coaches' or manager's attention and can **only** be dealt with by team officials, the Director of Hockey or board members.
- Read and know the **Parent's Code of Conduct**  
<http://www.wvmha.ca/parents/parents-code-of-conduct/>

### Uniforms

- **Game socks are not to be worn during practices;**
- **Game jerseys are not to be worn during practices;**
- Only WVMHA-issued socks can be worn during games;
- The association's helmet colour is black.

### WVMHA Equipment

- Our **blue rink dividers** are to be stored behind the players' benches after every use and **should not be used as seating or playthings;**
- Our **rink divider boards** must be neatly stacked near the south-east entrance corner of the rink.
- Our cross-ice nets must be handled with care.

### Timeliness

- Arrive at the rink at least **15 minutes** before practice – or earlier as per coaches' discretion.
- If you can't make a game or practice please let the team manager or coach know.
- Players are to be **fully dressed and ready at least 5 minutes before ice time.**

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- **Players are not to go on the ice without a Coach.**

### Dressing Room

- **No cell phones or cameras** in the dressing room.
- Dressing rooms must be **supervised** at all times by team officials or designated parents. Players should not enter unsupervised dressing rooms.
- Our dressing rooms are **nut aware**. Please avoid bringing or consuming foods with nuts or nut products in the dressing rooms.
- Players should never walk around the dressing room without skates or shoes on.
- Goalies must wear gloves when lying on the floor having their pads laced.
- Do not dress your child in the lobby, the stands or on the bench.
- Parents (unless they are team officials or supervisors) and siblings are not permitted in the dressing rooms at Peewee and above.
- For the younger players, once your child is fully dressed, parents and siblings must leave the dressing rooms and dressing room hallway.

### Players' Conduct

- Players shall read the **Players' Code of Conduct** and abide by it.  
<http://www.wvmha.ca/parents/players-code-of-conduct/>
- **Players are not to go on the ice without a Coach.**
- Players shall be respectful of coaches and teammates at all times.

On the ice, WVMHA players shall “**take a knee**” promptly when told to do so and **refrain from horsing around** and otherwise disrupting practices.

- Players should remember to volunteer to pick up pucks and equipment at the end of practice.
- Players should be mindful of thanking their coaches after each practice.

### Personal Equipment

- **Neck guards are mandatory for all ages.** Players may not participate in on-ice activities without a neck guard.

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- Skate laces should not be wrapped around the ankles as this inhibits proper movement and blood flow. Tuck extra-long laces under the hockey socks.
- Helmets must be CSA approved and should be snug and remain in place when chinstrap is fastened. Facemasks should fit properly; chin should fit comfortably in cup of facemask.
- **Bring a water bottle** to each game and practice with a name clearly marked.

## Behaviour

### Representing WVMHA

All players, team officials and parents must recognize that they are representatives of both our Association and our greater community. Our members are expected to take pride recognize that their personal actions can have an impact on the reputation of the Association. We are all ambassadors of WVMHA and it is critical to our success that we take pride in who we are and maintain our integrity and an honourable reputation both within minor hockey and the greater community.

Accordingly, as indicated in our bylaws, the Board has the “power to suspend any player, coach, manager or officer of a team for ungentlemanly conduct on or off the ice, including but without limitation abusive language to any official, coach or other person, or for alleged falsification of any registration or record, and such suspensions shall be effective until reviewed by the Directors.”

See also to our **Zero Tolerance for Bullying, Harassment and Abuse** policy located below in the “Zero Tolerance” section of this document.

### ‘Team First’ and Life Skills

We dedicate ourselves to the advancement of our players not just as hockey players, but also as individuals within the community.

All too often our children are denied enjoyable sporting experiences because we fail to protect the environment and the very principles on which the game is built. Hockey is more than a game, it is an education. It is also an important part of their upbringing and the success of future generations depends on how well we teach life skills today.

Membership is a PRIVILEGE not a right and with that membership come inherent responsibilities and obligations to protect the sport and most importantly the growth and development of our children.

All participants’ players, parents/spectators/volunteers, coaches, officials, and sport administrators are equally responsible PARTNERS in this endeavor. Every individual

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involved must examine his/her attitudes, actions and behaviors and make a personal commitment to the principles of Fair Play RESPECT, INTEGRITY and FAIRNESS. There can be no lesser expectation and no greater responsibility as a condition of membership in WVMHA.

All WVMHA parents are required to sign the **Fair Play Code of Conduct** included as part of the E-PACT registration system.

Parent codes of conduct and resources are also available at:  
<http://www.wvmha.ca/parents/parents-code-of-conduct/>

### '24 Hour' Rule & Parent to Coach Communication

**Rep Teams** - Parents who are not rostered as team officials on REP teams should never initiate communication directly with the coaches except during pre-defined team meetings between the parents and the coaches.

**House Teams** - Because house and initiation coaches are often parents of team players, the same process as rep applies only to coaching issues, so social communication is normal between parents and parent-coaches but when there is an issue with the coaches that the parent would like to address, they need to also follow the protocol in that all issues need to be processed through the manager.

