



NORTH DELTA MINOR HOCKEY ASSOCIATION
POLICY AND PROCEDURE MANUAL

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ABOUT THE NORTH DELTA MINOR HOCKEY ASSOCIATION

The North Delta Minor Hockey Association (NDMHA) was registered on January 20, 1984 under the BC Societies Act. The Society was formed to; (1) promote and encourage good citizenship, development of hockey skills and sportsmanship among all members of the Association; and (2) to establish, maintain, conduct and promote among all members of the Association and others, an active interest in Amateur hockey, particularly as it relates to the youth of the North Delta community.

The NDMHA is affiliated with the Pacific Coast Amateur Hockey Association (PCAHA), BC Hockey and Hockey Canada. All laws, rules, and regulations by which those associations are governed will be observed by the NDMHA.

The NDMHA Policies and Procedures are intended as a working guide for players, coaches, and parents seeking information about the ongoing operations of our association. Should there be discrepancy between the policies contained in this manual, and the NDMHA Constitution and Bylaws, the latter document will be considered authoritative.

The North Delta Minor Hockey Association logo may **NOT** be used without the express written consent of North Delta Minor Hockey Association. This includes the North Delta Minor Hockey Association name as well as acronyms “NDMHA” or “ND Hockey”.

The North Delta Minor Hockey Association website and associated vendors must be used by members of the Association. At no time may members create or advertise on non-affiliated website service providers for the purpose of NDMHA business or team communication.

MEMBERSHIP

As per the By-Laws, voting members consist of any parent or guardian of a registered player.

All elected or appointed officials, adult referees and adult coaches who do not have registered player are considered non-voting members for the season in which they are elected or appointed. An application of membership can be made by a non-voting member (as described above) to the Executive Committee.

The application for membership must be in writing and clearly state they are applying for voting member status and clear reasoning of why the request is being made.

On receipt of the application to a regular constituted Executive meeting, the application may be considered under “New Business”. Each application will be considered on its own merit and approval must be obtained through a majority vote.

EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

Governance

Members of this Executive are elected officers of this society. There are two governing bodies within ND Hockey (1) the Executive Committee and (2) the Board of Directors.

The **Executive Committee** consists of all elected positions. An appointment can be made to the Executive Committee to fill a vacancy up until the next election.

The **Board of Directors** consists of the Executive Committee and all directors appointed by the Executive to assist in carrying out the responsibilities and directed by NDMHA Constitution, Bylaws and Policies. The Board of Directors may include such positions as follows:

- Division Managers
- Sponsorship/Fundraising Director
- Goalie Equipment Manager
- Fraser Valley Representative
- Gaming Director
- Female Hockey Director
- Promotions Director

and any other positions deemed necessary by the Executive for the efficient operation of the Association.

Any Executive member can make a motion at a regular Executive meeting to appoint a Director of Large and must be accepted by the Board with a majority vote.

Committees

Our Bylaws set out the following standing committees within our Association:

- **Appeals Committee**

Chair: Appointed by Committee

- **Budget/Finance Committee**

Chair: Treasurer

- **Discipline Committee**

Chair: Appointed by Committee

- **Nominating Committee**

As set out in Sections 5.5(d) and 5.7 of the By-laws

- **Program Development Committee**

Chair: Second Vice President

- **Rep Coach Selection Committee**

Chair: First Vice President

- **Recreation Hockey Committee**

Chair: Second Vice President

- **Rules and Regulations Committee**

Chair: President

The Board can set any committee to carry out research and provide recommendations to the Board.

Purpose

We have a collective (fiduciary) responsibility to serve in the best interest of North Delta Minor hockey. In addition to the duties subscribed in the By-Laws, The Board of Directors will as far as possible maintain confidentiality, publish a summary of our minutes, build policies, and attempt to be transparent to all members in the decisions made by the Board. Every Board member has a responsibility to respect the sensitivity of our discussions and to support both decisions taken and the process to arrive at those decisions.

Code of Conduct of Board Members

All Board Members are required to abide by this Code of Conduct.

It is also intended to provide guidance for any volunteer within NDMHA.

1. Treat other people with respect.
2. Aim to be honest and ethical in dealings with each other, with members, partners, supplies and the public.
3. Respect and maintain the confidentiality of sensitive information they have gained due to their position as a Board member. This may include personal information about members and/or information about the internal workings of the Association.
4. Represent the best interests of the Association.
5. Protect Association Property against loss, damage, misuse or theft. Use only for legitimate Association purposes and not for personal benefit.
6. Maintain accurate, honest and complete books and records. Retain legitimate records of approved expenses and submit in a timely manner.
7. Follow the rules and regulations of Hockey Canada, BC Hockey, PCAHA, NDMHA Constitution, Bylaws and Polices
8. Support programs that train and educate players, coaches, parents, officials and volunteers
9. Communicate with members and be available to address issues throughout the season.
10. Promote fair play and sportsmanship.
11. Recruit volunteers who demonstrate qualities conducive to the association and are role models to the youth in our sport.
12. Attend Executive and Board meetings as required.
13. Contribute to debate in an informed and constructive manner.
14. Accept collective responsibility for all decisions and speak with unity.
15. Ensure decisions are based on good and extensive information.
16. Be clear and open about conflicts of interest.
17. Show a high standard of conduct in and outside the boardroom.

Meetings

Executive Committee Meetings will be held once per month, generally first Wednesday of each calendar month.

Board of Director Meetings will be held once per month, generally third Wednesday of each calendar month.

Special meetings may be called as necessary.

COMMITTEES – DUTIES AND DESCRIPTION

The following information is taken directly from the NDMHA Constitution and Bylaws.

The Standing Committees of the Association shall be as follows:

Rep Coach Selection Committee

Chair - First Vice-President

Members - As prescribed in these by-laws and appointed by the Board.

This committee is responsible for:

- (a) Selecting coaches for Rep A and B teams subject to the concurrence of the Board, where possible prior to the commencement of player evaluations.
- (b) Player evaluation for Rep A and B team assignment.
- (c) Following established Association policies and procedures for Rep A and B hockey.

Budget/Finance Committee

Chair - Treasurer

Members - As prescribed by these by-laws and appointed by the Board.

This Committee is responsible for:

- (a) Reviewing the finances and expenditures of the Association and recommending to the Board of Directors any course of action they deem advisable.
- (b) Preparing a budget for the approval of the Board of Directors
- (c) Preparing a financial statement to be submitted to the general membership at the Annual General Meeting in each year.

Rules and Regulations Committee

Chair - President

Members - As prescribed in these by-laws and appointed by the Board.

The responsibilities of this Committee are:

- (a) To review, maintain and update the Association's rules and regulations.
- (b) To present any recommendations for amendments to the rules and regulations of the Association to the Board of Directors for approval.

Discipline Committee

Chair - A member of this Committee appointed by the members of this Committee.

Members - Two members of the Board of Directors/Executive Committee and three adult members of the Association as appointed by the Board no later than October 1 each year.

The responsibilities of this committee are:

- (a) To review recommendations by the Head Coach or Divisional Managers or other members of the Board of Directors that concern discipline or suspension recommended against any team, player, team official, association member or any other person governed by these by-laws.
- (b) These recommendations must be reviewed within seven (7) clear days excluding statutory holidays of the Chair of this Committee receiving such recommendation.
- (c) Where possible to endeavour to rule on such recommendations within the same seven day period.
- (d) The minimum number of members of this committee to be not less than three at any given meeting of the committee.

Appeals Committee

Chair - A member of this committee appointed by the members of this Committee

Members - Three members of the Board of Directors and two adult members of the Association as appointed by the Board no later than October 1 each year.

The responsibilities of this Committee are:

(a) To review appeals against Discipline Committee decisions within seven (7) clear days excluding statutory holidays of the Chair of this Committee receiving such appeal.

(b) Where possible to endeavor to rule on such recommendations within the same seven day period.

(c) To review pro-tem suspensions issued by the President within seven (7) clear days excluding statutory holidays of the Chair of this Committee being notified of the pro-tem suspension.

Program Development Committee

Chair - Second Vice-President

Members - As prescribed in these by-laws and as appointed by the Board of Directors.

The responsibilities of the Program Development Committee shall be as follows:

(a) To establish criteria for on and off ice skills development within each age group according to the Association's policies and procedures.

(b) Develop and maintain a program, which will be consistent with the purpose of the association as set out in the constitution.

Recreation Hockey Committee

Chair - Second Vice-President

Members - As prescribed in these by-laws and as appointed by the Board of Directors. The responsibility of this Committee is to follow the established Association policy and procedures related to Recreation hockey. All actions of this Committee are subject to the approval of the Board of Directors.

Nominating Committee

As set out in Sections 5.5(d) and 5.7 of the By-laws.

Discipline Procedures

Any recommendation (other than a recommendation from the president) to the discipline committee concerning discipline or suspension must be made writing to the board of directors. Within forty-eight (48) hours of receipt of the written recommendation a discipline ruling committee will be convened in accordance with the association's policies and procedures. Once convened this discipline ruling committee will meet within seven (7) days excluding statutory holidays. This committee will provide a written summary of their decision to all affected parties within three (3) days excluding statutory holidays of rendering their decision.

Appeal Procedures

Decisions of the Discipline Committee may be appealed in writing to the Appeals Committee within seven (7) clear days excluding statutory holidays of the decision.

Any appeal to the Appeal Committee must be made in writing to the Chair of the Appeals Committee.

The Appeal Committee will meet within seven (7) clear days excluding statutory holidays

of receiving an appeal and will endeavor to rule on appeal within the same time period. The committee will provide their response in writing to the appellant within three (3) clear days excluding statutory holidays of rendering their decision.

Decisions of the Appeal Committee may be appealed in writing to the Board of Directors within seven (7) clear days excluding statutory holidays of receiving the decision. These decisions will be heard within 30 days either at the next regularly scheduled meeting of the Board of Directors or at a special meeting if the Board of Directors deems necessary.

Appeals to the Board of Directors must be made in writing to the President. In the event the President has issued a pro-tem suspension, the Appeal Committee must meet and review the decision within seven (7) clear days excluding statutory holidays of the commencement of the suspension. The Appeal committee must provide in writing to the recipient of the pro-tem suspension a summary of their findings within three (3) clear days excluding statutory holidays after the conclusion of their review.

NORTH DELTA HOCKEY PARENT AUXILIARY

The Hockey Parent Auxiliary is a subcommittee of the Executive committee whereby the President of the Hockey Parent Auxiliary is a member of the Executive Committee. The North Delta Hockey Parent Auxiliary is an organization of parents from North Delta Minor Hockey dedicated to enhancing services to hockey players, their parents, and the wider community of North Delta through volunteer action and by conducting fundraising activities.

The Hockey Parent Auxiliary will operate in accordance with the Association's Constitution, By-Laws and Policies.

The members of the Parent Auxiliary will consist of one person from each team. Normally, this volunteer will be selected during the first meeting of each team after team formation.

