



Surrey Minor Hockey Association

Constitution, By-Laws, Rules, Regulations,
and Policy Guidelines Manual

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Constitution

1. The name of the Society is **Surrey Minor Hockey Association**.
2. The purposes of the Society are:
 - a. To encourage and foster amongst its members sportsmanship and good fellowship;
 - b. To establish, maintain and increase an interest in amateur hockey;
 - c. To provide guidance and formulate an effective hockey program for the members of the Society; and
 - d. To maintain good standing and affiliation with the Hockey Canada, BC Hockey and any other associations with a similar purpose to that of the Society.
3. In the event of the winding up or dissolution of the Society, funds and assets of the Society remaining after the satisfaction of its debts and liabilities shall be given or transferred to such organization or organizations concerned with the social problems or organizations promoting the same purposes of this Society as may be determined by the members or the Society at the time of winding up or dissolution, and in effect cannot be given to the aforesaid provisions, then such funds shall be given or transferred to some other organization, provided however that such organization referred to in this paragraph shall be a charitable organization, a charitable corporation, or a charitable trust recognized by the Department of National Revenue as being qualified as such under the provisions of the Income Tax Act of Canada from time to time in effect.
4. The above purposes of the Society shall be carried out without purpose of gain for its members, and any profits or other accretions to the Society shall be used for promoting its purposes, and all of the above purposes shall be carried on an exclusively charitable basis.
5. No Director or Officer shall be remunerated for being or acting as a Director or Officer, but a Director or Officer may be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the Society.
6. Sections 3, 4, 5 and 6 of the Constitution are unalterable in accordance with the Society Act.
7. The logo of the Society shall be as shown in Schedule "A" to the constitution.
8. The slogan of the Society shall be as shown in Schedule "B" to the constitution.
9. Sections 7 and 8 of the Constitution are alterable on one year's notice given at an Annual General Meeting of the Society.

By-Laws

Part 1 - Interpretation

1. In these By-laws, unless the context otherwise requires,
 - a. "Directors" mean the Officers of the Society for the time being;
 - b. "Executive council" means Past President, the President, the Vice Presidents, the Secretary and the Treasurer of the Society.
 - c. "Executive Committee" means the Executive Council of the Society, and the Head Coach, the Divisional Managers, the Registrar, the Referee-in-chief, the Equipment Manager, the Ice Allocator, and such persons as the Executive Council may appoint pursuant to these By-laws.
 - d. "Society Act" means the "Society Act" of the Province of British Columbia from time to time in force and all amendments to it;
 - e. "Registered Address" of a member means the address of that member as recorded in the register of members;
 - f. The terms the "Society" and "Surrey Minor Hockey Association" are equivalent.
2. The definitions in the Society Act on the date these By-laws become effective apply to these By-laws.
3. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

Part 2 – Membership

1. The members of the Society are those persons who were members of the Society at the time of incorporation of the Society, (January 20, 1975) and those persons who subsequently have become members in accordance with these By-laws, and, in either case, have not ceased to be members.
2. A person may apply to the Executive Council or their designate and upon acceptance by the Executive Council or their designate the person becomes a member.
3. Every member shall uphold the Constitution and comply with these By-laws and any other rules or regulations of the Society as exist from time to time.
4. The Executive Council may determine the membership dues and registration fees if any.
5. A person shall cease to be a member of the Society:
 - a. by delivering the member's resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society; or
 - b. on the member's death; or
 - c. on having been a member not in good standing for a period of 30 days.
6. Suspension of Members

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- a. A member may be suspended or expelled for wilful violation of the constitution or By-laws or for any other serious breach of rules or regulations of the Society.
 - b. Where a member is suspended or expelled, the member shall forfeit all rights and privileges in the Society until such time as the member is reinstated as a member in good standing.
 - c. A member may, at the discretion of the Executive Council, be suspended as a member of the Society upon notification from the Executive for conduct deemed to be improper, unbecoming or likely to endanger the interest or reputation of the Society or who wilfully commits a breach of the Constitution or By-laws of the Society.
7. Expulsion of Members
- a. A member may be expelled by a special resolution of the members passed at a general meeting.
 - b. The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
 - c. The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
8. Members in Good Standing
- a. All members are in good standing except a member who has failed to pay the current annual membership dues or registration fees or any other subscription or debt due and owing to the Society, and the member is not in good standing so long as the debt remains unpaid.
 - b. A member who is under suspension is not in good standing until the period of the suspension has been served.
9. Honorary Life Membership
- a. Honorary Life Membership may be bestowed upon any current or past member of the Executive Council or Executive Committee for distinguished service to the Society and its members over a period of at least five (5) years.
 - b. Nominations for Honorary Life Membership may be made by any member of the Society. Such nomination shall be submitted in writing to the Registered Office of the Society at least four (4) weeks in advance of the annual general meeting.
 - c. Honorary Life Members shall have full voting privileges at all general meetings.
10. Voting Members
- a. Voting membership shall be open to those adults residing within the boundaries of the City of Surrey.
 - b. Members qualifying under section 12(1) of the By-laws and who have paid the current dues or fees to the Society shall be voting members of the Society.
 - c. Registered coaches, managers and appointed or elected officials with this Society who do not qualify under section 12(1) and section 12(2) of the By-laws shall be voting members of this Association.
11. Non-Voting Members
- a. Non-voting membership shall be given to those players having registration fees paid on their behalf.
 - b. Non-voting members shall have voice but no vote at all general meetings of the Society.

Part 3 – Player Registration Fee

1. Each player registered with the Society shall be assessed an annual registration fee set by the Executive Council, prior to the current season's registration. This fee will include any assessments by BC Hockey for membership and/or Mutual Aid registration.
2. The Executive Council shall have the discretionary power to waive player registration fees in exceptional circumstances.

Part 4 – Meetings of Members

1. General meetings of the Society shall be held at such time and place in accordance with the Society Act, as the Executive Council decides.
2. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
3. The Executive Council may, whenever they think fit, convene an extraordinary general meeting.
4. A general meeting for the purpose of, among other things, electing Officers of the Society, if necessary, shall be held in the month of February or March in each year (the "General Meeting") that elections are scheduled to be held.
5. The annual general meeting (the "AGM") of the Society shall be held on or before September 30th of each year.
6. Notice of Meetings
 - a. Notice of any general meeting shall specify the place, the day and the hour of meeting and, in case of special business, the general nature of that business.
 - b. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
7. The Society shall give not less than 14 days written notice of a general meeting of the Society to the members entitled to receive notice of a general meeting, but those members may waive or reduce the period for notice for a particular meeting by unanimous consent.
8. Notice shall be deemed to be given to all members of the Society entitled to receive notice of a general meeting by posting a notice of the meeting and proposed agenda on the web site of the Association and/or on at least one bulletin board at Newton Arena and North Surrey Recreation Centre in Surrey, British Columbia.
9. Requisition of a General Meeting
 - a. The Executive Council shall, upon written requisition of 10% or more of the members of the Society (the "Requisitionists") forthwith convene a general meeting of the Society.
 - b. The requisition shall:
 - i. state the purpose of the general meeting;
 - ii. be signed by the Requisitionists; and

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- iii. be delivered or sent by registered mail to the address of the Society and may consist of several documents in like form each signed by one or more Requisitionists.
- c. The President or a member of the Executive Council acting in his or her stead, shall call a general meeting within 21 days after delivery of the requisition.
- d. Failure of the President to convene a general meeting within 21 days after delivery of the requisition may result in the Requisitionists, or a majority of them, convening a general meeting to be held within four (4) months after the date of delivery of the requisition.
- e. A general meeting convened by the Requisitionists shall be convened in the same manner as general meetings are convened by the Executive Council.

Part 5 – Proceedings at General Meetings

1. Special business of the Society is:
 - a. all business at an extraordinary general meeting except the adoption of rules of order; and
 - b. all business that is transacted at the AGM except:
 - i. the adoption of rules of order;
 - ii. the consideration of the financial statements;
 - iii. the report of the directors, if any;
 - iv. the election of directors;
 - v. the appointment of the auditor, if required; and
 - vi. such other business as, under these By-laws, ought be transacted at an annual general meeting, or business which is brought under consideration by the report of the directors issued with the notice convening the meeting.
2. Quorums
 - a. Unless a quorum is present at a general meeting, no business other than the adjournment or termination of the meeting shall be conducted.
 - b. If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
 - c. A quorum is thirty (30) voting members plus a simple majority of the Executive Council or such greater number of voting members as the members may determine at a general meeting.
 - d. Once quorum is established at a general meeting, quorum is deemed to exist notwithstanding that less than thirty (30) voting members, or less than a simple majority of the Executive Council are present, until such time as the chairperson of the meeting declares that there is no longer a quorum present.
3. In the event that sufficient voting members and members of the executive Council are not present at a general meeting within one-half hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week, at the same time and place, and if at the adjourned meeting a quorum is not present within 30 minutes from the time appointed for the meeting, the members present

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- constitute a quorum, provided there are at least twenty (20) voting members and a simple majority of the Executive Council present.
4. Subject to these By-laws the president of the Society, the first Vice-president, or, in the absence of both, one of the other members of the Executive Council present, shall preside as chairperson of a general meeting.
 5. If at a general meeting:
 - a. there is no member of the Executive Council present within 15 minutes after the time appointed for holding the meeting; or
 - b. the President and all the other members of the Executive Council present are unwilling to act as chairperson, then the voting members present shall choose one of their number to be chairperson.
 6. Adjournments
 - a. A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
 - b. When a meeting is adjourned for 14 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
 - c. Except as provided in these By-laws, it is not necessary to give notice of adjournment or of the business to be transacted as an adjourned general meeting.
 7. All resolutions proposed at a meeting shall be seconded, and the chairperson of a meeting may move or propose a resolution.
 8. Voting
 - a. In case of an equality of votes, the chairperson shall have a casting or second vote in addition to the vote to which the chairperson is entitled as a member.
 - b. A voting member in good standing present at a meeting of members is entitled to one vote.
 - c. At all meetings of the Society, voting is by show of hands, unless the meeting decides on a ballot.
 - d. Voting by proxy is not permitted.
 9. At any AGM, the following shall be the order of business:
 - a. roll call and identification of members;
 - b. adoption of minutes as circulated;
 - c. annual reports;
 - d. financial reports;
 - e. appointment of the auditor;
 - f. amendments to the Constitution/By-laws;
 - g. correspondence;
 - h. new business; and
 - i. adjournment.
 10. Meetings shall be conducted in accordance with the provisions of Robert's Rules of Order except where there is a conflict with the Constitution/By-laws of the Society shall take precedence.

Part 6 – Executive Council and Officers

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1. Subject to the provisions of the Society Act and the Constitution and By-laws of the Society, the Executive Council shall be responsible for managing and/or supervising the management of the affairs of the Society and may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not by these By-laws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in general meeting, but subject, nevertheless, to the provisions of:
 - a. all laws affecting the Society,
 - b. these By-laws, and
 - c. rules, not being inconsistent with these By-laws, which are made from time to time by the Society in a general meeting.
2. No rule made by the Society in general meeting invalidates a prior act of the Executive Council that would have been valid if that rule had not been made.
3. The Officers of the Society shall be:
 - a. the past president;
 - b. the president;
 - c. the first vice-president;
 - d. the second vice-president;
 - e. the third vice-president;
 - f. the fourth vice-president;
 - g. the secretary; and
 - h. the treasurer.
4. The Officers of the Society shall form the Executive Council.
5. The Officers of the Society are the Directors of the Society for the purposes of the Society Act and the Constitution and By-laws of the Society.
6. The Officers shall hold office for a two (2) year term.
7. The Officers shall retire at the next AGM after their successors have been elected at the General Meeting.
8. Separate elections shall be held for each office to be filled.
9. The nominating committee, to consist of the past president, who shall be chairperson and two (2) other persons, appointed by the president, shall prepare a slate of candidates for submission to the General Meeting where Officers are elected.
10. Notice of the slate of candidates prepared by the nominating committee shall be posted on at least one bulletin board at Newton Arena and North Surrey Recreation Centre in Surrey, British Columbia at least thirty (30) days prior to the General Meeting.
11. Members in good standing of the Society may nominate additional candidates for submission to the general meeting where Officers are elected by providing in writing to the chairperson of the nominating committee the names of any additional candidates for election as Officers of the Society. Such written notification shall contain a statement from the person nominated indicating that she/he is willing to allow her/his name to stand as a candidate for election as an Officer of the Society. These additional nominations shall be submitted to the chairperson of the nominating committee at least sixteen (16) days in advance of the date of the General Meeting where Officers are elected.

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12. An election may be made by acclamation; otherwise it shall be by ballot.
13. If no successor is elected, the person previously elected or appointed continues to hold office.
14. The holder of an office may run again for subsequent terms of office.

Part 7 – Executive Committee

1. The Executive Committee of the Society shall consist of the following:
 - a. the Officers of the Society;
 - b. the following positions:
 - i. the Head Coach;
 - ii. the Divisional Managers;
 - iii. the Registrar;
 - iv. the Referee-in-chief;
 - v. the Equipment Manager;
 - vi. the Ice Allocator;
 - c. and such other persons as the Executive Council may decide.
2. The President in consultation with the Executive Council shall appoint the other members of the Executive Committee referred to in Part 7 section 1 (b) & (c) of the By-laws.

Part 8 – Vacancies on Executive Council and Executive Committee

1. The Executive Council may at any time appoint a member as an Officer to fill a vacancy in an elected position.
2. The Executive Council may at any time appoint a member to fill any other vacancies on the Executive Committee.
3. A member appointed by Part 8 section 1 shall serve the unexpired office term of the Officer or other member of the Executive Committee.
4. If an Officer or other member of the Executive Committee ceases to hold office, the remaining Executive Council shall appoint a replacement in accordance with these By-laws.
5. No act or proceeding of the Executive Council is invalid only by reason of there being less than the prescribed number of officers.
6. The members may, by special resolution, remove an Officer before the expiration of that person's term and may also elect a successor to complete the term of office.

Part 9 – Eligibility to Serve as an Officer

1. No person shall be eligible for election as a holder of elected office within the Society unless he or she is a person in good standing within the Society.

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2. No person shall be eligible as a holder of elected or appointed office within the Society if he or she is coaching or managing any team in the Society, unless 75% of the Executive Council waives this requirement in writing.
3. In accordance with section 5 of the Constitution, no Officer shall be remunerated for being or acting as an Officer, but an Officer may be reimbursed for all expenses necessarily and reasonably incurred by that person while engaged in the affairs of the Society.

Part 10 – Proceedings of Executive Council and Committees

1. The Executive Council may meet together at such places as they think fit for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they see fit, and may hold meetings, in whole or in part, by telephone or telephone conference call.
2. The Executive Council may from time to time fix the quorum necessary for the transaction of business, and unless so fixed, the quorum shall be a simple majority of the Executive Council then in office. Executive Council members participating by telephone or telephone conference call shall be considered part of the quorum.
3. The President shall be chairperson of all meetings of the Executive Council and Executive Committee unless the Officers by unanimous vote otherwise decide.
4. An Officer may at any time, and the Secretary on the request of a simple majority of the Officers shall, convene a meeting of the Executive Council or Executive Committee.
5. Committee Powers
 - a. The Executive Council may delegate any, but not all, of their powers to committees consisting of such persons as they think fit, and may name the committees.
 - b. A committee so formed in the exercise of the powers so delegated shall conform to any rules than may from time to time be imposed on it by the Executive Council, and shall report every act or thing done in exercise of those powers to the Executive Council.
6. Committee Chairperson
 - a. A chairperson of the committee may be appointed by the President.
 - b. Where the President decides not to appoint a chairperson, the committee members shall elect a chairperson of its meetings.
 - c. If the chairperson is not present within 30 minutes after the time appointed for the holding of a meeting, the members of the committee present shall choose one of their numbers to be the chairperson of the meeting.
7. Subject to directions of the Executive Council, the committee shall determine its own procedure.
8. The members of a committee may meet and adjourn as they think proper.
9. An Officer who may be absent temporarily from British Columbia may send or deliver to the address of the Society a waiver of notice, which may be by letter, telegram, telex, fax or cable, of any meeting of the Executive Council and may, at any time, withdraw the waiver, and until the waiver is withdrawn:

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- a. no notice of meetings of the Executive Council shall be sent to the officer; and
 - b. any and all meetings of the Executive Council of the Society, notice of which has not been given to the Officer, shall, if a quorum of the Executive Council is present, be valid and effective.
10. Voting at Executive Council Meetings
- a. Questions arising at any meeting of the Executive Council shall be decided by a majority of votes.
 - b. In case of an equality of votes, the chairperson has a second or casting vote.
11. No resolution proposed at a meeting of the Executive Council or the Executive Committee need be seconded, and the chairperson of a meeting may move or propose a resolution.
12. A resolution in writing, signed by all the Officers and placed with the minutes of the Executive Council, is as valid and effective as if regularly passed at a meeting of the Executive Council.

