



# **Policy & Procedures Manual**

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New Westminster Minor Hockey Association  
P.O. Box 456, New Westminster, BC V3L 4Y8

## **OVERVIEW**

The New Westminster Minor Hockey Association (NWMHA) is a non-profit organization registered with the B.C. Societies Act.

The NWMHA is responsible for all minor hockey activities within its boundaries provided by Pacific Coast Amateur Hockey (PCAHA). PCAHA receives its authority from Hockey Canada, through the British Columbia Amateur Hockey Association (BCAHA).

All minor hockey participation is governed by Hockey Canada's "Constitution, By-Laws and Regulations" and "Official Hockey Rules" handbooks. In case of a conflict between the policies of the New Westminster Minor Hockey Association and those of the organizations to which it belongs, the policies of those organizations shall prevail.

## **PURPOSE**

The aim of this document is to establish a clear framework for the policies and procedures governing the NWMHA and its programs.

To engage as a valued member of the Association, it is mandatory for all players, families, and volunteers to uphold the guidelines and protocols detailed within this document.

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# **1. PLAYER ISSUES**

## **1.1 PLAYING TIME**

1. The policy of the Association is to promote the development of hockey skills and provide the best hockey experience for all players. Accordingly, substantially equal playing time will be given, to the greatest extent possible.
2. With U13, U15, U18 and U21 “A” teams, in the final minutes of a close contest, coaches may vary from the above policy. It is recommended, however, that coaches discuss this with their players and parents at the start of the season, so that everyone is aware of the coach’s approach.
3. Notwithstanding rule 1 above, coaches may sit players for disciplinary reasons. Coaches should keep a record of such discipline and, if any player is benched for disciplinary reasons three times in one season, the matter shall be brought to the attention of the Coach Coordinator and applicable Division Manager.

## **1.2 NO SITTING PLAYERS**

1. Teams are not to sit any skaters on a team unless for injury, discipline or suspension.
2. All skaters are to play every game. The team cannot elect to sit players on a rotation basis.

# **2. TEAM SELECTION PROCESS AND CLASSIFICATION**

It is to be understood that appropriate and timely communication with the players and parents/guardians is of paramount importance to the NWMHA at all times.

Communication with regards to the team selection process, where feasible, shall be made in writing, to promote clarity and transparency of process. The NWMHA website will post the assessment ice times for each division as well as the skill session drills.

The team selection process will consist of three stages:

Stage 1: Division Talent Assessment Camp

Stage 2: “A” Team Final Selection process

Stage 3: Balancing Non-Rep Teams (Hockey 2-4 and all “C” teams)

## **2.1 STAGE 1: DIVISION TALENT ASSESSMENT CAMP**

The top 18 to 20 players and top 2-3 goalies shall be selected according to criteria defined by the Assessment Committee. These players shall proceed to the next phase of the team selection process. All other players shall be ranked in assessment of a possible “A2” team and for “C” team balancing.

1. A committee of the executive of NWMHA will work in partnership with a professional independent coach to determine criteria for player evaluation.
2. The evaluation of players in the division will begin after the Labour Day weekend, except in exceptional circumstances where the executive of the NWMHA believes it is in the best interest of the Association to start earlier.
3. All players in the division will be evaluated either through the Stage 1 Talent Assessment Camp for “A” team tryouts or through evaluative “C” team assessments occurring at alternative ice times. All players will be assessed via the same drills.
4. The drills will be made available for viewing through the NWMHA web site and/or by posting at the arena.
5. All players trying out for an “A” team must attend all skills/evaluation session(s). Injured and late participants are addressed in policy 2.3.
6. Assessment Camps shall be organized and run as follows:
  - a. For the U11 division: four ice times in total – two ice times consisting of individual skills assessment (puck control, skating and individual game tactics) and two ice times consisting of scrimmage games.
  - b. For the U13, U15 and U18 divisions: Four ice times in total – the first consisting of skills assessment (puck control, skating and game tactics) and Three ice times consisting of scrimmage games.

### **ROLES AND RESPONSIBILITIES OF EVALUATORS AND VOLUNTEERS:**

The “A” Team(s) selection committee will consist of the following:

- A minimum of two professional independent evaluators; and,
- The NWMHA Coach Coordinator.

Note: In an emergency situation the Coach Coordinator of the NWMHA may include other impartial evaluators.

## **Evaluator Role:**

- The Evaluation Committee will agree on a list of the top 15-20 players and the top 2 or 3 goalies. Note: The total for this group will be set by the Division Manager and/or the President for the respective division.
- The Evaluation Committee will share their list with the Division Manager and the A1 Head Coach.
- The A1 Head Coach may discuss the evaluation with the evaluation committee; however, the independent evaluators have the final say.
- In the event of an A2 team being considered, the next grouping of top players and goalies will be determined and, again, a list will be provided to the Division Manager and to the A2 Head Coach. Note: Again, the group number will be set by the Division Manager and/or the President, depending upon registration numbers for the respective division.

## **Division Manager Role:**

- The Division Manager is organizationally in control of their division and will take possession of all evaluation forms at the end of tryouts.
- The Division Manager will sit in on the discussions for the purposes of understanding the decisions being made; however, they will have no input regarding the discussion or the evaluation.
- Division Managers will keep the evaluation forms for the duration of the hockey season. The confidential results of the Stage 1 Talent Assessment score (not ranking) will be shared with each player's parent/guardian upon written request to the Division Manager.
- Following the final ice time, the Division Manager (or delegate) will call each player who is not moving on to Stage 2. They will inform all players (by phone call or email) of their next ice time.
- In the event of an A2 team being considered, the next grouping of players will be determined by the independent evaluators and provided to the Division Manager and A2 Head Coach

## **Volunteer Coaches Role:**

- Volunteer coaches within or outside the division will run the drills outlined by the professional independent evaluators, therefore freeing up the professionals for evaluation purposes. These volunteers' time and effort will be valued, but the volunteer coaches are not part of the evaluation process.