The Hockey Parent Auxiliary President shall attend Executive meetings, is a member of the Budget/Finance Committee and shall liaise between the Hockey Parents Auxiliary and Executive Committee.

The Parent Auxiliary is responsible to organize and conduct the following special events during the period of November 1 of the year of appointment to October 31 of the following year. Each Auxiliary member will volunteer for one support service and assist in the preparation of the annual dance. Each support service will be made of a pre-determined number of volunteers who act as a sub-committee of the Parent Auxiliary.

Special Events may include but are not limited to the following:

- Food Drive – (2 members) – November/December
- Annual Cupcake Sale (2 members) - January
- Minor Hockey week (2 members) – January
- Juvenile Scholarship Game (4 members) – January/February
- Annual Dance (3 coordinators and all members) Fall / Early Winter
- Awards Night (4 members) – April
- Volunteer/Coach Appreciation Night – (2 members) - March
- Banners/Photo Case – (2 members) - Fall
- Parade / Delta Days Booth (6 members) – June
- Jersey Maintenance (1 member) - June
- First-aid Kit Re-stocking – (2 members) - July
- Annual Equipment Sale – (3 members) - August
- Photo Day – (4 members) – October

Each activity sub-committee will hold meetings as necessary to accomplish assigned task. Meetings can occur as often as necessary to carry out the duties of the Auxiliary. Each subcommittee can solicit volunteers from the general membership to conduct or assist in the event.

Each Parent Auxiliary member will liaise and organize their own team for events that teams participate.

All funds raised are maintained by the North Delta Hockey Association and accounted for by the Association Treasurer.

The Parent Auxiliary President must provide to the General membership a financial statement and written report at the Annual General Meeting of the Association.

TELEPHONE POLICY

It is acknowledged that many of us use cellular telephones heavily during and between hockey seasons.

We do not wish to in any way discourage ongoing communication with our members.

North Delta Minor Hockey Executive Cellular Telephone Policy

The telephone policy is intended to reimburse over and above personal usage.

There are three funding levels:

President/Referee-in-Chief/Ice Scheduler

The Association will make three telephones with a basic plan and the ability to leave messages for these executive members. It is understood that the phone will be carried and left on as much as possible as a service to members with urgent or time-sensitive questions. North Delta Minor Hockey will not fund special ring tones, personal calls, or long distance charges for travel unrelated to hockey business. The telephones and accounts are the property of North Delta Minor Hockey.

First VP/Second VP/Office Manager

ND Hockey Vice Presidents and Office Manager are permitted to submit expense claims for monthly cell phone use to a maximum of \$50 for any given month. It is understood that each will maintain a working cell phone number with the capability for members to leave messages and that these messages will be cleared on a regular (daily) basis.

Other Executive Members

All other Executive members are permitted to submit expense claims for monthly telephone use that does not exceed \$25 in any given month. It is understood that these funds are to be used to compensate hockey business during times of heavy use related to the North Delta Hockey roles/responsibilities.

Note: Phone policies are subject to yearly review and may be adjusted to reflect unexpected events occurring during the season

ANNUAL GENERAL MEETING

North Delta Minor Hockey Associations Annual General Meetings are very important. It is at the general Association meetings that the most significant decisions are made about the direction the Association will take and the issues that will receive attention. Any member in good standing who wishes to have a say in the affairs of the Association must attend and participate in Association meetings.

1. Notice

In accordance with the Association By-laws, 14 days notice must be given that specifies date, time, place and special business.

Notice shall be provided to the membership through a membership email and notices posted at North Delta Recreation Centre and outside the Hockey office at Sungod Recreation Centre.

All special business motions must be submitted to the secretary in writing no later than 30 days prior to the meeting. No motions will be accepted from the floor.

2. Quorum

A minimum quorum is 30 eligible members.

3. Chairperson

Chairperson is the President or 1st Vice president or 2nd Vice President of the Association or in the absence of either, a member of the Executive Committee. If the Directors are unwilling to act as Chairman, the members present shall choose one of their numbers of be Chairman.

4. Agenda

For an annual general meeting the following agenda is followed:

- a) Reception of Credentials
 - I. quorum established
 - II. appointment of Scrutineers
- b) Adoption of Previous Minutes
- c) President's Report
- d) Treasurer Report
- e) Appointment of or Waiver of Auditor
- f) Directors Reports
- g) Election of Directors
- h) Other Business – This would include amendments to the constitution or by-laws or business which is brought under consideration by the board of directors.

- i) Questions
- j) Adjournment

**The order of the agenda may be changed to meet the needs and expectations of those attending the meeting.

5. Reports

Reports are usually given by the Officer most directly involved with the matter.

The Treasurers report is given a special position on the agenda since the financial position of the association often has a bearing on many of the discussions that take place on other matters. The treasurer will present two sections of the report: The current financial status of the Association and a budget for the upcoming season. The two sections of the report require a separate motion for each section.

President and Directors Reports end with a motion to "Accept" the report. This motion is taken as a formal approval of the reports; in short the membership is satisfied that the report is accurate, complete, and that the members understand its content. This does not necessarily mean that the membership accepts the situation described in the report but means that the members "accept" the accuracy of the report.

Reports may also include recommendations for action. For example, the Treasurer may recommend that in order to get out of financial difficulties the association should increase registration fees. This recommendation would take the form of a motion.

6. Motions

Motions are used to focus the discussion of the association to ensure that matters are dealt with in a logical way and that the meeting stays on track.

Motions under Other Business must be presented in writing and received by the Secretary no later than 30 days prior to the A.G.M. NO motions are accepted from the floor under New Business.

SECTION B – PROGRAM DEVELOPMENT

Initiation to Hockey

Recreation Coach Selection

Recreation Team Selection

Rep Coach Selection

Competitive Steam Selection

Tournaments

Referees

Player Development

Hockey 1 to 4

Background

Players: The focus is on skill development, team concepts, fair play, and fun. The program is designed to encourage camaraderie not competition. Each player will receive well-balanced and organized practice sessions and will be exposed to the same concepts, skills, and instruction appropriate to their level of development.

Coaches: The structured curriculum develops teaching and coaching skills based on consistent and progressive lesson plans.

Referees: When on-ice officials are introduced at Hockey 3 and 4, the program also is the training ground for beginning referees.

Policy

As with all ND Hockey Policies, the following guidelines are designed to fall within the rules published by PCAHA.

1. All five (5) year old players first registered with the association will start in Hockey 1 and continue advancing yearly until they reach Hockey 4 at age eight (8).
2. Any new player to the Association older than age five (5) will be placed in the appropriate age group. A player will not be placed in a level higher than his/her appropriate age group – i.e. age five (5) Hockey 1, age six (6) Hockey 2, age seven (7) Hockey 3 and age eight (8) Hockey 4.
3. Once a player has attained Atom age (9), he/she must advance to the Atom Division regardless of the level attained in Hockey 1 - 4. If a player has advanced to Hockey 4 before he/she is eight (8) years old, he/she will remain in Hockey 4 until he/she is eligible (at age 9) to advance to the Atom Division.
4. All teams within that level will be equally balanced. If, during the early part of the season, it is determined that teams within a level are not equally balanced, players will be moved so that the teams will be equally balanced.
5. As players will be advancing together from level to level on a yearly basis, the make up of the teams on a yearly basis may be such that the same players do not continue playing on the same team each year.
6. Teams must consist of only those players who are included on the team roster as filed with PCAHA. If a team is short players for a game, the coach can draw affiliate players from the division one level below. This should be done very rarely as the purpose of the program is fun not winning. Coaches will follow the call-up procedures when acquiring addition player(s) for a game or tournament. An affiliate player can only play for any other team three (3) times in the season. Coaches must first obtain permission to use an affiliate player from their PCAHA League Manager and the NDMHA Division Manager.

7. Before an exhibition game or tournament is played, it must be understood that the other Association will reciprocate with an exhibition game or tournament invitation or that our Association can reciprocate with an exhibition game or tournament invitation.

8. All Hockey 2, 3 and 4 teams require a game number before any game is played. Hockey 2 coaches will be on the ice to assist the players during games. There will be 2 on-ice officials for Hockey 3 & 4 and 1 on-ice official for Hockey 2 for all league, tournament and exhibition games.

RECREATION COACH SELECTION

All operations of Recreation Hockey including Coach selection are governed by the Recreation Hockey committee. This is a committee chaired by the Second Vice President with membership that includes, the President, Head Coach, initiation coordinator, and appropriate division Manager. The criteria for coach selection include; coaching level attained through formal clinics; known background and coaching experience; references; parental evaluation forms; known or referenced reliability and integrity; coaching philosophy compatible with Association philosophy and policies. NDMHA endeavors to select persons who are the most appropriate, best qualified, and most responsible for the fair evaluation and assigning of players to teams.

Elected members of the NDMHA Executive may not hold the position of Head Coach or Team Manager subject to provisions in the NDMHA Constitution and Bylaws.

RECREATION TEAM SELECTION

The aim of this policy is to form balanced teams, provide a competitive recreational environment and a balanced league. The Divisional Vice-President and Division Manager, together with the Coaches will organize and conduct on-ice evaluations of the players. A selection committee, normally three in number, will then grade each player.

The Division Manager with his Coaches then forms the necessary number of teams. Any additional balancing of teams must be completed in accordance to PCAHA rules.

REP COACH SELECTION

All Coach Candidates who would like to coach at the Rep level in the Association must submit a Coach application form by the deadline announced for that season.. Applications received after that date will be kept on file, and used only if required.

A Coach Selection Committee will be formed consistent with the Duties and Description in the NDMHA Constitution. This is Chaired by the First Vice president and to include the Head Coach, Second Vice President, President, and other members as appointed by the NDMHA Board.

The Committee shall conduct interviews with each candidate prior to the final selections. The date of the final selections may vary from year to year, but will not be made prior to the completion of the current season. The Coach Selection Committee will present the list of candidates and their recommendations to the Executive Committee. The Executive committee must ratify the selections at a duly constituted Executive meeting.

All Rep A1 candidates shall be notified of appointments no later than July 15. Names of successful candidates shall be posted on the NDMHA website after upon receiving confirmation of their appointments. All Rep A2 coaches may be named later, but every effort will be made to select these coaches as early as possible.

Where possible it is the policy of NDMHA to encourage coaches at the REP A1 level who are not also parents of players on the team.

Those looking for an opportunity to become a Rep A assistant coach for the upcoming season are encouraged to submit an application under these same time frames. Assistant coaches who do not have a player trying out may be selected prior to the team selection process.

The Coach Selection Committee reserves the right for final approval of the assistant coaches.

COMPETITIVE STREAM TEAM SELECTION

Terms Definition:

Association – for the purposes of this policy will mean North Delta Minor Hockey Association (NDMHA) unless otherwise indicated.

Camp – is a term denoting a group of Players short-listed by the evaluation process from which the Coaches will select their final team. Players in the “A1 Camp” will be competing for positions on the *Rep A1* team, while Players in the “A2 Camp” will be competing for positions on the *Rep A2* team.

Competitive Stream – is the Rep A level of the Association.

