

ALBERNI VALLEY MINOR HOCKEY

POLICY AND PROCEDURES HANDBOOK

REVISED November, 2003

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CANADIAN HOCKEY ASSOCIATION OBJECTIVES

- (a) To foster and encourage the sport of amateur hockey throughout Canada.
- (b) To foster and encourage leadership programs in all areas related to the development of hockey in Canada.
- (c) To promote and encourage the foundation of Provincial and Inter-Collegiate Amateur Hockey Associations as local governing bodies.
- (d) To establish and maintain a uniform test of amateur standing and uniform playing rules for amateur hockey
- (e) To affiliate with and cooperate with other national or international amateur hockey organizations.
- (f) To conduct inter-branch and international contests of amateur hockey.
- (g) To provide representation for international open hockey competition.

PHILOSOPHY

The Canadian Hockey Association believes that every person in Canada who wants to play hockey should have the opportunity to do so ... at his level of skill and level of interest. As the governing body of Amateur Hockey in Canada we endeavor to facilitate this opportunity and historically have served male hockey. But the CHA stands ready to assist, and provide services for female hockey. The CHA is committed to providing leadership which will ensure the best possible environment for a quality hockey experience for each player in all types and categories of amateur play.

The CHA recognizes that hockey is a major influence on its participants and on Canadian Society, and believes that this influence should be a positive one both on the Society and on the individual. The CHA provides leadership to all amateur hockey in the country, and represents Canadian amateur hockey with the national governing bodies of other hockey countries.

We believe that hockey exists for the players, individually and collectively, and that the volunteers whose efforts and dedication make hockey possible for the players are the foundation of the Canadian Hockey Association.

SECTION 1 - REGULATIONS

Alberni Valley Minor Hockey, The Society and The Association in these policies shall refer to the Alberni Valley Minor Hockey Association.

BCAHA, B.C.A.H.A., B.C. Amateur Hockey and the Branch in these policies shall refer to the British Columbia Hockey Association.

CHA in these policies shall refer to the Canadian Hockey Association.

NVIHA AND SVIHA in these policies shall refer to the North Vancouver Island Minor Hockey Association and South.

In all instances where the AVMHA Regulations, Constitution and By-Laws, and Policies and Procedures either omit or present a conflict with the BCAHA or CHA regulations, the current BCAHA/CHA Regulations will take precedence.

The Association may subscribe to, become a member of, and cooperate with any other society, or association whether incorporated or not, whose objectives are in whole or in part similar.

ALTERATION OF POLICY AND PROCEDURE MANUAL

All changes and/or additions to AVMHA Policy and Procedure Manual will be submitted in writing to the President and/or Secretary thirty (30) days prior to a scheduled Executive Committee Meeting, General Membership Meeting, or the Annual General Meeting and fourteen (14) days prior to Special Executive Committee Meeting,

This edition is prepared for easy and convenient reference and should regulations be changed or errors occur, the contents of this book will be superseded by the official minutes of the AVMHA.

INSPECTION OF BOOKS AND RECORDS OF THE SOCIETY BY MEMBERS

Inspection of the books and records of the Association may be done by members in good standing at a place to be arranged by the Executive Officer responsible. Members wishing to inspect the books and records of the Association must give seven (7) days notice in writing to the President. The books and records of the Society must be available for inspection within fourteen (14) days of such notice being received by the President.

SECTION 2 - REGISTRATION RULES

- (a) The official registration day each year will take place as determined by the Executive of A.V. Minor Hockey. The time and place of registration and other necessary information will be advertised at least one (1) week prior to registration.
- (b) The current Executive Committee shall set registration fees. Registration fees shall cover the following costs and increases in yearly registration fees shall reflect the following:
 - ◆ Ice costs - per division
 - ◆ BCAHA Player Registration/Mutual Aid Insurance
 - ◆ CHA Liability Insurance
- (c) AVMHA may apply a early registration discount on base registration if registered by June30 prior to following season
- (d) A fundraising fee may be applied to registration costs. Fee to be determined by AVMHA.
- (e) AVMHA may apply a discount on base registration costs for a goalie with all his own equipment.
- (f) Registration will be only accepted at AVMHA office on designated dates.
- (g) Registration fee payment options to be determined by AVMHA
- (h) Jersey deposits will be collected at time of registration via posted dated cheque. Rep Teams may be required to provide an additional jersey deposit.
- (i) If a cheque for registration fees is returned NSF, the parents have ten (10) days from notification to pay in full or the child may not be allowed on the ice until the fees are paid.
- (j) If payments on an NSF cheque and/or outstanding balance are not made and the money is not received in full before season end (March 31), the family will not be allowed to register for the next season until full payment is made. Registration for the following season will be CASH only, in full, at the time of registration.
- (k) No child will necessarily be denied the opportunity to play hockey because of an inability to pay. The President and Registrar, together, shall consider all requests for fee exemption and guarantee confidentiality.
 - ◆
- (l) H.) Refund Policy - Any player/parent requesting a refund must do so in writing and all refunds shall be as follows:
 - ◆ Before first ice time 100% of ice fees
 - ◆ Before October 1 80% of ice fees
 - ◆ Before November 1 70% of ice fees
 - ◆ Before December 1 60% of ice fees
 - ◆ Before January 1 50% of ice fees
- (m) All refunds shall be less the following:
 - ◆ BCAHA Player Registration Fee
 - ◆ BCAHA Mutual Aid Insurance
 - ◆ CHA Liability Insurance
- (n) No refunds after January 1 unless the player is injured, and will not participate for the remainder of the season, or if the player is moving out of Port Alberni.
- (o) Players suspended by AVMHA, BCAHA or CHA are not eligible for refunds.

- (p) No player will play or practice until full registration or post-dated cheques for registration has been received. There may be a seventy-two (72) hour waiting period from the time of registration until the player is allowed on the ice. This allows time for the Mutual Aid card to be completed and allows the Registrar time to notify Divisional Managers and Coaches of new players.
- (q) It is understood that the payment of a registration fee does not constitute the entire obligation to the Association of parent or guardian. This shall be made clear to all parents or guardians at the time of registration.
- (r) Age per Division, as of December 31 of the current year, for AVMHA will be as follows:
 - ◆ Mites 6 years and under
 - ◆ Novice 7 and 8 years
 - ◆ Atom 9 and 10 years
 - ◆ PeeWee 11 and 12 years
 - ◆ Bantam 13 and 14 years
 - ◆ Midget 15 to 17 years
 - ◆ Juvenile

All players will be registered into a division by their age. Any request to play in another Division must be made in writing to the Divisional Manager and final approval will be made by the Executive Committee at the next regularly scheduled Executive Committee Meeting.

SECTION 3 - MUTUAL AID

- (a) The Mutual Aid fund provides assistance to injured players. The assistance provided is for expenses not provided by a Medical or Dental Plan of the player or his parents.
- (b) The signing of players to Mutual Aid is the responsibility of the Registrar.
- (c) Registration takes place at the same time as the player's minor hockey registration and the registration fee is inclusive.
- (d) The registration card is in two (2) parts with part 1 being returned to the BCAHA office with payment and part 2 being attached to the players registration form.
- (e) AVMHA will register all Coaches on Mutual Aid cards. If injured it is the responsibility of the Coach to contact the Registrar.
- (f) AVMHA will register a minimum of two (2) COACHES per team. If injured it is the responsibility of the Coach to contact the Registrar.

MUTUAL AID CLAIMS

- (a) Players claiming assistance through the fund must do so on the appropriate form available through the Coach or Registrar. Mutual Aid Forms are also available from the concession.
- (b) The claim form is to be filled out by the Coach or manager and sent with the player to the hospital or dentist.
- (c) The player's attending physician or dentist will fill in the appropriate spaces and sign the form. It will then be given to the Registrar.
- (d) It is the Coach or manager's responsibility to provide the Registrar with any Mutual Aid claims.
- (e) Any claims must be reported and filed with the BCAHA office no later than ninety (90) days from the date of injury, by the Registrar.
- (f) Full details on the Mutual Aid Fund are available in By-Law Six (6) of the BCAHA Constitution, By-Laws and Regulations.
- (g) Any medical bills or ambulance bills that the player receives after the claim form has been sent to BCAHA should also be forwarded to the Registrar for payment. This is the responsibility of the parent or guardian.

CHA PLAYER REGISTRATION CARDS

It is essential that all information be given correctly and accurately:

- (a) Players Care Card Number
- (b) Birth date - Day, Month, Year. Those who have never signed a CHA Player's Certificate before, require a photocopy of a birth certificate for divisions from PeeWee through Junior.
- (c) Surname
- (d) Given Name
- (e) Residential Address - Not a P.O. Box - to be completed in full
- (f) City and Province
- (g) Postal Code
- (h) Name of Team - Use Association Name Only. (Do not use a Sponsor name, nickname, or team division)
- (i) FOR BCAHA USE ONLY - NOT TO BE FILLED IN
- (j) FOR BCAHA USE ONLY - NOT TO BE FILLED IN
- (k) FOR BCAHA USE ONLY - NOT TO BE FILLED IN
- (l) Give Date and Year
- (m) Name of the last two (2) CHA registered teams and years registered
- (n) The word Branch means PROVINCE, not League or District
- (o) Date signed - Date that the player completes and signs the Certificate
- (p) Players signature - This must be written - not printed

*Please remember: Do not tear the Certificate apart. Return the completed certificates, intact, to the BCAHA office for approval.

