

# Rules, Regulations, and Guidelines

## Section A – Administration

### 1. Website

- a. Surrey Minor Hockey Association has a web site on the Internet and can be accessed at the address:

www.surreyminorhockey.com

### 2. Mail

- a. The Secretary shall be responsible for the picking up of the mail at the Association Mail Box and distributing it as required. The current **mailing** address of the association is P.O. Box 171, Surrey, V3T 4W8
- b. The President shall be made aware of **ALL** correspondence coming into and leaving the association.

Commented [VS1]: Added in 2011 but no motion

### 3. Media

- a. The President shall be responsible for all news releases from the association with the exception of individual game and tournament reports.
- b. All comments with regards to the association and any interaction with the news media concerning any business with the association should be referred to the President, or their designate, for comment.
  - i. **Do not comment on anything that you are not completely aware of.**

### 4. Newsletter

- a. A member of the Executive Committee may be appointed to complete an association newsletter for the playing season.
- b. Members of the association may contribute articles to the newsletter by contacting the member responsible directly.
- c. The member responsible has full editing privileges and will be responsible to reject any articles in poor taste.

### 5. Letter Head

- a. Blank Association letter head will not be given out to anyone other than the President, Treasurer, Registrar and Secretary of the association. Any Executive Committee member requesting a letter to be sent on Surrey Minor Hockey Association letter head will contact the Secretary.
- b. All correspondence coming into or leaving the association shall be held by the Association Secretary and/or the President.
- c. Surrey Minor Hockey Association letter head shall not be photocopied by anyone or used for any purpose without the written permission of the President and/or the Executive Council.
- d. Association Letterhead may be used to solicit funds for association purposes or events.
  - i. Letter head shall not be used by any team or individual to solicit funds for their own purposes.

### 6. Logo (Crest)

- a. The Surrey Minor Hockey Association Logo (Crest) is the property of the Association.

Commented [VS2]: Changed to "Logo (Crests)" in 2011

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- b. The Logo (Crest) can only be used by members of the Executive Council in the course of carrying on Association business.
- c. No other parties will be permitted to use the Surrey Minor Hockey Association Logo (Crest) for any purpose without the written consent of the Executive Council. The majority of the Executive Council must agree before this consent can be granted.

**7. Keys**

- a. All members of the Executive Council have keys to the bulletin boards, trophy cases and Minor Hockey storage room.
- b. There are only three keys to the equipment room which are held by the President, the Treasurer and the Equipment Manager.
- c. Keys for the team mailboxes are kept by the Equipment Manager(s) or their designate.
- d. Teams shall be issued one (1) key for the team mail box and one (1) key for the association mail slot. A deposit of \$30.00 shall be collected for the mailbox key and refunded when it is returned. If the key is lost there will be no refund as this deposit will be used to replace the lock.

**8. Trophies**

- a. Trophies won by teams shall be turned into the association and placed in the association trophy cases at either the Newton Arena or North Surrey Recreation Centre.
- b. The Coach shall ensure that each trophy has the name and phone number of the person to whom the trophy may be returned on the underside or rear of the trophy.
- c. All members of the Executive Council have keys to the trophy cases and can be contacted to place a trophy in the case.
- d. Dependent on the age of the trophy and space available older trophies will be returned to the person whose name appears on the bottom of the trophy. In the event that this person has moved or lost contact with the association the trophy will become the property of the association and may be recycled or disposed of.

**9. Trophy Case/Bulletin Boards**

- a. All bulletins or other materials shall be approved by a member of the Executive Council prior to posting.
- b. No bulletins or other material shall be taped in any manner to the bulletin board or trophy case glass. Any such notices found will be removed and disposed of.
- c. Maintenance & Repair
  - i. Trophy cases require checking on a yearly basis as rollers on the tempered glass may break down. Problems noted with the trophy cases should be directed to any member of the Executive Council.
- d. Cleaning
  - i. Trophy cases/Bulletin boards should be cleaned and dusted at least every three months or more often as required.
  - ii. The association maintains the right, due to the time involved, to pay out of association funds the cost of a person or persons to dust the trophy case and clean the glass as well as keep up their general repair.

**10. Room Rentals**

- a. The President and Secretary of the association are the only ones authorized to rent meeting rooms for the purpose of association business.
- b. Surrey Minor Hockey Association does not book rental rooms for individual teams or persons

**Commented [VS3]:** This amendment appears in 2005. But it doesn't appear in 2002, 2003, or 2004 and there's no motion for it.

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- c. Teams may apply to rent meeting rooms directly to the City of Surrey facilities manager or private facilities. Teams are responsible for the rental fees.
- d. Teams shall not use any meeting rooms unless they have rented them.

**11. School Gymnasium/Playing Field Rentals**

- a. Teams may apply to rent school gymnasiums or playing fields for the current hockey season direct through the school board.
- b. A separate application is required for each school. Blank application forms are available at all school offices or may be picked up at the Facilities Rentals Office.
- c. Applications must be completed in full and signed by the school principal. Applications received, which are incomplete or not approved by the principal will be returned to the sender/school for completion and will not be deemed received until completed and returned. Completed applications should be submitted to:

School District #36 (Surrey)  
Attention: Inside Rentals Clerk (or Outside/Field Rentals Clerk)  
Facilities Rentals Office  
6700 144 Street  
Surrey, B.C. V3W 5R5  
Phone: 572-0500 Fax: 597-7386

- d. Contracts are issued to the Executive officer of a group or association. Contracts **CANNOT** be issued to individual coaches or group members.
- e. The responsibility for fees and damages rest entirely on the respective team and Surrey Minor Hockey Association accepts no financial responsibility.
- f. Equipment is not included with rentals and if required, must be requested and approved by the school principal at the time of application.
- g. Washroom facilities are not included for field rentals.

**12. Parents Auxiliary**

- a. The Parents Auxiliary of this association exists to support the Executive Committee through to the individual teams within the association.
- b. Parents Auxiliary maintains their own funds which they raise each year. These funds may be kept from year to year.
- c. Group will provide a financial report to the treasurer at the end of each season.
- d. Shall elect a president, secretary, treasurer amongst their group and any other directors as required.
- e. Support services Provided:
  - . Assist in running of tournaments
  - i. organizing and running a yearly used equipment sale
  - ii. large scale phoning of members such as for tryouts
  - iii. assisting with picture day
  - iv. donuts and coffee for coaches and Referee meetings
  - v. coaches game refreshments
  - vi. minor hockey week events
  - vii. dance
  - viii. Assisting to address financial needs of families in need.
  - ix. Providing a bursary available to Surrey Minor Hockey Association players when monies are available.
  - x. Acknowledging and assisting association members during times of bereavement
  - xi. Celebrating the accomplishments of children within the association in terms of hanging banners, photos, etc

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m. Members of the Executive Committee over the course of the year may attend the following meetings,

- a. BC Hockey Annual General Meeting
  - i. This meeting is held in June each year. There is space for at least ten (10) members of the Executive Committee to attend this meeting in order that all committee work shops and voting sessions may be attended.
  - ii. This number may be exceeded should a member of this association be the recipient of a BC Hockey award.

**Commented [VS4]:** Votes can be proxied

- b. PCAHA
  - i. Any member of the Executive Committee, regardless of the number, may attend this annual meeting held in May of each year. The maximum number of attendees is encouraged to make more members aware of the workings of our parent association.
  - ii. Individual members of the association who may wish to attend this meeting may apply to the Executive Committee and dependent on the numbers their attendance fees may be paid by the Association.

- c. F.V.W.
  - i. Representatives of each Fraser Valley West Association attend these meetings as required upon notification by the PCAHA Managing Director.

- d. Surrey Minor Hockey Association Annual General Meeting & Awards Night.

- i. This meeting shall be held in April of each year and all members are encouraged to attend. The awards ceremonies will be included.

**Commented [VS5]:** According to societies act, AGM to be held before September. We should not specify a month for the AGM due to the financial year end.

- e. Surrey Minor Hockey Association Awards Night  
This meeting shall be held in April of each year and all members who are recipients of any award, whether individually or as part of a team, are encouraged to attend so they can be recognized for their accomplishments.

**Commented [VS6]:** This was updated to be two bullets in 2011 but there was no motion in the 2011 AGM.

- ~~e-f.~~ Planning Conference

- i. This meeting is attended only by members of the Executive Committee and is held in February of each year. This meeting deals with the organization of the upcoming season.

- ~~f-g.~~ Coaches, Team Parents & Managers Meetings

- i. These meetings are usually held in early October once the teams are formed. It is mandatory that all teams within Surrey Minor Hockey Association have representatives in attendance. The meeting will go over the association philosophy and operational guidelines for the teams. Required materials will be handed out at that time.

- ~~g-h.~~ Executive Council & Executive Committee Meetings

- i. These meetings are attended only by members of the Executive Council or the Executive Committee and are held as required throughout the playing season and once monthly in the off season to deal with association business. Other meetings are called as necessary.

- ~~h-i.~~ Tournament Committee Meetings

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- i. Shall be held as determined by the various tournament committees.
      - h. City of Surrey Facilities User meetings
        - i. There could be several different types of meetings involved ie: Ice allocation, User groups, facilities management and Parks\ Recreation Commission Meetings. There are also presentations to City Council. These meetings deal with communication between our association and City of Surrey.
  - n. **Addressing the Executive**
    - a. Members of the association may by written request to the Secretary of the Association be permitted to address the Executive Council or Committee. This written request must be submitted at least one week in advance of the meeting and will only be approved if time permits on the agenda for that meeting.
      - i. The delegation will be allowed a maximum of fifteen (15) minutes.
      - ii. The delegation may consist of a maximum of three (3) persons unless prior approval has been obtained from the President.
      - iii. A maximum of two (2) delegations will be heard at any one meeting.
    - b. Presentations from persons shall not be accepted by the Executive Committee/Council who appears at the Executive Committee/Council meeting without prior authorization.
      - i. Any person(s) showing up at a meeting without prior approval will be asked to leave. Those who refuse to do so shall be immediately suspended from the association and criminal charges may be laid.
  - o. **Mail out**
    - a. During the course of the season or after, agencies may apply to the Executive Council to have their material mailed out to the association members. If approved the agency shall supply stamped envelopes with the material already inside and the association will apply addressed stickers at cost to the requesting agency.
    - b. Lists of association member's names will NOT under any circumstances be released to any agency or person other than the City of Surrey or as required under Provincial Legislation.

## Section B – Registration

1. Surrey Minor Hockey Association will make all reasonable efforts to ensure all players wishing to register and play hockey in Surrey shall be permitted to do so.
2. No player shall be allowed on the ice until she/he is registered with the association, proper documentation is completed, and all applicable fees are paid. For new players, registration documentation must be complete and sent to PCAHA. No walk ons will be permitted for any sessions.
3. **Registration shall be based on:**
  - a. Team size shall be based on registration numbers as per City of Surrey Policy. The association will endeavour to have a minimum of seventeen (17) players on each Rep team and sixteen (16) players on each "C" team.
    - i. The City of Surrey arena policy states that no team may be lower than fourteen (14) players.

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**4. Association Fees**

- a. Registration fees shall be determined each year by the Executive Committee and may be paid by an approved method in the amounts and dates as set out by the Executive Committee.
- b. The indication to attend rep tryouts and the appropriate fees must be submitted by the July 15 immediately preceding the rep tryout sessions they wish to attend. Late applications may be accepted with written permission of the Executive Council. Note: Player declarations to ~~either play a specific level of~~ "A" or "B" only must be made prior to the start of the tryouts. No declarations will be accepted after this time.
- c. Rep carding fees are due prior to the first league game.
- d. In the Juvenile division, the rep tryout fees and rep carding fees are included as part of the registration fees.
- e. Family registration
  - i. One (1) or two (2) children registered full fees are paid.
  - ii. Should a family have three (3) or more children registered in Surrey Minor Hockey Association, the two oldest players shall be charged full fees. The subsequent youngest player(s) will be charged half fees.
  - iii. There are NO discounts for Rep tryout or Rep carding fees.

