



**Greater Trail Minor Hockey Association  
Policy & Procedural Manual**

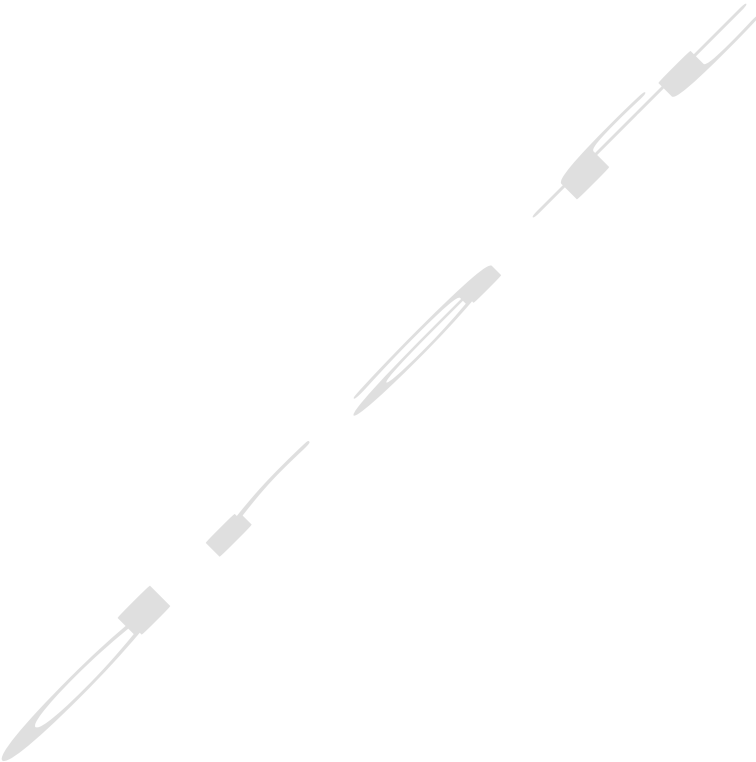
## Table of Contents

<b>Introduction .....</b>	<b>6</b>
Mission Statement.....	6
Objectives.....	6
Revision Procedures.....	6
<b>The Association .....</b>	<b>7</b>
Operating Rules.....	7
General Conduct.....	7
Fair Play.....	7
Delivery.....	10
<b>Executive Structure .....</b>	<b>10</b>
Composition.....	10
General Conduct.....	11
<b>Executive Duties and Responsibilities .....</b>	<b>12</b>
Executive Member Duties .....	12
Meetings .....	12
Email Voting.....	13
Nominating Committee.....	13
Duties of the President.....	14
Duties of the Past President .....	14
Duties of the First Vice-President.....	14
Duties of the Second Vice-President.....	15
Duties of the Third Vice-President.....	15
Duties of the Secretary .....	15
Duties of the Treasurer .....	16
Duties of the Registrar.....	16
Duties of the Ice Coordinator.....	17
Duties of the Equipment Manager.....	17
Duties of the Coach Coordinator .....	17
Duties of the Divisional Directors.....	18
Duties of the Referee-In-Chief.....	19
<b>Registration.....</b>	<b>19</b>
Fee Structure .....	20
Financial Aid Policy .....	20
GTMHA Representative Team Tryout Fees .....	21
GTMHA Representative Team Fees .....	22
Small Representative Team Fee .....	22

OMAHA League Fee .....	22
Female Registration.....	22
Refund Policy.....	23
Transfer Policy of Players Not Restricted by BC Hockey Policy.....	24
<b>Coach/Team Staff Policy.....</b>	<b>24</b>
Coach/Team Official Qualifications.....	24
Representative Team Coach Selection Process.....	25
Recreation Team Coach Selection Process.....	26
Recreation Coach and Assistant Coach Pairings.....	27
Underage Coaches .....	27
Coach Evaluations .....	27
<b>Team Staff Duties and Responsibilities .....</b>	<b>27</b>
Duties of the Team Head Coach.....	27
Duties of Assistant Coach .....	28
Duties of Team Manager.....	28
Duties of Team Safety Person.....	29
Duties of the Ref Liaison .....	30
On-Ice Volunteers.....	31
Refusal to Volunteer Policy.....	31
<b>Player Placement.....</b>	<b>32</b>
New to Hockey.....	32
Divisional Transfer Policy.....	32
<i>Recreation to Representative.....</i>	<i>32</i>
<i>Recreation to Recreation .....</i>	<i>33</i>
GTMHA Team Player Selection Process .....	34
<i>Recreation Teams.....</i>	<i>34</i>
<i>Representative Teams .....</i>	<i>34</i>
<i>Second Representative Team Implementation Guidelines .....</i>	<i>34</i>
Minimum/Maximum Players per Team.....	35
Risk Management Player Movement Policy .....	35
Equipment Policy.....	36
Team Deposit.....	37
Goaltender Equipment .....	37
Player Medical Information .....	37
Return to Play .....	38
GTMHA Ice Allocation.....	38
Ice Allocations for Representative Tryouts .....	38
Ice Allocations for U11-Atom A Development.....	40
Development Policy.....	40
Player Development.....	40
U7, U9, U11 Skills Development .....	41
Goaltender Development .....	41

Female Development .....	41
Affiliate Player (AP) Policy .....	42
Player Evaluations.....	43
Fundraising .....	43
Recreation.....	44
U11Atom A.....	44
Representative.....	45
Tournament Program.....	45
Sponsorship Policies .....	45
<b>Special Event Sanctions .....</b>	<b>46</b>
<b>Travel.....</b>	<b>46</b>
Hotel Accommodations.....	47
<b>Tournament Policy .....</b>	<b>47</b>
Participation In.....	47
<i>Recreation Teams.....</i>	<i>48</i>
<i>Representative Teams .....</i>	<i>48</i>
Duties of Tournament Director .....	49
Hosting.....	49
<i>Hosting Rules and Guidelines.....</i>	<i>49</i>
Photographs.....	51
Minor Hockey Day .....	52
WKMHA Playoffs/Provincial Championships.....	52
Scholarship.....	52
Game Sheets .....	53
Referees.....	54
Scheduling .....	54
Payment for Games.....	55
Development .....	56
Clinic Reimbursement .....	56
<b>Communications .....</b>	<b>57</b>
<b>Dispute Resolution Policy .....</b>	<b>57</b>
<b>Locker Room Monitoring .....</b>	<b>59</b>
Dressing Room.....	59
Female Teams .....	59
Co-Ed Dressing Room Policy.....	59
Parents in Dressing Rooms.....	59
Injury Treatment .....	60
Physical Contact.....	60
Sport and Training Facilities.....	60
<b>Discipline .....</b>	<b>60</b>
Social Media .....	60
Harassment/Bullying.....	60

Hazing or Initiation.....60  
Alcohol/Drugs/Tobacco .....61  
Adult Alcohol Guidelines .....61  
BC Hockey Protocol – Incidents of Non-Compliance to Zero Tolerance.....61  
Discipline Committee.....62  
Appeals Committee.....62



## Introduction

### Mission Statement

The Greater Trail Minor Hockey Association ('GTMHA') provides youth with the opportunity to participate in both recreational and competitive hockey and to develop emotionally, physically, socially and technically. We strive to create a positive environment that is safe, fun and respectful and support Hockey Canada's mission statement to "Lead, Develop, and Promote Positive Hockey Experiences."

### Objectives

It is the purpose of the Policies and Procedures Manual to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams registered with GTMHA. This manual will also serve as a resource document for our members including directors, players, coaches, parent/guardians, volunteers, officials and community members with an interest in minor hockey and this association. The duties and responsibilities of the elected executive and appointed board members are outlined in this manual. Should contradictions between this manual and the association's constitution and bylaws exist, the constitution and bylaws shall prevail. Policies and procedures outlined in this manual are in effect until formally changed by the elected executive of GTMHA.

### Revision Procedures

The Policies and Procedures Manual requires review and revision on a regular basis as the needs of the association and its members evolve. Any section of the Policies and Procedures Manual may be revised, edited or deleted by a simple majority vote of the executive at any scheduled meeting of the executive. Any significant changes in the manual will be communicated to the membership by a posting on the GTMHA website, through the newsletter, and/or via the GTMHA Annual General Meeting.

Any GTMHA member wishing to initiate a revision of the Policies and Procedures Manual may do so by providing a copy of the proposed revision to the GTMHA President by the first day of any given month. The GTMHA President is obliged to present the proposed revisions to the executive by way of a notice of motion, however is not obliged to support said motion. The motion will be voted on at the next GTMHA Executive Meeting. The member initiating the revision may request to present the motion to the executive in person.

Each season, an executive member will be responsible to keep the policy manual up to date with decisions made at meetings, complete with a summary sheet of changes made to policy throughout the current season. Updated version of Policy and Procedures Manual for each season will be posted on the GTMHA website after the September Executive Meeting.

At the June Executive Meeting, each new Executive member will be issued a key to the Minor Hockey Room. After the September Executive Meeting, each new Executive member will be given, if requested by the Executive member, a binder with the current constitution, bylaws, and policy and procedures. Returning Executive members will be given new copies of the constitution, bylaws, and policy and procedures, if requested by the Executive member, if any changes have been made from the previous hockey season.

## The Association

### Operating Rules

GTMHA is a non-profit recreational sport society incorporated under the British Columbia Societies Act responsible for all minor hockey activities within the boundaries established by BC Hockey ('BCH'). GTMHA is responsible to and receives its mandate from Hockey Canada ('HC') through BCH and West Kootenay Minor Hockey Association ('WKMHA'). All GTMHA registered players will be placed on teams by GTMHA at playing levels commensurate with each player's age, playing skill, and experience. Every effort will be made to ensure that this is achieved as fairly as possible with NO SPECIAL CONSIDERATIONS MADE FOR ANY PLAYER FOR ANY REASON. GTMHA shall operate under the rules and regulations of HC, BCH, WKMHA, as well as the Policies and Procedures set out in this manual.

GTMHA is staffed primarily by volunteers. Although we pay our referees, no member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the Executive. In any season that GTMHA receives a gaming grant from the province of British Columbia, executive members will not receive remuneration or other financial benefit for their services as an executive member. **The best way to protect personal integrity is to always operate in an open and well documented manner.** All organizers associated in any way with minor hockey activities should follow uniform procedures for the control of all cash revenues and collections.

### General Conduct

In the interests of all of our athletes, profanity and the use of alcohol, drugs, tobacco and tobacco products are prohibited during all games and practices, as well as any other event sanctioned by or under the jurisdiction of GTMHA.

All players, coaches, managers, officials and members, including parent/guardians, bus drivers, other team officials, volunteers, and executive members, shall conduct themselves in a polite and sportsmanlike manner at all times. Obvious or persistent unacceptable conduct and/or blatant disregard of the HC, BCH, and/or WKMHA Rules and Regulations, or the GTMHA Policies and Procedures can result in disciplinary action.

Any volunteer within GTMHA that is in direct contact with players, must submit to a Criminal Record Check and Vulnerable Persons Screening through the RCMP and must have a current Respect-in-Sports certificate in accordance with BCH. All executive members of GTMHA will submit to Criminal Record Check through the RCMP every three years. As well, it is recommended that all executive have current Respect in Sport. Cost of Respect in Sport will be covered by GTMHA. All individuals requiring Criminal Record Check and Vulnerable Persons Screening are to use GTMHA registration within the Criminal Records Review Program which results in no cost to GTMHA and therefore if this is not used, costs will not be reimbursed.

### Fair Play

GTMHA follows the Team First Initiative and requires all players, parents, guardians, coaches, officials and volunteers to also abide by this Initiative, and honour it by signing their Team First Contracts on a yearly basis. Failure to do so may result in their suspension from GTMHA.

Fair Play Program focuses on the premise that hockey programs are designed for the enjoyment of the players and focuses on five basic principles:

- Respect the rules
- Respect the opponents
- Respect the officials and their decisions
- Everyone plays
- Maintain self-control at all times

Fair Play does not change any rules of the game, but encourages all players to be as competitive as possible within the rules.

GTMHA promotes the following Fair Play codes:

### **Fair Play Code for Players**

- I will play hockey because I want to, not just because others or my coaches want me to.
- I will play by the rules of hockey, and in the spirit of the game.
- I will control my temper – fighting and “mouthing off” can spoil the activity for everybody.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good performances – those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

### **Fair Play Code for Coaches**

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players get equal instruction, support and playing time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players’ ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

### **Fair Play Code for Parents**

- I will not force my child to participate in sports.
- I will remember that my child plays sport for his or her enjoyment, not for mine.

- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game/event.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a competition.
- I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
- I will never question the officials' judgment or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children's sporting activities.
- I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

### **Fair Play Code for Spectators**

- I will remember that children play sport for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
- I will respect the officials' decisions and I will encourage participants to do the same.
- I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents, because without them there would be no game.
- I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.

### **Fair Play Code for League Organizers**

- I will do my best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- I will absolutely discourage any sport program from becoming primarily an entertainment for the spectators.
- I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- I will make sure that the age and maturity level of the children are considered in program development, rule enforcement and scheduling.
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- I will distribute the fair play codes to spectators, coaches, athletes, officials, parent/guardians and media.
- I will make sure that coaches and official are capable of promoting fair play as well as the development of good technical skills, and I will encourage them to become certified.

## Fair Play Code for Media

When I cover games...

- I will not judge or depict children as miniature professionals. I will represent sport programs for adults differently from those for children.
- I will feature children who have demonstrated outstanding examples of fair play. I recognize that these children are deserving of coverage and are of as much interest to my readers/viewers as those who score points.
- I will keep isolated incidents of unfair play in their proper perspective – neither ignoring nor glorifying them for shock or entertainment value.
- I will give equal coverage to girls and boys and will endeavor to help the public understand the importance of this equal coverage.
- I will remember that children in organized sports often face a lot of pressure to meet unrealistic expectations. I will promote discussion of this and other fair play issues in order to raise awareness and protect children’s rights.

### Delivery

The responsibility for maintaining the spirit and intent of HC, BCH and/or WKMHA Rules and Regulations, and the GTMHA Policies and Procedures rests with:

- GTMHA Executive
- Coaches
- Parent/guardians of all players registered with the GTMHA
- Players
- Officials
- Other members of GTMHA

### Executive Structure

In accordance with the GTMHA Constitution and Bylaws, the Executive Committee (the ‘Executive’) of the GTMHA governs the Association and all activities within it.

Any matter not covered in this Policy and Procedures Manual remains subject to the approval of the Executive.

### Composition

All GTMHA executive members will be Canadian residents who are voting members of GTMHA.

At each Annual General Meeting (AGM), directors shall be elected for three year terms. The number of directors shall be nineteen or higher as determined by GTMHA general membership at this AGM.

Immediately following the annual general meeting, the directors shall elect the president, first vice-president, second vice-president, third vice-president, secretary and treasurer for a one-year term. The president must have at least two years of prior experience on the board. At this time, the directors will determine what the quorum necessary for the transaction of business for the current season will be.

The president, first vice-president, second vice-president, third vice-president, secretary and treasurer shall have authority to sign cheques issued on behalf of GTMHA. All cheques shall be signed by two of these individuals.

At the Executive Meeting following the annual general meeting, elections, from the directors, shall be held for the following positions:

- Past President
- Policy and Procedure Manual/Bylaw & Constitution Maintainer
- Registrar
- Ice Coordinator
- Coach Coordinator
- U7 Division Director
- U9 Novice Division Director
- U11 Division Director
- U13 Division Director
- U15 Division Director
- U18 Division Director
- Referee-In-Chief
- WKMHA Representative
- Tournament Coordinator

An election may be by acclamation; otherwise it shall be by ballot. If no successor is elected the person previously elected or appointed continues to hold office.

Individuals, who do not need to be a GTMHA director, will be elected or appointed to fill the following positions:

- Social Media Coordinator
- Photo Day Coordinator
- Minor Hockey Day Coordinator
- Year End Banquet U7/U9 Coordinator
- Goalie Development
- On-Ice Official Scheduler
- Fundraising Coordinator
- Financial Aid Coordinator

### **General Conduct**

The Executive may appoint Directors to assist in the operation of the GTMHA should positions become vacant. These Directors shall carry out the directives of the Executive and participate at Executive meetings in an advisory capacity but may vote only on matters affecting their scope of responsibility. Such Directors are eligible for election at the upcoming GTMHA AGM.

