



WEST VANCOUVER MINOR HOCKEY ASSOCIATION

WVMHA Policies and Procedures

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.



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Around the Rink

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 U13 and above.
- For the younger players, once your child is fully dressed, parents and siblings must leave the dressing rooms and dressing room hallway.

Player Conduct

- Players shall read the **Player 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.”

Respectful Behaviour

WVMHA is committed to cultivating a safe and productive sports environment and a culture of respect. We expect the highest standards from our players, coaches, team officials, parents and volunteers at all times.

We take pride in being ambassadors for our organization and our community whenever we are at a rink — home or away.

We expect all our players and coaches to demonstrate respect for:

- Themselves;
- Their teammates;
- Their coaches;
- Parents;
- Volunteers;
- The game and all of its rules;
- Opponents;

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- Referees;
- Any facility we occupy, especially our arena;
- Our equipment (both personal and association equipment);
- Guests in our arena;
- Our neighbours in the community.

Examples of respectful behaviour expected of WMVHA members include (but are not limited to):

- Players picking up garbage in the dressing rooms and being respectful towards arena staff;
- Players not complaining about penalty calls either verbally or via body language;
- Parents and players demonstrating moderation in celebrating goals in blowout games;
- Parents not cheering opposing team injuries;
- Coaches not yelling at or berating players or referees;
- Players “taking a knee” in practice when summoned by coaches and not engaging in distracting/unsafe behaviour.

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 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.

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

Parent codes of conduct and resources are also available on our website.

'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 U7-U11 to help their children with their equipment.) Parents should also be aware that U13 age and up hockey players do not like to have parents of other teammates in the changing room. Accordingly, if your over U11 age child needs help with their equipment, you should do so outside of the changing room.

Female players U13 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,

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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 encountering 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.

Social Media

Social Media Guidelines

- a) All parents and players participating in social media are asked to voluntarily follow WVMHA's social media accounts. These include our Instagram, Facebook and Twitter (X) accounts. All our accounts are: @westvanhockey
- b) WVMHA holds members who participate in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- c) Comments or remarks of an inappropriate nature which are detrimental to WVMHA or any constituent team, other Associations and Leagues or any of their constituent teams, BC Hockey or an identifiable individual will not be tolerated and will be subject to disciplinary action in accordance to our Zero Tolerance Policies. This includes immediate suspension and potential expulsion from the Association.
- d) Social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or team personnel, parents, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- e) Ensure that you always strive to add value to any social media conversation. If you are uncertain about a post, consider if the comment is making a contribution, helping understand, solving a problem, improving knowledge or skills, or building a sense of community.
- f) Divulging confidential information of a personal or team related nature is prohibited. Do not discuss medical or injury information about any player. Only divulge information that is considered public.
- g) Show respect for audiences and the Association by ensuring that content is family friendly, protects the privacy of others, respects different opinions and does not knowingly breach privacy or copyright laws. Include links to relevant resources where applicable.
- h) Use your best judgement at all times – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.

Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of our social media policy and may be subject to disciplinary action in accordance with our Zero Tolerance policies.

- a) Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member of a team, association, league, BC Hockey or individual.
- b) Any form of bullying, harassment or threats against players or officials of any minor hockey association. This includes mocking, threatening or harassing players and members of opposing teams.
- c) Divulging confidential information on anyone or any team associated with WVMHA.
- d) Negative or derogatory comments about any player, team, association, league, staff, volunteers, programs, stakeholder, or any BC Hockey member.
- e) Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to alcohol abuse, public mischief, hazing, bullying, and sexual exploitation.
- f) Inappropriate, derogatory, racist, or sexist comments of any kind.

Zero Tolerance

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.

Zero Tolerance Notification

Any occurrence must be immediately reported **and the President of WVMHA must be immediately advised should incidents occur involving drugs, alcohol, bullying, cyberbullying, abuse or vandalism.** See also Reporting Procedures below.

Zero Tolerance for Bullying, Harassment and Abuse

Bullying, Harassment and Abuse: any player, team official, contractor, parent or volunteer caught or suspected of bullying, harassment or abuse of any member or guest of WVMHA will be automatically suspended indefinitely pending review by the WVMHA Board of Directors and Ombudsperson.