Evaluation – the process by which a Player is rated on the decision criteria as set forth in this policy. This process occurs on the ice (skills, ability, desire and knowledge) and off the ice (attitude, leadership and desire).

Evaluation Skate – is a one-hour session when Players are evaluated for their on-ice technical skills, desire and tactical knowledge.

Recreational Stream – is the *Recreation* (House) level of the Association.

Release (Cut) – is the term used to indicate that a Player was unsuccessful in his attempt to make the higher level team.

Rep – is a concatenation for “representative”, a long-established term that has its origins from the days when a team of Players would be assembled to represent the Association in regional tournaments. Nowadays all of the Association teams represent the Association and the term is used in all divisions except Initiation.

Rep A – the highest level of competitive hockey in any division within an Association. The Association may elect to field more than one *Rep A* team in which case the teams will be designated by rank in the order, A1, A2, etc.

Recreation – is sometimes referred to as “house” and considered recreational hockey. This level of hockey and the Players that comprise it are no less important to the Association than Rep A. Whether by choice or as a result of the lack of positions at the competitive levels, Players at the *Recreation* level, should be afforded every opportunity to develop their skills to be able to challenge for positions at the competitive level in subsequent years, if they choose.

Rep team – for the purposes of this policy denotes a Rep A1 or A2 team consisting of a maximum of 19 Players (usually 17). Two of the Players are carded as goalies. See paragraph on Final Rosters.

Scrimmage – is a 60 to 90 minute simulated game environment session, when Players are evaluated for their on-ice technical skills, desire and both tactical and strategic knowledge.

Try-out (Rep A Selection Process) – the process by which a Player challenges to qualify for a position on a competitive team.

Definition of Roles:

Coach, Coaches, Coaching staff – are individuals with the requisite credentials, knowledge and experience, selected by the Coach Selection Committees to lead the various Rep teams. Above all, these Coaches will have a strong history of Player development.

Rep A Coach Selection Committee – consisting of the President, 1st Vice President, 2nd Vice President and Head Coach is responsible for the entire competitive stream selection process. In the case of conflict, during the competitive stream (team selection) process, such as a member of this committee is a Parent of a Player Trying Out, such member shall be ineligible to participate in the committee for the division the Player is Trying Out for and shall be replaced by another executive member without conflict.

Evaluation Committee – will consist of up to two *Rep A1* Coaches, up to two *Rep A2* Coaches and a number of neutral, arms length evaluators. Although the neutral arms length evaluators are not mandatory, the Association should make every effort to find qualified individuals. Evaluators must have experience coaching at least one level above the division they are evaluating. This committee is established only to evaluate the Players that are selected to Camps. This committee will not be used to select the final teams. **Parent** – for the purposes of this policy, is the parent or other recognized adult per the Association’s bylaws and policies, who can act as an advocate on behalf of the Player.

Player – for the purposes of this policy, is a child or young adult that is of age to play in a division that has a recognized competitive stream. In the spirit of the competitive stream, Players are expected to show up for the tryouts in top physical shape and ready to compete.

Introduction

This policy is based on BC Hockey’s Best Ever, High Performance Program. The process is designed to test Players’ physical abilities and their capacity to compete in a structured environment.

Philosophy/Principles:

Hockey is both a recreational activity as well as a competitive sport. NDMHA is committed to providing a fun and safe environment for both the recreational and competitive players to develop the skills required to enjoy the game of hockey at the level they wish to participate at. This policy is drafted to ensure that every Player that wishes to participate at the competitive level will be afforded fair and equitable chance to qualify for a position on a competitive team.

Objectives:

In addition to the Safety First objective, NDMHA has established an overall policy of operating in a fair and transparent manner with its stakeholders. The Competitive Stream Selection Process is designed to do just that as it pertains to selecting the Association’s Rep teams. The primary objective of the process is to select the most competitive teams the Association can assemble while ensuring that the participating members have every assurance that the process is fair. Finally, this new process will allow NDMHA executive, through the Coach Selection Committee, to have the detailed information needed to defend the final team selections.

Notes:

Hockey Canada does not recognize competitive hockey below the Pee wee division. Pacific Coast Amateur Hockey Association recognizes only one level of competitive hockey at the atom level.

In the interest of fairness, at no time during the try-out process, should a Coach or other team official single out any one Player, in an effort to “coach”, by providing feedback, advice or council to that Player. Messages from the Coach should be directed to all of the participants including, whenever possible, Players in subsequent or other sessions.

Process

The Competitive stream selection process will consist of the following steps:

Registration

It is the policy of NDMHA that all registered Players must declare their intention to tryout for the competitive stream no later than one week before the Association's first evaluation skate. Any registered NDMHA Player that registers for the competitive stream must attend at least one (1) on ice evaluation session during the first two (2) weeks of tryouts. In the event of vacation, bereavement, injury or tryouts with a higher level team such as Major Midget or Junior, a player must apply to the First Vice President for an alternate evaluation date. Normally this will be conducted prior to the regular evaluation skates. Players not able to attend evaluation sessions due to other tryouts must include proof of the higher level tryout which includes the tryouts dates and times and approximate release dates.

All players declaring their intention to tryout must submit the \$125.00 Rep tryout fee prior to their first evaluation skate. Cheques post dated past the first evaluation session will not be accepted.

Any player who has not paid the Rep Tryout fee in full prior to the first evaluation skate and if applicable a letter submitted to the First Vice-President will be consider ineligible to join a Rep team at a later date.

Upon registration the Player and the parents must receive a paper copy of this policy or a link to the ND Hockey website to review this policy.

There is expected to be no difference in commitment between the Rep A1 and Rep A2 programs. It is natural that Players selected to compete at the Rep A2 level are keen on competing and may be playing at the Rep A1 level in subsequent years.

Consequently, in addition to developing Player's skill deficiencies, the *Rep A2* programs must also prepare Players for intensity and commitment for which they aspire. In keeping with the spirit of competitive hockey, Players can only choose to opt into the tryout process or not. Specification of team preference will not be accepted as the process is intended to identify Players who wish to compete at the highest level. Players selected to represent the Association at the *Rep A1* level who then elect to not play at that level will be then released to the *Recreation* level. In other words, Players will not be able to select to play at the *Rep A2* level or be affiliated to a Rep A1 or A2 team for the remainder of the season.. Players may choose to be released to recreational stream (*Recreation*) at any time during the process.

Players must declare the position they are trying out for in advance. They can select: Forward (F), Defence (D), Either (F or D) or Goalie. This designation is simply for the allocation of the evaluation jerseys and a sense of the number of Players by preferred position. This does not mean that the Coach must select this Player in this position, with the exception of goaltenders. The Coach will have the final say as to which position Players will be assigned.

Parent/Coaches Meeting

At some point prior to the first evaluation skate the Association will conduct a parent Coaches meeting. The objective of this meeting is to ensure that the parents and Players be introduced to Rep Coaches and to be informed about the competitive stream selection process.

All Coaches and specific Association executive must be in attendance. Executive should include: President, 1st Vice President, Head Coach, Ice Scheduler and Registrar.

Players attending this meeting will be given their ice time schedule.

It is recommended that Players and parents sign an acknowledgement of this policy and its contents. The meeting agenda must include but not limited to:

Introduction to the competitive stream, including:

- The objective of the competitive stream.
- Commitment in both time and money.
- Expectations, rewards and commitment to development
- Future in hockey.

Coaches introductions, including:

- A brief description of their background and proposed program.
- Their Coaching philosophy.
- Player development goals.
- Ballpark costs and any proposed special events.
- Team selection criteria, post Camp.
- Player's expected behaviour during the tryout process.
- Expected pre-ice routine including arrival times.

Question and answer session, expect questions on:

- Costs, specifically rep fees (carding fees)?
- Ice times?
- Selection process?
- What if the Player doesn't make the Competitive Stream?

Evaluation Skates

Every Player will be allocated three evaluation skates where they will be asked to perform a series of drills design to test their proficiency in the on-ice skills and tactics required to play at a competitive level. The on-ice drills will be planned in a collaborative effort between the Rep A and B Coaches and conducted under the supervision of an evaluation committee. On-ice staff will be prepped at least one hour before ice time to ensure the session is well-organized and efficient. Ice times should be scheduled as to not give any one Player or group of Players an unfair advantage or disadvantage. The objectives for each session are:

Session one – Will be considered a warm up skate session consisting of skating, flow and shooting drills. The drills should be simple and get the Players used to the ice. Passing should be kept to a minimum since the Players timing will be off and it may frustrate or intimidate some Players. Fun and orientation is recommended for this first session. No Player evaluation will take place on the first ice time. Consider a maximum 15 minute controlled scrimmage.

Session two – This is intended to be a skills evaluation session. This practice plan should challenge the Players: skating including balance, agility, acceleration, quickness, speed and stamina; stick skills including pass giving, receiving, shooting, stick handling and puck handling. Finally, this session should incorporate some fun activity that will exhaust them.

Session three - This session will vary between Atom/Peewee and Bantam/Midget: The Atom Peewee's practice should be a continuation of the last plan but consider including angling, position specific, and some battle drills. Add some fun stuff but no scrimmage, as they will be playing in two scrimmages in the next phase. Bantam/Midget should go right into angling, position specific, battle drills (toughness) and then move to cognitive evaluation drills (game knowledge). Fun activity should be kept to a minimum and no scrimmages, as they will be participating in two scrimmages in the next phase. This process is similar to the BC Best Ever "evaluation" sessions. This has been endorsed by Hockey Canada as a fair and effective process to select Players with varying degrees of skill.

****Limit sessions 2/3 based on the discretion of the Rep Committee and Rep Coaches for Bantam/Midget.**

A separate session should be held specifically for goaltenders. These sessions will be designed under the supervision of a neutral goalie evaluator. The intent is not to have a goalie school oversee this session in order to avoid conflict of interest. Goalie schools might arrange the drills to favour their students.

Coaches will be expected to observe the evaluation skates and goalie sessions from off the ice as it offers a wider and larger scope of view. It is easier to observe more Players from a distance and it will ensure that the evaluation forms are more accurately recorded. Exhibit B contains a copy of the proposed form.

Scrimmages

Upon completion of the evaluation skates, all Players excluding goalies will be placed on a number of **balanced** (evenly matched) teams. The number of teams will depend on registration and balancing will be based on the evaluation committee's ratings.

To ensure fairness, each team will play an equal number of scrimmages of equal length and all Players must be afforded equal (within reason) ice time for their position.

All the goalies must rotate through every team and must play a minimum of ten straight minutes.

These scrimmages will have two key considerations: one, all Players must receive equal ice time, within reason; and two, each Player must rotate with every other Player, on their team, that is in their assigned F or D position.

These scrimmages are designed to test the Player's proficiency in the on-ice skills, tactics and strategic knowledge of the game of hockey in a high-pressure game-like environment.

The Evaluation Committee may take into consideration other factors including but not limited to attitude, prior history such as penalties, and attendance or any other factor deemed by them to affect the ability of the Player to play on the team.

