



Alberni Valley Minor Hockey Association
Policy Binder
Updated October 2023

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AVMHA Purposes of the Association

The purposes of the Association are:

- a) To promote and encourage good citizenship among the players of the Association;
- b) To establish, maintain, conduct and promote among the players of the Association and others an active interest in amateur hockey.
- c) To maintain a uniform set of playing rules as laid down by Hockey Canada and amendments covered by the British Columbia Hockey Association.

Hockey Canada Mission Statement

“Lead, Develop and Promote Positive Hockey Experiences”

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. Hockey Canada Registry will be referred to as HCR
5. The Vancouver Island Hockey Association in these policies shall be referred to as VIAHA.
6. 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.
7. 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for easy and convenient reference and should regulations change or errors occur, the contents of this book will be superseded by the official minutes of the AVMHA.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. In the event of missed payments, or NSF, 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. 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
14. 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.
15. 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).
16. The registrar will ensure that all players and team officials have been entered into the HCR..
17. 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.

As an AVMHA Hockey [layer, coach, official, volunteer or parent of any of the previous, I shall adhere to the BCH Code of Conduct as set out below. I understand that failure to adhere to this code may bring disciplinary actions.

1. Treat everyone fairly within the context of their activity, regardless of race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person, or class of persons, religion, politics or economic status.
2. Abide by the BC Hockey Harassment and Abuse Policy (5.16)
3. Refrain from the public criticism of fellow members be they volunteers, athletes, coaches, or officials.
4. Respect the dignity of others and refrain from verbal or physical behaviors that constitute harassment or abuse.
5. Refrain from the use of profane, insulting, harassing or otherwise offensive language in my participation in any BC Hockey event.
6. Direct any comments or criticism at the performance rather than the person.
7. Take the initiative to learn, respect, communicate and adhere to the rules and regulations for the sport and the spirit of such rules, while encouraging other participants to do the same.
8. Abstain from the use of non-prescription drugs, tobacco products (or vapes) and from the drinking of alcoholic beverages in the discharging of BC Hockey duties and responsibilities.
9. Discourage the use of non-prescription drugs and alcoholic beverages or the use of tobacco products in conjunction with athletic events or celebrations.
10. At no time request, participate in or give into requests for sexual favors within any aspect of the game and immediately report such instances to the appropriate body
11. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of medical problems. Respect the concerns these medical personnel have when they are considering the future health and well-being of all participants and when making decisions regarding the ability to continue to perform or train.
12. Follow the annual training, competitive programs and rules of conduct as mutually agreed upon by Coaches and Athletes, while recognizing the responsibilities of the Athletes to adhere to and complete.
13. Participate in team training, practice and testing and satisfy all team program testing objectives.
14. Provide Coaches or supervisors with the results of training to enable them to monitor and assess improvement in performance. Addendum for coaches, officials, volunteers and all other non-playing participants.
15. Regularly seek ways to increase my professional development and self-awareness.
16. In the case of minors, communicate and cooperate with the parent(s) or legal guardian(s), involving them in decisions pertaining to their child's development
17. Ensure that the activity being undertaken by members and participants is suitable to the age, experience, ability and fitness level of the individual and is conducted in a safe environment.
18. Be aware of and respect the pressures that may be placed on all participants as they strive to balance the physical, mental, emotional and spiritual aspects of their life. Conduct practices and participation in competition in a manner so as to allow success in all areas of their lives.
19. Consider the athletes' future health and well-being when making decisions regarding an injured player's ability to continue playing or training.

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, reimbursing for costs of required programs.
5. Oversee the general conduct of players and officials working games under the auspices of the Association.
6. Pay all registration fees for current members who attend Coaching and Referees clinics, within our zone.
7. Provide an area for the storage of equipment.
8. Provide Recreational Teams with one (1) set of jerseys or develop a program whereby jerseys are purchased and owned by members as part of registration fees.
9. Provide Competitive Teams with two (2) sets of jerseys.
10. Provide teams with 100 pucks and a first aid kit. Additional pucks are at the expense of the team.
11. Accept bids for annual team photos with the successful bidder to be notified in writing prior to the commencement of contract.
12. 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.
13. 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 the 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 president shall never be appointed head coach of any team (competitive or recreation).