CARDING

The signing of players and Team Officials to CHA cards is the responsibility of the Registrar. Upon completion the cards will be submitted to the BCAHA office.

Athlete Code of Conduct

In personal development, as well as athletic development, the athlete himself/herself plays a critical role. They must understand and respect their relationship and the commitment that is required as a member of a team. The athlete must also recognize that to achieve complete success, they should understand both the values and goals of the BCAHA. Thus, how an athlete regards his/her sport is often dependent upon their level of behavior and ability to fit into team concepts. The following Code of Conduct has been developed to aid the athlete to achieve a level of behavior, which will allow the athlete to become a well-rounded, self-confident and productive human being.

ATHLETES HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the individual.
3. Consistently display high personal standards and project a favourable image of their sport.
4. Refrain from public criticism of athletes, coaches or officials.
5. Abstain from the use of tobacco products.
6. Abstain from drinking alcoholic beverages, using performance enhancing or mind altering drugs.
7. Refrain from the use of profane, insulting, harassing or otherwise offensive language.
8. Follow the annual training, competitive programs, and rules of conduct as mutually agreed upon by Coaches and Athletes, recognizing the responsibilities of the Athletes to adhere to and complete.
9. Participate in all team testing and satisfy all team program testing objectives.
10. Provide the Coaches with results of their strength and dry land training to enable the Coaches to monitor and assess improvement in your performance.
11. Communicate and Co-operate with registered medical practitioners in the diagnoses, treatment and management of medical problems. Respect the concerns these medical people have when they are considering the athletes' future health and well being and when they are making decisions regarding the athletes' ability to continue to play or train.
12. Regularly seek ways of increasing your athlete development and self-awareness.
13. Uphold the rules of the sport, the spirit of such rules and encourage other athletes to do the same.
14. Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to act accordingly.
15. Be aware of the role sport plays in all athletes lives and respect the pressures that may be placed on yourself and other athletes as you strive to balance physical, mental, emotional and spiritual elements of your lives.

ATHLETES MUST:

1. At no time allow individuals who may request sexual favours or use threats of reprisal for rejection to go unreported.
2. Participate in a manner that ensures the safety of athletes, coaches and officials also participating in the game.
3. Respect other athlete's dignity: verbal or physical behaviours that constitute harassment or abuse are totally unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never use or condone the use of alcohol.

Coaching Code of Conduct

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus how an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior, which will allow their athletes in becoming well-rounded, self confident and productive human beings. Though this code is directed toward coaching conduct it equally applies to other members of the "Team Leadership Staff" i.e. managers, trainers, equipment personelle etc. It is assumed that these people act in cooperation with one another to construct a suitable environment for the athlete.

COACHES HAVE A RESPONSIBILITY TO:

- 1) Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- 2) Direct comments or criticism at the performance rather than the athlete.
- 3) Consistently display high personal standards and project a favorable image of their sport and coaching.
 - ◆ Refrain from public criticism of fellow coaches, athletes, officials and volunteers especially when speaking to the media or recruiting athletes.
 - ◆ Abstain from the use of tobacco products while in the presence of her/his athletes.
 - ◆ Abstain from drinking alcoholic beverages when working with athletes.
 - ◆ Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
 - ◆ Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- 4) Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- 5) Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
- 6) Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
- 7) Regularly seek ways of increasing professional development and self-awareness.
- 8) Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
- 9) In the case of minors, communicate and co-operate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
- 10) Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional and spiritual aspects of their lives and conduct practices and games in a manner so as to allow optimum success.

COACHES MUST:

- 1) Ensure the safety of the athletes with whom they work.
- 2) At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
- 3) Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
- 4) Never advocate or condone the use of drugs or other banned performance enhancing substances.
- 5) Never provide under age athletes with alcohol; never encourage its use.

Parent Code of Conduct

PARENT CODE OF CONDUCT

Sport provides many great moments that parents and children can share and enjoy. It should be part of the educational process for children and, therefore, should be operated as an educational experience so that all children have the right to learn and participate in an enjoyable, positive, and stress-free environment. Many children dream of playing like their favorite sport star. It's up to parents to nurture those dreams and to help their child's sport experience be fun, safe and valuable. You want your child to be able to look back on the youth sport experience with fondness. You, as parents, have a part to play in those moments.

PARENTS HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
2. Encourage your child to play sports, but don't pressure. Let your child choose to play, and to quit, if she or he wants.
3. Understand what your child wants from sports and provide a supportive atmosphere for achieving these goals.
4. Teach cooperation, teamwork, and how to follow rules.
5. Attend games.
6. Emphasize fun and enjoyment.
7. Keep winning in perspective, and help your child do the same.
8. Help your child meet responsibilities to the team and the coach.
9. Teach your child to recognize sexual, physical, and verbal abuses.
10. Trust the care of the player to the coaches at practices and games -respect the coaches decision, direction and philosophy.
11. Speak out when you perceive something is wrong.
12. Supply the coach with information regarding any allergies or medical conditions your child has. Make sure your child takes any necessary medications to the games and practices.
13. Respect and show appreciation for the volunteer who gave their time, to provide a safe and enjoyable experience for your child.

PARENTS MUST:

1. Never verbally or physically abuse a child after a game for poor performance.
2. Never come to the ice rink intoxicated or under the influence of drugs.
3. Never use bad language, nor harass athletes, coaches, officials or other spectators.
4. Never yell or criticize any child's performance from the stands.
5. Never get caught up in the heat of the moment.

Volunteer Code of Conduct

Volunteers play a critical role in the operation of sport organizations and their activities. Through their responsibilities the volunteer receives rewards such as personal development, recognition, feedback, a tie to family and community and the personal satisfaction of helping others. In return the volunteer must be expected to conduct their efforts in a manner that will allow the values and goals of the sport organization to be achieved. Thus how a participant regards his/her sport is often dependent on the leadership of the volunteer. The following Code of Conduct has been developed to assist volunteers in achieving a level of behaviour, which will allow sport participants to become well-rounded, self-confident and productive human beings.

VOLUNTEERS HAVE A RESPONSIBILITY TO:

- 1) Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
- 2) Direct comments or criticism at the performance rather than the person.
- 3) Consistently display high personal standards and project a favourable image of their sport and volunteering.
 - ◆ Refrain from public criticism of fellow volunteers, athletes and officials.
 - ◆ Abstain from the use of tobacco products while in the presence of children.
 - ◆ Abstain from drinking alcoholic beverages when performing your volunteer duties
 - ◆ Discourage the use of alcohol in conjunction with athletic events or other activities at the playing site.
 - ◆ Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- 4) Through proper risk management practices ensure that the activity being undertaken by both volunteers and participants is suitable for the age, experience, ability and fitness level of the individual and educate them as to their responsibilities in contributing to a safe environment.
- 5) Take the personal initiative to learn, respect, communicate and adhere to the rules and regulations established for the sport.
- 6) Regularly seek ways of increasing professional development and self-awareness.
- 7) Treat members of other sport organizations with respect, both in victory and defeat and encourage all participants to act accordingly. Actively encourage all participants to uphold the rules of their sport and the spirit of such rules.
- 8) Attend to your volunteer duties, as directed, in a timely manner.
- 9) In the case of minors, communicate and cooperate with the parents or legal guardians, involving them in management decisions pertaining to their child's development.
- 10) Be aware of the role sport plays in everyone's lives and respect the pressures that may be placed on all participants including volunteers as they strive to balance the physical, mental, emotional and spiritual aspects of their lives. .

VOLUNTEERS MUST:

- 1) Ensure the safety of the people with whom they work.
- 2) Abide by the sexual abuse policy of your sport.
- 3) Respect the dignity of others; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
- 4) Never advocate or condone the use of drugs or other banned performance enhancing substances.
- 5) Never provide under age participants with alcohol.

Officiating Code of Conduct

The officiating program plays an integral role in the sport of hockey. Officials must recognize their impact on the game, its participants and their fellow officials. Program leaders must recognize the need for instilling the highest values and the impact they have on aspiring officials. The following officiating code of conduct has been developed to aid the officiating program in achieving a level of behaviour which will allow all officials to become self confident and productive human beings.

OFFICIALS HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the individual if this is part of your role.
3. Consistently display high personal standards and project a favourable image of their sport and officiating.
4. Refrain from public criticism of participants and fellow officials.
5. Abstain from the use of tobacco products while in the presence of his/her officials.
6. Abstain from drinking alcoholic beverages when officiating and working with officials.
7. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
8. Educate and ensure high standards of risk management are maintained.
9. Treat all other hockey participants with due respect and encourage all officials to

OFFICIALS MUST:

1. When in a leadership role ensure the safety of the officials with whom they work.
2. At no time become intimately and/or sexually involved with other officials. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect participants' dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned substances.
5. Never provide under age participants with alcohol; never encourage its use.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the officiating code of conduct.