All Scrimmages will be played under PCAHA rules and will require game numbers. All Players involved in the Scrimmages will be named on the game sheet, including all goalies. Referees will call penalties but players will only have to leave the ice surface but not be asked sit in the penalty box.

Players incurring any major (or other more severe) foul(s) will be dealt with by the members of the Coach Selection Committee in an appropriate manner.

All persons asked to assist on the bench must have been rostered with BC Hockey the previous season and if a parent, must not be on the same bench as his/her player.

Camp Rosters

Upon completion of the final scrimmage all Players will be interviewed by the Coaching staff and members of the Coach Selection Committee. Players will be assigned to either the *Rep A1* Camp, *Rep A2* Camp or will be immediately released to the *Recreation* Camp. All Players released to *Recreation* must be given an evaluation immediately upon release. Every roster must be signed by the teams head Coach, the Coach one level down (i.e. the A2 Coach signs the A1 Camp Coach roster) and the Head Coach. By signing the roster, the lower level Coaches agree to accept any Players released to them from the higher level Camp.

Players are entitled to a detailed and objective skills based evaluation based on their performance, including specifics on their strengths as well as the areas requiring additional development.

Rep A1 Camp will consist of a maximum of three goalies and minimum of 17 skaters. The maximum number of skaters that can be assigned to a *Rep A* Camp is 20 or four full lines.

The *Rep A1* Coach may elect to release any Player from the A1 Camp roster at any time. The released Player will be assigned to the A2 Camp. If a released Player is recalled and that Player accepts the recall, they can not be released again. The Player must, from that point forward remain with the *Rep A1* or A2 team, as the case may be. This does not included goaltenders. A Player that is originally assigned to the A2 Camp can be called up as often as the *Rep A* Coach requests and the Player accepts.

The *Rep A1* Coach cannot release a skater that was ranked in the top five forward or three defensemen as rated by the evaluation committee. The Coach can petition to the Coach Selection Committee to review a Player's rating. To overturn a rating the Coach Selection Committee must agree that there are at least three Players in the A2 Camp that have higher skills than the Player in question to overrule the evaluation rating. The Coach Selection Committee, at their own discretion, can use a third party evaluator to review the Player's rating.

The final roster of the *Rep A1* team shall be determined at least two full days, or with enough time for the *Rep A2* team to have one exhibition game before the *Rep A2* must make their releases. The Final A1 cuts shall be moved to the A2 team where they will be evaluated for at least one game after which the final *Rep BA2* team roster will be set. Timing and ice time coordination is important to this process and will need to be efficiently coordinated based on the number of *Rep A2* teams being dressed.

Rep A2 Camp will consist of a maximum of four goalies (the maximum goalies between this level and higher can not exceed two goalies for every rep team plus one) and maximum of 18 skaters. The maximum number of skaters that can be assigned to the final *Rep A2* Camp is 18 or three full lines plus three. The higher level Coach may elect to release any Player from their Camp roster at any time. The released Player will be assigned to the final A2 Camp. If a released Player is recalled and that Player accepts the recall, they can not be released again. The Player must, from that point forward remain with the higher level team. This does not included goaltenders. A Player that was originally assigned to the C Camp can be called up as often as the *RepA2B* Coach requests and the Player accepts. The final roster of the *Rep A2* team shall be determined at least three full days before the *Recreation* team must submit their rosters.

Players Returning from Major Midget/Junior tryouts

Placement of returning players (released from Junior tryouts or Major Midget) will be at the discretion of the appropriate Vice President, based upon date of player return.

Releases

Any Player released to a lower level must be given a written evaluation form as displayed in Exhibit C. The Recreation Coach and 1st Vice President or their designate, shall meet face to face with each Player released to present their evaluation and to ensure that, as much as possible, the Player is presented with both their strengths and the areas requiring development.

Each player shall be given an identical envelope containing their evaluation, next ice time and result (A1 Camp, A2 Camp or C session).

The Player will be asked not to discuss their selection until they arrive at their home. It will be important to stress the positive attributes (i.e. specific skills, attitude, leadership qualities, etc.) as well as those weaknesses that need to be addressed. This approach should be conducted in a supportive, nurturing and dignified manner).

The First Vice President must then inform the appropriate *Recreation* division manager of the Players released to the *Recreation* division. It is recommended that a formal release form be implemented to formalize the communication to ensure that no Players are overlooked during this process.

The *Recreation* Division Manager will ensure that the Player is advised and welcome by the Coach of his newly assigned C team the same day or evening. Under no circumstances is a Player to be informed of being released over the phone or through a third party. All Players will be given the courtesy and respect of being told on a personal basis by the Rep A or B

Coach and Division Manager. The only exception will be if a Player misses or is absent on a release date, a written report will be made to the responsible Vice President of the Division.

Final Rosters

The final Competitive Stream team rosters will be at the sole discretion of the Rep Coach and the number of Players will be determined as a minimum as follows:

	Atom	Pewee	Bantam	Midget
Goalie	1-2	2	2	2
Defensemen	5-6	5-6	5-6	6
Forwards	8-9	8-9	8-9	9
Total Roster	15-17	16-17	16-17	17

The suggestion is to have a minimum of 19 players on a Juvenile team.

Appeals

Appeals for the Competitive Stream Selection Process must be made in writing no earlier than three days and no later than 14 days after the final releases for each respective camp or from the last *Rep A1* or *A2* team. The appeal must be addressed to the Rep Selection Committee of the Association and must document **all** of the grounds for appeal. The appeal will be limited to those issues presented in the document.

TOURNAMENTS

The purpose of tournaments is to provide our players with an opportunity to participate and a source of revenue for our association.

Role Of The NDMHA Tournament Director

The Tournament Director is responsible for:

- attending the seminar held by PCAHA
- applying to PCAHA and BC Hockey for a tournament sanction,
- ensuring sanction fee is submitted
- receiving tournament budgets, post tournament accounting of all revenues and expenses from tournament coordinators,
- advising the Ice scheduler of tournament authorizations and required ice time
- advise Referee in chief of tournament schedules
- provide tournament coordinators with PCAHA game numbers, BC HOCKEY sanction permits, game sheets, and schedule of ice times
- support team/divisional tournament coordinators
- purchase Association supplied giveaways.

It is not the responsibility of the Tournament Director to organize any aspects of the tournament. It is the responsibility of each Rep A team or Recreation division to have a Tournament Coordinator. That person will organize a tournament committee who will direct all aspects of the tournament including team recruitment, referees, fundraising, timekeeping, accounting, hospitality, programs and sponsorship, accommodation, etc.

Assignment Of Tournaments

North Delta Minor Hockey Association sponsors the following tournaments throughout the season.

Christmas:

Hockey 2 - 4

Atom A1, Pee Wee A1/A2, Bantam A1/A2 and Midget A2

Spring:

Atom C to Midget C

Any additional tournaments will be assigned on the basis of the following priority:

- In house tournaments or jamborees, and
- Individual team fund-raising tournaments.

All additional tournaments (non-sponsored NDMHA) applications must be submitted to the tournament director a minimum 90 days before the start of the requested tournament.

Hosting A Tournament

The Association will set the entrance fee for all NDMHA hosted tournaments. The entrance fee will cover the tournaments ice, referee costs, MVP medals, tournament winner's team trophies and selected giveaways based on the budget set out by the Executive. An amount of

\$50.00 per team entered will be provided to the tournament committee to assist them with additional giveaways. All excess funds from the entrance fee will be Association revenue.

The team/divisional tournament committee is responsible for all other aspects of hosting a tournament. Tournament committees for Recreation Division tournament must be made up of at least two parents from each home team participating in the tournament. Committee members are responsible for relaying all pertinent information to the team level. For the Rep A1/A2 tournaments the team(s) are considered to be the tournament committee.

A bank account must be opened in the name of the tournament with 3 co-signers (tournament coordinator and two tournament representatives).

It is the responsibility of the tournament committee and each individual team to maximize participation to ensure the tournament at a minimum breaks even. The tournament committee is to set a budget and ensure that expenses are covered by income generated from fundraising activities at the tournament. Under no circumstances will NDMHA pick up any cost overruns. Cost overruns will be considered team or division expenses to be paid for by the parents/players from NDMHA that benefited from the tournament. All profit is to be distributed equally among the home teams participating and must be used by teams in a hockey capacity (i.e. to cover additional ice costs, officials fees, travel costs, outside tournament entrance fees). The amount of advertising, outside fund raising and donation requests are at the discretion of the tournament committee; however, keep in mind that we live in a small community and local businesses may have already contributed to the association in other ways. The amount of giveaways (in addition to NDMHA provided giveaways) is at the discretion of the committee as set out by the committee budget.

All raffles, 50/50 or other gaming activities must have the appropriate licence(s) and be posted in the tournament committee office during the tournament. All ND teams are required to register, submit tournament fee and participate in the appropriate NDMHA sponsored tournaments.. Each home team participating in the tournament must obtain a Tournament Permission Number from its League Manager before the team can participate in the tournament and it is up to the tournament officials to ensure each participating team has such permission. All tournament applications and tournament fees must be met by deadlines set out in the applications.

The guardians of players on all such teams must contribute their time to successfully organize and run these tournaments. Tournament committees may consider adopting a volunteer fee for teams that do not show up for all assigned shifts. Tournament game numbers are supplied through the PCAHA application form and with these numbers comes information on how to distribute the game sheets after the tournament is over and the appropriate documentation to be sent PCAHA and BC HOCKEY.

At the end of the tournament, an income/expense statement must be submitted to the Tournament Director. Tournament committee members are to share the income/expense statement with their respective teams.

Participating In A Tournament

All teams, planning to enter into tournaments whether they are hosted by NDMHA or another association are required to obtain a Tournament Permission Number from the teams League Manager.

All teams traveling outside the lower mainland must complete a travel form prior to departure.

Refer to the PCAHA rules book regarding playing in US tournaments. Also note that, when crossing the border with a player that is not your child, border agents may require a written consent signed by the parent/guardian authorizing you to take their child into the US to participate in a hockey game.

REFEREES

Officials and Officiating

It is the policy of the Association to develop and support a strong program for official development.

Referee-In-Chief Development

The RIC will be expected to attend the annual meeting of Provincial RIC's to benefit and implement knowledge gained from other associations.

Assignments of Officials

1. The RIC shall administer the assignment of officials for games as required.
2. The RIC shall annually appoint a team of 3 or 4 people who will be responsible for assignment of games.
3. Team representatives requiring officials shall contact assignors for their division.
4. Teams are not to exert any influence with regards to assignment of officials.
5. For Initiation levels - the 2 referee system shall be used.
6. For all other games - the 3 official system shall be used. When 3 official system is unavailable, the 2 referee system can be used.
7. A referee maybe assigned as a linesman for a sibling game but may not be assigned as the referee in a three man system.
8. It is the policy of the Association that all officials are given equal opportunity to officiate in every exhibition, regularly scheduled and play-off game. The number of games will be dependent upon:
 - Level of capability as determined by the RIC
 - Availability when called upon
 - Attendance at practices
 - Number of officials at different levels of hockey (Players may only officiate up to the level below where they play - eg - A Peewee player may only officiate up to Atom. The only exception that may occur is where a Rep level player is officiating a 'C' game.)
 - General enthusiasm and effort displayed while performing their duties during games and practices.