Executive members may not make decisions in their lone capacity as an Executive member but must bring any questions or concerns raised to the Executive for discussion. Executive members are responsible for ensuring that the rules of the GTMHA are followed and as such are encouraged to answer questions of the GTMHA membership or to provide guidance when deemed necessary. Executive members have a fiduciary duty of confidentiality to the Executive

and GTMHA members. Under no circumstances are they to discuss GTMHA business or matters pertaining to specific members brought before the Executive for discussion with anyone other than the GTMHA Executive. Executive members found to be in breach of their fiduciary duty may be expelled by a special resolution of the members passed at a general meeting in accordance with the BC Society Act. Members of the GTMHA with questions, suggestions or concerns are encouraged to submit them in writing to the GTMHA Executive. Violations of HC, BCH, and/or WKMHA Rules and Regulations, and/or the GTMHA Policies and Procedures witnessed by an Executive member must be reported to the GTMHA Executive.

## Executive Duties and Responsibilities

### Executive Member Duties

- Be familiar with GTMHA Constitution, By-laws, and Policy Manual
- Vote on specific issues at Executive Meetings
- Assist with event-day operations during GTMHA events
- Represent age category at all related meetings
- Assist in developing and maintaining positive relations among the executive, committees, staff members and member associations
- Provide guidance and support to GTMHA Division Directors
- Assist with the formation of a seasonal plan detailing critical dates
- Positively communicate with other GTMHA executive and staff through email and phone on specific issues relating to the specific age category and GTMHA issues

### Meetings

Members of the GTMHA Executive are encouraged to attend the following meetings:

- West Kootenay Minor Hockey Association AGM  
Maximum number of attendees is encouraged to ensure that WKMHA members remain aware of the intentions and expectations of GTMHA
- Greater Trail Minor Hockey Association AGM  
This meeting shall be before the end of May each year. All Executive members are expected to attend

- Executive Meetings

These meetings are attended by members of the Executive to address GTMHA business Meetings are held monthly during regular season meeting dates and will be determined at the end of each meeting. Executive meetings are to be held around the second Tuesday of each month.

Other meetings may be called as necessary

- OMAHA Meetings via internet

Participation as approved by OMAHA, when necessary

Each member will be expected to prepare and deliver a report on their portfolio responsibilities at each meeting. Should an executive member be absent from the meeting or should the position be filled by an individual who is not an executive member, this report is to be sent to GTMHA Secretary for presentation at the meeting and will be annotated in the minutes as an email submission.

Any Executive member who misses four consecutive meetings and is having someone else fulfil the duties of the executive position that the member is filling or is not performing any position requiring the individual to be on the executive may be removed from the Board of Directors.

GTMHA members may request in writing to appear as a guest at any regularly scheduled Executive meeting to voice any concerns or suggestions that they may have. Such requests must be submitted to the GTMHA President by the first of the month.

The President has the authority to declare certain portions or all of a particular meeting as “in camera”. The “in camera” sessions will only be attended by the voting members of the Executive.

GTMHA will cover the expenses of one executive member or delegate to attend necessary WKMHA and BCH meetings outside of GTMHA. Mileage and lunch, if applicable, will be covered for Ice Coordinator and, if attendance is required, one Division Director or Representative Team Manager at each level to represent GTMHA at WKMHA Scheduling meeting. Mileage for one vehicle, one night hotel, and one day of meals will be covered for one representative from GTMHA Executive to attend OMAHA Scheduling meeting, if GTMHA teams that have paid representative team tryout fees to GTMHA will be scheduling games at the OMAHA scheduling meeting. Should teams from more than one tier be participating in OMAHA league play, and additional time is required for OMAHA scheduling, GTMHA will cover an additional night of hotel and an additional day of meals for the GTMHA representative.

Funds permitting, GTMHA will pay the registration fee, mileage and per diem for one executive member to attend the annual general meeting of BCH. Up to two additional executive members can be approved by the Executive to attend this meeting. Individuals attending BCH AGM will be expected to travel in one vehicle and all hotel rooms will be reimbursed based on double occupancy. Should this not be adhered to, then the entitlement above will be split between the individuals and the individuals will be required to cover the remaining cost.

## Email Voting

When a decision must be made by the Executive between meetings an email vote may be conducted. Any Executive member may initiate an email vote for these urgent issues.

The following are the guidelines for an email vote:

- All responses must be made as “reply all”
- All Vice-Presidents must vote
- President will not vote, unless the vote is a tie
- At least 2/3 of the Executive members must vote
- Vote must be unanimous
- The member initiating the vote will include a deadline with a minimum of 24 hours
- Results of the vote will be distributed by the President
- Votes will be read into the next meeting minutes by the individual who initiated the email vote

Any vote not found to be unanimous will be brought to the next Executive meeting for discussion and action.

## Nominating Committee

The directors shall form a nominating committee prior to the annual general meeting who will ensure fair representation of directors from the communities that represent Greater Trail.

As per the constitution, six directors shall retire from office at each annual general meeting and their successors shall be elected. Retiring directors shall turn in their Minor Hockey Room key at the GTMHA AGM unless elected to a further term or immediately upon resigning prior to the completion of current term.

### **Duties of the President**

The president must have at least two years of prior experience on the board.

- Presides at all meetings of GTMHA
- Chief Executive Officer of GTMHA
- Supervises other executive members in the execution of their duties
- Shall ensure an agenda is prepared for each meeting
- Shall cast a vote only in the case of a tie
- Shall ensure minutes are recorded at each meeting
- Shall ensure the confidentiality of personnel matters by undertaking discussion of such matters only with executive members “in camera”
- Shall fully inform members of the executive, in a timely manner, of all activities brought to the President’s attention, and that the executive be asked to make all decisions, except in discipline situations, regarding the effective and orderly management of GTMHA
- Shall have the power to suspend summarily any team, manager, coach or player; such suspension shall be effective until such time as the Discipline Committee has had an opportunity to review and recommend further action

This review must happen within 15 days of such a suspension; in the absence of a Discipline Committee, the executive will make the determination

- Shall ensure the mannerly and cooperative conduct of all GTMHA representatives at each meeting
- Shall work to ensure all positions of the Executive are filled, either by election/acclamation at the Annual General Meeting or by appointment of executive
- Shall be a signing officer of GTMHA
- Shall exercise general supervision of all activities of the Association
- Shall serve as the Association’s representative to BCH, WKMHA, and OMAHA, or shall delegate such representation to another member of the executive
- If the position of Past President is not filled, shall be responsible to ensure the legal standing of the Association is maintained by informing WKMHA and BCH of changes in the executive

### **Duties of the Past President**

- Shall attend all association and executive meetings to provide continuity of purpose
- Shall be a member of Budget Committee
- Co-Chair of GTMHA BC Gaming Grant Committee
- Shall be a member of Discipline Committee
- Shall head the Nominating Committee
- Shall be responsible to ensure the legal standing of the Association is maintained by informing WKMHA and BCH of changes in the executive
- Shall ensure that GTMHA remains in good standing with the Societies’ Act.

### **Duties of the First Vice-President**

- Shall liaison with OMAHA

- Shall assist the President in general supervision and in the absence of the President shall have the full powers of the President
- Shall ensure all legal contracts of the association, not specified as part of the duties of another position, are maintained in good standing and inform the Executive of the need to negotiate or re-negotiate contracts as required.
- Shall be a signing officer of GTMHA
- Shall oversee the operations of the Referee in Chief, the Referee Scheduler, and the referee professional development program
- Responsible for the first representative teams at each level
- Shall oversee the operations of the Photograph Director and the Banquet Director
- Shall oversee the operations of the Website Design and Maintenance Director

#### **Duties of the Second Vice-President**

- Shall in the absence of the President and First Vice-President, act with full power of the president.
- Shall be a signing officer of GTMHA
- Shall oversee the operations of the Equipment Managers
- Shall oversee the operations of fundraising efforts, including the Dance Committee and the Tournament Program Committee
- Responsible for the second representative team at each level

#### **Duties of the Third Vice-President**

- Shall in the absence of the President, First Vice-President, and Second Vice-President act with full power of the president.
- Shall be a signing officer of GTMHA
- Shall assist Division Directors with parent meeting required by BCH Sportsmanship Starts in the Stand program prior to October 15<sup>th</sup>
- Shall complete and submit the summary of the parent meetings to BCH by November 1<sup>st</sup>
- Shall ensure that each parent completes online Code of Conduct and Fair Play Code
- GTMHA Risk Manager
- Shall sit as the chair for the Risk Management Committee and shall ensure that BCH Risk Management policies and guidelines, as received from time to time, are followed.
- Chair of Discipline Committee
- Communicates requirements for special event sanctioning to team managers
- Maintain a list of all suspensions for players and team officials and communicate this information to the applicable Division Director
- Responsible for delivering the fair play contracts for signature and will keep records of the contracts.
- Must complete Canadian Hockey Association's (CHA) Safety Trainers Program.
- Ensure that every team in GTMHA has a qualified safety person

#### **Duties of the Secretary**

- Shall be responsible for distributing all incoming correspondence of GTMHA to appropriate members and for writing letters on behalf of GTMHA at the request of the President or executive committee
- Issue notices of meetings of the society and directors
- Shall work with the President to create an agenda prior to each meeting
- Shall record the minutes of all executive, annual, special, or general meetings
- Shall be a signing officer of GTMHA

- Have custody of all records and documents of GTMHA, except those required to be kept by the Treasurer

### **Duties of the Treasurer**

- Keep financial records of GTMHA, including books of account, necessary to comply with the Society Act
- Shall be a signing officer of GTMHA
- Chair GTMHA Budget Committee
- Co-Chair of GTMHA BC Gaming Grant Committee
- Book GTMHA Executive Meetings and AGM with City of Trail and send schedule of booked meeting to Secretary
- Upon completion of AGM, initiate paperwork at bank to update signing authorities on bank account
- Upon completion of AGM, register GTMHA with BCH
- Ensure that Certificates of Insurance are received from BCH for all arenas used by GTMHA Request proof of insurance from BC Hockey for teams, as required and requested Insure that Third Vice-President receives copies of any of these documents
- Issue monthly invoices, as necessary
- Shall receive in the name of GTMHA all funds which shall be deposited in the financial institution of GTMHA; and to pay by written cheque or on-line payment, all accounts approved by GTMHA Executive
- Provide financial statements to executive, members, and others, as required
- GTMHA Treasurer can review the bank records of any team.
- Assist in resolution of any team financial disputes that are to be referred to GTMHA Treasurer
- Shall oversee the operations of the Bursary Committee
- Should the position of Past President not be filled, shall ensure that GTMHA remains in good standing with the Societies' Act

### **Duties of the Registrar**

- Maintain the register of members
- Will notify Division Directors of any players that have requested to play as overage at any level Will ensure that these names are brought to the executive meeting for approval prior to being submitted to WKMHA for approval
- Will ensure that the BCH form for confirming that non-Canadian participants have primary medical insurance is submitted to BCH prior to entering the player into HCR
- Shall be responsible for ensuring HC Insurance coverage for all players, coaches and other necessary personnel
- Shall maintain an up-to-date record of registered players and circulate a complete list to executive members, as required
- Upon request, will provide Division Director with updated official HCR roster for teams travelling to tournaments
- Shall notify Financial Aid Director of any players that have not paid their complete registration or have indicated that their registration will be covered from a financial assistance arrangement
- Shall ensure that Division Directors have list of players that have signed up for rep team tryouts at least one week prior to tryouts
- Shall ensure that affiliated players are only entered to HCR rosters when the names are received from the gaining Division Director. Confirmation that the affiliated players have been entered on

the roster will be sent to the gaining and losing Division Director, as well as the Team Manager of the gaining team.

### **Duties of the Ice Coordinator**

- Book ice for minor hockey on four ice surfaces
- Meet with arena schedulers in Rossland, Trail and Beaver Valley in May
- Book tournament ice in June for confirmed tournaments as per GTMHA tournament policy
- Book September tryout ice in August as per GTMHA ice allocation for representative team tryouts
- Attend WKMHA scheduling meeting in September
- Provide ice slots for Tier 2 teams to play in OMAHA league for OMAHA scheduling meeting in September
- Practice ice allocation determined after WKMHA and OMAHA scheduling meetings determine what ice will be used for league games
- Provide weekly updates of ice allocation to all stakeholders (arenas, GTMHA directors, team managers, BV Nitehawks, Major Midget, Trail Smoke Eaters, and referee scheduler)
- Attend coaches' meetings at the beginning of the season to explain procedure about cancelling practice ice or game ice
- Attend managers' meeting at the beginning of the season to explain about the delegating of weekend ice, weekday practice ice, and about cancelling practice or game ice
- Work with individual tournament coordinators for tournament ice
- Attempt to sell unused ice
- Provide final monthly usage schedule to GTMHA Treasurer at end of each month for invoice purposes. Ensure that all exhibition games are annotated as such on ice schedule

### **Duties of the Equipment Manager**

- Can be split into Pee Wee and above and Atom and below
- Budget allocation controlled by individual dealing with Pee Wee and above
- Shall distribute and collect GTMHA keys for Minor Hockey Room to executive members
- Will maintain an inventory of GTMHA equipment and recommend upgrading and additions when applicable
- Will purchase pucks and equipment each year as needed, within budget allocation
- Will ensure that locker contents have been confirmed and signed over to Division Directors prior to team selection starting
- As soon as the number of players per team is determined, will ensure that the appropriate number of socks are provided to each team by first scheduled league game
- At the end of the season, will collect locker and door keys from team managers and verify that jerseys and other locker supplies have been returned in suitable condition  
Upon completion of the locker verification, will send an email to GTMHA Treasurer confirming that this has been completed and any items that need to be charged to the team, including charges for socks used in excess of team entitlement
- Will ensure "stop" signs are available for all jerseys and delegate the attaching of said signs
- Arrange for repair of all equipment as it is identified
- Will ensure that WKMHA and Okanagan Mainline Amateur Hockey Association ('OMAHA') game sheets are available as required
- Will report to the Second Vice-President

### **Duties of the Coach Coordinator**

- Conduct of coach evaluations and presentation of results to the Executive by May of each year
- Selection of evaluators by June 30<sup>th</sup> of each year
- Proposal of potential coaches for rep teams to the Executive by July 5<sup>th</sup> of each year
- Proposal of potential coaches for Atom A Development team to the Executive by July 5<sup>th</sup> of each year
- Establish interviews of candidates by the Coach Selection Subcommittees (Junior and Senior Divisions) by June 30<sup>th</sup> of each year
- With approval of the Executive, publish the listing of rep team coaches by July 15<sup>th</sup> of each year
- Develop and present on-ice training programs for the coaches
- Represent GTMHA coaches on the Executive
- Liaise with BCH District Coaching Coordinator regarding coaching clinics
- Meet with association coaches to discuss problems and solutions
- Participate in player evaluations in collaboration with Division Directors at beginning of season
- Co-ordinate meetings of coaches and players with local referee-in-chief or BCH Rules Committee Member for better understanding of game rules
- Ensure that every team in GTMHA has at least two qualified coaches

### **Duties of the Divisional Directors**

#### **Senior Directors (U13 and above)**

- Shall in co-operation with the Coach Coordinator be responsible for the selection of coaches and teams for the U13, U15, U18 Divisions
- Shall facilitate effective communications between the GTMHA board and all the U13, U15, U18 team coaches and managers
- Shall ensure that all players are properly registered before participating in any GTMHA activity
- Shall ensure that only players that have registered and paid for representative tryouts are on the ice during the tryout ice sessions
- Shall attend WKMHA scheduling meeting, if required
- Shall ensure that team rosters are submitted to WKMHA Division Director, WKMHA Division Statistician and GTMHA Registrar prior to playing first game
- With assistance of Third Vice-President will ensure that, in compliance with BCH Sportsmanship Starts in the Stand program, that a parent meeting is held annually by October 15<sup>th</sup>
- Shall provide GTMHA Registrar and team managers with a list of approved affiliated players for each team by October 31<sup>st</sup>
- Shall provide Referee Scheduler with a list of WKMHA team identifiers (i.e. GTMHA U15 House 1) and the name of the team manager
- Shall sit as a member of the Discipline Committee, as required

#### **Junior Directors (U11 and below)**

- Shall in co-operation with the Coach Coordinator be responsible for the selection of coaches and teams for the U7, U9, U13 Divisions
- Shall facilitate effective communications between the GTMHA board and all the U7, U9, U11, team coaches and managers
- Shall ensure that all players are properly registered before participating in any GTMHA activity
- For U11 level, shall attend WKMHA scheduling meeting, if required
- With assistance of Third Vice-President will ensure that, in compliance with BCH Sportsmanship Starts in the Stand program, that a parent meeting is held annually by October 15<sup>th</sup>

- Shall ensure that team rosters for U11 level teams are submitted to WKMHA Division Director, WKMHA Division Statistician and GTMHA Registrar prior to playing first game
- Shall ensure that all Novice level rosters are submitted to GTMHA Registrar prior to November 15th
- Shall provide GTMHA Register and team managers with a list of approved affiliated players for each team by October 31st
- Shall provide Referee Scheduler with a list of WKMHA team identifiers (i.e. GTMHA U15 House 1) and the name of the team manager
- Shall sit as a member of the Discipline Committee, as required

### **Duties of the Referee-In-Chief**

- Must be at least 19 years of age
- Qualification as a HC official preferred
- Will evaluate GTMHA referees and address concerns about any GTMHA referee
- Will work with the Referee Scheduler to ensure that all games are covered by appropriately skilled referees
- As per WKMHA and OMAHA, will ensure that a three-man ref system is used for all U11 - Atom A Development and above games. Although it is preferred that a three-man ref system is used for U11 Atom B games, if there is a lack of available referees, a two-man system may be used
- Will ensure that any fines as a result of referee action are paid for by the referee involved
- Will be an advocate to senior officials as to the importance of developing junior officials on a voluntary basis
- Will not receive any remuneration for the performance of the duties of the volunteer position of referee-in-chief
- Will report to First Vice-President

### **Registration**

GTMHA will facilitate returning player registration. Returning players are defined as players that completed the previous season with GTMHA.