SECTION 5 – DUTIES AND RESPONSIBILITIES

AVMHA SHALL:

- (a) Provide each team with ice time as can be provided through the City of Port Alberni Parks and Recreation Department.
- (b) Register Rep Teams with the BCAHA.
- (c) Provide schedules of practices, games and exhibition games.
- (d) Provide referees and score sheets for all games.
- (e) Provide training programs for referees and Coaches.
- (f) Provide Divisional and Team Managers and Coaches.
- (g) Oversee the general conduct of players and officials working games under the auspices of the Association.
- (h) Pay all registration fees for current members who attend Coaching and referees clinics, within our zone.
- (i) Cover the costs of carding officials.
- (j) Pay officials for working games.
- (k) Provide an area for the storage of equipment.
- (l) Provide House League Teams with 1 set of jerseys.
- (m) Provide Rep Teams with two (2) sets of jerseys.
- (n) Provide teams with pucks and cones for practices.
- (o) Not rent ice after the end of season unless approved by the Executive Committee.
- (p) Accept bids for photos in writing only and successful bidder to be notified in writing prior to the commencement of contract.
- (q) Shall provide assistance to any carded team traveling to Provincial Championships, The disbursement of these funds shall be at the discretion of the AVMHA Executive.
- (r) Pay league dues

PLAYERS DUTIES:

Punctuality - Ice time is valuable and should not be wasted. All participants should arrive at games and practices in sufficient time to allow for suiting up and the necessary pre-game/practice instruction and/or warmup. Unless you have been told differently by your Coach, it is recommended that you be ready to take the ice at least 15 minutes before the scheduled starting time.

Attendance - Reliable attendance is essential to personal skill development AND the development of team continuity.

- (a) Familiarize themselves with the AVMHA Discipline Guide so that they are aware of the consequences of any actions or behavior that conflicts with the aims and objectives of the Association.
- (b) Any player in possession of alcohol and/or drugs or under the influence of alcohol or drugs, smoking, or swearing while participating in any minor hockey event, including all travel, will be referred to the Discipline Committee for appropriate action.
- (c) Any player caught damaging or defacing arena property will be reported to the Discipline Committee and suspensions will be handed out, the damage payments are to be made by AVMHA who will then pursue the payment from the parents for cost of the repair, the Arena Staff is to be informed of the damages only.
- (d) Abuse to any officials and volunteers of the AVMHA by players will not be tolerated, the same will be reported to the Discipline Committee.
- (e) Any player caught stealing while participating in any AVMHA event, including all travel, will be reported to the Discipline Committee for appropriate action.
- (f) Must show proper respect toward Coaches, players, referees, off-ice officials, and the Arena Staff.
- (g) Work to the best of their ability in attempting to perfect the skills of hockey.
- (h) Display good sportsmanship on and off the ice.
- (i) Act as a worthy ambassador of the Association and the City of Port Alberni while travelling.
- (j) When an injury prevents a player from practicing in regularly scheduled practices or games occur, it is recommended that a medical certificate from a physician authorizing the player's return to active participation be presented to a Team or Association Official if requested.
- (k) Request in writing to play in a higher division as per the movement policy.
- (l) Wear CSA approved equipment: helmet, face protector, shin pads, elbow pads, shoulder pads, athletic protector, pants, skates, gloves, stick, and BNQ certified neck protector - this includes the Initiation Program. Players are not allowed on the ice without the above mentioned equipment, at any time.
- (m) Agree to adhere to the Athlete Code of Conduct.
- (n) Any Player 18 and under cannot drive himself or herself to any out of town games.

FIRST VICE PRESIDENT:

- a) Administer all matters relating to the daily operation of the Rep program within their respective divisions and in so doing, ensure compliance with the AVMHA Constitution and Policies and Procedures Manual.
- b) Take direction from and report to the AVMHA Executive.
- c) Participate on various committees as established elsewhere in these By-Laws.
- d) Act as liaison between the AVMHA Executive and the Team Officials of their respective divisions.
- e) Ensure team officials within the respective divisions are aware of and comply with all AVMHA decisions regarding the administration of the hockey program and team conduct; initiating corrective action whenever a violation occurs and reporting same to the AVMHA Executive Committee.
- f) Organize, implement and monitor the operation of the hockey program within the respective divisions as approved by the AVMHA Executive Committee.
- g) Assist other Executive Officers in the administration of activities respecting their division as directed in the By-Laws and Policies and Procedures.
- h) Approve in conjunction with the Coach Coordinator, all Team Officials recommended by Coach Coordinator prior to their names being forwarded to the AVMHA Executive Committee.
- i) Ensure that all Coaches of rep teams are aware of their obligation to the North Vancouver Island Hockey Association and/or South Vancouver Island Minor Hockey Association.
- j) Ensure that all Coaches of carded rep teams are aware of their obligations to Zone Playoffs, the date for withdrawing from that competition and the consequences of failing to do so.
- k) Shall hold a meeting with Team Managers 1 week prior to scheduled executive meeting.

THIRD VICE PRESIDENT:

- a) Administer all matters relating to the daily operation of the house league program within their respective divisions and in so doing, ensure compliance with the AVMHA Constitution and Policies and Procedures Manual.
- b) Take direction from and report to the AVMHA Executive.
- c) Participate on various committees as established elsewhere in these By-Laws.
- d) Act as liaison between the AVMHA Executive and the Team Officials of their respective divisions.
- e) Ensure team officials within the respective divisions are aware of and comply with all AVMHA decisions regarding the administration of the hockey program and team conduct; initiating corrective action whenever a violation occurs and reporting same to the AVMHA Executive Committee.
- f) Organize, implement and monitor the operation of the hockey program within the respective divisions as approved by the AVMHA Executive Committee.
- g) Assist other Executive Officers in the administration of activities respecting their division as directed in the By-Laws and Policies and Procedures.
- h) Approve in conjunction with the Coach Coordinator, all Team Officials recommended by Coach Coordinator prior to their names being forwarded to the AVMHA Executive Committee.

- i) Assist Coaches with team selection, team balancing and player evaluations, as well as facilitate meetings for support and feedback in an advisory capacity
- l) Shall hold a meeting with Team Managers 1 week prior to scheduled executive meeting.

COACH COORDINATOR

- (a) Be responsible for requesting, organizing, and promoting the National Coaches Certification Program Clinics.
- (b) Organize and promote In-house Coaching programs ensuring adequate training of Coaching personnel, these programs may be instituted prior to the season and may involve instruction from people outside the minor hockey structure.
- (c) Act as a liaison between the AVMHA Executive and the Coaches and in doing so ensure that the Coaches are aware of and adhere to the Alberni Valley Minor Hockey Philosophy, BCAHA, CHA and AVMHA Constitution and By-Laws, and Policy and Procedures and any new decisions brought forth by the Executive, likewise to ensure the AVMHA Executive is abreast of any concerns or problems Coaches are incurring with the Associations policies.
- (d) Be responsible for the recruitment of Coaches and shall provide a list of Coaches names, addresses, and telephone numbers to the Registrar and Secretary.
- (e) Develop an ongoing program of Coaches evaluations and be part of a committee responsible for interviewing all Coaches prior to the Coach being assigned a team. Shall also be responsible to chair the Rep Coach Selection Committee.
- (f) Assist Coaches with team selection, team balancing and player evaluations, as well as facilitate meetings for support and feedback in an advisory capacity.
- (g) Maximize the use of resources and programs available to the Association and in addition distribute any development materials received from the BCAHA, CHA or any other source, also shall catalogue or create files of existing resources.
- (h) In conjunction with the BCAHA, CHA and surrounding Associations and using materials available from these sources, oversee the creation of a program of sequential player development. In instances where a developed program exists, the Head Coach should monitor the progress of the program with recommendation and implementation of revisions to the program.
- (i) Be the second level of involvement when dealing with Coaches (Divisional Managers being the first level).
- (j) Facilitate a minimum of two (2) COACHES meetings per season - before and mid season.
- (k) Submit clinic request forms to BCAHA.
- (l) Provide facilities for the clinic lecture. Arrange for the necessary ice time for on-ice clinic sessions. Provide the necessary audio-visual equipment needed for clinics.
- (m) Arrange publicity for the clinics - both before and after.
- (n) Coordinate the evaluation of Coaches at least once a year. Provide report to AVMHA executive for review
- (o) Shall ensure that all Coaches are aware of match/gross penalty procedures, and that they understand that the suspension times listed are only a minimum recommendation.

REGISTRAR

- a) Register all players in the AVMHA.
- b) Receive and certify all certificates submitted to him/her on behalf of the players and teams applying for registration in the AVMHA and forward same to the BCAHA.
- c) Look after the insurance or Mutual Aid requirements in relation to hockey players registered with AVMHA and forward same to the BCAHA office.
- d) Handle all claims for Mutual Aid, seeing they are processed properly and settled.
- e) Present at each General meeting, a report of the year's operation.
- f) Coordinate all phases of player registration.
- g) Inform Coaches and managers of any medical problems listed on the registration forms.
- h) Send all players registration cards to BCAHA via registered mail or by courier in event of emergency.
- i) Provide the Executive Committee and Divisional Managers with lists of all players, guardian names, addresses, and telephone numbers after the final registration date.
- j) Receive, enter in computer and keep files for all registration forms.
- k) Handle all late registrations and withdrawals
- l) Attend Minor Hockey executive meetings.