Official Development

1. Officials must attend a carding clinic and renew their card each year as per BC Hockey regulations.
2. The Association shall encourage and support those initiatives that foster an effective official development program. Examples include providing for on-ice and off-ice training programs. The RIC shall be responsible for preparing and submitting a budget for this program.

Communication

Comments and feedback concerning officiating should be made directly to the RIC.

DEVELOPMENT POLICY

North Delta strives to offer development opportunities for all players and ice and funds permit through Gaming Grants. All funds will be distributed on a per player basis.

Season Development

The Hockey Program committee will be responsible for ensuring that current season's development program for all Recreation levels is established based on funds available and designated as development.

Rep A teams may request a refund and must include a proof of payment for skill development (i.e shooting clinic, dry land training, power skating etc.) If gaming funds have been granted for the season, a full or partial refund may be issued.

Off-Season Player Development

North Delta Minor Hockey promotes health and physical fitness that springs from year-round participation in sporting and recreational activities. There are many opportunities in this community for our members.

Players involved in North Delta Minor Hockey programs are not required to engage in any specific off-season training activities.

As a service to our members, North Delta Minor Hockey will provide links on our website to our sister sports and recreational associations in North Delta interested in bring their programs to the attention our members. This service will be provided free of charge.

Information regarding private coaching and conditioning camps may also be highlighted on the website at the standard rates for web-based advertising.

North Delta Minor Hockey may sponsor off-season conditioning camps under specific conditions. Camps must be recommended by the Hockey Program Committee and approved by the board. A service contract must be completed and signed by the North Delta Minor Hockey President and Treasurer prior to beginning to recruit members for the camp. The standard service contract will spell out the roles and responsibilities associated with the event, and clearly articulate the benefit to North Delta Minor Hockey members.

SECTION C – RULES AND REGULATIONS

Player Registration

Equipment

Team Practices and Games

Coaches

Team Officials

Player Movement

Equal Ice Time

PLAYER REGISTRATION

Registration Fees are to be set by the NDMHA Executive annually. No player may participate in Association activities unless he/she is properly registered with the Registrar of the Association and registration fees have been paid in full.

Incomplete Registration forms will be returned to the member for completion. Any requests for special consideration regarding the payment of registration fees must be submitted in writing to the Treasurer for consideration and approval by the Executive (see policy on Registration Assistance).

Each player failing to return appropriate forms and fees before the deadline shall be deemed as not returning and will not have a place reserved for them.

Each player must be properly registered and insured through the Association with Hockey Canada, BC Hockey and PCAHA.

Returning Players

Registration forms will be available for pick-up at the NDMHA Annual General Meeting. After the meeting, registration forms may be picked up in person from the NDMHA office during the month of May.

New Player Registration

New players to the Association can register during the months of May and June by picking up the appropriate form at the NDMHA hockey office.

The following will be required:

- Player's Birth Certificate
- Proof of Residence (residential telephone bill, BC Hydro bill, Parent Drivers License)
- Registration Fees (paid in full at the time of registration either by post-dated cheque or if registering after September 1st, payment in full)
- Registration will NOT be accepted until the Association is provided with ALL of the above.

New Player Transfer From Other Associations In BC

Players who have played hockey for another Association in BC at any time during the previous two seasons must fill out pages 1 and 3 of the transfer forms before their application for Registration is accepted. A \$10.00 fee for this transfer is required at the time of Registration payable to PCAHA.

New Players From Other Associations In Canada

Players who have played hockey for another Association in Canada at any time during the previous two seasons must fill out pages 1 and 3 of the transfer form. A \$10.00 fee is required at the time of Registration payable to PCAHA.

Player Registration From Outside Canada

Applications must be completed in full along with the requirements of PCAHA for entry into Canada and NDMHA. Applications must be submitted as soon as possible as approval can take as long as 4 months to obtain.

Late Registration

Registration during September will not be pro-rated. Registration after October 1st will be pro-rated by the month for each division from the month in which the registration takes place. NDMHA registration deadline is October 15th. No further registration will be accepted after January 10th.

Registration Refund

Full refunds are available for the upcoming season before August 15th. From August 15th to the rep tryouts, there is a full refund less Insurance fee (\$45.00). From the time of Rep tryouts until October 1, insurance is deducted plus the pro-rated monthly amount. (7months – September to March) for each division for the month of September.

No requests for refunds of registration after October 1st will be considered.

Refunds will NOT be pro-rated to less than a month. All requests for refunds must be made in writing and either mailed or delivered to the Sungod Hockey Office.

NSF Cheques

Upon notification in writing, the member has two weeks from the date noted on the letter to rectify the situation. NSF cheques must be made good by mailing a certified cheque, bank draft or money order to the Sungod Hockey office within two weeks of the date of the written notice.

After this date, the Registrar will notify the member that the player is ineligible to attend any games or practices until the situation is rectified. The Registrar will notify the member that the player is ineligible to attend any games or practices until the situation is rectified. The Registrar will inform the member once the player is again eligible to play. There is a \$25.00 NSF charge.

EQUIPMENT

Players participating at practices or games must wear FULL equipment while on the ice or at the players bench.

Team officials, coaches and anyone who assist on the ice or the bench during games and practices, must be registered with NDMHA to validate Hockey Canada's insurance.

All on ice help must be properly registered to their team and must wear a CSA approved helmet with chin strap properly attached under the chin as per manufacturer's specifications.

Those players not participating at practices or games while at the players' bench must wear approved CSA helmets. BNQ certified neck guards and CSA helmets are mandatory for all players at all games and practices. No player is allowed on the ice or on the team bench during a game unless they are in full gear.

Game sweaters are only to be worn by players during game times and sanctioned fundraising events. Teams and their designated team official will be responsible for collecting the game jersey after each game, ensuring they are washed and ready for the next game. North Delta does not permit name bars on jerseys.

Mouth guards are recommended for teams playing in the U.S.A. and are recommended for the Pee wee level and above. The association strongly encourages the use of mouth guards at the Atom level and above in the interests of safety and as an integral part of a players equipment.

Coaches and /or their designate are responsible for dressing room security. Locking devices should be used on all doors while teams are on the ice.

All teams must have a first aid kit on the bench at all times during games and practices. The HCSP shall communicate to all players their (the players) responsibility to have properly functioning and certified equipment during the course of the season. The HCSP will conduct periodic checks to ensure compliance.

Should a HCSP determine that a player does not have proper equipment the player will not be allowed to participate in any on ice activities until the coach is satisfied that any equipment deficiencies have been remedied.

The association considers it the responsibility of parents and/or guardians to ensure that each player has the proper equipment before going on the ice.

TEAM PRACTICES AND GAMES

No player or team is allowed on the arena ice surface until the ice-cleaning machine has left the ice and the rink attendant has closed the gates; and a Coach is present on the ice or at the team bench area and during game situations given the direction by the referee to step onto the ice.

The arena ice attendant has the ultimate authority over start and stop times on ice slots. It is the policy of NDMHA to cooperate fully with the ice maintainers at all times. It is the responsibility of the Coach or Coaches to ensure that all rink gates are securely closed when not being used.

As a matter of courtesy, the Team Captain and Assistant Captains shall shake hands with the referee and linesmen and opposing team coaches at the beginning of each game. As a courtesy and as a means of preventing unnecessary altercations and incidents, North Delta teams, when playing as home team, shall remain on the ice away from the visiting team until the visiting team leaves the area.

All teams including players and coaches will following the conclusion of a game; shake hands with opposing coaches and players as a gesture of goodwill and sportsmanship.

COACHES

ND coaches must endeavor at all times to demonstrate exemplary conduct having been entrusted with the responsibility to serve as a role model to children.

All Coaches and assistants, on the ice or on the bench during games and practices must be appropriately registered with the Association and have appropriate certification. . Minors who assist in coaching must have the Association coaching application form cosigned by a parent or guardian and be registered with BC Hockey.

All Coaches must abide by the Rules and Regulations of the Hockey Canada, BC Hockey, PCAHA, NDMHA and these General Policies and Procedures.

All coaches must attain proper NCCP coaching certification as outlined by BC Hockey prior to December 1st of the current season and complete post task assignments by march 31, of the current season..

All coaches must undergo a volunteer police check prior to season start. Information pertaining to volunteer police checks must be treated with the highest degree of confidentiality. Record checks will be received and reviewed by the President or Executive delegate only. Should a record check indicate the applicant has a criminal record, the Association President or a member of the Executive will immediately discuss this information with the applicant and advise him/her of the results. Further information and facts will be gathered from the applicant as well as the Delta Police. The Executive Committee will meet at the earliest opportunity and rule on each case individually.

TEAM OFFICIALS

Hockey Canada requires one certified Hockey Trainers Safety Program team official be on the team players bench, or within view, in order that the team be declared eligible for competition. NDMHA would like to encourage 2 per team.

The Head Coach of each team is responsible for the team as a whole which is defined to include the following:

- H.C. Safety Program team official (HCSP)
- Assistant Coaches
- Team Manager
- Team Officials consisting of the Scorekeeper and Timekeeper
- The Players
- Team Treasurer

The team (as defined above) all plays an important role in the running and management of the team. The coach and all team officials must become aware and understand the rules and regulations of Hockey Canada, BC Hockey, PCAHA and NDMHA.

The Scorekeeper and Timekeeper are considered team officials and should be made aware of their role in:

- managing the Penalty Box area
- Proper way to fill out a score sheet
- Be familiar with the time clocks at home arenas prior to game day.

The Penalty Box area shall remain out of bounds to all except officials and players serving penalties. The coach must make all players and parents aware of this rule at the initial parents meeting of the year.

Without exception, a North Delta player(s), who is ejected from a game for any reason shall be accompanied to the dressing room by a Team Official and one other adult. The Team Official and designated adult shall remain with the player until such time as a cooling off period is achieved and the team official is satisfied that it will not lead to a further incident.

PLAYER MOVEMENT

Player movement to a higher division will not be permitted under any circumstances.

Any player wishing to be moved to a lower division must apply in writing to the Executive at the time of registration. Overage player movement is covered in PCAHA rules and must be applied for through the PCAHA Managing Director in charge of the division the player should be in. The ultimate decision to allow the player to move to a lower division is with PCAHA.

Casual Players

Throughout the hockey season, coaches will request to bring players up from lower divisions in order to replace players who may be sick or away on holidays etc. The PCAHA rules clearly define player movement under Section C of their rules. PCAHA, BC Hockey and Hockey Canada rules limit a player to a certain number of games at the higher division and if they exceed the limit, they will not be permitted to return to their rostered team during that season. There is NO guarantee that a roster spot will be made available on the higher team and that the player may be required to sit out the balance of the season.

Coaches who bypass these procedures and deal direct with players will be automatically suspended and will be required to face a disciplinary hearing before they are allowed behind the bench again. Coaches should make both parents and players aware of these procedures.