**Commented [VS7]:** These changes came in 2011 but no motion in AGM minutes

**5. Refund Policy**

- a. To apply for a refund, all requests shall be applied for utilizing the Request for Refund form and submitted to the Registrar for processing.
- b. If approved the amount of the refund shall be prorated against
  - i. the amount of ice time already used,
  - ii. Mutual aid fees
  - iii. Hockey Canada Insurance fees
  - iv. Refund processing fee
- c. There shall be no refund of fees after January 1<sup>st</sup> of the current season. Applications for refunds will not be accepted after this date, except in exceptional circumstances. Refunds under these exceptional circumstances will be subject to approval of the Executive Committee.
- d. Rep tryout fees will only be refunded if the registrar was notified by August 1 of the current season of the player's intention to not participate in the rep tryout sessions.
- e. Rep carding fees are non refundable.
- f. The amount of the refunds will be primarily based on when the application for refund is received by the registrar and the percentage refund will be determined as follows (subject to the refund processing fee):

<b>Refund application received</b>	<b>Refund amount</b>
Prior to September 1	100%
September 1 - October 14	75%
October 15 – January 1	50%
After January 1	0%

**6. Registration Information for Returning Players**

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- a. An information sheet should be sent electronically to the team managers and/or the current players towards the end of the current season. This information sheet may also be posted on the web site.
  - i. This information sheet should contain a link for online registration, payment details, and deadlines.
  - ii. A volunteer form for parents may also be attached.
  - iii. Brochures or handouts in digital format as approved by the Executive Council may also be included.
- b. Agencies such as Hockey Schools or other related sports may apply to the Executive Council to have brochures or other related materials enclosed in the registration package to our members in the spring of each year.
  - i. The fee for this shall be determined and paid in advance.

**7. Registration Deadline**

- a. To guarantee a spot for the upcoming season, a returning player must be registered via the Hockey Canada Registration system by the end date of the registration period for returning players.
- b. New players must be registered by the end date of the registration period for new players.
- c. Any player not registered by the end date of the registration period for returning players and for new players shall have her/his name placed on the waiting list.
- d. If maximum capacity is reached in a division before the end date of the registration period, any subsequent registrations for this division will be placed on the waiting list.

**8. Waiting List**

- a. A waiting list of prospective players will be maintained each year. The names shall be recorded by date and time, as they are received, for the various age groups.
- b. Players shall be taken from the list in the order in which they are received.
- c. Names may only be bypassed:
  - i. If the prospective player indicates that he/she does not wish to play in the current season.
    - 1. Players offered a position in mid season have the option to decline and wait until the next season. These players shall maintain their position on the waiting list.
    - 2. Players offered a position at any time prior to October 1<sup>st</sup> and decline or fail to attend their assigned registration date will be removed from the waiting list.
      - a. This does not apply to five (5) year old players.
  - ii. If there are sufficient goaltenders, presently registered in a division, to allow two (2) per team no new goaltenders shall be registered.
    - 1. The goaltender has the option of registering as a skater if there is room and playing out. If this option is taken he/she shall not be allowed to play in goal unless a vacancy should occur.
    - 2. The goaltender may be allowed the option of registering on a higher division "C" team only if there are insufficient goaltenders in that division to allow two per team and it does not affect the numbers in the oncoming seasons.
- d. Playing abilities of players shall have no bearing on their placement on the list.
- e. Players may be taken from the waiting list until October 15<sup>th</sup> of each year if a vacancy occurs in a team roster which puts it below the minimum.

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- f. Players may be taken from the waiting list after October 15<sup>th</sup> at the discretion of the Executive Council.
  - g. Registration of players transferring in from another association, with previous hockey experience, will be allowed in dependent on availability of room in the age division up to February 5. As well as teams willing to take another player and if in compliance with PCAHA, BC Hockey and Hockey Canada rules.
- 9. Cancellation of Registration**
- a. There are occasions throughout the season in which a player does not show up for practices/games or may quit in mid season. The following will apply:
    - i. If the player fails to attend practices or games over a fourteen day period the parents are to be contacted by the Coach. If the Coach is unable to contact the parents or the player, the name of the player will be given to the Division Manager. The Division Manager will then make all reasonable efforts to contact the player or parents. If he/she is unsuccessful then a registered letter shall be sent by the Secretary, to the player, to contact the Division Manager. If no reply is received within ten (10) days, the player's registration shall be cancelled.
    - ii. If the player or her/his parents fail to provide a legitimate excuse for his/her absence their registration will be refunded and if the player chooses his/her name placed on the waiting list for the following season.
  - b. Players or their parents choosing to cancel the registration shall be reimbursed their fees in accordance with the association refund policy.
  - c. No release will be granted from Surrey Minor Hockey Association to any player with outstanding financial obligations to the Association and until all equipment on loan to the player or his family is returned.
- 10. Injured players**
- a. A player may be injured during the course of the season and unable to return for the balance of that season. In this case the parents may request a refund of their fees in accordance with the association refund policy.
  - b. The injured player will not have his/her registration affected for the following season and shall receive her/his registration package as if he/she completed the season.

## Section C – Financial

- 1. N.S.F. Cheques**
- a. Parents or players writing a N.S.F. cheque to the association will be contacted by phone by the Treasurer and given 2 days in which to make good the cheque. If not taken care of within that time the player's registration may be cancelled.
    - i. A service charge of thirty five dollars (\$35.00) will be charged.
- 2. Association Fundraising**
- a. Surrey Minor Hockey Association may, if required, have an association fund raiser each year in which all members of this association must participate. Anyone not wishing to participate shall have their registration or appointment cancelled.
- 3. Sponsorships**
- a. Teams of Surrey Minor Hockey Association may be sponsored by businesses or private individuals. The money for these sponsorships shall go to Surrey Minor Hockey Association and NOT the individual team. The sponsor will get:



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- i. Sponsor bar whether on Jersey or in the form of a banner
    - ii. An engraved plaque with a picture of the team for display at his business
    - iii. Publication of their name in all association tournament programs.
  - b. The individual teams shall hand deliver the plaque to the sponsor.
  - c. Sponsors will be given the first chance to bid on equipment purchases or other items purchased by the association. This does not give them precedence in the purchase as it shall still be determined by the best price and past quality of service.
- 4. **Team Donations**
  - a. Sponsors and individuals may donate money over and above their sponsorship fees to the team. Surrey Minor Hockey Association will NOT issue receipts for monies donated to individual teams.
  - b. Team banners or any other type of advertisement may only be displayed by teams for sponsors that have paid their sponsorship fees to the Association. Individual donations to the team alone shall NOT be advertised by the team.
- 5. **Surrey Minor Hockey Association Accoutrements**
  - a. All approved Surrey Minor Hockey Association accoutrements and clothing are available for purchase.
    - i. **Pins**
      - 1. Association Pins are kept by the treasurer and can be purchased by teams or individuals for the association cost.
      - 2. Teams attending provincial playoffs may apply to the Executive Committee for a number of pins to be exchanged at the playoff tournament.
    - ii. **Crested Cups, Glasses and Plaques**
      - 1. Association crested merchandise is available for sale as available.
        - a. larger orders can be obtained by contacting the Association Treasurer.
      - 2. Crested association glass cups, beer mugs, plaques and medallions can be purchased from our official supplier as deemed by the Executive Committee.
    - iii. **Clothing**
      - 1. Clothing is available for purchase from our official supplier as deemed by the Executive Committee.
      - 2. Clothing may be ordered in bulk quantities through the Association Secretary or their designate.
        - a. Contact the Association Secretary, or their designate, who will obtain sample size clothing from our official supplier so that the teams may order the correct sizes.
- 6. **Team Accounts**
  - a. Individual association teams shall open a team account only at a chartered bank or credit union.
  - b. There shall be three (3) signatories on the team account. These shall be:
    - i. The Manager plus,
    - ii. The Team Parent or,
    - iii. One other designated parent.
  - c. The three (3) signatories on the account shall NOT be related in any manner nor shall they reside in the same residence.
  - d. The Coach shall NOT deal with the team funds or have signing authority for them.

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- e. Team funds are the property of the player's parents and as such should any parent, at any time, wish to know the status or balance of the team account it shall be supplied without question.
- f. It is strongly recommended that the team account statement be given to or read out at monthly parent meetings.
- g. Where possible the amount of money raised by each family should be recorded separately. If a player is moved from one team to another during the season, any funds raised or paid by that player or his parents must be pro-rated and transferred to the new team or, upon leaving the association, returned to them.
- h. Any equipment, ice time, tournament, clothing or fundraising items purchased by a team shall be the responsibility of the team for payment and Surrey Minor Hockey Association accepts no responsibility for non payment of these bills.
- i. Surrey Minor Hockey Association will release the names of association members as well as phone numbers and addresses to companies or individuals who are owed money that is related to this association.
- j. Should any money be left in the team account at the end of the playing season it should be dispersed equitably amongst the team families or it shall be donated to Surrey Minor Hockey Association.

**7. Team Fundraising**

- a. A members registration fees cover association assigned ice times, referee fees, approved training, uniforms and equipment. Any additional activities are funded solely by the team.
  - i. The team has the right to exclude players/parents that have not participated in team fundraising or paid team assessments from any activity not paid for by association registration fees.
- b. Monthly fees collected from parents in lieu of fundraising events shall be determined by a 75% majority vote of the player's parents.
- c. Parents who choose not to participate in fund raising events shall be allowed the option of paying their share by donation. This assessment fee shall be no higher than average amount between the bottom and top amounts raised by the other parents.
- d. No team shall solicit money, ask for donations or ask for merchandise from current sponsors of Surrey Minor Hockey Association.
- e. No teams or persons associated to any team shall solicit funds on behalf of their team by indicating that they are doing so on behalf of Surrey Minor Hockey Association.
- f. Teams need not apply to the Executive Committee for small fundraising events such as candy sales, hot dog days or carwashes; however they are solely responsible for the purchase, sales and payment for these items. The association accepts no responsibility whatsoever for any lack of payment which is the sole responsibility of the team.

**8. Team Grants**

- a. Surrey Minor Hockey Association each year provides a grant to individual teams which may be used as the team sees fit. This grant money is based on the number of home league and playoff games played by each of the teams. No grant money is allotted for exhibition or tournament games.
  - i. Initiation "A" & "B" Division does not receive a grant.
- b. Payment of the grant is made in two stages;
  - i. First instalment shall be given out at the beginning of the regular season

**Commented [VS8]:** What is Initiation A & B?

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- ii. Final instalment shall be issued at the end of the season and only after all the association equipment has been returned, including team mail box keys.
  - 1. Grant money shall, at the discretion of the Executive Committee, be forfeited if a team fails to return all issued equipment by the date designated for its return.

**9. 50/50 funds**

- a. Teams may run a 50/50 draw at their home games. Proceeds from these draws will go to the benefit of the team. Teams are responsible for obtaining the license as required by BC Gaming to hold these draws and for the purchase of their own tickets. These licenses must be obtained prior to holding any 50/50 draws.
- b. Teams are to submit a financial statement to the Association Treasurer showing the amount of money obtained from the 50/50 draws by December 15<sup>th</sup> and March 31<sup>st</sup> of each playing season.

