



**ALBERNI VALLEY MINOR  
HOCKEY ASSOCIATION**  
POLICIES AND PROCEDURES MANUAL

Updated 2020

## Contents

SECTION 1 - REGULATIONS .....	3
SECTION 2 - REGISTRATION RULES .....	4
SECTION 3 – CODES OF CONDUCT .....	5
<b>SECTION 4 – DUTIES AND RESPONSIBILITIES</b> .....	<b>10</b>
SECTION 5 - RECREATIONAL TEAM MANAGERS .....	17
SECTION 6 - COMPETITIVE TEAM MANAGERS.....	18
SECTION 7 - RECREATIONAL TEAM COACHES.....	19
SECTION 8 - COMPETITIVE TEAM COACHES .....	21
SECTION 9 - DISCIPLINE.....	23
SECTION 10 - OFFICIATING.....	27
SECTION 11 - ICE RENTAL.....	28
SECTION 12 - TEAM/DIVISION STRUCTURE .....	29
SECTION 13 – PLAYER MOVEMENT.....	30
SECTION 14 – TOURNAMENTS.....	32
SECTION 15 - SPONSORSHIP .....	33
SECTION 16 - FUNDRAISING.....	34
SECTION 17 - CONTROL OF CASH REVENUES.....	36
SECTION 18 - CLINICS .....	37

## HOCKEY CANADA OBJECTIVES

1. To foster and encourage the sport of amateur hockey throughout Canada.
2. To foster and encourage leadership programs in all areas related to the development of hockey in Canada.
3. To promote and encourage the foundation of Provincial and Inter-Collegiate Amateur Hockey Associations as local governing bodies.
4. To establish and maintain a uniform test of amateur standing and uniform playing rules for amateur hockey
5. To affiliate with and cooperate with other national or international amateur hockey organizations.
6. To conduct inter-branch and international contests of amateur hockey.
7. To provide representation for international open hockey competition.

## PHILOSOPHY

Hockey Canada believes every player should have the chance to participate in the great game of hockey, to learn the skills of the game, and be given the opportunity to achieve a sense of accomplishment through their participation. As the governing body of Amateur Hockey in Canada we endeavor to facilitate this opportunity for all male and female players. Hockey Canada 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. Hockey Canada recognizes that hockey is a major influence on its participants and on the Canadian Society, Hockey Canada believes that this influence should be a positive one on both the Society and on the participants. Hockey Canada 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 Hockey Canada.

## SECTION 1 - REGULATIONS

1. The Alberni Valley Minor Hockey Association, The Society, and the Association in these policies shall be referred to as AVMHA.
2. British Columbia Hockey in these policies, shall be referred to as BC Hockey.
3. Hockey Canada in these policies shall be referred to as HC.
4. The Vancouver Island Hockey Association in these policies shall be referred to as VIAHA.
5. The word Rep is to be considered the same as Competitive and the word House is considered the same as Recreation for the purposes of this document. In all instances where the AVMHA Regulations, Constitution and By-Laws, and Policies and Procedures either omit or present a conflict with the BC Hockey or HC regulations, the current BC Hockey/HC Regulations will take precedence.
6. 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 change 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

1. The current Executive Committee shall set registration fees. Registration fees shall cover, but not be limited to the following costs:
  - a. Ice costs - per division
  - b. BC Hockey Player Registration
  - c. HC Liability Insurance Refereeing costs
  - d. League fees or dues
  - e. Any other significant increases in costs or decreases in revenues.
2. AVMHA may apply an early registration discount on base registration as determined by AVMHA
3. A fundraising fee may be applied to registration costs. Fee to be determined by AVMHA.
4. AVMHA may apply a discount on base registration costs for a goalie with all his own equipment
5. Registration will be online or in paper form as determined by AVMHA
6. Registration fee payment options to be determined by AVMHA
7. If there are non-payments of funds or outstanding fines, the parent/guardians have ten (10) days from the notification to pay in full or the child will not be allowed on the ice until the fees are paid. A fee of \$50 will be applied to the amount of the NSF cheque
8. Refund Policy – any player/parent requesting a refund must do so in writing and all refunds shall be as follows
  - a. Before first ice time – 100% of fees
  - b. Before October 1 – 80% of fees
  - c. Before November 1 – 70% of fees
  - d. Before December 1 – 60% of fees
  - e. Before January 1 – 50% of fees
9. All refunds shall be less BC Hockey Player Registration fee, HC Liability Insurance and other association costs
10. 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.
11. Players suspended by AVMHA, BC Hockey or HC are not eligible for refunds
12. No player will play or practice until full registration has been received or a payment arrangement has been made in writing and agreed to by the Treasurer. There may be a seventy-two (72) hour waiting period from the time of registration until the player is allowed on the ice.
13. Age per Division, as of December 31 of the current year, for AVMHA will follow VIAHA age groupings.
14. All new players must have at least one parent or guardian who has taken the Respect in Sport for Parents or volunteer leaders Respect in Sport, as per BC Hockey
15. Players, (U13) age and up must partake in baseline concussion testing at a day and time scheduled by the association. If they are unable to take part at that time, they are to attend testing prior to taking the ice.
16. All players will be registered into a division by their age. Any request to play in another Division must be made in writing to AVMHA, and the player will be subjected to evaluation. VIAHA will have the final decision (there will be a fee charged by VIAHA for this request that must be paid in full by the parents of said player prior to the evaluation).
17. The registrar will ensure that all players and team officials have been entered into the Hockey Canada Register.
18. NO registration will be processed without parent and player agreement to follow the applicable codes of conduct.

## SECTION 3 – CODES OF CONDUCT

Participation in AVMHA is entirely optional, no player or parent, by way of failure to comply with the codes of conduct shall be permitted to purposely and negatively affect the enjoyment and safety of another player, coach, team official or parent. Failure to comply with the codes of conduct will be met with progressive discipline, up to and including a meeting for review of the codes. Non-compliance of the codes of conduct will be viewed as a desire to voluntarily remove oneself from membership within AVMHA. A refund will be provided as per AVMHA guidelines to members in good standing, who have returned all equipment and have all fees paid and up to date and membership will cease. In the event that this clause applies to a parent or guardian, the voluntary removal will be applied to players under their care. This voluntary removal clause supersedes the “discipline guideline” as it is considered voluntary removal of oneself.

### **Athlete Code of Conduct**

In personal development, as well as athletic development, the athlete themselves play 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 BC Hockey. 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. Be punctual, ice time is valuable and should not be wasted. All participants should arrive at games and practice times so they can be dressed and ready 15 minutes before ice time, unless directed by the by coach.
2. Be respectful of time of the coaches and other teammates, following direction of the coaches and participating to the best of your ability in drills. Horseplay, refusing to participate, swearing, insubordination to coaching staff or game officials, hindering other from participating and/or harassment of others will not be tolerated and may result in immediate removal from the ice and delivery to the parent or guardians immediate care and responsibility.
3. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
4. Refrain from public criticism of athletes, coaches or officials. Familiarize themselves with the discipline guide so that they are aware of the consequences of any behavior that conflicts with the aims and objectives of the association.
5. Consistently display high personal standards and project a favorable image of their sport.
6. Abstain from the use of tobacco products, including vaping.
7. Abstain from drinking alcoholic beverages, and from using performance enhancing or mind altering drugs. This applies from the moment a player leaves his or her residence until he or she returns to said residence when attending out of town games or tournaments.
8. Refrain from the use of profane, insulting, harassing or otherwise offensive language.
9. 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.
10. Participate in all team testing and satisfy all team program testing objectives.
11. Provide the Coaches with results of their strength and dry land training to enable the Coaches to monitor and assess improvement in your performance.
12. 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.
13. Regularly seek ways of increasing your athletic development and self-awareness.
14. Uphold the rules of the sport, the spirit of such rules and encourage other athletes to do the same.

15. Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to act accordingly.
16. Be aware of the role sport plays in all athletes' lives and respect the pressures that may be placed upon yourself and upon other athletes as you strive to balance physical, mental, emotional and spiritual elements of your lives.
17. The use of cell phones or anything with photographic capabilities is strictly prohibited within the confines of dressing rooms.
18. Act as a worthy ambassador of AVMHA and the City of Port Alberni while traveling.
19. Any player under the age of 18 must not drive themselves to out of town games.

#### ATHLETES MUST:

1. At no time allow individuals who may request sexual favors 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 behaviors 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.
6. Wear CSA Approved equipment.
7. Be aware of and follow the social media and other AVMHA, VIAHA, BC Hockey & Hockey Canada policies.

#### 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 personnel 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.
4. Refrain from public criticism of fellow coaches, athletes, officials and volunteers especially when speaking to the media or recruiting athletes.
5. Abstain from the use of tobacco products, including vaping, while in the presence of athletes.
6. Abstain from drinking alcoholic beverages when working with athletes. This applies from the moment a coach leaves his or her residence and until he or she returns to said residence when attending out of town games or tournaments.
7. Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
8. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
9. 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.
10. 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.

11. Recognize and accept when to refer athletes to other coaches or sport specialists.
12. Ensure that no official is permitted on the ice who is not on the roster, or without expressed approval from the registrar who will ensure that the instructor has full credentials and insurance.
13. Regularly seek ways of increasing professional development and self-awareness.
14. 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.
15. 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.
16. 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.
17. Refrain from the use of any cell phones or any other photographic capable device within the dressing rooms.
18. Ensure that the dressing rooms are left in a clean and respectful state.
19. Ensure that players under their authority are properly supervised at all times within the dressing rooms.

#### 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

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 ensure that 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.

Hockey Canada's Code of Conduct (Parent) – 5.5 Any parent of a HC player whose conduct in an arena is legitimately deemed to be disruptive and not conducive to the well-being of the game, may be banned from the game, may be banned from such arena(s) as determined by the jurisdiction, Branch/Association, for a specified period of time.

#### PARENTS HAVE A RESPONSIBILITY TO:

1. Communicate attendance with the team manager.
2. Have the player at the arena, dressed and ready 15 minutes prior to ice time.
3. Support AVMHA to the best of their ability including transportation, fundraising, scorekeeping, time keeping, penalty box supervision, etc.
4. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
5. Encourage your child to play sports, but don't pressure them. Let your child choose to play, and to quit, if she or he wants.
6. Understand what your child wants from sports and provide a supportive atmosphere for achieving these goals.
7. Teach cooperation, teamwork, and how to follow rules.
8. Attend games and practices.
9. Emphasize fun and enjoyment.
10. Keep winning in perspective, and help your child do the same.
11. Help your child meet the responsibilities of the team and to the coach.
12. Teach your child to recognize sexual, physical, and verbal abuses.



13. Trust the care of the player to the coaches at practices and games. Respect the coaches' decision, direction and philosophy.
14. Ensure that all jerseys and equipment in your player's possession during the season are well taken care of and returned in the condition in which they were received.
15. Communicate, or encourage your child to communicate any obstacles that may prevent your child from adhering to the player code of conduct, or in advancing with skill development and any tools and techniques that may help your child to be successful.
  - a. Recognize that the coach and team officials are responsible for coaching only. They will work with the players on the ice, however, when a child's behavior or struggles exceed the coach's ability on the ice to maintain a safe and productive environment for all, parents are expected to be present to take over responsibility for the child, should that child be required to leave the ice surface.
16. Supply the coach/Safety Manager with information regarding any allergies or medical conditions your child may have. Make sure your child takes any necessary medications to the games and practices.
17. 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.
6. Know and follow the proper channel of communication.

**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 behavior, 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 favorable image of their sport and volunteering.
4. Refrain from public criticism of fellow volunteers, athletes and officials.
5. Abstain from the use of tobacco products, including vaping, while in the presence of players.
6. Abstain from drinking alcoholic beverages when performing your volunteer duties.
7. Discourage the use of alcohol in conjunction with athletic events or other activities at the playing site.
8. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
9. 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.
10. Take the personal initiative to learn, respect, communicate and adhere to the rules and regulations established for the sport.
11. Regularly seek ways of increasing professional development and self-awareness.

12. 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.
13. Attend to your volunteer duties, as directed, in a timely manner.
14. 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.
15. 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 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 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 behavior 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 favorable image of their sport and officiating.
4. Refrain from public criticism of participants and fellow officials.
5. Abstain from the use of tobacco products, including vaping, 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 including player, coaches, officials, volunteers and arena staff with due respect and encourage all officials to do the same.

#### **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 favors or threat of reprisal for the rejection of such requests.
3. Respect participants' dignity - verbal or physical behaviors 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.

## SECTION 4 – DUTIES AND RESPONSIBILITIES

### **AVMHA SHALL:**

1. Provide each team with ice time as can be provided through the City of Port Alberni Parks and Recreation Department. Register Competitive Teams and Recreational Teams with BC Hockey.
2. Provide schedules of practices, VIAHA scheduled games and ice for teams to schedule exhibition games.
3. Provide referees.
4. Provide training programs for Referees and Coaches.
5. Provide Divisional Managers when two or more teams in that division exist and Team Managers, and Coaches.
6. Oversee the general conduct of players and officials working games under the auspices of the Association.
7. Pay all registration fees for current members who attend Coaching and Referees clinics, within our zone.
8. Cover the costs of carding officials.
9. Pay officials for working games.
10. Provide an area for the storage of equipment.
11. Provide Recreational Teams with one (1) set of jerseys.
12. Provide Competitive Teams with two (2) sets of jerseys.
13. Provide teams with 100 pucks, any pucks needed after that will be the responsibility of individual teams through the equipment manager and first aid kits.
14. Not rent ice after the end of season unless approved by the Executive Committee.
15. Accept bids for annual team photos with the successful bidder to be notified in writing prior to the commencement of contract.
16. Provide assistance to any carded team traveling to a BC Championships. The disbursement of these funds shall be at the discretion of the AVMHA Executive.
17. Pay league dues

### **PRESIDENT:**

The president is the chair of the Executive Committee and is responsible for supervising the other directors in the execution of their duties. They preside over Executive Committee, In-Camera and Annual General Meetings. The president is the liaison, representing the local association with all VIAHA, BC Hockey and Canada dealings. The president has the power to suspend any team, player or team official, or referrer for inappropriate conduct, on or off the ice, abusive language to any officials, or for failure to comply with the AVMHA Constitution, By-Laws and regulations, pending review by the Discipline Committee.

The duty of the president, immediately after the close of each AGM is to

1. Set the Date of the first Executive and General Meetings
2. Appoint a Discipline Committee
3. Appoint a finance committee
4. Appoint the competitive coach selection committee following the appointment of the coaching coordinator

The President will support with other duties as required in the administration of the Executive Committee.

### **VICE PRESIDENT:**

The vice president is the vice chair of the Executive Committee and is responsible for carrying out the duties of the President if the President is absent or unable to act. Should the President vacate the position, the Vice President will have all duties and powers of the President until the next AGM when the position will be up for election.