## **2.2 STAGE 2: “A” TEAM FINAL SELECTION PROCESS**

1. The second stage of the tryouts will continue to emphasize skill assessment, but will include more game situational drills and game analysis. The players will also be assessed for attributes such as leadership, confidence, knowledge of the game, coach-ability, and other such criteria as deemed relevant by the Head Coach. The “A” team Head Coach will further clarify the selection criteria to the parents/guardians and players in writing or in person.
2. It is expected that all coaches will poll the players on positions for which they would like to try out (Forward, Defence, or Forward/Defence).
3. Each player must play a minimum of two games before being released. However, it is important to note that a returning player may be assigned to the “A” team without playing two games.
4. Team size will be decided in conjunction with the Division Manager, keeping the “A” team(s) within the average of all the teams in the division (up to plus 2 or minus 1). The A team(s) can have up to 2 goalies. The NWMHA Executive reserves the right to rule on the minimum or maximum roster size depending on the circumstances.
5. Assistant coaches and other team officials can be named prior to the final team selection only if they are not related to any player trying out. No other team officials can be named until the final team selection is made to avoid any conflict of interest. In such cases where the Head Coach is not a parent of a player, they may name one team official parent of a returning player. This requires the approval of either the Division Manager or the President.
6. Final cuts from all “A” teams should be made by the deadline of PCAHA for team declaration (usually last week in September) in order that lower level “A” teams and “C” team rosters can be set.

### **2.2.1 NUMBER OF “A” TEAMS PER DIVISION**

The number of Rep "A" teams for each division shall be determined annually by a committee composed of the President, Registrar, Coach Coordinator, and Division Manager.

This committee considers the following factors in determining the number of Rep "A" teams in each division:

- The number of players interested in playing Rep "A" hockey.
- Their skill, commitment, and fitness.
- The ability to meet minimum team sizes for the Rec "C" teams.
- The availability of qualified coaches, goaltenders, and ice times.

The committee may consult with non-biased external evaluators to arrive at their decision.

Should the committee not reach unanimous consensus, the Executive as a whole will be consulted. Decisions by the Executive will be made based upon a simple majority vote of members in attendance.



## **2.3 STAGE 2: “C” TEAM SELECTION AND BALANCING**

This applies to Hockey 2-4 and all “C” teams,

1. New Westminster Minor Hockey Association’s goal is to achieve balanced teams and fair play between its “C” League teams. When the Association enters more than one “C” team in a division, the teams shall be of a competitive balance. It is the sole responsibility of the Division Manager to balance “C” teams.
2. It is expected that the Division Manager will start by dividing up players equitably based on the ratings of Stage 1 assessments.
3. The Division Manager may also take into consideration the following:
  - a. Parent/guardian requests due to conflicts with other activities, or car-pooling. (Parents/guardians are encouraged to do this in writing well in advance of the balancing process.)
  - b. Consultation with coaches.
  - c. The use of a player draft, at their discretion.

Note: None of these concerns will override the requirement of the NWMHA to meet the PCAHA requirement of balanced teams.

4. “Squads” (not teams) will be formed; and a series of balancing games will be played. The players and their parents/guardians will be advised of the initial squads and reminded that the squads are not final until a series of balancing games have been played.
5. After one round of balancing games, if player movement is required for balancing purposes, a minimum of 2 players per squad will be moved.
6. If a second round of balancing games is required, if player movement is again required for balancing purposes, a minimum of 2 players per squad will be moved.
7. During the balancing games, the coaches will be encouraged to coach a squad that their child is not a part of.
8. The final decision relating to the roster of teams is the sole decision of the Division Manager.

## **2.4 LATE PARTICIPANTS TO TRYOUTS AND INJURIES**

1. Players who enter “A” tryouts after the start of exhibition play (whether due to late registration, injury or other cause) or who are injured before playing two tryout games shall tryout for the “A2” team for a minimum of two ice times before being assigned to a team. Where there is no “A2” team or equivalent in the division, the player will be assigned to a “C” team for evaluation.

2. After a minimum two ice times, the player may be named to an “A” upon unanimous agreement of the following: the Division Manager, the “A” team Head Coach and the “C” team Head Coach. Where there is a dispute, the decision falls to the Player Movement Committee.
3. Players who are unable to return to play before October 15 (or the start of the tiering schedule) will be assigned to a “C” team. The “A” coach has until the PCAHA Team Declaration deadline to finalize the roster (usually January 10). It is the Head Coach’s prerogative to keep a spot available for an expected player return.
4. Players who choose to miss the initial division talent assessment camp will be assigned to a “C” team, with the exception of players trying out for higher level teams (e.g. Major U18 or Junior teams).
5. Players selected to the “A1” team cannot opt to play on the “A2” team, if such a team exists.
6. Player Movement Committee: this committee shall consist of the NWMHA Coach Coordinator who shall chair the committee, the VP1, the Division Manager in question, and two other executive members (preferably division managers of one division higher and one lower). The chair of the committee shall make this decision.

## **2.5 PLAYER RELEASES FROM “A” TEAMS**

Player releases are always a sensitive issue. For this reason, the following guidelines are non-negotiable.

1. All player releases are to be conducted on home ice or by telephone call to the player. Under no circumstances are releases to be made at “away” rinks or left as a message.
2. Lists of releases are not to be posted in the arena.
3. When releases have to be made, the Head Coach is to advise a player where they need to improve their level of play, etc. and leave the player with a positive comment on their ability, attitude, enthusiasm, etc.
4. At all times, the Head Coach must be sensitive to how the players may be feeling. It is not the intention of the Association to embarrass a player who is released from a team. (For example, do not call two players out of the dressing room when the team is aware that there are going to be two releases made.)
5. Regarding releases, there shall be no means of appeal through the grievance process, except with respect to compliance with the Association policy regarding the process followed. Appeals must be made in writing to the NWMHA Coach Coordinator in his/her duties as the Chair of the Player Movement Committee.

### **2.5.1 TAXI SQUAD**

To promote further development within NWMHA, it is an expectation that “A” Coaches will make at least one practice a week available to those players cut in the final team selection process.