**24-hour Rule:** if you have something to say to the coach, or they have something to say to you (that could be contentious) you must wait 24 hours after the event or the game before discussing it. By this time, you have better perspective and a lot of arguments naturally are eliminated in the process.

**In all situations, the Team Manager is the conduit for confrontational communication. Managers need to understand their role as a non-partisan representative of the team.**

Any concerns or issues that need to be addressed by the coaches should be raised with the team manager who will review it with the team head coach. If that doesn't get it resolved then the team manager should inform the Director of Hockey of the situation who will either try to resolve it or bring it the Board for review and/or dispute process/intervention if necessary.

### Dressing Room

**Only team officials and designated parent supervisors are allowed in the dressing room** (except that it is normal for parents of H2, H3, H4 and Atom to help their children with their equipment.) Parents should also be aware that PeeWee age and up hockey players do not like to have parents of other teammates in the changing room.



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Accordingly, if your over Atom age child needs help with their equipment, you should do so outside of the changing room.

Female players PeeWee and above will use the female dressing room at the West Van arena and join the team in the dressing room 15 minutes before game time for the coach's talk. When traveling to other arenas that do not provide separate dressing rooms for females, female players will dress at home, in the rest room, or in another appropriate location. Male players arriving late will change in the rest room if they cannot be dressed in time for the female players to join the team 15 minutes prior to game time.

**Not less than two team officials or designated parent supervisors must provide supervision in the dressing room whenever players are present.**

Hockey Canada requires that all adults coming into contact with the kids never be alone with any player except their own child. Please ensure that you understand the Respect in Sport program and abide by it.

The use of any equipment that can take **photographs** is strictly prohibited from use in the changing rooms.

Our dressing rooms are **nut aware**. Avoid bringing or consuming foods with nuts or nut products in the dressing rooms.

The Association has a zero-tolerance policy for drugs, alcohol, bullying, abuse, harassment, vandalism and any other inappropriate behaviour.

### On-Ice Officials

Do not shout at or abuse the on-ice officials. They have the authority to have you removed from the arena and you set a very poor example to the kids. Their calls may not always be perfect but they are learning as well and shouting at them is not an option.

There is no such thing as 'just a small penalty so let the kids play'. Hockey Canada requires that all penalties be called strictly in accordance with the rules.

Any ejection or suspension handed out to a parent by a referee or the League will be at a minimum matched by the Association. Any reports of referee abuse, even if unsanctioned, will be investigated by the Board and may result in suspensions.

## On the Ice

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### Equipment

Ensure equipment is well maintained and your child is wearing all of the Hockey Canada required equipment before going on the ice. Refer to the WVMHA Equipment Guidelines: [http://www.wvmha.ca/my\\_files/WVMHA-Equipment-Guide.pdf](http://www.wvmha.ca/my_files/WVMHA-Equipment-Guide.pdf)

Note: any player not wearing a **neck guard** will be asked to leave the ice and not return until they are wearing one.

### Uniforms

WVMHA uniforms must be treated with care. Game jerseys and game socks may not be worn at practice. Wearing the proper WVMHA uniform is mandatory during games. This means that only WVMHA-issued socks can be worn during games.

The association helmet colour is black and this is part of the uniform. All rep players **MUST wear BLACK HELMETS**. Non-rep players are encouraged to purchase black helmets.

### Goalies

Registration as a goalie does not guarantee a position in WVMHA as a goalie. In the event that there are more goalies than can be accommodated based on the number of teams at each Division, the least qualified goalie will have the option of 'playing out' and attending the goalie skill development sessions or WVMHA will, subject to PCAHA approval, make reasonable effort to place the goalie with another Association for the season.

There is a maximum of 2 goalies allowed per team but rep teams will carry only one goalie if there is only one qualified candidate.

- Except at Atom, goalies should be scheduled to play full games. At Atom it is at the coach's discretion whether they alternate games or each plays half the game. At all other levels, goalies should only be switched mid game for valid reason.
- The Association supplies goaltending equipment to H2, H3, and H4. Should a goalie borrow equipment from the Association for an extended period, a deposit is required to

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cover lost or damaged equipment. All equipment must be returned at the end of the season.

- **Rep Goalies** – Attendance at all goalie sessions is a requirement of playing rep, except that Atom rep goalies need attend a minimum of 50% of the goalie sessions in addition to all team sessions.
- **House Goalies** – Attendance of both the team sessions and the goalie sessions is strongly recommended if you want to improve your goalie skills.
- See the section on ‘Rep Tryouts’ for selection process.

### Equal Ice Time

As near as possible equal ice time is required by PCAHA on all House teams and at Atom Rep.

At PeeWee Rep, Bantam Rep and Midget Rep, while the Association places a high priority on player development, the amount of ice time a coach allocates to a player is at the coach’s discretion and is usually based on commitment, ability and effort. In play-off games, the coaches are encouraged to focus on winning games and accordingly they will play whoever they feel is most likely to help win games.