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.

FIRST and SECOND VICE PRESIDENTS:

At the first Executive meeting following the AGM, the vice presidents shall support the Director of Operations in an advisory capacity, in overseeing the Cross Ice, Recreation or Competitive Streams.

The 1st vice president will act as the chair of the discipline committee. The 1st and 2nd vice president will be responsible for carrying out the duties of the President if the President is absent or unable to act, respectively. Should the President vacate the position, the 1st Vice President will have all duties and powers of the President until the next AGM when the position will be up for election and in the event of a conflict, the 2nd VP shall uphold this position.

The vice presidents shall not hold the position of head coach of any team (competitive or recreation) while acting in the capacity of "Acting President".

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 appointed 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.

DIRECTOR OF HOCKEY OPERATIONS

1. Administer all matters related to the daily operation of all levels of hockey program, including competitive, recreation and initiation, ensure compliance with the BC Hockey Development Path and all applicable policies of BC Hockey, VIAHA and AVMHA including but not limited to:
 - a. Codes of conduct and Team Conduct at home and traveling
 - b. Minimum Suspension Guidelines
 - c. Communication Streams
 - d. Head Contact, 2 Deep Supervision, Equipment room safety, Coed Dressing room, Affiliate player policy
 - e. Ensure that all Coaches of Rep teams are aware of their obligations to VIAHA, Zone Playoffs, the date for withdrawing from that competition and the consequences of failing to do so
2. Take direction from and report to the AVMHA Executive Committee, acting as a liaison between AVMHA Executive Committee and team officials with matters of
 - a. Team official selection
 - b. Updates to policies, and any violations
 - c. Suggestions, complaints, queries
3. Prepare recreation and cross ice divisions prior to the start of season by confirming team volunteers per previous years rosters and player registrations.
 - a. In collaboration with the Coach Mentor, meet with coaches prior to the first ice time to ensure all coaches are prepared to facilitate practices (supports, keys, pucks, locker codes, on ice support, etc)
4. Be the contact for coaches and managers for questions, queries, administration of corrective action when required, etc.
 - a. Be the second level of contact for the parents after issues are first addressed at the team level
 - b. Review concerns for policy violations, provide education and resources to parents
5. Support coaches/managers with team meetings, ensure all teams have parent meetings reviewing expectations, communication, codes of conduct, procedure for complaints, etc.

6. In collaboration with the Coach Mentor, Registrar and applicable VP, approve team officials (competitive coach selection exempt)
7. Ensure all teams prepare a budget at the beginning of the year
8. Team selection
 - a. Regarding competitive stream:
 - i. Organize and oversee applications for competitive coach selection process
 - ii. Organize and oversee selection for evaluators
 - iii. Organize and oversee competitive team tryout process
 - iv. Organize and oversee competitive team selection including supervising player cuts
 - b. Regarding recreation stream: oversee and give final approval, with support and involvement of the Executive Committee with team selection, team balancing or tiering following VIAHA policy, player evaluations and facilitating meetings for support and feedback.
9. Promote hockey within the AVMHA and encourage programs to encourage youth to pursue the game of hockey
10. In collaboration with coach mentor, plan and facilitate monthly coach training/mentor meetings, beginning with the competitive coach meeting to start the beginning of the year
11. Organize and oversee all specialized instructors. Instructors MUST be registered with Hockey Canada either as a rostered member within Hockey Canada or as an Associate Member through BC Hockey. In any regard, they will have a Hockey Canada Profile.
12. Attend all AVMHA Management Meetings or provide written reports in lieu of attendance.