Should more players register for hockey than team positions exist, returning U9 and above players registered before will be placed on teams before any new player registrations are actioned. Players in each division will be accepted based on the date the complete registration is received by GTMHA. After September WKMHA meeting U11 and above players will only be accepted if there is room on an existing team. After this WKMHA meeting, no additional teams will be created at the Atom and above levels.

HC requires that participants who are residents of any country other than Canada must purchase primary insurance coverage, as the HC Insurance Program is a secondary provider. Form from BCH website must be included with registration of outside Canada players for registration to be considered complete. For early registration rates, this form must be received before the early registration deadline.

Any player from outside GTMHA who registers and then does not make the team will receive 100% refund of registration fees paid minus the representative team tryout fee or, in the case of Wildcats, any charge paid to the Wildcats team for team costs.

U7 registration will be accepted at any time, prior to January 10th of each year.

The number of teams at each level will be estimated at the August Executive meeting and confirmed by the September Executive meeting, by registration, coach availability and ice availability.

GTMHA will not accept any requests for placement with a specific coach or other players. This policy has been made necessary to ensure the equality of our recreational teams and the integrity of the player draft system.

Players registering after the season starts will not receive pro-rated registration rates for the part of the season that they did not participate in.

### **Fee Structure**

GTMHA Executive will set the registration fee structure for U11 and above players prior to the annual general meeting. Registration fee structure for U7 and U9 players will be set prior to the end of July.

Additional fees may ensue based on team plans for exhibition games and tournament travel. GTMHA remains committed to providing assistance opportunities for hockey costs to families in financial need (see Financial Aid policy below).

Should a family choose not to apply for assistance and subsequently owe funds to the association GTMHA has initiated a No Pay – No Play policy which will be administered using the following steps:

- A collection attempt will be made by GTMHA Registrar, if registration fees, or Director of the Division, for all other monies owing
- Second attempt will be made by the GTMHA Treasurer
- If payment not received within ten days of first contact, third step would involve the player being unable to participate until payment is made

The family of a player is responsible for all fees not covered by financial assistance.

A deposit must be paid at the time of registration rate will be determined prior to start of registration. Players cannot step on the ice if the initial payment is not in the bank. This is to ensure that GTMHA is reimbursed for BCH Mutual Aid costs and ice times if players decide to quit early in the season. Unless other arrangements have been made, all registration fees for U9 and above players must be paid in full by November 1st or the player will be suspended from all minor hockey activities until full registration fees are paid.

All NSF cheques must be made good within two banking days of notification or registration will be rescinded. A fee of \$25.00 will be charged by GTMHA on all cheques returned by the financial institution.

### **Financial Aid Policy**

GTMHA will endeavour to maintain a Cinderella Fund for the assistance of underprivileged players funded by 25% of all GTMHA's non-targeted fundraisers and any interest received on funds in Kootenay Savings Credit Union Summit Savings. Effective October 1st, 2015, GTMHA will discontinue transferring this interest to Cinderella Fund. Should the funds in Cinderella Fund fall below \$5000 then transferring these funds will resume until such time as Cinderella Fund is over

\$8000. GTMHA will have a Financial Aid Director who will help families in financial hardship apply for funding through JumpStart, KidSport, and other applicable agencies.

GTMHA will put the profits from provincial championships into the Cinderella Fund. Registration rates for all GTMHA financial aid players will be at the early registration rate.

The Financial Aid Director will form a committee that will approve financial aid from Cinderella Fund. GTMHA Treasurer and Registrar, if the financial aid includes registration costs, will be given the specifics of the assistance. Only players receiving assistance from JumpStart and KidSport will be considered for assistance from Cinderella Fund up to \$550 per hockey season. Exceptions to this will be subject to the approval of GTMHA Executive.

Financial Aid players whose family cannot make the same jersey deposit arrangements as other players will provide a post-dated cheque dated February 28th to GTMHA to cover the actual costs of jerseys provided to the player. This cheque will only be cashed if the jerseys are not returned upon the team's locker being cleared for team deposit reimbursement.

Assistance for GTMHA team fees will be made to the Team Manager and refunds of the team fees will be given to GTMHA Treasurer for deposit in Cinderella Fund. Failure to return these funds will result in GTMHA deducting the amount of financial aid from future entitlements.

As team fees are determined based on a return from hosting a tournament and other team fundraising activities. Failure to participate in these activities may result in a team assessment which will not be covered by financial assistance. This failure to participate in these activities may result in future financial assistance from GTMHA being denied.

Financial Aid Director's contact information will be available on GTMHA's website.

### **Duties of Financial Aid Director**

- Being developed

### **GTMHA Representative Team Tryout Fees**

A Representative Team Tryout Fee, payable to GTMHA, is due prior to a player stepping on the ice for representative team tryouts.

The GTMHA Executive will determine the amount of this fee yearly, prior to registration forms being made available.

This fee is non-refundable once a player has stepped on to the ice or if a player does not show up to tryouts (unless prior notice has been given).

Representative Team Tryout Fee will only be charged for U13, U15, U18 Representative Teams. This fee will cover up to ten hours of booked ice, whether used or not, prior to GTMHA regular ice as per the Policy and Procedures manual for the first representative team at each level and up to five hours of booked ice, whether used or not, prior to GTMHA regular ice as per the Policy and Procedures manual for the second representative team at each level, cost of sending one GTMHA representative to OMAHA league scheduling meeting, and BCH rep team registration and "carding"

costs. Tryout fee will be set by estimating these costs and dividing this amount by 17. Any Representative Team Tryout funds remaining after the payment of these costs will be used, at the discretion of the GTMHA Executive, to enhance the hockey program for all players at the U13 and higher level.

A separate tryout fee must be paid for each level being tried out for (U13 U15 U18). Female players will pay the applicable Representative Team Tryout Fee if they wish to try out for a mixed representative team. A player from outside of GTMHA must pay Representative Team Female team will be directly charged for all ice booked prior to GTMHA paid for ice, BCH team registration and carding costs, and their share of sending a GTMHA representative to the OMAHA Scheduling Meeting if the female team is represented at this meeting. Female team may assess players to offset these costs.

A player assigned to a representative team, who did not attend tryouts, will be required to pay the Representative Team Tryout Fee. Players who attended tryouts will have priority for affiliated player positions, if the team Head Coach does not consider it a risk to have the player play at the applicable level.

If the U18 Wildcats are not collecting tryout fees, their tryout ice will be treated as evaluation ice.

### **GTMHA Representative Team Fees**

A GTMHA Representative Team Fee, payable to GTMHA, will be due upon making a representative team. This fee will cover additional costs that GTMHA incurs as a result of the representative team. Individual representative teams may charge an additional fee.

GTMHA Executive will determine the amount of this fee yearly. Fees will be collected by the individual representative team's manager and submitted to GTMHA Treasurer.

This fee is non-refundable, once a player has been added to the roster. A player pulled up during the season and put on the team's roster will be responsible for paying this fee. Fee is not prorated. Players affiliated to a representative team do not pay this fee.

### **Small Representative Team Fee**

U13 Wildcats, and representative teams will pay an additional fee to GTMHA of the first year registration rate times the number of players that their roster of regular players is below seventeen players. This fee is to offset the fact that these teams usually do not share practice ice with another team and potentially receive a higher tournament reimbursement than recreational teams.

### **OMAHA League Fee**

Teams participating in OMAHA League will cover all of the costs associated with participation in OMAHA league.

Costs include the OMAHA team registration fee, all ice booked for games, all costs of on ice officials for these games, and any fines assessed to the team from OMAHA.

GTMHA will cover the U18 Wildcats home games and home referee fees to the number set by OMAHA.

### **Female Registration**

GTMHA females will only be permitted to register on one GTMHA mixed team. Females from outside of GTMHA boundaries will only be able to register on a GTMHA mixed representative team if they are from an association that has declared no team in category and GTMHA has agreed to take players from this association.

Females that only register on one GTMHA team will pay registration fees as per the general registration policy, regardless of whether they are registered on another team outside of GTMHA. Female players who are registered on two GTMHA teams will pay registration fees as per the general registration policy plus an additional \$200 fee for players on 2 teams, female and mixed teams.

Females who live outside of GTMHA boundaries will pay the early registration rate.

Any female from outside GTMHA who registers with GTMHA and then does not make the GTMHA team will receive 100% refund of registration fees paid if they return to play with their home association, otherwise regular GTMHA refund policy will apply. Any fee paid for tryout costs will not be refunded.

### **Refund Policy**

Refunds will be issued as follows, based on the registration fee paid:

- Prior to ice sessions registration fees refunded minus \$100 unless otherwise stated in exceptions below
- Prior to Oct 1st or having been on the ice 80% of registration fees refunded
- Oct 1st to Oct 7th 75% of registration fees refunded
- Oct 8th to Oct 14th 70% of registration fees refunded
- Oct 15th to Oct 21st 65% of registration fees refunded
- Oct 22nd to Oct 28th 55% of registration fees refunded
- Oct 29th to Nov 4th 45% of registration fees refunded
- Nov 5th to Nov 11th 35% of registration fees refunded
- Nov 12th to Nov 18th 25% of registration fees refunded
- Nov 19th to Nov 25th 15% of registration fees refunded
- Nov 26th to Dec 1st 5% of registration fees refunded

In addition, a \$50 administration fee will be applied to all refunds for players who have been on the ice. Except for first year players, a minimum of \$50 will be retained on all refunds.

Refunds will be based on the date that the written request is received. No refunds will be issued after December 1st of the current season.

First year players will receive 100% refund minus \$50 administration fee if they withdraw within the first month of the first Initiation ice session. This is to ensure that GTMHA is reimbursed for BCH Mutual Aid costs and ice times if players decided to quit early in the season. First year players who do not attend any ice sessions and notify GTMHA Registrar in writing that they will not be participating prior to the first ice session will receive 100% refund.

Players in the U15-U18 divisions who register with the association and are successful in making a junior or a zone team, will be given a full refund of registration fees, unless they make the team after they have been rostered to a GTMHA team and then the above table will apply.

Female players who register with the association and are successful in making a Wildcat team will be given a full refund, unless they have been rostered to a GTMHA team and then the above table will apply.

No refunds will be issued to players who are suspended as a player, team staff, or official.

### **Transfer Policy of Players Not Restricted by BC Hockey Policy**

At the August Executive Meeting of GTMHA, the executive will decide which level of representative hockey will be open to try outs for non-GTMHA members. This decision will be made regardless of whether there have been any applications from non-GTMHA members.

Decision will be based on GTMHA's registration numbers as of August 1st of the current year

#### **From Neighbouring Associations Claiming No Team in Category**

Neighbouring associations are defined by BCH regulations.

To be eligible to try out for a representative team, prior to August 25th, a letter from current association president must be provided to GTMHA Registrar outlining that the player is:

Registered and in good standing in his home association

That the association is claiming No Team In Category in that player's division.

**Players Wishing to Claim Residency in GTMHA from Neighbouring Associations** Neighbouring associations are defined by BCH regulations.

To be eligible to try out for a representative team, the following must be provided to GTMHA Registrar, prior to August 25th:

Letter from current association president outlining that the player is being released by the association and that the player will be conforming to the residence rules of HC F1-5, specifically that the parents' legal residence will be within GTMHA boundaries for the season requested

The transfer request must be approved at the BCH level before the player can step on the ice.

#### **Players Wishing to Claim Residency in GTMHA from Non-Neighbouring Associations**

To be eligible to try out for a representative team, the following must be provided to GTMHA Registrar, prior to August 25th:

All paperwork and approval from WKMHA and BC Hockey must be completed prior to stepping on the ice

## GTMHA Coach/Team Staff Policy Coach/Team Official Qualifications

As per BCH policy:

- All team officials must:
- Have a valid Respect In Sport qualification
- Provide Criminal Record and Vulnerable Persons check once every three years
- Have a valid CATT certificate
- Every team must have a team official registered as a Safety Person that is qualified in the Hockey Canada Safety Program (HCSP)
- Representative Team and U15 Wildcat coaches must be qualified Developmental 1 by December 1st of the current season
- Recreation team coaches must be Coach 2-Coach Level qualified by December 15th of the current season
- Head coach of U11,U13, U15 teams must be Instructional Stream-Checking qualified by December 15th of the current season

Qualifications are valid for:

Criminal Records Check—three years, July 31<sup>st</sup> (reimbursement for those who choose to do the criminal record check manually will not be reimbursed for the fee done this way)

- Respect in Sport—three years July 31<sup>st</sup>
- CATT -three years, July 31<sup>st</sup>
- Development 1 and High Performance 1 now require professional development points to maintain qualification. As of January 2014, coaches have five years to accumulate points to keep qualification current. Points can be earned for
- Attending NCCP program updates
- Attending accredited seminars/presentations
- Actively coaching
- Retaking certification courses
- Other coach courses currently do not have an expiration date

GTMHA Coaching Coordinator will, in writing, inform all prior year coaches of their current qualifications, required upgrades, including necessary criminal record checks, and recommended training for professional development, by September 1st of each year.

GTMHA Coach Coordinator will be responsible for assisting GTMHA coaches in monitoring performance development points.

GTMHA will reimburse the cost of tuition for necessary training for HCR registered team staff and volunteers upon submission of receipts through GTMHA Division Director to GTMHA Treasurer upon completion of the course and “post-task” assignments, if applicable.

For non-expiring courses, GTMHA will only reimburse tuition once. Any receipts not received by April 30th of the season in which they are applicable will not be reimbursed. Requests for waiver of this deadline must be made in writing to the Executive outlining why April 30th was not possible for consideration.

GTMHA will cover the BCH fee for up to five team staff, including volunteers, per GTMHA team. Fee for additional team staff will be paid for by the applicable team.

### **Representative Team Coach Selection Process**

The following criteria will be followed in Representative Team Coach Selections:

- Advertisements will be placed in the Trail Daily Times by June 15th, with the deadline for applications to be June 30th
- Interviews will commence in mid-July
- Coach selections will be announced after Executive Meeting in August
- All applicants must submit the GTMHA Coach Application Form along with a seasonal plan
- Preference may be given to applicants who have no children or relatives trying out for the team.
- Preference may be given to coaches that have already attained Developmental 1 Stream prior to start of season

Must have completed Respect in Sport and submitted criminal record check, if required, before representative team tryouts start

Development 1 Stream, if not previously completed, must be completed by BCH deadline

- All else being equal, preference will be given to those with prior coaching experience at the representative level or above.

Coach Selection Committee will consider the applicants following the interview process, and will select the qualified candidate.

Selected applicant will be approved by GTMHA Executive prior to being announced. Once selected applicant is approved, this will be communicated to all applicants.