**To understand the expectations of rep players, see the section on ‘Rep Hockey’ Not meeting the commitments described therein will affect a rep player’s ice time.**

Any concerns are to be raised with the team manager who will either immediately resolve the issue or take it to the Director of Hockey. If the Director of Hockey is not able to resolve the situation, he or she will take it to the Board

### Team Balancing

According to PCAHA rules, when there is more than one novice or “C” (house) team in a division, the teams must be of a competitive balance. The balancing of teams is the responsibility of the Director of Hockey based exclusively on his or her assessment of player skill levels and aptitudes. Players will be assigned to teams in a balanced manner at the sole discretion of the Director of Hockey. Considerations for friendships, etc. are not to be taken into account.

### Skill Development Sessions

Skill development sessions during team practices are included in your fees. Additional user-pay group skills sessions, private lessons, and/or semi-private lessons may be offered by the association from time-to-time.

The objective of WVMHA is to provide opportunities for all players and goalies to improve their hockey proficiency through skill development. Participation requirements for team-based skills sessions are as follows:

**Rep Players** – Attendance at all sessions is a requirement of playing on a rep team.

**Rep Goalies** – Attendance at all goalie sessions is a requirement of playing rep, except that Atom rep goalies need attend a minimum of 50% of the goalie sessions in addition to all team sessions.

**House Players** – Attendance is strongly recommended if you want to improve your hockey skills

**House Goalies** – Attendance of both the team sessions and the goalie sessions is strongly recommended if you want to improve your goalie skills.

### Affiliated Players

There are a number of PCAHA rules governing who can and who cannot be affiliated including the number of eligible affiliated players. Coaches and team managers must determine the eligibility of a player they wish to A/P before doing so.

### Player Movements

Being selected to a rep team does not guarantee a position on that team for the season. Players and goalies who:

- Fail to meet their ‘commitment’ obligations may be moved down at the sole discretion of the coach at any time prior to the PCAHA deadline for player movements of January 10th.
- Are not meeting the skill level requirements may be moved down as follows:
  - Any player on or before October 15 at the sole discretion of the coach.
  - A maximum of a further 1 player after October 15 but on or before December 15 at the sole discretion of the coach.

- Any player after December 15 but on or before January 10, with the approval of the Director of Hockey.
- Released players from Major Midget or Junior Teams - Some movements may be required as late as January 10 to accommodate players and goalies that have been released from Junior teams or as late as September 20 to accommodate players and goalies who have been released from Major Midget Teams. See the section on 'Rep Tryouts' for more details.

### Playing 'Down' a Division (Overage Exemptions)

Players may be eligible to move down one age division where small size or weak ability renders the player unable to compete in his or her own age division. Safety is of primary concern – as is skill development. Hockey is a game of incremental skills acquisition and it is important to give players the appropriate level of teaching so that they may have the opportunity to “catch up” to their cohort.

This decision is the responsibility of the Director of Hockey but playing one division down requires the approval of PCAHA, which also requires that as soon as it is appropriate to do so, the player be moved back up to their correct age level division.

### Playing 'Up' a Division

The preference is for players to remain with their peers, especially at the younger age groups so that the groups can maintain their competitiveness and develop as a unit. In the rare case where an exceptional talent is evident, and the player has mastered all of the skills recommended by Hockey Canada for his/her age group, then the Director of Hockey may consider moving the player up a division.

**Novice to Atom** – PCAHA allows the movement of a maximum of 3 'exceptional' Novice aged players to move into the Atom Division to play at the level of their ability. Once moved to the Atom Division, the player is ineligible to play in the Novice Division except with the prior approval of the Managing Director if filed prior to January 10. WVMHA Novice players can only be moved to Atom if they make the Rep team and are likely to be an “impact” player.

**All levels** – Players may request to be moved to a higher division.

In no case will a player be moved to a higher division as a matter of convenience.

**Process** - Written requests must be submitted to the Director of Hockey by the head coach of the team the player is currently on, or by the player's parents. The notes must stipulate that the player is both of exceptional talent for their age and that they are likely

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to be ‘an impact’ player on the higher division team. The Director of Hockey will consider the move based on the following criteria:

- The player is of exceptional talent for their age,
- The player is likely to be ‘an impact’ player in the higher division,
- The maturity of the player is such that they will fit in with the team at the higher division.
- That in the Director of Hockey’s view, it is in the interests of both the player and the Association for the movement to be approved.

Player movements are at the sole discretion of the Director of Hockey.

### Tournaments

Rep Teams – Each rep team is required to enter tournaments and all members of the team must participate. One tournament will likely be just before tiering commences so that the team has the opportunity to become game experienced at playing together and the second can be at some other convenient time during the season.

The decision as to which tournaments to attend is made by the team head coach and the Director of Hockey. It is not by democratic vote of the parents.

House Teams – Participation in tournaments is strongly encouraged and expected. It is left up to the parents and the team coach to decide which tournaments to enter.