Atom players given permission to participate in Pee wee games must:

- participate in a Pee wee practice before playing a game; and
- be given instruction, by the Pee wee coach, on receiving and taking body checks.

Affiliate Player Movement

Recreation Category

Player movement will be completely managed at the discretion of the Division Managers of the involved divisions. The Division Managers will maintain a list of the top 2-3 second year players from each team that are deemed eligible to play up and this will be controlled in the following manner.

Coaches will contact the Division Manager in the next lower division for player movement. The lower division manager will check with the lower division coach for conflict games and approve the request for movement.

Lower division manager will keep track of number of games played up (after Jan 10 for the affiliation rule).

The Division Manager will select the player(s) by rotation, based on position (no special request will be entertained) whoever is next on the list will be asked to go up providing the game does not interfere with the player's team schedule. As a courtesy, the coach of the player's rostered team must be notified of this selection.

The appropriate approval must be obtained from the PCAHA League Manager of the team the player intends to play on. This is the responsibility of the coach of the proposed team.

Rep Category

Coaches will advise the lower division manager of the intended affiliation. The lower division manager will advise the lower division coach and gain approval.

Upper division coach is responsible for keeping track of the number of games played. If the player plays more than the maximum number of games allowed in the PCAHA Handbook, then the upper division coach is subject to disciplinary action including suspension and the player may have to sit the balance of the season.

NDMHA strongly discourages the use of Atom A & B players on Peewee A & B teams. The reason is that there is body contact in Peewee and the Atom player would not normally be accustomed to this. Should a Peewee Rep team wish to bring an Atom player up, the Peewee coach must get permission from the Peewee Division Manager and the Atom coach.

If a player was selected to represent the Association at the Rep A level and then elects not to play at that level, they will be moved to the Recreation level. The player can not be affiliated to or practice with a Rep A1 or Rep A2 team for the remainder of the season.

Casual Carding

See PCAHA rules under Section C for casual players.

De-Carding

De-carding of a player requires approval by the executive.

Refusal to Grant Player Movement

Lower division or category coaches may only refuse to grant permission for player movement if the player has a conflict game on the same day or if the player is currently serving a suspension. No reasonable access to the player will be denied. Appeal may be made to the Executive.

EQUAL ICE TIME

It is the intent of this policy that every player on a team (Rep A1/A2 or Recreation) be given equal ice time for every exhibition, tournament, regularly scheduled and play-off game.

NDMHA encourages coaches to develop all their players to their full potential. Individual development is crucial to team success. The team collectively will function at a higher level when each player is contributing to the success of the team as a whole.

Coaches are given the discretion of playing certain players more in the last period of a closely contested game with the proviso that players not played equally be compensated in a later game. If the Association or a coach sidelines a player for disciplinary reasons, ice time compensation is not required.

SECTION D – DISCIPLINE

Self Governing of Penalties

Team Management and Discipline

Member Complaint Procedures

Disciplinary and Appeal Committees

SELF GOVERNING OF PENALTIES

Background

At the 1994 PCAHA Annual General Meeting, the PCAHA automatic suspension rules were amended and simplified to the extent that each Association would be responsible for the conduct of its players, teams, and team officials. This is to enable Association Presidents to act on disciplinary problems. The message has been made loud and clear by PCAHA and BC Hockey that the increase in hockey violence and the increase in major penalty suspensions are on the rise, and to correct this increase, the Associations must take a leading role in reversing this trend.

The PCAHA tolerance levels that shall apply according to the rules and regulations set by PCAHA.

Policy

Team Penalty Minutes in Excess of PCAHA Tolerance Levels

NDMHA will govern their teams to ensure they stay within the PCAHA tolerance levels. In order to do this, copies of game sheets must be sent to the Division Manager.

Teams that are showing patterns of exceeding PCAHA tolerance levels shall be subject to review. This review is designed as a hearing to determine the reason and what steps can be taken to correct the situation.

This review process shall take place in the following manner:

- First review to take place with Team Head Coach and Division Manager.
- Second review to take place with Team Head Coach, Division Manager and Association Head Coach.

Teams that continue to show patterns of exceeding PCAHA tolerance levels after having been reviewed shall be called before the NDMHA disciplinary committee for review. This review shall be conducted with the Team Head Coach, Team Manager, and Assistant Coaches in attendance.

After a review by the disciplinary committee, action may be taken in accordance with NDMHA disciplinary committee guidelines.

Players with Excessive Penalty Minute Patterns

All players playing within the NDMHA shall abide by the fair play code. Players that show a pattern of excess penalty minutes, and show disregard for the fair play code shall be subject to review.

This review process is designed as a hearing to determine the reason and what steps can be taken to correct the situation. This review process shall take place in the following manner:

- First review to take place with player and head coach of the team.
- Second review to take place with the player, team head coach, division manager, and association head coach.

Players that continue to show excess patterns of penalty minutes and disregard for the fair play code after having been reviewed shall be called before the NDMHA disciplinary committee for review. This review shall be conducted with the player, team head coach, team manager, and assistant coaches in attendance.

After a review by the disciplinary committee, action may be taken in accordance with NDMHA disciplinary committee guidelines.

Players Receiving Serious Penalties

NDMHA will not tolerate abuses under Hockey Canada rules.

Players taking penalties under Hockey Canada rules shall be subject to review. This review is designed as a hearing to determine the reason and what steps can be taken to correct the situation.

This review shall take place in the following manner:

- The first review shall take place with the player and the team head coach. A summary of this review shall be filed with the Division Manager.
- The second review shall take place with the player, team head coach, division manager and association head coach. A summary of the review shall be filed with the appropriate Vice-President.
- The third offense review shall take place in front of the NDMHA disciplinary committee. This will take place after disciplinary action has been taken by the Managing Director PCAHA. This review shall be conducted with the head coach, team manager, and assistant coaches. After this disciplinary hearing has been conducted, recommendations for further disciplinary action will be made to the President NDMHA.

Serious Penalty Policy Management

Copies of all game sheets are to be turned into the appropriate Division Manager on a weekly basis. A summary of player excess penalty minutes and serious penalties should be kept by the Division Manager.

Failure to provide game sheets to the appropriate Division Manager in a timely manner will result in disciplinary action.

Division Managers will be responsible for the management of player and team penalty patterns as well as advising team head coaches of reviews. Divisional summaries shall be made available to the appropriate NDMHA Vice Presidents on a monthly basis.

TEAM MANAGEMENT AND DISCIPLINE

The NDMHA mission statement seeks to provide a safe and healthy recreational and competitive hockey experience for all players. League officials, coaches, players and parents share in the responsibility of creating the conditions for this objective to be realized. The NDMHA is committed to a clear set of progressive steps that insure the following:

1. All players, coaches and parents understand the expectations for a high standard of conduct from the beginning until the end of the season.
2. Transgressions of appropriate conduct will be dealt with in as fair and progressive a manner as possible. While serious transgressions will result in serious consequences, the Association adheres to a progressive model of discipline where issues are addressed as they arise, and players are provided with the opportunity to correct the problem.
3. Most importantly, it should be emphasized that our primary responsibility as volunteers in the minor sports community should be to do what's in the interest of all player participants.

As coaches, managers and executive members, we have a responsibility to help raise our community's children by setting a good example, demonstrating positive leadership skills and creating a positive atmosphere in which players can learn new skills, develop as hockey players and as young people. Central to this is to create the conditions where all participants are presented with an opportunity to have fun.

Procedures

Team rules and expectations must be established as soon as the team is formed and must take into consideration the guidelines presented below. Players and parents need to clearly understand the specific team rules and behavioral expectations as well as the consequence of non-compliance. If behavioral problems do occur on a team, our first priority should be to work with the player and his or her parents to change the behavior. This is accomplished more effectively if there is a progressive disciplinary process in place that is clearly understood by all participants and enforced in a fair, consistent and equitable manner.

Although we do not want to nor intend to let one player ruin the hockey experience for the rest of the team, we must do everything within our power and authority to correct the problems and keep all of our children in the game as long as they wish to remain involved.

The critical success factor in managing team behavioral problems is that each incident is addressed as it occurs, in a manner consistent with the team rules and expectations, as set out at the beginning of the season.

Guidelines for Team Rules

A player's academic activities should always have priority over hockey activities. School sports or dances are not considered academic activities. Legitimate events at school that affect a child's academic standing should be viewed as a clear priority. Other obligations in a

player's busy life must be coordinated carefully in accordance with the commitment that the player has made to the hockey team. Hockey is a demanding team sport, requiring a high level of commitment from all players.

It is the responsibility of the team coach to establish rules for pre-game and pre-practice arrival times. Such times should be at the coach's discretion but normally should not exceed 1 hour prior to games/practices and should not be less than 45 minutes prior to games/practices. If a player knows he is going to be late for a game or practice, it is incumbent upon that player to notify the coach or designated team official in advance.

All NDMHA participants are required to display a high standard of conduct on and off the ice. It is important that all players, parents, and coaches maintain the highest standards of fair play, team spirit, and sportsmanship. Behavioral expectations, both on and off the ice, should be based on the player/parent agreements signed and submitted with the NDMHA registration forms.

Progressive Disciplinary Process

The progressive disciplinary process should be administered as follows:

First Breach of team rules:

The first breach of team rules should result in a verbal discussion, warning the player of the consequence of a second breach (of the same or a similar problem). The coach normally does this with at least one other team official present. Parents of minor aged players are welcome to participate in this discussion. Coaches will keep a note of the date and time when this conversation takes place.

Second breach of team rules:

If the same or a similar breach of team rules takes place a second time, the player should be subject to an appropriate sanction. Normally a second breach of a team rule will result in a (one period) suspension.

The third breach of team rules:

If the same or a similar breach of team rules takes place for the third time, the player should be subject to a (one game) suspension. In this event, a meeting should be set up with the NDMHA disciplinary committee to interview the player, coach and parents and decide upon future action. If the behavioral problems persist, despite the intervention of a neutral third party (disciplinary committee), the final outcome may result in a registration refund, on a prorated basis, and suspension from the association for the remainder of the current hockey season.

A Note on Hazing and Harassment

Team officials are encouraged to review the BC Hockey harassment policy. NDMHA is committed to the Harassment Policy, and will ensure that any situations related to harassment or abuse brought to the attention of the President, or the Association's Risk Manager, will be forwarded to the BC Hockey for their attention. Hazing is not permitted in any form on any NDMHA team.

The NDMHA strictly enforces the principles and practices advocated by the “Speak Out” safety training program. This includes making sure that there are “two deep” for adult supervisors in the dressing room **at all times**. The “Speak Out” program is mandatory for all team officials and recommended for all parents/guardians of minor hockey players.

MEMBER COMPLAINT PROCEDURES

This policy is in attempt to clarify procedures in accordance with Discipline and Appeals Sections of the NDMHA Constitution and By-Laws.

DEFINITIONS

“Complainant” refers to the person who Is making the compliant.

