



WEST VANCOUVER MINOR HOCKEY ASSOCIATION

# WVMHA Coaches' Manual

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*This manual is to assist **Coaches**  
with the day-to-day functions of their hockey team.*

Welcome, and thank you for coaching a WVMHA hockey team. This document is intended to be a reference guide and resource for you. If you are a first-time coach, do not hesitate to ask questions – our experience coaches and Director of Hockey are happy to help. If you are stuck and don't know who to turn to, you can always email [info@wvmha.ca](mailto:info@wvmha.ca) and someone will get back to you.

## Around the Rink

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### Association Policies

Please familiarize yourself with our Association's policies. These are published every year under the "Resources" tab of our website: <http://www.wvmha.ca>

For quick reference, see the following:

### 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.
- Parents should read and know the **Parent's Code of Conduct**  
<http://www.wvmha.ca/parents/parents-code-of-conduct/>

#### WVMHA Equipment

- **Game socks are not to be worn during practices;**
- **Game jerseys are not to be worn during practices;**

- 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 **cross-ice dividers** should be stored and secured at the south-east corner of the rink after each use. They should be stored as you found them.

### Timeliness

- Coaches should arrive at the rink at least **20 minutes** before practice – or earlier.
- If you can't make a game or practice please let the team manager and Director of Hockey know.
- Players are to be **fully dressed and ready at least 5 minutes before ice time**.
- **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.
- **Coaches should follow the “two-deep” rule.** 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.
- Our dressing rooms are **nut aware**. Please ask players to 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, or tuck their hands under their torso when lying on the floor having their pads laced.
- Players should not be dressed 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 a 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.
- Skate laces should not be wrapped around the ankles as this inhibits proper movement and blood flow. Extra-long laces can be tucked 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.
- Players should 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.”

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

See also our **Zero-Tolerance** policy located below in 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 endeavour. Every individual involved must examine his/her attitudes, actions and behaviours 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.

### **'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.

### 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 suspension.

## Required Coaching Qualifications

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All coaches required to complete the following qualifications and certifications:

- Criminal Record Check
- Respect in Sport
- Concussion Awareness Training Tool (CATT)
- Coach Level 2

In addition, rep coaches at Pee wee and above are required to complete:

- Coach Development 1
- Body checking clinic

Please contact the Director of Hockey or our Registrar for information on how to obtain the appropriate qualifications.



## WVMHA Coaching Principles

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West Vancouver Minor Hockey Association has adopted several principles for coaches that frame the approach parents and players can expect to experience if they play at WVMHA. They include:

- Doing the right thing for the player at the right stage in their development;
- Adopting a player-centred approach by treating the development of each player individually;
- The broader the players' foundation the more successful the game of hockey will be in Canada;
- Viewing player development as a long-term process.

The Association has determined a long-term process that:

- Is based on the physical, mental, emotional, and cognitive development of children and adolescents. Each stage reflects a different point in the athlete's development;
- Ensures physical literacy – upon which excellence can be built;
- Ensures that optimal training, competition, and recovery programs are provided throughout the athlete's career;
- Provides an optimal competition structure for the various stages of the athlete's development

WVMHA prides itself on providing and encouraging a style of play built around the belief that the game of hockey is fundamentally about making quick decisions, learning to read and react and playing as a team. There is something special being a part of a team that creates memories and legacies for a lifetime.

This document is meant to be an addendum to the broader principles of WVMHA and a guide to coaches, players and parents on what they can expect to see on the ice at WVMHA. It is not intended to undermine the independence of our coaches but rather provide an overview and direction as to the "Style of Play" that WVMHA expects to see at every age level within the Association. With the guidance of the board and Director of Hockey Operations we look to our coaches to develop the drills and training strategies that provide the best opportunity for our players to be successful.

The following Tactics are meant to achieve:

1. The safest environment for our players, in terms of injury mitigation, by adopting a style of play focused on speed and puck handling skills rather than physical play. Where body checking is introduced our goal is to teach it as a part of the game, not as the game itself.

2. Institute a high tempo, style of play that will be encouraged and taught at every age level to give our Teams competing Provincially the best opportunity for success.

**Safety:** With the learning around concussions it is our intent to provide the safest experience we can for our players. Our “Style of Play” has been adapted to create this. Players are coached on the purpose and style of checking, how to avoid “danger zones” and the time and place to engage in safe physical play. The intent is to put our players into the safest position to avoid the intense contact of the game, facilitate the skillsets of the players and embed a lifelong love of the game.

**Speed:** Hockey is a game built around quickness; not necessarily how fast a player can skate from one end to the other but rather how “quickly” the puck moves up and down the ice; it is the great equalizer. Not every player is gifted with the ability to skate fast and our teams will always contain players with a wide spectrum of skating skills and physical abilities. Success will be achieved on the ice by winning the 20-foot rather than 200-foot races and while speed in many cases is an inherited ability, every player can be taught how to be quick. Coaches should develop drills that support an approach that allows our players to improve their individual skills and introduces team tactical drills for positional play that supports the quick movement of the puck offensively, has players positioned defensively and facilitates a transitional style of play.

**Puck Control:** Effective puck movement is built around developing stick handling and passing skills that align with a read and react – transitional style of play. At every level WVMHA is looking for our coaches to introduce drills and tactics that support a strong puck control game, focused on the ability to move from defense to offense with strong puck handling skills and tactical strategies.