# Rep Hockey

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## Rep Coach Selection

Rep coaches are ideally not parents. The hiring of the rep coaches is the responsibility of the Director of Hockey and it is at his/her discretion if a parent is hired. All hires are overseen by the Director of Coaching. Please see the WVMHA web site for job description details: <http://www.wvmha.ca/coaching-and-skills/rep-coach-job-description/>

## Rep Team Formation

The decision as to whether there should be rep teams is made in the interests of the Association as a whole and cannot be based solely on the interests of a few. Accordingly, the Association is guided by the following policy:

1. Rep Teams at each level will only be declared when the Board of WVMHA, in consultation with the Director of Hockey, determines that there is a sufficient number of registrants whose skills, commitment and fitness are of such a level as to allow the team to play competitively within WVMHA's designated Tier level.
2. The number of Rep Teams at each level will be decided by the Director of Hockey based on the number of registrants who meet the requirements for Rep play.
3. Rep A1 teams will be comprised of the 'best qualified' registrants. Rep A2 teams shall only be created if:
  - There are sufficient registrants not playing A to meet the minimum team size and
  - The skills, commitment and fitness of the registrants wanting to play are of such a level as to allow the team to play competitively.

## Rep Tryouts & Team Selection

**Playing rep is a privilege and not a right.** The selection process is not perfect and making the rep team does not mean that you are there for the season. Players can be moved up and down at any time before the PCAHA deadline of January 10 in accordance with the Association 'player movement policies'.

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The Association charges a fee for trying out for rep in order to cover the cost of ice and costs associated with the selection process. To participate you must be fully registered, have paid all fees.

If you wish to play on a WVMHA rep team, you must agree to sign a 'Rep Tryout & Player Commitment Agreement' and abide by all of the Rep rules of conduct and meet all of the commitment expectations including games, practices, tournaments, on-ice skill development and off-ice hockey development.

Rep team players and goalies will be selected based on commitment to play Rep hockey, ability, fitness and desire. They need to be there because they want to be there and not because their parents want them to be. **Attendance of all team activities is a requirement for acceptance to Rep team play.**

<b>Required Participation</b>	<b>Atom</b>	<b>PeeWee</b>	<b>Bantam</b>	<b>Midget</b>
Required Game Attendance	Yes	Yes	Yes	Yes
Required Practice Attendance	Yes	Yes	Yes	Yes
Required skills clinics	Yes	Yes	Yes	Yes
Required goalie clinics	Minimum 50%	Yes	Yes	Yes
Required Off-Ice Development	Recommended	Yes	Yes	Yes

- Once teams are selected, players may still be transferred to other teams (including movements up and down).
- Players and goalies who did not indicate on their registration form that they want to try out for a Rep Team and wish to do so, must obtain permission from the Director of Hockey.
- Except with approval from the Director of Hockey, any player failing to attend all scheduled ice times for try-outs or who registers late without valid reason is not eligible for Rep selection.
- Registered players attending Junior, Academy or Major Midget tryouts are exempted from attending tryouts where a scheduling conflict occurs by giving notice to the Director of Hockey prior to September 1.
- Players that miss two or more tryout sessions due to injury and or sickness require a "Doctor's note" to be eligible to continue the tryout process.
- Selection of initial Rep team rosters will be determined by September 30 with allowance for returning Junior or Major Midget players if applicable.
- Being selected as a rep player in a division for one year, does not entitle the player to a place on the rep team the following year.



### Team Selection – Skaters

- Selection will be made over several on-ice sessions by a WVMHA designated group of evaluators.
- Where appropriate, WVMHA may contract for external expertise to assist in the evaluation process.
- All Players, Atom to Midget, have the opportunity to try out for Rep. The Director of Hockey may re-assign a player to a C Team at anytime during the tryouts, without there being a requirement for game play assessment, if in his/her sole opinion, the player is not suitable to play at the Rep level.

### Team Selection – Goalies

- A maximum of two goalies can be selected per team but rep teams will elect to carry only one goalie if there is only one qualified candidate. Registering as a goalie does not automatically result in being able to play as a goalie.
- Goalies who registered but are injured either before the try out process commences or during the tryout process such that it is impractical for them to be properly evaluated and who have a medical certificate to confirm the injury, may be evaluated at the goalie clinics when they are fit. If the goalie coaches feel that they are of Rep calibre, then prior to November 1, the goalie may, with the approval of the Director of Hockey, be evaluated for a Rep team.
- Qualified goalie coaches will be used to assess skills and rank the goalies qualified to play rep.
- Goalies are only eligible to play Rep if they have attended try-outs. A skills qualified goalie who has not attended try outs may be asked to play Rep in his/her division on the lowest level Rep team in the event that there are insufficient goalies who have attended try outs to meet the minimum requirements of 1 goalie per team.
- Selection to be made only after receiving an objective Report from qualified goalie coaches as to the current skill level of a goalie and their likely development during the season. The assessment and team placement recognizes all aspects of goal tending including:
  - Statistics and performance including: save percentage.
  - Athletic Ability including; conditioning, strength, agility and quickness.
  - Goaltending technique including: general ability, positional play, technique, and vocalization to team.

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- Attitude and coachability for prior and current year including: commitment, attendance, mental strength, drive to improve, team player.
- The team head coaches and the Association Head Coach shall not override the objective skill level Report of the goalie but can modify the goalies seniority based on their knowledge of the goalies historical effort, attitude and commitment.
- Age will not be a factor in goalie selection unless after additional skills testing, it is determined that two goalies are equally skilled. If equally skilled, the older goalie will be given priority.
- Where two or more goalies are competing for the same placement and where there is no clear difference in skill level, the qualified goalie coach will provide input on the relative skill level of the goalies in game situations.