EQUIPMENT COORDINATOR

- a) Maintain inventory of equipment, and condition thereof.
- b) Seek Executive approval for purchase of new equipment as required.
- c) Procure repair services of equipment as necessary to maintain it in good order.
- d) Ensure all sponsors' crests are ordered and placed on appropriate sweaters.
- e) Attend all AVMHA Executive Meetings or provide written report in lieu of attendance.
- f) Maintain control of keys for equipment lockers and ensure keys are changed each season.
- g) Ensure master keys are given to Coach Coordinator and President.
- h) Ensure proper use of equipment room is maintained throughout the season.
- i) Ensure that uniforms are properly cared for.
- j) Collect all equipment and uniforms at the end of the season. Complete inventory on completeness and condition of it.
- k) Procure repairs to equipment and uniforms as necessary over the summer.
- l) Supply and maintain inventory of score sheets.
- m) Shall set a fair fee for equipment rentals outside of AVMHA use. Will record and receive a deposit for such rentals

REFEREE IN CHIEF

- (a) Maintain an effective line of communication between officials, the Association, and the National Referee Certification Program.
B.) Through the aid of clinics, train and supply sufficient referees to satisfy the demands of AVMHA.
- (b) Foster and aid timekeepers with advice where he deems necessary.
- (c) Inform Coaches of new rules at the beginning of each season at the Coaches meeting.
- (d) Oversee the conduct of his or her officials.
- (e) Ensure the AVMHA Executive Committee is abreast of any concerns or problems referees are incurring with the Association's Policies and Procedures.
- (f) Facilitate a minimum of one referee meetings per month.
- (g) Coordinate the evaluation of referees and linesmen at least twice per year.
- (h) Schedule referees on at least a weekly basis for all scheduled games.
- (i) Keep a detailed list by age, level, and any other pertinent information of the referees.
- (j) Prepare pay stubs for the Treasurer on a monthly basis for referee payment. Dates to be determined by the Treasurer.
- (k) Replace referees when the designated cannot show up - provided they have given enough notice.
- (l) Appoint a referee other than one on the list when he cannot secure the services of one on the list for special reasons considered in the interests of AVMHA.
- (m) When a referee does not show up for a scheduled game, it shall be reported immediately to the head referee by the manager of the home team or the Divisional Manager.
- (n) Any further duties as agreed upon by the Executive Committee.
- (o) Ensure that all referees are aware of match/gross penalty procedures.

RISK MANAGER:

- a) Become knowledgeable in the BCAHA Risk Management Program.
- b) Create and maintain a risk management file for their Association League of BCAHA, CHA and other risk management information.
- c) Promote effective risk management within the Association/League.
- d) Work with their executive to help identify major risks and make recommendations to reduce or manage those risks.
- e) Be responsible for the completion of Criminal Record Searches of all Team Officials, COACHES, team managers, trainers, etc., interested in involvement in the AVMHA.
- f) Attend AVMHA executive meetings and or provide reports.

ICE SCHEDULER

- a) Be responsible for obtaining and dispersing all ice time.
- b) Disperse ice time to the Divisional Managers for their respective leagues, subject to approval by the Executive.
- c) Be responsible for scheduling ice time, rescheduling ice time, exchange of ice time and cancellation of time as per the City of Port Alberni Ice Users Guidelines.
- d) Coordinate league play for Rep Teams.
- e) Communicate with the divisional managers in order to use available ice time in the best possible way.
- f) Keep the Treasurer informed on a minimum of a monthly basis as to the actual and projected costs of ice time.
- g) Be the AVMHA representative at all Alberni Valley Ice Allocation Meetings.

FEMALE HOCKEY COORDINATOR:

- a) Promote female hockey within the Alberni Valley Minor Hockey Association.
- b) Act as a liaison between the individual female players, their Team Coach and the Executive Committee.
- c) As information is received, inform the female players regarding other program opportunities available at the British Columbia level and above.

PUBLIC RELATIONS COORDINATOR

- ◆ Be responsible for the publication of information related to the operation of the AVMHA and its activities.
- ◆ Report to and take direction from the AVMHA Executive Committee.
- ◆ Place advertisements in local newspapers to advertise the Annual and Special General Meetings, registration and tournaments and other events as requested by the AVMHA.
- ◆ Publicize items of interest to the membership as approved by the AVMHA.
- ◆ Organize and manage team/player photographs and the annual skate and equipment exchange.

BINGO COORDINATOR

- ◆ Be responsible for all matters related to the management and operations of the Bingo when so used by AVMHA and will vote on behalf of the AVMHA at all Bingo Executive Meetings.
- ◆ Report to and receive direction from the AVMHA Executive regarding financial statements and record keeping practices.
- ◆ Establish a system for staffing the Bingo on appropriate nights.
- ◆ Maintain up-to-date financial records and shall provide reports to the AVMHA Finance Committee.

SPECIAL EVENTS COORDINATOR

This position is referred to as the Jamboree Coordinator and the Fundraising Coordinator in the AVMHA Constitution.

FUNDRAISING

- ◆ Develop and implement Fundraising activities for AVMHA. Be responsible for all matters related to the solicitation of sponsorships and donations to support the financing of the AVMHA hockey program and shall report to and take direction from the AVMHA Executive.
- ◆ Approve all fund raising activities proposed by any members of the AVMHA where the Association's name is used.

SPONSORSHIP

- ◆ Solicit sponsorships and donations from the business community to support the hockey program.
- ◆ Establish sponsorship fees and a budget for review and approval by the AVMHA Executive Committee.
- ◆ In conjunction with the Equipment Coordinator, ensure that the names of the sponsors who have not renewed their sponsorship are removed from the AVMHA sweaters before the season begins.
- ◆ Provide each sponsor with a Certificate of Appreciation and a letter of acknowledgment on AVMHA letterhead, and in the case of major sponsors, a team picture/plaque as deemed appropriate by the Executive Committee.
- ◆ Ensure that the sponsor's name is displayed on the back of the team sweaters in such a location and manner as the Equipment Coordinator in his absolute discretion may determine.
- ◆ No sponsorship shall be accepted if the prospective sponsor insists on conditions which are contrary to the policies of the AVMHA, CHA, or BCAHA considered to be detrimental to the AVMHA.

JAMBOREE

- ◆ Organize, plan and promote the Association's Annual Minor Hockey Jamboree Day event.
- ◆ Oversee and appoint persons for fund raising by selling ads for newspaper insert.
- ◆ Purchase skills and drills jerseys (if applicable) and prizes for raffle table.
- ◆ Work with Parks and Recreation and Ice Allocator to schedule games for all teams.
- ◆ Purchase flowers or plaques for the year's Honorary Chairperson.
- ◆ Oversee newspaper insertion and make sure all Executive members and volunteers are recognized. Ensuring all teams, sponsors, coaches and managers are named in newspaper with photos for teams. This must be completed twenty-one (21) working days prior to insertion.
- ◆ Coordinate with Team and Division Managers criteria for skate draw.
- ◆ Arrange teams and players, etc., for skills and drills, if applicable
- ◆ Ensure opening night personnel are in place and will be present such as President, person to sing national anthem (if possible) and Honorary Chairperson.
- ◆ Include in newspaper the celebration of Minor Hockey Week across Canada. (Prefer President photo with Mayor acknowledging Minor Hockey Week).
- ◆ Arrange advertising with C.J.A.V. Radio.
- ◆ Arrange with all Managers, a banner contest.
- ◆ Provide the Executive Committee with a proposed budget for the upcoming year.
- ◆ Provide the Executive and Finance Committees with a Jamboree financial statement at earliest convenience.

PARENTS DUTIES:

- (a) Shall support AVMHA to the best of their ability including transportation, fund raising, score keeping, time keeping, penalty box supervision, etc.
- (b) Shall not interfere with or harass COACHES, managers, or Team Officials - refer to Discipline Guide for Parents and Spectators.
- (c) Shall refer complaints in writing to the Divisional Managers.
- (d) Shall act as a worthy ambassador of the Association and the City of Port Alberni while traveling.
- (e) Agree to adhere to the Parent Code of Conduct.

TEAM PARENT SHALL:

- a) Phone team members with changes or questions for division.
- b) Collect all monies, tickets, etc., from team for divisional managers.
- c) Hand out any schedules, tickets, newsletters, etc., for the divisional managers or Coach.
- d) Help with organizing photo day.

Assist the Tournament Directors and divisional manager with any tournaments involving their team.

SECTION 6: HOUSE TEAM MANAGERS

- (a) Oversee the general conduct of individuals and the standard of play with the division.
- (b) Work with the Coach Coordinator for the appointment and dismissal of team Coaches and officials.
- (c) Inform the Equipment Coordinator of equipment requirements and supervise said equipment.
- (d) Approve all exhibition games for house teams in their Division.
- (e) Coordinate the allocation, switching, dismissal, and inter-divisional movement of players in his division.
- (f) Provide the Registrar with a list of each team's officials and players in that division along with their telephone numbers and notify him of any changes.
- (g) Help to coordinate any tournament in his division and work with the Tournament Directors and Treasurer.
- (h) Ensure fair and equal treatment of all players in his division and that the aims and objectives of the Association are being met, the most notable being an equal ice time for all players.
- (i) Equally allot games for house teams - both home and away.
- (j) Coordinate and organize good Coaching techniques appropriate for his division in conjunction with the Coach Coordinator.
- (k) Ensure that each team practice is well organized and a Coach is ready to go on the ice before the allotted time.
- (l) Supervise the organization of teams and assist in drawing up and distributing league schedules to house Coaches and team parent.
- (m) Appoint a person to assign scorekeepers and timekeepers for all games and ensure that all scorekeepers and timekeepers are adequately trained to do so.
- (n) Exercise control over discipline in the arena, particularly in their own respective divisions.
- (o) Relay information on special events to the Public Relations Coordinator for submission into the newsletter. . Submit write-ups from all divisional games to the local newspaper. Ensure Sponsors are noted.
- (p) Receive and deal with problems in their divisions and clarify with those directly involved.
- (q) Communicate any injuries to the Registrar for the purpose of Mutual Aid.
- (r) Report all major, match and misconduct penalties to the President immediately following the game in which they occurred.
- (s) Work with the Coaches to appoint a TEAM Parent for each team in their division.
- (t) Implement a system that works for communication between the Coach, team person, and parents (players).
- (u) Liaison between their house team Coaches and their rep team manager for player movement.
- (v) Assign teams to participate in out of town tournaments as per the Out of Town Tournament policy.
- (w) Division Managers for house teams participating in Island Leagues must ensure familiarity and compliance of all rules.
- (x) Division Managers and female coordinator will report in writing at the first executive meeting the number of teams per division and the # of players per team. Upon doing so the executive will forward to ice Allocator an approved roster of teams per Division. Altering the # of teams per division or # of players per team will be at the discretion of the AVMHA executive.