**Body Checking:** Body checking is part of the game, not the game itself. The introduction of physical play at the Bantam and Midget Rep level has been a deterrent in some situations with players electing not to participate at this level. The development of a high tempo, transitional style of play at every level is the best defense to a heavy physical brand of hockey. Coaches need to ensure all our players develop strong skills for both contact and body checking as part of their individual development but the emphasis for WVMHA is on a high tempo, quick brand of hockey with high quality puck movement and a strong transitional game that forces others to react to rather than determine our play. This style of play is conducive to allow players to avoid the heavy contact zones and still have success.

**Fair Play:** In some organizations, Fair Play is preached and practiced in the House Division but not necessarily to the same extent at the Rep level. Success in sport comes from developing solid depth charts at every position and for everyone situation. Ensuring that every player experience while involved in WVMHA is a positive one, means committing to a system that provides equal; opportunity, variety and playing time to each player, every period of every game. From a pure

dynamic prospective, it is just prudent to ensure our Teams are positioned to be successful on the Provincial stage and building team depth will provide the best opportunity for success.

**Tier 3:** WVMHA, based on the # of players in the association, is classified as a Tier 3 Association. Based on the caliber of play of our teams it affords us to have the opportunity to qualify for the BC Provincial Championships at the Rep level. It is our goal to foster the “Style of Play” to allow all our Rep teams (Atom to Midget) to have success and qualify for the Provincials each year.

**Oversight:** To ensure WVMHA is achieving our goals on the Coaching Principles and “Style of Play” we are expanding our Player assessment to ongoing Coaching assessment to ensure players are being developed and coached in the manner above. WVMHA has in place a Coaching Committee to provide this oversight throughout the year.

## Long-Term Player Development

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The Long-Term Player Development meets “a need to better educate parents on the hockey development of their child. It is okay for parents to want their kids to get to the highest levels but they need to know the best way to go about it.”

The Long-Term Player Development model for hockey:

- Is based on the physical, mental, emotional, and cognitive development of children and adolescents. Each stage reflects a different point in athlete development.
- Ensures physical literacy – upon which excellence can be built
- Ensures that optimal training, competition, and recovery programs are provided throughout an athlete’s career.
- Provides an optimal competition structure for the various stages of an athlete’s development.

This model for hockey has been developed based on the following principles:

- Doing the right thing for the player at the right stage in their development
- Adopting a player-centred approach and not treating the development of all players the same way.
- The broader the foundation of players the more successful the game of hockey will be in Canada
- Viewing player development as a long-term process

Hockey is a late specialization Sport – It Takes Players a lot of Years to be Great. Early involvement in the FUNdamentals stage is essential in late specialization sports. Specializing before the age of 10 in late specialization sports like hockey can be detrimental to the player.

### ADVERSE CONSEQUENCES:

- One-sided, sport-specific preparation.
- Lack of ABC's, the basic movement and sports skills.
- Overuse injuries.
- Early burnout
- Early retirement from training and competition

Division	Long Term Player Development Stage	Goals	For Parents	Technical Skills <sup>1</sup>	Individual Tactics <sup>2</sup>	Team Tactics <sup>3</sup>	Team Play <sup>4</sup>	Strategy <sup>5</sup>
H1/2 (Initiation)	<b>FUNDamentals</b> The stage where males ages 6 to 9 and females ages 6 to 8 focus on fun and participation with a concentration on more extensive developmental skills such as agility, balance, coordination and speed as well as running, jumping, wheeling and throwing. It is also at this stage that ethics may be introduced to the sport or activity. Natural abilities may also begin to surface during this stage of participation.  The focus is on the development of physical literacy. Fundamental movement skills should be mastered and motor development emphasized, and participation in many sports/activities is encouraged. For optimal skill acquisition, the basic hockey skills of skating and puck control are introduced through the Initiation Program. FUN competitions are also introduced in a team environment	<ul style="list-style-type: none"> <li>• Fun</li> <li>• Introduction of basic skill</li> <li>• Reviewing of basic skills</li> <li>• Refining of basic skills</li> </ul> 35 – 40 Practices  15 – 20 MODIFIED games or 0 to 10 full games, including 2 tournaments	<ul style="list-style-type: none"> <li>• Encourage your child to participate in a wide variety of physical activities</li> <li>• Strength training should be done solely with the players own body weight</li> <li>• Other sports that build on fundamental movement skills applicable to hockey:                             <ul style="list-style-type: none"> <li>✓ Gymnastics</li> <li>✓ Run, Jump, Throw programs</li> <li>✓ Soccer</li> <li>o Skating programs</li> </ul> </li> </ul>	85%	15%			