### **TREASURER:**

The Treasurer is responsible for the following:

1. Maintaining records of the financial transactions of the Association
2. Provide a financial report at each Executive Committee Meeting
3. Provide a financial statement at the Annual General Meeting

4. Act as the Chair of the Finance Committee.
5. Support in other duties as required.

#### **SECRETARY:**

The secretary is responsible for the following:

1. Issuing of notices of Executive Committee and Annual General meetings
2. Recording minutes of Executive Committee and Annual General Meetings meetings as well as discipline and appeal hearings
3. Ensuring that records of the Society are kept in accordance with the BC Societies Act
4. The Secretary shall be responsible for all correspondence and any other related duties as required.

Other ad hoc responsibilities.

#### **FINANCE COMMITTEE**

The Finance Committee shall consist of the Treasurer of the Association who shall be the Chairman, and 2 members appointment by the President at the first Executive Meeting.

The duties of the Finance Committee shall be to:

1. To review the finances and expenditures of the Association and recommend to the Executive Committee any course of action, which they may deem advisable.
2. To prepare and circulate a budget of the proposed operations for the coming year to be approved by the membership at the first General Meeting.

#### **TOURNAMENT COORDINATOR**

1. Coordinate with Ice allocator to prepare a tournament schedule for entire season for executive approval
2. Submit request for tournaments to Referee in Chief, VIAHA and BC Hockey
3. Create tournament applications and provide to website administrator
4. Work with division managers and coordinators to appoint tournament coordinators for each tournament
5. Assist individual tournament coordinators with team registration and selection
6. Coordinate with ice allocator available ice for the tournament to determine size and schedule for tournament
7. Submit schedule to VIHA representative for game numbers and upload to HiSport
8. Post games to HiSports and be available to post medal games once determined.
9. Assist individual tournament coordinators as needed with running and execution of tournament
10. Meet with individual tournament coordinator to review tournament and submit tournament funds to treasurer
11. Submit tournament completion report to BC Hockey

#### **COMPETITIVE PROGRAM COORDINATOR:**

1. 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.
2. Take direction from and report to the AVMHA Executive.
3. Act as liaison between the AVMHA Executive and the Team Officials of their respective divisions.
4. 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.
5. Organize, implement and monitor the operation of the hockey program within the respective divisions as approved by the AVMHA Executive Committee.
6. Assist other Executive Officers in the administration of activities respecting their division as directed in the By-Laws and Policies and Procedures.
7. 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.
8. Ensure that all Coaches of rep teams are aware of their obligation to VIAHA.
9. 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.

10. Ensure all teams prepare a budget at the start of the season.
11. Attend all AVMHA Management Meetings or provide written report in lieu of attendance.

#### **RECREATION HOCKEY COORDINATOR:**

1. Administer all matters relating to the daily operation of the house league program for (U13), (U15), (U18) and Juvenile divisions and in so doing, ensure compliance with the AVMHA Constitution and Policies and Procedures Manual.
2. Take direction from and report to the AVMHA Executive.
3. Act as liaison between the AVMHA Executive and the Team Officials of their respective divisions.
4. 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.
5. Organize, implement and monitor the operation of the hockey program within the respective divisions as approved by the AVMHA Executive Committee.
6. Assist other Executive Officers in the administration of activities respecting their division as directed in the By-Laws and Policies and Procedures.
7. 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.
8. To oversee and give final approval, with support and involvement of the Executive with team selection, team balancing and player evaluations, as well as facilitate meetings for support and feedback. The Coach Coordinator, Coaches, Managers and Division managers will help in an advisory capacity.
9. Ensure all teams prepare a budget at the start of the season.
10. Attend all AVMHA Management Meetings or provide written report in lieu of attendance.

#### **COACH COORDINATOR**

1. Be responsible for requesting, organizing, and promoting the National Coaches Certification Program Clinics.
2. 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.
3. 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 AVMHA Philosophy, BC Hockey, HC, VIAHA 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.
4. Be responsible for the recruitment of Coaches and shall provide a list of Coaches names, addresses, and telephone numbers to the Registrar and Secretary.
5. 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.
6. Assist the Recreation Coordinator, Division Managers and Coaches with team selection, team balancing and player evaluations, as well as facilitate meetings for support and feedback in an advisory capacity.
7. Maximize the use of resources and programs available to the Association and in addition distribute any development materials received from the BC Hockey, HC or any other source, also shall catalogue or create files of existing resources.
8. In conjunction with the BC Hockey, HC 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.
9. Be the second level of involvement when dealing with Coaches (Divisional Managers being the first level).
10. Submit clinic request forms to BC Hockey.
11. 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.

12. 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.
13. Attend all AVMHA Management Meetings or provide written report in lieu of attendance.

#### **REGISTRAR**

1. Register all players, coaches, managers and safety managers in the AVMHA, into the Hockey Canada Registry
2. 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 BC Hockey.
3. Ensure all volunteers have completed the Volunteer Respect in Sport, Criminal Record Checks and CATT (if applicable)
4. Present at each General meeting, a report of the year's operation.
5. Coordinate all phases of player registration, including new registration, returning registrations, transfers, late registrations and withdrawals etc.
6. Attend all AVMHA Management Meetings or provide written report in lieu of attendance.
7. Work in collaboration with the treasurer receive and apply payments
8. Communicate with team managers to roster teams, enter jersey numbers, register affiliate players and provide rosters.
9. Prepare online registrations for the next season prior to the registration date.

#### **(U7), (U9) (Initiation) HOCKEY COORDINATOR:**

1. Administer all matters relating to the daily operation of the house league program for U7 and U9 divisions and in so doing, ensure compliance with the AVMHA Constitution and Policies and Procedures Manual.
2. Take direction from and report to the AVMHA Executive.
3. Act as liaison between the AVMHA Executive and the Team Officials of their respective divisions.
4. 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.
5. Organize, implement and monitor the operation of the hockey program within the respective divisions as approved by the AVMHA Executive Committee.
6. Assist other Executive Officers in the administration of activities respecting their division as directed in the By-Laws and Policies and Procedures.
7. 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.
8. Assist Coaches with team selection, team balancing and player evaluations, as well as facilitate meetings for support and feedback in an advisory capacity
9. Attend all AVMHA Management Meetings or provide written report in lieu of attendance.
10. Ensure all teams prepare a budget at the start of the season.
11. Promote hockey within the AVMHA and encourage programs to encourage youth to pursue the game of hockey.

#### **REFEREE IN CHIEF**

1. Maintain an effective line of communication between officials, AVMHA, and the National Referee Certification Program.
2. Through the aid of clinics, train and supply sufficient referees to satisfy the demands of AVMHA.
3. Foster and aid timekeepers with advice where he deems necessary.
4. Oversee the conduct of his or her officials.
5. Ensure the AVMHA Executive Committee is abreast of any concerns or problems referees are incurring with the Association's Policies and Procedures.
6. Facilitate a minimum of one referee meetings per month.
7. Coordinate the evaluation of referees and linesmen at least twice per year.
8. Schedule referees on at least a weekly basis for all scheduled games.
9. Keep a detailed list by age, level, and any other pertinent information of the referees.

10. Replace referees when the designated cannot show up - provided they have given enough notice.
11. 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.
12. 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.
13. Any further duties as agreed upon by the Executive Committee.
14. Ensure that all referees are aware of match/gross penalty procedures.
15. Keep track of referee time and submit to Treasurer for payment.
16. Attend all AVMHA Management Meetings or provide written report in lieu of attendance.