Part 11 – Duties of Officers

1. President:
 - a. The President shall preside at all meetings of the Executive Council, the Executive Committee and the Society unless the Officers by unanimous vote otherwise decide.
 - b. The President is the chief executive officer of the Society and shall perform the duties usual to the office of President.
 - c. The President shall have the power to suspend any team, player, team official, or referee for conduct unbecoming a member of this Society on or off the ice, abusive language to any of the officials, or for failure to comply with the Society's Constitution, By-laws and regulations, pending review of the incident by the Executive Council.
2. Vice-presidents:
 - a. The first vice-president shall perform the duties of the president during the President's absence.
 - b. The second vice-president shall perform the duties of the president during the absence of the president and the first-vice President.
 - c. The vice-presidents shall carry out the duties assigned to them by the president.
3. Secretary:
 - a. The secretary shall:
 - i. conduct the correspondence of the Society;
 - ii. issue notice of meetings of the Society, Executive Council and Executive Committee;
 - iii. keep minutes of all meetings of the Society, the Executive Council and Executive Committee;
 - iv. have custody of all records and documents of the Society except those required to be kept by the treasurer;
 - v. have custody of the common seal of the Society; and
 - vi. maintain the register of members.

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4. Treasurer:
 - a. The treasurer shall:
 - i. receive, in the name of the Society, all funds which shall then be deposited into a financial institution approved by the Executive Committee;
 - ii. pay all accounts, owed by the Society, by cheque. (The treasurer shall have the power to sign cheques which must be co-signed by either the President or one other Officer. The alternative co-signer shall be determined by the Executive Council);
 - iii. keep such financial records, including books of account, as are necessary to comply with the Society Act; and Gaming Commission
 - iv. render financial statements to the Executive Council, members and others when required; and
 - v. present at the AGM of the Society, a detailed statement of the finances as at March 31 each year and which has been duly audited by a recognized firm of chartered accountants or certified general accounts.
5. Other Officers, if any, shall perform such duties as the members decide.
6. The Executive Council or members may add additional duties to any Executive Council or Officer or transfer duties among the Executive Council or Officers.
7. In the absence of the Secretary from a meeting, the Executive Council shall appoint another person to act as Secretary at the meeting.
8. An Officer shall:
 - a. act honestly and in good faith and in the best interests of the Society, and
 - b. exercise the care, diligence and skill of a reasonable and prudent person in exercising power and performing functions as an Officer of the Society.
9. An Officer who is directly or indirectly interested in a proposed contract or transaction with the Society shall disclose fully and promptly the nature and extent of that interest to each member of the Executive Council and shall otherwise comply with the requirements of the Society Act.
10. The Secretary shall enter in the register the names of every person admitted as a member of the Society, together with the following particulars of each:
 - a. the full name and residence address;
 - b. the date on which a person is admitted as a member; and
 - c. the date on which a person ceases to be a member.
11. The Executive Council shall prepare all reports, including financial reports, required by law to be prepared by the Society for the annual meeting.
12. The Executive Council shall on behalf of the Society file all financial and other reports that have to be filed after the annual meeting as required by the Society Act and Income Tax Act or otherwise law.
13. The Executive Council shall ensure the Society has at least one account with a chartered bank, credit union or trust company for the deposit of funds.
14. The Executive Council, on behalf of the Society, shall keep proper accounting records in respect of all financial or other transactions and, without limiting the foregoing, shall keep records of:
 - a. all money received and disbursed by the Society and the Manner in respect of which the receipt and disbursement took place;
 - b. every asset and liability of the Society;

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- c. every other transaction affecting the financial position of the Society.

Part 12 – Duties of Members of the Executive Committee

1. The Officers shall carry out those duties and responsibilities as outlined in these by-laws.
2. The duties of the Head Coach shall be:
 - a. to maintain an effective line of communication between the coaches, the Society, the National Coaching Certification Program;
 - b. to recommend to the Executive Council the appointment of team coaches and team officials; and
 - c. to coordinate training program for all coaches and team officials.
3. The duties of the Divisional Managers shall be:
 - a. to oversee the house teams in his/her division;
 - b. to recommend to the Head Coach the appointment and dismissal of team officials;
 - c. to inform the Equipment Manager of equipment requirements;
 - d. to approve all out of town exhibition games for house teams in his/her division;
 - e. to coordinate the allocation of players, the switching of players, and the dismissal of players from teams within his/her division; and
 - f. to provide the Registrar with all necessary telephone numbers.
4. The duties of the Registrar shall be:
 - a. the registering of all members of the Society; and
 - b. player registration and the registration of all these players with BC Hockey and the BC Hockey Mutual Aid Fund.
5. The duties of the Referee-in-Chief shall be:
 - a. to maintain an effective line of communication between the referees, the Society, and the National Referees Certification Program;
 - b. to coordinate training programs for all referees;
 - c. to appoint the referees for all house league, rep team, and exhibition games and his/her appointment shall be final; and
 - d. to aid time keepers with advice and necessary training programs.
6. The duties of the Equipment Manager shall be:
 - a. the distribution, maintenance, and collection of equipment owned by the Society; and
 - b. the purchasing of all new equipment.
7. The duties of the Ice Allocator shall be:
 - a. to obtain ice time;
 - b. scheduling, re-scheduling, exchange and cancellation of ice time; and
 - c. to approve ice time for B.C. Minor Hockey League games or exhibition games through the appropriate Divisional Managers prior to scheduling the games.
8. In addition to the specific duties as outlined by these members of the Executive Committee, the Executive Council may assign such other duties to members of the Executive Committee as they decide.

Part 13 – Securities

1. The Society may require any member of the Executive Council or Executive Committee to give such security as may from time to time be deemed sufficient by the Society for the faithful discharge of his or her duties.

Part 14 – Books of Accounts

1. The books of account, records, and minutes of the Society shall be retained and open for inspection by the members during such time as the Executive Council shall designate.

Part 15 – Seal

1. The Executive Council may provide a common seal for the Society and they shall have the power from time to time to destroy it and substitute a new seal in place of the seal destroyed.
2. The common seal shall be affixed only when authorized by a resolution of the directors and they only in the presence of the persons prescribed in the resolution or if no persons are prescribed in the presence of the President and Secretary.

Part 16 – Borrowing

1. In order to carry out the purposes of the Society, the Executive Council may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in such manner as they decide, and in particular, but without limiting the generality of the foregoing, by the issue of debentures.
2. No debenture shall be issued without the sanction of a special resolution.
3. The members may by special resolution restrict the borrowing powers of the Executive Council, but a restriction so imposed expires at the next AGM.

Part 17 – Auditor

1. At each AGM the Society shall appoint an auditor to hold office until he or she is re-elected or his or her successor is elected at the next AGM.
2. An auditor may be removed by ordinary resolution.
3. An auditor shall be informed forthwith in writing of appointment or removal.
4. No member of the Executive Council, Executive Committee and no employee of the Society shall be auditor.
5. The auditor may, but is not obliged to attend general meetings of the Society.

Part 18 – Notice to Members

1. A notice may be given to a member either pursuant to Part 4 section 8 of the By-laws or by mail at the member's registered address.
2. A notice sent by mail shall be deemed to have been given on the third day following that on which the notice is posted and in proving that notice has been given it is sufficient to prove that the notice was properly addressed and put in a Canadian post office receptacle.
3. Notice of all general meetings shall be given:
 - a. in the manner as outlined in Part 4 section 8 of the By-Laws and shall be deemed to be given to every member shown in the registrar of members on the day notice is posted.
 - b. written notice of a general meeting shall be given to the auditor.
4. No other person is entitled to receive a notice of general meeting.

Part 19 – Proxy Voting

1. No proxy voting is allowed by the Society.

Part 20 – Constitution and By-Laws

1. After being admitted a member is entitled to a copy of the Constitution and By-Laws upon making written request and upon paying the sum of a nominal fee, as set by the Executive Committee, to the Secretary.
2. The Constitution and/or By-Laws of the Society shall not be altered or added to except by special resolution at the AGM of the Society.
3. Any amendments or changes in the Constitution or By-Laws of the Society made at the AGM of this Society shall take effect on the date of acceptance by the Registrar of Companies as being in compliance with the Society Act.
4. The unanimous vote of the meeting can waive notice of motion to amend the Constitution and By-Laws.

Part 21 – Playing Rules and Regulations

1. All rules and regulations (including playing rules and regulations) shall be approved by the members at the AGM before they take effect.
2. Proposed amendments to the playing rules and regulations must be received by the Secretary not later than 30 days prior to the AGM.
3. A copy of the proposed amendments to the playing rules and regulations shall be provided to the members in the same manner as required for notice of the AGM.

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4. A simple majority vote of the members in good standing who are present and entitled to vote at the AGM shall be sufficient to pass any amendments to the playing rules and regulations.
5. The unanimous vote of the meeting can waive notice of motion to amend the playing rules and regulations.
6. Any amendments or changes to the playing rules and regulations of the Society made at the AGM shall take effect immediately.
7. The Executive Council, by unanimous vote, may amend the playing rules and regulations if, in their sole discretion, such amendments are necessary for the better operation of the Society. Such amendments shall take effect immediately and stay in effect until the next AGM of the Society.

Part 22 – Complaints and Appeals Procedure

1. Appeals to the Appeals Committee
 - a. The appeals committee of the society shall be appointed by the President and shall consist of a Chairman, the immediate past president and other members as required.
 - i. No member of the discipline committee may be a member of the appeals committee.
 - b. In the event that the immediate past president cannot serve as chairman then another member shall be selected.
 - i. The member appointed shall not be a member of the executive council.
 - c. The decisions of the appeals committee shall be by a majority vote of its members.
 - d. A member of the society who is dissatisfied with a ruling of the applicable director or executive member shall have the right to appeal the ruling to the Appeals committee of the society, except for the selection of coaches. Coaches are appointed positions and therefore not appealable.
 - e. An appeal shall be in writing, providing particulars of the decision of the Director or executive member and clearly identifying what is being appealed.
 - f. An appeal under this section shall either be delivered by hand, sent by facsimile machine, or sent by post to the secretary of the society. In either case the appeal shall be personally delivered, bear a facsimile delivery date or bear a post mark within 3 clear calendar days (including Sundays and Public holidays) following the decision of the applicable director or executive member.
 - g. The appeals Committee shall deal with the appeal within 10 clear calendar days (including Sundays and Public holidays) of its receipt, except with the specific consent of the appellant(s).
 - h. The Chairman shall communicate the decision of the Appeals Committee to the appellant by telephone within 48 hours, to be followed by written notification of the decision.
2. Appeals to the Executive Council

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- a. A member of the society as referred to in Part 22 section 1 who is dissatisfied with the decision of the Appeals Committee shall have the right to appeal that ruling to the Executive Council of the Society.
 - b. An appeal shall be in writing, providing particulars of the decision of the Director or executive member and clearly identifying what is being appealed.
 - c. No member of the executive council shall sit as a member of the Executive Council hearing the appeal or participate in any discussion or decision made concerning this appeal if he/she was party to the original decision that precipitated the appeal.
 - d. An appeal under this section shall either be delivered by hand, sent by facsimile machine, or sent by post to the secretary of the society. In either case the appeal shall be personally delivered, bear a facsimile delivery date or bear a post mark within 3 clear calendar days (including Sundays and Public holidays) following the decision of the Appeals Committee.
 - e. The Executive Council shall deal with the appeal within 10 clear calendar days (including Sundays and Public holidays) of its receipt, except with the specific consent of the appellant(s).
 - f. The Secretary shall communicate the decision of the Executive Council to the appellant by telephone within 48 hours, to be followed by written notification of the decision.
3. Appeals to the Annual General Meeting of the Society
- a. Any decision of the Officers of the Society or the Executive Council and committee (including a decision on an appeal under Part 22 section 2) may only be appealed to the Annual General Meeting of the Society.
 - b. A member of the society as referred to in Part 22 section 2 (2) who is dissatisfied with a decision of the Officers or Executive Council or Executive Committee and who wishes to appeal to the Annual General Meeting shall file a written appeal, providing particulars. Prior to the commencement of the appeal hearing, a cheque in the amount of \$500.00 payable to the Society shall be delivered to the association Secretary. The \$500.00 shall be retained by the Society if the appeal is dismissed and the monies will be returned to the appellant if the appeal is upheld.
 - c. An appeal under this section shall either be delivered by hand, sent by facsimile machine, or sent by post to the secretary of the society. In either case the appeal shall be personally delivered, bear a facsimile delivery date or bear a post mark within 7 clear calendar days (including Sundays and Public holidays) following the decision of the applicable director or executive member.
 - d. The Secretary shall communicate the decision of the membership to the appellant by telephone within 48 hours, to be followed by written notification.
 - e. A decision of the majority of the membership at an Annual General Meeting of the Society shall be the final recourse available to the appellant within the Society.
 - f. No member of the original Appeals Committee or an Executive Committee member who has already participated in any portion of this appeal shall participate in the decision on the appeal at the general meeting, other than the chairman of each committee to give evidence only as to the reasons for their decision.

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4. Any member who fails to exhaust the appeal procedures provided herein prior to resorting to external legal remedies shall be subject to suspension at the discretion of a majority of the Executive Council of the Society.

Schedule A

Surrey Minor Hockey Association Logo

No Coach, player or parent may use the Surrey Minor Hockey Association Logo (crest) for any purpose without the written consent of the Executive Council.



Schedule B

Surrey Minor Hockey Association Slogan

**“FAR BETTER TO
BUILD A BOY THAN
TO MEND MAN”**

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.

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.

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6. Logo (Crests)

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

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- 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
- 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:
 - i. Assist in running of tournaments
 - ii. organizing and running a yearly used equipment sale
 - iii. large scale phoning of members such as for tryouts

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- iv. assisting with picture day
 - v. donuts and coffee for coaches and Referee meetings
 - vi. coaches game refreshments
 - vii. minor hockey week events
 - viii. dance
 - ix. Assisting to address financial needs of families in need.
 - x. Providing a bursary available to Surrey Minor Hockey Association players when monies are available.
 - xi. Acknowledging and assisting association members during times of bereavement
 - xii. Celebrating the accomplishments of children within the association in terms of hanging banners, photos, etc
- 13. 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.
 - b. P.C.A.H.A.
 - 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 P.C.A.H.A. Managing Director.
 - d. Surrey Minor Hockey Association Annual General Meeting.
 - i. This meeting shall be held in April of each year and all members are encouraged to attend.
 - e. Surrey Minor Hockey Association Awards Night.
 - i. 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.
 - 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.
 - 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

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philosophy and operational guidelines for the teams. Required materials will be handed out at that time.

- 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.
- i. Tournament Committee Meetings
 - i. Shall be held as determined by the various tournament committees.
- j. 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.

14. 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.

15. 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, all applicable fees are paid, Mutual Aid and Hockey Canada Insurance forms submitted to P.C.A.H.A. Completion and

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submission of these forms may require forty-eight (48) hours. As the insurance will not be activated for the players, 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.

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 play a specific level of "A" hockey 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.

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 1st 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):

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

6. Registration Package

- a. A registration package for all current members of the association should be given out prior to March 15th of each playing season. The package shall contain:
 - i. Player registration form
 - ii. Volunteer Form for parents
 - iii. Brochures or handouts as approved by the Executive Council.
- 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. In order to guarantee a spot for the upcoming playing season a player's registration must be in by May 1st.
- b. Any player not registered by May 1st of each year shall have her/his name placed on the waiting list.
- c. The player's spot may be taken by a player from the waiting list after May 1st and the player may not be registered if no vacancy exists.

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 1st 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

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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 15th of each year if a vacancy occurs in a team roster which puts it below the minimum.
- f. Players may be taken from the waiting list after October 15th 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.

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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. Bingo

- a. Surrey Minor Hockey Association has a Bingo at Newton Country Bingo Hall at 7000 block of Hall Road in Surrey. These Bingos are on days assigned by the gaming commission. All funds will be used for the benefit of the association in accordance with Provincial Gaming policies.

4. 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:
 - 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.

5. 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.

6. 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.

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- 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.

7. Team Accounts

- a. Individual association teams shall open a team account only at a chartered bank or credit union.
- b. There shall be two signatories on the team account. These shall be:
 - i. The Manager plus,
 - ii. The Team Parent or,
 - iii. one of the above plus one other designated parent.
- c. The two 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.
- 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.

8. 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.

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- 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.

9. 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
 - 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.

10. 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 required "B" licenses from the provincial authorities 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 15th and March 31st of each playing season.

11. Lottery Licences

- a. Teams must apply in writing to the Executive Council for permission to apply for a Provincial Class "B" lottery licence 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.