**10. Lottery Licences**

- a. Teams must apply in writing to the Executive Council for permission to apply for the license as required by BC Gaming that is not covering 50/50 draws. The letter shall state the reason, the amount of money they wish to raise, number of tickets to be sold and the purpose. These applications will only be granted in situations where funds are needed for a major event.
- b. All prizes or prize money will be held in trust by the association treasurer to ensure the payouts of winners.
  - i. The team shall be responsible for the notification of winners.
- c. The money raised must be used in accordance with the policies set out for its use by the Government of British Columbia
- d. No applications for class "A" licenses will be accepted or approved.
- e. Copy of the "Use of Proceeds Report" must be submitted to the Association Treasurer.

**11. Provincial Playoffs**

- a. Individual "Rep" teams are responsible for their own expenses should they win the right to participate in a Provincial Playoff tournament. A team that feels they have a chance of winning should fundraise throughout the year to pay for their expenses.
- b. BC Hockey Provincial Championships do not charge a tournament entrance fee.
- c. Teams who have won the right to attend Provincial Championships may apply to the Executive Council for financial assistance to offset a portion of the costs for travel and accommodation. These applications will be considered and assistance may be provided, dependent on the number of association teams participating in these events.
- d. No assistance will be provided to teams where the Provincial Playoffs held within the jurisdiction of the area governed by the PCAHA.
- e. Assistance may be provided to teams participating outside the lower mainland based on:
  - i. Lodging based on:
    - 1. Four (4) players sharing a room.
    - 2. Two (2) coaches sharing a room
  - ii. Lodging assistance based on:
    - 1. ~~Okanagan~~
    - a. Surrey Minor Hockey Association may upon application provide a grant for B.C. Ferries charges based on four (4) players and one (1) Coach per vehicle return.

**Commented [VS9]:** Deleted in 2011 but no motion; tolls no longer apply

4.2. Other Districts:

- a. Surrey Minor Hockey Association may upon application provide a grant to pay for One third (1/3) of the cost of a bus to transport the team to the host site and return.
- b. Should a team elect to travel by air then Surrey Minor Hockey Association may provide a grant equal to the amount that would have been paid had the team travelled by bus.
- f. The money, if any, will be in the form of a grant to the team and may be dispersed as agreed to by the team management and parents.
- g. Teams are responsible for the Coaches expenses to attend these playoffs only if the Coaches have no children on the team.
- h. Teams may also apply for financial assistance through the Government of BC for mileage in attending provincial competitions.
- i. Surrey Minor Hockey Association does not and will not subsidize the costs associated to parents to attend these events.
- j. There may however be situations in which individual players cannot attend for financial reasons. In these instances the family or team may make an application for assistance to the Executive Council on behalf of the player only.

12. Association Sponsored Clinics

a. Hockey Canada (NCCP) Coaches Certification Clinics

- i. Surrey Minor Hockey Association may pay for the registration fees charged for the certification of Coaches and assistant coaches appointed by this association during the current season.
- ii. There is no reimbursement of fees to persons who are members of this association but who are not currently team officials except for those persons assisting the development co-ordinator on association programs.
- iii. Coaches attending clinics held in Surrey and sponsored by Surrey Minor Hockey Association will have their fees paid by a representative at the clinic.
- iv. Coaches attending clinics outside of the association, approved by the coach coordinator, shall pay these fees themselves and obtain a receipt which they may turn in to the Association Treasurer for reimbursement.
- v. Any coach who registers for a clinic and does not notify the development coordinator 48 hours in advance that he/she will not be attending will NOT be eligible for the reimbursement of fees.
  1. Any fees that have been paid on their behalf by the association shall be reimbursed to the association by the Coach.
- vi. Any coach not having notified the Coach Co-ordinator as noted above shall be ineligible for the reimbursement of fees to obtain this certification in the current season.
- vii. Coaches may apply to attend either Advance level clinic and their application must be supported by the Coach Co-ordinator.
  1. This application may or may not be supported by the Executive Council.
  2. This support does not mean financial. If the coach is accepted for the course he/she must make written application to the Executive Council for assistance.
  3. If assistance is granted it will be in the form of a monetary grant. The amount will be determined by the Executive Council based on

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the location of the clinic as well as availability of development funding.

4. Any application must be made in advance of the course. Approval will not be considered after the course is over and no monetary assistance will be granted.

b. **Hockey Canada Safety Program (H.C.S.P.)**

- i. Surrey Minor Hockey Association may reimburse team officials to attend this clinic in the same manner as the coaches clinic.

c. **Respect in Sport**

- i. Surrey Minor Hockey Association may reimburse team officials who complete to attend this clinic in the same manner as the coaches clinic.
- ii. All team officials within Surrey Minor Hockey Association shall take this course.
- iii. It is recommended that all Association officials shall take this course.

d. **BC Hockey Referee Certification Clinics**

- i. Surrey Minor Hockey Association may host a week long referee certification clinic in the summer of each year.
- ii. The association may also host one or more, one day certification clinics each season, as required, based on the association needs.
- iii. Surrey Minor Hockey Association offers NO financial support for persons wishing to obtain their referee certification as this is a yearly certification and the monies are subsequently recovered by the official from payment of game fees.

e. **Association Development Programs/Clinics**

- i. The association may host the following clinics when resources and qualified instructors are available.
  1. Body checking clinics
  2. Goalie Clinics
  3. Referee Development
  4. Defensemen clinics
  5. Power skating
  6. Coach Development
- ii. The cost shall be borne by the association if sponsored by Surrey Minor Hockey Association
  1. A fee may be assessed, as determined by the Executive Council, if required
- iii. There shall be no reimbursement of funds to teams or individuals who take it upon themselves to run clinics on their own.
- iv. Coaches/parents are to contact their Division Managers for further information.
- v. Division Managers should contact the Association Development coordinator to place Coaches and or players in these clinics.

f. **BC Hockey Best Under 17 Program**

- i. Each season BC Hockey selects first year Midget players to participate in this program. The Best Under 17 program is designed to identify and train athletes capable of competing at the provincial, national and international level.
- ii. Players selected from Surrey Minor Hockey Association may upon application in writing be given a grant to a maximum of \$125.00 to participate in the Provincial camp. The amount will be determined each

Commented [VS10]: What is this?

Commented [VS11]: It's either mandatory or recommended. BC Hockey and Hockey Canada set these rules, not us.

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year by the Executive Council based on the availability of funds and numbers of players qualifying.

- iii. There shall be no grant for District or Team Pacific Camps.
- iv. The player or his parent must apply in writing for these monies as they will not automatically be given.
  - 1. Application must be made prior to attendance. No applications will be accepted after the camp is over.

**g. BC Hockey Under 16 Program**

- i. Each season BC Hockey brings together B.C.'s finest second year Bantam Players to participate in the BC Winter games. Subsidization shall only apply if the association player makes the final team and the team leaves the lower mainland area. The grant shall be the same as per the Best under 17 Program.

**13. Picture Day**

- a. As part of the association fees team and individual photos will be supplied to each Coach and player. A maximum of three (3) days each year, usually at the end of October, are set aside to take these photos.
- b. It is the responsibility of team management to have all their team members present.
- c. Teams are to:
  - i. have all their players ready on the date and time appointed, in full equipment
    - 1. Helmets are NOT to be worn,
    - 2. Association issued jerseys ONLY may be worn.
  - ii. have all the names of team members and coaching staff completed on the photographic roster, which is supplied by the photography company
  - iii. have all players lined up in order as shown on the photographic roster
  - iv. Costs of additional photos are the responsibility of the individual teams or parents.
  - v. Team management shall be held responsible for the conduct of their team both on and off the ice.
    - 1. If pictures are taken on the ice surface players shall not be allowed to fool around or skate at a fast pace.

**Section D – Code of Ethics**

- a. First appearances are important. It is very important to dress according to a dress code that provides a neat, clean and mature appearance.
- b. Ensure the team and officials show respect for the host or visiting team, officials, arenas and facilities.
- c. Participation in other Minor Hockey Association events is important for a player's growth and experience but the team conduct and attitude should ensure that our association is asked to participate in the future.
- d. Team conduct on and off the ice will reflect on the team, Coach, team officials and Surrey Minor Hockey Association. Your conduct should be beyond reproach.
- e. Do not use profane or abusive language on or off the ice.
- f. Coaches and team officials must understand the conditions in which they will participate and ensure all players know and understand them.
- g. The use of alcohol or drugs will not be tolerated.

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- h. Coaches should ensure that all players have a copy of the Code of Ethics and understand what is expected of them.

**Commented [VS12]:** In the motion, items are numbered but sections are to be letters

## Section E – Team Responsibilities

- a. All team officials shall abide by all Surrey Minor Hockey Association rules and regulations as laid out in this rule book.
- b. Coaches are reminded that they are appointed by the Executive Council and any coach failing to take direction from the Division Manager or the Executive Committee shall be terminated.
- c. Coaches shall report directly to the Division Manager throughout the season and shall take direction from him/her. Team officials will keep the Division Manager informed of all games and supply her/him with tiering/balancing round, league and playoff schedules.
- d. The Division Manager will be the first person contacted in all problem situations.
- e. If there is a problem with a team coach or his/her coaching, the Division Manager is to be contacted immediately. The Division Manager in turn will contact the Head Coach.
- f. Coaches shall attend all meetings called by the Division Manager, Head Coach/Coach Coordinator or the association Executive Committee. If the coach cannot attend, he/she must send her/his assistant coach or other registered team official.
- g. Coaches and team officials shall familiarize themselves with Hockey Canada, BC Hockey, PCAHA, and Surrey Minor Hockey Association rules and regulations. There is no excuse for not knowing rules of play or conduct by themselves, team officials, players or parents.
- h. No coach, assistant coach or other team official will be appointed by the association or the team who fails to submit a Criminal Record Check refuses to sign the waiver for a criminal record search.
- i. Coaches shall regularly check their team mail box, the email received via the team email address and the association notice board at North Surrey Recreation Centre.

**Commented [VS13]:** Motion was numbered but sections should be letters

**Commented [VS14]:** We're not using the mail boxes for security reasons. We also don't have team email addresses.

## Section F – Player Movement

- 1. **Affiliate Players** for non-CHA Carded "C" Teams
  - a. Affiliate players shall not be brought up to the higher team without the permission of both Division Managers. The principle is to ensure as many players as possible are given the opportunity to play at the higher level and not just a select few.
  - b. Coaches will NOT contact the players directly but must go through the Division Managers. Coaches failing to do so will face disciplinary action by the association.
  - c. In tournaments, the Division Managers will be responsible to directly contact any players that are not going to the tournament to ensure they are in fact unavailable prior to approving an affiliate player(s).

**Commented [VS15]:** We already have a section in Rep and C addendum about affiliates.

**Commented [VS16]:** Changed in 2011 but no motion in AGM

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- d. Division managers will keep a record of all games played at the higher level by affiliate players to ensure they do not exceed the number of games authorized by PCAHA.
- e. Any player exceeding the maximum three (3) games Initiation (Tyke-Novice) and the five (5) game limit Atom-Midget, as laid out in the PCAHA rule book and not authorized by the Executive Council to move up a division on a permanent basis will be suspended for the remainder of the current season. Registration fees will NOT be refunded.