“Respondent” refers to the person against whom a complaint is made.

Inappropriate Behavior – behavior including but not limited to inappropriate conduct, harassment/bullying, or breach of North Delta Hockey policies.

Inappropriate Conduct – defined by Hockey Canada

Harassment/Bullying – as defined by Hockey Canada

APPLICATION

This policy applies to all North Delta Minor Hockey Association directors, officers, employees, volunteers and members. It applies to behavior including but not limited to inappropriate conduct, harassment/bullying, or breach of North Delta Hockey policies that may occur during the course of all North Delta Minor Hockey business, activities and events including those covered under the Hockey Canada Code of Conduct.

MINOR INSTANCES OF INAPPROPRIATE BEHAVIOR

This policy does not prevent an appropriate person having authority from taking immediate, informal, corrective disciplinary action in response to behavior that, in their view, constitutes a minor incident of inappropriate behavior.

REPORTING INAPPROPRIATE BEHAVIOR

A person who experiences inappropriate behavior is encouraged to make it known to the alleged that the behavior is unwelcome, offensive and contrary to the policies of North Delta Minor Hockey.

If confronting the alleged individual is not possible, or if after confronting the individual or the behavior continues, the Complainant should request an informal meeting with the North Delta Risk Manager.

Once contacted by a Complainant, the role of the Risk Manager is to serve in a neutral, unbiased capacity in receiving the complaint and, where appropriate assisting the parties to an informal resolution. If the Risk Manager considers that he or she is unable to act in this capacity the Complainant will be referred to another suitable North Delta Hockey Executive member. (President, 1st Vice President, 2nd Vice president).

Where a third party person believes that a director, officer, employee, volunteer or member of North Delta Minor Hockey has experienced, is experiencing or is exhibiting inappropriate behavior and reports this belief to the Risk Manager, the Risk Manager will meet with the individual and proceed in accordance with the Complaint procedures.

Complainants are encouraged to use the Incident Report form.

COMPLAINT PROCEDURE

There are four possible outcomes from a meeting with the Risk Manager:

- a) It may be determined by the Risk Manager that the conduct does not constitute inappropriate behavior as defined by Hockey Canada's Code of Conduct or harassment/Bullying Policies or a breach of North Delta Hockey's policies. In which case the matter will be closed;
- b) The Complainant may decide to pursue an informal resolution of the complaint, in which case the Risk Manager will assist the two parties to negotiate or mediate an acceptable resolution of the complaint; or
- c) The Complainant may decide to file a formal written complaint, in which case the Risk Manager will receive the written complaint and in conjunction with the appropriate North Delta Board member investigate the complaint.
- d) Where the Risk Manager believes there is sufficient evidence to warrant making a formal complaint but the Complainant does not wish to do so, the Risk Manager may proceed in accordance with the investigation procedure in conjunction with North Delta Board member.

INVESTIGATION PROCEDURE

The Investigators will carry out the investigation in a timely manner. The investigation should include statements of individuals involved. At the conclusion of the investigation, the investigators will submit a written report to the President, or designate, which will include a recommendation that:

- a) No further action is taken because the complaint is unfounded or the conduct has failed to be determined as behavior which falls within Hockey Canada's Code of Conduct, Hockey Canada's definition of harassment or bullying or North Delta Minor Hockey's Constitution, By-laws or Policies.

OR

- b) The complaint has merit and should proceed to a hearing.

Upon receiving the investigators report whereby a hearing is recommended, the President will proceed accordingly. Normally, the president will immediately forward the recommendations to the Discipline Committee. The recommendations forwarded to the committee will include a copy of all relevant documentation, statements and information obtained during the investigation phase. In the case of a pro-tem suspension issued by the President the recommendations will be forwarded directly to the appeals committee.

DISCIPLINE COMMITTEE

The Discipline Committee will convene within 48 hours and review the recommendations and where possible, rule on the recommendations made in the report within this time period. A ruling could include:

- a) The complaint does not have merit therefore the matter is closed,
- b) The complaint has merit and will proceed with a hearing, with or without interim disciplinary measures implemented until a final ruling has been determined. A hearing will be within 7 days, excluding statutory holidays. Notification of hearing date, time and place will be given to all parties.

Discipline Committee Decision

As soon as possible but in any event within 3 days excluding statutory holidays of the conclusion of the hearing, the Committee will provide its written decision to both the Complainant and Respondent with a copy to the President and appropriate Board Members..

If the Committee determines that the allegations are false, vexatious, retaliatory or frivolous, its report may direct that there be disciplinary sanctions against the Complainant. Unless the Committee decides otherwise, any disciplinary sanctions applied shall take effect immediately.

APPEALS

Both the Complainant and the Respondent shall have the right to appeal the decision of the Discipline Committee. A notice of intention to appeal, along with the grounds for appeal, must be provided to the Chair of the Appeals Committee within 7 days excluding statutory holidays of the date of the Discipline committees' decision. The notice must include the grounds upon which the decision is being appealed. The written submission must include reasoning of how the grounds are met.

Appeals may be made on only the following grounds:

- a) The investigation was conducted in an unfair or biased manner.
- b) Committee members did not follow the procedure set out in this policy
- c) Committee members reached a decision which could not be supported by the evidence.
- d) Committee members reached a decision which was grossly unfair or unreasonable.

The appeal shall be reviewed by the Appeal Committee within 7 days excluding statutory holidays of receiving the notice of intention to appeal. The appeal will be based on a review of the documentation regarding the complaint including all information received from Discipline Committee, the statements of the Complainant and Respondent, the report of the Investigation, the decision of the Discipline Committee and the notice of appeal.

The Appeal committee will first rule whether or not the notice of appeal meets the criteria for grounds of an appeal.

If the Appeal Committee determines that the notice of Appeal does not meet the grounds of an appeal then the matter is closed. The Appellant is immediately informed in writing.

If the Appeal Committee determines that the notice of Appeal meets the above grounds then the Appeal will carry forward.

The Appeal Committee may or may not call any or all parties.

In deciding the Appeal, the Appeal Committee may uphold the decision of the Discipline Committee, reverse the decision of the Discipline Committee and/or modify any of the Discipline Committee's recommendations for disciplinary action or remedial measures.

The decision of the appeal board can be appealed to the Board of Directors within seven days excluding statutory holidays of receiving the decision. These decisions will be heard within 30 days. Appeals to the Board of Directors must be made in writing to the President.

Pro-Tem Suspension

If the Appeal Committee receives notification of a pro-tem suspension the Appeal Committee will apply the same procedures as the Discipline Committee and in accordance with the timelines set out in the Constitution and By-laws.

The decision of the Appeal Committee for a Pro-tem Suspension may be appealed to the Board of Directors based same grounds as noted in #2 above. The appeal to the Board of Directors must be within seven days excluding statutory holidays of receiving the decision. These decisions will be heard within 30 days. Appeals to the Board of Directors must be made in writing to the President.

Record Keeping And Confidentiality

The President of North Delta Minor Hockey shall keep a secure record of the Formal complaint documentation, Discipline Committee report and any appeal proceedings.

SECTION E – BUDGET AND FINANCE

Fundraising

Team or Committee Financial Reporting

Team Budget Preparation

Gaming

Sponsorship

Registration Assistance

Debts due to the Association

Purchasing & Inventory

Ice Allocation

FUND RAISING

All funds required for team use are to be raised by individual team efforts. All fundraising should be part of the approved budget accepted by the parents. Funds raised are primarily used for:

Non- Gaming Funds	Gaming Funds
1. Team Parties	1. Extra practice ice time
2. Tournament pins	2. Exhibition game referee fees
3. Parent travel	3. Off-ice development
4. Clothing apparel	4. Player Travel and Tournament Fees
5. Gifts	5. Awards & trophies
6. All items in gaming column	6 Up to 20% of gaming expenses
7. Uniforms and Equipment rental	

A fundraising plan should be completed with the budget process and signed by the parents. However, if the specific plan was not established at the time of the budget sign off then a fundraising plan must be developed, signed off and submitted to the appropriate Executive member.

Each team will be expected to open a bank account (regular team account) for the purposes of depositing and utilizing fund raising proceeds and team fees. Refer to the Team and Committee Financial Reporting policy.

Teams are requested to refrain from soliciting the business community for prize donations at the team level. Community prize donations are to be a source of fundraising for the Association Level (i.e. tournaments, Hockey Parent Auxiliary events).

Tournament Committees are requested to refrain from soliciting the business community during the period surrounding the Remembrance Day Long Weekend.

Individuals must not profit from fundraising, all fundraising revenue must be spent. All gaming revenues must be spent in accordance with the gaming application.

If participating in an event that is selling both 50/50 and raffles, the team must comply with the rules of the Gaming Commission. See Gaming policy and procedure. Failure to comply could result in the responsible member being placed as a member not in good standing.

All NDMHA team fund raising events are encouraged to support the spirit and image of minor hockey as a positive and healthy activity for children in our community. Where possible, players are encouraged to participate directly in team fund raising events.

It would be inappropriate for the NDMHA to support alcohol or tobacco related events for team fundraising. In that regard, there shall be neither usage of our Association logo nor the Association name in any team fundraising that utilize alcohol or tobacco products.

TEAM or COMMITTEE FINANCIAL REPORTING

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:

Each team will follow the team budget preparation policy and ensure a signed budget is submitted to the appropriate Division Manager or 1st Vice President.

Each team will submit to each parent member of the team, a Revenue/Expense Financial Report not later than December 31st and April 30th.

A copy of the final financial report must be provided to the NDMHA Executive by April 30th. A gaming report must be submitted to the Association Executive by April 30th along with all receipts, documentation and licences.

The Association Executive reserves the right to review the team's finances at any time with 24 hours notice.

An Account must be opened in the name of the team, committee, or event etc., by three adults, preferably the treasurer, the manager and the team parent, with cheques being signed by two of the three account holders.

Bank accounts should be used for team, committee and other association funds and these accounts should have monthly statements provided.

All funds and statements as well as receipts, invoices and other financial records are to be held in Trust for the Association Executive by a team, committee or event Treasurer.

These documents should be kept safely and be made available upon request by Association President, Treasurer or Director. The government recommends that documents should be kept for 7 years.

All cash transactions should be evidenced by a receipt in writing.

On completion of the season, all remaining funds up to the team fee amount will be refunded to each family. If there are excess funds beyond the team fee amount, then the excess funds are to be remitted to NDMHA.

The Association Treasurer can review the bank records of any team. The team records must be provided to the Association Treasurer within seven days of written request. Failure to submit financial reports as required may result in the withholding of referee funds.

TEAM BUDGET PREPARATION

It is the policy of NDMHA that team budgets must be accepted (as evidenced by a majority of parents' signature on the budget/fundraising plan) prior to November 15th.

All revisions of substance to the budget require prior approval by the appropriate 1st Vice President for Rep A or 2nd Vice President for Recreation.

Draft budgets must be presented to parents at the beginning of each season to ensure all parents have the opportunity to discuss planned costs and planned revenue. The budget must include a fundraising plan of activities.

