



Smithers Minor Hockey Handbook

Revised May 2019

An information guide for players and parents.

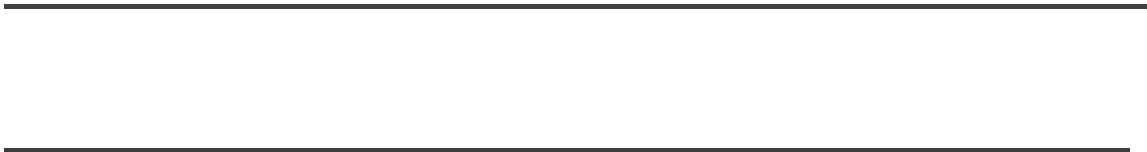


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THIS EDITION IS PREPARED FOR EASY AND CONVENIENT REFERENCE AND SHOULD REGULATIONS BE CHANGED OR ERRORS OCCUR, THE CONTENTS OF THIS BOOK WILL BE SUPERSEDED BY THE OFFICIAL MINUTES OF THE SOCIETY.

Hockey Canada Mission Statement

"Lead, Develop, and Promote Positive Hockey Experiences."

Hockey Canada Vision

World Sports Leaders

Hockey Canada Core Values

Hockey Canada believes...

In a positive hockey experience for all participants, in a safe, sportsmanlike environment.

In the development of life skills which will benefit participants throughout their lives.

In the values of fair play and sportsmanship, including the development of respect for all people by all participants.

In hockey opportunities for all people regardless of age, gender, colour, race, ethnic origin, religion, sexual orientation, or socio-economic status and in both official languages.

In the importance for participants to develop dignity and self- esteem.

To instill the values of honesty and integrity in participants at all times.

In the promotion of teamwork, and the belief that what groups and society can achieve as a whole is greater than that which can be achieved by individuals.

In the country of Canada, its tradition in the game of hockey, and the proud and successful representation of this tradition around the world.

In the value of hard work, determination, the pursuit of excellence and success in all activities. In the benefits of personal and physical well- being.

BRITISH COLUMBIA HOCKEY MISSION STATEMENT

Lead, Develop and Promote Positive Lifelong Hockey Experiences

Updated May 2018

SMITHERS MINOR HOCKEY ASSOCIATION

SECTION ONE - CONSTITUTION

ARTICLE 1

This organization shall be known as the Smithers Minor Hockey Association.

ARTICLE 2

The purposes of this Association:

- a. To operate as a non-profit organization for the purposes of promoting and maintaining the interests of minor hockey in the Town of Smithers and surrounding areas in the Bulkley Valley of British Columbia.
- b. To promote and encourage good citizenship and sportsmanship among the members of the association.
- c. To establish, maintain, conduct and promote among the members of the association and others an active interest in amateur hockey.

SECTION TWO: BY-LAWS

BY-LAW 1

As a previously unalterable provision of these bylaws the operations of the Association are to be chiefly carried on in the town of Smithers.

BY-LAW 2

As a previously unalterable provision of these bylaws of this Association shall be affiliated with BC Hockey.

BY-LAW 3

In the event of winding-up or dissolution of the Society, all funds and assets of the Society remaining after the payment or satisfaction of all costs, charges, expenses, debts and liabilities of the Society, including the remuneration (if any) of the liquidator, and after payment to employees of the Society of any arrears of salaries or wages, after the payment of any debts of the Society, shall first be given to a non-member funded society in the Bulkley Valley or in the alternative, transferred and distributed to BC Hockey, proprietorship registration no. FM 0475591, otherwise known as British Columbia Amateur Hockey Association, incorporation no. S4632, as voted by the membership at the time.

BY-LAW 4: MEMBERSHIP

1. Terms of admission of Members and their rights and obligations.

The Members of the Society include any person nineteen (19) years of age or over who agrees to become a Member, Associate Member, Honorary Member or any other class of Member by whatever name called. There shall be three classes of membership in the Society, namely: Honorary Membership, Life Membership and Active Membership.

- a. The Honorary Members shall not be entitled to vote at, but shall be entitled to notice of, meetings of the Members of the Society. They shall not be required to pay any Membership Fees or any Dues or Subscriptions;
- b. The Life Members shall be entitled to one vote per Member at all meetings of the Society;
- c. An adult person residing in the defined boundaries as fixed from time to time by the Society shall be entitled to become an active Member of the Society. Every parent of those children participating in the hockey program shall, by reason of payment of registration fees; coaches, volunteers or other people that provide services to the association, be a Member without the necessity of payment of further fees. (until further notice, the defined boundaries will be between Quick and Moricetown)

- d. A Member shall be deemed to be in good standing when he has paid his current Annual Membership Fees;
- e. Membership Dues - there shall be dues or fees payable by Members as from time to time fixed by the majority vote of the Board of Directors. The Registrar shall notify Members of the dues or fees at any time payable by them and, if they are not paid within thirty (30) days of such notice thereof, the Member in default shall automatically cease to be a Member of the Society, but any Member may, on payment of all unpaid dues or fees, be reinstated by majority vote of the Board of Directors.