**2. Affiliate players for CHA "A" Carded Teams**

- a. Beginning with the 2000 – 2001 season all "B" teams in Peewee and above are required to be carded on CHA cards. Under CHA regulations, a CHA carded team within an association may have affiliated with it, either one CHA carded team from a lower division or category or 19 designated named players from CHA carded teams in lower divisions or categories. All "A" teams in Peewee and above within an association may have affiliated with it, either one team from a lower division or category or 19 designated named players from teams in lower divisions or categories.
- b. The designation of affiliate teams and players must be filed with both the PCAHA and the BC Hockey offices prior to December 15<sup>th</sup> of the current season and prior to the use of any affiliate players.
- c. Team and players designations will be done by all eligible teams at a meeting to be conducted by the Vice President responsible for the division and one or more applicable Division Manager(s). The coach (or a designated team official) from each team that is eligible to designate affiliate teams or players must be in attendance at the meeting.
- d. The designation of affiliate players will be done according to the following steps:
  - i. Each "A" team will designate a maximum of 4 players from each "B" team in the same division. Each highest ranked team will designate a maximum of 4 players from each lower ranked team in the same division.
  - ii. Each "A" team will designate a maximum of 4 players from each "A" team in the next lower division. Each highest ranked team will designate a maximum of 4 players from each highest ranked team in the next lower division.
  - iii. Each "B" team will designate a maximum of 4 players from each "A" team in the next lower division. Each lower ranked team will designate a maximum of 4 players from each highest ranked team in the next lower division.
  - iv. Each "B" team will designate a maximum of 4 players from each "B" team in the next lower division. Each lower ranked team will designate a maximum of 4 players from each lower ranked team in the next lower division.
  - v. If there are no "B" teams in the same division each "A" team will designate a maximum of 4 players from each "B" team in the next lower division. If there are no lower ranked teams in the same division each highest ranked team will designate a maximum of 4 players from each lower ranked team in the next lower division.
  - vi. repeat all of these steps until all eligible teams have a maximum of 17 skaters and 2 goaltenders on their affiliate player list or teams declare that their list is complete.
- e. If there are 2 or more teams in the same division and category they will draft players from each team that they are eligible to draw players from as follows:

**Commented [VS17]:** The number of games is incorrect

**Commented [VS18]:** Changed in 2011 but no motion

**Commented [VS19]:** Added in 2011 but no motion

**Commented [VS20]:** This is incorrect. December 15 is not the deadline. Aps are not declared with PCAHA.

**Commented [VS21]:** We currently do this via email and have for at least 4 seasons

**Commented [VS22]:** All these changes are in 2011 guidelines but no motion. There are no "B" teams.



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- i. the highest ranked team will choose one player from the highest ranked team in the division and category from which they are drafting players.
  - ii. the second and subsequent teams will do the same.
  - iii. each team will then continue to select players in the same sequence one at a time until they have a maximum of 4 players.
  - iv. this process will continue for each team within the division and category from which they are drafting players.
- f. If there is only one team eligible to draw players from a specific team in a lower division or category then the team may designate that entire team as an affiliate team and forfeit their right to designate individual players.
- g. Example process

1. Step 1

- a. Peewee A<sub>1</sub> selects 4 players from Peewee B<sub>4</sub>A<sub>2</sub>
- b. Peewee A<sub>2</sub> selects 4 players from Peewee B<sub>2</sub>A<sub>3</sub>
- c. Bantam A<sub>1</sub> selects 4 players from Bantam B<sub>4</sub>A<sub>2</sub>
- d. Bantam A<sub>2</sub> selects 4 players from Bantam B<sub>2</sub>A<sub>3</sub>
- e. Midget A<sub>1</sub> selects 4 players from Midget B<sub>4</sub>A<sub>2</sub>
- f. Midget A<sub>2</sub> selects 4 players from Midget B<sub>2</sub>A<sub>3</sub>

2. Step 2

- a. Bantam A<sub>1</sub> selects 4 players from Peewee A<sub>1</sub>
- b. Midget A<sub>1</sub> selects 4 players from Bantam A<sub>1</sub>
- c. Juvenile A1 selects 1 player from Midget A<sub>1</sub>
- d. Juvenile A2 selects 1 player from Midget A<sub>1</sub>
- e. Juvenile A3 selects 1 player from Midget A<sub>1</sub>
- f. Repeat c), d) and e) until 4 players have selected by each team

3. Step 3

- a. Bantam B<sub>4</sub>A<sub>2</sub> selects 1 player from Peewee A<sub>1</sub>
- b. Bantam B<sub>2</sub>A<sub>3</sub> selects 1 player from Peewee A<sub>1</sub>
- c. Repeat a) and b) until 4 players have been selected by each team
- d. Midget B<sub>4</sub>A<sub>2</sub> selects 1 player from Bantam A<sub>1</sub>
- e. Midget B<sub>2</sub>A<sub>3</sub> selects 1 player from Bantam A<sub>1</sub>
- f. Repeat d) and e) until 4 players have been selected by each team

4. Step 4

- a. Bantam B<sub>4</sub>A<sub>2</sub> selects 1 player from Peewee B<sub>4</sub>A<sub>2</sub>
- b. Bantam B<sub>2</sub>A<sub>3</sub> selects 1 player from Peewee B<sub>4</sub>A<sub>2</sub>
- c. Repeat a) and b) until 4 players have been selected by each team
- d. Bantam B<sub>4</sub>A<sub>2</sub> selects 1 player from Peewee B<sub>2</sub>A<sub>3</sub>
- e. Bantam B<sub>2</sub>A<sub>3</sub> selects 1 player from Peewee B<sub>2</sub>A<sub>3</sub>
- f. Repeat d) and e) until 4 players have been selected by each team
- g. Midget B<sub>4</sub>A<sub>2</sub> selects 1 player from Bantam B<sub>4</sub>A<sub>2</sub>
- h. Midget B<sub>2</sub>A<sub>3</sub> selects 1 player from Bantam B<sub>4</sub>A<sub>2</sub>
- i. Repeat g) and h) until 4 players have been selected by each team
- j. Midget B<sub>4</sub>A<sub>2</sub> selects 1 player from Bantam B<sub>2</sub>A<sub>3</sub>
- k. Midget B<sub>2</sub>A<sub>3</sub> selects 1 player from Bantam B<sub>2</sub>A<sub>3</sub>

i. Repeat j) and k) until 4 players have been selected by each team

5. Step 5

- a. Juvenile A1 selects 1 player from Midget ~~B4A2~~
- b. Juvenile A2 selects 1 player from Midget ~~B4A2~~
- c. Juvenile A3 selects 1 player from Midget ~~B4A2~~
- d. Repeat a), b) and c) until 4 players have been selected by each team
- e. Juvenile A1 selects 1 player from Midget ~~B2A3~~
- f. Juvenile A2 selects 1 player from Midget ~~B2A3~~
- g. Juvenile A3 selects 1 player from Midget ~~B2A3~~
- h. Repeat e), f) and g) until 4 players have been selected by each team

6. Step 6

- a. Repeat starting at Step 1 until all teams have a full affiliate list of 17 skaters and 2 goaltenders or they have decided not to select any more players.

Commented [VS23]: Needs updating! Team names have changed

## Section G – Team Management

### 1. Coaches

- a. Coaches are officials of this association and represent the Executive as well as the association. Coaches are "appointed" by the Executive Council and this appointment can be withdrawn at any time.
- b. Coaches as well as team officials will assist the arena staff whenever called upon as it relates to any situation involving a Surrey Minor Hockey Association team, player, official or parent.
- c. Coaches will keep their Division Manager informed of all game information and supply her/him with tiering, league and playoff schedules as well as results.
- d. Coaches and other team officials must familiarize themselves with Hockey Canada, BC Hockey, PCAHA and Surrey Minor Hockey Association rules and regulations. There is no excuse for not knowing the rules of play or conduct for coaches, team officials, players and parents under their charge.
- e. Once the team has been selected the Coach should call a team meeting at the start of the season. Introduce yourself to the parents and players.
- f. Explain your coaching philosophy. Do you plan to emphasize winning, participation or learning or a combination of all three? This will avoid confusion or hurt feelings later on in the season.
- g. Go over the applicable Hockey Canada, BC Hockey, PCAHA, and Surrey Minor Hockey Association rules that you will most likely run into during the season.
- h. Coaches of this association will endeavour to:
  - i. Treat his/her players, opposing players, coaches, referees, parents, minor hockey administrators with respect and dignity.
  - ii. Learn fundamental skills, teaching evaluation techniques, strategies and tactics of hockey.
  - iii. Become thoroughly familiar with the rules of hockey.
  - iv. Become familiar with the goals and objectives of Surrey Minor Hockey Association and strive to communicate them to her/his players and parents.

Commented [VS24]: This information is on teamlink

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- v. Uphold the authority of the game officials and will assist them to conduct fair and impartial competitive contests.
  - vi. Learn the strengths and weaknesses of his players and conduct practices and game, strategies, tactics to improve their weaknesses and maximize their strengths.
  - vii. Conduct practices and games so that every player has the opportunity to improve his/her individual skills.
  - viii. Communicate with parents and players the rules and responsibilities of the players and parents.
  - ix. Communicate and inform the team of the Surrey Minor Hockey Association of the rules and responsibilities. Report any irregularities or violations where some form of punishment is required,
  - x. Ensure that all players wear protective equipment required by Hockey Canada, BC Hockey, PCAHA and Surrey Minor Hockey Association to ensure the physical well being of every player of this association.
- i. Coaches will be:
- i. Reasonable in your demand on your players' time, energy and enthusiasm. Remember they are children who have other interests and school.
  - ii. Teach your players that the rules of the game are mutual agreements which no one should break or evade.
  - iii. Avoid overplaying the more skilled players
  - iv. Remember children play for fun and enjoyment. The coach should foster an environment that provides this type of atmosphere.
  - v. Good management practice dictates that you never ridicule or criticize a player or parent in front of their peers.
  - vi. The length and complexity of drills should be governed by the age, skill and maturity of the players.
  - vii. Develop respect by the players for their opposition and game officials.
  - viii. Ensure you obtain the advice of a physician to determine when an injured player should return to practice and play.
  - ix. Children need a Coach they can respect, remember to be generous with your praise when it is deserved.
  - x. As a coach, keep informed about coaching principles and principals of growth in children and help them grow mentally and physically.
- 2. Assistant Coaches**
- a. Assistant Coaches may be appointed by the Team Head Coach and this appointment can be removed at any time.
  - b. All assistant coaches must be approved by the Division Manager and the applicable Vice President prior to assuming a position on the team.
- 3. Team Manager**
- a. This is one of the most important positions on the team. During the course of the season a Team Manager will be applying for tournaments, organizing fundraising, getting exhibition games, game numbers and permissions slips. You will be dealing with parents, Coaches, Division Managers, League Managers and other Team Managers. Remember all these people just like you are volunteers so treat them as you would have them treat you. Managing a team can be a time consuming effort but very rewarding. In order to avoid conflict between coaches and parents, Surrey Minor Hockey Association does not allow a relative of the coach or assistant coaches on a team to manage a team, unless special

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circumstances are presented to the Executive, in which the Executive and 75% of the team agrees to that person being named manager.