#### **EQUIPMENT COORDINATOR**

1. Maintain inventory of equipment, and condition thereof.
2. Seek Executive approval for purchase of new equipment or disposal of surplus equipment as required.
3. Procure repair services of equipment as necessary to maintain it in good order.
4. Ensure all sponsors' crests are ordered and placed on appropriate jerseys.
5. Attend all AVMHA Management Meetings or provide written report in lieu of attendance.
6. Maintain control of keys for equipment lockers, office and ensure keys are changed each season.
7. Ensure proper use of equipment room is maintained throughout the season.
8. Ensure that uniforms are properly cared for while not in use by teams.
9. Collect all equipment and uniforms at the end of the season. Complete inventory on completeness and condition of it.
10. Ensure safe care and storage of any score-recording equipment provided by AVMHA.
11. Approve any procurement of additional jerseys purchased by individual teams. Equipment Coordinator is to ensure that the jerseys, meet HC standards, be of tasteful design, identify themselves as being part of AVMHA, meet all sponsorship requirements and be approved by not less than two thirds of the parents of the players on that team.
12. Track specific equipment assigned to individual teams.

#### **RISK MANAGER:**

1. Become knowledgeable in the BC Hockey Risk Management Program.
2. Create and maintain a risk management file for their Association League of BC Hockey, HC and other risk management information.
3. Promote effective risk management within the Association/League.
4. Work with their Executive to help identify major risks and make recommendations to reduce or manage those risks.
5. Work with managers and coordinators to investigate and resolve any disciplinary issues over and above, or not covered by VIAHA, BC Hockey and HC suspensions.
6. Upon completion of a full investigation, and after exercising all conflict management and supportive opportunities, the Risk manager may exercise judgment and involve the President when serious circumstances deem it necessary to involve the disciplinary committee.
7. Attend all AVMHA Management Meetings or provide written report in lieu of attendance.

#### **ICE ALLOCATOR**

1. Be responsible for obtaining and dispersing all ice time, for practices, games, clinics, and tournaments.
2. Disperse ice time to the Divisional Managers for their respective leagues, subject to approval by the Executive.
3. 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.
4. Coordinate league play for Rep Teams and Mid island League
5. Communicate with the Divisional Managers in order to use available ice time in the best possible way.
6. Keep the Treasurer informed on a minimum of a monthly basis as to the actual and projected costs of ice time.
7. Be the AVMHA representative at all Alberni Valley Ice Allocation Meetings.

8. Attend all AVMHA Management Meetings or provide written report in lieu of attendance.

**FEMALE HOCKEY COORDINATOR:**

1. Promote female hockey within the AVMHA.
2. Act as a liaison between the individual female players, coaches and the Management Committee.
3. As information is received, inform the female players regarding other program opportunities available at the British Columbia level and above.
4. Act as an ambassador and Liaison with VIAHA and BC Female Coordinators to grow AVMHA female program
5. Attend all AVMHA Management Meetings or provide written report in lieu of attendance.

**PUBLIC RELATIONS COORDINATOR:**

1. Be responsible for the publication of information related to the operation of the AVMHA and its activities.
2. Report to and take direction from the AVMHA Executive Committee.
3. Place advertisements in local newspapers to advertise the Annual and Special General Meetings, registration and tournaments and other events as requested by the AVMHA.
4. Publicize items of interest to the membership as approved by the AVMHA.
5. Attend all AVMHA Management Meetings or provide written report in lieu of attendance

**GAMING AND LICENSING COORDINATOR:**

1. Be responsible for all matters related to the management and operations of Gaming when used by AVMHA.
2. Ensure that the team managers are familiar with all the rules, policies and procedures with regards to 50/50 sales and accounting.
3. Reasonably pursue any gaming grants that might be available.
4. Responsible for depositing all 50/50 and other gaming funds into AVMHA bank in a timely manner.
5. Attend all AVMHA Management Meetings or provide written report in lieu of attendance.
6. Ensure that the team managers are familiar with all the rules, policies, procedures with regards to any raffle sales and accounting.

**SPONSORSHIP COORDINATOR:**

1. Solicit sponsorships and donations from the business community to support the hockey program.
2. Establish sponsorship fees.
3. In conjunction with the Equipment Coordinator, ensure that the names of the sponsors who have not renewed their sponsorship are removed from the AVMHA jerseys before the season begins.
4. Provide each sponsor with a Certificate of Appreciation and a letter of acknowledgment on AVMHA letterhead, a team picture/plaque as deemed appropriate by the Executive Committee.
5. Ensure that the sponsor's name is displayed on the back of the team jerseys in such a location and manner as the Equipment Coordinator in his absolute discretion may determine.
6. No sponsorship shall be accepted if the prospective sponsor insists on conditions which are contrary to the policies of the AVMHA, HC, BC Hockey or VIAHA considered being detrimental to the AVMHA.
7. Attend all AVMHA Management Meetings or provide written report in lieu of attendance.

**FUNDRAISING COORDINATOR:**

1. Approve all fund-raising activities proposed by any members/teams of the AVMHA where the Association's name is used.
2. Attend all AVMHA Management Meetings or provide written report in lieu of attendance.
3. In conjunction with the Executive Committee, approve fundraising activities for individual teams on the approved form.
4. Be responsible for tracking all individual team fundraisers.
5. Proactively explore and identify fundraising opportunities for individual teams, in collaboration with Team Managers.



**RECREATIONAL DIVISIONAL MANAGERS:**

1. Oversee the general conduct of individuals and the standard of play with the division.
2. Work with the Coach Coordinator for the appointment and dismissal of team Coaches and officials.
3. Inform the Equipment Coordinator of equipment requirements and supervise said equipment.
4. Coordinate the allocation, switching, dismissal, and inter-divisional movement of players in their division, in coordination with head coaches.
5. Help to coordinate any tournament in their division and work with the Tournament Directors, Treasurer, and Gaming/Licensing Coordinator
6. Ensure fair and equal treatment of all players in their division and that the aims and objectives of the AVMHA are being met, the most notable being an equal ice time for all players.
7. Supervise the organization of teams and assist in drawing up and distributing league schedules to Coaches and Team Managers.
8. Exercise control over discipline in the arena, particularly in their own respective divisions.
9. Receive and deal with problems in their divisions and clarify with those directly involved, included by not limited to facilitating parent meetings.
10. Work with the Coaches to appoint a Team Manager for each team in their division.
11. Division Managers for house teams participating in Island Leagues must ensure familiarity and compliance of all rules, requesting clarification from coordinators and commissionaires as appropriate.
12. Upon receiving final number of registered players for each division from the Registrar the Executive will forward to Ice Allocator an approved roster of teams per Division. Altering the number of teams per division or number of players per team will be at the discretion of the AVMHA Executive.
13. Be responsible for distributing team jerseys at the beginning of the season and collecting and returning them to the Equipment Manager.

## SECTION 5 - RECREATIONAL TEAM MANAGERS

1. To be the team contact for all players, coaches, divisional manager and registrar.
2. Prepare a budget and submit to Treasurer by October 31 of each year.
3. Help to coordinate any tournament in their division and work with the Tournament Directors and Treasurer.
4. Ensure that each team practice is well-organized and a Coach is ready to go on the ice before the allotted time
5. Assign scorekeepers and timekeepers for all games and ensure that all scorekeepers and timekeepers are adequately trained to do so.
6. For Mid-Island to obtain game numbers for all games not scheduled in League play or tournaments within the Mid-Island League.
7. Report all major, match and misconduct penalties to the President immediately following the game in which they occurred.
8. Liaison between their house team Coaches and their rep team manager for player movement.
9. Apply for out of town tournaments; organize how the team will pay (parent pay, fundraising, etc.).
10. Obtain necessary acceptance of not less than a two thirds majority of the parents of the players for any additional team purchases such as extra jerseys, team jackets, track suits, etc.
11. Assist the Coach during practices and games in a manner requested by the Coach.
12. Ensure that the necessary pucks, cones, first aid kits, etc. are available at practices.
13. Store and have ready a tablet for scorekeeping during all games.
14. Receive and deal with problems in their division and clarify with those directly involved.
15. Exercise control over discipline in the arena, particularly in their own respective divisions.
16. Ensure that your team has a Safety Manager, and that the Safety Manager collects medical information forms as directed by the association and make the Coach and Manager aware of any medical problems listed on the forms.
17. Apply for all applicable sanctions through BC Hockey for Fundraising and off ice events.