## **2.6 “A” TEAM GENERAL POLICIES**

### **De-carding of “A” players**

In addition to the Pacific Coast Amateur Hockey Association regulations, the following rules shall apply to the New Westminster Amateur Hockey Association “A” teams:

1. A player may be de-carded at any time, if they are a severe discipline problem;
2. A player may be de-carded if, after being carded, they fail to play at the expected performance level for their category of “A” hockey;
3. Any coach wishing to de-card a player for either of the above-mentioned reasons must first submit a request in writing to the Chair of the Player Movement Committee (see Policy 2.2);
4. A team/coach may not de-card more than two players because of inability to play at the expected performance level;
5. Any de-carding due to inability to play at expected performance level must be done prior to December 10<sup>TH</sup>;
6. If a team/coach de-cards a player after its roster has been set, they may card and bring up an additional player to maintain the same number of players on the team;
7. If an “A” player is de-carded, the lower level “A” team (if any) must evaluate the player for a period of not less than two ice times. This team’s Head Coach can decide to keep the player for the remainder of the season or de-card them to a “C” team.
8. In cases where a player is de-carded for disciplinary reasons they will automatically be designated to a “C” team.

### **Voluntary Departure by a Player from an “A” Team**

1. In general, players are discouraged from leaving a team due to the impact upon that player’s current team as well as the potential impact on players on the team they wish to join. If after being carded a player desires to leave the “A” team, that player will submit their request to the Chair of the Player Movement Committee (See Policy 2.2).
2. The Player Movement Committee will determine, in accordance with the PCAHA regulations, whether the player will play on the “C” team at that level or move up and play on a “C” team at the next higher level. If a player makes such a request after December 10<sup>th</sup>, the player will be moved up and play on a “C” team in the next higher level unless the Player Movement Committee determines that it is not in the best interest of the player and/or the Association.
3. The Player Movement Committee will consider the age, size, ability and level (first or second year) of the player as well as the impact upon players on the “C” teams in that level prior to making their decision.

4. Prior to making a decision, the Player Movement Committee will speak to or meet with the player, the parents/guardians and the coaches concerned.

### **Exceptions to the policy:**

“A” team size after declaration date:

1. If “A” players withdraw after the official declaration date, the player(s) to be named to the team must come from the player release list.
2. If insufficient players exist from the release list, then a decision of the President, Division Manager and Coach Coordinator needs to be made on either:
  - a. De-carding the team, paying the PCAHA fine, and redistributing the players to form balanced “C” teams; or,
  - b. Opening the invitation to all players who did not initially try out for expressions of interest to fill the available spots on the “A” team. In this case, the Division Manager (in consultation with the “C” coaches) will determine which players who will proceed to the “A” team tryouts for consideration by the “A” Head Coach. It is expected that two or more players than are required will take part in this tryout process.

## **2.7 DRESS CODE FOR “A” TEAMS**

1. All “A” teams are expected to adhere to a dress code. The team must all conform to one style outlined below:
2. As a minimum, players will be expected to wear either team jackets or appropriate dress attire (approx. equivalent to Business Casual).
3. To minimize the cost to families of acquiring team jackets yearly, NWMHA requires jacket crests to be based on a minimum requirement of the official Association logo. “New Westminster, Crown logo, Minor Hockey”. The minimal writing of the player’s name will allow the same jacket to meet multiple year dress code requirements.
4. If team jackets are chosen for the dress code, a poll of the parents must be taken and no one with a vested interest in the acquisition of such clothing may conduct the poll or vote. In the situation where a clear majority of families do not support one particular jacket and an impasse exists, the Head Coach of the “A” team will make the final decision.
5. Jacket colour will be black.

## **2.8 “A” TEAM NAME**

1. All “A” teams in NWMHA will be named the Royals.

## **2.9 HOSTING THE FINAL FOUR**

1. On occasion NWMHA will host the final four for an “A” division, as determined by BC Hockey and PCAHA.
2. The person in charge of coordinating this event will be the Division Manager working in conjunction with the Team manager of the appropriate “A” team.
3. It is the responsibility of parents of the “A” team in that division to supply all the volunteer positions needed (i.e. time keeper, score keeper, 50-50 person, host) regardless if the team qualifies or not.
4. The ice allocator is responsible for providing three evening or weekend slots at Queens Park Arena where back-to-back games can be played. Due to the importance of these games, no game will be scheduled before 10am on weekends.

## **2.10 AFFILIATE OR CASUAL PLAYERS**

The protocol to be adhered to when calling up either casual or affiliated players is as follows:

1. First, contact the Head Coach of the team from which you wish to call the player up and obtain permission. Note: No player is to be called up without first obtaining permission. If you cannot reach the Head Coach and you are short players, contact the Assistant Coach or Team Manager. (Communication among these people is essential to cover these circumstances.) Permission must be granted separately for each game.
2. The PCAHA League Manager must approve all call-ups in U7 – U9 and for all “C” teams. If you do not obtain the approval prior to using the called up player, you will lose your points for that game.
3. You can ask the coach for particular players to fill holes in your team and the coach can approve or disapprove the call-up. Valid reasons for refusing a call-up could be a conflicting game (a player’s loyalty must be to their own team) or disciplinary reasons (not wanting to reward a player for poor behaviour). In all other cases, coaches are encouraged to allow players to “play up” as it is exciting for the player to be able to play at the next level.
4. It is imperative that a record be kept of the number of times that a player has been called up. It is important that no player end up in “no man’s land” at the end of a season (i.e., not able to return to his own team and not permitted to move up to the higher division team) due to playing too many games for another team.
5. It is the responsibility of the resident Head Coach to keep track of the number of player call-ups for each player. No player is to go beyond the PCAHA or BC Hockey maximums as this creates problems for the player and the team. (Note: Maximums vary by division. Please check.) Division Managers and the President can and should monitor player call-ups via HiSports and follow up with resident team Head Coaches to ensure they are monitoring the player call-ups closely.