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Division	Long Term Player Development Stage	Goals	For Parents	Technical Skills <sup>1</sup>	Individual Tactics <sup>2</sup>	Team Tactics <sup>3</sup>	Team Play <sup>4</sup>	Strategy <sup>5</sup>
H3/4 (Novice)	<b>FUNDamentals 2</b> During this period players continue to develop motor skills and coordination. Practices sessions should be held twice a week during the season. <b>Ongoing participation in compatible sports is strongly encouraged.</b> The Novice Skills Program is designed to promote the continued development of physical literacy, fitness, and the basic skills required to play hockey. <b>FUNDamentals include</b> <ul style="list-style-type: none"> <li>• Kicking (soccer)</li> <li>• Dribbling (basketball)</li> <li>• Throwing (baseball, football)</li> <li>• Catching</li> <li>• Skating</li> <li>• Swimming</li> <li>• Walking</li> <li>• Running</li> <li>• Climbing</li> <li>• Jumping</li> <li>• Agility</li> <li>• Balance</li> <li>• Coordination</li> </ul>	<ul style="list-style-type: none"> <li>• Fun</li> <li>• Reviewing of basic skills</li> <li>• Refining of basic skills</li> </ul> 40 – 45 practices 30 – 35 games, including 3 tournaments	Same as H1/2	75%	15%	10%		

Division	Long Term Player Development Stage	Goals	For Parents	Technical Skills <sup>1</sup>	Individual Tactics <sup>2</sup>	Team Tactics <sup>3</sup>	Team Play <sup>4</sup>	Strategy <sup>5</sup>
Atom	<b>Learning to Play</b> The stage where males ages 9 to 12 and females 8 to 11 begin to develop their sport skills and competencies often referred to as athleticism. This stage is important for establishing development in a variety of sports before moving onto a specialization. This stage also integrates mental, cognitive, and emotional development of the athlete. This stage is the beginning of the most important window to develop the fine motor skills on an individual technical skill basis that leads to utilizing these skills into individual and team tactics later on. During this phase, prior to the beginning of the growth spurt, players have the best opportunity to learn and begin to master fine motor skills that can be used in combination with other skills. In most cases what is learned or not learned in this stage will have a very significant effect on the level of play that is achieved later on. Players should be able to begin to transfer skills and concepts from practices to games.	<ul style="list-style-type: none"> <li>• Fun</li> <li>• Refining of basic skills</li> <li>• Intro to team tactics</li> </ul> 40 -45 practices 40 – 45 games (rep level)	<ul style="list-style-type: none"> <li>• Encourage your child to participate in a wide variety of physical activities</li> <li>• Strength training should be done solely with the players own body weight</li> <li>• Other sports that build on fundamental movement skills applicable to hockey:               <ul style="list-style-type: none"> <li>✓ Gymnastics</li> <li>✓ Run, Jump, Throw programs</li> <li>✓ Soccer</li> <li>✓ Skating programs</li> <li>✓ Baseball</li> <li>✓ Lacrosse</li> <li>✓ Golf</li> </ul> </li> </ul>	50%	20%	15%	10%	5%

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Division	Long Term Player Development Stage	Goals	For Parents	Technical Skills <sup>1</sup>	Individual Tactics <sup>2</sup>	Team Tactics <sup>3</sup>	Team Play <sup>4</sup>	Strategy <sup>5</sup>
Peewee	<b>Learning to Train</b> <p>This stage usually includes males ages 12 to 16 and females ages 11 to 15. The focus of this stage is on physical development or "building the engine" and on strengthening sport-specific skills. Serious athletes start to train six to nine times a week if they wish to be prepared for the next stage of the model that focuses on highly competitive athletics.</p> <p>This is the most significant period for development. This is the window of accelerated adaptation to motor coordination.</p> <p>Group interaction, team building and social activities should be emphasized. A reasonable balance of practices and games will foster the ongoing development and mastery of essential skills in hockey.</p> <p><b>If physical literacy is acquired before maturation, players can select a late specialization sport when they are between the ages of 12 and 15 and have the potential to rise to international stardom in that sport.</b></p>	<ul style="list-style-type: none"> <li>Fun</li> <li>Refining of individual tactics</li> <li>Intro to team play</li> </ul>	<ul style="list-style-type: none"> <li>Parents educate themselves on what types of training should be done at this age or the development age of their kids for educated enrolment in supplementary programs.</li> <li>To foster the following in the players <ul style="list-style-type: none"> <li>✓ Learn to go to the limit of your performance capabilities if you wish to improve</li> <li>✓ Begin to focus on 2-3 sports but continue to be active</li> <li>✓ Physical preparation becomes important and a focus on training is key</li> <li>✓ develop good habits</li> <li>✓ Inventory your strengths and weaknesses, what hockey skills do you need to work on to take you game</li> </ul> </li> </ul>	45%	20%	15%	10%	10%

Division	Long Term Player Development Stage	Goals	For Parents	Technical Skills <sup>1</sup>	Individual Tactics <sup>2</sup>	Team Tactics <sup>3</sup>	Team Play <sup>4</sup>	Strategy <sup>5</sup>
Bantam	<b>Training to Train</b> <p>This stage usually includes males ages 12 to 16 and females ages 11 to 15. The focus of this stage is on physical development or "building the engine" and on strengthening sport-specific skills. Serious athletes start to train six to nine times a week if they wish to be prepared for the next stage of the model that focuses on highly competitive athletics</p> <p>The focus during this stage is on building an aerobic base, developing speed and strength and further developing and consolidating sport specific technical skills with an increased emphasis on hockey and a reduction in the number of other sports played. This phase will also include the introduction and development of individual and group tactics. Social and emotional considerations are addressed by placing an emphasis on team-building, group interaction and social activities.</p>	<ul style="list-style-type: none"> <li>Fun</li> <li>Refining team play</li> <li>Intro to team strategy</li> </ul>	<ul style="list-style-type: none"> <li>Parents educate themselves on what types of training should be done at this age or the development age of their kids for educated enrolment in supplementary programs.</li> </ul>	40%	15%	20%	15%	10%