### **Recreation Team Coach Selection Process**

The following criteria will be followed in recreation team coach selection:

- All applicants must submit the GTMHA Coach Application Form, with preference being given to those submitting a seasonal plan with application
- Preference may be given to coaches that have already attained Coach Stream prior to start of season

Must have completed Respect in Sport and submitted criminal record check, if required, before stepping on the ice

Coach Stream, if not previously completed, must be completed by BCH deadline

- All else being equal, preference will be given to those with prior coaching experience

### **Interview Process**

Coach Selection Committee consists of Coach Coordinator, Divisional Director, and one other person from the GTMHA Executive as determined by the current GTMHA Executive. Another vice-president may stand in for any member of the committee in a conflict of interest situation or unable to attend committee meetings and any necessary interviews.

Applicants may be interviewed by a Coach Selection Committee if determined to be required by GTMHA Coach Coordinator.

All applicants for U11 Atom A Development will be interviewed by Coach Selection Committee, even if there is only one application. If parent coaches are the only applicants, then the selection of the U11 Atom A Development team staff will be made after team selection is complete.

Coach Selection Committee will consider the applicants following the interview process, and will select the qualified candidates.

Recreation team coaches will be notified by Division Directors.

Selected applicants for U11 Atom A Development will be approved by GTMHA Executive prior to being announced.

Once the selected applicant for U11 Atom A Development is approved, this will be communicated to all applicants.

### **Recreation Coach and Assistant Coach Pairings**

Head Coaches for recreation team will be selected based on experience & availability. Head Coaches are allowed to select 1 Assistant Coach before team selections. Coaches for recreation teams in all divisions will spread out with the experienced coaches amongst all the respective teams as evenly as possible.

All other Assistant Coaches are to be placed on a team only after the teams are selected. If after the selection of the teams, there is an uneven distribution of experienced coaches amongst all the teams then the Division Director with the assistance of the Coach Coordinator can redistribute players to even out the allocation of coaches, while maintaining an equal skill level of the teams, only if all the teams feel it necessary.

Individuals who are interested in coaching must apply to the Coach Coordinator to be considered for a coaching role for that year. All three main volunteer credentials must be completed before stepping on the ice:

- Respect in Sport,
- Concussion Awareness,
- Criminal Record Check

Those that do not complete the three main credentials will not be eligible to be rostered on the bench until completed.

Those signing up to be a head and assistant coaches, must complete all necessary updated coaching courses before December 10th. Those that do not complete the proper courses and credentials will be removed from the roster or placed in a position their credentials allow.

### **Underage Coaches**

The GTMHA, when and where possible, will promote coaches under the age of 21 years old (hereafter referred to as youth coaches) as follows:

- Persons wishing to youth coach will be encouraged to be assistant coaches or on-ice helpers Only under extraordinary circumstances will youth coaches be asked to be a team head coach
  - Youth Coaches in the Novice and higher level of play must be 15 years old and have a minimum qualification of Coach Stream clinic
  - Must have completed Respect in Sport and submitted criminal record check, CATT before stepping on the ice
- Applicable coach qualification, if not previously completed, must be completed by BCH deadline
- Preference may be given to persons who have the necessary qualifications

## **Coach Evaluations**

All GTMHA players/parents are invited at any time throughout the season to complete a Coach Evaluation Form.

GTMHA encourages participation by the membership in evaluating our coaches and offering praise and constructive criticism. It is through this avenue that we can further develop our coaches and assist them in becoming the best they can be. While parents/players are not required to sign coach evaluations we respectfully ask that they do. The purpose of this request is simply for follow up should questions arise. A general comment such as “my coach didn’t develop his players” will require some questions to narrow down where the problem lies.

GTMHA guarantees its players and their parents that ALL Coach Evaluation submissions are for the eyes of the GTMHA Coach Coordinator and Executive Members only and, while general details are shared with the coaches, specifics are anonymous. We need to know when things are going well and we need to know when they are not – we can’t fix what we don’t know.

## **Team Staff Duties and Responsibilities**

### **Duties of the Team Head Coach**

- Responsible to the Divisional Director, and must work cooperatively with the GTMHA Coach Coordinator.
- Responsible for:
  - serving as the official spokesperson on behalf of the team
  - coordinating the delegation of responsibilities to the Assistant Coach and Team Manager
  - planning on and off-ice activities in consultation with the assistant coach
  - coordinating player evaluation and selection in conjunction with the Coach Co-ordinator
  - allotting fair ice time to all players regardless of ability, except for representative teams
  - conducting himself in a sportsmanlike manner consistent with the aims of GTMHA and as a consequence setting a good example for players
  - ensuring that all players are adequately protected with the appropriate equipment
  - acting in a courteous manner toward parents, fans and game officials
  - ensuring that in the event of an injury that proper medical aid is obtained as quickly as possible
  - discouraging rough tactics and rowdy play of all players while they are on or off the ice
  - provide dressing room discipline
  - ensuring all equipment assigned to his team is cared for properly
  - ensuring that his team is on time for all ice sessions and for clearing the ice immediately after the allotted time has elapsed
- attending all meetings called by the Divisional Director
- shall hold an introductory parent/coach meeting prior to October 15th, to which the Divisional Director will be invited
- shall hold a mid-season parent/coach meeting prior to January 8th, to which the Divisional Director will be invited
- completing a year-end report as required by GTMHA to include recommendations on how the program can be improved
- reporting to the association through the Divisional Director

### **Duties of Assistant Coach**

- Assist with player evaluation and the player selection process

- Assist with planning, organizing and conducting practices.
- Assist with pre-game preparation.
- Assist with the operation of the team during the games.
- Assist with scouting and evaluation of opponents.
- Assist with the supervision of players off and on the ice.
- Assist with the formulation of the game plan.
- Report to the head coach

### Duties of Team Manager

Every team must have a manager that cannot be one of the coaches, but can be the team safety person if the safety person is not a coach

Will be selected by the team head coach within the first week after team selection and approved by Divisional Director. This individual will act on the direction of the team head coach and will report directly to the team head coach.

Responsible for:

- Liaising with the league and arranging exhibition games, as necessary
- Ensuring that the dressing room is locked while the team is on the ice
- Communicating needs for officials for any changed league games or any scheduled exhibition games with association
- Ensuring that timekeepers and scorekeepers, ref liaison as required, are available
- Take a lead role, or will delegate another team representative, in planning and executing the team's home tournament
- Ensuring that no players are allowed on the ice that have not paid their registration fees Ensuring that all players on team have received the coverage of Mutual Aid, and in the case of a representative team, also that all players are "carded" by WKMHA, OMAHA, and BCH deadlines
- Managers of Atom and above must distribute game sheets as required

All WKMHA, OMAHA, BCH, and HC fines are the responsibility of the team incurring the fine Any fines as a result of referee action are the responsibility of the referee involved and Referee-In-Chief is to be notified immediately

- Generate a team address list and circulate
- Produce a team schedule in conjunction with the coaching staff
- Coordinate travel, accommodation, meals and facility rental for the team
- Assist with team communication regarding events
- Obtain necessary equipment and supplies for the team
- Informing the Equipment Manager of any damaged equipment and handing it over for repairs
- Ensuring that internal team problems are dealt with as soon after the occurrence as possible and if necessary, referred to the Divisional Director
- Ensuring that team is following GTMHA fundraising policies
- Keep track of team's finances and submit reports and statements as required

Bank accounts should be used for team funds and these accounts should have monthly statements provided, with cheques returned or imaged. Under no circumstances should a personal bank account be used, but rather an account should be opened in the name of the team, committee, or event with cheques signed by two adults, one of whom must be the team manager or coach

All cash transactions should be evidenced by a receipt in writing

Teams are required to submit a year-end financial statement prior to the equipment deposit being returned to the team. This statement must clearly show the amount collected from each player and the amount refunded to each player.

All representative teams must submit mid-season financial statements by December 30th. Teams who fail to submit the required document by the deadline will have their head coach suspended until the financial statement is delivered.

- Within two weeks of written request, provide parents or GTMHA Executive, a team financial report  
As GTMHA Treasurer can review the bank records of any team, provide team records to GTMHA Treasurer within seven days of verbal or written request
- Submit all financial records, including all bank statements and cancelled cheques, receipts, and invoices to GTMHA Treasurer for retention with association financial documents for five years at the end of the hockey season
- Refer any financial related disputes to GTMHA Treasurer for assistance
- Ensure that the directions on GTMHA Team Manager Checklist and in GTMHA Policy Manual are followed

### **Duties of Team Safety Person**

- Serve as Risk Management liaison for the team
- Implement an effective Risk Management program with your team that strives to prevent injuries and accidents before they happen
- Take a proactive role in identifying and minimizing or eliminating risks during all activities and if ever in doubt, erring on the side of caution
- Promote and reflect the values of Fair Play and instill these values in all participants and others involved in amateur hockey
- Ensure that all players are provided with meaningful opportunities and enjoyable experiences free from physical and emotional maltreatment
- Conducting regular checks of player equipment to ensure proper fit, protective quality and maintenance and advising players and parents regarding the purchase of protective equipment
- Promoting proper conditioning and warm-up techniques as effective methods of injury prevention
- Maintaining accurate medical history files on all players and bringing these to all games and practices
- Maintaining team injury log and notifying Division Director of any injuries
- Maintaining a fully stocked First Aid Kit and bringing it to all games and practices.

All costs related to this are a team expense

- Implementing an effective Emergency Action Plan with team and practicing it regularly to ensure all involved understand their roles.
- Recognizing life-threatening and significant injuries, and being prepared to deal with serious injury.
- Managing minor injuries according to basic injury management principles and referring players to medical professionals when necessary.

Recognizing injuries that require a player to be removed from action, referring players to medical professionals and coordinating return to play as per GTMHA Return to Play policy Ensure that accident report is completed and submitted for all injuries

- Promoting a healthy lifestyle with all hockey participants by being a good role model while educating participants regarding hygiene, performance-enhancing substances, drug and alcohol abuse, nutrition and hydration
- Acting as a Safety Person for both your team and your opponents if only one Safety Person is present.

### **Duties of the Ref Liaison**

Every game requires a ref liaison to be in place.

Before the game starts the ref liaison should introduce themselves to the on-ice officials for the game. Then remain close by the on-ice officials dressing room to ensure they are not approached by any unauthorized people. And walk the on-ice officials to the ice for the start of the game.

During the game play the ref liaison should be in the stands to monitor the behaviour from the stands and the benches towards the on-ice officials, and any other general behaviour that impacts the game. If an undesirable behaviour is being displayed from the stands the ref liaison is to remind those involved of the expected behaviours. If an on-ice official ejects a spectator or bench staff member for on-ice official harassment the ref liaison is to ensure that the ejected member leaves the building, if it is a player ejected they are to remain in their dressing room or leave the rink.

For games with an ice clean the ref liaison is to meet the on-ice officials at the ice and walk them back to their dressing room. While they are in the dressing room the ref liaison will ensure unauthorized people do not approach the on-ice officials. The ref liaison will then escort the on-ice officials back to the ice.

After the game the ref liaison will meet the on-ice officials at the ice and escort them to their dressing room, pay each individual on-ice official their required fee, and collect the scorekeeping tablet, if the on-ice officials took it to the dressing room. Additionally the ref liaison should exercise discretion of the need to watch for unauthorized people approaching the on-ice officials depending on the general attitudes of those in attendance during the game. (eg if it was a game that made those in attendance seem disgruntled then stay to ensure the on-ice officials can leave safely after changing).

NOTE: the expectation is not to have the ref liaison put themselves in harms way, but rather to hopefully deflect harm away from our on-ice officials just by being a known presence and in a worst case scenario if a threat is made towards an on-ice official assist them by calling in backup or law-enforcement if necessary, trying to help de-escalate situations and standing as a witness to the event.

### **On-Ice Volunteers**

From time to time minor hockey teams enlist older hockey players or other volunteers to assist with practices, scrimmages and other activities. The following guidelines must be followed to ensure that insurance is in place:

- Any on-ice helpers must be a current registered member of BCH through a minor association, junior team, senior team or as an associate member or GTMHA will register the individual and the team using the individual will pay the associated fees as per the team staff policy
- All on-ice helpers must wear a CSA certified helmet with chin strap fastened and the appropriate face protection for the player's level of play.
- All on-ice helpers must have valid CATT certificate

All minor hockey aged players assisting as an on-ice helper must wear a BNQ certified neck guard

- U15 and below on-ice helpers must wear full gear All other helpers are to wear what is appropriate to their Division

- Any helper who is not a BCH minor or junior player must have certification in Respect in Sport (RIS)
- All on-ice volunteers must be under the direct supervision of the certified team officials

Non Members offering coaching or other on-ice help for a fee are not volunteers, and must become an associate member of BCH, at their own expense, prior to participation. These individuals will not be rostered on a GTMHA team.

### **Refusal to Volunteer**

#### **Team Volunteer Duties**

Every GTMHA team is responsible for volunteer duties when their team is hosting a game (league or exhibition) and for their division's host tournaments.

Volunteer duties are to be equitably divided among the player families. Teams, if agreed to by the majority, may exclude or reduce the required volunteer duties for some or all bench staff or for families that have multiple players on one team.

Team managers have the right to withhold individual family's refunds at the end of the season for any family that does not cover their full share of volunteer duties. If team refunds are withheld they are to be equitably distributed to all remaining families that did cover their full share of volunteer duties.

#### **Host Tournament Volunteer Duties:**

Tournament volunteer duties will be equitably divided among all the player families, with each team being responsible for their families' share. Tournament committees may, at their discretion, exclude or reduce the number of volunteer duties for all or some team bench staff members and for tournament committee members.

Team managers have the right to withhold individual family's refunds at the end of the season for any family that does not cover their full share of tournament volunteer duties. If team refunds are withheld they are to be equitably distributed to all remaining families that did cover their full share of volunteer duties.

### **Player Placement**

As per GTMHA constitution, GTMHA will make every effort to ensure geographic teams are formed in Novice, Atom, and Pee Wee recreation divisions when it is deemed by the GTMHA executive to be appropriate.

Geographical teams that are formed may not be more than 10% smaller or larger than the other teams in the applicable division, and must consist of at least eleven skaters and one goaltender, or twelve skaters for the Novice division where there is not a dedicated goaltender on the team.

It is not mandatory that a player choose to play on a team in the geographic area that they live in.

### **New to Hockey**

First year player will attend the first practice for the division immediately below the level that would be age appropriate if the player is not age appropriate for U7. At this practice, the Divisional Director, Third Vice-President, and respective coaches shall evaluate whether it is appropriate for this player to play in the lower division based on the player's skill level.

All requests for overage players must be submitted and approved by WKMHA prior to the player playing in league, exhibition or tournament games. Requests, signed by GTMHA President or designate, will be considered at the WKMHA meeting at the end of September. The forms can be found at the following [www.gtmha.com](http://www.gtmha.com) or [www.wkmha.com](http://www.wkmha.com) . Approval from WKMHA must also be obtained for overage players in the Novice division.

If the player is determined to be best suited to the lower division the Divisional Director, present coach and perspective coach in next division will re-evaluate the appropriateness of this placement during the first practice after December 1st of that season.

If a first year player is age appropriate for U7 & U9, the player will attend both the first U7 & U9 practice where the Divisional Director and respective coaches can evaluate the best placement for the player based on skill development.

If the player is determined to be best suited to a division under age appropriate level, the Divisional Director, U7 coach and perspective U9 coach will re-evaluate the appropriateness of this placement during the first practice after December 1<sup>st</sup> of that season.

Any part of the lower level registration that is used to cover team fee expenses will be assessed to the player upon being assigned to the lower level team.

### **Divisional Transfer Policy**

#### **Recreation to Representative**

Parents of players wishing to apply for a divisional transfer from a house team in a lower division to a representative team in a higher must apply, in writing prior to September 1st, to the GTMHA Vice-President responsible for the applicable representative team, clearly stating why the player is requesting to be transferred.

Registration numbers in each of the divisions affected by the move will be the first criteria used to decide whether to accept or reject the request.

If a player leaving a division results in either the losing division or the gaining division having teams smaller than 11 skaters and 1 goaltender or larger than 15 skaters and 2 goaltenders then the request will be denied.

Upon receipt of the divisional transfer application letter, the Vice-President will:

- Set up an interview with the player and parents
- Do an evaluation of the player, assisted by the appropriate Division Director
- Consult with the coaches of the teams involved
- Forward the completed evaluation to the GTMHA Executive for consideration

Until GTMHA Executive has approved the potential transfer, the player will participate in the age appropriate division.

Just because a player is capable of playing in a higher age category does not mean the request will be approved. Players of the applicable age will be given the first opportunity of playing on a representative team.