### Player Release Appeals

**In the case of Players:** Parents or players with questions or concerns regarding player releases to House must wait 24 hours before contacting the Director of Hockey. The Director of Hockey in consultation with the head coach shall respond in writing within 24 hours. If the issue is not resolved, an appeal may be filed in writing to the Ombudsman. Should a further on ice review be required, it will occur on the team the player has been moved to.

**In the case of Goalies:** Parents or goalies with questions or concerns regarding goalie releases to House must wait 24 hours before contacting the Director of Hockey. The Director of Hockey in consultation with the head coach shall respond in writing within 24 hours. If the issue is not resolved, an appeal may be filed in writing to the Ombudsman. Should a further on ice review be required, it will occur on the team the player has been moved to.

### Rep Fees

A try-out fee is charged by the Association for players attending rep try-outs. This is to cover the additional ice and coaching costs for the “Rep Prep” week.

Additional fees may be charged by rep teams to cover the costs of coaching, tournaments, additional ice times and skills coaches and other miscellaneous expenses.

Coach’s fees are paid directly to the coach by the parents on the team. The fee is normally paid in three approximately equal payments; 1/3 early October, 1/3 late December and the balance in mid-February. The team manager is responsible for collecting the appropriate amount from each parent. (The amount may vary for each payment as the number of players on the team roster can change).

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The manager should not have to chase parents for these fees and the Association will take away ice privileges from players who are in default. The team manager will refer overdue payments to the Association President who may suspend the player until the payment is made.

In addition to the team fees, families may be required to purchase team track suits or other WVMHA apparel.

Bursaries are available to families requiring financial assistance to cover team fees. Please see the “Bursaries” section in this document.

### Rep Player Conduct

Rep players are **representative** of the Association and have a special obligation to act at all times in a manner that respects and advances the reputation of the Association. Players are expected to be respectful and disciplined both on and off the ice. Failure to comply will result in suspensions and/or removal from the rep team. Please refer also to the “Behaviour” policy above.

### Rep Team Dress Code

A dress code for rep players will be mandated by the Director of Hockey in consultation with the Board of Directors at the beginning of each season. The dress code may be comprised of WVMHA apparel that may need to be purchased at the beginning of the season.

Players must conform to the dress code when attending games. Failure to do so may result in sanctions by the team coach.

### Uniforms

WVMHA uniforms must be respected and handled with care.

- Game socks and jerseys are not to be worn during practices.
- Only WVMHA issued socks and jerseys can be worn during games.
- Rep players must have black helmets as they are part of the uniform.

### Dryland Training

If you want to play competitive hockey, it is critical that you participate in the WVMHA organized hockey specific dryland program. Working out in the gym or playing other sports will not do it for you. **Participation in a WVMHA organized program is a requirement of playing rep hockey at WVMHA.** It is recommended for all house teams but is not a requirement.

Off-ice physical development is provided at additional cost and is not included in the Association registration or rep fees.

The game of hockey is both physically and mentally demanding, and hockey specific off-ice training will assist players in becoming better hockey players and reduce the likelihood of injury. To this end, WVMHA works with qualified experts to offer the best in dryland programming.

## Administrative

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### Bursaries

Bursaries are available to cover registration fees and/or rep team fees for families in financial need. Applications for bursaries are to be made in confidence to the WVMHA Treasurer or President. Bursaries are awarded at the sole discretion of the Board of Directors. As a general guide, families that qualify for KidsSport assistance (<http://www.kidsportcanada.ca>) also qualify for WVMHA bursaries.

### Scholarships

Scholarships for graduating Midget players are awarded on an annual basis at the discretion of the Scholarship Committee. Scholarship criteria and application guidelines are posted online at: <http://www.wvmha.ca/community/scholarships/>

### Registration Priority Policy

The Association allocates space based on the following prioritization:

- Returning Players who played the previous season in the order in which they registered. If the Division fills up before they complete the registration, they will not be guaranteed a spot.
- Returning Players who took a season off.
- Siblings of Returning Players.
- New Player transferring from another Association.
- Others in the order their online application was received as space permits.

Priority will be given to new players moving into our zone who have already demonstrated a commitment to the game. Please note that older players who have not played minor hockey before will only be accepted if there is space and the Association believes that it is safe for them to do so.

### Skating Requirements for New Player Registration

New players entering H1 may have minimal skating experience, however, skating lessons are highly recommended. New players registering for H2 must be able to skate the length of the ice unaided and players registering for H3 or H4 must have achieved a minimum CanSkate Level 2 or demonstrate equivalent skills. New players joining at Atom and above will be registered conditionally.

#### Conditional Registration

All new players, especially at Atom and above, may be registered conditionally. This means that until they have been evaluated on the ice and it is decided by the Director of Hockey if it is safe for them to play either at their age level or one division down, WVMHA reserves the right to offer a full refund and defer their registration.

Should a registration be deferred, WVMHA will provide advice on appropriate external skating and “hockey for fun” programs. Following the completion of external programming, deferred registrants will be given an opportunity to reapply to WVMHA at the mid-season mark and be re-evaluated.