- b. The team manager will:
  - i. Organize team meetings. This will give the parents and the Coaches a chance to meet and talk. Some teams will hold this meeting at the arena, others will plan an evening at someone's home away from distractions.
  - ii. Prepare an agenda in which items such as team rules should be discussed. The parents should have input into the rules.
  - iii. Work with the Team Parent and assign tasks as required
  - iv. Prepare a Team roster with the parents and players full names and addresses. A copy of this list should be supplied to all team members.
  - v. In concert with the Team Parent open a team bank account which shall be used to pay all outstanding team bills. Prepare monthly statements for the player's parents.
  - vi. Prepare a budget based on the results of the meeting and what the team wishes to accomplish for the season.
  - vii. Oversee fundraising ventures.
  - viii. Liaise immediately with your Division Manager and determine what she/he needs for the season and what you can do to make both positions jobs easier.
  - ix. Tournaments are an issue which should be addressed immediately as they fill up fast. You should have some knowledge of available tournaments prior to the parents meeting to determine which ones the team may be interested in attending. It is the Team Managers job to secure these tournaments.
  - x. Ensure that all parents are trained in the proper completion of score sheets and the operation of the various score clocks.
- c. There are various team duties which must be done throughout the season and it is the responsibility of the Team Manager to delegate these duties to the parents on the team. A schedule should be prepared well in advance for Time keepers, Score keepers and 50/50 sales.
- d. On game day the Team Manager should:
  - i. Have obtained a game number from League **Manager**
  - ii. Fill out the game report with the players full names and jersey numbers
  - iii. Ensure that there is no colour conflict between the team and if so arranged for conflict jerseys.
  - iv. Arrange for a dressing room for the team and ensure a thorough check is made and any damage found is reported immediately to the arena attendant.
  - v. Arrange for time keeper and score keeper to be in place
  - vi. Have the referee fees, in the correct denominations, given to the score keeper, to pay the on ice officials.
  - vii. Secure the dressing room once all the players have gone on the ice.
  - viii. Lead the team from the bench after the game and open the dressing room door.
  - ix. Make the final check of the dressing room once the team has left to ensure there has been no damage done.

**4. Team Parent**

- a. A very important job on the team which assists the Team Manager in ensuring the smooth operation of the team. The Team Parent will assist in all areas of

**Commented [VS25]:** League game numbers come predetermined from PCAHA; This only applies for exhibition games

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fundraising, monitoring team funds, telephoning parents as required and providing assistance to the Team Manager where requested.

**5. Team Rules**

- a. These should be determined at the first meeting of the year. These rules should be determined through input from Coaches, players and parents. Participation by all parties is mandatory if team rules are to be followed.
  - i. Rules should be written out and handed to each family so they are aware of the team rules both on and off the ice.
- b. These rules are over and above association rules and deal with items such as missing of practices, time at arena before games, talking to the coach, parent conduct, etc.

**6. Referee fee Payment**

- a. Team failing to notify the assignor for a change in game times or cancellations shall be responsible for the fees.

**7. Choosing Captains or Alternates**

- a. The choosing of captains and alternates may be done by the coaching staff bearing in mind that these players are the extensions of the coaching staff and that they should be familiar with the playing rules.
- b. The team players may wish to choose the Captain; in this case the alternates should be the coaches' choice.
- c. Teams who have on ice officials on them would be wise to utilize these players as the alternates.

**8. Team official's children**

- a. A Coach or Assistant Coach or other team officials son/daughter, who is a registered player in Surrey Minor Hockey Association but not a registered player on the officials team shall NOT go on the ice or the players bench with her/his parent's team except:
  - i. If the player is in the same division as the Officials team and is a carded casual player to the parent's team.
  - ii. If permission is requested in writing and approved in writing by the Executive Council.
  - iii. If the player is not registered in Surrey Minor Hockey Association but is approved by the Head Coach and the Executive Council to be a registered assistant coach on that team
  - iv. If the player is used as an affiliate to the parents team with the permission of the Division Manager.
    1. All game limits laid out for affiliate players shall apply. This shall be for games only and NOT practices.

**9. Player's Parents Meeting**

- a. Each team should have a parent's meeting as soon as possible once the team has been formed. This meeting may be held in a dressing room or other room acceptable to all parents. They shall not be held in bars.
  - i. Team management shall hold at least one meeting per month of the playing season to update parents on what is occurring and going over the financial statement of the team.
- b. The team meeting should be short and to the point but you should definitely emphasize its importance. This will help to ensure a smooth season of sports and fun. A clear understanding of the Coaches philosophy and team rules makes the season less hectic.
- c. Sufficient notice will be given to all parents to ensure maximum attendance.

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- d. Have the parents introduce themselves and name their son/daughter so that all parents get to know each other and associate them to the players.
- e. Explain what you expect from the players and parents as members of the team. Inform them about practice times, requirements to be there, notification of coaching staff if players cannot make games or practices.
- f. Team management will have ballot votes on the following with a 75% majority required. Due to various parents ability to pay and to avoid embarrassment secret ballots should be considered for.
  - i. Number of tournaments the team will participate in
  - ii. Purchase of extra practice times.
  - iii. Whether the team wishes to fundraise or pay the monies required in the form of monthly fees
  - iv. Whether the team wishes to play tournaments or exhibition games in the U.S.A.
- g. Ask about special concerns such as medical problems and the unavailability of players who will be on vacation or planning special trips.
- h. Describe the team's medical equipment and emergency procedures. A good time to learn if any parent has a medical background which will be useful in a practice or game.
- i. Coach should go over his/her feelings about sportsmanship and the behaviour that is expected from the players during the season win or lose. Emphasize the conduct that will not be tolerated.
- j. Direct special comments to the parents and emphasize the parental behaviour you expect from them for being part of the team and this association.
- k. Explain how the Coaches, Team Manager and Team Parent can be reached by phone, if there are any problems or concerns.
- l. Rules governing calling Coaches after a game, i.e. 24 hour rule.
- m. Recruit parents for assistant coaches, stat takers, tournament co-ordinators managers, team parent and other jobs that are required to keep the team functioning.
- n. Provide handouts of team and association policies.

## Section H – Games

### 1. Authorization

- a. Under no circumstances whatsoever will a Surrey Minor Hockey Association team play a League, Playoff, Exhibition or tournament game without a game number assigned by PCAHA.
  - b. Teams travelling outside British Columbia will ensure that they also obtain permission from the BC Hockey District Director.
  - c. Game sheets shall be submitted to PCAHA. League Managers immediately. Teams shall be held responsible for any fines levied for late submission of game sheets.
2. Should Coaches or other team officials when arriving at the arena find the only free dressing room is beside the dressing room of the team she/he is about to play should immediately contact arena staff and arrange to have his/her team moved away from the opposing team. This is to prevent possible conflicts after the game.

### 3. Conflicts

**Current as of AGM 2015**

- a. If four (4) teams show up for the same game slot two of which are not association teams and they are the same age group they will play and our association teams will go home with the exception:
  - b. League games take precedence over an exhibition game. If all four teams are involved in league play then:
    - i. Teams of the age group regularly assigned the ice slot will play others will reschedule.
    - ii. If all four (4) teams are of the same age group the two Surrey Teams involved will flip a coin to determine who shall play.
    - iii. If four (4) teams show up for an ice slot of different age groups then the age group to whom the ice slot is regularly assigned will play.
  - c. If three teams attend then the two teams who had originally scheduled the game, will play, no matter what the age group.
- 4. Warm-up drills**
- a. The coach will determine the warm up drills to be followed by the team prior to the commencement of the game.
    - i. Under NO circumstances will drills be used which allow players to skate behind the net when the next player is shooting. This has the potential for serious injuries to a player and will not be tolerated.
  - b. Under no circumstances will the second goalie be warmed up in a position where the shooting player is shooting pucks towards any area in which spectators may be seated.
- 5. Handshake routine**
- a. The team Captain shall always lead the team in the handshake It shall be his/her responsibility once at the end of the line to turn and face the remainder of our association team and ensure they turn in a direction opposite to that taken by the opposing team. This will ensure that both teams do not intermingle which could cause problems.
- 6. Time Clock Duties**
- a. City of Surrey policy states no person under the age of sixteen (16) years shall be allowed to operate any of the time clocks. Therefore the score keeper and time keeper must both be over the age of sixteen (16).
  - b. No persons shall be allowed in the time clock area unless they are the time keeper or score keeper.
  - c. In compliance with City of Surrey policy no person is to consume beverages in the time clock area. Spillage can cause the electronics to malfunction or fail.
  - d. Time clock area is to be left clean at the end of the game and the score clock cleared of all game statistics.
  - e. Two (2) persons should be utilized for the time keeper, score keeper responsibilities. One (1) person should never be used except in emergency.
- 7. Officiating Complaints**
- a. Coaches/Parents who feel that the official has done a poor game or there is some reason to report him/her to the BC Hockey Rules Committee will:
    - i. Provide a readable copy of the score sheet
    - ii. Complete and sign written statement as to the problem.
    - iii. Obtain written statements from any witnesses present. It is recommended that statements be taken from the opposing team personnel as well to support your allegations.
    - iv. Forward the game report and statements to the association President.

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- b. Complaints regarding on ice officials are NOT accepted by Rules Committee members unless on association letter head with all the required documentation attached and signed by the association President.
- c. The association President will forward copies to the association Referee in Chief, Rules Committee Member and the BC Hockey District Director.
  - i. If all the documentation as noted above is not present on first submission the letter of concern will NOT be forwarded.
  - ii. No letters containing disrespectful or vulgar language shall be forwarded.

**8. Leaving the ice**

- a. The visiting team must always be the first team to leave the ice surface.
- b. Surrey Minor Hockey Association teams, when the home team, shall go directly to and remain on their bench and well away from the other team until the visitors have completely left the ice. A team official, preferably the one with the dressing room key, should lead the team to the dressing room and prevent any interaction between the two teams.

**9. Leaving the arena**

- a. To prevent problems, which have occurred in the past, when a Surrey Minor Hockey Association team is the visitor in a non Surrey Arena, the entire team is to remain in the dressing room until all the players are ready to depart and then the team is to leave the arena as a group.

**10. Media Game Reports**

- a. Game reports should be completed and forwarded to the local newspapers for publication. The appropriate form should be utilized.
- b. If two Surrey Minor Hockey Association teams play each other only the designated Home team shall complete the game report.
- c. If the game involves another association team the Surrey team shall complete the report and forward it to:

Leader Newspaper  
Attn: Sports  
9180 King George Highway  
Surrey, B.C. V3V 5V9  
Ph: 604-588-4313  
Fax: 604-588-1863

Now Newspaper  
Attn: Sports  
7889 132 Street  
Surrey B.C. V3W 4N2  
Ph: 604-572-0064  
Fax: 604-572-6438/or 6489

**11. Parent/player games**

- a. Some teams may wish to have parent versus player games during the year. These games cannot be played under BC Hockey regulations unless:
  - . Parents apply to the registrar to be mutual aided and insured with Hockey Canada.
  - i. Permission is obtained from the B.C. District Director
  - ii. A game number is obtained from the PCAHA League Manager



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- b. Full equipment is to be worn by all Surrey Minor Hockey Association players and it is strongly recommended that all other participants do the same.

- . City of Surrey Policy requires helmets to be worn by all participants.

**12. Dressing Rooms:**

- a. Your team and Surrey Minor Hockey Association are often judged or criticized by the way we treat not only our own arena dressing rooms but those of other associations.
- b. Coach or designated team official should be the first one in the dressing room and must be present in the dressing room at all times that team members are present. At **NO** time is the team to be left in the dressing room by themselves.
  - . Coaches or Team officials not complying with this instruction shall be subject to disciplinary action.
- c. Coaches or other team officials will ensure the rink attendant is made aware of deficiencies immediately. Coaches or one of the team officials will be the last person to leave the dressing room and will ensure it is in spotless condition. Example: All paper, tape or other refuse is to be picked up.
- d. The team shall be financially responsible for any claims regarding damage or mischief to any facility.
- e. Individual teams are responsible for their own security of their dressing rooms whether in Surrey or elsewhere. Teams should always have a padlock with them and assign a parent to check the dressing room infrequently throughout the game to prevent thefts.