Decisions by GTMHA Executive are final and may not be appealed. If the transfer is approved, the player must still be selected for the team through the normal tryout process.

### **Recreation to Recreation**

This policy applies to players wishing to apply to move from a recreation team in lower division to a recreation team in higher division.

Recreation to recreation division transfers due to numbers may be made at the discretion of the GTMHA Executive, with parental consent.

Parents of players wishing to apply for a divisional transfer must apply, in writing prior to September 1st, to the GTMHA Division Director at the higher level, stating clearly why the player is requesting to be transferred.

Registration numbers in each of the divisions affected by the move will be the first criteria used to decide whether to accept or reject the request. If a player leaving a division results in either the losing division or the gaining division having teams smaller than 11 skaters and 1 goalie, twelve skaters if no dedicated goalie, or larger than 15 skaters and 2 goalies then the request will be denied.

Upon receipt of the divisional transfer application letter, the Division Director will:

- Consult with the Division Director of the lower level
- Set up an interview with the player and parents
- Do an evaluation of the player, assisted by the appropriate Division Director
- Consult with the coaches of the teams involved
- Forward the completed evaluation to the GTMHA Executive for consideration

While the evaluation is being done and until the GTMHA Executive has made its decision, the player will participate in the age appropriate division.

Just because a player is capable of playing in a higher age category does not mean the request will be approved.

Decisions by GTMHA Executive are final and may not be appealed.

## **GTMHA Team Player Selection Process**

### **Recreation Teams**

Recreation Teams

No team will be picked prior to on-ice evaluation.

### **Evaluation**

At Minimum two ice time will be ran for Head Coaches and 1 st Assistants with the help of as many third part evaluators as possible will evaluate and rank the kids based on skill level (1-5 with 1 being most skilled and 5 being least skilled. Whole numbers only no half numbers or decimal

points). Head Coaches, 1 st Assistant's and Division Director will consolidate and agree to each ranking before the draft process begins.

#### Draft Process

Head Coaches and 1 st Assistants' kids will be placed on teams. If there is a team with non-parent coaches, they will select up to 2 players of equal skill to start their team.

After coaches' kids are sorted out the teams will be ranked based on evaluation scores with the lowest ranked team selecting first. Teams will be re-ranked after each round and the lowest ranked team selecting first again.

Once the draft is completed the teams will be evaluated and trades can be conducted to accommodate requests or to even out teams if necessary. NOTE: If a trade is made it must be of an equal skilled player and all teams must agree to the trade.

During the following week's ice sessions, the proposed teams will scrimmage to ensure equal teams have been formed. If there is a glaring discrepancy trades may be made if all the teams feel it necessary.

All trades must be approved by the coach coordinator and division director. Trades should only be made based on evening out the teams. All personal requests from families or coaches, must be requested before team selection..

#### Representative Teams

All players interested in playing on a representative team must attend the first two ice sessions regardless of which tier they are interested in playing on. Failure to attend these sessions will disqualify players from playing on a representative team. Exception for U18 Players: U18 players who are unable to attend the required tryout sessions due to commitments with higher-level hockey programs (e.g., junior hockey) may be permitted to join the team if they are subsequently released or cut from those programs, provided that:

- They do not displace any player who has already been selected to the roster through the standard tryout process;
- Roster spots remain available after the completion of team selection; and
- The player pays the representative tryout fee and full registration costs, unless early bird registration was already paid.

Multiple evaluators, including the coach, proposed assistant coaches and several persons of expertise will attend each practice and rank players using a standardized format.

Evaluators will provide written feedback to the coaches at the end of each practice. Copies of this feedback will be provided to the applicable Division Director for retention with GTMHA documents.

Players being cut will be provided an exit interview hosted by the coaching staff prior to leaving the arena.

Team coaching staff, in consultation with the Vice-President responsible for the applicable representative level, has the final decision as to who will be rostered on the team.

Representative teams will be selected within ten days of the first team selection ice session, but at the latest two days prior to the first ice session for the applicable recreational team selection.

## **Second Representative Team Implementation Guidelines**

Second Representative Team Implementation Committee consists of President, 2nd Vice- President, and Divisional Director provided that there is no conflict of interest. Another vice- president may stand in for any member of the committee in a conflict of interest situation.

After two team selection ice sessions of the higher level team, the Second Representative Team Implementation Committee will meet to determine if:

- It is feasible to have a second representative team
- It will be detrimental to the recreation program
- Coach willing to meet the representative team coach requirements

If above conditions are met, then second representative team selection ice is booked, at the applicable level, and selection commences. Upon team selection, safety person and assistant coaches will be identified by September 30<sup>th</sup>.

## **Minimum/Maximum Players per Team**

GTMHA recreation teams must consist of at least eleven skaters and one goaltender or twelve skaters, if there is not a dedicated goaltender on the team. Teams will be assigned a roster of no more than nineteen players per team, except in the U18 level, which may have a roster of no more than twenty-one players. Each team will be assigned a maximum of two dedicated goaltenders. Should there be more than two dedicated goaltenders per team, the Divisional

Directors from affected division and the higher division will meet to discuss how to allocate goaltenders to the benefit of both divisions.

Representative teams will roster a minimum of sixteen players, including a minimum of two goaltenders. A small representative team fee will be charged to any Wildcat or representative teams with less than seventeen players. This is to offset the additional costs to GTMHA of a representative team usually offset by the larger team size.

Evaluation teams will strive to balance the teams in numbers as closely as possible; including representative and recreation teams belonging to the same division.

## **Risk Management Player Movement Policy**

When a player is placed in their specific age group and the skill level of the player is so weak as to pose risk of injury either to that player or to other players, movement to a lower division may take place using the following procedures:

- Communication between coaches, Division Directors, and GTMHA Risk Manager must take place with recommendations as to reasons for player movement
- Recommendations must be communicated to player's parents, coach and Division Director as to the reasons justifying movement to a Division below the player's age category

If resistance to movement by the affected player's parent is evident, further discussions must take place involving all parties with the player's best interest being a priority

- The Division Director of the Division the player is being re-located to must be notified as to the reasons for such movement

- Player movement is not final until approved by WKMHA. Player can participate in evaluations and practices, but cannot participate in league of exhibition games until approval from WKMHA is in place.

Monitoring of movements must take place with the goal of moving the player back into their applicable age group after progress is made with skill development.

The communication to make this movement must have started prior to the submission date for final rosters to WKMHA and BCH.

### Equipment Policy

Each GTMHA team will be provided the following items:

- Two locker keys, two minor hockey room keys, and two Beaver Valley cage keys. Additional keys may be obtained, if available, upon receipt of a further \$25 per key deposit.
- Pucks
- Rep teams - 70 to 80 pucks
- Recreation teams – 35 to 50 pucks
- Puck Bucket or Bag
- Cones
- Coaches Board for all Senior Novice and above teams
- Jerseys, as applicable Official GTMHA jerseys should **not** be used for tryouts or practices
- One pair of socks/recreation team player; two pairs of socks/rep team player Additional socks used will be charged to the team and deducted from the equipment deposit
- Goalie Gear as per the policy below

List of locker contents will be posted inside the locker.

All items (excluding used game sheets and socks) must be returned to the GTMHA locker at the close of the season, prior to jersey deposit being refunded. If less than 50% of the initial puck allocation is returned, the cost of the pucks will be deducted from the jersey deposit before it is returned.

Additional pucks may be purchased from GTMHA Equipment Manager.

Players are generally required to purchase and maintain their own equipment. Parents/guardians of players who need assistance with equipment for financial reasons are encouraged to contact Financial Aid Director.

All helmets, including coaches' helmets, must have the CSA sticker or the helmet is not certified under HC rules, and the wearer is not covered under the hockey insurance. Helmets in Canada do not have an expiry date. All helmets must be done up as per HC playing rules. If a coach does not have a certified helmet or it is not secured properly all sanctioning and insurance is removed for everyone on the ice. Goaltenders must keep their helmets on while on the ice, and cannot lift it to the top of their heads, even for a drink, as this poses a serious safety risk, as well as violating the "helmets not properly secured" rule from HC.

Every player must provide their own water bottle and it is recommended to sanitize after each use.

All players must provide their own practice jersey to wear during practices, if not provided by GTMHA. GTMHA teams may purchase practice jerseys. To prolong the life of GTMHA game jerseys, game jerseys must not be worn for practices or non GTMHA activities.

Each season, up to 7 sets of jerseys will be ordered, to include 5 sets of recreation jerseys and 2 sets of rep jerseys, as needed.

Any team that requests any type of sock other than the standard knit type will be responsible for the difference in cost.

### **Team Deposit**

Prior to team selection, applicable Division Director will confirm locker contents and sign for the locker from GTMHA Equipment Manager.

Locker and door keys will be issued to each team, once team selection has been completed and equipment/jersey contracts are signed and returned to applicable Division Director. Division Director will give these contracts to GTMHA Equipment Manager.

Each GTMHA team will pay \$500, plus an additional \$25 for any additional keys requested deposit by October 31<sup>st</sup> of the current season.

Deposit will be returned to the team once equipment, keys and laundered jerseys, on hangers, are returned to the Equipment Manager at the end of the season. Charges for lost, damaged, or if any damage to game tablets.

Unlaundered items will be deducted from the team deposit as per the equipment understanding signed before receiving the keys and jerseys, or at the actual cost to GTMHA, if higher. Any unpaid fines owing to GTMHA, WKMHA, OMAHA, BCH, HC, or any other organization will be deducted before the deposit is returned. Required financial documents must be received before any Refunds are issued.

All equipment, keys, and jerseys must be returned by April 15<sup>th</sup> or the jersey deposit will be retained by GTMHA, locker will be rekeyed, and parents' will be sent invoice for jerseys, which must be paid before player can register for subsequent seasons. Teams may appeal to GTMHA Executive any charges for jerseys and equipment due to not meeting the April 15<sup>th</sup> deadline. Once a locker has been rekeyed, the charge to the team for the lost keys cannot be refunded. Extensions to this date are to be coordinated through GTMHA Equipment Manager.

### **Goaltender Equipment**

One set of Goaltender Equipment will be provided to each GTMHA U9 team. This equipment must be returned to GTMHA Equipment Manager prior to jersey deposit being returned to the team.

Goaltenders in U11 and above are expected to provide their own equipment. If necessary, equipment for U11 through U15 recreation team goalies will be provided on a case-by-case basis. If the U11 and above goaltender is not a dedicated goaltender on the recreation team, equipment will only be provided if GTMHA can do so without having to purchase additional equipment and there is less than three goaltenders on the applicable team.

To borrow goaltender equipment for the hockey season:

- Parent must contact the GTMHA Equipment Manager
- GTMHA Equipment Manager will determine need and determine whether the association has the necessary equipment.
- Parent will supply a \$100 deposit
- Parent and GTMHA Equipment Manager will meet to fill out rental form and evaluate equipment for wear
- The \$100 deposit will be refunded when equipment is returned and it is determined that it is in reasonable condition considering regular wear and tear

If the goaltender equipment is borrowed outside of the hockey season, the player must be registered with GTMHA for the following season. Additional equipment will not be purchased to meet these outside of season requests. A \$100 deposit must be made for the use of the equipment and will be refunded upon return of the equipment, in a reasonable condition considering regular wear and tear, prior to the first regular GTMHA ice session.

### **Player Medical Information**

Team Safety Person is to keep a GTMHA player Medical Information Form for each player with the team at all times. Information obtained on these forms is to be kept confidential amongst team staff.

Should a GTMHA player be injured at any time during a sanctioned team function that requires medical attention, a HC injury report form shall be completed. This form requires signatures and information from a team staff member and the attending medical practitioner. Parents will file this form with the BCH office within 90 days of the injury.

Every player/team staff member that is listed on a HC roster is insured under the HC 3<sup>rd</sup> party liability insurance policy. Medical expenses that are not covered by BC Medical or a private insurance policy can be submitted to BCH, within policy limitations, for reimbursement.

### **Return to Play**

Any player that required medical attention due to an injury must acquire a return to play written confirmation from physician. This must be presented to the team Head Coach/Trainer prior to any participation in any further minor hockey activities.

See BC Hockey Policy Manual 1.22.

### **GTMHA Ice Allocation**

To facilitate the growth of all players, if enough ice is available, the ice manager will schedule, at a minimum:

- U7 – one hour of week day ice in each of Beaver Valley, Trail (Cominco), and Rossland, if enough players from the applicable community are registered, shared by all players from the applicable community and a shared weekend ice slot determined by ice availability each week. Week day ice will be on the same day every week if possible. Should enough players sign up and pay an additional fee, an additional biweekly one hour slot of ice may be provided for skill development.
- U9 - two shared practices per week and a shared weekend ice slot.  
Should enough players sign up and pay an additional fee, an additional weekly one hour slot of ice may be provided for skill development.

- U11/U11 Atom A – two practices, one shared on larger ice surface and one alone, if ice allows, on Kids’ rink, per week and up to seven WKMHA league games.
  - U13 – U18 House Recreation – two practices, one shared and one alone, if ice allows, per week and up to seven WKMHA league games.
  - U13 – U18 Representative– two alone practices per week, one morning ice slot in Trail (bi-weekly minimum) and up to six WKMHA league games.
- If there are two representative teams at a level then one practice per week on Cominco ice may be a shared practice at the discretion of the Executive
- If team elects not to use morning ice slot, team will not be allocated an additional ice slot as part of their allocation paid for by GTMHA
- U13 Wildcats – two alone practices per week, one morning ice slot in Trail (bi-weekly minimum) and WKMHA league games at the level determined appropriate by WKMHA.

At the Divisional Director’s discretion, the rep teams will rotate their practices through the three major arenas (Beaver Valley, Rossland and Trail).

Ice sessions lost due to statutory holidays will not be made up by allocating additional ice unless this can be done without cancelling other regularly scheduled activities.

Additional ice may be booked at the team’s expense.

Teams will pay for the ice of any game marked as exhibition on the WKMHA league schedules and for all OMAHA league games and any additionally scheduled exhibition games or practices. Teams requesting arenas to be open earlier or closed later than normal operating times will pay any additional costs to GTMHA as a result of this request.

Ice for rescheduled league games will be paid for by the GTMHA team requesting the game to be rescheduled unless the original ice is purchased by another user.

Additional ice not used in the above allocation will be fairly distributed to teams, in a manner determined by the Executive, so that all teams have an opportunity to use this ice at no additional cost to the team. Priority of this ice will go to teams or other users that are paying for the ice.

GTMHA paid for practice ice will commence October 1<sup>st</sup> or the Monday before October 1<sup>st</sup>, if October 1<sup>st</sup> is not a Monday and will end the Friday of the second week-end of WKMHA Recreation Playoffs. Team ice allocation may be reduced upon completion of WKMHA playoffs or upon confirmation that a representative team will not be attending Provincial Championships. Additional practice ice, within the above allocation, will be provided, at no cost to the team, for any team that has WKMHA playoffs scheduled beyond the above dates.

Opening day for U7 and U9 will be the Saturday before October 1<sup>st</sup>. Regular U7 and U9 ice will start on the first Saturday in October.

Any ice booked during the school Christmas Break will be at the team’s expense unless it is for a league game scheduled during WKMHA scheduling, and then normal procedures will apply.

Representative teams going to Provincial Championships that do not participate in any WKMHA playoff games will have five hours of ice paid for by GTMHA between the end of GTMHA paid for ice

and Provincial Championships. Requests for ice after GTMHA scheduled ice ends are to be submitted to GTMHA Ice Coordinator by February 20<sup>th</sup>.

### **Ice Allocations for Representative Tryouts**

First representative team at each level will receive ten hours of ice paid for by GTMHA prior to GTMHA paid for ice starting.

Second representative team at each level will receive five hours of ice paid for by GTMHA prior to GTMHA paid for ice starting.

Division Director at the applicable level, in consultation with the Representative Team Head Coach, will book the ice for the tryouts through GTMHA Ice Manager.

Start date of representative team tryout ice will be after Labour Day with the exact date being determined after August 1<sup>st</sup>, when the number of players wishing to tryout is determined. Should there be enough interest for two teams at any level, then the tryouts for that level will start during the first week of September. The first team will be selected within ten days of selections commencing.

U18 representative team tryouts will start the Monday after the first league game of the Junior B program.

All representative teams will be selected no later than two days prior to GTMHA recreational team selection ice starting.

Wildcats team will pay for all ice booked for the Wildcats prior to GTMHA paid for ice commencing.