SECTION 7: REP TEAM MANAGERS:

- ◆ Oversee the general conduct of individuals and the standard of play with the division.
- ◆ Act as the communication link between the Association and their Rep Team
- ◆ Oversee the general conduct of the Coach and his players.
- ◆ If necessary inform the Equipment Coordinator of equipment requirements and supervise such equipment.
- ◆ Provide the Registrar with a list of each team's officials and players in that division along with their telephone numbers and notify him of any changes.
- ◆ Coordinate and organize good Coaching techniques appropriate for his division in conjunction with the Coach Coordinator and 1st Vice President.
- ◆ Ensure that each team practice is well organized and a Coach is ready to go on the ice before the allotted time.
- ◆ Provide scorekeepers and timekeepers for all games and ensure that all scorekeepers and timekeepers are adequately trained to do so.
- ◆ Exercise control over discipline in the arena, particularly in their own respective divisions.
- ◆ Receive and deal with problems in their division and clarify with those directly involved.
- ◆ Communicate any injuries to the Registrar for the purpose of Mutual Aid.
- ◆ Report all major, match and misconduct penalties to the President immediately following the game in which they occurred.
- ◆ Implement a system that works for communication between the Coach, team person, and parents (players). This includes distribution of notices and schedules.
- ◆ Liaison between their house team Coaches and their rep team manager for player movement. Must discuss with the appropriate Division Manager before inviting a house league player to participate with the Rep Team in any way.
- ◆ Arrange transportation and accommodation for his team while traveling.
- ◆ Assist the Coach during practices and games in a manner requested by the Coach.
- ◆ Ensure that the necessary pucks, cones, etc. are available at practices.
- ◆ Provide score sheets for each home game.
- ◆ Keep financial records as prescribed by the AVMHA Finance Committee.
- ◆ Obtain sponsorship for their Rep Team as approved by AVHMA. Provide and deliver a framed and engraved team picture (showing team name/sponsor name and year) to the sponsor as early as possible.
- ◆ Organize exhibition and tournament schedules to include equitable/reciprocal ices to optimize games played.
- ◆ Collect additional Rep Team Jersey deposit if applicable. Record and forward funds to AVMHA Treasurer.
- ◆ Collect Rep Team Tryout fees if applicable. Record and forward funds to AVMHA Treasurer.

SECTION 8 HOUSE TEAM COACHES

HOUSE COACHES SHALL

- (a) Apply and adhere to the Coaches Code of Conduct
- (b) Strive to accomplish the aims and objectives of the AVMHA.
- (c) Instruct the players in the fundamentals of hockey as prescribed by a program determined by the AVMHA.
- (d) Provide appropriate drills in the above to develop self-confidence in the players.
- (e) Ensure that courtesy is shown to all people his team interacts with.
- (f) Shall ensure that players are properly supervised until the last player leaves the dressing room.
- (g) Ensure his team follows all rules and policies of the AVMHA, especially no smoking, drinking, swearing, or drug usage.
- (h) Make every effort to attend Coaching clinics as provided by the AVMHA.
- (i) Advise players and parents of required protective equipment and ensure that the required equipment is worn at all times.
- (j) Utilize the ice time allocated to him as effectively as possible.
- (k) Be completely responsible for Coaching, line changes, etc. Ensure fair and equal treatment of all players on team. Rotate on an even basis to equalize ice time. No powerplay or penalty kill lines.
- (l) Not smoke, drink, use drugs or swear in the presence of fans, Coaches, players or officials during games times.
- (m) Refrain from yelling, name calling and intimidation tactics which breed fear and low self esteem.
- (n) Not touch or handle children in any way to inhibit their physical progress.
- (o) Any Coach whose conduct contravenes the AVMHA Policies will be dealt with by the Discipline Committee.
- (p) Report any serious player behavior problems to the player's parents and the Division Manager.
- (q) Ensure there is an adequate number of sweaters for his players.
- (r) Be responsible for distributing team sweaters at the beginning of the season and collecting and returning them to the Divisional Manager.
- (s) Attach proof of Coaching Certificate to Coaches application; if information is not available, AVMHA will assist in obtaining documents from BCAHA, COACHES are encouraged to become certified within two (2) months of registration.
- (t) Hold periodic equipment checks throughout the season.
- (u) Be aware CHA, BCAHA and association current equipment standards.
- (v) Ensure that all players attending ice times under his control are duly registered with AVMHA.
- (w) Ensure that the AVMHA goaltender equipment (if applicable) is properly cared for as per instruction from the Equipment Coordinator.

- (x) Maintain control over his players at all times and not allow unsafe activities (includes both on ice and off ice situations).
- (y) Ensure that all the doors to the ice surface are closed and secure at all time while the practice is in progress.
- (z) Report any areas of concern with the ice or the dressing room to the Arena Attendant, the Divisional Manager, and Risk Management Coordinator.
- (aa) Ensure that no player goes on the ice until there is a Coach present.
- (aa) Ensure that players do not go onto the ice until the Zamboni machine has left the ice surface and the doors are completely closed. During games wait until motioned by on-ice officials before entering ice.
- (ab) Ensure that either the Coach or an Assistant Coach remain on the ice at the end of the practice to move the goal nets for the Arena staff.
- (ac) Shake the hands of the on-ice Officials prior to the start of each game.
- (ad) Ensure that all players go immediately to the players bench if there is an on ice injury.
- (ae) Not voice your opinion to the Referee if you felt he did a poor job - instead, submit a letter outlining your concerns and attach a copy of the game sheet to the RIC.
- (af) Familiarize themselves with the CHA, BCAHA, NIVHA and SVIHA rules, especially those regarding penalties and suspensions. No penalties or suspension will be appealed by this Association except under extenuating circumstances wherein the assessed suspension is thought to be excessive. This will be extremely rare and where there are automatic penalties involved, there will be no appeals.
- (ag) Only suspend players as per the discipline procedure.
- (ah) Familiarize themselves with the NVIHA and SVIHA League Rules and Regulations and their team's obligation to league play.
- (ai) Make allowance for female players regarding dressing rooms.
- (aj) All Coaches must offer the appropriate role model to his players. Coaches are expected to be present at least fifteen (15) minutes before practice times and thirty (30) minutes before house/league games begin.
- (ak) It is required that all Coaches attend a Coach Level Clinic.
- (al) Shall act as a worthy ambassador of the Association and the City of Port Alberni while traveling.
- (am) HAVE A GOOD TIME!

SECTION 9 - REP TEAM COACHES

REP COACHES SHALL

1. Apply and adhere to the Coaches Code of Conduct
2. Strive to accomplish the aims and objectives of the AVMHA.
3. Instruct the players in the fundamentals of hockey as prescribed by a program determined by the AVMHA.
4. Provide appropriate drills in the above to develop self-confidence in the players.
5. Ensure that courtesy is shown to all people his team interacts with.
6. Shall ensure that players are properly supervised until the last player leaves the dressing room.
7. Ensure his team follows all rules and policies of the AVMHA, especially no smoking, drinking, swearing, or drug usage.
8. Make every effort to attend Coaching clinics as provided by the AVMHA.
9. Advise players and parents of required protective equipment and ensure that the required equipment is worn at all times.
10. Utilize the ice time allocated to him as effectively as possible.
11. Be completely responsible for Coaching, line changes, etc.
12. Not smoke, drink, use drugs or swear in the presence of fans, Coaches, players or officials during games times.
13. Refrain from yelling, name calling and intimidation tactics which breed fear and low self esteem.
14. Not touch or handle children in any way to inhibit their physical progress.
15. Any Coach whose conduct contravenes the AVMHA Policies will be dealt with by the Discipline Committee.
16. Report any serious player behavior problems to the player's parents and the Division Manager.
17. Ensure there is an adequate number of sweaters for his players and be responsible for distributing team sweaters at the beginning of the season and collecting and returning them to the Divisional Manager. Notify Equipment Coordinator of any missing or damaged jerseys
18. Attach proof of Coaching Certificate to Coaches application; if information is not available, AVMHA will assist in obtaining documents from BCAHA, COACHES are encouraged to become certified within two (2) months of registration.
19. Be aware of current equipment standards, i.e.: helmet and cage, neck guards, etc., and ensure players wear same. Hold periodic equipment checks throughout the season
20. Ensure that all players attending ice times under his control are duly registered with AVMHA.
21. Ensure that the AVMHA goaltender equipment (if applicable) is properly cared for as per instruction from the Equipment Coordinator.
22. Maintain control over his players at all times and not allow unsafe activities (includes both on ice and off ice situations).
23. Ensure that all the doors to the ice surface are closed and secure at all time while the practice is in progress.