## **2.11 CLASSIFICATION OF TEAMS**

The classification of teams in each division (“A” or “C”) shall be made by the President, the Coach Coordinator and the applicable Division Manager, after consultation with the parents/guardians of the players affected. Such decisions shall be made by September 15<sup>th</sup> for the upcoming season.

## **2.12 DEVELOPMENT POLICY**

The classification of teams in each division (“A” or “C”) shall be made by the President, the Coach Coordinator and the applicable Division Manager, after consultation with the parents/guardians of the players affected. Such decisions shall be made by September 15<sup>th</sup> for the upcoming season.

### **2.12.1.1 HOCKEY CANADA DEVELOPMENT MODEL**

1. To promote player development using the highly structured (and researched) model of play that has been established by Hockey Canada, it is the expectation that all coaches within NWMHA will teach/instruct players using the guidelines and teaching materials conceived by Hockey Canada. This includes understanding and adhering to the overall Hockey Canada player development pyramid (see addendum) which shows an evolution of skill sets to be taught at each level. The purpose is to have a collective teaching strategy so that players will have the same basic guiding principles taught no matter which coach they have.
2. To further support player development, NWMHA will strive to provide coaches with professional support to better facilitate the technical skills promoted within the Hockey Canada model. This may include regular power skating sessions or other support. Coaches are expected to embrace the teaching model and maximize the use of professional help when provided. This includes, but is not limited to, utilizing power skating instructors and goalie coach instructors.

### **2.12.1.2 SHARED PRACTICES AT “C” LEVEL**

1. To promote further development within NWMHA, C team practices will be considered open to players from other C teams from that division in order to allow all players to participate in multiple practices per week.
2. Notwithstanding 2.12.2.1, if the coaching team find that there are too many players coming to practice (such that the practice becomes difficult to manage), the Head Coach, working with the Division Manager and Coach Coordinator, may design a schedule that meets the needs of players and the team.
3. It is the expectation that players will attend their own team practice first to be eligible to attend open practices.

### **3. MISCELLANEOUS PLAYER ISSUES**

#### **3.1 OVERAGE PLAYERS**

Where a player is assessed and it is determined that he or she should play in a lower age division, that player shall play on a contact (i.e., non-checking) team, if one exists in the division in which they will play.

#### **3.2 UNDERAGE PLAYERS – U21 DIVISION**

U18-aged players shall not be permitted to play in the U21 Division if the result is to displace a U21-aged player. U18-aged players who are on a U21 team (which has made no cuts) when the team is carded may remain on that team for the balance of the year.

#### **3.3 RETURN TO PLAY FOLLOWING AN INJURY**

1. Common sense must prevail for players returning to the ice following minor injuries.
2. If, due to an injury, a player leaves a game or practice and is unable to return within that specific game or practice, the player must provide their coach with a doctor's note stating that the player is okay to return to play or practice.
3. Coaches must not allow a player on the ice if there is any question of neck or back injury (E.g. buzzing or tingling in a player's neck, back or legs).
4. Coaches must follow the Brain Injury Assessment Card re concussions when determining a player's readiness to return to play. The player must obtain a doctor's okay in order to participate on ice.

#### **3.4 SPONSOR BARS**

The wearing of assigned sponsor bars is mandatory. Any player who refuses to wear a sponsor bar shall be suspended until the sponsor bar is affixed to the jersey.

#### **3.5 HELMET COLOUR**

Effective with the 2014-2015 season all players from the U11 Division up must wear black helmets.

## 4. TEAM LEADERSHIP ISSUES

### 4.1 RISK MANAGEMENT

1. All players must wear approved equipment.
2. All players must be aware that a potentially serious injury may occur as a result of a check from behind and that this type of check will not be part of any team's defensive strategy.
3. "Hazing" practices or "team initiation" rites are strictly prohibited.
4. Coaches are to ensure that players do proper stretches and warm-up exercises.
5. No players are to step on the ice until the ice resurfacing machine (the Zamboni) is off the ice and the gate has been closed.
6. A minimum of one coach is to be on the ice at all times with players during practice sessions, tryouts, etc. It is preferred that two coaches be on the ice running practices so that players are not standing around and all players are being equally instructed.
7. Two adult team officials/elected team parents are required to supervise the dressing room at any time when there are players in the dressing room.

### 4.2 CRIMINAL RECORD CHECK

1. All NWMHA team officials (Coaches, Managers, HCSP) must complete a Criminal Record Check (CRC) on or before November 30 of the first season in which the person becomes a team official with NWMHA.

The procedure to follow is no on-line at:

**CRRP Applicant Based Online Service**

Online Link: <https://justice.gov.bc.ca/eCRC/>

Access Code: **Please contact your division manager for the access number.**

2. As part of this process you may be required to contact the local police department and arrange to have your fingerprints scanned. If this occurs, please contact the New Westminster Police Services and book an appointment. A letter indicating the criminal record check is required for volunteer purposes can be requested from your division manager (who will receive the letter for the President).
3. Clearance letters received by NWMHA will be valid for 5 years. The Registrar of NWMHA will be in receipt of the information and will track the information in the HCR system as a line item. It will be the responsibility of the VP3 Safety, along with Division Managers, to follow up with individuals requiring a CRC.
4. Any team official not completing a CRC within the required timeframe may be prevented from acting as a team official until such a time as the CRC process has been completed.



### **4.3 GAMES BETWEEN ASSOCIATION TEAMS**

It is the policy of the New Westminster Minor Hockey Association that for any games or scrimmages involving players from A1, A2 and/or C teams from the same division, players and coaches for each team will be more or less equally drawn from the participating teams. (This policy shall not apply where such games are otherwise sanctioned; as, for example, if both teams participate in the same tournament.)