BY-LAW 5: ANNUAL GENERAL MEETING AND SPECIAL ASSEMBLIES

- a. An Annual General Meeting of the Association shall be held before May 15th in each calendar year at a time and place near or in the town of Smithers to be determined by the Board of Directors, and all members in good standing shall be entitled to attend and shall have full voting rights.
- b. Notice shall be given to all members at least fourteen (14) days prior to the date of the Annual General Meeting.
- c. Special assemblies may be called from time to time by the Board of Directors for transacting special business of the Association, but such special assemblies shall not be for electing officers or amending the by-laws of the Association. Attendance and voting rights at such special assemblies are to be consistent with 2 a) above.
- d. At least fourteen (14) days' notice shall be given by the Board of Directors to all members in good standing prior to a special assembly. Notice of a Special General Meeting shall be advertised in the local media at least fourteen (14) days prior to the date of the Special General Meeting, and the purpose for holding such a meeting shall be stated in the notice aforesaid.
- e. A quorum for a duly called Annual General Meeting or special assembly shall be fifteen (15) full members in good standing duly registered as attending such assembly.
 - { Voting by proxy shall not be permitted at any meetings of the Association.

BY-LAW 6: THE EXECUTIVE COMMITTEE

The President, Vice President, Secretary, and Treasurer shall constitute the Executive Committee and shall have the responsibility of carrying out the affairs of the Association on a day-to-day basis. Decisions taken by the Executive Committee shall be reviewed by the Board of Directors at its next meeting.

BY-LAW 7: THE BOARD OF DIRECTORS

- a. The Board of Directors shall consist of the Executive Committee and the eleven (11) Directors elected at the Annual General Meeting and the immediate Past President.
- b. The Board is empowered to make policies and procedures to manage the affairs of the organization, to discipline Members, and to manage and handle disputes within the organization.
- c. The Board of Directors shall be responsible for:

- d. Overseeing the operations and decisions of the Executive Committee, including the hiring and dismissal of any person(s) employed by the Association.
- e. The general policies of the Association
- f. The Directors shall perform such duties and chair such committees as directed by the President.
- g. Board of Directors meetings shall be called by the Executive Committee upon reasonable notice, and at such meetings a simple majority of the Board of Directors shall constitute a quorum.
- h. Decisions of the Board of Directors require the support of a simple majority of the Board members present and voting. In the event of a tied vote the President, or in his absence, the Vice President shall be entitled to cast a deciding vote.
- i. If any Director shall resign his office, or without reasonable excuse absent himself from three (3) consecutive Board of Directors meetings, or withdraw or be expelled from the Association or otherwise cease to be a member of the Association, the Board of Directors shall declare his office vacant and shall appoint a successor from the full members of the Association to hold office until the next Annual General Meeting.
- j. The Association may, for cause, remove any Director before the end of his elected term by a special resolution of the Association passed by a majority of not less than 66% of the members entitled to vote as are present at a meeting called for that purpose and with a quorum for such meeting being fifteen (15).
- k. The Directors shall serve without remuneration, and the Directors shall not receive directly or indirectly any profits from their position as Directors but may be paid expenses incurred by them in the performance of their duties.
- l. **CONFIDENTIALITY (7.1)** – The SMHA will only release information it has obtained regarding a player, volunteer, or official under the following circumstances:
 - 1) court order;
 - 2) matters of safety;
 - 3) when contacting the Ministry of Children and Family Development or any legal authority; and
 - 4) medical emergency.

All other requests for information will not be released unless a letter is received from the person it pertains to authorizing its release. All SMHA Executive members will sign an Oath of Confidentiality at the time of their election and again at the end of their tenure.

- m. **CONFLICT OF INTEREST (7.2)** – Any member of the SMHA Executive directly involved in an issue that requires a vote to be taken will not be allowed to vote on that issue. This also applies to any committees (disciplinary, player movement, Etc.) with which the Executive member sits. A replacement member appointed by the Chairman of the committee will stand in until a decision has been reached.