Any infraction may cause the Board to expel a player, team official, contractor, parent or volunteer from the association with no refund of fees or remuneration.

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
- WVMHA fully adopts zero tolerance of harassment and abuse in hockey both on and off the ice. Anyone involved in bullying, abuse or harassment will be suspended. This includes cyberbullying and misuse of social media (see Social Media policy).
- 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 Cyberbullying

Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form that disputes or prevents a safe and positive environment may also be considered cyberbullying.

Any player, team official, contractor, parent or volunteer caught or suspected of cyberbullying of any member or guest of WVMHA, including opposing teams, players, associations and leagues, will be automatically suspended indefinitely pending review by the WVMHA Board of Directors and Ombudsperson.

Any infraction may cause the Board to expel a player, team official, contractor, parent or volunteer from the association with no refund of fees or remuneration.

Zero Tolerance for Alcohol, Vaping, 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 the purpose of performance enhancement.

Players

There is NO tolerance for vaping, drugs and or/alcohol usage by WVMHA Players.

1. **Vaping or smoking:** any player caught or suspected of vaping or smoking of tobacco, cannabis, or any other combustible substance in or around our arena and opponent's arenas or in any public facility frequented by the team will be automatically suspended for two games. Any subsequent infraction will cause the player to be expelled from the association with no refund of fees.
2. **Alcohol:** any player caught or suspected of drinking alcohol in or around our arena and opponent's arenas or in any public facility frequented by the team will be automatically suspended for five games. Any subsequent infraction will cause the player to be expelled from the association with no refund of fees.
3. Any player attending a team practice, event or game **suspected of being under the influence** of alcohol, marijuana or other drugs will be suspended indefinitely and possibly expelled from the association without refund at the discretion of the Board.

Reporting Procedures

Expectations:

- Any person witnessing the above contraventions has a duty to report.

Incidents involving players:

- 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.

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 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

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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 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.

On the Ice

Equipment

Ensure equipment is well maintained and your child is wearing all of the Hockey Canada required equipment, including neck guards, before going on the ice. Refer to the WVMHA Equipment Guidelines: http://www.wvmha.ca/my_files/WVMHA-Equipment-Guide.pdf

Uniforms

WVMHA uniforms must be treated with care. Game jerseys and game socks must 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. If 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 U11, goalies should be scheduled to play full games. At U11 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 U7 and U9 players. Should a goalie borrow equipment from the Association for an extended period, a deposit is required to 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.

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- **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 U11 Rep.

At U13 Rep, U15 Rep and U18 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.

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 Zone, Academy 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 Zone or Academy Teams. 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.

U9 to U11 – PCAHA allows the movement of a maximum of 3 'exceptional' Novice aged players to move into the U11 Division to play at the level of their ability. Once moved to the U11 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.

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.

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

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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.

Administrative

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 U18 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 U7 may have minimal skating experience, however, skating lessons are highly recommended. New players registering for U9 must be able to skate the length of the ice unaided and players registering for U11 must have achieved a minimum CanSkate Level 2 or demonstrate equivalent skills. New players joining at U13 and above will be registered conditionally.

Conditional Registration

All new players, especially at U11 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

Director – Responsible for Advertising & Sponsorship

Registrar

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

WVMHA Policies and Procedures

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.

Paid Coaches

When necessary, the Board may hire paid personnel to coach “A” and “C” teams. Compensation for the season will be determined by the Board on a team-by-team basis and coaches will be paid directly by the team from team funds.

WVMHA Policies and Procedures

Travel Expenses and Per Diems

The per diem for paid coaches is \$60 per day for both head coaches and assistant coaches. This is paid for by the team from the team budget and includes travel days. Teams are also responsible for paying for the coach's hotel room, rental car and airplane tickets (if applicable).

PLEASE NOTE: Travel expenses and per diems are paid for AWAY tournaments only. If it is a local tournament where the families are traveling home each day then the team is NOT expected to cover travel expenses.

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>