Division	Long Term Player Development Stage	Goals	For Parents	Technical Skills <sup>1</sup>	Individual Tactics <sup>2</sup>	Team Tactics <sup>3</sup>	Team Play <sup>4</sup>	Strategy <sup>5</sup>
Midget	<b>Training to Compete</b> During this stage players will participate in training with a focus on position specific technical and tactical preparation.  This fifth stage includes males ages 16 to 23 and females ages 15 to 21 who are now engaged in more physical and technical conditioning along with a more advanced mental capacity and sense of concentration. Tactical, technical and fitness training for these athletes will increase from 9 to 12 times a week  There is an emphasis on fitness preparation and the development of position specific technical and tactical skills under competitive conditions. Important objectives are the development of aerobic capacity, power, self-awareness and independence. The player may be introduced to international competitive experience at the end of this stage.	<ul style="list-style-type: none"> <li>• Fun</li> <li>• Refining team play and strategy</li> </ul>		35%	20%	20%	15%	10%

## Role of the Minor Hockey Association in Long Term Player Development

### Programming Goals – MHA Centred

What an MHA needs to do:

- Focus on supporting the complete athlete not just the athlete training and competition.
- Introduce athletic skills in a systematic and timely way
- Recommend other sports, cross training methods to get away from hockey and avoid burn out
- Remove the focus of winning at all levels and age

The most important aspects of Minor Hockey Association development are:

- Consistency in the coaching philosophy
- Consistency in what the coaches are teaching.

A Minor Hockey Association's success from a coaching / player standpoint will be based on 3 main aspects:

- Enjoyment of players coming to the rink everyday
- Improvement of players' skills
- Developing of players to play at the next level

By implementing a standardized technical curriculum and methodology for instruction, your association is building a foundation for athletes to enjoy the game

of hockey and reach their potential. While it should be the goal of each team to be successful in their league, the player development process should be at the forefront of each team and this development component must not be compromised.

# Equipment

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## Helmets

Helmets are **mandatory** any time a coach is on the ice. Failure to wear a helmet voids the insurance of everyone on the ice.

## Players' Equipment Guide

WVMHA has published an Equipment Guide and it is available on our website:  
[http://www.wvmha.ca/my\\_files/WVMHA-Equipment-Guide.pdf](http://www.wvmha.ca/my_files/WVMHA-Equipment-Guide.pdf)

## First Aid Kit

The team's first aid kit must be on the bench for ALL games & practices.

## Jerseys

Game jerseys are provided by WVMHA. The team manager or a designated parent is to collect a \$250 post-dated cheque (March 1 of next year) for each set of jerseys assigned to players on your team. This cheque should be returned to the player/parent when the jersey is returned in good playing condition at the end of the season.

The team manager or designated parent will place jersey cheques into one envelope and hand in to the Associations Treasurer (please ensure each cheque has players' name and jersey number written on it). The team manager or coach is responsible for collecting jerseys, making sure they have been washed and returned on hangers and are in good condition and back into the allocated team locker. Do not give out the hangers, as most times they are not returned.

Name bars (optional) and "C" & "A's" - should be "hand sewn only" on jerseys. DO NOT glue, staple or machine sew anything to the jerseys. DO NOT use any colour of hockey tape for the C & A's.

If you need to order "C's" & "A's" please speak to the Equipment Manager.



Please ask parents/players to wash jerseys throughout the season. Team jerseys are to be worn only during scheduled league games or exhibition games. NOT during practices. All jerseys MUST have a STOP sign on the top back of the jersey for any game(s) played.

### Rink Dividers

We have blue (foam) rink dividers and cross-ice boards available to divide the rink for cross-ice hockey games or for use during practices.

- Our blue foam rink dividers should be **stored behind the player benches**. Try to encourage our kids not to play with them.
- Our rink divider boards are stored in the south-east corner of the arena. Return them and secure them in their designated storage area after each use.

### Graduated Hockey Nets

We have graduated (small) 5'x3' hockey nets for H2 and H3. These should be used for all games/scrimmages.

## Player Management

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### 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 considered.

### Skill Development Sessions

On ice skill development sessions are included in player fees.

The objective of WVMHA is to provide opportunities for all players and goalies to improve their hockey proficiency through skill development. Participation requirements 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.

**House Goalies** – Attendance of both the team sessions and the goalie sessions is strongly recommended.

### Affiliated Players

There are several 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.

### 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 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.

### Player Injuries

- If an injured player is on the bench, they must have their full equipment and a helmet on at all time. If the player needs to take off their helmet they must leave the bench.
- If an injury occurs during a game a "player / team injury log report" must be filled in (PCAHA website – Your Safety Person should have this available).

- If a player goes to the hospital or misses a game because of an injury on the ice he / she must have a doctor's note before returning to play.
- The injured player must have a "Hockey Canada Return to Play" form filled in before they can play again.
- Your team safety person should look after the above documentation, but your manager should keep the copy with them at games.