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12. 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 P.C.A.H.A.
- 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) Vancouver Island:
 - 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.
 - 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.

13. 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.

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- 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 co-ordinator, 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 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.
 - ii. All Surrey Minor Hockey Association coaching staff shall take this course.
- c. **Speak Out Clinic**
 - i. Surrey Minor Hockey Association may reimburse team officials 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

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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 Amateur 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 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 Amateur 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.

14. 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.

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- 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 sweaters 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

1. First appearances are important. It is very important to dress according to a dress code that provides a neat, clean and mature appearance.
2. Ensure the team and officials show respect for the host or visiting team, officials, arenas and facilities.
3. 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.
4. 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.
5. Do not use profane or abusive language on or off the ice.
6. Coaches and team officials must understand the conditions in which they will participate and ensure all players know and understand them.
7. The use of alcohol or drugs will not be tolerated.
8. Coaches should ensure that all players have a copy of the Code of Ethics and understand what is expected of them.

Section E – Team Responsibilities

1. All team officials shall abide by all Surrey Minor Hockey Association rules and regulations as laid out in this rule book.
2. 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**.
3. 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.
4. The Division Manager will be the first person contacted in all problem situations.

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5. 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.
6. 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.
7. Coaches and team officials shall familiarize themselves with Hockey Canada, BC Hockey, P.C.A.H.A. 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.
8. No coach, assistant coach or other team official will be appointed by the association or the team who refuses to sign the waiver for a criminal record search.
9. 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.

Section F - Player Movement

1. **Affiliate Players** for "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).
 - 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 P.C.A.H.A.
 - 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 P.C.A.H.A. 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 "A" Teams
 - a. 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 15th of the current season and prior to the use of any affiliate players.

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- 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 highest ranked team will designate a maximum of 4 players from each lower ranked team in the same division.
 - ii. Each highest ranked team will designate a maximum of 4 players from each highest ranked team in the next lower division.
 - iii. Each lower ranked team will designate a maximum of 4 players from each highest ranked team in the next lower division.
 - iv. 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 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:
 - 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 A1 selects 4 players from Peewee A2
 - b) Peewee A1 selects 4 players from Peewee A3
 - c) Bantam A1 selects 4 players from Bantam A2
 - d) Bantam A1 selects 4 players from Bantam A3
 - e) Midget A1 selects 4 players from Midget A2
 - f) Midget A1 selects 4 players from Midget A3
 - 2) Step 2
 - a) Bantam A1 selects 4 players from Peewee A1
 - b) Midget A1 selects 4 players from Bantam A1
 - c) Juvenile A1 selects 1 player from Midget A1
 - d) Juvenile A2 selects 1 player from Midget A1
 - e) Juvenile A3 selects 1 player from Midget A1

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- f) Repeat c), d) and e) until 4 players have been selected by each team
- 3) Step 3
 - a) Bantam A2 selects 1 player from Peewee A1
 - b) Bantam A3 selects 1 player from Peewee A1
 - c) Repeat a) and b) until 4 players have been selected by each team
 - d) Midget A2 selects 1 player from Bantam A1
 - e) Midget A3 selects 1 player from Bantam A1
 - f) Repeat d) and e) until 4 players have been selected by each team
- 4) Step 4
 - a) Bantam A2 selects 1 player from Peewee A2
 - b) Bantam A3 selects 1 player from Peewee A2
 - c) Repeat a) and b) until 4 players have been selected by each team
 - d) Bantam A2 selects 1 player from Peewee A3
 - e) Bantam A3 selects 1 player from Peewee A3
 - f) Repeat d) and e) until 4 players have been selected by each team
 - g) Midget A2 selects 1 player from Bantam A2
 - h) Midget A3 selects 1 player from Bantam A2
 - i) Repeat g) and h) until 4 players have been selected by each team
 - j) Midget A2 selects 1 player from Bantam A3
 - k) Midget A3 selects 1 player from Bantam A3
 - l) Repeat j) and k) until 4 players have been selected by each team
- 5) Step 5
 - a) Juvenile A1 selects 1 player from Midget A2
 - b) Juvenile A2 selects 1 player from Midget A2
 - c) Juvenile A3 selects 1 player from Midget A2
 - d) Repeat a), b) and c) until 4 players have been selected by each team
 - e) Juvenile A1 selects 1 player from Midget A3
 - f) Juvenile A2 selects 1 player from Midget A3
 - g) Juvenile A3 selects 1 player from Midget A3
 - 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.

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.

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- 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, P.C.A.H.A. 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, P.C.A.H.A., 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.
 - 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, P.C.A.H.A. 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.

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- 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.
 - 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.

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- 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 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.

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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.
- 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.

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- 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 P.C.A.H.A.
- 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 P.C.A.H.A. 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

- 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.

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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. Game cheer

- a. No Surrey team shall compose or use a cheer that is derogatory, contains vulgar language, belittles, maligns or in any manner offends another player, association or team.
- b. When a Surrey team is playing a team from another association they shall use the standardized Surrey cheer.
 - i. S- U, S- U- R, S- U- R-R- E- Y followed by rhythmic slapping of sticks on the ice in the same beat and a yell of SURREY.
- c. If two Surrey teams are involved in a game they may wish to skate to centre ice and perform the cheer as a group.

8. 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.

9. 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.

10. 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.

11. 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

12. 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:

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- i. Parents apply to the registrar to be mutual aided and insured with Hockey Canada.
- ii. Permission is obtained from the BC Hockey District Director
- iii. A game number is obtained from the P.C.A.H.A. League Manager
- 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. The City of Surrey Policy requires helmets to be worn by all participants.

13. 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.
 - i. 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**

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- 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.
 - 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.

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- 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:
 - 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 1st 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 the Hockey Canada, BC Hockey, or P.C.A.H.A.
 - 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.

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- 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. P.C.A.H.A. 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.
 - 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

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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
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.

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- i. Teams failing to speedily pay this bill will not be allowed to utilize this extra ice in future.
 - ii. No credit after February 1st. 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.
 - 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.

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- 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.
 - 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

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- 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 the B.C. Amateur Hockey Association 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
 - 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.

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- 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.

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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. Atom players going up to Peewee and attending a body checking clinic.
 - 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.
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.

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- 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 P.C.A.H.A. 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

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- e. Black pants
- 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.

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)

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- 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.

Section O - Spring Hockey

1. Surrey Minor Hockey Association does not sponsor nor does it approve of Spring Hockey. Children should have a rest from the sport and try something else such as baseball, lacrosse etc.
2. Surrey Minor Hockey Association will not approve the use of any equipment, ice time, financial assistance or resources of any kind.
3. Players and Team officials are reminded that their responsibility is to Surrey Minor Hockey Association till the end of the playing season and are to be at all association team practices and games.
4. 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, P.C.A.H.A. 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 P.C.A.H.A. 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.

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- 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. **Checking from Behind**
 - a. A record shall be kept by Division Managers of all players receiving checking from behind penalties. The player shall be required to watch the Mike Bossy Smart Hockey Video in company with their Coach(es) at a session set up by the Head Coach to discuss the seriousness of this penalty.
8. **Fines**
 - a. Any team or individual assessed a fine by Hockey Canada, BC Hockey or P.C.A.H.A. 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.
9. **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.
10. **Major incidents and suspensions**
 - a. All incidents involving suspensions or incidents which may involve Hockey Canada, BC Hockey, or P.C.A.H.A. are to be immediately reported to the Division Manager and the President.
 - b. 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.
11. **Match Penalties**
 - a. Coaches will immediately advise the President and the Division manager of any match, gross misconduct penalties and/or off ice incidents that will involve Hockey Canada, BC Hockey, or P.C.A.H.A.
 - b. 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 faxed 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.
 - c. All match penalties will be recorded and a record kept by the President which shall be supplied to the Executive Committee. The list shall be monitored by the President as well as the Executive Committee and further suspensions may be assessed as required.
 - d. The President will notify the suspended individual only in cases which are above or below the minimum automatic suspension times or games as detailed by BC Amateur.
 - i. It is the responsibility of the Coaches, players and parents to be aware and abide by the playing rules and automatic suspension guidelines.
 - 1) 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.

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- e. Suspended players, coaches, team officials or parents shall not be allowed on or near the player's bench during games.

12. Appeal of Penalties

- a. Surrey Minor Hockey Association will NOT appeal penalties assessed by referees (see Hockey Canada 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.

13. 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.

14. 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.

15. 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.
- 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**

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- 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 from USHA hockey 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 P.C.A.H.A. 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.
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 P.C.A.H.A. 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**

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- a. Teams will obtain permission from their Association Divisional Manager, the P.C.A.H.A. 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. P.C.A.H.A. & F.V.W. League Winners, Playoff Champions and Team Achievement Award 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.
- 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. If space is not available to display the banners they will be stored until such time as space becomes available.

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Addendums

Addendum # 1 - Rep Hockey Regulations

Section A – Introduction

1. What is Rep Hockey?

- a. Rep hockey is the culmination of player skills, attitude and desire coupled with the coaching experience, training and dedication to form a Surrey team to play against the best players from other associations. The Rep teams play in a league which permits players to play against players of equal ability. It permits each player to improve his/her skills and character to play at the next higher individual and team skill level.
- b. Rep process is a year long activity which includes the coach and player selection process. We must remember that rep tryouts are a stressful time not only for the players and parents but for the coaches and volunteers who each year must co-ordinate this facet of our associations program. The policies and procedures that are specific to the Rep hockey system are outlined in this addendum and will be in addition to the regular policies and procedures. This will allow all participants to know in advance what they are entitled to and how all the facets of the Rep process are run.
- c. Rep hockey may be an expensive proposition to parents and players who must consider this before applying to play on a Rep team. There are additional expenses for travel, additional game and practice ice, tournaments and miscellaneous expenses such as team jackets, an additional pair of team socks as well as street dress clothes to satisfy the association dress code standards.
- d. Surrey Minor Hockey Association expects that all Rep coaches, team officials, players and parents will set a high standard of conduct and good sportsmanship towards referees, other players, team officials and parents. This not only applies to your own team but to all teams within our own association and other association with whom you have contact.
- e. In general, Surrey Minor Hockey Association will have two "A" teams in the Atom division, three "A" teams in the Peewee, Bantam and Midget divisions along with one "A" Juvenile team. The categories and numbers of teams in any division may increase or decrease dependent on the availability of ice and players in any given season.

Section B - Coaches Selection

1. The Rep hockey process begins in April of each year when Surrey Minor Hockey Association advertises in the local newspapers and other media for prospective coaches to apply by a selected date. The candidates for the Rep coaches' positions apply by completing the Rep coaches' application. When the application submission deadline is passed, the association Head Coach arranges for ½ hour interviews for each applicant with the selection committee.

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2. The selection committee is composed of the Head Coach/Coach Coordinator and two other members approved by the Executive Council. If the Head Coach/Coach Co-ordinator has applied for a team, then the selection committee for the division for which they have applied, shall be comprised of three other members approved by the Executive Council.
3. Each candidate is asked the same pre-selected questions in order to permit an evaluation of the replies for each candidate.
4. **Criteria used in coaches selection:**
 - a. Coaching Certification - applicant "**MUST**" be certified at the Hockey Canada (NCCP) Development 1 Level (formerly called the Intermediate Level).
 - b. Have taken or will take prior to the start of league play, the Hockey Canada Safety Program course.
 - c. Have taken or will take the Speak Out course prior to the start of league play.
 - d. Years of coaching experience.
 - e. First consideration will be given to applicants within Surrey Minor Hockey Association; however total qualifications/experience will be the determining factor in the final selection.
 - f. A coach's son/daughter does not automatically make the team because she/he is the coach.
 - i. In the event a coach's son/daughter is a goaltender separate goaltender evaluations may be conducted by an outside evaluation committee to determine a proper assessment of the player.
 - ii. A coach's daughter/son who does not qualify for the team, as evaluated by a committee, will be removed from the team.
 - 1) Results of any separate evaluation of players shall be relayed only to the association evaluation committee and the President.
 - 2) The selected coach who has been advised that his/her daughter/son would not make the team has the option of remaining with the team or surrendering the team and leaving with his son/daughter.
5. Any coach once accepted who indicates that he/she would be willing to accept a team without her/his son /daughter on the team and when the child does not make the team resigns shall not be given another team in the current season.
 - a. Any subsequent applications in following years shall be under review of the Executive Council and may be terminated without an interview being allowed.
6. Each successful and unsuccessful Coach will be advised by mail.
7. No Coach, Assistant Coach or other team official, who refuses to sign the waiver for a criminal record search, will be appointed to a team by the association.
8. No appeal shall be accepted for non selection as a coach.

Section C - Assistant Coaches and Team Officials

1. All assistant coaches should be certified at the Hockey Canada (NCCP) Development 1 Level (formerly called the Intermediate Level).
2. All assistant coaches must have taken or be willing to take prior to the start of league play, the Hockey Canada Safety Program course.

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3. All assistant coaches and team officials must have taken or be willing to take prior to the start of league play, the Speak Out course.
4. When selecting assistant coaches or other team officials a Rep coach must bear in mind that the assistant/team officials son/daughter does not automatically make the team solely because her/his parent is a member of the team staff.
 - a. The policy is the same as for the coach, if the assistant coach/team official's son/daughter ability does not qualify them for the team, as evaluated by the committee, she/he shall be released.

Section D - Rep tryout procedures

1. The Rep teams in Atom, Peewee, Bantam, Midget and Juvenile will be comprised of the best available players. These teams shall be tiered, where applicable, from the strongest being the "A1" team through to the "A4" team. Age of players shall not be a factor in determining their placement on a team.
2. When making application for rep tryouts it is understood that the player is trying out for the A1 team. The player may stipulate that he/she only wishes to play a lower ranked team, and in those instances a written explanation must accompany the application. If approval is granted for the player to tryout for a lower ranked team, he/she will be trying out for the "A2" team. A player may NOT request to play for the "A3" team or any subsequent "A" team in any division.
3. Each application will be considered on its own merit by the Executive Council who may approve or deny the request. The decision of the Executive Council is final and there is no appeal of the decision.
4. When the required documentation is received by the registrar, the players will be divided into tryout groups. To identify the individual players, a unique identifier number will be issued which shall be used during the tryout sessions.
5. There may be instances where registered players wishing to tryout are unable to attend due to either holidays or sickness. In these cases the following procedure will be followed:
 - a. **Holidays**
 - i. No position on a team shall be held for a player who is on holidays.
 - ii. Upon the players return he/she must participate in a minimum of one "C" Division skates where she/he may make application to be evaluated by the rep coach.
 - iii. It shall be the decision of the Division Manager and the Rep coach if an evaluation is done.
 - iv. If the player is asked to participate at the rep level practice or game and as a result makes the Rep team then he/she must pay the rep tryout fees.
 - b. **Injured player**
 - i. A rep coach may hold a position on his team if he is positive that the player as shown from his/her past history would make one of the top two (2) teams.
 - ii. The other coaches in the age division must be in agreement that the player so selected could indeed make that team.

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- iii. A player so selected shall remain a member of the selecting coach's team and shall not be released to the team below or to "C" without the written approval to do so under section (iv).
 - iv. Should the coach apply to release this player to the lower team prior to the last date for rep releases, she/he must have the acceptance of the lower coach and written permission from the Executive Council.
 - v. If a position is held for an injured player then he/she must pay the rep tryout fees prior to playing with the team.
6. Players who are new registrants to the association and were not registered when rep tryouts took place may, upon request, be given a tryout by the rep coach.
- a. The player if not selected may be sent directly back to "C" no matter what team he tried out for.
 - b. No player shall be given a tryout that had the opportunity to attend rep tryouts and chose not to do so and has already been selected to a "C" team.

Section E - Assumptions

1. There will be 100 or more players trying out per division.
2. There will be thirty four (34) players minimum, thirty eight (38) maximum required in the Atom division, fifty one (51) minimum, fifty seven (57) maximum, in the Peewee, Bantam and Midget divisions and seventeen (17) minimum, twenty five (25) maximum in the Juvenile division. These are the numbers of players required to have the generally accepted number of rep teams in the association as noted in Addendum#1 section A paragraph (1) e.
 - a. The categories and numbers of teams may increase or decrease dependent on the availability of ice and players in a given division.
3. Where possible there shall be no more than thirty (30) players per ice session.

Section F - Team size

1. A rep team in Surrey Minor Hockey Association shall consist of a minimum of seventeen (17) maximum of nineteen (19) players and must be broken down as follows:
 - a. nine (9) forwards (eleven (11) if team roster is 19)
 - b. six (6) defensemen
 - c. two (2) goaltendersAll selected players must be identified as one and only one of the above positions. There will be no exceptions.
2. A rep coach must declare the number of players he/she shall carry for the season (17-18-19 players, two of which must be goaltenders) seven (7) days prior to the "C" Division draft.
 - a. A coach shall not be allowed to vary from his/her declared number during the season.
 - b. Exception: players not registered prior to October 1.