Additional ice may be purchased by the team. Any requested ice is paid for regardless of whether it is used by the team requesting the ice. A representative team that does not use their September ice allocation does not receive any financial benefit relating to this decision. Any additional ice booked prior to GTMHA paid for ice commencing will be paid for by the team that the ice was booked for.

### **Ice Allocations for U11 Atom A Development**

Should WKMHA approve a two tier U11 Atom level program, up to three hours of ice will be provided by GTMHA prior to start of GTMHA ice for U11 Atom A Development team selection. These ice sessions are available to all Atom level players. All players attending these ice sessions will be assessed a fee to be determined by GTMHA Executive. Players must sign up for these ice sessions in advance and once the ice session have commenced, the extra fee will not be refunded.

U11 Atom A Development is entitled to the same regular season ice allocation as other U11 level teams, including sharing ice with other U11 level teams.

Additional ice may be purchased by the team. Any requested ice is paid for regardless of whether it is used by the team requesting the ice. Additional fees not needed to cover the cost of the ice for team selection and the cost of sending a GTMHA representative to the OMAHA scheduling meeting if the U11 Atom A team will be participating in OMAHA league play will be used to help cover the cost of providing a hockey program for all Atom aged players, at the discretion of GTMHA Executive.

### **Development Policy**

## **Player Development**

GTMHA endeavours to develop sufficient players to maintain two representative teams at the U13 level and one representative team at each of the U15 and U18 levels.

If coaching staff and sufficient players of U11 Atom A caliber exist, an U11 Atom A team will be formed, if approved by WKMHA.

When two teams are on the ice simultaneously, coaches are encouraged to share the ice and mix the teams to work on skill development for at least half of the practice and then work on individual team development for the other half.

## **U7, U9, U11 Skills Development**

Weekly U9 and U11 Development programs will be run if a minimum of twenty players are interested and coaching staff is available and ice availability exists.

Bi-weekly U7 Development program will be run on alternating weeks in Trail and Beaver Valley if a minimum of twenty players are interested and coaching staff is available and ice availability exists.

Programs aimed to enhance skill development will be open to all players from the division on a voluntary basis.

Cost of development program will be determined by the cost of ice. Any additional funds from these programs will be used, at the discretion of the GTMHA Executive, to enhance the hockey program at the applicable level.

## **U11 Skills Policy**

To form an Atom tournament team. If we can find extra ice for practices, with the user paying, and find extra time for games/tournaments as long as it doesn't conflict with any house games or tournaments or take away from a year end skills tournament. The players also have to be in the U11 skills. There also needs to be an option for up to one to two tournaments for the remaining players. (An A tournament and a B tournament). We will request an independent evaluation of the players.

## **Goaltender Development**

GTMHA will work to develop goaltenders by offering goalie development opportunities throughout the season.

While the association will allocate some ice for goaltender development, some goaltender development opportunities will require cost participation from the parents. Space permitting, this program will be open to all goaltenders in WKMHA with goaltenders from outside of GTMHA paying an additional fee to cover a portion of the ice costs.

## **Duties of the Goaltender Development Coordinator**

- Being developed

## **Female Development**

GTMHA supports the development of female players in a safe environment.

Programs aimed to enhance skill development will be open to all female players in WKMHA on a voluntary basis. If a coach is interested, a program will be offered for U11 and below female players on a yearly basis. These programs will be offered during any hockey seasons where a U13 Wildcats team is not formed.

Cost of development program will be determined by the cost of ice.

#### **Duties of the Female Development Coordinator**

- Being developed

#### **Affiliate Player (AP) Policy**

GTMHA follows affiliate player policies of WKMHA, BCH, and HC. Players can only be affiliated to one team at any given time

In order to affiliate to a team a player must be carded to a lower level team i.e. Tier 3 players to Tier 2, Recreational players to Tier 3 or Tier 2, if there is not a Tier 3 team. Representative players cannot AP to a recreation team.

Coach from the next lower division produces a list of players eligible to affiliate by October 15<sup>th</sup> to Directors in both divisions.

A list will be created and the Divisional Director will give the list to the coaches of all teams involved. This list will also be given to GTMHA Registrar for input on the official roster.

Affiliated players are not to be contacted for participation with a higher level team without the prior consent of that player's current Head Coach. Lower level coaches are expected to encourage affiliated players to avail of any opportunity to participate at a higher level.

The Divisional Director in the upper division will be responsible for controlling that affiliate players are used in an equitable fashion for games and practices. Once on the roster, an affiliate player may practice with the team at the discretion of the upper team coach. AP players should be offered an equitable opportunity to practice with the team. A recreation team can only call in AP players for games if the team numbers are below their regular roster numbers by more than 2 players, unless they're below 10 skaters, and cannot add APs to exceed their regular roster total. There are circumstances where this could be reviewed and approved by the president and VPs.

Once a recreation player has played a game as an AP player, that player cannot be utilized as an AP until the remaining eligible players have had the opportunity to play as an AP or decline the opportunity.

A maximum of 19 players are permitted on an affiliation list for each team.

An initial affiliation list must be filed with GTMHA Registrar by December 15<sup>th</sup> of each season, or before the player plays. Players can be added until January 8<sup>th</sup> of each season. Players cannot participate as a team affiliated player until such time the GTMHA Registrar has provided the higher level team with a HCR generated roster with that player listed.

An affiliated player is permitted to participate in up to ten games in the season with the higher level team. An exception to the affiliated player rule exists regarding goaltender participation. When an affiliated goaltender does not actually participate in a game and acts only as a backup to a starting

goaltender, the game does not count in the ten game limit. Games that the goaltender actually participates in are counted. It shall be noted on the official score sheet as to whether the affiliated goaltender participated in the game.

Affiliated players will pay their share of any cost associated with any event that they attend, even if the team has paid for the activity with team funds. Affiliated players are not permitted to participate as affiliated players in extra tournaments or exhibition games that have required executive approval as per GTMHA policy. Once an affiliated player has played three games, attended six practices or committed to going to Provincial Championships with the team, this player will pay the representative tryout fee if the player had not previously paid this fee.

Only players rostered on a team are to be on the ice for practice unless prior approval has been received from the Division Director.

Rep teams should choose their APs from players who tried out first unless extenuating circumstances have been taken to the director or board.

### **Player Evaluations**

GTMHA coaches from all divisions shall, in conjunction with the GTMHA Coach Coordinator, complete mid and end of season evaluations on all players. Guidelines for evaluating players will be those provided by the GTMHA Coach Coordinator.

These evaluations will be used as a method to follow the skill development of each and every player in our association.

All player information will be kept at the association office and will be kept confidential.

### **Fundraising**

Team management is responsible for ensuring that the GTMHA guidelines, municipal bylaws, and BC Gaming regulations are followed for any fundraising activity.

Teams may plan, within the limitations outlined in the next section, budget and raise funds only for the following purposes:

- Tournament team registration fees
- Team hockey socks, one away and one home set, if not provided as part of registration fees
- Coach expenses, if coaches are not parents/guardians/step-parent/grandparent/sibling of players on the team:
- Mileage to/from out of town games and tournaments (MapQuest return distance from Trail Memorial Centre to the arena where the activity is being held) to a maximum of one vehicle at fifty percent of the current WKMHA per kilometre rate, if team transportation such as a bus was not provided
- Accommodation for out of town games and tournaments based on double occupancy at the same hotel as the team, receipt required
- Meals for out of town games and tournaments to a maximum of \$50.00/day, specifically \$15.00 for breakfast, \$15.00 for lunch and \$20.00 for dinner unless team meals were provided and then those meals are deducted from the meal allocation
- Any additional coaching expenses, with a receipt, must have parent approval through an anonymous vote with a majority decision

- Additional ice-time
- Additional referee costs not covered by GTMHA
- Costs for year-end banquet and team party
- Other team expenses such as faxes, phone calls and correspondence, with receipts GTMHA is not responsible for expenses related to team activity such as phone calls to arrange exhibition games
- Bussing costs for away games or tournaments

Teams cannot raise funds for items such as the following:

- Team apparel
- Any personal hockey equipment
- Team and individual photographs
- Tickets to sporting events or other entertainment
- Sweater name bars

The above items should be purchased by families on a personal option basis. If a team wishes to make a team purchase the decision must be unanimous. The purchase of any other items, not mentioned above must have approval of the GTMHA Executive.

Any donations received by a team needs to be targeted to a specific activity that GTMHA allows teams to fundraise for, or the donation needs to be made to the applicable tournament at that level.

Any applications made for gaming licenses must be done so under the official team name and not under the Greater Trail Minor Hockey Association name. Teams are required to ensure that all follow up paperwork for said licenses is completed in a timely manner prior to the close of the season.

Return of team funds to parents shall not exceed the initial cash contribution made by the parent and should not include any proceeds from fundraising. Refund cheques for any player's fees covered by Cinderella Fund will be returned to Cinderella Fund, not to the parents. Excess funds in the team account at the end of the season should be submitted to GTMHA Cinderella Fund for recreation teams and to GTMHA Representative Team Travel Fund for representative teams.

All documents relating to any BC Gaming activity should be turned into GTMHA Treasurer for retention with GTMHA financial records

All plans for team fundraising must be discussed and approved at a parent meeting, with all profits belonging to the team.

A player who leaves a team forfeits all rights to benefit from any fundraising. At no time shall fundraising receipts be returned to a player or parent

### **Recreation**

Recreation teams do not participate in BC Provincial Championships and are therefore not permitted to participate in additional fundraising ventures beyond 50/50 and their home tournament.

All recreation teams must submit a year-end financial statement to GTMHA Treasurer by April

15<sup>th</sup>, prior to any team deposit being returned to the team. This statement must clearly show amount collected from each player and amount refunded to each player.

### **U11 Atom A**

In addition to 50/50 and their home tournament, the Atom A team can do additional fundraising activities in the community for the purpose of covering tournament registration fees. Fundraising cannot exceed the cost of two tournament registrations or the difference between the total team tournament registration costs, for authorized tournament as per GTMHA policy, minus home tournament profits after deducting home tournament registration cost and the cost of any tournament covered by GTMHA. Any monies raised from this fundraiser that are in excess of this amount will be split evenly between the GTMHA Cinderella Fund and the Representative Team Travel Fund.

All Atom A teams who participate in additional fundraising must submit mid-season financial statements by January 31<sup>st</sup>, in addition to the year-end financial statement required by all teams prior to team deposit being returned to the team. This statement must clearly show amount collected from each player and amount refunded to each player.

### **Representative**

In addition to 50/50 and their home tournament, senior representative team at each level and U13 Wildcats will also earn money from the Legion Meat draw, if the opportunity is available.

Regardless of their attendance at year-end Championships, representative teams are permitted to perform and benefit from one additional fundraising activity to a maximum of \$5000, which qualifies as a Class D licence under BC Gaming. The team is responsible to acquire and follow all BC Gaming Requirements and must obtain any licence in the team name, not under the name of GTMHA.

Representative teams can also do additional fundraising that is not under a gaming licence in the community for the purpose of attending Championships. Fundraisers must be approved by the Executive prior to being conducted to ensure that there is no duplication of fundraising activities.

Any funds raised from a fundraiser that has not been approved will be donated to GTMHA Cinderella Fund.

All representative teams must submit mid-season financial statements by December 30<sup>th</sup>, in addition to the year-end financial statement required by all teams prior to team deposit being returned to the team. This statement must clearly show amount collected from each player and amount refunded to each player.

### **Tournament Program**

A master GTMHA Tournament Program will be published at the beginning of each season, with interchanging centerfolds to identify tournament participants. • Program logo must only be GTMHA Logo no other logo will be permitted

### **Duties of Tournament Program Committee**

- At its first meeting of the season, the committee will elect a chairperson who will report to the Second Vice-President.
- Tournament Program committee of three members will be struck to solicit advertising from local businesses to be included in the Master Program and it will oversee the production of the Program.

- A letter will be sent by the GTMHA Program Director out to businesses in our area regarding advertising in this program.
- The cost of the advertisement will be set by the executive each year.
- The committee will provide a list of advertisers to the Second Vice-President who will provide this list to the individual tournament organizers. These advertisers are not to be solicited a second time in one season by individual tournament organizers.

### **Sponsorship Policies**

Many corporations make substantial contributions to GTMHA through sponsorship of teams, tournaments and other programs. A list of these corporate sponsors will be provided by the Second Vice-President. Teams should avoid approaching these sponsors for additional funding. Potential new sponsors should be referred to the Second Vice-President. Teams must request approval from GTMHA Executive for any requests for donations from businesses.

The Second Vice-President has the following obligations to the sponsors:

- Maintain regular verbal or written contact with the sponsor
- Ensure that the team that was sponsored provides the sponsor with an appropriate thank you at the end of the season. Cost of this will be covered by the team that received the sponsorship
- If GTMHA receives the sponsorship funds, then GTMHA will provide each sponsored team with sponsor's name bars for the jerseys
- In any press release given to local newspapers regarding team activities the team sponsor's name must be used

### **Special Event Sanctions**

GTMHA teams are required, pursuant to BCH regulations, to complete a Special Event Sanction for any team function outside of regularly scheduled games and BCH sanctioned tournaments.

Team dry land training, fund raising functions that involve player participation, team parties (i.e. bowling, swimming, etc.) all require a Special Event Sanction.

### **Travel**

All games must be sanctioned by HC or BCH for insurance purposes. It is the host's responsibility to obtain official sanction. Sanction permits must be visible at the host association.

GTMHA teams may only travel to locations in Canada and United States. Travel outside of GTMHA jurisdiction must be preapproved according to BCH procedure. Interdistrict and USA Hockey Tournament Travel/Exhibition Game form is available in downloads on GTMHA website

[www.gtmha.com](http://www.gtmha.com)

This form is to be completed by the Team Manager and forwarded for approval by GTMHA President and then to WKMHA BCH Director for approval. Travel permits are to be submitted no later than ten days in advance of travel.

Upon completion of exhibition games or tournament, a copy of the game sheets must be returned to the appropriate WKMHA Division Director. Future travel permission may be withheld if game sheets are not returned. Any fines as a result of this travel are the responsibility of the team.

Travel permission is required for games scheduled as part of the OMAHA league play. In addition to any scheduled OMAHA league games, U11 and above teams are authorized to participate in ten

exhibition games with all costs of these games being covered by the team. Teams wishing to participate in additional exhibition games must poll parents in an anonymous vote. Enough players from the team must be interested in attending the game to make a team as affiliate players cannot be used to obtain enough players to commit to these additional games. Costs incurred as a result of these additional games will be split among the players participating in the games, not taken out of team fees.

Travel permission is not required for:

- Regularly scheduled WKMHA league games
- Regularly scheduled league playoffs
- Provincial Championships

Player and team management suspensions received within WKMHA, OMAHA, and BCH are also effective when traveling and apply to all tournament and exhibition game activities.

When traveling to out of town games or tournaments, only adults will be recruited as chaperones or drivers. No player under the age of nineteen is to drive to any out-of-town games.

Team Manager will monitor weather and road conditions and will take no undue risk with unsafe travel conditions.

Any travel done by employees of GTMHA, except for officials, will be at BCH rates. Travel done by volunteers of GTMHA will be at the rates set in the applicable section of the policy manual.

### **Hotel Accommodations**

GTMHA coaches and team officials whose travel costs are being covered by GTMHA or a GTMHA team are not permitted to have players with them in hotel rooms. Should this be unavoidable, a single adult should not be left alone in a room with a player.

Non-parent Coaches are required to stay at the hotel booked by the team. When travelling to road games coaches must carpool in order to minimize costs to their parents group or, split the travel fee if they want to take their own vehicles. When team meals are arranged, coaches are required to attend unless arrangements with the manager are made prior (ex. Family living in town where games are being played etc.) All reimbursements will follow along with GTMHA's policy manual.

### **Tournament Policy**

#### **Participation In**

Upon approval by executive, GTMHA will cover the registration cost of one approved tournament per U11 and above GTMHA team up to the applicable GTMHA tournament registration amount for the applicable level for attendance at a BC tournament outside of GTMHA or a US tournament if the association is participating in WKMHA league play at the applicable team's level.

A representative team with less than seventeen carded players will receive the same amount as the registration for their home tournament if they have paid the small representative team assessment. If this assessment has not been paid then the team will receive the same amount as the recreational teams at the level.

Teams that do not host a home tournament or cancel their home tournament will not be eligible to have a tournament registration paid for by GTMHA. Exceptions to this will be approved by the GTMHA Executive on yearly bases.