### Player Suspensions

- You or your manager should contact your League Manager if you think a player on your team may have been suspended. If you are unsure, sit the player until you hear from the League Manager.
- Suspended game (s) MUST be noted on all game sheets. 1 of 2 games, 2 of 2 games etc.
- A suspended player is not allowed near or on the bench at any games until the suspension is finished.
- A suspended player must not be in the dressing room at all before and after a game(s).

## Games and Tournaments

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### Lions Gate League Coach and Manager Mandatory Meeting

A representative from your team MUST attend the coaches / managers meeting for Lions Gate League, usually held towards the end of September. At this meeting, you will receive your team's schedule for the first part of the season. A Coach or Manager from each team MUST attend to receive your schedule. WVMHA will let you know when the meeting will take place.

You will need to take a copy of your official team roster to this meeting and give the roster to your League Manager to receive your schedule. You usually will not receive your schedule if you do not have your team roster.

Teams can submit names of their players to WVMHA Registrar and get an official team roster back by email.

### Exhibition Games

If you are planning exhibition games, the team manager will need to contact the League Manager to get an exhibition number before the game can be played. This

number MUST be on the score sheet. Referees must be assigned for any of these games.

The team manger should contact the Ref allocator for officials for your game. If you are playing a team from outside the Lions Gate League (i.e. a team from Vancouver), both teams need an exhibition game number and BOTH game #'s MUST be on the game sheet.

### Game Sheets

These are available in the Equipment Locker room directly beneath the team correspondent boxes. It is the team manager's responsibility to complete the game sheet and enter the game into TEAMLINK for home games only.

When you are the visiting team, the home team completes the game sheets and gives

### Referees

You or the team manager should check the referee dressing room 20 minutes before your game. If no refs are at the arena 10 - 15 minutes before the start of a game contact the ref allocator immediately. Verify who the WVMHA's ref allocator is and what their contact info is at the beginning of the season.

Bantam A, Midget A and Midget C have a PCAHA assignor check PCAHA website for your contact.

The manager is responsible for paying all the referees and linesmen immediately following the game.

### Cancelling a Game or Practice

**48 hours' notice is required.** You or your manager should notify ice allocator at once, the ice allocator may be able to reschedule a conflict game for another team. You will probably get a replacement ice time at a later date.

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**Do not assume you can have your game ice  
for a practice if your game is cancelled.  
You MUST check with the ice allocator.**

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When cancelling either practices or games you or your manager should:

- Notify ice allocator

When cancelling games only you or your manager should:

- Notify ref allocator that referee / linesmen are not needed.

- Notify opposing team
- Notify League Manager

### Rescheduling a Home Game

Your team manager should:

- Notify opposing team if a conflict on the league schedule (eg: tournament or lost ice time)
- Ask ice allocator for a time for conflict game.
- Check with opposing team when you have a date and time. You may have to ask for several dates as the opposing team may have conflicts to reschedule as well.
- Make sure both teams agree on the date and time.
- Just because a game is marked as a conflict on your schedule it does not always mean it is a conflict.
- Check with the opposing team. If there are more than 3 hours between games you can usually play 2 games on the same day. (Just like in a tournament)
- Check with league manager for approval.

Once You Have Agreed Upon a Date and Time for Your Conflict Game your manager should:

- Let ice allocator know both teams have agreed on the date & time given
- Send a rescheduled game form to league manager and opposing team.
- (see PCAHA web site) This is to be done by the team with the conflict.
- Request refs for your game from the ref allocator. At least 48 hours is needed to schedule referees.

### Tournaments

All BC tournaments are listed on the BC Hockey website:

<http://www.bchockey.net/Tournaments/Tournaments.aspx>

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**Initiate your tournament search as immediately at the beginning of the season – tournaments fill up quickly!**

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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 can 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.

### Permission Numbers

Your team manager must obtain a permission number from your League Manager to play in a tournament even for a tournament that WVMHA hosts. Usually the tournament coordinator will ask for the permission number along with the team roster.

**You cannot play in a tournament without a permission number.**

- C division (recreational) teams cannot play “up” in a tournament e.g. Tier 2. You must play within your tier.
- Allow enough time to get your permission number before your tournament. You should receive the permission number by email a few days after you send the email.
- WVMHA can lend a team money for the initial payment for a tournament, which must be paid back to the Association. Contact our treasurer should you need a loan from WVMHA.
- Booking an out of town tournament is a great way for a team to bond together, and parents to get to know one another.
- Remember you will have to reschedule any league game(s) if you have any scheduled games during a tournament.

### Out of Province / Country Tournament

If you are going out of province or country (USA) your manager will need to get a special permission number(s) from BC Hockey and the PCAHA and a permission letter from the WVMHA President. Check the PCAHA website.

Ensure that your team members are covered by their medical insurance for sports injuries when travelling to the USA.



# Cross-Ice Hockey

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Under direction of BC Hockey, the PCAHA and the Lions Gate League have adopted cross-ice hockey for all of Novice Hockey (H2-H3). Note, as per Hockey Canada rules, H1 does not play games.

## Philosophy

Cross-ice hockey has been proven by numerous studies to be the most effective way for young kids to master the skills of hockey in a game environment. Mastery of skills and fun of playing are essential to both development and maintaining interest in the game of hockey.