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- c. A new player taken after October 1st must be an addition to the declared roster size.
- d. Declared roster sizes exceeding the 17 player minimum must be approved by the Division Manager and the Vice President responsible for the division.
- e. There shall be no movement to rep from "C" after the "C" division draft.

Section G - Evaluation

1. In preparation for the rep skates a players list for each age group Atom through Juvenile shall be prepared by the registrar. The players will be divided into groups and these groups will be approved by the applicable Division Manager, and Vice President responsible for the division.
2. Each group will consist of an equal number of forwards, defensemen and goaltenders with an even mixture of 1st & 2nd year players in each age group.
3. Each group will consist of a balance of previous "A" and "C" players based on the previous season's category. This will ensure that groups are equal for scrimmages and tryout exhibition games.
4. NO player will be allowed to switch groups without permission of the Division Manager or the Vice President responsible for the division.
 - a. Moves to other groups will be permitted only if it does not affect the competitive balance of the groupings.
5. Players will be notified by the Division Manager or his/her designate prior to the tryouts of their respective times and locations of their evaluation skates.

Section H - Player Selection Process

1. Rep tryouts shall consist of on ice sessions which evaluate the individual player's skills and abilities. It is extremely important that rep coaches during evaluations be neutral in their comments or in any gestures that may be incorrectly perceived by players or parents. It is strongly suggested that rep coaches, during evaluations, refrain from, unless necessary, in speaking with either parents of or players being evaluated.
2. The on ice skill assessment sessions shall be based on:
 - a. skating
 - b. scoring
 - c. shooting
 - d. passing/receiving
 - e. puck control
 - f. positional play
 - g. checking
 - h. use of body/size/strength
 - i. toughness and aggressiveness
 - j. desire and work ethic
 - k. attitude
 - l. hockey sense
 - m. coachability
 - n. conduct on/off the ice
3. Rep coaches shall not participate in the on ice drills during evaluations but will evaluate players from an off ice vantage point.

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4. It is the responsibility of all of the selected rep coaches in each division to arrange for two or more skilled coaches to run the pre-determined on ice drills for their division. The association Head Coach is to be advised who the on ice assistants are.
5. The first tryout session will be a selection of skating and skill evaluation drills. The second try out sessions will be scrimmages. The third tryout session will be some form of evaluation skate or scrimmage as deemed by the Executive Committee before the start of the rep tryout sessions. The final session(s) will consist of full intra-squad games.
 - a. Coaches will NOT deviate from this program.
 - b. Referees may be utilized for these final games and if they are a P.C.A.H.A. game number is to be obtained. The association will pick up the cost of the referee fees for the final game only.
 - i. Coaches should bear in mind that when referees are used in these tryout sessions any penalties called which result in suspensions will be enforced.
6. A list of all the players in the "First" and "Second" pool skates that were mutually agreed upon by all the rep coaches in their respective divisions, will be supplied to the Division Manager after the final evaluation skate. Separate lists shall be prepared for the "First" pool and "Second" pool skaters and shall be clearly identified.

Section I - Team Selection

1. At the end of the evaluation skates players will be assigned as follows:
 - a. Atom, Peewee, Bantam "First" Pool, "Second" Pool or "C" Division
 - b. Midget "First" Pool, "Second" Pool or "C" Division
 - c. Juvenile "First" Pool, "Second" Pool, "C" Division or Released
2. All rep coaches shall mutually agree to the placement of these players in their respective pools.
3. Any disagreements amongst the coaches regarding placement of players shall be settled by a committee consisting of the Vice President responsible for the division or his appointed designate, Division Manager and Head Coach/Coach Coordinator and their decision shall be final.
4. The below numbers are based on seventeen (17) players per team and may be adjusted depending on the declared team roster size. Up to two additional skaters may be added depending on the declared team size but no additional goaltenders.
 - a. **Initial releases:**
 - i. Four (4) "A" teams in a division
 - 1) The "First" pool shall consist of no more than 35 skaters and 5 goaltenders.
 - 2) The "Second" pool shall consist of no more than thirty (30) skaters and four (4) goaltenders.
 - ii. Three (3) "A" teams in a division
 - 1) The "A1" team shall skate alone in the "First" pool and shall consist of no more than twenty (20) skaters and three (3) goaltenders.

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- 2) The "Second" pool shall consist of no more than thirty (30) skaters and four (4) goaltenders.
 - iii. Two (2) "A" teams in a division
 - 1) The "A1" team shall skate alone in the "First" pool and shall consist of no more than twenty (20) skaters and three (3) goaltenders.
 - 2) The "A2" team shall skate alone in the "Second" pool and shall consist of no more than twenty (20) skaters and three (3) goaltenders.
 - iv. Those players not selected for the "First" or "Second" pool shall be assigned to the "C" division.
- b. **Secondary releases:**
- i. The "First" and "Second" pools shall skate as a group for a minimum additional three (3) skates. After that minimum number of skates, releases may happen at any time in any numbers up to and including the final releases.
 - ii. Four (4) "A" teams in a division
 - 1) From the "First" Pool, the "A1" coach may select up to a maximum of twenty (20) skaters and three (3) goaltenders. The balance of the pool members will skate as the "A2" team with the intent that five (5) skaters and one (1) goaltender will be coming from the "A1" team.
 - 2) From the "Second" Pool, the "A3" coach may select up to a maximum of fifteen (15) skaters and two (2) goaltenders with the intent that ten (10) skaters and one (1) goaltender will be coming from the "A2" team. The balance of the pool members will skate as the "A4" team with the intent that ten (10) skaters and one (1) goaltender will be coming from the "A3" team.
 - iii. Three (3) "A" teams in a division
 - 1) The "First" pool consisted of the initial selections for the "A1" team.
 - 2) From the "Second" Pool, the "A2" coach may select up to a maximum of twenty (20) skaters and two (2) goaltenders with the intent that five (5) skaters and one (1) goaltender will be coming from the "A1" team. The balance of the pool members will skate as the "A3" team with the intent that ten (10) skaters and one (1) goaltender will be coming from the "A2" team.
 - iv. Two (2) "A" teams in a division
 - 1) The "First" pool consisted of the initial selections for the "A1" team.
 - 2) The "Second" pool consisted of the initial selections for the "A2" team.
 - v. The coaches from the teams in the "Second" pool will assign the remaining players to the "C" division.
- c. **Final releases:**
- i. Rep teams, Atom to Midget shall be down to their declared roster size two (2) days prior to the "C" Division draft.
 - ii. Players will be released to:
 - 1) "A1" releases will be assigned to the "A2" team.
 - 2) If there are three (3) "A" teams, "A2" releases will be assigned to the "A3" team.
 - 3) If there are four (4) "A" teams, "A3" releases will be assigned to the "A4" team.

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- 4) Releases from the last "A" team will be assigned to the "C" Division.
- d. Juvenile teams whether "A" or "C" will be down to their declared roster size by their first placement game.

Section J - Release Procedures

1. The release of players not selected for the higher team is a very traumatic experience for young players. A coach must handle this with tact, care and caution. She/he must be very thoughtful and careful in his/her selection of words. An improperly chosen word could injure the self esteem of the young player.
2. All releases shall be made in the following manner:
 - a. All rep coaches will participate in the initial release interview after the final rep tryout session and thereafter each coach will follow the same interview process with his/her team.
 - b. After the final tryout session players will change and remain in their dressing room(s) under the supervision of an adult.
 - c. All players will be called individually to another dressing room or room where they will be spoken to by one of the rep coaches.
 - i. Those players assigned to "C" will be contacted by the "C" Division Manager and will be given the date and time of their "C" skate.
 - ii. Player profile forms are not required for the initial rep tryout releases but are **MANDATORY** for the secondary and final releases.
 - d. Players will leave the interview room by a pre-selected route in which they do not have to pass those players remaining to be interviewed.
3. **This procedure is to be followed without exception for the initial, secondary and final releases.** Under NO circumstances are players to be interviewed where they are visible to other players, parents or the general public (for example, in hallways, on the ice surface, bench area, public areas or parking lots). Any coach found disobeying this rule shall be disciplined.
4. No players will be released by telephone. All players to be released must be interviewed in person and, with the exception of those players released in the initial release, will be given a player profile report.
5. No player may be released below one team without having skated at least once with the team they are being released to and, only then, with the permission of the Division Manager and the Vice President responsible for the division.
6. Any player who did not participate in rep tryouts may be brought up for evaluation and may then be released directly back to "C" should he/she not make one of the rep teams.

Section K - Appeal Procedures

1. A player may appeal his/her release within forty-eight (48) hours starting from the time of her/his notification.

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- a. An appeal will ONLY be accepted from a player who is released from any "A" team to the "C" division.
- b. An appeal will NOT be accepted from a player released from one "A" team to another "A" team.
2. The notice of appeal must be in writing and directed to the Rep Tryout Appeal Committee which consists of:
 - a. Vice President responsible for the division or his/her designate.
 - b. Division Manager.
 - c. Head Coach/Coach Coordinator.
3. This committee shall determine if there are grounds for appeal and advise the Executive Council of their decision. The decision of the Appeal Committee shall be final.
4. Having your appeal upheld means that the appellant will be re-evaluated amongst the players by the appeals committee or their designate(s). The appeal being upheld will not mean you have automatically won a spot on the roster of the team.

Section L - Tryout Regulations

1. No player may skate at any more than his/her assigned session.
2. Players missing their assigned session will not be allowed to make up the missed sessions.
3. No releases shall be allowed until after the final session of tryouts.
4. There may be additional evaluation sessions for defence men and goaltenders depending on availability of ice.
5. Players must wear all equipment including a C.H.A. approved neck guard.
 - a. Any player found not to be wearing all required protective equipment shall be sent from the ice and shall not be allowed to return until he/she has put on the missing approved equipment.
 - b. Any second occurrence shall result in the suspension of the player from any further participation in Rep tryouts.

Section M - Regular Season Policies

1. Surrey Minor Hockey Association rep teams shall be known as:
 - A1 - Thunder
 - A2 - Hurricanes
 - A3 - Lightning
 - A4 - Storm
2. **Dress Code:**
 - a. Surrey Minor Hockey Association has directed a dress code for all coaches and players on association rep teams.
 - i. Dress shoes, khaki dress pants, association golf shirt
 - b. Team jackets, in association colours, are optional but strongly recommended.
3. **Ice Time:**

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- a. Extended shifts do not help your team, creates unfair ice advantage and tires out the players.
- b. Short shifts of 45-60 seconds should be the rule and not the exception.
- c. Under no circumstances do coaches put together or use speciality lines. All players must have the opportunity to experience situations such as power plays or penalty kills. Coaches breaking this rule will be disciplined.

Section N - Returning Junior Players

1. Players returning from Junior teams up to midnight January 10th may be accepted if there is a vacancy on the roster of the rep team and the coach of the team is willing to accept an additional player.
2. A Bantam aged player returning from Junior where no vacancy is available in the Bantam division may be moved to the Midget division if there is a vacancy with the permission of the Executive Council.
3. A Midget aged player returning from Junior where no vacancy is available in the Midget division may be moved to the Juvenile division if there is a vacancy with permission of the Executive Council.
4. No player may be released to accommodate the returning Junior player.

Section O - Use of Casual/ Affiliate Players

1. A coach/team official shall not contact an affiliate player directly without first contacting the Division Manager and coach of the player's team. No player may be used if the team to which he/she is registered is playing a game at that time.
2. No affiliate player may be brought up to play without first contacting the coach of the lower team and advising both P.C.A.H.A. League Manager and the Division Manager.
3. Usage limits for casual/affiliate players must be in accordance with P.C.A.H.A. rules.
 - a. Any player exceeding the allowed number of games as an affiliate without the permission of the Executive Council will have her/his registration suspended for the current season.
 - b. Registration fees shall not be refunded.
 - c. Coaches, team officials, parents and players must be extremely careful in the number of games played to avoid this occurring.
4. Coaches shall only bring players up to practices that are on their team's casual cards or affiliate list. Player's fees do not allow increasing the amount of ice time to players without an extension of their fees therefore the player being called up is only to attend the practice immediately prior to the game or tournament for which they are being utilized.
5. A coach/team official shall not allow any person who is not a registered player/coach/team official of his/her team to go on the ice.
 - a. Except in the case of a qualified medical person in the event of an injury to a player.

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6. A coach/team official shall not allow his/her child to go on the ice during a practice unless she/he is a registered member of his/her team with the exception of the affiliate player.

Section P - Player Movement

1. There shall be **NO** movement of players between "C" and Rep after the "C" division draft without the consent of the Executive Council. This does not apply to players carded as casual for Atom "A" teams or placed on affiliate lists for other HC carded teams, after October 1st, and utilized on a temporary basis.
2. Movement shall be permitted within the rep system until picture day or October 31st whichever comes first. Any player released under this scenario still must be given a completed player profile form. Any movement of rep players after association picture day will only be allowed under unusual circumstances and only with the written approval of the Executive Council.
3. Any rep player who wishes to leave a rep team after September 30th and during the course of the current season must apply in writing to the Executive Council stating her/his reasons.
 - a. If the move is granted and the player made the "A1" or "A2" team she/he will be moved to a "C" team of the next higher division (age group) if there is a vacancy.
 - b. If the move is granted and the player made the "A3" or subsequent "A" team she/he may be moved to a "C" team in the same age group.
 - c. If there is no vacancy the player will be released and her/his prorated registration fees will be refunded.
4. Parents or players who may wish to move up an age group/division must apply in writing to the Executive Council. Moves will only be considered for rep teams and there shall be no movement upwards by a "C" player except as a disciplinary measure.
 - a. Player may attend the older age groups tryouts but must be assessed in the upper half of the "A1" team. No moves will be considered to the "A2" or to subsequent "A" teams.
 - b. The coach of the "A1" team must be willing to accept an additional player over the required minimum seventeen (17) for a rep team.
 - c. No player in the age group shall be displaced by a player from the lower group.

Section Q - Carding

1. No player may be carded without the written consent of the Executive Council after picture day or October 31st whichever comes first, with the exception of returning Junior players.
2. Once carded, no player may be released without the written consent of the Executive Council.
3. There shall also be no de-carding of Rep players from any team without the written approval of the Executive Council.

Section R - Team Rosters

1. It is recommended that all Surrey Minor Hockey Association "A" teams have a full affiliate player list of nineteen (19) by the affiliation deadline (two of which must be goaltenders).
2. Coaches should familiarize themselves with the policy and ramifications of affiliating players from the lower team to the higher team in "A".

Section S - Team Movement

1. No team shall move from one grouping to another in Atom through Juvenile divisions without the written consent of the Executive Council.
2. No team official shall request or agree to a move up or down a grouping without the written approval of the Executive Council. Any coach or team official making such enquiries without first gaining permission from the Executive Council shall be disciplined.

Section T - Games

1. Surrey Minor Hockey Association rep teams shall NOT play each other unless they are in the same tier and games are scheduled by P.C.A.H.A. as part of league or playoff competition.
2. No intra-association or inter-association exhibition games will be played between rep "A" teams.
3. No intra-association or inter-association exhibition games will be played between rep "A" and "C" teams of any division.

Addendum # 2 - "C" Hockey Regulations

Section A - Introduction

1. The "C" hockey program begins in September of each year at the culmination of the rep try out sessions. The "C" hockey program is a recreational program for those players who have chosen not to compete at the rep level. The largest number of players is at the "C" level and it is important that a large amount of emphasis is placed on this area of hockey within our association.
2. Surrey Minor Hockey Association expects that all "C" coaches, team officials, players and parents will set a high standard of conduct and good sportsmanship towards referees, other players, team officials and parents. This not only applies to your own team but to all teams within our own association and other associations with whom you have contact.
3. It is important that the coach and other team officials keep not only their players but especially their parents informed of all the policies and decisions made throughout the season. The hockey season is a long one and it becomes even longer if team officials do not keep a good communication line open with parents and players.
4. Parents and players have the right to know all the information supplied to the coach and other team officials. Any matters relating to the operation of the team, i.e.: team funds should be available upon request to any member of the team or the executive committee. The team is a group of people working together for a common purpose not just one or two individuals.
5. This communication holds true with the Division Manager and the Executive Committee. You as a coach should keep abreast of and supply any information needed or requested by the executive and they should in turn keep you advised of pertinent information.
6. Surrey Minor Hockey Association exists with the help of you and other volunteers and by working within our group for the best interests of the association all participants will have an enjoyable season.

Section B - Coaches Selection

1. The selection of "C" hockey coaches within Surrey Minor Hockey Association begins when the parent or interested person expresses an interest to be a coach or assistant coach on a team. These expressions of interest are forwarded to the association Head Coach who will send to the individual applicant, a coach application form. The completed applications will be collected and the names and recommendations will be forwarded to the Division Manager.
2. The final selections shall be made by the Vice President responsible for that division, the Head Coach and the Division Manager. No appeal shall be accepted as a result of not being selected as a coach.