U13 Wildcats will only receive this tournament reimbursement if the team is registered as a primary team for at least twelve players.

Teams will pay for the tournament and upon confirmation of attendance at the tournament will be reimbursed by GTMHA Treasurer. Reimbursement will not be made until home tournament finances are finalized.

### **Recreation Teams**

U11 and above GTMHA recreation teams are permitted to participate in their home tournament /jamboree and a maximum of two additional tournaments.

U11 Atom A team is permitted to participate in their home tournament/jamboree and a maximum of three additional tournaments.

U9 teams are permitted to participate in one tournament outside of GTMHA, preferably to a Canadian location that is a member of WKMHA. The cost of this tournament is included in registration, with the exact location of the tournament being determined by Division Director.

U7 teams are permitted to participate in one tournament outside of GTMHA to a Canadian location that is a member of WKMHA. The cost of this tournament is included in registration, with the exact location of the tournament being determined by Division Director.

Teams wishing to participate in additional tournaments must poll parents in an anonymous vote. Enough players from the team must be interested in attending to make a team as affiliate players cannot be used to obtain enough players to commit to these additional tournaments. Tournament registration will be split among the players attending, not taken out of team fees.

GTMHA Executive must approve all additional tournaments/jamborees and any tournament/jamboree after March 1<sup>st</sup>, prior to the team registering for the tournament. All requests must be submitted in writing to the applicable Division Director prior to registering for additional events, at least thirty days before the activity will occur. Travel approval form is not to be signed by GTMHA President unless the applicable approval for attendance at the tournament has been granted by GTMHA Executive and is annotated in the meeting minutes.

Teams are not permitted to make any travel plans during the playoff round until approval to attend the activity has been obtained.

### **Representative Teams**

GTMHA representative teams are permitted to participate in their home tournament and a maximum of three additional tournaments/jamborees per season.

Teams wishing to participate in additional tournaments must poll parents in an anonymous vote. Enough players from the team must be interested in attending to make a team as affiliate players

cannot be used to obtain enough players to commit to these additional tournaments. Tournament registration will be split among the players attending, not taken out of team fees.

GTMHA Executive must approve all additional tournaments/jamborees and any tournament/jamboree after March 1<sup>st</sup>, prior to the team registering for the tournament. All requests must be submitted in writing to the applicable Division Director prior to registering for additional events, at least thirty days before the activity will occur. Travel approval form is not to be signed by GTMHA President unless the applicable approval for attendance at the tournament has been granted by GTMHA Executive.

Any plans for tournament play during WKMHA playoff rounds must have written consent from GTMHA Executive prior to commitment. Teams are not permitted to attend any tournament after the dates for Provincial Championships.

### **Duties of Tournament Director**

- Shall sanction GTMHA tournaments on BCH website and shall ensure that all sanctions are closed upon completion of the event
- Shall ensure that tournaments are set up on GTMHA website and that other associations in WKMHA and OMAHA are notified of the dates of the tournaments
- Shall act as a liaison between the tournament committee and GTMHA Executive
- Will provide technical assistance to the tournament committee in regards to organizing the tournament
- Will ensure that the tournament committee finalizes all aspects of the tournament within two weeks of the completion of the tournament

### **Hosting**

GTMHA recreation and representative teams are provided with the opportunity to host a division home tournament.

The following tournaments will be booked by the GTMHA Ice Coordinator no later than July 1<sup>st</sup> of each season:

- Novice Fall (8 U7 teams & 12 U9 teams); 1 hour games \*half ice
- Novice Spring (6 U7 teams & 8 U9 teams); 1 hour games \*half ice
- U11 Atom A & U11 (8 teams each level) 34 games; 1.25 hour games (U11 Atom A team to be confirmed before ice booked)
- U13 Recreation (8 teams) 17 games; 1.5 hour games
- U13 Representative Trail Rink(preferred) (8 teams or 16 teams if two GTMHA representative teams) 17 or 34 games; 2 hour games
- U15 Recreation (8 teams) 17 games; 1.5 hour games
- U15 Representative Trail Rink(preferred) (8 teams) 17 games; 2 hour games
- U18 Recreation (8 teams) 17 games; 1.5 hour games
- U18 Representative Trail Rink (preferred)(8 teams) 17 games; 2 hour games
- Tournament for U13 Wildcats will be booked upon confirmation that the team wants this and that ice is available
- Other levels as determined by GTMHA Executive

All GTMHA recreation and representative teams in the applicable division will participate in the home tournament.

Additional teams may be added to the tournament upon confirmation from GTMHA Ice Coordinator that ice is available. Once additional ice is booked, host teams are responsible to pay for the ice.

### **Hosting Rules and Guidelines**

GTMHA will provide a generic program that will be used in all tournaments.

GTMHA tournaments that choose not to have raffles or program draws, must produce a poster to show the names of the tournament program sponsors and post this in a prominent location during the tournament.

Each hosting team or Division must abide by all GTMHA tournament hosting rules and guidelines. In addition, all tournaments held in GTMHA will be in accordance with BCH Regulations.

The Tournament Coordinator will sanction all tournaments with BCH, with tournament proceeds covering the cost of the BC Hockey sanction fee.

Each Tournament Committee Director and Tournament Treasurer need to be approved by the GTMHA Tournament Coordinator and are responsible for the money involved in the tournament. Tournament budgets are to be provided, for approval, to the GTMHA Tournament Coordinator, a minimum of thirty days prior to the start of the tournament and prior to any expenditure being incurred.

Applicable licenses from the BC Gaming Branch in the tournament name for 50/50 and prize table must be obtained. Any applications made for gaming licenses must be done under the official tournament name and not under the GTMHA Association name. Tournaments are required to ensure that all follow up paperwork for licenses is completed before finalizing tournament finances. Tournament financial paperwork must be maintained for five years after the completion of the event or can be turned over to GTMHA Treasurer for retention with GTMHA financial records.

All outside GTMHA teams must register for the tournament through the GTMHA online tournament registration on the GTMHA website. Tournament proceeds will cover the cost of this. GTMHA teams will not register for the tournament online.

All teams, including the GTMHA host teams except for GTMHA teams attending GTMHA Novice tournaments, will pay an entry fee for the tournament. Entry fees for teams outside of GTMHA will be collected and held by GTMHA Treasurer. Except for Initiation and Novice level, entry fees for GTMHA teams will be collected by Tournament Treasurer and will be used to cover tournament start-up costs and costs during the tournament. Should additional funds be required, a request can be made to GTMHA Treasurer for assistance. A budget must be provided and confirmation must be provided that any funds in possession of the tournament committee will be disbursed prior to the tournament. Assistance will only be provided if the amount of tournament money held by GTMHA is greater than the estimated cost of ice, online registration costs, BCH sanction fee, and GTMHA tournament assessment.

Teams hosting the tournament will donate the items for the prize table and program draw or will find sponsors that are not already advertising in the tournament program for these items.

All costs incurred for home tournament, including all ice booked, whether it is used or not, are the responsibility of the hosting teams. When a rink has been booked for the entire weekend, the tournament will be responsible for the entire ice bill for the period of the booking.

A cash box will be provided for the use of the tournament committee during the tournament. Cash box must be returned to either GTMHA Treasurer or GTMHA Tournament Director within seven days of the tournament completion. Costs of damaged cash boxes or lost keys or boxes will be shared equally between the host teams, not covered by the tournament returns.

Within forty-eight hours of the conclusion of tournaments held by GTMHA, all funds will be deposited into the bank with the receipt being given to GTMHA Tournament Director. Should the tournament not have a bank account, then contact GTMHA Treasurer for direction on how to deposit the funds into GTMHA bank account. Failure to comply with this will result in a fine of \$50 to each host team, to be covered by the team's return from the tournament, not from the tournament profits.

Within seventy-two hours of the conclusion of all tournaments held by GTMHA, the tournament organizer will distribute all game sheets as applicable. Any fines from the tournament will be paid for by the hosting teams, not from the tournament proceeds. Within ten days, Tournament Treasurer will provide a final financial statement to GTMHA Treasurer.

Tournament profits for U11 and above tournaments will be shared in the following manner:

- 1<sup>st</sup> \$1000 to GTMHA per level participating in tournament
- 2<sup>nd</sup> Registration paid by the host teams for the tournament will be returned to host teams, not to exceed remaining tournament funds, for the first tournament hosted at any level
- Any remaining profit to be split 75/25, with 75% going to the hosting Division or Teams(s) and 25% to GTMHA
- Any fines as a result of the tournament will not be covered by tournament proceeds, but will be shared equally between the host teams

Tournament profits for Novice level tournaments will be shared in the following manner:

- Tournament profits go towards Novice banquet, away tournament once approved.
- Profits above the projected amount will be used to offset additional activities that parents have paid for, at the discretion of the Division Director
- Any fines as a result of the tournament will not be covered by tournament proceeds, but will be assessed to the parents

Funds will be distributed to the hosting division or team once the financial reporting has been received and approved by GTMHA Treasurer, but no later than 15 days after the conclusion of the tournament.

Any funds to GTMHA will be used to enhance GTMHA hockey programs at all levels.

### **Photographs**

Registration fee for U9 and above includes the cost of a team photograph and an individual photograph for players and a team photograph for team staff in the photograph. Session one registration fee for U7 level players includes the cost of a group photograph and an individual photograph for players and a group photograph for team staff in the photograph. Photographs will be taken early in the season and distributed by Minor Hockey Day.

Refunds will not be issued to players who miss photograph day.

A group photograph will be taken of on-ice officials. Any on-ice official wishing to have an individual photograph will cover the cost of this photograph.

Co-ordination of the team photographs will be the responsibility of an executive member selected by the executive.

### **Duties of Photograph Director**

- Photograph Director will be appointed by the executive and will report to the First Vice-President.
- Photograph Director will:
  - Ask for and receive bids from photographers. This does not need to be done on a yearly bases, but should periodically check that prices are still reasonable, or determine if any new proposals that are received should be examined further
- Executive will approve choice of a photographer.
- Coordinate ice requirements with GTMHA Ice Coordinator
- Schedule teams for photographs
- Assist with the photographs
- Deliver the team photographs to the appropriate teams

### **Minor Hockey Day**

The expectation is that all teams will participate in an activity in Greater Trail on Minor Hockey Day.

### **Duties of Minor Hockey Day Coordinator**

- Ensure that the gym and kitchen are booked, if necessary
- Coordinate with volunteers
- Liaise with media in regards to Minor Hockey Day
- Schedule events for the day

### **WKMHA Playoffs/Provincial Championships**

GTMHA recreation teams and U13 Wildcats will participate in applicable WKMHA playoffs at the locations determined by WKMHA. GTMHA representative teams will participate in BCH Provincial Championships, regardless of the location, should they qualify as the WKMHA representative for the applicable level.

GTMHA shall pay the registration cost for WKMHA playoffs for all GTMHA recreation teams and U13 Wee Wildcats. GTMHA will cover the cost of ice and on-ice officials for any necessary WKMHA representative home playoff games.

When hosting a Provincial Championship, responsibilities of GTMHA and the host team will be as follows:

- Works under the guidelines with BCH
- Host team will take full control of organizing the event
- Host team will have full responsibility of the financial aspects involved in the event
- Host team will work with GTMHA to schedule ice times and officials
- Profits from hosting Provincial Championships will be deposited to **GTMHA Representative Team Travel Fund**

- Host team will coordinate sponsorship and program for the event, with the proceeds from these activities covering the costs of the event
- Host team may ask GTMHA to act as a liaison, where necessary, and provide additional organizational assistance where necessary.

### **Scholarship**

GTMHA will provide one \$500 scholarships selected from graduating students of J.L. Crowe that meet the following criteria:

- Must still be playing hockey in grade twelve or have graduated out of Minor Hockey due to age and not eligible to play Minor Hockey as an overage player and did not make a local junior hockey team
- Played hockey with GTMHA for a minimum of five years, including at least one year at the GTMHA U18 level.
- Cannot be eligible for any other bursary or scholarship issued by GTMHA, junior hockey program
- Must complete all courses required for graduation no later than June 30<sup>th</sup> of the graduating year
- Any player that is suspended from hockey during grade twelve season will only be eligible upon approval from Executive
- Preference will be given to a player who is still playing hockey with GTMHA during their graduation year

Application for the scholarship must be made by April 30<sup>th</sup>. GTMHA will confirm eligibility of players and the high school will select the recipient from the list. If there are no qualified applicants, then the scholarship will not be awarded. Application must be completely filled out to be considered for the scholarship.

Proof of registration at post-secondary institution is required to receive payment.

Scholarship may be deferred for one year after being awarded, but if not used within two years, the award is forfeited.

### **Game Sheets**

HiSports GAME SHEETS All game score sheets will be run via a online portal Hisports <https://hisports.app/>

1. You will need to create an account for your team using your teams hockey ID which will be found on your HCR roster.be able to review your team roster on hisport please ensure you always review your team roster here.
2. Before starting every game you must verify your roster is correct. Please make notes for any A/P players, anyone with suspension, or if a player if not playing at all. Coaches must sign off on the App before the start of each game.
3. GTMHA will provide tablets that are located at each arena.
4. You will receive an email from HiSports once the game is completed with an official scoresheet.

Team shall be responsible for supplying WKMHA and OMAHA approved score sheet once received via email.

All league games shall be identified by a game number. League games will be assigned a number during league schedule. Assigned game numbers appear on division schedules. All exhibition games will be identified on the score sheet with EXH.

#### Verification of Information:

- Team official verifying the eligibility of each player shall sign the digital game sheet  
All team members on the players' bench must be listed on the digital game sheet  
Players on the roster that are not playing need to have a line drawn through their name  
AP players must be designated with "AP" beside their name  
Over aged players must be designated with "OA" beside their name  
Players of bench staff serving a suspension must be listed on the game sheet with "SUPS" next to their name.
- Each on- and off-ice official will print their name legibly and sign the digital game sheet in the appropriate space
- All penalties and goals will be recorded in clear, accurate, legible precise printing by all officials
- Failure to submit legible digital game sheets will result in a WKMHA or OMAHA fine payable by the host team

Copies of each game sheet for all WKMHA league, playoff, and exhibition games played are to be emailed distributed by the home team:

Failure to submit digital game sheets within seventy-two hours will result in a WKMHA fine to the offending team. All fines are the responsibility of the team. If the WKMHA Division Governor and Statistician have not received the digital game sheet within fourteen days of completion of the games, the team head coach will be suspended until such time as the WKMHA Division Governor and Statistician are in receipt of the required digital game sheets.

Within seventy-two hours of a sanctioned tournament held by GTMHA concluding, the tournament organizer will email all game sheets to the Division Governor and Statistician.

All GTMHA teams are to send copies of digital game sheets (or paper sheets is applicable) for games and tournaments played outside of WKMHA to WKMHA Division Governor and Statistician within seventy-two hours of the game or tournament.

Copies of each digital game sheet for all OMAHA scheduled league, and exhibition games played are to be distributed by the home team. Must also send copies to WKMHA

Due to the new process of submitting WKMHA game sheets, GTMHA Teams are responsible for all costs associated with submitting game sheets.

## Referees

### Scheduling

Only currently certified to a minimum of referee level one HC on-ice officials shall be used for exhibition, league, playoff and tournament games. If possible, on-ice officials must be at least two years older than the age of the players in the game or from the division above the players in the game. On-ice officials that are the same age as the players may only be linespersons. Any individual

that is currently suspended from GTMHA as a player or team staff may not be an on ice official during the suspension.

As per BCH, when possible, Level 1 officials are required for non-competitive minor hockey, Level 2 officials are required for competitive minor hockey, and Level 3 officials are required for minor hockey playoffs.

All recreation and representative games will use a three person system for U11 Atom A Development, U13, U15, U18, and Female divisions. When possible, U15 and U18 representative games will use a four person system. A second referee shall not be scheduled for U13 and above if this will result in any travel costs for the applicable game unless Third Vice-President has determined, in consultation with the applicable Division Director, that it is necessary to have two referees for the applicable event.

The use of a three person system at all Atom games is encouraged to help facilitate the development of officials, but, if there is a shortage of referees, a two person system can be used for U11 games. U11 games shall not schedule the third person if this will result in any travel costs for the applicable game unless Third Vice-President has determined, in consultation with the applicable Division Director, that it is necessary to have the additional person.