## Section I – Equipment

- 1. All required purchases of equipment such as jerseys and goaltender equipment shall go out to tender each year. A minimum of two quotes will be obtained. The businesses must:
  - a. Have a proven history of service to the equipment previously purchased by the association.
  - b. May not necessarily be the lowest quote depending on other factors,
  - c. Sponsor business to be given consideration but the bottom line is service and competitive price.
- 2. All equipment loaned out to players and or parents is the property of Surrey Minor Hockey Association and must be returned by the end of the season.
  - a. Any player or parent not returning equipment on loan shall be disciplined and the cost of the items added to their registration for the following season.
  - b. Those players not returning to the association and refusing to return the equipment may be subject to civil court action to recover the cost of the items.
  - c. **Equipment damage**
    - i. Should any piece of the players or association equipment be cut off as a result of treatment for an injury ensure the proper section of the Hockey Canada Injury Report Form is completed in order that the cost of these items may be recovered.
- 3. **Goaltender**
  - a. User fees do not cover the actual cost to Surrey Minor Hockey Association.
  - b. There have been some cases of abuse of equipment such as players using our pads for street hockey or not properly drying them after a game.

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- i. Any player found to have abused the goaltender equipment in this or any other manner shall have his/her rental privileges cancelled and shall no longer be allowed to rent association equipment. Any monies paid shall be forfeited and the cost of replacement or repair shall be added onto the players registration fees.
- c. Off season rental fees for goaltenders will be the same as for the regular season. Only players registered with Surrey Minor Hockey Association for the following season will be allowed to rent out equipment.
  - i. Goaltender equipment will NOT be rented to:
    - 1. Hockey schools.
    - 2. Players participating in spring hockey.
  - ii. Goaltender equipment may be rented for the spring and summer to:
    - 1. Players attending goalie schools upon proof of registration and acceptance.
    - 2. Players attending goalie clinics authorized by the Executive Council.
  - iii. Any player found to have abused this policy shall have the equipment recalled and any monies paid forfeited. He/she will no longer be allowed the privilege of renting association equipment.
- d. Used equipment will be sold at a competitive value when no longer required by Surrey Minor Hockey Association.
- e. Goaltender equipment shall not be used for any dry land training. Anyone found using this equipment for dry land training or street hockey will forfeit its use.
- f. Surrey Minor Hockey Association shall only be responsible for repairs to equipment owned by Surrey Minor Hockey Association and players requiring repairs to their own privately owned equipment shall be responsible for that cost.
- g. Surrey Minor Hockey Association will supply goaltender equipment as noted to a maximum of two (2) goaltenders per team.
- h. Coaches shall monitor the goaltender equipment of goaltenders in the Atom through Midget divisions for abuse and proper maintenance by their player. If a piece of goaltender equipment is returned and has been misused it will not be replaced and the goaltender will have to purchase his/her own.
- i. Goaltender equipment will be rented out to the various divisions and players as noted below.
  - i. Initiation  
All goaltender equipment will be issued to the coach and he/she will be responsible for its care. It is her/his responsibility to ensure that the equipment is properly stored and dried after each game or practice. No user fee will be charged.
  - ii. Atom & Peewee  
All goaltender equipment may be rented to individual players for the playing season for a fee as determined by the Executive Council. Players may choose to rent all the equipment or use only those items of equipment required.
  - iii. Bantam to Juvenile  
Leg pads, if available, will be available for rental at a fee as determined by the Executive Council.
- j. Should a piece of equipment be returned to the Equipment Manager for any reason and found to have been abused it shall not be returned or replaced. The player will then be responsible to:

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- i. Purchase his/her own replacement equipment, as well as,
- ii. Pay for the cost of repair or replacement of the abused equipment.

**4. Jerseys**

- a. Surrey Minor Hockey Association will supply game jerseys to all players and teams.
  - i. One (1) set (minimum) or two (2) sets, if available, to "C" teams
  - ii. two (2) sets to Rep teams
- b. Only Surrey Minor Hockey Association issued jerseys will be worn by teams/players during all games. These jerseys shall be kept in team jersey bags.
- c. Parents may be allowed to take jerseys home only if the jersey is hung on a hanger to and from the rink, or the player wears the jersey over his equipment.
  - i. Jerseys are not to be thrown in hockey bags where they could be cut by skate blades.
  - ii. Teams that allow jerseys to be taken home will ensure that the jerseys are washed weekly in cold water (no bleach).
- d. By March 1<sup>st</sup> of each season the team management will collect the jerseys and the coaches/manager will be responsible to bring them to the rinks. This will ensure that all jerseys are in the team's possession for return at the end of the season.
- e. Player Name bars may only be worn from Initiation to Peewee "C". No name bars will be worn from Bantam "C" to Juvenile "C" or in all levels of Rep Hockey.
- f. Name bars, where authorized in paragraph "e", and agreed to by a majority of the team, must be worn by every player on the team. Any player not wearing a name bar if agreed to by the team shall not be permitted on the ice.
  - i. Name bars shall be of the same design and colour.
  - ii. Name bars will be only be sewn on the rear of the jersey above the numbers but shall not in any manner obstructing the STOP SIGN patch.
  - iii. Names bars are NOT to be attached to the jersey in any manner other than sewing, i.e.: glued.
- g. No patches or crests of any kind, other than the Surrey Minor Hockey Association logo, shall be worn on any association jerseys or conflict jerseys unless specifically authorized in writing by the Executive Council or as a requirement of Hockey Canada, BC Hockey, or PCAHA.
- h. Game jerseys are to be worn during games only and shall NOT be worn at practices or any other events except where approved by the Executive Council.
  - i. Game jerseys may be worn by players who are involved in a fundraising event in order to identify themselves, such as in bottle drives.
  - ii. Games jerseys will not be worn to any events in which damage may occur to the jerseys.
- i. Conflict jerseys
  - i. Each "C" Division has been issued two (2) or more complete sets of conflict jerseys dark and light for use by "C" teams when colour conflicts occur.
  - ii. PCAHA approved colours only will be worn in all games. These conflict jerseys may be used in a conflict situation only.
  - iii. "C" teams may apply to the Executive Council to purchase their own conflict jerseys. These jerseys must be approved by the Executive Council and must conform to the standards of the association. No crest other than the Surrey Minor Hockey Association Crest shall be displayed on the jersey.

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- iv. Conflict jerseys are to be returned to the Division Manager washed, on hangers, and in the equipment bag within 24 hours of completion of the game.
- j. Surplus jerseys
  - i. Jerseys that are no longer needed by the association or have served their life expectancy can be sold to coaches as practice jerseys should they wish to buy them at a fair price.
  - ii. The Jersey shall be marked to indicate it is a practice jersey and no longer on our inventory.
- 5. **Score Sheets**
  - a. Each season Surrey Minor Hockey Association purchases enough score sheets to last the season. Sufficient score sheets will be issued to the Division Managers for their teams. Division Managers shall monitor the use of these sheets and not issue them in excess of what is required.
- 6. **Goalie Sticks**
  - a. Goalie sticks are supplied by the association at the Initiation level only. It is the responsibility of the individual player for all other divisions Midget through Juvenile.
- 7. **Pucks**
  - a. Teams will be supplied each season with fifteen (15) practice pucks and ten (10) game pucks. Any replacements over and above this for lost or stolen pucks will be the responsibility of the team.
  - b. The twenty five (25) pucks issued each year to a team shall be turned in at the end of the season.
- 8. **Shooter Tutors**
  - a. Surrey Minor Hockey Association has purchased one (1) shooter tutor for use by the teams. Contact your Division Manager to obtain same.
- 9. **Coaching Aids**
  - a. Surrey Minor Hockey Association has a television, VCR and overhead projector along with flip charts for use by the Coach Co-ordinator and Referee in Chief for clinics and seminars.
  - b. The above equipment does not leave the North Surrey Arena without the written permission of the President or the Executive Council. Clinics held outside the North Surrey Recreation Centre shall rent the equipment for the day from private sources.
  - c. Individual Coaches or teams may apply to the Secretary and or the Coach Coordinator to use this equipment while at North Surrey Recreation Centre only.
- 10. **Hockey Videos**
  - a. Surrey Minor Hockey Association maintains a small library of coaching videos for use by association coaches. These are available by contacting the parents auxiliary. A \$20.00 deposit is required which will be refunded when the video is returned.
- 11. **Ice Crests**
  - a. Below ice surface Surrey Minor Hockey Association crests are provided to the City of Surrey to place under the ice surface each season. These crests should last 2-3 seasons with proper maintenance. To replace contact the Association Ice Allocator who in turn will contact the supplier:

Jim's Sign Arts

*Current as of AGM 2015*

20563 70 Ave  
Langley, B.C. V3A 4P7  
604-530-2564

## Section J – Ice Allotment

### 1. **Games & Practices**

- a. Allotment of ice times to teams for practices and games shall be based on the premise that, where possible, the younger teams shall have the weekday afternoon, early evening, and weekend morning practices and games while the older age groups shall have the early weekday mornings, late weekday evenings, weekend afternoon and evening practices and games.

### 2. **Referee Development**

- a. Times shall be allotted to the referee in chief each year to be utilized in the development of the on ice officials within this association. The number of hours shall be determined each season based on the availability of ice.

### 3. **Coach & Player Development Sessions**

- a. The association shall provide whatever ice is available on a weekly or monthly basis spread as evenly amongst all divisions as possible.

### 4. **Ice Rental**

- a. There may be times that ice becomes available to the association for various reasons. This extra ice may be rented out to the individual teams at the same cost as to the association.
- b. This rental is for ice used by Surrey Minor Hockey Association only. Any rentals outside the association boundaries are the sole responsibility of the individual team.
- c. Teams will be billed by the treasurer for this ice on a monthly basis.
  - i. Teams failing to speedily pay this bill will not be allowed to utilize this extra ice in future.
  - ii. No credit after February 1<sup>st</sup>. Teams must pay in advance after this date.
- d. Teams may pay for the ice in advance of the ice usage if they wish as long as the Ice Allocator is notified of the payment with a copy of the receipt.
- e. The Ice Allocator, in consultation with the President, will prepare the pre season and regular season ice schedules. The Ice Allocator will have them distributed to the applicable Division Managers who in turn will give them to the Coaches.

### 5. **Cancellations**

- a. Ten (10) days notice is required to cancel an ice slot in order that the association not pay for same.
- b. Coaches and team management are to notify the Ice Allocator ten (10) days in advance if they will not be using their game or practice times.
- c. Practice times are to be used at all times and should be given to another association team if insufficient time is available to cancel them.
- d. Ice slots can be exchanged amongst Surrey Minor Hockey Association teams only. The City of Surrey arena policy forbids the exchanging of ice with non Surrey Minor Hockey Association groups.
- e. Team officials when trading ice slots shall notify the referee assignor at least 48 hours in advance to either reschedule the officials or cancel them. No notification will result in the team paying for the officials.

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- f. Ice time that is cancelled by the association for a specific event, when possible, teams will have their ice time rescheduled to another time and date.
- g. If ice is lost due to the above there is no requirement for the association to replace the ice except in the event of a league game, where possible.
- h. Rep teams knocked out of the playoffs and Presidents Cup rounds each year will have their ice times forfeited without replacement, if the ice time is required for in house Surrey playoffs or other special association events.

## **Section K – Risk Management**

### **1. Facilities Damage**

- a. Any damage to any facility is to be reported to the arena attendant and not to be repaired by the team officials due to possible legal ramifications.
  - i. Example: During the course of a game a pane of plexiglass around the rink is broken. Do not replace it or remove another pane from somewhere else. Only arena staff is to alter or repair anything in the arena.
- b. Coaches, Referees, team officials or any member of Surrey Minor Hockey Association shall immediately report anything to the arena attendant and the Association Risk Manager that they feel is unsafe which could place any person whether from this association or not into risk.