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3. The applicant "MUST" be Hockey Canada (NCCP) certified at the Introduction to Coaching (formerly Initiation) level for Hockey "1" to "4" and the Coach Stream (formerly Coach) level for Atom through Midget. BC Hockey policy requires a coach who has taken his/her Coach Stream (formerly Coach) level in one season must complete a Development 1 (formerly Intermediate) level clinic the following year.
4. Considerations for selection as a coach:
 - a. Years of coaching experience.
 - b. First consideration will be given to applicants within Surrey Minor Hockey Association; however, total qualifications/experience will be the determining factor in the final selection.
 - c. It is recommended that a coach or his/her assistant should have a minimum St John's emergency first aid and CPR certificate or equivalent in the event of emergencies.
 - d. Any other criteria that the respective Division Manager or Vice President responsible for that division have deemed applicable.

Section C - Assistant Coaches/Team officials

1. All assistant coaches in the Atom through Midget divisions must also be Hockey Canada (NCCP) certified at the Coach Stream (formerly Coach) level. All assistant coaches in the Hockey "1" – "4" divisions must be certified at the Introduction to Coaching (formerly Initiation) level.
2. When selecting assistant coaches or other team officials, a "C" coach should bear in mind that the assistant coach's/team official's son/daughter does not automatically make the team solely because her/his parent is a member of the team staff.

Section D - Assumptions

1. 150 plus players per division.
2. The number and size of sessions will be dependent on the availability of ice and the number of players.

Section E - Team Size

1. A "C" team in Surrey Minor Hockey Association shall consist of a minimum of fourteen (14) to comply with the City of Surrey ice users policy. If sufficient players are available, each association "C" team will try for a minimum of sixteen (16) players and a maximum of nineteen (19) players broken down as follows:
 - a. nine (9) forwards (eleven (11) if team roster is 19)
 - b. six (6) defensemen
 - c. one (1) goaltender (two if available)

Section F - Evaluations

1. In preparation for the "C" evaluation skates, a list of players for each age group, Initiation through Midget, shall be prepared by the registrar. The Division Manager(s) and Vice President responsible for that division will divide the players into even groups in the following manner.
2. Each group will consist of an equal number of forwards, defensemen and goaltenders as follows:
 - a. 1st and 2nd year previous rep players
 - b. 1st and 2nd year "C" players.
3. Each group will be subdivided into two equal groups of forwards, defensemen and goaltenders.

<u>Group 1</u>	<u>Group 2</u>
1st & 2nd year previous rep	1st & 2nd year previous rep
1st & 2nd year "C"	1st & 2nd year "C"
4. This will ensure that groups are equal for scrimmages.
5. **NO** player will be allowed to switch groups without the permission of the Division Manager(s).
6. Players will be notified by a Surrey Minor Hockey Association representative, prior to the first session of the respective times and locations of their evaluation skates.
7. At their first session, the players will be assigned a numbered jersey (unique identifier number), which must be used during each of their evaluation sessions. These numbered jerseys are used to identify the individual players. At the end of the final session, all of the numbered jerseys must be returned.
8. The bib with unique number must be returned by each player after the last evaluation skate.
9. Evaluation skates are mandatory and all "C" players must attend. Any player refusing to attend evaluation skates without a valid reason shall have his/her registration refunded and a player from the waiting list shall assume her/his position.
 - a. The Division Manager and Vice President responsible for the division shall make the final decision as to the validity of the refusal.

Section G - Player Evaluation Process

1. "C" skates consist of on ice sessions which progressively evaluate the individual player's skills and abilities. During evaluations, it is recommended that "C" coaches refrain from speaking with either, the parents of or the players being evaluated, unless necessary.
2. The on ice skill assessment sessions shall be based on (addendum #4):

a. skating	h. use of body/size/strength
b. scoring	i. toughness and
c. shooting	aggressiveness
d. passing/receiving	j. desire and work ethic
e. puck control	k. attitude

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- f. positional play
 - g. checking
 - h. hockey sense
 - i. coachability
 - j. conduct on/off the ice
3. "C" coaches, unless necessary, should not participate in the on ice drills during evaluations. "C" coaches should evaluate players from an off ice vantage point.
 4. It is the responsibility of the Division Manager in each division to arrange for two or more skilled coaches to run the pre determined on ice drills.
 5. All sessions will be run in the format outlined in addendum #4. Coaches will not deviate from this program.
 6. Intra squad scrimmages will be allowed, time permitting, during the evaluation skates. The final session(s) may consist of a full intra-squad game.

Section H - Draft Procedures

1. All coaches shall rank each player participating in the evaluation skates from 1 to n (where "n" equals the total number of players).
2. After the final evaluation skate, all evaluation sheets shall be submitted, on or before, the date, time and place specified by the Division Manager(s). The Division Manager will review these rating sheets for completeness and insure that they are completed as per instructions given.

Section I - Average Rankings

1. The Division Manager will turn the completed rating sheets over to the designated data entry person who or when there is no designated data entry person, they will transfer each of the ratings for each player into the system on the association web site used for processing the ratings.
2. The average rating of each player will be computed.
3. The player list will be sorted by the average ratings.
4. Each player will be assigned an overall ranking from 1 to n (where n= the total number of players).
5. A player still participating in rep tryouts and due to that is unavailable for any of the evaluation sessions shall be rated at the highest ranking automatically.
6. If a player is unable to attend any of the evaluation skates a ranking may be settled by those coaches and Division Managers who are familiar with the player.
7. The final ranked player list shall be produced and subsequently approved by the Division Manager and Vice President responsible for that division.
8. Any disagreements amongst the coaches regarding ranking of players shall be settled by a committee consisting of the Division Manager, Head Coach and the Vice President responsible for that division. The Committee may move the player up or down on the list and the Committee's decision shall be final.

Section J - Protections

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1. Each team will be allowed to protect up to three (3) players. These protections must be the children of either the coach, assistant coach or team official.
2. Once a child of a coach/assistant coach/team official has been drafted, any other siblings of this drafted player becomes a protected player and shall be an automatic selection in the round in which she/he is ranked.

Section K - Parent/Player Requests

1. **Parent Requests:**
 - a. All parent requests are to be read into the record prior to the start of the draft for the information of all coaches.
 - b. These requests should be honoured whenever possible.
2. **Player Requests:**
 - a. If a majority decision is made prior to the start of the draft to accommodate special player requests then when one (1) of the players is drafted the other player becomes a protection in the round in which he would be available for the draft.
3. **Only one request per team.**

Section L - Draft

1. Protected players will be automatically selected in the draft round in which they are ranked (i.e.: if there are ten (10) teams then players ranked from 1-10 will be drafted in round one; players 11-20 in round two; 21-30 in round three and so on).
 - a. The coach's/team official's sibling(s) will automatically be drafted in the round in which they are rated.
 - b. Two (2) first round draft picks cannot be drafted on the same team regardless if they are the selected coach and his/her selected assistant or team official's child.
2. The draft order, in the first round, shall be determined by averaging the rankings of all the team's protections. The team with the highest average of the protected players' rankings will pick first. The team with the next highest average of the protected players' rankings will pick second, etc.
3. The draft order after the first round is determined by each team's total score at the end of the previous round (ties will be broken by random draw).
4. Round four of the draft shall be designated as the goaltender round in the Atom to Midget divisions.
 - a. The first selection of available goaltenders shall go to the team with the highest sum of the rankings of players in the first three rounds. The second selection of available goaltenders goes to the team with the next highest sum of the rankings of the players in the first three rounds, and etc.
 - b. If there are insufficient goaltenders for one per team, the rule in sub-paragraph (a) will apply until the numbers are exhausted.

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- c. If two goaltenders are equally available per team the reverse order of sub paragraph (b) will be followed for the second round of the goaltender selections.
 - d. If there are insufficient goaltenders for an equal number per team, the unselected goalies will be added to the end of the draft list in the order they appear in the goalie draft list. They will be assigned the next sequentially higher ranking of the highest ranked player. These goalies will be selected in rotation as if they were non goalies.
 - e. Goaltenders are not designated as goaltenders within P.C.A.H.A. competition and those teams drafting three goaltenders may have the second or third goaltender play out during the game in which he/she is not in the back up role.
5. The goaltenders draft round will not alter the teams total score, therefore the drafting order in rounds four (4) and five (5) will be the same except when not all teams were able to select a goaltender. In this event, the teams will enter round five of the player's draft, starting with the team that would have had the next selection in the goaltender round. This will continue until all teams that do not have a goaltender have selected. At this point, all teams with goaltenders will select players in the reverse of the sequence in which they selected goaltenders. The players selected due to this provision will have their rankings added into the team's total.
 6. Each team will be allowed to select one (1) player in each round.
 7. In the first four (4) rounds of the player draft, each team will be able to select from any of the highest ranked available players down to the number of teams in the division (i.e.: if there are 10 teams, then the first team to draft in round one may select from players ranked 1-10; the second team may select down to the player ranked 11th; the third team may select down to the player ranked 12th; etc.).
 8. In the fifth and subsequent rounds of the player draft, each team will be able to select from any of the highest ranked available players down to double the number of teams in the division (i.e. if there are 10 teams, then the first team to draft in round five may select from players ranked 1-20; the second team may select down to the player ranked 21; the third team may select down to the player ranked 22nd; etc.).
 9. When a player is selected the ranking of the player is added to the team's total score.
 10. Teams will be allowed one (1) trade at the end of the draft with the agreement of the Division Manager and the unanimous consent of all the coaches present.
 - a. This trade must be completed while all coaches are still present.
 - b. Players should be of equal ability, subject to approval of the Division Manager
 - c. No trading of players between teams shall be allowed once the draft meeting is adjourned.

Section M - Team Jerseys

1. The selection of team jerseys shall be made by random draw amongst the coaches.
2. Trading of jerseys may be made, with the permission of the Division Manager, amongst the coaches.
 - a. NO trading of jerseys shall be allowed once the meeting has adjourned.

Section N - Evaluation Regulations

1. No player may skate at any more that his/her assigned session.
2. Players missing their assigned session normally will not be allowed to make up the missed sessions. However, in certain evaluation circumstances, players may be permitted to skate at another session.
3. There may be additional evaluation sessions for defensemen and goaltenders depending on availability of ice.
4. Players must wear all equipment including a Hockey Canada (formerly C.H.A.) approved neck guard. Any player found not to be wearing all required protective equipment shall be sent from the ice and shall not be allowed to return until he/she has put on the missing approved equipment.
5. Any players who tried out for rep but who did not attend any of the "C" skates will automatically be placed in the first draft round.

Section O - Regular Season Policies

1. "C" Team Names
 - a. "C" teams may choose a name for their team. It is suggested that they stick to the NHL team whose jerseys they are wearing.
2. "C" teams shall not call themselves by the names assigned to the rep teams.
3. Dress Code:
 - a. There is no specific dress code for "C" teams.
 - b. It is recommended that players and coaches adopt the rep team standards.

Section P - Initiation Program

1. Hockey "1" through "4" will follow the Hockey Canada Initiation program.
2. All players in the Initiation program shall be given the equal opportunity to play any on ice position.
 - a. All team members will be rotated through the various positions throughout the season so that they will be given the equal opportunity to learn all the positions and be able to choose the one specific to them when they get older.
3. Equal ice time shall be followed as strictly as possible. NO double shifting of players is allowed.

Section Q - Use of Affiliate Players

1. A "C" coach shall not contact an affiliate player directly without first contacting his/her Division Manager.
2. The Division Manager of the higher team will contact the Division Manager of the lower team as to availability of the player.

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3. No player may be used if the team to which he/she is registered is playing a game at that time.
4. No affiliate player may be brought up to play without first contacting the coach of the Lower team and advising both the P.C.A.H.A. League Manager and the Division Manager.
5. Any player exceeding the five games (3 for Initiation and 5 for Atom to Midget) as an affiliate will have her/his registration revoked and refunded on a prorated basis, so be **EXTREMELY** careful in the number of games the affiliate is allowed to play.
6. "C" teams shall not be allowed to bring up more than three (3) affiliates per game and then only to reach a maximum complement of fourteen (14) skaters and one (1) goaltender.
7. Coaches shall not bring affiliate players up to their practices. Player's fees do not allow increasing the amount of ice time to players without an extension of their fees. The only exception to this is where an Atom player may be brought up to a Peewee "C" team practice if the Peewee team is attending an out of district tournament in which body checking is allowed. The Atom player may only attend the Peewee practice where a body checking clinic is being held.
8. A coach/team official shall not allow any person who is not a registered player/coach/team official of his/her team to go on the ice surface except in the case of a qualified medical person in the event of an injury to a player.
9. A coach/team official shall not allow his/her sibling to go onto the ice surface during a practice unless he/she is a registered member of her/his team with the exception of the affiliate rule noted above.

Section R - Player Movement

1. There shall be **NO** movement of players between "C" and rep after the "C" division draft.
2. The Division Manager may move players between teams in order to balance the teams.
3. Requests to move down an age group/division will be considered by the Executive Council and if approved an application will be forwarded on to the Managing Director responsible for the applicable division within the Fraser Valley West League for approval. Overage player requests will be accepted as long as no player belonging in that age group is displaced.
4. **No Movement Shall Be Permitted After Picture Day.**

Section S - Team Roster

1. All Surrey Minor Hockey Association "C" teams will maintain a full player roster of sixteen (16) players including goaltenders.
2. Should a player leave the team during the season the coach will immediately advise the Division Manager and the Registrar who will fill the vacancy from the waiting list for that division.

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3. No changes can be made to team rosters after December 31st.

Section T - Team Movement

1. No team shall move from "C" to "A" in Atom or from "C" to "B" in Peewee through Midget divisions without the written approval of the Executive Council.
2. No team shall request or approve a move up a tier without the written approval of the Executive Council.

Section U - Ice Time

1. "C" hockey is a recreational league in which players should concentrate more on the fun of the game rather than the competitiveness of rep hockey. A "C" player this season may become a rep player the following season. The only manner in which he/she can develop is by playing the game and not warming the bench.
2. All players in "C" hockey will get as close as possible to equal ice time throughout the season and during individual games. The only exception to this is the last five minutes of each game which shall be at the coach's discretion.
 - a. Playing the best player all the time is not acceptable.
 - b. Any repeated violations will be dealt with by the Division Manager and Vice President responsible for the division if not corrected.
3. Extended shifts do not help your team, creates unfair ice advantage and tires out the players.
 - a. Short shifts of 45-60 seconds should be the rule and not the exception.

Addendum # 3 - In House "C" Playoffs

1. At the end of each season on the conclusion of F.V.W. League and playoff competition Surrey Minor Hockey Association will host an in-house playoff for Atom through Midget "C" teams.
2. The format for the playoffs shall be a round robin format as determined each year by the Division Managers and Vice-President responsible for the division.

Playing rules

1. Games for Atom "C" and Peewee "C" will be one hour and fifteen minutes (1-1/4 hours).
2. Games for Bantam "C" and Midget "C" will be one hour and thirty minutes (1-1/2 hours).
3. Games will be played as follows:
 - a. Five (5) minute warm-up,
 - b. First and second periods will be fifteen (15) minute stop time.
 - c. Third period will be stop time using half of the time remaining in the allotted game time.
4. **No overtime will be played in round robin competition. Games may end in a tie.**
5. A mercy rule will be in force. If the goal spread between the competing teams reaches five (5), running time commences until such time as the spread is reduced to four (4), at which time, stop time will once again commence.
6. Minor penalties under running time shall be three (3) minutes and major penalties seven (7) minutes.
7. For sportsmanship point calculations, the minor penalty will be considered as two (2) minutes and the major penalty will be considered as five (5) minutes. Penalties will start on the dropping of the puck by the on ice official.
8. During running time, the clock will only be stopped in the event of an injury.
9. During round robin play points will be awarded as follows:
 - a. Win 2 points
 - b. Tie 1 point
 - c. Loss 0 points
 - d. Sportsmanship Point as per P.C.A.H.A. sportsmanship point rule
10. Standings in round robin play will be determined as follows:
 - a. Team with the most points
 - b. If two or more teams are tied for any position, standings will be determined by:
 - i. Team with the most wins,
 - ii. Team with the least losses,
 - iii. Team with the least goals against,
 - iv. Team with the least penalty minutes,
 - v. Team with the most goals,
 - vi. Team with most sportsmanship points,
 - vii. Team who wins the coin toss.