### **4.4 COACH SELECTION – “A” AND “C” TEAMS**

1. Hockey Coach Selection Committees shall be established for the purposes of interviewing and placement within the Association’s hockey teams. The Committee will consist of the President, the Coach Coordinator, the Division Manager and two other members of the executive appointed by the President.
2. If a member of the Committee is applying for a particular coaching position or otherwise is in a conflict position or unable to attend a coach selection committee session, that member will stand aside for that division and the First Vice-President will sit on the committee for that division.
3. A coach selected by the Coach Selection Committee shall not name nor have persons act as assistant coach(es) or team manager until after the team has been selected, if such persons are parents or guardians of players under consideration for that team.
4. A minimum of two advertisements shall be placed in a local or regional newspaper prior to coach selection, seeking applications for coach selections. The Coach Coordinator will provide all head coaches and assistant coaches from the previous season with coaching application forms.
5. Notices will be placed in Queens Park and Moody Park Arenas prior to coach selection.
6. The coaching applications shall be submitted to the Coach Coordinator or a member of the Coaching Selection Committee not later than April 30 for the following season.
7. The Coaching Selection Committee shall endeavor to meet with and choose (from the applicants available) the coaches for the Association’s teams by no later than June 30 for the following season. The coaching selection committee is not obliged to appoint a coach from the applicants but has the option of rejecting all applicants.
8. The Coaching Selection Committee shall look for further applicants after the original deadline if the coaching positions are not filled.
9. These earlier deadlines are designed to help obtain the best possible coaches for the players of the Association.
10. Selections of coaches by a duly constituted Coach Selection Committee are subject to appeal only with respect to the process followed and not with respect to the judgment of the committee with respect to the selection of coaches.

11. The Coach Coordinator, if present, shall chair the committee. In the absence of the Coach Coordinator, the President shall chair the committee. In the absence of both the Coach Coordinator and the President, the Committee shall elect its own chair.
12. To the extent possible, a set list of questions will be agreed by the committee and asked of all candidates. Members of the committee shall be permitted to ask supplementary questions.
13. The Coach Selection Committee will monitor the conduct, performance and dedication of all coaches and other team officials within NWMHA and has the power to remove a coach or team official from the team roster if, in the determination of the committee, it is in the best interest of the association.
14. Decisions by the committee to remove a coach or team official are subject to appeal only with respect to the process followed and not with respect to the judgment of the committee.

#### **4.5 TEAM MANAGER / TREASURER ACCOUNTING REQUIREMENTS**

1. All team managers are to be installed by the Head Coach of the team and then ratified by the parents.
2. The team manager/treasurer must keep a record of incoming and outgoing monies, including but not limited to 50/50 monies and fund-raising monies.
3. Receipts for expenditures are to be retained.
4. Team monies are to be kept separate from personal funds by means of a cash box, bank account or envelope.
5. The team manager/treasurer will make available a copy of the financial statement on request by a team parent.
6. The team treasurer will submit a copy of the Financial Statement including receipts, to the Treasurer of the NWMHA a minimum of ten days prior to the Annual General Meeting.
7. If team clothing is to be purchased, a vote of poll of the parents must be taken and no one with a vested interest in the acquisition of such clothing may conduct the poll or vote.
8. Surplus unspent funds at the end of the season may be returned to the parents, contributed to a charity or donated to the New Westminster Minor Hockey Association at the determination of the parents of the players on the team, by majority vote.

#### **4.6 FINES**

1. Pacific Coast Amateur Hockey Association has passed a motion that a fee will be charged associations for rescheduled games where a minimum of three weeks' notice has not been provided. This is an assessment fee for the referee assigners for U15 B and above. It is the policy of the New Westminster Minor Hockey Association to recover any such fines from the team responsible.

2. As the Pacific Coast Amateur Hockey Association has passed a resolution that the fine for a team no-show has been increased to \$300.00, it is a policy of the New Westminster Minor Hockey Association to recover such fines from the team responsible.

## 4.7 INDIVIDUAL TEAM GAMING LICENSES

Below are the instructions on how to obtain a gaming license for any team gaming activities – Class D license - i.e. raffles, 50/50 draws, etc.

1. Teams wanting to apply for a Team Gaming License must advise the President and the Treasurer of NWMHA that your team is applying for a license.
2. You **cannot** apply as New Westminster Minor Hockey Association – this title is for the sole use of the Executive of NWMHA.
3. Apply as your team name and year for example: “New Westminster Minor Hockey U11 C3 23/24”.
4. Please forward a copy of your gaming license via email to the President and the Treasurer of NWMHA.
5. At the conclusion of your gaming event you are required, as part of your gaming license, to fill out a **Gaming Event Revenue Form**. Please forward a copy to:
  1. The Gaming Policy and Enforcement Branch – Licensing and Grants Division; and,
  2. The President and Treasurer of NWMHA.

### Information from the Gaming Policy and Enforcement Branch – Licensing and Grants Division

#### Gaming License Information for Sports Teams

Sports Teams are eligible for Class D licenses **only**.

The Guidelines can be found on the following website at:

<http://www.hsd.gov.bc.ca/gaming/licences/index.htm>

#### Required Financial Reporting: Gaming Event Revenue Report

You are **required** to submit the Gaming Event Revenue Report, for each license you receive. This report is due within 90 days after the expiration of your organization’s gaming license.

To fill out a Gaming Event Revenue Form, please click on this link:

<http://www.hsd.gov.bc.ca/gaming/licences/docs/form-event-revenue-rpt.pdf>

## 5. ASSOCIATION-WIDE ISSUES

### 5.1 COMPLAINTS AND APPEALS PROCEDURE

#### A. GENERAL

1. Complaints by any member of the New Westminster Minor Hockey Association regarding any matter related to the welfare of a player will be made in writing and will be referred to the team officials, division manager and, if necessary, the Head Coach for resolution. If the parties concerned are unable to resolve the matter satisfactorily, then the matter may be referred in writing by the complainant to the President within seven days of the decision of the team officials, division manager and Coach Coordinator. The President will then either deal with the matter directly or refer it to the Grievance/Discipline Committee, the Appeal Committee or an ad hoc committee, as appropriate.
2. All other complaints by any member of the Association will be reported in writing to the President and will be made within 72 hours of the occurrence of the event leading to the complaint.
3. The President will contact the parties concerned and will either deal with the matter directly or refer it to the Grievance/Discipline Committee, the Appeal Committee, or an ad hoc committee, as appropriate.
4. In general, Association members should attempt to resolve all concerns and complaints at the Association level. Accordingly, letters of complaint, protest or appeal should not be written to the Pacific Coast Amateur Hockey Association, the British Columbia Amateur Hockey Association or the Hockey Canada without the matter first being referred to the President and Executive of the New Westminster Minor Hockey Association for resolution.
5. The President shall have the power to suspend any team, player, team official or referee for unacceptable conduct on or off the ice, profane or abusive language to any official, or for failure to comply with the NWMHA Constitution, By-Laws and Policies, pending review of the incident by the Grievance/Discipline Committee.
6. Mandatory Minimum Supplemental Suspensions:

Players and Team Officials will receive an additional NWMHA supplementary suspension consisting of a minimum of 2 games. This will be added to any Hockey Canada, BC Hockey, PCAHA or Presidents' C league suspensions received in the current season as a result of:

- A Second Gross Misconduct Penalty, or Second Match Penalty, or a combination of two Gross and Match Penalties, and subsequent Gross or Match Penalties.
- A Second Major Penalty resulting in Hockey Canada Supplementary discipline, and subsequent Major Penalties.
- Any combination of THREE of the following penalties during a season:

- Game Misconduct penalty, (whether incurred as a result of a Major Penalty infraction covered by the BC Hockey Minimum Suspension Guidelines or not)
- Gross Misconduct Penalty, or
- Match Penalty.
- And subsequent Game Misconduct, Gross or Match penalties.

These NWMHA (2 Game) minimum suspensions cannot be appealed through the NWMHA appeal process.

These minimum suspensions do not limit the power of the President or Grievance-Discipline committee from taking further disciplinary action. At any time the President can deal with matters of discipline directly or via the Grievance- Discipline Committee.

It is the responsibility of each team’s Head Coach or Manager to advise the Division Manager of all significant penalties (Majors, Game Misconducts, Gross and Match penalties). The Division Manager will advise the President of any infractions that will trigger the NWMHA minimum supplemental suspension.

**B. COMMITTEES**

The following committees shall be formed annually:

**Grievance/Discipline Committee**

1. The Grievance/Discipline Committee shall consist of the First Vice-President of the Association (who shall be chair), the Third Vice-President, the Referee in Chief and two other members of the Executive appointed by the President prior to the first executive meeting in September. If any member of the Committee is directly involved in any matter being considered, the President may appoint a substitute from the Executive to the Committee to deal with the matter in question.
2. The duties of the Grievance/Discipline Committee will be:
  - (a) to review any suspensions made by the President;
  - (b) to review any other complaint or matter referred to the Grievance/Discipline Committee by the President.

**Appeal Committee**

1. The Appeal Committee shall consist of the Past President of the Association (who shall be chair), the Second Vice-President, the Treasurer and two other members of the Executive appointed by the President prior to the first executive meeting in September. If any member of the Committee is directly involved in any matter being considered, the President may appoint a substitute from the Executive to the Committee to deal with the matter in question.

2. The duties of the Appeal Committee will be:
  - (a) to hear appeals from decisions made by the Grievance/Discipline Committee in accordance with the procedure set forth in Section D below;
  - (b) to hear appeals of any other suspension or decision of a coach or team official, if deemed appropriate by the President.

C. **HEARINGS BY THE GRIEVANCE/DISCIPLINE COMMITTEE**

1. The person who is the subject of the complaint will be provided with copies of any relevant correspondence prior to the hearing and will be entitled to appear in person before the Grievance/Discipline Committee at the hearing of the matter. Players under the age of 19 will be accompanied by a parent or guardian at the hearing. The Grievance/Discipline Committee can request other persons involved in the matter to provide a letter and appear, if the Committee so wishes.
2. The Grievance/Discipline Committee will advise the persons concerned in writing of its decisions within seven days of the hearing and provide a copy of its decision to the President.

D. **APPEAL TO THE APPEAL COMMITTEE**

1. Any member, team, player, team official, referee or executive committee member may appeal any decision of the Grievance/Discipline Committee to the Appeal Committee.
2. Any appeal to the Appeal Committee by the aggrieved party will be in writing outlining all particulars pertaining to the case and shall be delivered to the President of the Association within seven days of the appellant being notified of the decision of the Grievance/Discipline Committee.
3. The appellant and a member of the Grievance/Discipline Committee shall be entitled to appear in person before the Appeals Committee at the hearing of the matter. The Appeal Committee can request other persons involved in the matter to provide a letter and appear, if the Committee so wishes.
4. The appeal will be dealt with by the Appeal Committee within seven days of receiving the written appeal. The chair of the Appeal Committee will advise the participants in writing of its decision and provide a copy of its decision to the President.

E. **FURTHER APPEAL TO THE EXECUTIVE**

1. Any member, team, player, official, referee or executive member may appeal the decision of the Appeal Committee to the Executive of the Association.
2. Any appeal to the Executive by the aggrieved party will be in writing outlining all particulars pertaining to the case and shall be delivered to the President of the Association within seven days of the aggrieved party being notified of the decision of the Appeal Committee.

3. The appeal will be heard at the next Executive meeting. The appellant shall be entitled to appear in person before the Executive and shall then leave the meeting to allow the Executive to discuss the matter and reach its decision.
4. The President will advise the appellant and any other relevant persons in writing of the decision within seven days of the Executive meeting.

## **5.2 REGISTRATION**

### **5.2.1 General Registration Information**

No player may participate in any NWMHA activities unless that player is properly registered with NWMHA.

A player is considered properly registered when:

- 1) a registration form has been submitted and confirmed as completed by the Registrar, and
- 2) registration fees are paid in full or are being paid in accordance with an approved payment schedule.

Failure to make timely payment(s) may result in a player being waitlisted, their registration being cancelled, or having their ability to participate in NWMHA activities revoked.

The NWMHA reserves the right to offer early registration discounts or other registration incentives, subject to approval by the Executive Committee.