## Objectives

- Development, participation and fun;
- Graduated program leading to full-ice game play;
- Modify the playing environment to meet the needs of young players;
- Increase opportunities for players to touch and handle the puck;
- Provide a positive environment for learning the fundamental skills of hockey;
- Improve the utilization of ice time.

## Before the Game

### Roster Sizes

- Team managers **must** contact the opposing team in the days prior to the game to determine the number of players on their roster and the possibility of playing two cross-ice games at once.
- If roster sizes are unbalanced (i.e. one team has many players, the other has few), then the managers/coaches must decide whether to play only one cross-ice game, with one team having many spares, or two cross-ice games, where players from one team may be “loaned” to the other.
- Determine if the visiting team needs to bring two goalies.

## Equipment

### Dividers and Hockey Nets

- Our rink divider boards can be used to delineate the playing surface (strongly recommended for H4).
- Alternatively, our “blue” padded rink dividers can be used to delineate the playing surface;
- The blue padded rink dividers must be returned to their storage location behind the player’s benches after every use;
- The rink divider boards must be returned to their storage location at the south-east corner of the rink after every use;
- Our smaller, graduated hockey nets should be used for H2 and H3;
- The arena’s “black” padded cushions/dividers can be used as players’ benches in the neutral zone for H2 and H3.

## Players

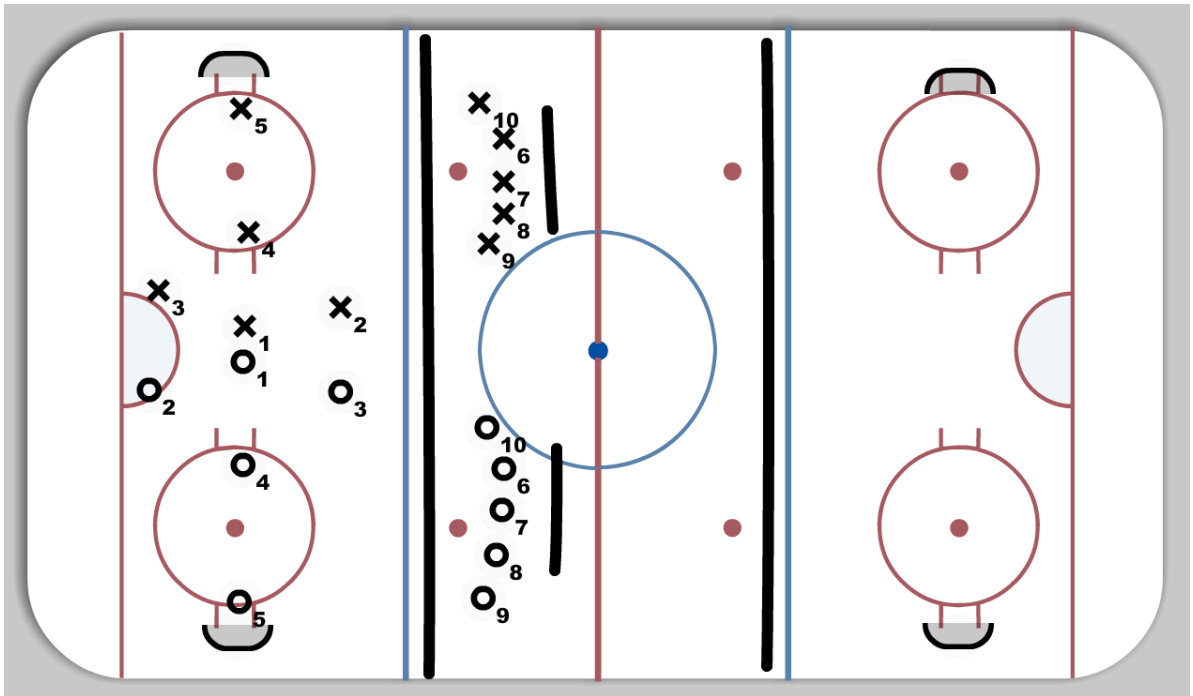
### Teams

- If possible, teams should be divided into two, so that two cross-ice games are played simultaneously;
- Should the teams be divided, they can be split by the head coaches of each team in accordance to skill level; i.e. the stronger skaters in one rink and the developing skaters in the other rink; or in a “balanced” configuration.
- Divided teams do not require a separate game number.
- Play can be 5v5, 4v4 or 3v3.