### Board of Directors

The Board is comprised of unpaid volunteers who donate a considerable number of hours so that their kids and yours can play hockey. The positions and responsibilities are as follows:

#### **Position & Responsibility:**

President

Treasurer

Secretary

Vice President

Director – Responsible for Coaching

Director – Responsible for Player Development

Director – Responsible for Risk Management

Director – Responsible for Volunteers

Director – Responsible for Fund Raising

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Director – Responsible for Advertising & Sponsorship

Registrar

*Director of Hockey* (not a Board member but attends all meetings)

If you have an issue that requires resolution or an idea that you feel is worth looking into, please raise it in a respectful and pleasant manner and you are more likely to see a resolution. Everyone is trying to do their best but mistakes do get made.

### Discipline Committee

When policies are violated, or where in the reasonable opinion of team officials discipline is required, it is the responsibility of the teams to take appropriate disciplinary actions and make reparations as necessary and to report to the Board. In the case of drugs, alcohol, bullying, abuse or vandalism, the President of WVMHA must be immediately advised.

The Board may convene a discipline committee and may impose supplemental discipline. The committee is normally comprised of three Board members who are appointed by the President on a case-by-case basis. It is the responsibility of this committee to review any issue that may potentially require a suspension of a player and/or a parent and make that recommendation to the Board for approval.

It is critical that you attend a meeting if the Committee requests that you do so in order that whatever issue has occurred can be dealt with speedily and fairly.

If you do not agree with the Committees findings as approved by the Board, you should take the matter to the Ombudsman. However, in the interim, the ruling of the Committee as approved by the Board shall be in full effect.

### Ombudsman

The Association has an Ombudsman who will adjudicate issues that have not been solved at the team, division or process level. The Ombudsman will review and consider any complaint made or any problem arising with respect to the affairs of the Association and attempt to resolve the complaint or problem on an informal basis and where he or she considers it necessary or appropriate, refer the complaint or problem to the Directors with a recommendation for disposition.

Please try to resolve any problems or issues by working with your team manager and coaches first and before taking the matter to the Ombudsman.

### Volunteer Screening

See the Volunteer Screening Policy and Procedures posted on our website at:  
[http://www.wvmha.ca/my\\_files/Policies/WVMHA-Screening-Policy.pdf](http://www.wvmha.ca/my_files/Policies/WVMHA-Screening-Policy.pdf)

### Fundraising

Every year, the Association works hard to minimize registration fees by organizing several fundraising activities. Funds raised from Association organized activities benefit the Association as a whole. Please consider volunteering to help.

We rely greatly on corporate sponsors and community-minded individuals to raise funds for additional ice, professional coaching, and uniforms and equipment. Please see our letter to potential sponsors: <http://www.wvmha.ca/sponsorship/>

Teams can raise funds for team use by running 50/50 ticket sales at games. Please note that you must obtain class D Gaming License before commencing the sale of tickets. For full details see: <https://www.gaming.gov.bc.ca/licences/classD.htm>



# Screening Policy & Procedures

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## Categorization of Risk

### High Risk Positions

- Head coach
- Assistant coach
- Director of Hockey Operations
- President
- Coach Committee member

### Medium Risk Positions

- Team manager
- Safety manager
- All WVMHA Board members
- Giants Night volunteer
- Equipment manager
- Fund raising volunteer
- On-ice officials

### Low Risk Positions

- Merchandising manager
- Ice scheduler
- Referee assignor
- Timekeepers/scorekeepers

## Screening Processes

### High Risk Positions

- Reference check/recruiting process
- Police/background check
- Position descriptions

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- Interview
- Orientation & training
- Codes of Conduct

### Medium Risk Positions

- Reference check/recruiting process
- Police/background check
- Position descriptions
- Interview
- Orientation & training
- Codes of Conduct

### Low Risk Positions

- Recruiting process
- Position description

## Recruitment

Recruitment is an on-going activity that is busiest in the pre-season and first 60 days of the season.

The WVMHA registration system automatically prompts all parents to consider volunteering and collects expressions of interest from parents on specific volunteer positions. Communications to families about the importance of volunteering is used and underscores the importance of active participation of parents in the hockey program. Meetings with all teams in mid-September are used to recruit team volunteers.

One of the key duties of the Director of Hockey Operations is to solicit and encourage all teams to be staffed with volunteers for each team – coaches, managers and safety persons.

The WVMHA president and all board members have the duty to recruit board positions as well as volunteer and paid positions for the association itself.

A recruitment registry is maintained by the WVMHA registrar and serves as an important data base of volunteer candidates.

### Application Process

All volunteers are to fill out the application form available on our website:  
<http://www.wvmha.ca/volunteer-application/>

### Reference Checks

Some form of reference checking needs to be done on all volunteers. The nature and type of reference checking is determined by the type of volunteer or paid position involved. We can divide reference checks into two broad groups.

#### Detailed Reference Checks

Requirement – multiple sources, suitability, experience, reputation, volunteer history.