## SECTION 6 - COMPETITIVE TEAM MANAGERS

1. Act as the communication link between the Association and their Rep Team
2. Oversee the general conduct of the Coaches, team personnel, individuals and the players.
3. If necessary, inform the Equipment Coordinator of equipment requirements and supervise such equipment.
4. For all games, obtain game numbers for all games not scheduled by VIAHA to complete all game reports for League, exhibition and Tournaments within 24 hours of game completion (if not completed teams will be facing fines).
5. Prepare a budget and submit to Treasurer by October 31 of each year.
6. Provide scorekeepers and timekeepers for all games and ensure that all scorekeepers and timekeepers are adequately trained to do so.
7. Exercise control over discipline in the arena, particularly in their own respective divisions.
8. Receive and deal with problems in their division and clarify with those directly involved.
9. Report all major, match and misconduct penalties to the President immediately following the game in which they occurred.
10. Liaison between their house team Coaches and their rep team manager for player movement. Must discuss with the appropriate Team Manager before inviting a house league player to participate with the Rep Team in any way.
11. Arrange transportation and accommodation for the team while traveling.
12. Assist the Coach during practices and games in a manner requested by the Coach.
13. Ensure that the necessary pucks, cones, first aid kits, etc. are available at practices.
14. Store and have ready a tablet for scorekeeping during all games.
15. Keep financial records as prescribed by the AVMHA Finance Committee.
16. Obtain sponsorship for their Rep Team as approved by AVMHA. Provide and deliver a team picture (showing team name/sponsor name and year) to the sponsor as early as possible.
17. Organize exhibition and tournament schedules to include equitable/reciprocal ices to optimize games played.
18. Collect Rep Team Fees if applicable. Record and forward funds to AVMHA Treasurer.
19. Obtain necessary acceptance of not less than a two thirds majority of the parents of the players for any additional team purchases such as extra jerseys, team jackets, track suits, etc. as per section 13.
20. Ensure there is an adequate number of jerseys for their players and be responsible for distributing team jerseys at the beginning of the season and collecting and returning them to the Divisional Manager. Notify Equipment Coordinator of any missing or damaged jerseys
21. Apply for all applicable sanctions through BC Hockey for Fundraising and off ice events

## SECTION 7 - RECREATIONAL TEAM COACHES

### RECREATIONAL TEAM 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. Shall ensure that players are properly supervised until the last player leaves the dressing room following the two deep BC Hockey Policy.
6. Ensure his team follows all rules and policies of the AVMHA. Particularly no cell phones in the dressing room, no smoking, no vaping, no drinking, no swearing, and no drug usage.
7. Make every effort to attend Coaching clinics as provided by the AVMHA.
8. Advise players and parents of required protective equipment and ensure that the required equipment is worn at all times.
9. Utilize the ice time allocated to him as effectively as possible.
10. 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 per VIAHA "Equal Ice" policy. No power play or penalty kill lines.
11. Refrain from yelling, name calling and intimidation tactics which breed fear and low self-esteem.
12. Are not to touch, handle, obstruct or inhibit children in any way that impedes their physical or psychological progress. Any Coach whose conduct contravenes the AVMHA Policies will be dealt with by the Discipline Committee.
13. Report any serious player behavior problems to the player's parents & Team Manager.
14. Ensure there is an adequate number of jerseys for their players.
15. Attach proof of Coaching Certificate to Coaches application; if information is not available, AVMHA will assist in obtaining documents from BC Hockey. Coaches are encouraged to become certified within two (2) months of registration.
16. Be aware of HC, BC Hockey and AVMHA current equipment standards and hold periodic equipment checks throughout the season
17. Ensure that all players attending ice times under his control are duly registered with AVMHA.
18. Ensure that the AVMHA goaltender equipment (if applicable) is properly cared for as per instruction from the Equipment Coordinator.
19. Maintain control over his players at all times and not allow unsafe activities (includes both on ice and off ice situations). Ensure that all the doors to the ice surface are closed and secure at all time while the practice is in progress.
20. Report any areas of concern with the ice or the dressing room to the Arena Attendant, the Team Manager and Risk Manager.
21. Ensure that no player goes on the ice until there is a Coach present.
22. 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.
23. 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.
24. Shake the hands of the on-ice Officials prior to the start of each game.
25. Ensure that all players go immediately to the player's bench if there is an on-ice injury.
26. 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.
27. Familiarize themselves with the HC, BC Hockey, and VIAHA rules, especially those regarding penalties and suspensions. No penalties or suspension will be appealed by AVMHA 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.
28. Only suspend players as per the discipline procedure.

29. Familiarize themselves with VIAHA League Rules and Regulations and their team's obligation to league play.
30. Make allowance for female players regarding dressing rooms Following BC Hockey's Dressing Room Policy.
31. 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.
32. It is required that all Coaches attend a Coach Level Clinic.
33. Shall act as a worthy ambassador of the AVMHA and the City of Port Alberni while traveling.
34. The coaching staff, consistent with the two-deep policy, shall be the last out of the teams dressing room to ensure that it is left in a clean and useable manner. ALL fines incurred by the team for dressing rooms left in a damaged or unclean state will be the responsibility of the team, NOT AVMHA.
35. HAVE A GOOD TIME!

## SECTION 8 - COMPETITIVE 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 their team interacts with.
6. Shall ensure that players are properly supervised until the last player leaves the dressing room.
7. Ensure their team follows all rules and policies of the AVMHA, particularly no cell phones in dressing room, no smoking, no drinking, no swearing, and no 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, parents or officials during games times.
13. Refrain from yelling, name calling and intimidation tactics which breed fear and low self-esteem. Are not to touch, handle, obstruct or inhibit children in any way that impedes their physical or psychological progress.
14. Any Coach whose conduct contravenes the AVMHA Policies will be dealt with by the Discipline Committee.
15. Report any serious player behavior problems to the player's parents and the Rep Program coordinator.
16. Attach proof of Coaching Certificate to Coaches application; if information is not available, AVMHA will assist in obtaining documents from BC Hockey, COACHES are encouraged to become certified within two (2) months of registration.
17. 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
18. Ensure that all players attending ice times under his control are duly registered with AVMHA.
19. Maintain control over his players at all times and not allow unsafe activities (includes both on ice and off ice situations).
20. Ensure that all the doors to the ice surface are closed and secure at all time while the practice is in progress.
21. Report any areas of concern with the ice or the dressing room to the Arena Attendant, the Team Manager and Risk Manager.
22. Ensure that no player goes on the ice until there is a Coach present.
23. 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, players are to wait until instructed by the on-ice officials, that it is time for them to go on the ice.
24. 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.
25. Shake the hands of the on-ice Officials prior to the start of each game.
26. Ensure that all players go immediately to the player's bench if there is an on-ice injury.
27. 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.
28. Familiarize themselves with the HC, BC Hockey, and VIAHA rules, especially those regarding penalties and suspensions. No penalties or suspension will be appealed by AVMHA 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.
29. Only suspend players as per the discipline procedure.
30. Familiarize themselves with VIAHA League Rules and Regulations and their team's obligation to league play.
31. Make allowance for female players regarding dressing rooms Following BC Hockey's Dressing Room Policy.
32. All Coaches of a carded rep team must be certified at a minimum Development 1 level.