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 teams to appoint tournament coordinators for each tournament and assist with team selection and registration
5. Coordinate with ice allocator available ice for the tournament to determine size and schedule for tournament
6. Submit schedule to VIHA representative for game numbers and upload to HiSport
7. Post games to HiSports and be available to post medal games once determined.
8. Assist individual tournament coordinators as needed with running and execution of tournament
9. Meet with individual tournament coordinator to review tournament and submit tournament funds to treasurer
10. Submit tournament completion report to BC Hockey
11. **Make tournament applicants aware that Tournament fees will not be refunded unless there is a team to take the place of the team that withdrew or grievances are filed for extenuating circumstances to be reviewed by the tournament committee**

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 the same to the BC Hockey.
3. Ensure all volunteers have completed the required certification
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 reports 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.

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 meeting 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 the Treasurer for payment.
16. Attend all AVMHA Management Meetings or provide written reports 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 reports 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 the 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. Work with their Executive to help identify major risks and make recommendations to reduce or manage those risks.
4. 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.

5. 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.
6. Attend all AVMHA Management Meetings or provide written reports 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 reports 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 reports 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 reports 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 to be detrimental to the AVMHA.
7. Attend all AVMHA Management Meetings or provide written reports 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.

SECTION 5 - TEAM MANAGERS

Work with the Head Coach with regard to Team Management (Warm Area)

1. To be the team contact for all players, coaches, Director of Hockey Operations, League Commissioners/Managing Directors, registrar and parents.
2. Manage team roster with respect to ensuring coaches have necessary credentials, parents have completed Respect in Sport, affiliate players are rostered by deadline, etc.
3. Prepare a budget and submit it to the treasurer by October 31 of each year.
4. Help to coordinate any tournament in their division and work with the Tournament Directors and Treasurer.
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. Track and apply Head Contact accumulation policy.
9. Forward communication from the association, VIAHA and BC Hockey to coaches and parents as appropriate, including suspension notifications, memorandums, development opportunities, etc.
10. Apply for out-of-town tournaments; organize how the team will pay (parent pay, fundraising, etc.).
11. 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.
12. Store and have ready a tablet for scorekeeping during all games.
13. Receive and deal with problems in their division and clarify with those directly involved, advising members of appropriate reporting procedures.
 - a. Policy violations and safety issues to be report in full detail to the Risk Manager
 - b. Ensure parents are aware of the independent third party for reporting maltreatment (complaints@safesport.ca)
 - c. Exercise control over discipline in the arena, particularly in their own respective divisions.
 - d. Ensure that your team has a Safety Manager, and that the Safety Manager collects medical information forms as directed by the association and makes the Coach and Manager aware of any medical problems listed on the forms.
 - e. Request gaming number for fundraising.
 - f. Appoint a team treasurer who will track expenses and sponsorships/donations**
 - g. Apply for all applicable sanctions through BC Hockey for Fundraising and off ice events.
 - h. With respect to the competitive stream, obtain sponsorship, collect competitive teams where applicable.

SECTION 6 - HEAD COACHES

Head coaches are responsible for all “cold area/field of play” areas, including locker room, players bench, games, practices, etc.