### **2. Equipment**

- a. Coaches and team officials shall ensure that ALL protective equipment is worn by the players whether in a game or a practice.
- b. Hockey Canada (formerly C.H.A.) approved neck guards are to be worn at all times whether in a game or in a practice. Any player not wearing this protective equipment is to be sent back to retrieve same and shall not be allowed on the bench or ice surface without it.
- c. Helmets must be worn at all times while on the bench or on the ice surface.
  - i. No player is to remove his/her helmet while on the bench or ice surface.
  - ii. The player shall leave the bench area to complete any repairs that must be done and go to where the player is protected from being hit with a puck, stick or any other object.

### **3. Medical Information**

- a. All teams must maintain medical information with contact numbers and medical problems listed in the event a parent is not immediately available.
- b. This medical information form is available from the HCSP manual which is supplied to the team's designated HCSP person.
- c. Team officials are reminded that this medical information is confidential and should not be released to anyone other than medical staff.
- d. This medical information should be kept on the bench at all times. A photocopy should be kept of each form in the event it has to be sent with the player to the hospital in the event of an injury.

### **4. Medical Conditions**

- a. Players who have medical conditions that the coach or Executive Committee members feel may be unsafe shall be asked for clearance from their doctor to play. The official or player shall not be allowed on the ice until this clearance, in writing, is obtained.

### **5. First Aid Kit**

- a. A first aid kit is required by each team for their use and kept on the bench during practices and games.

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- b. The team is responsible to maintain the kit and the cost of replacement of any of the used items.

**6. Injured Players**

- a. Coaches must inform parents and players that there are inherent risks of injury for players and there is a remote possibility of an accidental catastrophic injury for hockey participants.
- b. If there is any question of a neck or back injury, to any player, they are NOT to be moved.
- c. If a player is hurt and complains that his/her back or neck are painful and they feel any buzzing or tingling in their neck, back, arms or legs they are not to be moved.
- d. A potential serious injury may occur as a result of a check from behind (C.F.B.) and just as our player would not like to be hit from behind we must do all in our power to educate our players not to do this to another player. This type of check should not be tolerated by members and players of this association. All players and as many parents as possible must watch the Mike Bossy Smart Hockey Video dealing with this type of check and its consequences.
  - i. Team Officials can contact your Division Manager for the Video
- e. Any player suffering an injury, which results in a stoppage of play, but is not serious shall be removed from the ice when safe and shall not be allowed to return until she/he has sat out a minimum of one complete rotation of line changes.
- f. Any player who had been knocked unconscious, or had blacked out, no matter how long the duration shall not be allowed to continue play in that game nor shall he/she be allowed to return to Hockey until he/she is examined and cleared by a Medical Doctor.
- g. Any player taken from the ice by ambulance or any player who suffers from a non hockey injury or was injured in any manner that he could not play hockey shall not return to playing without a medical clearance from his/her Medical Doctor allowing their participation.

**7. Reporting of Injuries**

- a. Injuries must be reported immediately to the Division Manager, Registrar and the Association Risk Manager. Hockey Canada Injury Report forms should be completed by the injured players at all times. These can be downloaded from the BC Hockey website or from your respective Division Manager. There is a time limit on these forms to be sent in to BC Hockey so they should be completed as soon as possible after the injury.
- b. Once completed the Registrar will keep a copy for association files and the original form shall be immediately forwarded to BC Hockey.

**8. Mutual Aid Claim Procedures**

- a. Purpose  
Mutual Aid is administered by BC Hockey to provide assistance to players, referees and team officials who are injured during authorized hockey activities.
- b. Who is covered  
All registered players, carded Referees, Head Coaches, Assistant Coaches who have been placed on team rosters and any other team officials who have requested mutual aid coverage through their Division Manager. Surrey Minor Hockey Association will pay for coverage for up to three (3) team officials. Coverage for additional team officials is available for a fee of \$35.00.
- c. What expenses are covered

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- i. Medical and dental expenses not covered by the Provincial Medical Plan or by private dental and extended health plans are covered.
    - ii. Replacement of hockey equipment damaged during removal in order to provide medical aid may be covered.
  - d. When should a claim be submitted  
Any Hockey related injury that required medical attention should be reported even if there are no immediate out of pocket expenses incurred.
    - i. The Hockey Canada Injury Report form must be received by BC Hockey within 90 days of the injury but the claim may remain open for up to 3 years. An additional form completed by the Doctor is required in order to have the claim remain open longer.
    - ii. If you have any questions relating to Mutual Aid claim forms or procedures contact the Registrar of Surrey Minor Hockey Association.
  - e. Claims Procedures
    - i. Ask your coach or manager to obtain a Hockey Canada Injury Report form. These can be obtained from your Division Manager or downloaded from the BC Hockey web site.
    - ii. Fill out the form and have it signed by the attending physician/dentist or your own physician/dentist.
    - iii. Do not submit receipts at this time.
    - iv. Place the completed claim form in an envelope addressed to the Surrey Minor Hockey Association Registrar and ask your coach or team manager to place the envelope in Mailbox # 62 at the North Surrey Arena.
    - v. The Registrar will forward the completed claim form to the BC Hockey on your behalf.
    - vi. Pay any bills as you receive them.
    - vii. Make photocopies of the receipts for any payments you have made.
    - viii. Place the original receipts in an envelope addressed to the Association Registrar and ask your coach or team manager to place the envelope in Mailbox #62 at the North Surrey Arena.
    - ix. The Association Registrar will forward all paid receipts to the BC Hockey on your behalf.
    - x. BC Hockey will issue any payments directly to you.
- 9. **Anti Theft Safety tips**
  - a. Leave valuables at home.
    - i. Do not bring large amounts of money or jewellery to the hockey rink.
  - b. Do not leave valuables visible in your vehicle.
    - i. Lock hockey gear, brief cases or money out of sight in your vehicle trunk.
    - ii. Never leave money no matter how small the denomination visible in your vehicle. Your small change is another person's treasure.
  - c. Always lock your vehicle and use an anti-theft device on the steering wheel.
  - d. Always lock your personal locker or team locker room when unattended.
  - e. Do not leave valuables in your locker room.
    - i. If valuables (wallets, watches, money etc) are brought to the facility they should be marked and placed in a bag that is kept under the player's bench or with the team manager or parent.
  - f. Immediately report any suspicious activity or persons in the arena or parking lot to the facility staff and the police. Safety must be your prime concern.



## Section L – Practices

1. No player or coach will go on the ice or sit on the boards while the Zamboni is on the ice or the Zamboni doors are open with the exception of Coaches at the end of a practice who will push the nets to the corner of the ice surface after the first pass of the Zamboni to assist the ice man, This will ensure that the team following will have a clean ice surface.
2. No player shall go on the ice unless there is a team official present and on the ice with them.
3. Full protective equipment shall be worn during practices.
4. No player or Coach will shoot a puck in the direction of the stands where spectators may be seated.
5. Do not put pucks, pylons or other equipment on the ice during an ice clean. Pucks and other equipment shall be picked up at least five (5) minutes before the end of the practice.
6. Teams shall not go on the ice until the start of their allotted practice times nor shall they remain on the ice once their allotted practice time is completed whether the ice is being used or not. Coaches and players if their practice time is the first one in the morning should not arrive at the arena sooner than ½ hour before the scheduled practice. The arena attendants have been instructed by the City not to open the doors prior to that time.
7. If asked to vacate the ice by the Rink attendant or any member of the arena staff teams and officials will do so immediately without argument. Any incidents that team officials feel are not acceptable should be reported to the President who will liaise directly with the Arena Manager.
8. All doors to the ice surface shall be closed and secured during the practice to avoid injuries that may occur to players.
9. Coaches will also ensure that the ice surface doors are also closed and secured at the conclusion of the practice once all players have left the ice surface.
10. Game jerseys and game socks shall not be worn at practices.
11. Practices are cancelled effective March 1st of each year. Requests may be made to the Executive Council for permission to retain a team practice time.
  - a. Association fees charged do not include March practice times.
  - b. No practice times will be kept by the association after the beginning of spring break in March of each season.
12. Players shall not be allowed to practice with more than one team unless they are an affiliate of or casual carded to that team. In this case, it would only be for the practice immediately prior to the game they are being called up for.
  - a. Exception:
    - i. Players from divisions or categories that do not include body checking may attend two practices prior to the game if they are being called up to a higher division or higher category that allows for body checking.
    - ii. Player(s) called up to the higher team for a tournament may attend the practice immediately prior to the tournament with the permission of the Division Manager.
    - iii. Players in Bantam and above may be used to demonstrate skills to players in the younger divisions.
13. Coaches are not allowed to bring their sons/daughters to practices in which they are not a member of that particular team or are not carded as an official of that team.

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14. Team officials are responsible to ensure that dressing rooms are locked during a practice to ensure that player's personal items are not stolen. Team officials should ensure that padlocks are part of the team equipment.
15. **Practice boards**
  - a. Practice dry erase boards should be purchased by the coaches for diagramming practice plans and drills.
    - i. Glass around the ice surface is not to be used.
    - ii. Drill plans are not to be drawn on floors, walls or any other surface of the facility.

## Section M – Referees

1. Referee fees are not debatable and are laid out in the PCAHA rule book. Team officials shall pay these fees in all instances and there shall be no debate as to whether the team officials agree with the standard of refereeing or not.
2. Referees encountering any team official arguing about their fees shall report same to the Referee in Chief who in turn will contact the President.
3. Officials shall NOT be assigned to games in which any relative of theirs is a participant. Any official knowingly breaching this will have the incident reviewed and he/she may not be utilized for the remainder of the season.
4. Coaches shall NOT contact referees directly but shall contact the association referee assignors or the Association Referee in chief for game assignments.
5. Local referee seminars will be sponsored by Surrey Minor Hockey Association under the direction of the Referee in Chief. All officials will participate. Lack of participation could result in no games being assigned.
6. Officials shall report at least twenty (20) minutes prior to their assigned game.
7. Officials shall be ready and be on the ice before the teams to check the ice surface to ensure there are no safety concerns. Nets should also be secured prior to the teams warm up.
8. Officials shall be given at least forty eight (48) hours notice when cancelling a scheduled game.
9. Officials shall not refuse games without a valid excuse. A register of games assigned and those refused shall be kept by the Referee in Chief or their designate and be made available upon request of the President or the Executive Council.
10. Officials failing to show for a game scheduled by the association assignor will be reported to the Referee in Chief who will be responsible to determine the reason for the no show and mete out any discipline required.
11. Assignors will maintain a log of all games officiated and their numbers to ensure that games are assigned as evenly as possible.
12. Assignors will maintain a log of all games offered and refused by officials.
13. Officials shall at the end of a scheduled game push the goal nets into the corners once the Zamboni has passed.
14. Assignors will maintain a list of officials or contact persons from outside the association to utilize should our teams play in another jurisdiction so that our officials need not travel.
15. **Referee Dress code**
  - a. Black helmet with CSA approved face protector
  - b. BC Hockey crest
  - c. Hockey Canada (formerly C.H.A.) crest
  - d. Striped official shirt buttoned or zippered up to the neck
  - e. Black pants

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- f. No gloves are to be worn
- 16. Should too many officials show up for an assigned game officials will:
  - a. Contact the assignor to determine who is supposed to be there.
  - b. If the assignor cannot be contacted then determine amongst each other who will stay and who will go.
  - c. If the fault of the assignor, the association will reimburse those officials.
  - d. If the official should mix up her/his time there shall be no reimbursement of fees.
- 17. **Game assignments**
  - a. Association assignors will automatically assign on ice officials to association home team ice slots commencing October 1st of each playing season and ending at the start of spring break.
    - i. Division Managers and teams are responsible to contact the assignors to obtain on ice officials after this date.
  - b. It is the responsibility of the individual team to cancel these officials if not required or they will be responsible for the fees.
  - c. It is the responsibility of the team to immediately contact the Association "NO SHOW" hockey phone line should any of the officials assigned to a game fail to appear for their assignment.