24. Report any areas of concern with the ice or the dressing room to the Arena Attendant, the Divisional Manager, and Risk Management Coordinator.
25. Ensure that no player goes on the ice until there is a Coach present.
26. Ensure that players do not go onto the ice until the Zamboni machine has left the ice surface and the doors are completely closed.
27. Ensure that either the Coach or an Assistant Coach remain on the ice at the end of the practice to move the goal nets for the Arena staff.
28. Shake the hands of the on-ice Officials prior to the start of each game.
29. Ensure that all players go immediately to the players bench if there is an on ice injury.
30. Not voice your opinion to the Referee if you felt he did a poor job - instead, submit a letter outlining your concerns and attach a copy of the game sheet to the Referee.
31. Familiarize themselves with the CHA, BCAHA, NIVHA and SVIHA rules, especially those regarding penalties and suspensions. No penalties or suspension will be appealed by this Association except under extenuating circumstances wherein the assessed suspension is thought to be excessive. This will be extremely rare and where there are automatic penalties involved, there will be no appeals.
32. Only suspend players as per the discipline procedure.
33. Familiarize themselves with the NVIHA and SVIHA League Rules and Regulations and their team's obligation to league play.
34. Make allowance for female players regarding dressing rooms.
35. All Coaches must offer the appropriate role model to his players. Coaches are expected to be present at least fifteen (15) minutes before practice times and thirty (30) minutes before house/league games begin.
36. At least one (1) Coach of a carded rep team must be certified at intermediate level.
37. Shall act as a worthy ambassador of the Association and the City of Port Alberni while traveling.
38. HAVE A GOOD TIME!

SECTION 10 DISCIPLINE

DISCIPLINE COMMITTEE

- (a) Shall consist of the President, who shall be the Chairman, 1st Vice President, head Referee and two (2) other members appointed by the President, of which at least three (3) members shall be required to attend each hearing.
- (b) This Committee should consist of a mixture of male and female members, and they should represent a wide range of divisions within the Association.
- (c) The Discipline Committee shall be charged with the responsibility of receiving and investigating written reports brought to them by the Executive Committee, Coach Coordinator or Head Referee and shall forthwith deliver its findings and appropriate discipline action to the Executive and those persons directly affected by their decision.
- (d) The Discipline Committee shall call a meeting within five (5) days of the notification of a discipline problem.
- (e) The Discipline Committee shall deliver its findings, to the appropriate parties, within two (2) days of the hearing.

DISCIPLINE PROCEDURE

- (a) Discipline can be applied by any official through the coach, however any suspension of more than one ice time must be applied by the Discipline Committee.
- (b) Any incident to be handled by the Discipline Committee must be in the form of a written submission or official time sheet handed into the President within seven (7) days of the alleged incident.
- (c) BCAHA suspensions are minimum suspensions and may be added to by the Discipline Committee as per the Discipline Guide.
- (d) All infractions during a game or when the players are under the direct control of a Referee will be dealt with as per BCAHA rules.
- (e) Committee will review the incident and interview people if deemed necessary.
- (f) The Chairman will communicate all actions taken by the Discipline Committee, to those involved by telephone within forty-eight (48) hours and will follow up in writing within seven (7) days.
- (g) The Secretary of the Association shall be present at each meeting to record and file the minutes.
- (h) All written records other than the final decision of the Discipline Committee shall be held in confidence on file and may be reviewed by the Discipline Committee or the person the discipline applies to, in order to protect the people involved.
- (i) Under no circumstances will such documentation be copied or communicated in any way other than what is required to further the appeals procedure.

RECOMMEND DISCIPLINE GUIDE

It should be noted that the best discipline can be achieved through positive reinforcement. This guide should be used only when positive avenues have been exhausted.

Each offense shall be dealt with on an individual basis and if necessary all suspensions will be carried over from one season to the next and as a paid member of the AVMHA.

First Level Offense:

- a) Horseplay
- b) Refusing to participate
- c) Lateness or unexcused absence (it is not mandatory for house players to attend every practice)
- d) Messing up the dressing room
- e) Swearing
- f) Other minor transgressions

For the first level offenses, it is expected that the Team Officials will deal with their players using the theory of progressive discipline as a guiding principle.

- ◆ First offense - one period
- ◆ Second offense - two periods
- ◆ Third offense - game

Second Level Offense:

- (a) Fighting (off ice, practices, dressing rooms)
 - (b) Insubordination to Coaching Staff
 - (c) Harassment of Arena Staff
 - (d) Hindering others from participating
 - (e) Harassment of others
 - (f) Other major transgressions
- ◆ First offense: Dismissal from ice and minimum suspension of the next three (3) ice times.
 - ◆ Second offense: Dismissal from ice and a minimum two (2) week suspension.
 - ◆ Third offense: Dismissal from ice and a minimum one (1) month suspension.
 - ◆ Fourth offense: Dismissal from ice and a minimum four (4) month suspension.

Third Level Offense:

A.) Drugs/Alcohol:

Any player found with drugs and/or alcohol on his/her possession or any player under the influence of a drug or alcohol while participating in a AVMHA sponsored event will be suspended from further play and practice as follows:

- ◆ *First offense: Dismissal from ice and a fourteen (14) day suspension.*
- ◆ *Second offense: Dismissal from ice and a one (1) year suspension.*

B.) Theft:

Any player proven to have engaged in thievery while participating in an AVMHA sponsored activity will be suspended as follows:

- ◆ *First offense: Dismissal from ice and a fourteen (14) day suspension.*
- ◆ *Second offense: Dismissal from ice and a one (1) year suspension.*

Before reinstatement the player must reimburse the owner the cost of the stolen item(s) and offer a personal apology.

C.) Vandalism:

Other illegal transgressions.

- ◆ *First offense: Dismissal from ice and a fourteen (14) day suspension.*
- ◆ *Second offense: Dismissal from ice and a suspension for the remainder of the season.*

The cost of any damages done by Coaches, Team Officials, Players or Parents shall be recovered from those involved. Any amounts outstanding by a Coach, Team Official, Player or Parent may result in not being accepted as a member the following season.

APPEALS PROCEDURE

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

- a) The Appeals Committee shall consist of the elected Officers of the Association.
- b) The duties of the Appeal Committee shall be to hear appeals from decisions made by the Discipline Committee as made under By-Law 6, Section 22.

The Secretary of the Association shall be present at each meeting to record and file the minutes.

Appeals Committee

- a) The Appeals Committee may re-admit any team, player, team official, or referee or uphold, or modify any decision made by the Discipline Committee under By-Law 6, Section 22.
- b) Any team, player, team official, or referee may appeal any decision of the Discipline Committee.
- c) Any Appeal to the Appeals Committee by the aggrieved party shall be in writing outlining all particulars pertaining to the case and shall be delivered to the Secretary of the Association with seven (7) days of being notified of the decision of the Discipline Committee.
- d) The appeal shall be dealt with by the Appeals Committee with seven (7) days of receiving the written appeal

Executive Committee

- a) Any team, player or referee may appeal the decision of the Appeals Committee to the Executive Committee of the Association.
- b) Any appeal to the Executive Committee by the aggrieved party shall be in writing outline all particulars pertaining to the case and shall be delivered to the Secretary of the Association with seven (7) days of being notified of the decisions of the Appeals Committee
- c) The appeal will be heard at the next Executive Meeting.

Complaint Procedure

A complaint about a player, coach, manager or other team official must be forwarded in writing to AVMHA executive.

RECOMMENDED DISCIPLINE GUIDE FOR PARENTS AND SPECTATORS

A.) Parents and spectators at AVMHA games and functions are responsible for their own conduct. They must endeavor to NOT exhibit any disorderly conduct before, during, or after any hockey games involving Alberni Valley Minor Hockey Association Teams. Parents or spectators may be ejected from any game by any On-Ice Official if they display the following conduct:

- 1.) Uses obscene or profane language or abusive gestures to ANY person on or off the ice surface.
- 2.) Persists in disrupting or showing repeated disrespect for any ruling of any Official.

ANY PARENT OR SPECTATOR WHO, AFTER ONE (1) WARNING BY AN OFF-ICE OR ON-ICE OFFICIAL, PERSISTS IN ABUSIVE CONDUCT, THAT PERSON SHALL BE ORDERED TO LEAVE THE ARENA PREMISES. THE GAME SHALL BE HALTED UNTIL SUCH TIME AS THE PARENT OR SPECTATOR HAS COMPLETELY REMOVED THEMSELVES FROM THE BUILDING.

B.) Where a parent has been ejected from a game for abusive conduct, the On-Ice or Off-Ice Official shall report said incident to the Executive Committee and Discipline Committee, who may then assess further penalties to the parent or spectator.

C.) If a referee is unable to determine or identify the person or persons responsible for the use of abusive, profane, or obscene language a bench minor penalty shall be assessed against the home team.

D.) Offenses covering the abuse of On-Ice or Off-Ice Officials by any parent or spectator of an AVMHA event may result in the following recommended penalties to that person or persons as recommended by the Discipline Committee:

First Offense - Game ejection and removal from the Arena with a report sent to the Executive Committee and the Discipline Committee. The Discipline Committee shall rule on the incident. Minimum one (1) game - Maximum three (3) months involving all AVMHA teams.