1. Follow Hockey Canada development pathways to prepare yearly plan, sessional practice plans, identify player development need
2. Seek support from Coach Mentor where appropriate
3. Maintain control with regard to team conduct, on and off the ice, before, during and after ice sessions. This includes monitoring excessive penalties and bringing forward player behavior concerns to the manager and parent
4. Attend coaching clinics as required by Hockey Canada and ensure that all coaching credentials and criminal record checks are up to date.
5. Advise players of, monitor and share and educate parents and players around protective equipment, fit and use. Ensure there are adequate jersey's for players.
6. Ensure all equipment belonging to AVMHA is cared for - this **includes puck management**. Teams will be responsible for replacing lost or stolen (due to insufficient security) of pucks outside of those provided at the beginning of the year by AVMHA.
7. Ensure that only team rostered players and volunteers participate in team events. These include players, affiliates, coaches, etc. AVMHA teams may utilize AVMHA players as on ice helpers or for support with player development **at the request of the coach**. Specialized instructors may be organized through the Director of Hockey Operations ONLY.
8. Work with a safety person to identify and mitigate risk. For example:
 - a. No player on the ice during practice until the coach is present, ensure ALL puck play stops when zamboni doors are open, players return to play following the return to play process, etc. report any concerns about the play area to the safety person and AVMHA Risk Manager.
9. Ensure the coach remains on the ice after practice to move, and return nets after ice clean. Ensure the coach is the final person to leave the dressing room to ensure it is clean.
10. Shake hands with game officials before and after the game.
11. Set an example of good sportsmanship with regard to all interactions with others. When requesting communication with game officials, step off the bench, be respectful in communication. No public scrutiny of calls.
12. In the event of an on ice injury - ensure all players go directly to the bench and “take a knee”.
13. Become knowledgeable about the Head Contact, Maltreatment and all other minimum suspension guidelines (MSG). Where automatic penalties are involved such as those listed on the MSG, there are no appeals.
14. Follow discipline guidelines with regards to behavior modification on your team.
15. When issues arise concerning other associations, these are to be reported to the Director of Hockey Operations to be brought forward to the President for further review.
16. Abide by all Hockey Canada, BC Hockey and VIAHA rules and regulations.
17. Work with your team manager for team management - roster additions, deletions, affiliate players, ensuring all team officials are properly certified.

SECTION 7 - 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 composed 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.

Complaints Procedure

AVMHA cannot guarantee complete confidentiality. The contents of the complaint may be shared in an effort to resolve the complaint. By submitting this complaint, you agree that AVMHA may share some or all this information in the process of resolving the complaint. Complaints will be addressed according to severity, resources and safety for all participants and may be redirected to the appropriate parties including redirection to team managers, coaches etc.

1. Complaints process

- a. Complainants are encouraged to review the policy and procedure binder and educate themselves on these policies prior to submitting a formal complaint. It is the role of AVMHA to review violations of procedure and regulations only. Any issues involving criminal activity will be reported to the RCMP.
- b. Complaints should be addressed at team level first, through the team manager.
- c. Should the manager feel the concern needs to be escalated, they will forward the issue to the Director of Hockey Operations
- d. Should the issue be a result of a policy violation, or specific to the safety of the member, a complaint may be directed **in writing within 7 days** to the risk manager riskmanager@avmha.com for investigation. This complaint must include
 - i. The name, contact information and role of the person making the complaint
 - ii. The person, contact information and role of the person for whom the complaint is being made if different from above
 - iii. The name and role of the person(s) against whom you are complaining
 - iv. When the incident occurred
 - v. The grounds of the complaint (the specific policy violation, harassment or abuse and/or criminal activity)
 - vi. When the issue was first addressed, attempted resolutions,
 - vii. Remedy/resolution you are seeking
- e. Complaints submitted will be reviewed by the risk manager with the goal of resolving the situation fairly and preventing future occurrences, including determining and enforcing proper discipline if required.
- f. Complaints received from coaches who have administered what exceeds 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.
- g. 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. Incidents that constitute criminal activity will be reported to the RCMP for investigation.
- h. 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.
 - ii. Photo's, videos or other images captured in change rooms

DISCIPLINE PROCEDURE

1. Discipline should only be administered when all other avenues of conflict resolution, mentoring, and education have been exhausted.
2. 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 indefinitely pending review by the Discipline Committee.
3. 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.
4. 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, unbiased, 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;
5. 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
6. 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 appropriate

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.

7. 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.
8. Minutes of any meeting of the disciplinary meeting shall be forwarded to the Secretary of the Association for archiving purposes.