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11. At the end of round robin play in the Atom "C" through Midget "C" Divisions, the top teams from each division with the higher standings will enter the final series game(s).
12. Overtime will be played in any final series game(s) and in the event of a tie, the winner will be determined by using the following criteria, in sequence.
 - a. One five (5) minute running time sudden victory period with 4 players (not counting the goaltender) on each side.
 - b. If a goal is not scored in sudden victory period, a one five (5) minute running time sudden victory period with three (3) players (not counting the goaltender) on each side.
 - c. If a goal is not scored in the second sudden victory period, repeat the above step until a winner is determined.
13. Any team failing to appear for a playoff game shall forfeit the game and the two points shall be awarded to the opposing team. The sportsmanship point shall not be awarded in this case.

Protests

1. All protests must be in writing and must be filed with the Division Manager within twenty-four (24) hours from the completion of the game being protested.
2. The Division Manager and Vice President responsible for the division will rule on the protest and a decision will be rendered as soon as reasonably possible. They may make a ruling to either:
 - a. Deny the appeal
 - b. Uphold the appeal
3. If the appeal is upheld, the Division Manager and Vice President responsible for the division may:
 - a. Order the portion of the game under protest to be replayed.
 - b. Order the game under protest to be forfeited.
 - c. If a round robin game under protest, award the points.
 - d. Order the game replayed.
4. The decision of the Division Manager and Vice President responsible for the division shall be final and there shall be no further appeal accepted.

Addendum # 4 – Assessed Skills

1. The following are the skills which are evaluated for player selections as well as what part of each skill that is being assessed.
2. Skating
 1. Acceleration
 2. Balance
 3. Power
 4. Recovery
 5. Speed
 6. Stability
 7. Mobility
 8. Pivot
 9. Drive
 10. Glide
 11. Stride
 12. Turn
 13. Dekes
 14. Change of pace
 15. Full extension
 16. Wide tracking
 17. Narrow tracking
 18. Quick feet
 19. Lateral mobility
 20. Edge control
 21. Weight transfer
 22. Body lean
 23. Basic stance
 24. Stops and starts
 25. Quick stop, delay
 26. Evasive skating
 27. Break to openings
 28. Accelerate out of turns
 29. Face on the attack
 30. Turn away from play
 31. Knows when to skate
 32. Skating with purpose
 33. Pivot without losing speed
 34. Stick control while skating
 35. Accelerate past defender
 36. Fades in and out of play
 37. Head and body fakes
 38. Drive to net
3. Scoring
 1. Quick hands
 2. Quick head
 3. Reads play
 4. Readies himself
 5. Shot selection
 6. Timing
 7. Anticipation
 8. Net awareness
 9. Follows play knows where to be
 10. Can score several ways
 11. Accuracy
 12. Concentration
 13. Determination
 14. Confident
 15. Use of screens
4. Shooting
 1. Quick hands release
 2. Quick head
 3. Powerful
 4. Accurate
 5. Variety of shots
 6. Shot selection
 7. Knows when to shoot
 8. Gets free for shots
 9. Use of low / deflection shots
 10. Shots not blocked
 11. Can shoot off stick handle
 12. Can shoot "in stride"
 13. Can "one time" shots
 14. Has backhand
5. Passing/Receiving
 1. Soft hands
 12. Makes eye contact

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2. Gives target, stick on ice
 3. Receives and gives on backhand
 4. Ability to "one touch" pass
 5. Receives and gives flip pass
 6. Varies passing speeds
 7. Passes at the right time
 8. Uses board passes
 9. Does not telegraph pass
 10. Frees himself after pass
 11. Calls for the puck
6. Puck Control
1. Soft hands
 2. Quick hands
 3. Use of dekes, fakes can these be done with speed
 4. Can control puck in traffic, under pressure
 5. Is confident with puck
 6. Protects puck
 7. Can control puck with feet
 8. Controls puck along boards in corner
 9. Can maintain speed while controlling puck
 10. Has "head up", has team awareness while controlling puck
 11. Smooth, quiet stick handler
7. Positional Play
1. Understands concepts: width, depth, attack lanes, triangulation, delay 1-2-3 principle, cycling
 2. Supports other players
 3. Communicates with team mates
 4. Follows game plan
 5. Is player up and down or flow player
 6. Quick transition, offence to defence, visa versa knows when to go on offence
 7. Reads play
 8. Uses individual skills to advantage in positional play
 9. Remains in control of positional play while under pressure
 10. Read 1 on 1
 11. Support
 12. Communicate
 13. Breakout
 14. Triangulation
 15. Width, depth
 16. Lanes
 17. 1-2-3 principle
 18. Drives
 19. Delays
 20. Hit the wall
 21. Cycling
 22. Quiet zone
 23. Transition
 24. Gap
 25. Pinch
 26. Make stand
8. Checking
1. Angulations
 2. Inside - out technique checking
 3. Use of stick
 4. Use of body
 13. Remains in control while checking
 14. Over aggressive, loses position to make check, runs around

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5. Checks within the rules
 6. Aggressive checker
 7. Does not lose 1 on 1's
 8. Gap control
 9. Knows when to check
 10. Plays net side, checks from net side
 11. Maintains body position on opponents
 12. High risk checker
9. Use of Body Strength
1. Gives and takes body checks
 2. Protects puck centre
 3. Screens
 4. Uses body to free his stick
 5. Net side concept
 6. Does not lose 1 on 1's
10. Tough and Aggressive
1. Wants to be first to the puck into the corner, etc
 2. Clears traffic
 3. Sacrifices self to make play
 4. Physical stamina
 5. Blocks shots
11. Desire/Work ethic
1. Constant want to excel
 2. Works hard in all situations
 3. Sticks to game plan, stands up to tough situations
 4. Is a "first on - last off" practice player
12. Attitude
1. Unselfish
 2. Respects self, coach, peers
 3. Work ethic
 4. Listens and tries to best ability
 5. Team player
13. Hockey Senses
1. Understands, adapts to play
 2. Knows where to be
 3. Is one step ahead of the play
 4. Awareness of overall play developments
15. Recognizes who to check
 16. Takes check well, difficult to check
 17. Remains under control while being checked
 18. Gets back into play quickly after check
 19. Takes a check to make the play
 20. Does not retaliate after being checked
7. When necessary stabilizes himself (wide tracks, lowers centre of gravity, etc)
 8. Strength, stamina, determination
 9. Clears area for himself/herself
 10. Blocks shots
6. Desire to play physical within rules
 7. Creates threats
 8. Game plan not effected by the score, referees, etc.
 9. Changes tempo of game
 10. Causes havoc
5. Prepares himself/herself well
 6. Physical conditioning
 7. Does not look for easy way out
 8. Works on weaknesses
 9. Wants information to make him better
6. Sportsmanship
 7. Leadership abilities
 8. Leads by example
 9. Willing to help
 10. Is positive, friendly
6. Awareness of team mates
 7. Plays within his abilities
 8. Uses his skills to a maximum
 9. Is creative
 10. Is willing to take a risk

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5. Understands options and chooses correctly

14. Coachability

1. Listens to instruction
2. Accepts his/her role on team
3. Tries to execute coaches instructions
4. Respects coaching decisions
5. Asks for individual help
6. Responds constructively when asked
7. Follows direction, off ice, on ice
8. Helps team mates understand instruction
9. Is first in line to try something new
10. Is positive
11. Leader

Addendum # 5 – Hearing Guidelines

1. When conducting and attending Appeal or disciplinary hearings it is important that the process be fair. Those Committee members who preside at hearings must be open minded and polite no matter what the provocation. Remember at the end of the hearing it is important that both sides feel they have been given a fair and honest hearing.
2. Read the rules which apply to the particular case before you and ensure you bring all pertinent rule books or associated papers with you.
3. Ensure you have paper and pen with you to take notes. A member, but preferably a non committee member, should be delegated to record the minutes of the hearing.
4. Before the hearing begins, review all material which has been filed and note any questions that you may wish to ask.
5. Arrive well before the meeting in order to discuss the procedures to be followed with fellow committee members.
6. Before the hearing starts, do not talk to the parties who will appear before you, unless it is to say simply "hello" or to advise someone where the washroom is. Nothing is more disconcerting to the other side than to see a member of the tribunal in conversation with the other side, even if it only relates to pleasantries.
7. Make sure that the room where the hearing is to take place is properly set up before the hearing starts. If the furniture needs to be rearranged, do this before the scheduled time for the commencement of the hearing.
8. Call the hearing to order, describe the procedure to be followed. Introduce the committee members. It is not a good idea to have both parties in the room at the same time as this may lead to outbursts and could intensify antagonism between the two parties. It is suggested that you listen to and question each party separately.
9. Make sure both parties understand the procedure to be used. Whoever has the onus of establishing the facts is heard first.
10. All committee members should have pencil and paper ready to make notes of pertinent facts and questions stemming from the presentations.
11. The members of the tribunal once having heard the evidence presented should remain in the room after hearing both parties to consider their decision. The parties involved in the hearing should be sent home with advice that the chairperson will be contact the two parties by phone once a decision is agreed upon.
12. Once a decision is reached write it out promptly giving the reasons for the decision. All members of the committee should agree to its content before it is sent out. The letter should be set up as follows:
 - a. Describe the issue
 - b. Set forth the relevant facts
 - c. Summarize in brief form each sides argument
 - d. State the committee findings
 - e. State clearly the committees decision
13. The reasons do not need to be long but they must be clear and deal with the issues raised.

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14. The committee chairperson should contact the parties advising them of the decision as soon as possible after the decision. The written decision should be mailed to the individual(s) facing the disciplinary action. The letter should also state the procedure available to them within Surrey Minor Hockey Association to appeal the committee decision.
15. Once the hearing is terminated leave the area immediately and do not talk to the parties involved if they are in the area.
16. Aggrieved parties
 - a. Come to the meeting prepared to discuss the issues at hand.
 - b. Ensure that you fully research the issue at hand and bring all pertinent material with you. You should include a pen and paper to write notes.
 - c. It is recommended that you have your appeal written out and organized prior to coming to the hearing to ensure that all points are covered.
 - d. Do not engage the other parties or the committee members in conversation that could lead to further disciplinary action against you. Once you have completed your presentation leave the area immediately as you will be contacted by phone of the decision.

Addendum # 6 – Disciplinary Hearing Guidelines

1. It is unfortunate but from time to time it becomes necessary to discipline persons who do not operate in a fair manner in accordance with the rules and regulations of our association. The process for conducting a disciplinary hearing within this association is set out below. It is important that the process be seen as fair and all those persons presiding over a hearing must have an open mind.
2. Chair Person and Committee Members:
 - a. Read over the rules which apply in the particular case before you.
 - b. Bring the rule book, as well as a pen, pencil and paper to take notes.
 - c. Bring all relevant materials which have been filed for the appeal and ensure you make note of any relevant questions you may need answered.
 - d. Arrive in good time for the hearing.
 - e. Do "NOT" talk to the parties who will appear before you prior to the hearing.
 - f. Make sure that the room where the hearing is to take place is properly set up and furniture rearranged as required prior to the start of the meeting. Any materials required should also be set out before the hearing starts.
 - g. Make notes when something strikes you as important.
3. Call the meeting to order. Have parties from either side come in to the hearing room separately. Do not allow both sides in the room at the same time as this may lead to outbursts and intensify the antagonism between the parties. Each side is to be listened to and questioned separately. Describe the procedure to be followed to each party in turn and introduce the members of the committee.
4. Whoever has the onus of establishing the facts should be heard first.
5. At the end of each side's presentation, if you have a question, ask it. Do not interrupt the presentation unless absolutely necessary for the purpose of clarification.
6. Vulgarity as well as loud and abusive behaviour will not be tolerated from any of the parties and should this happen the hearing will be adjourned to allow parties to calm down. If this does not occur the chairperson may suspend the hearing to another date.
7. Upon the completion of testimony from the involved parties they should be asked to leave the premises to avoid any conflicts outside the hearing room. The Committee members upon the completion of the hearing should retire for their deliberations.
8. The decision of the Committee members should be written out promptly giving reasons set out in the following manner.
 - a. Describe the issue.
 - b. Set forth the relevant facts.
 - c. Summarize in brief form each side's argument.
 - d. State your findings.
 - e. State your decision.
9. The reasons need not be long but they should be clear and concise and deal with the issues raised.
10. The written decision should be mailed to the individual (s) facing disciplinary action and the appeal procedures should be outlined to them.

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11. At the end of the hearing, after deliberations, leave the area and go home. Under no circumstances should the Committee members talk to the parties involved prior to the decision being delivered by the Chairperson.
12. Remember: It is important that both sides feel they have had a fair hearing.

Addendum # 7 - A.G.M. Guidelines

1. Finding your way around the A.G.M.
 - a. Association Annual General Meetings are very important. It is at the general association meetings that the most significant decisions are made about the direction the association will take and the issues that will receive attention. Any member in good standing who wishes to have a say in the affairs of the association must attend and participate in association meetings.
 - b. Association meetings are conducted according to the rules of parliamentary procedure. The rules of parliamentary procedure have been developed over decades of parliamentary experience in order to ensure that meetings are run efficiently and democratically. Minor Hockey Associations have adapted these rules to give structure to important association meetings from executive meetings to Annual and Semi Annual meetings. Although some members find parliamentary procedure to be formal and strange at first, after a while it becomes clear to all members that association business could not be properly conducted without procedural rules. Association meetings would not run smoothly if all members could speak at the same time, if debates were not focused by formal motions and if decisions were not reached by majority vote.
 - c. It is not necessary to be an expert in the rules of parliamentary procedure in order to participate in an association meeting. An appreciation of the basic elements is usually enough to allow any member to orient her or his self to the democratic process.
2. Some of the common elements of a typical association meeting are:
 - a. Quorum
 - i. There is usually a minimum number of members in good standing who must be present in order for a general meeting to take place. In Surrey Minor Hockey Association a quorum at a general meeting of the association is thirty (30) members plus a majority of the elected Executive Council (four (4) or more).
 - ii. A quorum at Executive Committee meetings is four (4) or more members of the Executive Council.
 - b. Chairperson
 - i. The President of the association usually acts as the Chair person of the meeting. The Chairperson is responsible for ensuring that democratic procedures are respected during the meeting. This means that the chairperson makes decision on how the meeting will be conducted. These decisions, however, can be challenged and overturned by a majority vote.
 - ii. In Surrey Minor Hockey Association, the Chairman can propose motions.
 - c. Agenda
 - i. The agenda is the list which sets out the issues that will be discussed at a particular meeting and the order in which the issues will be discussed. The agenda helps to give form to the meeting by alerting those in attendance to what is coming up next.

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- ii. The agenda may be changed in order to meet the needs and expectations of those attending the meeting.
- d. Reports
 - i. Much of the time at any association meeting is taken up with the business of bringing members up to date on what the Executive and various committees have been doing since the last meeting. This information is usually presented in the form of a report, sometimes oral and sometimes written or both.
 - ii. Reports are usually given by the Officer most directly involved with the matter.
 - iii. The Treasurers report is usually given a special position on the agenda since the financial position of the association often has a bearing on many of the discussions that take place on other matters.
 - iv. Reports usually end with a motion to “Accept” the report. This motion is taken as a formal approval of the report; in short the membership is satisfied that the report is accurate, complete, and that the members understand its content. This does not necessarily mean that the membership accepts the situation described in the report. For example, the association may vote to accept the report of the treasurer that the association is deeply in debt. This doesn't mean that the members accept that the association will continue in debt, only that the members “accept” the accuracy of the report.
 - v. Reports may also include recommendations for action. For example, the Treasurer may recommend that in order to get out of financial difficulties the association should increase registration fees. This recommendation would take the form of a motion.
- e. Motions
 - i. Motions are used to focus the discussion of the association to ensure that matters are dealt with in a logical way and that the meeting stays on track. The member presenting the motion begins with the words “I move that...” and then states her/his motion.
 - ii. Before debate can begin the motion must be “seconded”. Someone who agrees with the motion, or at least agrees that the motion should be debated, can second the motion by saying “I second the motion”. Once it has been duly seconded, the motion can be debated.
 - iii. Motions must be presented in writing and received by the Secretary no later than 30 days prior to the A.G.M. NO motions are accepted from the floor.
 - iv. It is possible for a member to propose that a motion be changed before it is voted on. This is known as “a motion to amend”. The motion to amend will not be acceptable if it contradicts the original motion. For example if the motion is to increase association fees by 10%, a motion to amend that the association fees be raised by 0% would not be acceptable, because it only contradicts the original motion.
 - v. It is a good idea to prepare the motion before the meeting by putting it in writing and providing copies for other members in attendance. This assists in the debate and helps to avoid confusion over the meaning. If the motion is not in writing, then the Secretary should write out the motion as proposed.
- f. Debate

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- i. After a motion has been seconded it is open to debate. If there are a number of members who wish to speak, the chair should keep a speakers list, and all those who wish to speak should have a chance before anyone is allowed to speak twice.
 - ii. The chair allows only one member to speak at a time. Other members cannot interrupt the speaker. The speaker must talk only about the motion that is being debated.
 - iii. If a lengthy debate is expected on a given issue, the Chair might suggest a time limit for each speaker, for example three minutes. Such time limits should be enforced in the same manner for every speaker.
 - iv. If the debate is lengthy the motion should be read out loud once just before it is voted on.
- g. Voting
- i. The chair may make a judgment call to end debate if it appears that the issue has been thoroughly discussed and that members are ready to vote. Members may also try to have the matter voted upon by calling out "QUESTION" which indicates to the Chairperson that he or she should "call the question", i.e. hold the vote. After hearing the call for the question, the chairperson may decide to "test the floor", i.e. ask for a show of hands as to whether the vote should be held.
 - ii. The motion is voted upon after debate is concluded. The vote is now held and if dealing with the constitution or bylaws requires a 75% majority to pass. All other motions require a simply majority to pass.
 - iii. The vote may be by a show of hands or by secret ballot depending on the importance of the motion. Any member may make the motion that the vote be taken by secret ballot.
- h. New Business
- i. At one point in the meeting the chairperson will ask if there is any new business. This part of the meeting is important for members who wish to bring their concerns to the attention of the rest of the members of the association. New business provides individual members with an opportunity to present a motion calling for the association to taken action on an issue or to adopt a specific policy.
- i. Adjournment
- i. The motion to adjourn is a special motion to bring the meeting to an end. Such a motion is not subject to debate. Usually the chairperson will ask for a motion to adjourn once the meeting has dealt with all of the points on the agenda.
 - ii. For additional information refer to Roberts Rules of Order.