Second Offense - Game ejection and removal from the Arena and prohibited to attend any game for a minimum of three (3) months - maximum two (2) years involving all AVMHA teams.

E.) First offenses will be erased from parent or spectator records after two (2) calendar years, at the request of the individual.

F.) The above rules and regulations do not preclude any rules or regulations as laid out by law or the City of Port Alberni, but are meant to enhance the responsibility of all parents and spectators attending Minor Hockey events.

RECOMMENDED DISCIPLINE GUIDE FOR TEAM OFFICIALS

Team Officials (Coaches, Assistant Coaches, Trainers, and Managers) shall be responsible for supervising and controlling the conduct of their players before, during and after each game. Failure by Team Officials to control the conduct of their players before, during or after each game (i.e. dressing room vandalism, bench brawls, lobby and parking lot altercations, etc.) may result in suspension and/or other disciplinary action to the player(s) and Team Official(s) responsible. In addition, the cost of any damages shall be paid by those involved.

SECTION 11 - OFFICIATING

OFFICIALS

- (a) Referees will officiate games at least one (1) division lower than the division they would normally play in. In cases where the Referee is not a registered player, he will officiate at least one (1) division lower than he would play in if he were a registered player.
- (b) In PeeWee Rep Division and higher, the most qualified Officials available at the time will be used.
- (c) Only carded officials will be used as per BCAHA/CHA rules and regulations.

REFEREE AND LINESMEN

- (a) Wear proper attire at games - black slacks, Cooperall pants or sweat pants - no jeans allowed.
- (b) Ensure the game commences at the time scheduled.
- (c) Partake in the training program.
- (d) Enforce the rules and regulations of the game as set by the CHA, BCAHA, NVIHA, SVIMHA and AVMHA.
- (e) Show proper respect toward players, coaches, volunteers and Arena staff.
- (f) Work to the best of their ability perfecting the skills of officiating.
- (g) Assist players to understand the rules of hockey.
- (h) Report all misconduct penalties (ten minute, game, gross and match) to the Head Referee.
- (i) Report all gross misconducts and match penalties to the District Director.
- (j) Not, at any time, touch a player unless there is an altercation.
- (k) Not swear, smoke, or remove official equipment while on the ice surface or where they are visible to fans, coaches or players.
- (l) Report any problems or concerns to the Head Referee (RIC).
- (m) Receive payment for officiating - Referee/Linesmen fees shall be decided by the Executive Committee of the current year.
- (n) Act as a worthy ambassador for the Association and the City of Port Alberni while traveling.
- (o) Be proficient at skating

SECTION 12 - ICE RENTAL

ICE ALLOCATION

Each of the teams in a division is to receive an equal opportunity for equal ice time or barring that, then:

- (a) All available out of town games of a specific division are to be equally shared among teams.
- (b) Extra ice time, if available, should be provided but not at the expense of the other teams. No practice times or host game times are to be canceled to provide this extra ice time except for tournaments, Winter Games Zone Camps, NVIHA and SVIHA League Playoffs, and Provincial playoffs are not deemed as extra ice and possible other user group swaps & functions.
- (c) If possible, one (1) tournament for each division shall be hosted yearly, all of the players playing in the AVMHA in the appropriate division are to participate.
- (d) Request for ice time will be made by the Association at the City of Port Alberni Annual Ice Users Meeting.
- (e) To identify the dates for the various annual tournaments as early as possible in the season.
- (f) In the event that an annual divisional tournament is canceled, the ice allocated will be returned to the Ice Scheduler for reallocation.

RENTING OUT OF TOWN ICE FOR PRACTICES/GAMES

A.) Any team or division renting ice at any venue other than the City of Port Alberni Community Arena must rent it under the name of AVMHA. The Divisional Manager, who will notify the Executive Committee.

B.) The ice must be rented under the name of AVMHA in order for the BCAHA Mutual Aid Insurance and the CHA Liability Insurance to be in effect.

C.) The team or division renting the ice time will be responsible for:

- 1.) Securing such ice time.
- 2.) Payment for such ice time.
- 3.) Supplying transportation for players to and from the venue.
- 4.) Securing certified Referees for any games - this list must be given to the Head Referee for approval.
- 5.) Payment for referees.
- 6.) Any costs to repair any damages to the venue caused by any of the participants at these practices and/or games.

D.) These practices and/or games must not disrupt any regularly scheduled games for the players and/or team involved.

E.) In the event that AVMHA cannot supply home ice for scheduled events such as NVIMHA and SVIMHA League Games, and/or Playoffs, Zone Playoffs, B.C. Winter Games Zone Camps (male/female), they may rent ice at an out of town venue. AVMHA will be responsible for the following:

- 1.) To secure such ice time.
- 2.) Payment for ice time.
- 3.) Secure certified referees for games.
- 4.) Payment for referees

SECTION 13 - TEAM/DIVISION STRUCTURE

TEAM DIVISIONS

- (a) Division designation shall be in accordance with designations used by CHA as follows: Female, Midget, Bantam, PeeWee, Atom, Novice, Mites and Initiation Program.
- (b) Age per division, as of December 31, for AVMHA will be as per Section 2(P.) - Registration Rules.
- (c) The divisions may be further designated and subdivided as follows: Mites - House; Novice - House; Atom - House; Atom Rep; PeeWee - House and Carded Rep; Bantam - House and Carded Rep; Midget - House and Carded Rep; Female - House and Carded Rep.
- (d) The selection of players for each division may be determined by the Divisional Managers and/or in conjunction with the Coach and Coach Coordinator, based on age as well as skill level.
- (e) A division shall consist of all teams in a particular age group - i.e. Atom Division is Atom house; PeeWee Division is PeeWee House and Rep., etc.

HOUSE TEAMS

- (a) The optimum number of players on a house team is sixteen (16). This paragraph will not be applicable when only one (1) team forms a division and does not allow the turning away or cutting of any player from Minor Hockey to accommodate the intent of this clause.
- (b) Team structure will be determined by the number of registered players per Division, not to exceed 19 players per team.
- (c) Obligations to Island Leagues will be considered in determining the number of teams per Division.
- (d) No tiering in House Division.
- (e) No players can be rostered on more than 1 team as per BCAHA and CHA rules, female players are an exception to this rule.
- (f) Players shall be assigned to teams by the Division Manager and Coaches using the AVMHA Policy.
- (g) The Divisional Manager, Coach Coordinator & 3rd Vice President may make a recommendation to the Executive Committee to prevent an abundance of skill to any one team.
- (h) There shall be a minimum of one (1) Coach and one (1) Assistant Coach on each team.
- (i) Any player not registered with AVMHA will not participate with any AVMHA team. Any AVMHA Official in any capacity shall assure himself of a player's registration before placing such a player in any game or practice. If this is contravened, the Official shall be suspended pending a hearing by the Discipline Committee. A penalty of thirty (30) calendar days or more shall be rendered for the first offense. Additional offenses may result in a penalty of no less than one (1) calendar year from the date of the second infraction.

REP TEAMS

- (a) All players registered with the AVMHA are eligible to try out for a Rep Team subject to payment of tryout fee as established by AVMHA Executive Committee.
- (b) Rep Team coaches will be selected as per AVMHA Constitution.
- (c) The tryouts shall be organized in such a manner that all players will be given the opportunity to demonstrate their skating skills, hockey skills and desire through practice drills.
- (d) Evaluation will take place over a minimum of two (2) practices with progressive cuts starting after the second ice time.
- (e) The number of players on a Rep Team are to be finalized by the end of tiering.
- (f) Application forms will be required to be completed by any person wishing the job of Head Coach, Assistant coach, or Manager.
- (g) The basic criteria for being selected to a Rep Team shall be a demonstrated ability, commitment and attitude. Each quality is given equal weight.
- (h) All Rep Team players, Atom through Midget adhere to the following dress code: Dark Pants; dress slacks or cords, shirt, tie and independent team jacket with AVMHA approved colors and logo” No jeans or hats.
- (i) All Rep Team Coaching Staff adhere to the following dress code: Dress Pants, Shirt and Tie. No Jeans, hats, tracksuits or shorts.
- (j) Teams are encouraged to purchase all necessary team item locally. All out of town purchases must be approved by AVMHA.
- (k) Use of affiliated players will be permitted as per AVMHA guidelines.

SECTION 14 – PLAYER MOVEMENT

MOVEMENT OF PLAYERS UPWARDS

- (a) Requests for movement of players upward must be made in writing. Movement is conditional of AVMHA executive approval.
- (b) Once a decision has been made as to where the player is going, it is up to the Divisional Manager receiving the player to phone the parents with information such as: Team, Coach, practice/game schedule.
- (c) The receiving Divisional Manager then informs the Coach within their division of the new player and when the new player is expected. Divisional Managers should try to make the first encounter a practice time, and should attend to welcome the parent and player, do introductions and make sure a uniform is available.
- (d) Receiving Divisional managers must use judgement as to where new players are to go in their own division.

MOVEMENT OF PLAYERS BETWEEN DIVISIONS

- (a) Should a player, parent, or Coach request that a player be moved from a team and placed in a division where his skill level will be compatible, the parent must make such a request in writing to the Executive Committee. NO EXCEPTIONS.