33. Shall act as a worthy ambassador of the AVMHA and the City of Port Alberni while traveling.
34. The coaching staff, consistent with the two-deep policy, shall be the last out of the teams dressing room to ensure that it is left in a clean and useable manner. ALL fines incurred by the team for dressing rooms left in a damaged or unclean state will be the responsibility of the team, NOT AVMHA.
35. HAVE A GOOD TIME!

## SECTION 9 - DISCIPLINE

### DISCIPLINE COMMITTEE

Shall consist of the Vice President, who shall be the Chairperson, Referee in Chief and three (3) other persons of good character and standing within the community, appointed by the President at the first management meeting. At least three (3) of these appointees shall be required to attend each hearing. The Discipline Committee shall not be comprised of more than 1 family member or relation in its makeup. The Risk Manager shall not be one of this committee as they are the information gatherer and shall provide a report to the discipline committee in regards to the events or infractions. The discipline committee:

- a) Shall review decisions of the President made under By-Law 5 Sec. 8
- b) Shall be charged with the responsibility of fulfilling the duties and procedures as outlined in the AVMHA Constitution.
- c) May also carry out duties as requested from time to time by the Executive.

### DISCIPLINE PROCEDURE

1. Discipline should only be administered when all other avenues of conflict resolution, mentoring, and education have been exhausted.
1. 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 except for that applied by the President of AVMHA as per Bylaw 5.8 which will be indefinite pending review by the Discipline Committee.
2. Receiving complaints:
  - a. Written complaints, received from the general membership shall be investigated by the risk manager with the goal of resolving the situation fairly and preventing future occurrences, including determining and enforcing proper discipline if required. See complaint procedure in this guide.
  - b. Complaints received from coaches who have administered a one game suspension to a player will be forwarded directly to the discipline committee (See Sec. 3 below). It is understood all methods of coaching, mentoring and conflict resolution have been exhausted prior to this, and that coaches/team officials are following the discipline guide.
  - c. Complaints received from the general public, membership, team officials or players that can result in the direct safety of the players or officials can be investigated per BC Hockey and Hockey Canada. These incidents include but are not limited to the following where no written complaint may occur:
    - i. Reports of hazing, social media violations, "hockey" parties involving the distribution of drugs or alcohol to minors, etc.
3. Complaints must be received in writing and received within 7 days of the incident occurring. Complaints must include the following type of information:
  - a. The description of the incident,
  - b. names of the person or persons involved and/or other witnesses
  - c. the date, time, location and other details and all other "relevant" information.
4. If appropriate, the president issues a suspension as per By-Law 5.8. The suspension is indefinite pending a hearing by the Discipline Committee. The president must submit, in writing, the reason for the suspension within 48 hours to the discipline committee and the person and/or team under suspension.
5. The hearing shall be held within fourteen (14) days of the complaint if the complaint cannot be resolved. Both the Complainant and the Respondent shall be interviewed and the principles of natural justice shall apply;
  - a. fair hearing, non-biased, no conflict of interest;
  - b. Respondent must be informed of all details of complaint
  - c. respondent has the right to representation;
  - d. relevant information must be available to all parties;
  - e. the complainant and the respondent will have the right to written decision, have the right of appeal, and will be provided with the appeal process in writing;
6. At the hearing, the Discipline Committee will review the circumstances leading to the suspension and the person and/or team under suspension will be allowed to present their side. The Discipline Committee will then make



the decision on the length of the suspension and the provisions, if any, for the person and/or team to return to play. The length of the suspension would include the time served prior to the hearing

7. The Discipline Committee chair will communicate to the participant(s) involvement in any reported incident(s), the consequence of what may be (but not limited to) one of the following:
  - i. letter of education to participant(s) - association/club action;
  - ii. letter of warning to participant(s) – association/club action;
  - iii. letter of probation and restitution - association/club action;
  - iv. letter of suspension - association/club action;
  - v. referral to the RCMP if action suspected.

In the event of a dispute, differences or questions regarding any decision made by the MHA, the player, team official, team, league or MHA member dissatisfied with any such decision may appeal the decision in accordance with the applicable AVMHA policy.

8. All infractions during a game or when the players are under the direct control of a Referee will be dealt with as per VIAHA, BC Hockey and HC rules; the exception being contraventions of the player code of conduct on the bench, whereby the coach has the authority to suspend the player for up to one game.
9. Minutes of any meeting of the disciplinary meeting shall be forwarded to the Secretary of the Association for archiving purposes.

### **RECOMMENDED 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.

If the nature and timing of the offense(s) makes it necessary, suspensions can be carried over from one season to the next and as a paid member of the AVMHA.

Where a player, coach, or other team official exhibits and commits repeated infractions, resulting in documented discipline, the Discipline Committee may take into account the record of the individual for the two (2) previous seasons in making their decisions.

#### First Level Offense:

1. Horseplay
2. Refusing to participate
3. Lateness or unexcused absence (it is not mandatory for house players to attend every practice)
4. Messing up the dressing room
5. Swearing
6. Other minor transgressions
7. 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:

1. Fighting (off ice, practices, dressing rooms)
2. Insubordination to Coaching Staff or game officials
3. Harassment of Arena Staff
4. Hindering others from participating
5. Harassment of others
6. Other major transgressions
  - First offense: Dismissal from ice and minimum suspension of the next two (2) games or 10 days.
  - Second offense: Dismissal from ice and a minimum three games or 14 days suspension.

- Third offense: Dismissal from ice and a minimum 30 day suspension.
  - Fourth offense: Dismissal from ice and a minimum 120 day suspension.
7. VIAHA Christmas blackout dates do not count when serving suspensions
  8. Dates from the end of Spring Break until the first day of AVMHA regular ice do not count towards suspensions.

#### Third Level Offense:

1. 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 an 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.
2. 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

1. The Appeals Committee shall consist of an Executive member not involved on the Discipline Committee, who will act as chairperson, plus 3 other persons of good character and standing within the community as appointed by the President of AVMHA.
2. The duties and procedures of the Appeal Committee shall be pursuant to By-Law 7 of the AVMHA Constitution. The Secretary of the Association shall be present at each meeting to record and file the minutes.

#### Appeals Committee

1. 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
2. Any team, player, team official, or referee may appeal any decision of the Discipline Committee.
3. 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.
4. The appeal shall be dealt with by the Appeals Committee with seven (7) days of receiving the written appeal
5. The decision of the Appeals Committee is Final not withstanding f) below.
6. Any person, other than members of the Executive, can submit in writing, to the President, a letter of complaint wishing for the expulsion of a member under Bylaw1, section 6 of the AVMHA Constitution

#### Complaint Procedure

A complaint about a player, coach, manager or other team official must be forwarded in writing to the AVMHA President or his/her designate which is likely the Safety and Risk Coordinator.

## RECOMMENDED DISCIPLINE GUIDE FOR PARENTS AND SPECTATORS

1. 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 AVMHA Teams. Parents or spectators may be ejected from any game by any On-Ice Official if they display the following conduct:
  - Uses obscene or profane language or abusive gestures to ANY person on or off the ice surface.
  - Persists in disrupting or showing repeated disrespect for any ruling of any Official.
2. 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.
3. 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.
4. 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.
5. 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.
6. First offenses will be erased from parent or spectator records after two (2) calendar years, at the request of the individual.
7. 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 10 - OFFICIATING

### OFFICIALS

1. 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. Special permission for an official to be exempted from this requirement can only be granted by the Executive Committee or BC Hockey.
2. In (U13) Rep Division and higher, the most qualified Officials available at the time will be used.
3. Only carded officials will be used as per BC Hockey/HC rules and regulations.