Zero tolerance policy for abuse of officials or arena staff. Our priority is to provide a fun and educational hockey opportunity for all players, volunteers, game officials and parents. Any spectator who violates this zero tolerance policy will be removed from the facility up to and including a lifetime ban. Should a spectator be determined to be abusive, **the game official will stop the play, and may direct teams to the dressing room until the spectator has left the building. Managers and other team officials will be asked to support in this capacity. The home association is responsible for managing spectator behavior and the home team will be assessed a penalty.** This applies to parents as well as non-member spectators.

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. **Use of camera, cell phone, video or other imaging or audio recording equipment in the dressing room or where a reasonable expectation of privacy exists; any use of hidden audio or image recording or transmitting devices meant to record or listen to other members without their knowledge**
7. 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.
8. VIAHA Christmas blackout dates do not count when serving suspensions
9. 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.
3. **Violation of cell phone policy/capturing images or audio recordings in the change rooms**
 - a. **First offense: Dismissal from ice and indefinite suspension pending review. Should the images be those of a minor in any state of undress, whether it be with or without players consent, the matter will be forwarded to the RCMP for review. The suspension will be indefinite pending the outcome of that investigation and that of the risk manager and discipline committee.**

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 within 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 notwithstanding 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, 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. It is expected that team management of the offending spectator will assist the referee and arena staff in directing the spectator to leave.
4. 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.
5. 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.
6. 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.
7. First offenses will be erased from parent or spectator records after two (2) calendar years, at the request of the individual.
8. 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 8 - 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.
4. **Official payment schedule shall be consistent with other Associations, and be posted annually by VIAHA**

REFEREE AND LINESMEN SHALL

1. Wear proper attire at games - black slacks, referee pants or sweatpants - 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/Linesman 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 9 - 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 **at cost and to be paid by the team** 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. Requests 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 10 - 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 evaluators, Coaches and Director of Operations.

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 personnel, 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 bear no liabilities or responsibilities to AVMHA.
10. Teams are encouraged to purchase all necessary team items locally.
11. Teams will only be reimbursed by the 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 Policy
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 bear no liabilities or responsibilities to AVMHA.
13. Teams will only be reimbursed by the 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 at 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.
18. 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.
19. 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 Director of Hockey Operations who shall forward such appeals to the Associations Appeals Committee.

SECTION 11 – 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).

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.
3. Player requests to be placed on teams that affect team parity will not be accepted.

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.

SECTION 12 – 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. **10% of tournament registration fees to be collected by AVMHA for association fees.**
10. All purchases must be local unless approved by AVMHA.

Tournament fees will not be refunded unless there is a team to take the place of the team that withdrew or grievances are filed for extenuating circumstances to be reviewed by the tournament committee

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 13 - 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 14 – FUNDRAISING

Any team and/or division wishing to fundraise 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 fundraising 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. Fundraising 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.

Fundraising 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 fundraising 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 15 - CONTROL OF CASH REVENUES

AVMHA, a non-profit organization under 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 the 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 Treasurer's instructions.
4. All cash transactions 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 16 - 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 in 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.

SECTION 17 – CONFLICT OF INTEREST

1. Team Manager/Head Coach
 - a. Head coaches and Managers on competitive teams shall not be from the same household (spouses) whenever possible. All other options must be explored and approval from the Executive must be granted which may happen *if* a co-manager is appointed as a second possible contact for all players/family members on the team. The competitive Program Coordinator may be this co-manager if no other individual can be appointment
2. President/Head Coach
 - a. The president shall not occupy the position of Head Coach of any team in the association.
3. Referee in Chief
 - a. Shall not hold the position of coach of any team during any game.

SECTION 18 – SCHOLARSHIP

Awarded to successful applicants who plan to continue their/her/his education at a post-secondary institution. Must be involved in AVMHA in some way – as a player, official or coach. AVMHA recognizes that not all successes are measured by grades, and applicants are encouraged to apply with letters of support if desired.

Application forms will be posted every year on the AVMHA website, and facebook page and will be made available through ADSS Scholarship.

Funds will be held until such time as proof of acceptance to the Post Secondary Education program has been received.