Needed by:

- All WVMHA board positions
- Director of Player Development
- Coaching Coordinator
- Treasurer
- Risk Manager
- Coaching Committee members
- Referee Assignor
- All paid positions
  - Registrar
  - Director of Hockey Operations
  - Ice Scheduler
  - Referee in Chief
- Team coaches

#### Basic Reference Checks

Requirement – suitability, reputation.

- Team and Safety volunteers
- Equipment manager
- Merchandise manager

- Photo Day coordinator

### Criminal Records Check

All volunteers and paid positions who have any interaction with players require a CRC and this list will include all positions defined in guidance from Hockey Canada/ BC Hockey. All suppliers of hockey services must also have these record checks completed for all personnel directly involved with WVMHA.

CRCs are to be completed once every three years. Eligibility will be defined by Hockey Canada guidelines on background checks.

### Orientation and Training

Designated volunteers will require 100% compliance with orientation and training programs as stipulated by BC Hockey. This includes Hockey Canada's National Coach Certification Program for all levels of hockey coaching, criminal records check and Respect-in-Sport certification. Volunteers will also be required to attend a variety of PCAHA based seminars and league meetings. On ice officials will be trained and supervised by the Referee in Chief and this will include certification and training courses provided by BC Hockey.

Additional orientation and training to these Hockey Canada, BC Hockey and PCAHA programs will include season start-up meetings by WVMHA Board members and hockey staff at each level. In addition, WVMHA will host an orientation meeting in September for all team officials. A comprehensive team manager manual is available to all volunteers with detailed instructions on the role and processes involved in managing a hockey team: [http://www.wvmha.ca/my\\_files/Policies/WVMHA-Managers-Manual-2015.pdf](http://www.wvmha.ca/my_files/Policies/WVMHA-Managers-Manual-2015.pdf)

### Supervision and Evaluation

The Director of Hockey Operations will provide supervision and evaluation through on-going contact with coaching staff through-out the season. A year-end survey of all hockey families will also be used to monitor coaching as well as general volunteer and staff performance. The survey is available here: <http://www.wvmha.ca/parent-feedback/>

## Zero Tolerance

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### Reporting and Sanctions

**There is zero tolerance for drugs, alcohol, bullying, abuse or vandalism.** Zero tolerance means that behaviour involving any of the above will not be tolerated at any event related to WVMHA and will be immediately sanctioned.

Any occurrence must be immediately reported **and the President of WVMHA must be immediately advised should incidents occur involving drugs, alcohol, bullying, abuse or vandalism.** The President will either render a decision as to any action required and/or call the individual(s) concerned to appear before a 'Disciplinary Committee' appointed by the Board and made up of 3 Board members, including the President. The decision of that Committee shall be final and effective immediately the decision is rendered. The individual(s) concerned may take the issue to the Association Ombudsman if they do not agree with the decision but pending the decision of the Ombudsman, the ruling of the Disciplinary Committee shall be in effect

### Zero Tolerance for Bullying, Harassment and Abuse

WVMHA fully supports and enforces Respect in Sport and Zero Tolerance Policies:

- All players must make a personal commitment to the principles of Fair Play, Respect and Integrity and are required to abide by the Player Code of Conduct available on our website: <http://www.wvmha.ca/parents/players-code-of-conduct/> For more details see also: [www.bchockey.net](http://www.bchockey.net)
- WVMHA fully adopts zero tolerance of harassment and abuse in hockey both on and off the ice. Players involved in bullying, abuse or harassment will be suspended.
- All parents must make a personal commitment to the principals of Fair Play, Respect and Integrity and agree to respect all Association volunteers. Parents must follow all of the behavioural guidelines outlined in the Parent Code of Conduct and must complete the "Parent Contract" on our website: <http://www.wvmha.ca/parents/parents-code-of-conduct/>

### Zero Tolerance for Alcohol, Controlled Drugs and Substances

WVMHA is unequivocally opposed to illegal drug and alcohol use and is sincere in its duty to uphold the laws of the land in which its members operate. WVMHA is similarly

## WVMHA Policies and Procedures

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unequivocally opposed to the use of banned and restricted substances for the purpose of performance enhancement. Zero tolerance means that behaviour contrary to that above will not be tolerated. Incidents are to be dealt with on an individual basis.

### Procedures

Expectations:

- Teams, under the direction of the coach, shall develop team rules that are reasonable, fair and consistent. These rules will not contravene and may be superseded by rules of the governing bodies.
- The policies and procedures of the governing bodies shall be observed.
- The coach has a duty to report.
- The coach participates co-operatively in disciplinary proceedings when required.

Incidents:

- The Association President is informed of the incident.
- The coach informs the parent of the incident and asks direction from the parent on the removal of the player from the coach's care.
- The coach has the authority to remove a player from team activities.
- Regardless of removal from activity, the coach continues supervisory duties until the player is released from the coach's care by the parent or guardian.
- The coach informs the authorities should the incident warrant criminal investigation.
- The coach documents the incident.
- The coach forwards this documentation for filing/action with the Association.
- The coach ensures that reports and specific circumstances are kept within the parent and Association-constituted process. At no time are any proceedings made public.
- One or more members of the coaching staff shall meet, as soon as practical, with the player and a parent to review the reasons for the removal from activity.
- Suspension of the athlete is at the direction of the Association.
- If the decision is to seek suspension, the coaching staff, as soon as practical, informs the player and a parent and refers the matter to the Association. Should this happen, the process follows the suspension procedure of the Association.