#### **Returning Player Registration:**

Registration for returning players will commence on May 15<sup>th</sup>, or another date as otherwise established by the Registrar and posted on the NWMHA website.

Players from NWMHA who are not in good standing or have outstanding team or association and fees from a previous season must rectify their standing before they can register.

Registration does not guarantee returning players a place or position on a NWMHA team. Circumstances may dictate lower participant numbers in any given season. Priority will be determined based on the order in which returning members submitted their registration and paid their registration fees.

#### **New Player Registration:**

Detailed registration procedures and forms will be posted on the NWMHA website and may be subject to periodic changes. All new player registration forms must be emailed to the Registrar.

## 5.2.2 WITHDRAWALS & REFUNDS

All requests for player withdrawals must be submitted in writing to the Registrar.

Withdrawal forms are available online through the NWMHA website.

Withdrawal requests and refunds are reviewed on a case-by-case basis by the Financial Assistance Committee. Decisions by the Financial Assistance Committee not subject to appeal.

### **Refund guidelines:**

The Committee will apply the following guidelines when reviewing refund requests:

#### **Registration Fees:**

- Withdrawal before September 1st: A \$100 Administration Fee will be applied.
- During the month of September: 50% will be refunded.
- After September 30th: No refunds will be provided.

#### **Rep Evaluation Fees:**

- Withdrawal on or before June 15th: 100% will be refunded.
- Withdrawal after June 15<sup>th</sup>: No refunds will be provided.

#### **Medical Considerations:**

- Withdrawals for medical reasons may be granted special consideration provided they are supported by appropriate documentation.

#### **New To Hockey:**

- Beginner players (first year in hockey) at any age may participate in up to 5 ice times and receive a partial refund. The refund considers the administrative and insurance costs as well as the percentage of the season remaining.

#### **Disciplinary Matters:**

- No refunds will be considered for any player who themselves or their family members are involved in disciplinary matters.

#### **Transfers to Sanctioned Higher Level Teams:**

- Players who obtain a release from NWMHA to play with a sanctioned higher level team on or before October 31<sup>st</sup>, will receive a full refund of their registration and tryout fees, provided they have not participated in any NWMHA sessions.



## 5.3 FINANCIAL ASSISTANCE

There are several external organizations that offer grants or bursaries that can be applied against outstanding registration fees. These grants may not fund 100% of the registration fees owing. Costs related to equipment, 'A' team tryout fees, and team fees may not be eligible for grant assistance.

Some organizations that offer grants for hockey registration include:

- **Athletics 4 Kids (A4K)**
- **Kid Sport Canada**
- **Jumpstart**
- **Hockey Canada Foundation Assist Fund**

For detailed information about each organization, including eligibility criteria, application deadlines, and the amount of funding they provide, please visit their respective websites.

If a player is seeking to have their registration fees paid in full or part by an external organization, proof of your application for financial assistance must be forwarded to the Treasurer to comply with policy 5.2.1.

### 5.3.1 NWMHA FINANCIAL ASSISTANCE FUND

The NWMHA is committed to ensuring that financial constraints do not hinder our members' participation in hockey. We understand that some individuals may have exhausted all other options for financial assistance or may not qualify for funding from other organizations. In such cases, NWMHA offers the Financial Assistance Fund to provide additional relief.

#### **Methods of Relief:**

- **Extended Payment Plan:** NWMHA may offer the option of an extended payment plan to help ease the burden of registration fees.
- **Special Subsidy:** In unique cases, a special subsidy may be provided to eligible members.

#### **Application Process:**

Applicants to the NWMHA Financial Assistance Fund must:

- (1) Contact the Treasurer.
- (2) Provide proof of applications made to other funding organizations.
- (3) Share the outcomes of those applications.
- (4) Specify the nature and amount of financial assistance requested.

#### **Review Process:**

Requests for financial assistance are reviewed by the Financial Assistance Committee. The amount of funding available in any given year depends on the resources at our disposal and the number of applicants seeking assistance. All decisions made by the committee are considered final.

## **5.4 PREVENTION OF HARASSMENT AND ABUSE**

The New Westminster Minor Hockey Association adopts the policies set out by the Hockey Canada and the British Columbia Amateur Hockey Association with regard to abusive behaviour towards participants. We, therefore, adopt as our policy the following:

1. There shall be no abuse or neglect, whether physical, emotional or sexual of any participant in New Westminster Minor Hockey programs. Every parent and volunteer member will take reasonable steps to safeguard the welfare of the participants of hockey and to protect all participants from any kind of maltreatment.
2. Harassment in all its forms will not be tolerated during the course of any hockey activity or program. All volunteers, on-ice officials, off-ice officials, parents, guardians and team officials are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing behaviour, responding promptly and informally to minor incidents of harassment and following local and national policy guidelines for reporting or responding to more serious complaints of harassment. Players and other participants are expected to refrain from harassing behaviour and are encouraged to report incidents of harassment.

## **5.5 LIFE MEMBERS**

Life membership may be bestowed upon any member of the Association for distinctive services. Nominations for life membership must be made by an executive member and be submitted to the executive along with a supporting resume at the last regular meeting of the executive of the current season. Such approvals and briefs shall be attached and become part of the minutes of the Annual General Meeting of the Association. Life members will have voting privileges at all duly constituted general meetings.

## **5.6 TROPHIES FOR TOURNAMENTS**

Although the number of trophies for tournaments will vary from time to time, it is a policy of this Association that:

1. If there are twelve or more teams in a tournament, trophies will be awarded to the teams finishing in the top four places.
2. If there are fewer than twelve teams, trophies will be awarded to the teams finishing in the top three places only.

In the lower divisions (U13 and younger), each player may receive a t-shirt, draw prize or something of a similar nature, but not all players shall receive trophies.

## **5.7 FINANCIAL ASSISTANCE COMMITTEE**

1. The committee will consist of the Treasurer, the Registrar and the President.
2. All meetings of the committee are completely confidential.
3. The mandate of the committee is to review and decide on any requests for financial assistance.