MOVEMENT ON REP TEAMS

- (b) Movement of players on carded teams shall be governed by the current CHA and BCAHA Rules.
- (c) Should a player and/or parent request that a player be moved from the Rep Team to a House Team, such a request must be in writing to the Executive Committee.
- (d) If a carded player moves from a Rep Team to a House Team, he must ensure his card is released. He must never just assume his card is released when he leaves the Rep Team. The player is ineligible to play on a House team until he has been released.
- (e) In the event any house player is invited to participate with the Rep Team in any way, the Rep Team Manager will advise the Divisional Manager and the House Team Coach.
- (f) Priority will be given to the Rep Team if the player is required for a game.

SECTION 15 – TOURNAMENTS

HOSTING TOURNAMENTS

- (a) AVMHA shall pay all home tournament sanction fees and ensure all tournaments are sanctioned with the BCAHA.
- (b) All players playing in the appropriate division may be permitted to play.
- (c) Tournament sponsors shall be set by the Tournament Chairperson.
- (d) The Host Division of any tournament shall be responsible for all costs including ice rentals and Referees. It is recommended that the entry fees be set to cover the ice and Referee fees.
- (e) Entry fees are to be forwarded to the Tournament Chairperson.
- (f) Before out of town teams from a lower or higher division are invited to an AVMHA Tournament, a comparable team from Port Alberni will be invited first.
- (g) AVMHA will attempt to host a tournament in each division each year.
- (h) House Divisions must adhere to Associations policy on trophies and revenue
- (i) All purchases must be local unless approved by AVMHA.
- (j) All funds raised from tournaments are reverted to AVMHA for year banquet tickets for kids, coaches and managers.

OUT OF TOWN TOURNAMENTS

- (a) All teams shall enter tournaments appropriate to their caliber and division.
- (b) All teams shall be responsible for the entry fees to any tournament they attend.
- (c) All players in the appropriate division shall have the opportunity to play in out of town tournaments each season.
- (d) At the Divisional Meetings, at the start of the season, each Coach will draw a number out of a hat to determine the order of entry to out of town tournaments. The Divisional Manager will make a list of that order and each Coach will be given a copy.
- (e) When the Divisional Manager is informed of a request (by mail/fax/telephone/word of mouth) for a team(s) to participate in a tournament, the first team on the list will be asked if they want to attend. (Response time may vary from a few hours to a few days). If the Coach declines the invitation, his team's name will go to the bottom of the list and the next team will be asked. If a Coach declines an invitation twice, his team's name will be treated as having accepted and step (F.) Applies.
- (f) Once a team accepts a tournament, their name is taken off the list.
- (g) If more requests for tournaments are received than the number of teams in a division, and each team has had the opportunity to attend a tournament, the Divisional Manager will redraw the team's names, making up a new list (giving a copy to the Coaches).
- (h) The list in (G.) Will be handled the same way, with any team refusing a tournament dropping to the bottom the list.
- (i) AVMHA treasurer must draw up all cheques for out of town tournaments. All funds must be in possession of the AVMHA treasurer prior to the cheque being written to the tournaments hosting association.

SECTION 16 - SPONSORSHIP

TEAM SPONSORSHIP

- (a) New sponsors should be solicited each year.
- (b) A waiting list will be maintained by the Special Events Coordinator
- (c) Prior to the next AVMHA seasons. The Special Events Coordinator will contact all current sponsors to verify renewal of their sponsorship for the following season.
- (d) Sponsors have until June 30 to verify continued sponsorship.
- (e) If notification to continue sponsorship is not received by the expiry date the Special Events Coordinator will contact the Sponsor to confirm cancellation.
- (f) Should the current sponsor not wish to continue their support another sponsor on the waiting list will be approached.
- (g) Sponsorship fees will be set by the current Executive committee. House and Rep may vary. All rates to be approved by AVMHA
- (h) No Sponsors shall be solicited by anyone other than the Special Events Coordinator.
- (i) Rep Team and House Team Sponsors should NOT be solicited for further funds during the season.
- (j) Sponsorship monies for house teams go to the AVMHA general revenue account. Rep Team sponsorship monies go to the Rep team accounts.

SECTION 17 - FUND RAISING

Any team and/or division wishing to fund raise must adhere to the fund raising policy. House team requests for fundraising must be made in writing and submitted to AVMHA for approval. Request must include what the funds are to be used for and method of fundraising.

FUND RAISING GUIDELINES

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

All teams and participants have a responsibility to project a positive image of the team, our Association and Minor Hockey. At all times; the public image of the AVMHA membership conduct and appearance must be above reproach.

- a) Direct public support can be requested through activities such as candy sales, car washes, 50/50 draws, etc., provided that they are in good taste. Alcoholic beverages may not be used as prizes. Raffles are not a preferred method of fundraising.
- b) The AVMHA Executive can approve an Association TAG DAY. This will be coordinated at the Executive level and advised through the Divisional Managers to all teams who should participate. Specific written policies will be developed regarding the selection of locations, provision of cans and tags and reporting requirements. All players are expected to participate in Tag Day. Exception to Rep Teams if they have previously scheduled games. AVMHA may request a donation in lieu of participation.
- c) All fund raising programs must be included in the team budgets and approved by the Executive Committee. All these programs must be well supervised and controlled.
- d) Fund raising programs should be carried out within our Association boundaries.
- e) All plans for team fund raising must be discussed and approved at a Team Parent meeting.
- f) Team management is responsible for ensuring that Association guidelines and Municipal By-Laws are followed.
- g) The Attorney General of B.C. issues licenses for ticket lotteries, games of chance and agricultural fairs or exhibitions. There is an application that must be filled out and a fee will be charged. Each team and/or division will be responsible for filling out this application and paying the appropriate fee. Contact AVMHA administrator.
- h) At the end of the season, each team and/or division must submit a detailed financial statement to the Treasurer showing how the funds were dispersed and showing the balance in the team and/or division account.

Rep Teams may plan, budget and fund raise only for the following purposes included:

- ◆ Tournament team registration fees.
- ◆ Team hockey socks, one away and one home set.
- ◆ The cost of one hotel/motel room, meals, gas & ferries (1 vehicle only) for coaching staff at an away tournament or road game, if they are not parents of players on the team.
- ◆ Costs for end of the year banquet.
- ◆ Other team expenses such as faxes, phone calls and correspondence.
- ◆ Team jackets
- ◆ Team Meals.

House Teams may plan, budget and fund raise only for the following purposes included:

- ◆ Tournament team registration fees. (1 tournament /team only)
- ◆ Team hockey socks, one home set.

Fund raising for any other items not mentioned above must be approved by the AVMHA Executive Committee.

All funds raised on behalf of the AVMHA, whether for a particular team or for the Association as a whole, are the sole property of the AVMHA. Funds raised by a particular team shall be used for the purpose for which they are raised, i.e. Provincial Championships, Tournaments, etc. In the event that the team cannot attend the function they were fund raising for, the unused funds will be retained in the AVMHA account. These funds will revert back to the AVMHA.

All funds raised by house teams must go to Division Managers who will then turn funds over to the AVMHA treasurer to be held in that Divisions account. All surplus funds at year-end revert to the AVMHA general revenue.

SECTION 18 - CONTROL OF CASH REVENUES

AVMHA, a non-profit organization under the British Columbia law, is staffed by volunteers. Although we pay our Referees, no member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the Executive.

THE BEST WAY TO PROTECT PERSONAL INTEGRITY IS TO ALWAYS OPERATE IN AN OPEN AND WELL DOCUMENTED MANNER.

Uniform procedures for the control of all cash revenues and collections should be followed by all organizers associated in any way with Minor Hockey activities. It is therefore appropriate and necessary to expect the following:

- (a) Association Account should have monthly statements provided, with cheques returned. All funds, statements and cancelled cheques as well as receipts, invoices and other financial records are to be held by Association Treasurer. These documents should be kept safely and be made available upon request by the Association President, Treasurer, or the Finance Committee.
- (b) Teams and Divisions are not allowed to maintain separate bank accounts.
- (c) All Divisions must maintain financial records as per the AVMHA Treasurers instructions.
- (d) All cash transaction should be evidenced by a receipt in writing.
- (e) The Finance Committee can review the financial records of any team. The team records must be provided to the Association Treasurer within seven days of request, verbal or written request.

SECTION 19 - CLINICS

Each year the AVMHA through the Coach Coordinator and Head Referee holds clinics for parents, Coaches and Referees. These clinics are coordinated through the office of the Hockey Development Coordinator of the BCAHA. AVMHA will cover registration costs for those members wishing to attend approved clinics, such as the NCCP and NRCP Programs, provided that person is a paid member of AVMHA and the clinic is held in our District. AVMHA encourages all those who wish to attend these clinics to make every attempt to participate those in which AVMHA is hosting. Any person wishing to attend an out of town clinic must apply through the Executive Committee. It will be at the discretion of the current Executive Committee as to what portion of the cost to attend such a clinic that the Association will cover.

Available Clinics:

- (a) CHA National Coaches Certification Program - NCCP.
- (b) CHA National Referees Certification Program - NRCP.
- (c) BCAHA Checking Clinic.
- (d) CHA Initiation program Instructors Clinic.
- (e) Hockey Trainers Safety Program - NTSP.

Any Coordinator of a local clinic shall:

- (a) Submit clinic request form.
- (b) Provide facilities for the lecture.
- (c) Provide the necessary audio-visual equipment needed.
- (d) Arrange for the necessary ice time for on-ice sessions.
- (e) Arrange publicity for the clinic both before and after.