### REFEREE AND LINESMEN SHALL

1. Wear proper attire at games - black slacks, referee pants or sweat pants - no jeans allowed.
2. Ensure the game commences at the time scheduled.
3. Partake in the training program.
4. Enforce the rules and regulations of the game as set by the HC, BC Hockey, VIAHA and AVMHA.
5. Show proper respect toward players, coaches, volunteers and Arena staff.
6. Work to the best of their ability perfecting the skills of officiating.
7. Assist players to understand the rules of hockey.
8. Report all misconduct penalties (ten minute, game, gross and match) to the Head Referee.
9. Report all gross misconducts and match penalties to the District Director as per BC Hockey guidelines.
10. Not, at any time, touch a player unless there is an altercation that requires him or her to intervene as would be expected as part of their duties as on ice officials.
11. Not swear, smoke, or remove official equipment while on the ice surface or where they are visible to fans, coaches or players.
12. Report any problems or concerns to the Head Referee (RIC).
13. Receive payment for officiating - Referee/Linesmen fees shall be decided by the Executive Committee of the current year.
14. Act as a worthy ambassador for the AVMHA and the City of Port Alberni while traveling.
15. Be proficient at skating

## SECTION 11 - ICE RENTAL

### ICE ALLOCATION

1. Each of the teams in a division is to receive as close to equal opportunity for equal ice time as reasonably possible or barring that, then:
2. All available out of town games of a specific division are to be equally shared among teams.
3. 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, VIAHA League Playoffs, and Provincial playoffs are not deemed as extra ice and possible other user group swaps & functions.
4. 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.
5. Request for ice time will be made by the Association at the City of Port Alberni Annual Ice Users Meeting.
6. To identify the dates for the various annual tournaments as early as possible in the season.
7. 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

1. 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.
2. The ice must be rented under the name of AVMHA in order for the BC Hockey Mutual Aid Insurance and the HC Liability Insurance to be in effect.
3. The team or division renting the ice time will be responsible for:
  - Securing such ice time.
  - Payment for such ice time.
  - Supplying transportation for players to and from the venue.
  - Securing certified Referees for any games - this list must be given to the Head Referee for approval.
  - Payment for referees.
  - Any costs to repair any damages to the venue caused by any of the participants at these practices and/or games.
4. These practices and/or games must not disrupt any regularly scheduled games for the players and/or team involved.
5. In the event that AVMHA cannot supply home ice for scheduled events such as VIAHA 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.
6. AVMHA will be responsible for the following:
  - To secure such ice time.
  - Payment for ice time.
  - Secure certified referees for games.
  - Payment for referees

## SECTION 12 - TEAM/DIVISION STRUCTURE

### TEAM DIVISIONS

1. Division designation shall be in accordance with designations used by HC as follows: Female, (U21), (U18), (U15), (U13), (U11), (U9), (U7) Program.
2. Age per division, as of December 31, for AVMHA will be as per Section 2(P.) - Registration Rules.
3. The divisions may be further designated and subdivided as follows: (U18) and (U18-Carded Rep), (U15) and (U15 – Carded Rep), (U13) and (U13 – Carded Rep), (U11) and (U11 – Development), 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.

### RECREATIONAL TEAMS

1. 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.
2. Team structure will be determined by the number of registered players per Division, not to exceed 19 players per team. Initial drafting of teams will be done, where possible, with the help of evaluators. The goal is to rank all players in the division 1 thru XX and make the teams on an even and odd basis. Rankings can be adjusted by 1 position to allow for a maximum of two (2) primary coaches to be placed on the same team. Rankings can also be adjusted to ensure that known disciplinary issues are separated. The goal of any team makeup is to ensure that not only are the teams balanced in player personal, but also with team officials. Carpooling is NOT considered grounds for player assignments.
3. Obligations to Island Leagues will be considered in determining the number of teams per Division.
4. No tiering in the Recreational Division.
5. No players can be rostered on more than 1 team as per BC Hockey and HC rules, female players are an exception to this rule, but may be subject to a dual roster fee subject to the will of the executive.
6. The Divisional Manager, Coach Coordinator may make a recommendation to the Executive Committee to prevent an abundance of skill to any one team.
7. There shall be a minimum of one (1) Coach, one (1) Assistant Coach, (1) manager and (1) Safety one each team position covered on each team (for example, a manager may also be a safety person).
8. 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.
9. Purchase of extra items exceeding twenty-five dollars per player, such as, but not limited to jackets, track suits, extra jerseys, will require the approval of not less than two thirds (2/3) of the parents of the players on the team. Any such purchases are to bare no liabilities or responsibilities to AVMHA.
10. Teams are encouraged to purchase all necessary team items locally.
11. Teams will only be reimbursed by treasurer for valid expenses accompanied by a receipt.
12. AVMHA owned Team jerseys are not to have individual player names affixed to them.

### COMPETITIVE TEAMS

1. 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.
2. Rep Team coaches will be selected as per AVMHA Constitution.
3. 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.
4. Evaluation will take place over a minimum of two (2) practices with progressive cuts starting after the second ice time.

5. The number of players on a Rep Team are to be finalized by the start of tiering with periodic adjustments throughout the season as is required.
6. Application forms will be required to be completed by any person wishing the job of Head Coach, Assistant Coach, or Manager.
7. The basic criteria for being selected to a Rep Team shall be a demonstrated ability, commitment and attitude. Each quality is given equal weight.
8. All Rep Team players, (U11) through (U18) 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.
9. All Rep Team Coaching Staff adhere to the following dress code: Dress Pants, Shirt and Tie. No Jeans, hats, tracksuits or shorts.
10. Teams are encouraged to purchase all necessary team items’ locally.
11. Use of affiliated players will be permitted as per AVMHA guidelines.
12. Purchase of extra items exceeding twenty-five dollars per player, such as, but not limited to jackets, track suits, extra jerseys, bus rentals, will require the approval of not less than two thirds (2/3) of the parents of the players on the team. Any such purchases are to bare no liabilities or responsibilities to AVMHA.
13. Teams will only be reimbursed by treasurer for valid expenses accompanied by a receipt.
14. Establishment of a second competitive team within a category or division, shall be subject to the following:
  - (U13) Division; There must be, at a minimum, 78 players registered to the (U13) Division. There must also be a least 38 players, of which a minimum of 36 must be skaters, signed up for tryouts. Female players intending on playing in coed hockey only can be counted in the totals. Consideration can be made by the Executive to waive one or the other requirements if sound arguments are presented but the Executive will consider the best interest of the Association as a whole in making this decision.
  - (U15) & (U18) Division: There must be a minimum of 68 players registered to the division and 38 players signed up for tryouts of which a minimum of 36 must be skaters. Female players intending on playing in coed hockey only can be counted in the totals. Consideration can be made by the Executive to waive one or the other requirements if sound arguments are presented but the Executive will consider the best interest of the Association as a whole in making this decision.
15. In order to establish a competitive team within a division, there must be at least 30 players registered in that division not including females, registered to a female only team.
16. Notwithstanding (m) and (n) above, The Executive Committee can, based on sound arguments either way, override these guidelines and either approve or not approve a competitive team.
17. AVMHA owned Team jerseys are not to have individual player names affixed to them. (q) Notwithstanding rules and regulations on roster limits set by Hockey Canada, BC Hockey and VIAHA, the Executive Committee of the association reserves the right to limit the number of players assigned to a competitive team including (U11) Development. (r) Any player wishing to appeal a decision regarding his or her placement on a Competitive team, may make such an application to appeal through the Competitive Coordinator who shall forward such appeals to the Associations Appeals Committee.