## **5.8 SCHOLARSHIP COMMITTEE**

1. The scholarship committee will consist of the Treasurer (Chair), the President, the U21 Division Manager, the U18 Division Manager, and the Coach Coordinator of NWMHA.
2. The mandate of the committee is to review and decide on the awarding of scholarships.

## **5.9 AWARDS COMMITTEE**

1. The awards committee will consist of the U13 Division Manager, the U15 Division Manager, the U18 Division Manager, the Coach Coordinator of NWMHA and the Chairperson appointed by the Executive.
2. The mandate of the committee is to review and decide on the “Awards” to be presented at the NWMHA AGM or Awards Night.

# **6. LOCKER ROOM POLICY**

## **6.1 SUPERVISION AND MONITORING**

1. Players should be supervised by two or more team officials (or designates) at all times (the “Two Deep Method”). At no time should a single adult be in the locker room with the player(s) – especially when players are showering or changing. This includes leaving a parent or guardian alone with his/her child.
2. The safety person should always treat injuries within the sight of others. If it is necessary to move to the locker room to treat the injury, another adult must be present with him/her.
3. Whenever possible, there shall be two female supervisors for female teams. However, if this is not possible, one female and one male supervisor would be deemed acceptable, provided that the male supervisor remains outside of the locker room (but within hearing distance) when players are changing and showering.

## **6.2 CO-ED DRESSING**

1. In all cases where members of a team include both male and female players, the following dress code will apply in the team locker room:
  - a. Male players will not undress to less than a minimum of shorts while females are present.
  - b. Female players will not undress to less than a minimum of shorts and a t-shirt while males are present.
2. When separate facilities exist for both male and female players, males and females shall make use of these separate facilities in order to change to the point where they can adhere to the co-ed dress code noted above. (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] locker room.)
3. When separate facilities do not exist for both male and female players:
  - a. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
  - b. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

## **6.3 PARENTS / GUARDIANS IN LOCKER ROOM**

1. Except for parents or guardians of U7 - U11 players, we discourage all parents/guardians from entering locker rooms. If a player needs assistance with his/her uniform, if a player is injured, or if a player's disability warrants assistance, then we ask parents/guardians to inform coaches ahead of time that they will be assisting their player.
2. With our youngest age groups it is necessary for parents and guardians to assist players with their equipment – particularly with skate tying. We encourage parents/guardians to teach their players as soon as possible how to dress and undress independently. These young players should never undress to less than shorts and t-shirts.
3. In circumstances where parents or guardians are in the locker room, coaches are permitted to ask that parents/guardians leave for 15 minutes before and after the game so that coaches may speak to their team without parental distraction.
4. With older players, the coach may (at his/her discretion) prohibit parents and guardians from entering the locker room.

## **6.4 SMART PHONES / OTHER ELECTRONIC RECORDING DEVICES**

1. Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms as telephones, photographic or recording devices.
2. If phones or other mobile devices must be used, they should be taken outside of the locker room.
3. As much as possible, we encourage our players who own smart phones or other mobile devices to **not** bring them into the locker room. If, however, it is necessary to do so, they should not be used in the locker room for any reason – even to check texts or voice mail.
4. Coaches may, on occasion, choose to use video playback as an instructional tool. This is an acceptable use of technology in the locker room *by the coach only* – provided that it is confined to playback mode. No recording of any kind may occur in the locker room.

## **6.5 MISCELLANEOUS SUPERVISORY POLICIES**

### **1. ROAD TRIPS**

Team personnel and players should not share accommodation, regardless of the potential cost saving or other seeming benefits, unless the Two Deep Method is observed.

### **2. PHYSICAL CONTACT**

Team personnel should, in general, avoid touching a player. The comfort level and dignity of the player should always be a priority. Any touch should be limited to “safe areas” such as hand to shoulder.

### **3. SUPERVISION IN SPORT AND TRAINING FACILITIES**

No player should ever be left to wait unsupervised in any sport or training facility. Parents and guardians are not to leave their player unsupervised, nor leave their player alone with a single team official. The Two Deep Method must always be observed.

## 7. TOURNAMENTS POLICY

1. All U11 C Teams are to participate in the *NWMHA Bobby Love “C” Tournament* scheduled in March for each hockey season.
2. All U13 C Teams are to participate in the *NWMHA Al Hughes “C” Tournament* scheduled in March for each hockey season.
3. All U18 C teams and U13 Rep Teams (including any A2 team) and all C Teams are to participate in the *NWMHA Herb House Tournament (A and C divisions)* scheduled in December of each season.
4. Parents/guardians of players who participate in the New Westminster-hosted tournaments will assist in the coordination of the tournament (e.g. volunteering for the tournament committee, running the clock, scoresheet). Players of families who do not assist may not be permitted to play in the tournament or their families will be subject to a fine. The decision will be made by a committee consisting of the Tournament Director, President and Treasurer of NWMHA.
5. In order to apply and participate in any hockey tournament requiring overnight stays, a team must request a permission letter from the President of NWMHA. This request should be made in writing a minimum of 4 weeks prior to the tournament and must include the following information:

Team Name  
Head Coach  
Dates of Tournament  
City, Province/State  
Arena or Arena Name  
Name of Tournament  
Host Association Name

6. In order to keep team costs to an affordable amount for every player, the President of NWHHA will approve one away tournament requiring overnight stays per A and C Teams in each division per hockey season. Any team wanting to enter a second tournament requiring overnight stays must submit a request to the President a minimum of six weeks in advance of the tournament outlining justification for the second tournament, evidence of parental support and detailing all associated costs. Note: Teams are expected to fundraise, so the justification shows that there is unanimous parental support for this second ‘away’ tournament. We recognize that some players’ families will simply ‘cut a cheque’; however, some initiative needs to be demonstrated to the association thus ensuring that no single player’s family is unduly penalized by a team decision.
7. NWMHA strives to provide each A Team and C Team a subsidy towards the cost of one hockey tournament (amount to be confirmed each September, dependent upon the association’s budget for the upcoming hockey season).