## Rink Configurations

### Foam Divider Rink Configuration H2 (can be used for H3 too)

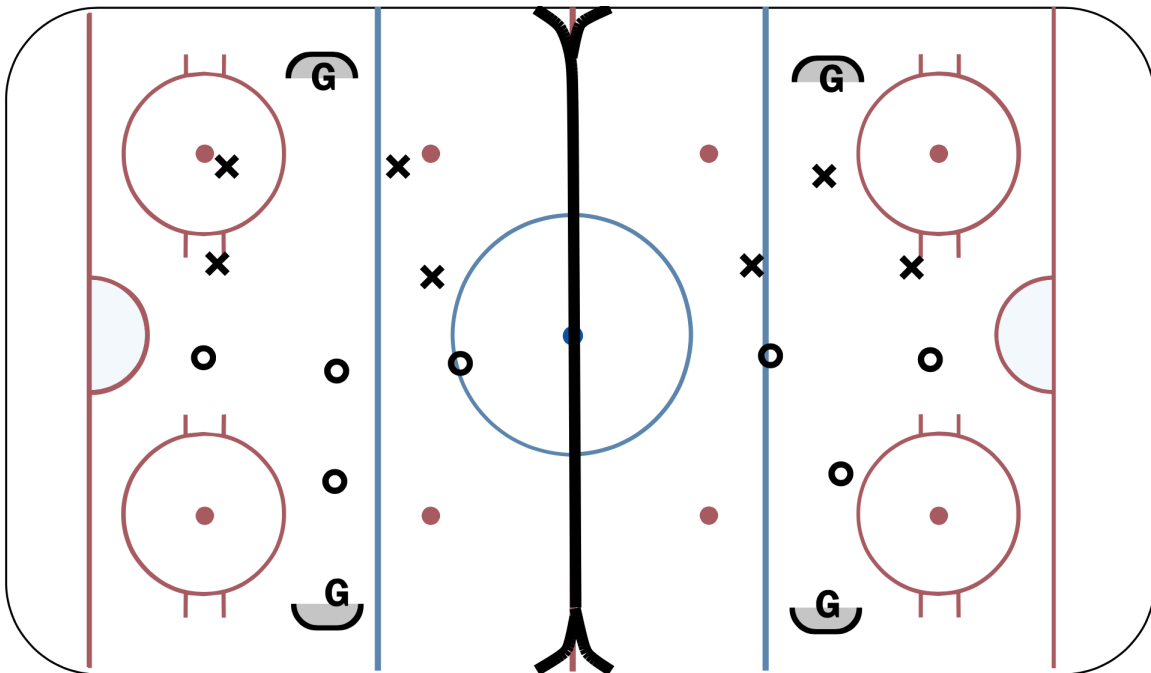
- Rinks should be divided at the blue lines;
- Neutral zone may be used as a player rest/substitute area;
- Benches may be placed in the neutral zone (regular player benches may also be used);
- Play can be 5v5, 4v4 or 3v3;
- Nets should be placed on the hash marks to allow players to skate behind them;



*H2 and H3 Cross Ice*

### Cross-Ice Boards Rink Configuration H3 and H4

- Rinks should be divided at the centre line;
- Divider Boards should be used;
- Play can be 4v4 or 3v3;
- Regular player benches should be used;



*H4 Cross Ice (2 cross-ice games)*

## General Game Play

### Time Clock

- 5 minutes should be allocated at the beginning of the ice time to set up dividers and warm up;
- For H4, running time will be used for a 1-hour game as follows:
  - 5-minute warm-up
  - 25-minute running time period
  - 2-minute break
  - 25-minute running time period (or time remaining in ice time less 2 minutes)
- For H2 and H3, game will be two 16 minute periods with stop-time for 2-minute buzzer (no stop-time for goals);

- 2-minute buzzer must be used to signify shift changes in H2 and H3.
- H4 is shift on the fly;
- Timings may be adjusted to allow for set-up/tear-down.
- Should there be two games played at once, the games should start simultaneously.

### Score Board

- Scores and penalties are **not displayed** on the score board and **not recorded** on the game sheets (this includes H4).

### Face-offs

- Face-offs should occur at the beginning of each shift;
- **Coaches to determine if face-offs should occur after each goal** has been scored or if play should resume with the team that has been scored on re-introducing the puck into play;

## Team Officials & Parents

### Coaches & Team Officials

- All team officials on the ice **MUST wear helmets and skates**.

### Parents

- Volunteers should be assembled to assist in placing rink dividers on the ice before the game, and should be available to store the rink dividers after the game. These volunteers can be on the ice without skates/helmets so long as **NO PLAYERS are on the ice. Note that they are not insured** and should use crampons.
- Crampons are located in the equipment room;
- Parent volunteers must be available to run the scoreboard and fill in the game sheet.
- No parents allowed on the ice or on the regular players' benches.
- If anyone is on the ice without a helmet and skates while players are also on the ice **no one is insured**.

## Notes Specific to H2 – H4

### General

- Only team officials or designated on-ice helpers are permitted on the ice when players are present;

- All on-ice officials and helpers are mandated to wear skates and helmets (or nobody on the ice is insured).
- You must designate 2-3 parents to set up the dividers after the Zamboni has finished its ice clean but **BEFORE** players are permitted on the ice. It is a good idea to have these people ready to go before your ice time. These “set-up” people can be on the ice without skates and helmets but NO PLAYERS can be on the ice with them. NOTE: there is no insurance when anyone is on the ice without a helmet. We have crampons available in the equipment room. Please use them for your own safety.
- Our blue foam rink dividers should be **stored behind the player benches**. Try to encourage our kids not to play with them.
- Our rink divider boards are stored in the south-east corner of the arena. Return them and secure them in their designated storage area after each use.

### H2

- Scheduled games begin in January;
- Exhibition games against other associations are not permitted until December 1st when an association has more than one team. If only one team, then exhibitions games against other associations with only one team can be scheduled as of October 15;
- We have graduated (small) 5'x3' hockey nets for H2. These should be used for all games/scrimmages;
- The nets should be placed against the boards on the face-off circle hash marks to allow room behind the nets.
- If there are not enough players on either team to play two “games” at once you have the following options: (a) play only one game, (b) one team “loans” players to the other team (the home team can provide away jerseys or pinnies — we have pinnies in the equipment room);
- Shift changes occur on the 2-minute buzzer;
- No score or penalties are recorded or displayed;
- A coach from each team is the ref;
- If a penalty is awarded, the offending player is asked to sit out for the remainder of his/her shift, OR a penalty shot can be awarded.