Addendum # 8 - Atom A Tournament

Note: The "A1" team shall be the only Surrey Minor Hockey Association team allowed to compete in this tournament. Permission may be granted for other teams to apply by the Executive Council but only under unusual circumstances.

1. All games are played in accordance with Hockey Canada, BC Hockey, P.C.A.H.A. and Surrey Minor Hockey Association rules and regulations. All teams must be in good standing with the above Associations or, in the event of teams attending from outside of the country, their home Associations.
2. All teams are guaranteed four (4) games.
3. Applications must include the team roster as filed with your appropriate Association. The team roster shall include player's full name (no initials), jersey number, age, coaches' and manager's name, address and telephone numbers. Only those players whose names are supplied to the tournament committee upon application are eligible to play. Additions require approval of the tournament directors before the tournament begins.
4. All teams must consist of a minimum of ten (10) players and one (1) goaltender. The minimum rule may be waived on application to the tournament committee.
5. Team officials must report to the tournament office thirty (30) minutes before scheduled game times and are responsible to verify game times and rosters on the games sheets before each game as to accuracy. The only players eligible to play in the tournament are those listed on the roster supplied to the tournament committee upon application to the tournament with the exception of affiliates. No additions will be allowed without prior approval of the Tournament Chairman.
6. Team officials will be held responsible for the conduct of their players and parents on and off the ice which includes the arena facilities as well as the parking lot area. Any damage incurred by players, team officials, or parents will be billed to the team and/or association responsible.
7. Team officials will ensure their assigned dressing room is left clean after their game.
8. Teams will be responsible for the security of their dressing rooms and a padlock should be brought to secure the door.
9. Any team failing to play or dress for their assigned game time will forfeit the game. The two points for the win and the sportsmanship point will go to the second team. No games will be rescheduled from the assigned times.
10. If there is a jersey colour conflict, the team designated as the home team will be responsible to change their jerseys.

Playing Rules

1. Games will be one hour fifteen minutes (1-1/4 hours).
2. All teams will play a round robin format with participating teams with the most points at the end of round robin play advancing to the final rounds of the tournament.
3. Games will be played as follows:
 - a. Five (5) minute warm-up,

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- b. First and second periods will be fifteen (15) minute stop time,
- c. Third period will be stop time using half of the time remaining in the allotted game time.

NOTE: No overtime will be played in round robin competition. Games may end in a tie.

- 4. A mercy rule will be in force. If the goal spread between the competing teams reaches five (5), running time commences until such time as the spread is reduced to four (4), at which time, stop time will once again commence. Minor penalties under running time shall be three (3) minutes and major penalties seven (7) minutes. For sportsmanship point calculations, the minor penalty will be considered as two (2) minutes and the major penalty will be considered as five (5) minutes. Penalties will start on the dropping of the puck by the on ice official.
 - a. During running time, the clock will only be stopped in the event of an injury.
- 5. During round robin play points will be awarded as follows:
 - a. Win 2 points
 - b. Tie 1 point
 - c. Loss 0 points
 - d. Sportsmanship Point as per P.C.A.H.A. sportsmanship point rule
- 6. Standings in round robin play will be determined as follows:
 - a. Team with the most points,
 - b. If two or more teams are tied for any position, standings will be determined by:
 - i. Team with the most wins,
 - ii. Team with the least losses,
 - iii. Team with the least goals against,
 - iv. Team with the least penalty minutes,
 - v. Team with the most goals,
 - vi. Team with most sportsmanship points,
 - vii. Team who wins the coin toss.
- 7. At the end of round robin play, the top teams with the higher standings will enter the final series game(s).
- 8. Overtime will be played in any final series game(s) and in the event of a tie, the winner will be determined by using the following criteria, in sequence.
 - a. One five (5) minute running time sudden victory period with 4 players (not counting the goaltenders) on each side.
 - b. If a goal is not scored in sudden victory period, a one five (5) minute running time sudden victory period with 3 players (not counting the goaltenders) on each side.
 - c. If a goal is not scored in the second sudden victory period, repeat the above step until a winner is determined.

Awards

- 1. A Most Valuable Player award will be presented each game to one player from each team. No player may be awarded more than one MVP during the round robin games. Any player may be awarded a game MVP in the final series.

Protests

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All protests must be in writing, signed by either the coach or manager, and must be filed with the Tournament Committee within one (1) hour after the completion of the game being protested. The protest MUST be accompanied by a \$50.00 cash deposit. If the protest is allowed, the deposit will be refunded. The Tournament Committee will rule on the protest and a decision will be rendered as soon as reasonably possible. The Tournament Committee's decision shall be final.

Summary

1. All tournament games will be played out of the following arenas:

North Surrey Rec Centre	Newton Arena	Fleetwood Arena
10275 135 Street	7120 136B Street	16555 Fraser Hwy
Surrey, B.C.	Surrey, B.C.	Surrey, BC
(604) 502-6300	(604) 501-5044	(604) 501-5875
2. The applicable tournament entry fee is payable only by money order or certified cheque. No other forms of payment will be accepted.
3. The cheque or money order should accompany the completed application form as well as a team picture and should be made payable to:

**Surrey Minor Hockey Association
Atom A Tournament
PO Box 171
Surrey, BC
V3T 4W8**

Deadline for receiving applications will be September 15. Participants will be accepted on a first come basis using the post mark as a guide or determined by receipt of the entry fee.

4. Enquiries for the tournament should be directed to the Tournament Director.

Addendum # 9 – Christmas Tournament

1. The tournament will run from December 27th through December 31st.
2. All teams are guaranteed four (4) games.
3. The teams will play in a round robin format with participating teams with most points at the end of the round robin play advancing to the final rounds of the tournament. Teams are guaranteed a minimum of four (4) games with a possible six (6) games to those teams reaching the final.
4. All games are played in accordance with Hockey Canada, BC Hockey, P.C.A.H.A. and Surrey Minor Hockey Association rules and regulations.
5. All teams must be in good standing with the above associations.
6. "C" teams only are allowed to enter; carded players will not be allowed with the exception of those players carded as affiliates to a "B" rep team and who are registered regular members of the participating "C" team.
7. Associations are not allowed to form ALL STAR teams within the "C" team ranks. To verify this, all teams must supply the official score sheets for their last three (3) regular season games prior to the tournament and bring these sheets to the tournament office ½ hour before their first tournament game. Only players on these game sheets are allowed to play. A team may only use a maximum of three (3) affiliate players from a lower division (e.g. Midget teams may use three (3) Bantam players; Bantam teams may use three (3) Peewee players, etc.).
8. Any changes to a submitted roster must be reported ½ hour minimum before game times.
9. All teams must consist of a minimum of ten (10) players and one (1) goaltender and a maximum of sixteen (16) players and two goaltenders. The minimum/maximum rule may be waived on application to the tournament committee.
10. Team officials are to report to the tournament office thirty (30) minutes before scheduled game times and are responsible to verify game times and game sheets before each game as to accuracy. The only players eligible to play in the tournament are those listed on the roster supplied to the tournament committee upon application to the tournament with the exception of affiliates. No additions will be allowed without prior approval of the Tournament Chairman.
11. Team officials will be held responsible for the conduct of their players and parents on and off the ice which includes the arena facilities as well as the parking lot area. Any damage incurred by players, team officials, or parents will be billed to the team and/or association responsible.
12. Team officials will ensure their assigned dressing room is left clean after their game. This will be taken into consideration when determining a most sportsmanlike team.
13. Teams are responsible for the security of their dressing rooms and a padlock should be brought to secure the door.
14. Any team failing to play or dress for their assigned game time will forfeit the game. The two points for the win and the sportsmanship point will go to the second team. No games will be rescheduled from the assigned times.

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15. Any player assessed one (1) match penalty or two (2) misconduct penalties will be denied further participation in the tournament.
16. Any player or team official receiving one (1) gross misconduct penalty or two (2) game misconduct penalties will be denied further participation in the tournament.
17. Teams will line up on their respective blue lines at the end of the game and after the handshake for awards. Helmets and gloves will **NOT** be removed by the players.
18. Conflict jerseys will be available at the tournament office.
19. Applications must include the team roster as filed with your affiliated branch, entry fee in the form of a money order or certified cheque payable to **Surrey Minor Hockey Association**. The team roster shall include player's full name (no initials), uniform number, age, coaches' and manager's names, addresses and telephone numbers. We also request a 5 x 7 team picture (preferably black and white) for the tournament program.
20. There is no arena entry charge.
21. The teams that withdraw from the tournament after being accepted, the following policy of the refund of the tournament fees will apply:

Withdrawal date	Refund amount
Prior to December 1	100%
December 1 - December 14	50%
After December 14	0%

Playing Rules

1. Games for Atom and Peewee will be one hour fifteen minutes (1-1/4 hours).
 2. Games for Bantam and Midget will be one hour thirty minutes (1-1/2 hours).
 3. All teams will play a round robin format with participating teams with most points at the end of round robin play advancing to the final rounds of the tournament.
 4. Games will be played as follows:
 - a. Five (5) minute warm-up,
 - b. First and second periods will be fifteen (15) minute stop time,
 - c. Third period will be stop time using half of the time remaining in the allotted game time.
- NOTE: No overtime will be played in round robin competition. Games may end in a tie.**
5. A mercy rule will be in force. If the goal spread between the competing teams reaches five (5), running time commences until such time as the spread is reduced to four (4), at which time, stop time will once again commence. Minor penalties under running time shall be three (3) minutes and major penalties seven (7) minutes. For sportsmanship point calculations, the minor penalty will be considered as two (2) minutes and the major penalty will be considered as five (5) minutes. Penalties will start on the dropping of the puck by the on ice official.
 - a. During running time, the clock will only be stopped in the event of an injury.
 6. During round robin play points will be awarded as follows:
 - a. Win 2 points
 - b. Tie 1 point

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- c. Loss 0 points
- d. Sportsmanship Point as per P.C.A.H.A. sportsmanship point rule
- 7. Standings in round robin play will be determined as follows:
 - a. Team with the most points,
 - b. If two or more teams are tied for any position, standings will be determined by:
 - i. Team with the most wins,
 - ii. Team with the least losses,
 - iii. Team with the least goals against,
 - iv. Team with the least penalty minutes,
 - v. Team with the most goals,
 - vi. Team with most sportsmanship points,
 - vii. Team who wins the coin toss.
- 8. At the end of round robin play, the top teams with the higher standings will enter the final series game(s).
- 9. Overtime will be played in any final series game(s) and in the event of a tie, the winner will be determined by using the following criteria, in sequence.
 - a. One five (5) minute running time sudden victory period with 4 players (not counting the goaltenders) on each side.
 - b. If a goal is not scored in sudden victory period, a one five (5) minute running time sudden victory period with 3 players (not counting the goaltenders) on each side.
 - c. If a goal is not scored in the second sudden victory period, repeat the above step until a winner is determined.

Protests

All protests must be in writing, signed by either the coach or manager, and must be filed with the Tournament Committee within one (1) hour after the completion of the game being protested. The Tournament Committee will rule on the protest and a decision will be rendered as soon as reasonably possible. The Committee's decision shall be final.

Awards

- 1. All those players not proceeding to the championship round will receive a token of our appreciation for their participation in the Christmas Tournament.
- 2. A Most Valuable Player award will be presented each game to one player from each team.
- 3. Team and individual trophies will be awarded in the different age divisions for the champions and finalists.
- 4. A Most Sportsmanlike team trophy may be awarded to one team in each division. The winner shall be determined by:
 - a. Conduct of players, team officials and parents during the tournament both on and off the ice,
 - b. Penalty minutes,
 - c. Cleanliness of dressing rooms left by team after their game.

Summary

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5. All tournament games will be played out of the following arenas:
- | | | |
|-------------------------|------------------|------------------|
| North Surrey Rec Centre | Newton Arena | Fleetwood Arena |
| 10275 135 Street | 7120 136B Street | 16555 Fraser Hwy |
| Surrey, B.C. | Surrey, B.C. | Surrey, BC |
| (604) 502-6300 | (604) 501-5044 | (604) 501-5875 |
6. The applicable tournament entry fee is payable only by money order or certified cheque. No other forms of payment will be accepted.
7. The cheque or money order should accompany the completed application form as well as a team picture and should be made payable to:

**Surrey Minor Hockey Association
Christmas Tournament
PO Box 171
Surrey, BC
V3T 4W8**

Deadline for receiving applications will be November 15. Participants will be accepted on a first come basis using the post mark as a guide or determined by receipt of the entry fee.

8. Enquiries for the tournament should be directed to the Tournament Director.

Addendum # 10 – Spring Tournament

1. All games are played in accordance with Hockey Canada, BC Hockey, P.C.A.H.A. and Surrey Minor Hockey Association rules and regulations.
2. The tournament shall a round robin format with all teams being guaranteed four (4) games.
3. Upon application all teams must provide a team roster approved by their league as well as their association President. P.C.A.H.A. teams must show their permission slip. Teams from outside the lower mainland district must provide a letter from their association President granting them permission to be in the tournament.
4. Coaches and Managers are to report to the tournament office upon arriving at the arena.
5. Games will be one (1) hour in length which will include a five (5) minute warm-up followed by a forty-four (44) minute game. Two (2) minute stop time will be in effect and will only stop for line changes and injuries.
6. All team must consist of a minimum of eleven (11) players and a maximum of sixteen (16) players. Any team entering with a roster over the maximum will be subject to an additional \$20.00 per player over the maximum.
7. Any changes to a submitted roster must be reported two weeks prior to the tournament and approved by the Tournament Committee.
8. Associations are not allowed to form "ALL STAR" teams to participate in this tournament. This will be verified by supporting your registration form with your P.C.A.H.A. approved team roster.
9. A maximum of five (5) skaters and a goalie from each team will be allowed on the ice at one time.
10. Game sheets will be prepared in advance by the Tournament Committee. For this and other reasons please print clearly or type your application.
11. Team officials will be held responsible for the conduct of their players and parents both on and off the ice while in the arena facilities.
12. Team officials will ensure their assigned dressing room is left clean after each game.
13. Teams are responsible for the security of their dressing rooms and a padlock should be brought to lock the door.
14. At the conclusion of your final game, each team will line up on its blue line after the handshake for the awards ceremony. Helmets are not to be removed while on the ice.
15. Conflict jerseys will be available from the Tournament Committee, if necessary.
16. Equal ice time is to be given to each player regardless of playing ability.
17. Off sides and obvious stick infractions will be called.
18. The "Wayne Gretzky Rule" will apply in the tournament. Once a player has scored three (3) goals he/she cannot score anymore goals in that game. They may score in the next game. This rule is installed to encourage passing and discourage blowouts.
19. There is no admission charge for the tournament but we do ask you to support our 50/50 draws.
20. Each player will receive various gifts and prizes.

Summary

1. All tournament games will be played out of the following arenas:

North Surrey Rec Centre	Newton Arena	Fleetwood Arena
10275 135 Street	7120 136B Street	16555 Fraser Hwy
Surrey, B.C.	Surrey, B.C.	Surrey, BC
(604) 502-6300	(604) 501-5044	(604) 501-5875
2. The applicable tournament entry fee is payable only by money order or certified cheque. No other forms of payment will be accepted.
3. The cheque or money order should accompany the completed application form as well as a team picture and should be made payable to:

**Surrey Minor Hockey Association
Initiation Tournament
PO Box 171
Surrey, BC
V3T 4W8**

Deadline for receiving applications will be February 15. Participants will be accepted on a first come basis using the post mark as a guide or determined by receipt of the entry fee.