## SECTION 13 – PLAYER MOVEMENT

### MOVEMENT OF PLAYERS UPWARDS

1. Requests for movement of players upward must be made in writing. Movement is conditional of AVMHA executive approval and subject to approval by VIAHA (evaluation fee to be paid by applicant).
2. 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.
3. 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.
4. Receiving Divisional managers must use judgment as to where new players are to go in their own division.

### MOVEMENT OF PLAYERS BETWEEN WITHIN DIVISIONS

1. Should a player, parent, or Coach request that a player be moved from a team and placed in a division or team where his skill level will be compatible, the parent must make such a request in writing to the Executive Committee. NO EXCEPTIONS.
2. The Executive Committee has the option to move a player within a division to balance a team.

### MOVEMENT ON COMPETITIVE TEAMS

1. Movement of players on carded teams shall be governed by the current HC and BC Hockey Rules.
2. 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.
3. 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.
4. 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. Player movement is to be done as per the procedures outlined in the Competitive Team manual



## SECTION 14 – TOURNAMENTS

### HOSTING TOURNAMENTS

1. AVMHA shall pay all home tournament sanction fees and ensure all tournaments are sanctioned with the BC Hockey.
2. All players playing in the appropriate division may be permitted to play.
3. Tournament sponsors shall be set by the Tournament Chairperson.
4. 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.
5. Entry fees are to be forwarded to the Tournament Chairperson.
6. 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.
7. AVMHA will attempt to host a tournament in each division each year.
8. House Divisions must adhere to Associations policy on trophies and revenue
9. All purchases must be local unless approved by AVMHA.

### OUT OF TOWN TOURNAMENTS

1. All teams shall enter tournaments appropriate to their caliber and division.
2. All teams shall be responsible for the entry fees to any tournament they attend.
3. All players in the appropriate division shall have the opportunity to play in out of town tournaments each season.
4. 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).
5. 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 end of the hockey season.
6. House teams are restricted to participating in Island Zone tournaments. Anything beyond this requires a two thirds approval from the parents of the players.
7. Competitive teams are restricted to participating Island, Lower Mainland and Okanagan zone tournaments. Anything beyond these zones requires a two thirds majority approval of the parents of the players

## SECTION 15 - SPONSORSHIP

### TEAM SPONSORSHIP

1. New sponsors should be solicited each year.
2. A waiting list will be maintained by the Fundraising/Sponsorship Coordinator.
3. The Fundraising/Sponsorship Coordinator will contact all current sponsors to verify renewal of their sponsorship for the following season.
4. Should the current sponsor not wish to continue their support another sponsor will be approached.
5. Sponsorship fees will be set by the current Executive committee. House and Rep may vary. All rates to be approved by AVMHA
6. No Sponsors shall be solicited by anyone other than the Fundraising/Sponsorship Coordinator (for House Teams and Team Manager for Rep Teams).
7. Rep Team and House Team Sponsors should NOT be solicited for further funds during the season.
8. Sponsorship monies for house teams go to the AVMHA general revenue account. Rep Team sponsorship monies go to the Rep team accounts.
9. FEMALE C Exception to subsection h above. Female C teams will be permitted to pursue additional sponsors for their team beyond the sponsors assigned by the association. These additional sponsorship funds can be deposited into the team account for use in team functions such as tournaments. The AVMHA sponsorship funds will continue to go to AVMHA. Female C cannot pursue sponsors already sponsoring AVMHA or have sponsored AVMHA in the previous season.
10. AVMHA, through its executive, may choose to sponsor a competitive team in participating at the BC Championships. Such sponsorship shall be limited to the following:
  - Paying for the cost for the team and its officials to participate in the championship banquet, if such an event is happening. Sponsorship will be paid directly to the host association wherever practical. Paying for the travel costs of the coaches where there is no relation playing on the team.
  - The amount is limited to no more than \$500 regardless of the number of coaches on the team with no relation. It is payable by the association directly to the coach upon presentation of valid receipts.
  - When the championships are held in a location that is more than 10 hrs travel as per the shortest route using Google Maps, \$500 is provided to the team to help offset some of the travel costs. When the championships are held in a location that is more than 15 hrs travel as per the shortest route using Google Maps, \$1000 is provided to the team to help offset some of the travel costs.
11. Financially, all shall be determined by the Treasurer, President and Vice President. It is also within their authority to reduce the amounts above to fit within the financial budget, but all attempts should be made to stay within the guidelines above. Previous years sponsorships are not to be considered a precedent.

## SECTION 16 - FUNDRAISING

Any team and/or division wishing to fund raise must adhere to the fund-raising policy. House team requests for fundraising must contact the fundraising/sponsorship coordinator for approval.

### FUNDRAISING 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. AVMHA operates under a BC Gaming License – so all teams must adhere to gaming rules and regulations or AVMHA may lose this license and if this should happen AVMHA would face large increases in membership fees.

All activities for any team must have an approval form from VIAHA (which can be filled out online).

AVMHA holds a Gaming License for all teams doing 50/50 draws (this license can be located on the AVMHA office door and covers all games and tournaments). Any other draw, prize table, etc. must have a separate gaming license.

Individual teams must apply through the gaming coordinator for these licenses.

1. Direct public support can be requested through activities such as candy sales, car washes, 50/50 draws, etc., provided they are in good taste. Alcoholic beverages may not be used as prizes.
2. The AVMHA Executive can approve an Association Tag Day. This will be coordinated by the Tag Day coordinator and advised through the Divisional Managers to all teams who should participate. All players are expected to participate in Tag Day (or pay a Tag Day fee).
3. All fund-raising programs must be included in the team budgets and approved by the Fundraising Coordinator. All these programs must be well supervised and controlled.
4. Fund raising programs should be carried out within our Association boundaries.
5. Team management is responsible for ensuring that Association guidelines and Municipal By-Laws are followed.

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

1. Tournament team registration fees.
2. 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.
3. Other team expenses such as faxes, phone calls and correspondence.
4. Team apparel
5. Team meals and team events (including year-end parties), etc.

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

1. Tournament team registration fees.
2. 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.
3. Team apparel
4. Team meals and team events (including year-end parties), etc.

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 an individual team or for the Association as a whole, are the sole properties of the AVMHA. Funds raised by an individual 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 Team Managers who will then turn funds over to the AVMHA treasurer to be held in that Teams account. All surplus funds at year-end revert to the AVMHA general revenue if not claimed within 30 days from the end of the season, March 31st, by the team manager.

## SECTION 17 - 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:

1. Association Account should have monthly statements provided, with cheques returned. All funds, statements and 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.
2. Teams and Divisions are not allowed to maintain separate bank accounts.
3. All teams and Divisions must maintain financial records as per the AVMHA Treasurers instructions.
4. All cash transaction should be evidenced by a receipt in writing.
5. 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 18 - CLINICS

Each year the AVMHA through the Coach Coordinator and Head Referee holds clinics for Parents, Coaches and Referees. These clinics are coordinated through Hockey Canada, BC Hockey and VIAHA. 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. AVMHA encourages all those who wish to attend these clinics to make every attempt to participate those in which AVMHA is hosting. AVMHA will only cover the cost of registration for clinics and/or courses (no travel expenses) upon successful completion of the clinic or course.

### Available Clinics:

1. HC National Coaches Certification Program - NCCP.
2. HC National Referees Certification Program - NRCP.
3. BC Hockey Checking Clinic.
4. HC (U7) program Instructors Clinic.
5. Hockey Trainers Safety Program - NTSP.

### Any Coordinator of a local clinic shall:

1. Submit clinic request form.
2. Provide facilities for the lecture.
3. Provide the necessary audio-visual equipment needed.
4. Arrange for the necessary ice time for on-ice sessions.
5. Arrange publicity for the clinic both before and after.