**Commented [VS26]:** No such phone line;

## Section N – Scholarships and Bursaries

- 1. **General**
  - a. Each year Surrey Minor Hockey Association is pleased to sponsor scholarships and bursaries.
- 2. **Eligibility**
  - a. To be eligible, a player must be
    - i. currently registered in Surrey Minor Hockey Association's Midget or Juvenile Divisions
    - ii. Grade 12 or finished Senior Secondary School
    - iii. Not be a previous winner of a Surrey Minor Hockey Association scholarship or bursary
- 3. **Qualifications**
  - a. Academic achievement
  - b. School and community participation and service
  - c. Hockey participation
  - d. Citizenship
- 4. **How to apply**
  - a. Complete the Surrey Minor Hockey Association scholarship/bursary application form available from the Surrey Minor Hockey Association website or the association secretary.
  - b. Attach a personal letter outlining any additional comments that you feel would be of assistance to the committee when considering your application. Submit:
    - i. Letter from the applicant(s) coach
    - ii. Letter from the school (Principal, counsellor or teacher)
    - iii. Copy of the most recent school report.
- 5. **Deadline**
  - a. Applications must be submitted to the secretary of Surrey Minor Hockey Association by March 31st of the current playing season.

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## Section O – Spring Hockey

1. Surrey Minor Hockey Association does not sponsor spring hockey and will not approve the use of any association resource, financial or otherwise, for spring hockey.
2. Players and Team officials should not miss association team practices and games due to spring hockey.
3. Team officials and players who choose to put spring hockey over the expense of their association team may be suspended and their registration or appointment will be reviewed for the following season.

## Section P – Discipline

1. Surrey Minor Hockey Association expects its coaches to maintain discipline amongst their players and parents. The coach and team are ambassadors for Surrey Minor Hockey Association and the City of Surrey.
2. The penalty rules as noted in the Hockey Canada, BC Hockey, PCAHA and Surrey Minor Hockey Association rule books are to be strictly enforced. The association will not accept the excuse from a coach, player or parent that they were unaware of a rule. It is the coach's responsibility to be aware of Hockey rules from all levels of hockey and further ensure that the parents are conversant with these rules as well.
3. All matters dealing with the discipline of Coaches, parents and players over and above the suspensions set out by Hockey Canada, BC Hockey and PCAHA shall be referred to the Internal Review Committee Chairman (Discipline Committee). This committee may hand out suspensions or other measures as considered fair.
4. Division Managers may discipline their Coaches and players in the form of suspensions. There is no restriction on the level of suspension or the conditions imposed.
5. A coach has the authority on behalf of the association to discipline a player on his team at the following levels;
  - a. The player may be benched for a period or two periods of a game.
  - b. A player may be benched for a full game upon notification of the Division Manager.
  - c. Any period of suspension longer than one game must be with the approval of the Division Manager and the applicable Vice President.
6. Suspension of parents whose conduct brings discredit to this association will be investigated and dealt with by the Internal Review Committee.
7. **Fines**
  - a. Any team or individual assessed a fine by Hockey Canada, BC Hockey or PCAHA shall be responsible to pay same.
  - b. If the association is fined for an incident involving a team or individual of this association the team shall be responsible for its payment.
8. **Non attendance games/practices**
  - a. A player failing to attend games/practices without notifying the coach and supplying a valid excuse may be disciplined by the coaching staff in the manner set out in this section, paragraph 5.
9. **Major incidents and suspensions**

Commented [VS27]: Surrey MHA does not issue penalties

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- a. All incidents involving suspensions or incidents which may involve Hockey Canada, BC Hockey, or PCAHA are to be immediately reported to the Division Manager and the VP responsible for the division.
- b. The VP responsible for the division must report the incident to the President.
- c. If a major incident occurs written statements should be immediately taken from all witnesses. If not practical at the time, all witnesses' names and phone numbers should be recorded so that they may be contacted at a later date.

**10. Major Penalties, Match Penalties, and Gross Misconducts**

- a. It is the responsibility of the Coaches, players and parents to be aware and abide by the playing rules and automatic suspension guidelines.
- b. The Coach will ensure that all automatic penalties are served and that no player or parent returns or plays prior to the termination of the suspension.
- c. If requested by BC Hockey or PCAHA, the Coach will advise the player to complete a statement in his/her own words outlining the details of the incident including the player's phone number. This statement and supporting witness statements should be immediately sent via email to the applicable BC Hockey District Director with copies to the Association President and Division Manager. This will assist in shortening the time of notification of the suspension.
- d. If requested by BC Hockey or PCAHA, the President will notify the suspended individual and coach.
- e. Suspended players, coaches, team officials or parents shall not be allowed on or near the player's bench during games.

**11. Appeal of Penalties**

- a. Surrey Minor Hockey Association will NOT appeal penalties assessed by referees (see Hockey Canada rule 40(d)).
  - i. Should one of our parent agencies levy a fine or additional penalty on top of the automatic penalties it may be reviewed upon request and appealed if sufficient grounds exist to merit the appeal.

**12. Warning letters**

- a. The Executive Committee or Internal Review Committee may send a Coach, player, parent or any member of this association a warning letter in the first instance of unacceptable conduct placing the individual on probation. Should further instances of unacceptable behaviour be displayed the individual responsible shall be suspended.

**13. Liquor/Drugs**

- a. Use of alcohol or drugs by coaches and team management while in control of an association team or players will not be tolerated.
- b. Coaches shall not drink alcoholic beverages before a game nor when transporting players or other team officials to or from a minor hockey game or practice.
- c. Any coach found supplying liquor or drugs to a player of this association shall have his appointment immediately terminated.
- d. Any player found in possession of or consuming alcohol or drugs prior to or during a game or practice while in the arena or arena property will be suspended.
- e. Any player found in possession of alcohol or drugs prior to or during a game or while in the arena or arena property shall be suspended.

**14. Complaints about Coaches**

- a. All written complaints about a coach from player's parents or player(s) shall be submitted to the Division Manager or applicable Vice President.
- b. The Division Manager will review the documentation and interview the author(s) of the letter and the Coach or other team official named in the letter.

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- c. The Division Manager will take appropriate action against the Coach or Team official if the complaint is founded.
- d. All disciplinary matters dealing with Association Coaches or team officials shall be brought to the attention of the President and the Executive Committee.
- e. Coaches are **appointed** officials of this association and this appointment may be removed at any time by the Division Manager for the "C" Divisions or the Executive Council for both "REP" and "C" Divisions.

## Section Q – Tournaments

1. Surrey Minor Hockey Association may host three (3) tournaments a year.
  - a. **Atom A**
    - i. This tournament is held over the Thanksgiving Weekend in October of each year. The tournament is composed of 12 Atom A teams.
  - b. **Christmas**
    - i. This tournament is held from December 27-31 each year. It is composed of "C" level teams Atom through Midget. Upon approval by the tournament committee, a rep team fro USHA can be invited to the tournament if it can be verified that they are of a "C" team equivalent calibre.
    - ii. A Rep level tournament may be authorized by the Executive Council if sufficient ice time is available and it does not interfere with the "C" tournament.
  - c. **Spring**
    - i. This tournament/jamboree is held over spring break and is composed of Initiation level teams.
2. The organization of each tournament will be the responsibility of the assigned Chairman, Committee members, parents and teams participating in the tournament.
3. Any Parent, player or team official not willing to assist in the tournament may be excluded from the tournament.
4. The association secretary or designate will ensure that the proper sanctions are obtained from BC Hockey and PCAHA for association sponsored tournaments.
5. All monies collected during the tournaments will be turned over to the association treasurer.
6. Participating teams may apply to the Tournament Committee for permission to run fund raising ventures at the Association tournaments. Permission will only be granted upon the acceptance by the Tournament Committee and as long as it does not interfere with the revenues required for the tournaments.
7. The rules and regulations for the association tournaments are noted in attached Addendums.
8. Individual teams may apply to the Executive Council for permission to host a tournament at a private or public ice facility. The rules of the tournament must accompany this request and a member of the Executive Committee will be appointed to sit on the Tournament Committee.
9. Private arenas are not members of the BC Hockey therefore Surrey Minor Hockey Association will NOT apply for a tournament sanction, for a private ice facility, wishing to host a tournament.

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10. No fundraising within the Surrey City Limits will be allowed for team tournaments as it will take away from the association tournament revenues.
11. Teams will apply for the proper sanctions from BC Hockey and PCAHA through the association Secretary.
12. No association team will compete in two or more tournaments which are running at the same time. Any team found in violation of this will be disciplined and have their right to enter any further tournaments in the current season suspended.
13. Teams entering a Surrey Sponsored tournament will be expected to provide volunteers to assist the tournament committee.
  - a. Participating teams **MUST** provide the tournament committee with their tournament permission form. This permission slip must be turned in to the tournament office prior to the team's first game.
  - b. Upon completion of the tournament permission forms must be sent to the PCAHA Managing Director responsible for each division within 48 hours.
14. **Tournament Permission**
  - a. Teams will obtain permission from their Association Divisional Manager, the PCAHA League Manager and if required, BC Hockey, to enter a tournament. This applies to Surrey Teams entering a Surrey Tournament as well. An association permission slip will be completed and kept by the team in the event the tournament committee requires proof of association eligibility.
  - b. Teams will ensure that the tournament that they are applying for is sanctioned by BC Hockey. If not they will immediately cease contact with the unsanctioned tournament committee or persons responsible and will **NOT** participate in the tournament.
    - i. Unsanctioned tournaments invalidate Hockey Canada, BC Hockey, PCAHA and association insurance coverage.

## Section R – Awards

1. **Awards**
  - a. Surrey Minor Hockey Association will present medallions to League and Playoff winners in both the "C" and rep divisions.
  - b. Individual players of the Surrey in house "C" League winner will receive Surrey Medallions designed specifically for "C" teams.
    - i. The Surrey Minor Hockey Association League winner will be awarded to one team in each Division Atom "C" to Midget "C" which has the best overall record during Fraser Valley West League competition regardless of the tier in which the team played.
  - c. Individual players, on the winning team from the in-house Surrey Minor Hockey Association "C" Division playoffs, from Atom "C" to Midget "C" will receive Surrey Medallions designed specifically for "C" teams.
  - d. The **RCMP Constable DRAGINDA Memorial Team award** shall be presented to one team in each "C" Division that displays the most sportsmanlike conduct throughout the current playing season. Surrey medallions specifically designed for "C" teams shall be awarded to the individual players on each of these teams.
  - e. Recipients of individual awards will receive a plaque with their name and award engraved on it.
2. **PCAHA & F.V.W. League, Playoff and Championship Banners**
  - a. These banners are the property of the association and shall be turned in by teams to the President along with a current roster of team officials and players.

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- b. Individual players and team officials' names will be screen-printed on the banners.
- c. The banners will then be hung prominently at the North Surrey Recreation Centre.
  - i. If space is not available to display the banners they will be stored until such time as space becomes available.