### BC Hockey Protocol

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

- The incident involves international, inter-Branch or inter-district play.

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- The situation may bring embarrassment or public attention to BC Hockey and/or its members.
- The incident is such that it may affect the well-being of other members of BC Hockey.
- The incident is precedent-setting in some fashion.
- The incident may require action by the BC Hockey or higher authority.

### Crisis Counselling

Situations involving serious and sometimes catastrophic incidents may affect the mental and physical well-being of those involved, including the volunteer leaders. WVMHA recognizes the expertise of those trained in offering after-incident support and counselling for the participants involved in serious incidents. WVMHA will direct members, upon request, to agencies involved in these support services.

### Adult Alcohol Guidelines

In addition to the previous zero tolerance policy in regard to minors, WVMHA realizes there are certain situations when the responsible use of alcohol by adults is acceptable assuming the implementation of responsible parameters.

Alcohol is not appropriate:

- In dressing rooms or in public, non-licensed areas.
- In team settings with minors in attendance.
- In situations where minors are left unsupervised while adults attend “hospitality” type settings or where alcohol is not controlled by a server.
- Consumption in buses or cars when traveling to and from an event.
- By adults of a minor team when parents are not present.
- Consumed by anyone at minor team parties hosted by other players, parents or team officials.
  - If forced on another person.
  - If used for “chugging” contests or as a form of hazing or initiation for rookies.

### Supervisory Responsibility

Minor hockey organizations are responsible for the reasonable safety and well-being of all minor athletes (under the age of majority) while participating in sports activities. Supervisory responsibilities play an integral part of a coach’s role. Interaction between coaches and players must be based on each organization’s code of conduct that establishes respect, dignity, health, and well-being for all athletes.

Ultimately, coaches assume the role of parent/guardian when traveling with teams and must make every reasonable effort to provide adequate supervision of the players. It is imperative that the rules and player expectations are clearly defined, discussed and presented to all participants including the parents and players prior to departing for a road

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trip. When parents travel with the team, it is imperative that the coach meet with the parents to ensure that their sons and daughters adhere to all team rules including use of drugs and alcohol, smoking, curfew, etc. It is important that this discussion take place prior to departure and not after an incident occurs on the road. Supervision ratio should be based on the age and physical limitations of the players. Although the coach assumes full responsibility for the members of the team, it is reasonable to assume that he/she will require “free time” and in his/her absence, a pre-assigned member of the supervisory staff will be appointed to assume the leadership role for players to ensure that policies and procedures as previously agreed upon are adhered to by all participants. For the protection of all participants, it is recommended that the members of the coaching and supervisory staff be screened in compliance with the policies of the local Association and/or Branch.

Rules and regulations regarding the illegal use of drugs and alcohol, smoking, curfews, inappropriate behaviour including abuse, harassment, and bullying should be reviewed with team members, parents and team personnel. Coaches are well advised to ensure that these rules and regulations are in compliance with those of the Association, Branch and Hockey Canada.

Information on the location, telephone numbers, cellular numbers, and email addresses where the team will be staying is important to ensure that players and parents are able to make immediate contact in the event of an emergency.

If players are staying with a billet, it is important that the recommendations as outlined in the Respect in Sport program are reviewed. Coaches should have a contact list of billets that includes the names and addresses of the billets, players assigned, and telephone and/or cellular numbers. It is imperative that players are provided with contact numbers and location of the coach and supervisory personnel in the event of an emergency. The coach or his/her designate is to be available 24 hours in the event of an emergency.

If players are staying in a hotel/motel, it is important that the recommendations as outlined in the Respect in Sport program are reviewed. Coaches (and staff) should pre-assign players to rooms. Ideally personnel and players should not share accommodations regardless of the cost saving or other benefits. If sharing a room, please ensure that the two-deep rule is observed at all times. If only one player and one supervisor are alone in the room for a brief period of time, the outer door should be left open. People of different genders should not share rooms. No one other than the occupants of a given room will be permitted in the room unless the door is left open for visual access to outsiders. No guests outside of the team members will be permitted in the rooms at any time. Guests must only be met in common areas including hotel lobbies, restaurants, etc. Team and small group meetings should be held in common areas such as a conference room. No sexual contact will be permitted by players who are minors while traveling with the team.



### **Legal Decision - Patterson Palmer Law:**

“The standard of care owed by a teacher to students who are under his supervision is that of a “careful and prudent parent”, depending on the circumstances. While courts have held that volunteer non-profit organizations should be held to a lower standard, the only cases I was able to locate on this topic dealt with injuries sustained in the context of a sporting event, not while the minor was under the general care and supervision of the coach. Given that the supervising coach and his staff on road trips are responsible for the supervision and well-being of the minors in their charge 24 hours a day, it seems likely that the courts would revert to the careful and prudent parent standard in such circumstances, even in the case of volunteer non-profit organizations.”