On-ice officials must be impartial. Coaches and other team officials will not be on-ice officials in their own games. Anyone who is potentially in a conflict of interest, such as an immediate relative, will not be assigned on-ice officiating responsibilities as a referee in that game.

All scheduling is done via Arbiter Sports and officials will be sent the process and submission deadlines by Referee Scheduler.

Team Manager must ensure to notify GTMHA Referee-In-Chief and Scheduler in the case of a cancelled games. Except for unforeseen circumstances, notification must be at least twenty four hours in advance or on-ice officials will be paid and the cost of this will be borne by the team.

As per WKMHA rules, the following limitations and restrictions for scheduling on-ice officials shall apply:

- Will only be assigned to officiate three games in one day with a minimum two hour or one game break between the first and second assigned games or second and third assigned games
- Will only be assigned to officiate four games in one day with a minimum two hour or one game break between the second and third assigned games
- No official will be assigned on-ice officiating responsibilities for more than four games in one day.

### **Role of Referee Scheduler**

- Keep a current list of referees, their qualifications and their availability
- Assign referees games according to GTMHA policies ensuring that WKMHA scheduling deadlines are met
- Notify Team Managers when a referee will be receiving travel funds or 4 man system is to be used
- Provide list to GTMHA Treasurer, after the last GTMHA game for the season is played, of all referees, level, and number of games officiated.

## Payment for Games

GTMHA will pay referee costs for all GTMHA WKMHA league games that are not annotated as exhibition on the WKMHA schedules. All other games are the responsibility of the home team or tournament. Referee travel will be covered by whoever is paying the referee fee. For games covered by GTMHA, teams are to keep track of the costs and submit a summary to GTMHA Treasurer upon completion of league games.

Official fees for GTMHA games shall be:

U11 - \$85 (3 man, \$35, \$25, \$25)

U11 A - \$100 (3 man, \$40, \$30, \$30)

U13 house - \$100 (3 man, \$40, \$30, \$30)

U13 rep - \$120 (3 man, \$50, \$35, \$35)

U15 house - \$120 (3 man, \$50, \$35, \$35)

U15 rep - \$140 (3 man, \$60, \$40, \$40, reimburse for 4th man if necessary)

U18 house - \$120 (3 man, \$50, \$35, \$35)

U18 rep - \$140 (3 man, \$60, \$40, \$40, reimburse for 4th man if necessary)

U9 tournament only - 2 person \$20 each

U7 tournament only - 1 person \$20 each

When officials are asked to officiate for an association other than their own, they will be paid their home association official rate, if it is higher than the rate paid by GTMHA. Travel for referees from outside of GTMHA will be at WKMHA rates.

Official payment will be made at the end of the officiated game.

Any games before 12:00PM on a weekday will lead to referees being paid double the above fees. The double time does not apply to travel fees. These higher paid games are to be equitably distributed between all qualified GTMHA officials.

GTMHA, on-ice officials will not be paid for travel within the boundaries of GTMHA. If possible, on-ice officials will be scheduled within the community that they reside. Referee Scheduler will confirm with on-ice officials as to whether they wish to be scheduled only within the community they reside.

On-ice officials are responsible for properly completing and submitting any required game report for that game. Failure of on-ice officials to submit proper game reports will result in a fine payable by the on-ice official. Teams receiving fines as a result of referee action are to notify the Referee-In-Chief immediately. Referee-In-Chief will insure that all on-ice officials are aware of where to send game reports for WKMHA games and OMAHA games and the deadlines for submitting these reports.

## Development

On-ice official development program will be coordinated by the Referee in Chief.

As GTMHA is mainly staffed by volunteers, senior officials will be encouraged to provide donated time for development of junior officials. Any individual that is currently suspended as an on ice official or from GTMHA as a player or team staff may not provide official development during the suspension.

All U11 games provide for a third official for development purposes. U15 and U18 representative games provide for a fourth on-ice official that can be used for development purposes. Within the funding for WKMHA league games is the opportunity for each U13 and above recreational team to have a league game with a fourth official. Payment for additional officials for development purposes will be covered by whomever is paying for the game officials.

### **Clinic Reimbursement**

Clinic receipt is required for reimbursement of official clinic cost and insurance for individuals not otherwise registered with BCH. Reimbursement will be made within 30 days of last scheduled GTMHA host game, upon receipt of the total number of games that each referee did and receipt. Any receipts not received by April 30<sup>th</sup> of the season in which the clinic was completed will not be reimbursed. Requests for waiver of this deadline must be made in writing to GTMHA Executive outlining why the April 30<sup>th</sup> deadline was not met.

For reimbursement of clinic fees, referees must referee:

- Level 1 - 10 games (currently \$91.35)
- Level 2 - 10 games (currently \$101.85)
- Level 3 and above - 12 games (currently \$133.35)

Above Level 3 officials will be reimbursed the equivalent of Level 3 clinic as this is the highest level required by minor hockey. During any season where GTMHA hosts an event that requires a higher qualification than Level 3, then officials will be reimbursed up to the rate for the higher level clinic that is required (Level 4 currently \$168 and Level 5 currently \$194.25).

Any individual suspended as a player, team staff, or a referee for the remainder of a season will not receive referee clinic reimbursement even if they have completed the required number of games. Referee unable to complete above number of games due to hockey related injury as a player or team official will receive clinic reimbursement upon submission of a properly documented and submitted BCH injury form.

Cheques will be distributed by Referee-In-Chief upon confirmation that individual referees do not owe any fines.

### **Communications**

On-going communications are handled electronically via information and news posted on the GTMHA website, via newsletters sent directly to members' email addresses and posted on GTMHA website, and via other emailed announcements.

The GTMHA website is a major source of communication for our members. All GTMHA teams shall avail of this resource for their teams. GTMHA Website Coordinator will provide contact information upon request from Team Managers for access and information on the use of each team's website.

At no time are GTMHA teams permitted to post individual player statistics to the team websites. Players requiring their statistics are to contact their Team Manager who will request the information from the applicable WKMHA Statistician. Teams are encouraged to contact the GTMHA Website Director with any celebration or commendation items they would like to appear on GTMHA's home page. We like to celebrate every accomplishment.

## **Dispute Resolution Policy**

Definition of terms used in dispute resolution:

- Complaint - Description of problem
- Complainant - The person raising the complaint
- Respondent - The person with whom the complaint is about and who responds to the complaint
- Team Designate – GTMHA designates the official Team Manager as the team designate
- Dispute Resolution Committee - A committee of three executive members shall be put in place by GTMHA at the beginning of each hockey season who review and evaluate complaints that are raised by the complainant. Should any member be unable to sit on the committee due to circumstances beyond their control the President may appoint an alternate board member.

### **Level 1 – Team Dispute Resolution Process**

Allow 24 hours after an on ice session before discussing the concerns raised by the Complainant.

If the Complainant still has an issue or concern that needs to be addressed beyond the 24-hour period, it is strongly encouraged that the Complainant first meet with the Respondent and team designate in an attempt to resolve the issue. The team designate, acting in the role of mediator, will bring the parties (Complainant and Respondent) together to promote dialogue and to facilitate a resolution of the complaint.

Complainant to advise team designate they would like to meet respondent with team designate present as mediator. Within 7 days of receiving the verbal complaint, the team designate will arrange an informal meeting between the Complainant and the Respondent to address the issue in an attempt to reach a resolution.

If the Complainant is not satisfied with the outcome of the informal meeting described above, the Complainant may submit a formal written complaint to the GTMHA President.

### **Level 2 – Local Association Process – Member Complaints Committee**

In the event of an unsatisfactory result at Level I, the matter may be escalated to Level II. At Level II, dialogue between the Complainant and the Respondent is facilitated by the Dispute Resolution Committee of GTMHA. If an agreement is not reached, the Dispute Resolution Committee will render a decision in the matter with recommendations if necessary.

Written complaint that the GTMHA President received will be forwarded to Dispute Resolution Committee. The Committee independently assesses the complaint and determines whether there is validity to the concerns raised and to assess the team's role in handling the situation.

If the Dispute Resolution Committee determines that a complaint has no merit or that an informal meeting is unnecessary, the complaint will be referred back to the Executive indicating that no further action will be taken. The Dispute Resolution Committee will prepare a written report containing its findings and will send the report to the Complainant/Respondent. GTMHA Secretary will keep a record of the complaint on file and a copy of the final report.

If the complaint has merit, an informal meeting before the Dispute Resolution Committee will be scheduled within 7 days from receipt of the written complaint. An investigation and interviews may be conducted, if necessary. The Committee will assist the Complainant and the Respondent to reach a resolution.

Should the parties reach a resolution a written report of said resolution will be kept on file by GTMHA Secretary.

Should a resolution not be reached, the Complainant and the Respondent will be excused from the meeting and the Dispute Resolution Committee will make a decision. This decision will be in writing and kept on file by GTMHA Secretary. The Complainant and the Respondent will receive a copy of the decision within 3 days of the Committee meeting.

If the Complainant is not satisfied with the Dispute Resolution Committee's decision an appeal can be filed with the Association's Elected Board of Directors.

### **Locker Room Monitoring**

#### **Dressing Room**

Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing. At a minimum, two adults should be present. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision.

#### **Female Teams**

Recommend that there shall be two female supervisors with the players where possible. If not possible there may be one male and one female supervisor. The male supervisor would not enter the dressing room but would be within hearing distance to protect supervisors or players.

#### **Co-Ed Dressing Room Policy**

In all cases where members of a team include both male and female players, the following code will apply in the team dressing room:

- Male players will not undress to less than a minimum of shorts while females are present
- Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present

When separate facilities exist for male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above. Once dressed in accordance with the minimum requirements above, all players may return to the team dressing room.

When separate facilities do not exist for both male and female participants:

- Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above
- Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team

It is the responsibility of the team to ensure that these guidelines are followed.

### **Parents in Dressing Rooms**

Except for players at the Novice level, parents should not enter the dressing rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then the parents should let the coach know beforehand so that arrangements can be made to provide the player with the required assistance. We encourage parents to teach their players as young as possible how to get dressed independently.

In circumstances where parents are permitted in the dressing room, coaches are permitted to ask that the parents leave for a short time before the game or practice and for a short time after the game or practice so that the coaches may address the players.

The coach may prohibit parents from the dressing room. Parents should not enter the dressing room if the players undress to less than shorts and t-shirts.

### **Injury Treatment**

Safety person should avoid treating injuries out of sight of others. Ensure that a minimum of two adults are present.

### **Physical Contact**

Team personnel should avoid touching a player. The comfort level and dignity of the player should always be the priority. Individuals should limit touching to "safe areas" such as hand or shoulder.

### **Sport and Training Facilities**

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member.

### **Discipline**

GTMHA follows WKMHA, BCH, and HC guidelines for all discipline issues.

### **Social Media**

GTMHA is cognizant of the many social media outlets that are used by players, parents, and coaches. Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

Should GTMHA become aware of any situation of cyber bullying or abuse of any GTMHA member by another member on a social media outlet the offending player will face disciplinary action which may include suspension.

### **Harassment/Bullying**

Any GTMHA member found to be harassing or bullying a teammate, parent, game official, coach, executive member, or other GTMHA volunteer either physically or verbally will be subject to an investigation and possible suspension by the GTMHA Discipline Committee.

### **Hazing or Initiation**

Any GTMHA player, team official, or executive member found to be involved in the practice of "hazing", which shall be defined as unpleasant or humiliating tasks, bullying, pranks, ridicule,

humiliating horseplay, verbal physical or sexual harassment of players, shall be suspended for a minimum of one year.

Any GTMHA player, team official, or executive member found to be involved in the practice of “initiation”, which shall be defined as ceremonies, rites or practices which are morally and/or physically detrimental to the well-being of players, shall be suspended for a minimum of one year.

Any Manager, Coach or GTMHA Executive Member, who knowingly allows “hazing” or “initiation” to take place on a team, or within GTMHA, shall be suspended for a minimum of one year.

### **Alcohol/Drugs/Tobacco**

GTMHA expects athletes to strictly adhere to all laws governing the use of alcohol, drugs & tobacco (including chewing tobacco and e-cigarettes).

Should an athlete break the law and participate in the use of any alcohol, illegal or performance enhancing drug, or tobacco product during a GTMHA event (i.e. practice, league game, exhibition game, tournament game or another other team function) the following procedure will be followed:

- Coach informs the parent of the incident and turns the player over to the parent
- Coach documents the incident and informs GTMHA Discipline Committee
- Player is suspended from GTMHA activities until direction is received from the GTMHA Discipline Committee
- Coach informs the authorities should the incident warrant a criminal investigation
- Coach forwards any documentation to GTMHA Discipline Committee for filing/action
- Coach ensures that reports and specific circumstances are kept confidential
- GTMHA Discipline Committee will meet with player, parent, and team staff as soon as possible to review the issue.

### **Adult Alcohol Guidelines**

In addition to the zero tolerance policy in regards to minors and alcohol, GTMHA realizes that there are certain situations when the responsible use of alcohol by adults is acceptable.

Alcohol is not appropriate:

- In dressing rooms or in public, non-licensed areas
- Immediately before or during practices and games
- In team settings with minors in attendance
- In situations where minors are left unsupervised while adults attend “hospitality” type settings or where alcohol is not controlled by a server
- Consumption in buses or cars when traveling to and from an event
- By adults of a minor team when parents are not present
- Consumed by anyone at minor team parties hosted by other players, parents or team officials
- If forced on another person
- If used for “chugging” contests or as a form of hazing or initiation for rookies

### **BC Hockey Protocol – Incidents of Non-Compliance to Zero Tolerance**

BCH realizes that the severity of incidents of non-compliance to Zero tolerance will encompass an entire spectrum and may have far-reaching affects over and above the participants in the actual event. It is the duty of GTMHA Third Vice-President to report to the BCH Risk Manager if;

- The incident involves international, inter-Branch or inter-District play
- The situation may bring embarrassment or public attention to BCH and/or its members
- The incident is such that it may affect the well-being of other members of BCH
- The incident is precedent setting in some fashion
- The incident may require action by the BCH or higher authority

### Discipline Committee

The GTMHA Discipline Committee consists of the Third Vice-President, the Past President and a minimum of three nominated directors appointed at the first Executive Meeting. Another vice-president may stand in for any member of the committee in a conflict of interest situation.

The GTMHA Discipline Committee's role is to review all violations of the code of conduct and BCH Regulations by players, coaches and associated members. The Discipline Committee will:

- Investigate any complaint that is submitted *in writing* to the President
- Deal with all issues in a timely manner
- Work in a confidential, objective and professional manner
- Interview the parties involved
- Designate one member as secretary who will keep record of the investigation and outcomes. The committee secretary will provide written documentation for all investigations to GTMHA Secretary, for retention, at the end of the season
- Report, in writing, all disciplinary actions to GTMHA President

### Appeals Committee

The Appeal Committee shall consist of GTMHA President, GTMHA First Vice-President and GTMHA Second Vice-President. Another executive member may stand in for any member of the committee in a conflict of interest situation or if the First or Second Vice-President was asked to be part of the Disciplinary Committee that recommended the disciplinary action being appealed. The Appeal Committee shall hear appeals from decisions made by the Discipline Committee.

Any team, player, team official, or on ice official may appeal any decision of the Discipline Committee. The Appeals Committee may re-admit any team, player, team official, or on ice official or uphold, or modify any decision made by the Discipline Committee.

The Appeal Committee shall follow the Appeal procedure as outlined below:

- Any appeal to the Appeal Committee by the aggrieved party shall be in writing outlining all particulars pertaining to the case and shall be delivered to the GTMHA Secretary within seven days of being notified of the decision of the Discipline Committee and shall be accompanied by either cash payment or a certified cheque for **\$200.00**, payable to GTMHA
- The appeal shall be dealt with by the Appeal Committee within seven days of receiving the written appeal and \$200

Any team, player, team official, or on ice official may appeal the decision of the Appeals Committee to the Executive Committee of the Association. The Executive Committee shall consist of GTMHA President, three GTMHA Vice-Presidents, GTMHA Secretary and GTMHA Treasurer. Another executive member may stand in for any member of the committee in a conflict of interest situation.

Any appeal to the Executive Committee by the aggrieved party shall be in writing outlining all particulars pertaining to the case and shall be delivered to the GTMHA Secretary within seven days of being notified of the decision of the Appeals Committee.

The appeal will be heard at the next Executive Committee meeting.

If the appeal is dismissed, or the decision modified, the \$200.00 shall go to GTMHA. If the appeal is upheld, the \$200.00 shall be returned to the individual who originally paid the money.