Once the draft budget has been edited, a budget ratification meeting must be held in the presence of a member of the NDMHA Board of Directors. The team must obtain a majority of signatures on the budget/plan. However in the event that the general parameters as set out below are exceeded, the **overwhelming** of the parents must approve the budget.

Parents are encouraged to ensure that they understand and agree with the team budget and fundraising plan at the parent meeting. Concerns about team budgets can be brought to the team officials, and/or NDMHA treasurer.

Team treasurers are required to submit a signed copy of their team budget to: (1) the appropriate Division Manager (Recreation), or (2) the First Vice President (Rep A). Division Managers and the 1st Vice President are then to provide a copy of each budget to the NDMHA treasurer.

Team officials must submit a final financial report to the Executive by April 30th. Parents are not allowed to profit from fundraising therefore all team funds must be spent. Parents are allowed to receive refunds to the maximum of their individual team fees.

Guidelines

Team budgets will vary each year depending on the activities planned. Team officials are instructed to demonstrate sensitivity around limitations of the time and money that families are able to contribute (per child, per season).

As a general rule the following parameters for the budget for each Recreation Division are:

Hockey 1-2 - \$2000 - \$2500.

Hockey 3 - \$3,000 - \$4,000

Hockey 4 - \$5,000 - \$7,000

Atom/PeeWee - \$6,000 - \$9,000

Bantam/Midget - \$7,000-\$10,000

Team budgets at the Rep A level can be expected to involve a greater commitment of resources.

Fixed expenses must be calculated in the budget such as Jersey rental, NDMHA hosted tournament fee, socks, and referee fees. Teams are to refer to the sample budget.

Note: The guidelines presented above are subject to review and adjustment as team plans are developed. Recreation budgets that exceed the guidelines must be approved by the Second Vice President and Appropriate Division manager.

GAMING

All teams, groups or committees who wish to conduct any gaming activity (i.e. 50/50, square boards, raffle events, tournament raffles **MUST** submit the application to the Association Gaming Director for confirmation that the application conforms will gaming guidelines.

Once approval is obtained a licence may be submitted to the BC Ministry of Public Safety and Solicitor General Gaming Policy and Enforcement Branch for a Class D gaming Licence.

North Delta Minor Hockey Association relies on **substantial** gaming funds as a major source of the Associations overall revenue. Failure to meet the requirements set out by the Gaming & Enforcement Branch may result in suspension or revocation of a gaming event Licence, refusal of future gaming event Licence and/or denial of future access to gaming grants or funds.

If any team official or the member who is found holding gaming draws without a Licence, they could be made a member not in good standing.

Responsibilities:

The team treasurer is responsible for

- completing an approval form and submitting the request to the Association Gaming Director
- applying for the appropriate gaming Licence
- ensuring that all standard procedures for Ticket Raffles are adhered to
- keeping all financial records in accordance with the Gaming Event Licence Guidelines during the season
- dispersing gaming funds appropriately as per the application
- submitting a gaming statement to the NDMHA treasurer by April 30th

Procedures:

1. Access the NDMHA website for gaming approval form and instructions.
 2. Review “Applying for a Class D Gaming Event Licence” and “Standard Procedures for Ticket Raffles” on website listed above.
- Note: If participating in an event that is selling 50/50 and doing a raffle, you will need a separate license for each type of gaming you are using.
3. Complete approval form and submit to the NDMHA Gaming Director.
 4. Once approval is obtained, the team/committee may apply for a gaming licence by completing the Gaming Branch application.

Note1: For questions and NDMHA Gaming Approval form contact the NDMHA Gaming Director.

Note2: For gaming guidelines, ticket raffle procedures and application forms visit <https://webapps.ag.gov.bc.ca/glb/index.jsp>

SPONSORSHIP

Each sponsored team will normally be afforded one official sponsor. Sponsor banners can be placed behind the bench in lieu of sponsor bars on jerseys.

The payment of such money is to be made to the North Delta Minor Hockey Association and not to the team itself. Although the Association cannot guarantee a sponsor the team of it's choosing, every effort will be made to accommodate the sponsor in this respect.

In addition to sponsoring a team, an official sponsor can make separate donations should it wish to do so. However, any sponsorship is then not entitled to the benefits of the sponsorship program (displayed banner, website recognition or advertising).

REGISTRATION ASSISTANCE

It is the intention of NDMHA for all interested families and children in the North Delta Community to have access to the great sport of hockey. Unfortunately the cost of hockey is high, leaving some families in a position to make difficult financial choices.

NDMHA has set up a fund to assist families who need it with a grant equal to one year of NDMHA Association fees. The grant does not include other costs associated with hockey such as team fees. The full amount must be applied toward the Association fees in the year that it is awarded.

Application to the NDMHA Registration Assistance fund can only be made by submitting the required application form in a sealed envelope to the attention of the Treasurer at the NDMHA Hockey office. Applications will be evaluated by the treasurer and two members of NDMHA who have been named by the NDMHA Board of Directors to carry out this responsibility. Decisions of the three-member panel will be considered final.

Names of players and parents receiving registration assistance will be treated as confidential information. The total number of players utilizing registration assistance must not exceed two percent (2%) of the total number of NDMHA registrants in a given year.

Registration Assistance Application Forms are available on the NDMHA website.

DEBTS DUE TO THE ASSOCIATION

Background

The North Delta Minor Hockey Association constitution states that members with an outstanding debt due and owing to the NDMHA are not in good standing. Therefore these members will not be entitled to register players to participate in the upcoming hockey season as long as indebtedness remains outstanding to the Association.

The Association recognizes that financial circumstances from time to time may require a request for financial assistance regarding registration fees. However, it is the expectation that every attempt should be made to have all fees paid prior to players starting the new season.

Policy

If a member, not in good standing, submits an application to register a player(s), any moneys accompanying the registration will first be applied against the outstanding indebtedness with the balance to be applied against the fees or dues for the upcoming season.

The Registrar and/or Treasurer shall notify the member that an outstanding debt owed and that a portion of the moneys already received has been applied against the debt. The balance of remaining money is held, on account, for the member for the upcoming season.

The member will be informed that to register for the upcoming year, the full amount of the registration fees are due prior to September 1 or the player(s) will not be registered for the upcoming season. The member will be informed of the outstanding balance due.

If the member does not pay the remaining balance by September 1, the Treasurer shall return the money held on account to the member together with a letter informing the member that the total registration amount was due, in full, prior to the player(s) being registered and the player(s) has been placed on a waiting list in a priority position.

If the member still desires to register the players, the full registration fee is due and payable before the player(s) is permitted to take part in any practice or scrimmage of registered NDMHA players.

NSF CHEQUES

Upon notification in writing, the member has two weeks from the date noted on the letter to rectify the situation. NSF cheques must be made good by mailing a certified cheque, bank draft or money order to the Sungod Hockey office within two weeks of the date of the written notice.

After this date, the Registrar will notify the member that the player is ineligible to attend any games or practices until the situation is rectified. The Registrar will notify the member that the player is ineligible to attend any games or practices until the situation is rectified. The Registrar will inform the member once the player is again eligible to play. There is a \$25.00 NSF charge.

VENDOR, PURCHASING & INVENTORY POLICY

It is acknowledged that the Association will require the use of vendors, suppliers, sub-contractors to fulfill the needs of the Association including but not limited to equipment, promotional items, team photos and development programs.

Purchases of up to \$999 will be considered nominal purchases and must be supported in writing. Purchases of \$1000 or more will be treated as major purchases and require prior approval of the Executive. Three quotes, if possible, must be submitted detailing information, comparisons made and rationale given for recommending a particular quote.

If the vendors services are required and negotiated for several seasons, a contract must be signed specifying terms and conditions. If services are for a single season then the three quotes are sufficient for that season. A copy of the contract is to be filed with ND Hockey office.

If there is no contract involved, a purchase order should be created to initiate the purchase. The purchase order will then be matched with the payment.

Most purchases pertaining to association assets will be made through the Association Equipment Manager. Normally, inventory will be reconciled by May 15 of each year. Coaches will be accountable for the equipment for which they are assigned. An inventory tracking system will be maintained by the equipment manager.

ICE ALLOCATION

The background to this policy is to establish specific ice allocation procedures reflective of the operating agreements between NDMHA and facilities used during the regular season.

Recreation Teams are assigned ice on basis of availability. Recreational Player registration fees provide the following with respect to weekly ice time:

Hockey 1 – 2 Practice Slots (shared)

Hockey 2– 4, – 1 Practice slot and 1 game slot (shared)

Atom C & Peewee C teams – 1 Practice slot and 1 game slot (shared)

Bantam C and Midget C– 1 Practice slot (not shared) and 1 game slot (shared)

Development Ice is scheduled for Hockey 1 to Bantam Recreation on as available basis. As NDMHA emphasis development and every effort will be made to provide one development ice slot for every two teams.

Rep A1 and A2 player registration and carding fees provide each team 1 Practice Slot (not shared) and 1 game slot (not shared) per week.

On occasion ice slots maybe withdrawn from NDHMA due to special events. Notification and re-scheduling will be attempted as practicable and based on ice availability.

Ice Assignments - Rescheduling

Teams requiring practice time assignment rescheduling shall first attempt to reschedule practice times by trading dates with other teams. When such a trade is arranged, the Ice Allocator must be notified in advance.

Teams unable to trade ice assignments with other teams shall notify the Ice Allocator a minimum of seven (7) calendar days in advance of the effected date whenever possible.

Teams must notify the ice scheduler immediately of any league games that are in conflict. If a game has been re-schedule by another Association, the ice scheduler must be notified of the change in schedule.

The Ice Allocator may then exercise the following options, preferably in order:

- a. Use the open ice spot to resolve conflicts
 - b. Re-assign ice practice times for teams
 - c. Sell ice to other NDMHA managers, or teams, at the yearly blended charge out rate.
- Division Managers will be responsible for final assignment within their Division and collection of moneys owed.

Subletting of NDMHA Ice

Absolutely no subletting of NDMHA ice is permitted to any other user groups under any circumstances. A conflict spot cannot be reserved in advance for practices, but may be reassigned by the Ice Allocator for a practice.

Note: Available ice will be posted on the “Ice Chips” section of the NDMHA website.

ADOPTIONS

Adopted January 2006

Revisions May, July, August 2006

Revisions August, September, October 2008

Creation of Manual and Adoption of Individual Changes – July 8, 2009

- **About the North Delta Minor Hockey Association**
- **Membership**
- **Executive Committee and Board Of Directors**
- **North Delta Hockey Parent Auxiliary**
- **Telephone**
- **Vendors**
- **Rep Coach Selection**
- **Competitive Steam Selection**
- **Tournaments**
- **Referees**
- **Player Development**
- **Equipment**
- **Coaches**
- **Team Officials**
- **Player Movement**
- **Member Complaint Procedures**
- **Disciplinary and Appeal Committees**
- **Fundraising**
- **Sponsorship**
- **Debts due to the Association**
- **Ice Allocation**

Revisions, pg. 19,21,24 – June 2, 2010