4. Enquiries for the tournament should be directed to the Tournament Director.

Addendum # 11 - Risk Management Guidelines

1. Introduction

- a. Accidents can happen anywhere, anytime to anyone. The risk of accidents is heightened in sports which involve physical contact, like hockey. Where physical contact is involved, there is always the potential for serious injuries, such as serious spinal injuries, which inflict hardship on victims and their families for a lifetime. Serious injuries also carry the risk of litigation, where people and organizations are sued for negligence.
- b. Risk management is pro-active approach to safety which helps to identify and eliminate or minimize risks and prevent injuries and accidents before they happen. Risk management is any organization's best defence against accidents and injuries.

2. What is it?

- a. Risk management is the process by which an organization identifies, assesses, controls and eliminates or minimizes the risk of bodily injury or financial loss arising from activities.
- b. Risk management is the process by which an association or team reviews its activities, programs and operating procedures (including buildings, staff and volunteers) to identify, understand and eliminate or minimize the everyday risks confronted in operating an organized hockey program.
- c. Risk management consists of four (4) basic steps, performed in a logical sequence:
 - i. Identifying the risks connected with an activity (e.g. game, practice, dressing room, parking lot, travel plans, fundraisers, dry land training).
 - ii. Assessing the relative significance of all on-ice and off-ice risks.
 - iii. Eliminating or minimizing identified risks.
 - iv. Funding or providing insurance as protection against unavoidable risks.

3. The First Line of Defence:

- a. The first three steps must be carried out effectively, or no insurance or other funds that may be set aside will be adequate for the purpose or insuring against unavoidable risks: no funds would be able to contain the claims costs that would arise from a risk exposure that is uncontrolled and unmanaged. A pro-active risk management program is our first line of defence and insurance is our last line of defence, the last resort when all risk management efforts have failed.

4. Safety Requires Teamwork:

- a. While step two, assessing the significance of risks, and step 4, providing insurance or other funding, require advanced training and expertise, we must all play a role in steps 1 and 3: the identification, and minimization or elimination of avoidable risks. Everybody involved in hockey in Surrey is a member of the Association Risk management Team: player, coach, administrator, parent, on-ice official, off-ice official, other volunteer (manager, trainer, and statistician), spectator, arena management and employee.
- b. Remember risk management is an ongoing process, not a one-time activity: like electricity, it is present for as long as we are prepared to generate it. The best

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approach is always a common sense approach: be aware of all the risks involved in a hockey-related activity, and if you are ever in doubt, err on the side of caution.

5. As a member of Surrey Minor Hockey Association, you have a role to play in the identification and minimization or elimination of risks related to your event. The following are some guidelines to help you implement an effective risk management program with your event.
 - a. **On-ice Safety**
 - i. Before and during your event, it is the organizing committee's responsibility to monitor the playing area for any potential safety hazards. All involved with the on-ice portion of your event should identify, and minimize or eliminate all risks and strive to make the playing area as safe as possible. The following are some guidelines to help you to monitor on-ice safety hazards with your event.
 - 1) Before each ice session, carefully check the playing area to ensure that:
 - 2) Ensure there is no debris, dangerous ruts, bumps or bare spots on the ice surface.
 - 3) There are no protrusions from the boards, glass or screen.
 - 4) Supporting struts for glass or wire screen, or upright posts are padded.
 - 5) There is no garbage on the floor of the players' bench area that may become stuck on the blades of the players' skates (e.g. tape) or other matter that may damage skate blades.
 - 6) The entire arena lighting system is turned on and functioning: always practice in lighting conditions similar to those which exist for games.
 - 7) All gates are securely and properly closed.
 - 8) The arena management staff has been monitoring air quality in the arena for dangerous gases.
 - 9) Ensure that players are wearing proper full protective equipment, including CSA approved helmet, face mask and throat protector, for all games and practices.
 - 10) It is strongly recommended that all coaches wear helmets when running on-ice practice sessions, and that coaches are fully aware and careful when participating on the ice.
 - 11) Players should prepare for practices and games with proper stretching and warm up routines, and encourage players to stretch following on-ice sessions.
 - 12) Never allow players, coaches and other personnel to go onto the ice until the ice resurfacing machine is completely off the ice surface and its rink gates are securely closed.
 - 13) During ice sessions, ensure that all activities are appropriate for the age and skill level of the players participating, and utilize proper teaching progressions, especially when teaching potentially dangerous skills like body checking.
 - 14) A strong message must be delivered to all participants that checking from behind will not be tolerated, and that players should never bump, push or check another player from behind, especially one who is in the danger zone, the 3-4 metre area in front of the boards.

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- 15) During ice sessions, ensure that coaches and assistants have 100% control over all activities at all times, and that players are supervised at all times: there should be at least one coach on the ice at all times with the players.
- 16) During practices, enforce all rules that apply during games and establish consistent team rules for dangerous behaviour like stick work and checking from behind.
- 17) During practices, ensure that periodic rest periods are included where players drink sufficient amounts of cold water: tired, dehydrated players are more susceptible to injury.
- 18) During games, encourage officials to strictly and consistently enforce all rules regardless of the score and time of game, and work with coaches, officials and administrators in our association to ensure all rules are enforced consistently.
- 19) Be aware of all special illnesses (e.g. asthma, allergies, and diabetes) of participants and previous injuries, and never take a chance with any potential illnesses or injuries.
- 20) During games, remind players, coaches and other team personnel in the bench area to always be aware of the action on the ice, following the play in order to be prepared for the puck or other objects that may suddenly enter the bench area.
- 21) During on-ice sessions or games, anyone going onto the ice surface in street shoes to attend to an injured player should walk carefully, exercise caution and use a player or official for support where possible.
- 22) During Opening, Closing or any on-ice ceremonies, ensure that a proper "T" carpet is in position for dignitaries or other participants to walk on the ice surface: the carpet must have a proper rubber backing which grips the ice, must reach completely from the ice surface entrance to centre ice, and must rest flat on the ice, free from bumps and debris. All players on the ice during ceremonies must be wearing full protective equipment including helmets and face masks.
- 23) Emphasize that anybody entering the ice surface, including dignitaries, singers and photographers, must exercise caution and walk only on the carpet provided: no one should ever walk on the bare ice surface in street shoes. Guides should be provided for any dignitaries or others requiring assistance.
- 24) During Opening and Closing Ceremonies, ensure that all participating teams, bands or members of special skating displays are aware of risks such as carpets, tables and other participants on the ice surface, and that no-one enters the ice surface until the ice resurfacing machine is completely off the ice.
- 25) Before Opening, Closing or any on-ice ceremonies, ensure that the ice surface is free from bumps, ruts, bare spots or debris, proper lighting is in use at all times and that arena staff have been monitoring air quality for any dangerous toxins.

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- 26) Ensure that no-one, who is under the influence of drugs, or alcohol, participates in any, on or off-ice, activities.
 - 27) All team pictures should be taken off of the ice surface, and photographers should never go onto the ice surface in street shoes to take pictures unless a proper rubber backed carpet is in place.
 - 28) If teams have practice time during your event, insist that all players wear full protective equipment and that all risks in the playing area are identified and minimized or eliminated.
- b. Off-ice Safety**
- i. As a member of this association many of your responsibilities are off-ice activities. Here are some guidelines to help you implement an effective risk management program to enhance off-ice safety:
 - 1) Do not sign any rink rental agreement or other contract until it is reviewed by the National Insurance Program Director.
 - 2) Work closely with arena management and staff to ensure that:
 - a) Dressing rooms are free from debris, cleaned regularly, properly lit and checked for any electrical or fire hazard.
 - b) All teams and officials know the location of Fire Exits and First Aid Kits within the arena facility, and that all Fire Exits are accessible.
 - c) The bench and penalty box areas are free from tape or other debris that may become fastened to or damage skate blades.
 - d) Solid rubber padding or other non-slip surface is available for participants and officials to walk on from the dressing room area to the ice surface, which is free from debris and ruts or bumps and that hallways are properly lit and free from electrical and fire hazards.
 - e) Concessions, if run by the Association, are free from electrical and fire hazards, and that any volunteers are trained in the operation of all appliances and equipment, and are aware of all hazards within the concession area.
 - f) Walkways and parking lots leading to arena entrances are free from snow, ice, water or debris and any hazards are clearly marked.
 - g) Any banners are securely and safely fastened and that all safety precautions are taken in the hanging of any banners or signs.
 - h) All wet floors and spills are attended to quickly to help make sure no-one slips on any wet surfaces.
 - 3) Players must be supervised at all times, including in the dressing room and while proceeding to the ice surface.
 - 4) Ensure that only qualified personnel work with television equipment and that cables and wires are positioned so they do not pose a danger to anybody.
 - 5) Ensure that all press areas are free from dangers such as fire hazards or wet floors, and if there is a suspended press box in the arena facility, caution media members and others using it about the dangers of dropping debris onto the crowd below.
 - 6) When organizing banquets, team meals or other events where food and beverages will be served, ensure that you utilize a reliable, responsible

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catering company that all food is prepared properly, and all health standards have been observed. Also, be aware of special diets and food allergies of any of the participants.

- 7) Ensure that all potential billets are carefully screened and that only responsible, reliable billets, who meet the standards outlined by the CHA, are chosen. Inform billets of any special needs of the players they will be billeting, including illnesses, medication and dosage guidelines and any special dietary requirements.
- 8) Monitor weather and road conditions during all events and keep all drivers informed: do not take any chances with unsafe road conditions. Those involved with transporting teams, organizers, officials and other participants must never consume alcohol before operating a motor vehicle, and no-one involved in the tournament should ever have alcohol in their possession while travelling in a motor vehicle. Select only reliable, responsible adults to transport participants during the event and to drive any courtesy vehicles.
- 9) Recruit only reliable, responsible adults to work as arena security personnel and ensure that fan and gate control are part of security personnel responsibilities. Security personnel should make spectator safety their first priority at all times.
- 10) Make every effort to ensure that off-ice officials make safety the first priority at all times and that penalty box attendants exercise caution when dealing with players.
- 11) Recruit only reliable, responsible adults to act as team hosts and liaisons, and insist that hosts and liaisons make safety the first priority in all activities with visiting teams.
- 12) For additional guidelines regarding risks within the arena facility, both on and off the ice, please refer to Arena Safety Checklist, Appendix "H".

c. Fair Play and Respect

- i. When hockey participants embrace the values and philosophy of Fair Play, it leads to attitudes and behaviour which make the game safer for all. Fair Play and respect should be a component of all Association events.
- ii. Host committee members play an important role in emphasizing the importance of Fair Play to all participants and others involved with an event. Here are some guidelines to help you deliver the Fair Play message:
 - 1) Ensure that on and off-ice officials, coaches and captains are aware of the Fair Play Initiative and Announcement which should take place before every game if a announcement system is being utilized. The Initiative and Announcement are outlined on page one of the CHA Rule Book, and require only 15 seconds to complete.
 - 2) When meeting with participating teams, emphasize the importance of Fair Play to players, coaches and other team officials, and insist that the principles of Fair Play govern their behaviour during all activities. This message can also be delivered to officials and parents. Fair Play Codes for athletes, coaches, officials, parents, spectators and association officials are included at the front of this guidebook and it is strongly recommended

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that you ensure that these are visibly posted for all participants by the beginning of your event.

d. Emergency Planning and First Aid

- i. It is important that all people involved with your event to do everything possible to prevent accidents and injuries before they happen. However, while everyone must play a proactive role to identify and eliminate or minimize risks, everybody must also be prepared to react in the event of a serious injury. The following are some guidelines to help you implement effective Emergency Planning and First Aid at your event.
 - 1) Recruit only reliable, responsible doctors, dentists, physiotherapists, St John's ambulance attendants or other medical professionals such as a certified athletic therapist as medical support staff for your event.
 - 2) Ensure that each team has an Emergency Action Plan (EAP) in place and that someone familiar with your arena and community assists the Call Person and Control Person on each team with directing emergency personnel to the arena and ice surface. Review the enclosed outline of the Emergency Action Plan and ensure that medical support staff, who will be at the arena at all times, review each teams' Emergency Action Plan with team personnel. If your event does not involve individual teams, you should implement an EAP for your event.
 - 3) Ensure that every team knows the location of telephones, First Aid kits and stations, stretchers, and fire Exits within the arena facility.
 - 4) Provide each team with an emergency telephone directory including numbers for the doctor and dentist on call, the physiotherapist or certified athletic therapist, any emergency numbers (911 if applicable), including ambulance service, police, fire department and any other important numbers.

e. Emergency Action Plan

- i. With your involvement in various physical activities, whether as a coach, trainer or participant, an encounter with a potential serious injury is a possibility. Recognizing this, it is essential to establish a plan for emergency procedures.
- ii. Time, becomes of critical importance with a severe injury. An emergency plan should be established to deal with it in an organized and efficient manner. By pre-planning to handle an emergency and designating support duties to others, time will be utilized effectively.
- iii. During a game or practice players at any level of hockey may become injured and require attention.
- iv. Team and rink personnel should prepare for any emergency situation. It is recommended that these people receive as much First Aid training as possible.
- v. Ideally, teams should have a qualified trainer or someone on the bench qualified in First Aid procedures. It is recommended that medically trained personnel be available to assist in the proper care of an injured player especially in the older age groups where injuries may be more common.

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- vi. Whether an injured player will recover completely and properly depends not only on the nature of the injury, but the emergency care and treatment the player receives.
- vii. The action plan must be pre-determined. Discuss who will be responsible for each part of the plan before the season and before each game.
- viii. The Emergency Action Plan includes three main areas of concentration:
 - 1) **Person in Charge**
 - a) Where possible, the person in charge should be an individual with specialized training in injury care.
 - b) The duties of the person in charge include all of the following:
 - c) Initially, when coming in contact with the injured player, **take control** and assess the situation.
 - d) **Instruct** any bystanders to leave the player alone.
 - e) Do not move the player, leave any equipment in place.
 - f) **Evaluate the injury.** This may include anything from an unconscious athlete to a sprained finger. Once you have assessed the severity of the injury, decide whether or not an ambulance is required.
 - g) If you are certain that an ambulance is not needed, then **decide what action** is to be taken to remove the athlete from the playing surface.
 - h) **If an ambulance is required**, then notify your call person, give a brief explanation of the injury and tell them to make the call for the ambulance.
 - i) Once the call has been placed, **observe the athlete carefully** for any change in condition and try to calm and reassure the injured player until professional help arrives.
 - j) **STAY CALM** - keep an even tone in your voice.
 - k) **Make note of the time** when the injury occurred and keep track, of all events until medical assistance arrives.
 - 2) **Call Person**
 - a) If it is necessary or advisable to summon emergency medical services and transportation, a call person should be preassigned to call for emergency services.
 - i) Know the location of all emergency telephones.
 - ii) Have a list of all emergency numbers in the city or town in which the athletic event(s) is taking place (i.e. in the trainer's kit).
 - iii) These numbers should be written on a wallet size card and carried at all times (Example: ambulance, hospital, fire department, and police).
 - iv) If possible, telephone numbers should be permanently placed by the emergency telephone.
 - v) Display specific directions of the best route to the arena.
 - vi) Quarters should be carried at all times if the emergency telephone is a pay phone. If quarters are not available call the operator or 911.
 - vii) Don't rely on numbers being placed by the telephone.
 - viii) Don't rely on the operator to transfer the call or messages. Stay on the line until you are sure that the message has been given.

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- ix) STAY CALM when giving information.
- b) Information the Call Person must give the Dispatcher.
 - i) State that it is a medical emergency.
 - ii) Give the location - clearly and calmly.
 - iii) State what the emergency is. Is the athlete conscious? Breathing normally? Bleeding, etc.
 - iv) Give the telephone number from which you are placing the call. This is in case they have to phone back for more information. Have someone stay by the phone if possible.
 - v) Give the dispatcher the best route into the arena.
 - vi) Ask for the estimated time of arrival of the ambulance to the arena.
 - vii) Report back to person in charge and confirm that you have made the call and give the estimated time of arrival.
- 3) **Control Person**
 - a) For the Emergency Action Plan to be effective, someone must be assigned for crowd control.
 - i) Discuss the plan with other people involved.
 - ii) Ensure that team mates and spectators are not in the way of the Person in Charge.
 - iii) Ensure that the route for the ambulance crew is clear and available.
 - iv) If the person in charge feels it is a serious injury, inquire if there is highly trained medical personnel available (i.e. Doctor, Nurse) in the arena by using the loud speaker or intercom system.