### H3:

- Scheduled games begin in December;
- Exhibition games against other associations are not permitted until December 1st when an association has more than one team. If only one team, then exhibitions games against other associations with only one team can be scheduled as of October 15;

- We have graduated (small) 5'x3' hockey nets for H3. These should be used for all games/scrimmages. Coaches can decide to use the full-size nets towards the end of the season;
- The nets should be placed against the boards on the face-off circle hash marks to allow room behind the nets.
- Our (blue) rink dividers are to be set up at the blue lines, dividing the arena into 3 sections with 2 “rinks” at either end and a neutral zone in the middle;
- Alternatively, our rink divider boards can be placed at the centre ice red line;
- Teams can be split in two — either with the more proficient players placed in one group to play against the opposing team’s proficient players and the beginner/developing players placed in another group to play against the opposing teams beginner/developing players, or, by balancing the players on each team. Coaches must confirm the arrangement with the other team’s coach prior to the game;
- If there are not enough players on either team to play two “games” at once you have the following options: (a) play only one game, (b) one team “loans” players to the other team (the home team can provide away jerseys or pinnies — we have pinnies in the equipment room);
- Games are to be played 4v4 or 5v5 at the coaches’ discretion;
- Shift changes occur on the 2-minute buzzer.
- No score or penalties are recorded or displayed;
- There are assigned referees (who must be paid — see Manager’s manual);
- If a penalty is awarded, the offending player is asked to sit out for the remainder of his/her shift, OR a penalty shot can be awarded;
- Face-offs after goals are scored are optional.

### H4:

- Scheduled games begin in December;
- Exhibition games against other associations are not permitted until December 1st when an association has more than one team. If only one team, then exhibitions games against other associations with only one team can be scheduled as of October 15;
- Full size hockey nets should be used for all games/scrimmages;
- Our (blue) rink dividers are to be set up at centre ice dividing the arena into 2 sections — play is “half-ice” — not “cross-ice”;
- Teams can be split in two — either with the more proficient players placed in one group to play against the opposing team’s proficient players and the beginner/developing players placed in another group to play against the opposing teams beginner/developing players, or, by balancing the players on each team. Coaches must confirm the arrangement with the other team’s coach prior to the game;

- If there are not enough players on either team to play two “games” at once you have the following options: (a) play only one game, (b) one team “loans” players to the other team (the home team can provide away jerseys or pinnies — we have pinnies in the equipment room);
- If you play one game only: the **MAXIMUM** width of the rink can be from the red line to end boards;
- Nets must **ALWAYS** be placed cross-ice;
- Games are to be played 5v5, 4v4 or 3v3 at the coaches' discretion; 4v4 is preferred;
- Shift changes occur “on the fly”;
- Teams use the player benches (divided in half);
- No score or penalties are recorded or displayed;
- There are assigned referees (who must be paid — see Manager's manual);
- If a penalty is awarded, the offending player is asked to sit out for the remainder of his/her shift, OR a penalty shot can be awarded.





# 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.

## Rep Try-Outs & 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 our player movement policies.

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

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.**

Required Participation	Atom	PeeWee	Bantam	Midget
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 try-outs are exempted from attending try-outs where a scheduling conflict occurs by giving notice to the Director of Hockey prior to September 1.
- Players that miss two or more try-out sessions due to injury and or sickness require a "Doctor's note" to be eligible to continue the try-out 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, can try-out for Rep. The Director of Hockey may re-assign a player to a C Team at any time during the try-outs, 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 try-out 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 and/or Director of Hockey feel that they are of Rep calibre, then prior to November 1, the goalie may be evaluated for a Rep team.
- Qualified goalie coaches and the Director of Hockey will 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 assessment from a qualified goalie coach. The assessment and team placement recognizes all aspects of goaltending including:

- Athletic Ability including; conditioning, strength, agility and quickness.
- Goaltending technique including: general ability, positional play, technique, and vocalization to team.
- Attitude and coachability for prior and current year including: commitment, attendance, mental strength, drive to improve, team player.
- The team head coaches and the Director of Hockey shall not override the assessment report of the goalie but can modify the goalie's seniority based on their knowledge of the goalie's historical effort, attitude and commitment.
- Age will not be a factor in goalie selection unless 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, a 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, practice jerseys, dryland training, 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).

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.

### Rep Player Conduct

Rep players are **representative** of the Association and have a special obligation to act always 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.

All players, team officials and parents must recognize that they are representatives of both our Association and our greater community. 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.

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

### Rep Team Dress Code

A dress code for rep players and coaches 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 and coaches must conform to the dress code when attending games. Failure to do so may result in sanctions by the team coach and/or the Director of Hockey as appropriate.

# 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/>

## 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.

## 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 principles 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 unequivocally opposed to the use of banned and restricted substances for 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.
- 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 regarding 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 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 follow 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 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 always. If only one player and one supervisor are alone in the room for a brief period, 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.