BY-LAW 8: ELECTION OF OFFICERS

- a. At the Annual General Meeting the following officers shall be elected to the Board of Directors by a simple majority of votes cast by secret ballot: President,

- Vice President, Secretary, Treasurer, Registrar, and Concession Manager. These officers shall hold office for a term of two (2) years and may be re-elected.
- b. The Association's outgoing President of the immediate preceding year shall automatically be a member of the Board of Directors in addition to those persons set out in 3 a) above.
 - c. In addition to those persons mentioned in paragraph a), eleven (11) directors shall be elected each year by a simple majority of votes cast by secret ballot. These officers shall hold office for a term of two (2) years and may be re-elected. Should a Director resign after the first year of his/her term, a separate ballot shall be held, and a replacement shall be elected by a simple majority of votes cast by secret ballot for a one (1) year term.
 - d. Any member of the association nineteen (19) years of age and over who is present at the Annual General Meeting may stand for office.
 - e. Nominations for the various offices of the Association shall be made by a Nominating Committee appointed by the President prior to the Annual General Meeting. Nominations may also be made from the floor of the Annual General Meeting or in writing from a member in good standing to the President where that member is unable to attend the Annual General Meeting due to health reasons or prior work commitments.

BY-LAW 9: DUTIES OF ELECTED OFFICERS

9.1 THE PRESIDENT SHALL

- a. Preside over all meetings of the Association, the Executive Committee, and the Board of Directors and shall be the senior officer responsible for the general operation and administration of the association.
- b. Be a member of all committees and shall have a vote at all meetings of the Association, the Executive Committee, and the Board of Directors.
- c. Hold office until replaced at an Annual General Meeting or the office becomes vacant through resignation, incapacity, or death.

9.2 THE VICE PRESIDENT SHALL

- a. Perform all the duties of the President if the President is unable to act due to absence or other incapacity.
- b. Be a member of the Nominating Committee.

9.3 THE SECRETARY SHALL

- a. Attend all meetings of the Association, the Executive Committee, and the Board of Directors and shall assure that accurate records of the proceedings of all such meetings are kept.
- b. Make available on request copies of the minutes of all Board of Directors meetings to any member in good standing.

- c. Have custody of the books and minutes of the Association.

9.4 THE TREASURER SHALL

- a. Receive all monies paid to the Association and be responsible for the proper accounting of such funds.
- b. Have prepared a financial statement each year for presentation to the membership at the Annual General Meeting.
- c. In conjunction with the Divisional Manager, set entry fees to cover the costs of ice time and on-ice officials.
- d. Shall ensure all teams requested tournament fees are paid and maintain total costs to ensure teams stay under budget or are billed accordingly.
- e. Shall work with a paid bookkeeper to ensure that bills are paid on a timely manner and SMHA stays on budget.

9.5 THE PRESIDENT AND VICE-PRESIDENT SHALL

Determine further the duties of the Secretary, Treasurer, Registrar and duties of the other Directors-at-large. The Board of Directors shall establish Rules and Regulations for Members and may appoint other Active Members to assist in the administration of the Society. Any such appointee may attend but shall not be entitled to vote at a meeting of the Board of Directors.

9.6 THE REGISTRAR SHALL

Be responsible for the registration of all players for the records of the Society into different divisions operated by the Society.

9.7 THE VOLUNTEER COORDINATOR SHALL

Be responsible for the organization and coordination to provide volunteer or fundraising opportunities for each member.

9.8 THE HEAD COACH SHALL

Act as a liaison between SMHA Board of Directors and the coaches. In doing so, ensure that the coaches are aware of and adhere to the SMHA philosophy, BC Hockey, Hockey Canada, NWDMHA and SMHA Constitution and By-laws, and Policies and Procedures, and any new decisions brought forth by the Board of Directors. Likewise, to ensure that the Board of Directors is abreast of any concerns or problems coaches are incurring with the Association's policies.

9.9 THE HEAD REFEREE SHALL

Maintain an effective line of communication between officials, the Association, and the National Referee Certification Program; train and supply sufficient referees through the aid of clinics to satisfy the needs of SMHA.

9.10 THE EQUIPMENT MANAGER SHALL

Prepare a list of the equipment for the forthcoming season; prepare and present a budget to the Executive and allocate the gear to the teams at the beginning of the season; ensure the equipment and jerseys are assigned properly; and provide and store equipment properly during the season.

9.11 THE ICE SCHEDULER SHALL

Be responsible for obtaining and dispersing all ice time.

9.12 THE STATISTICIAN SHALL

Ensure that all game sheets are sent to the Northwest District statistician within their time guidelines and keep a copy for reference.

9.13 THE TOURNAMENT COORDINATOR SHALL

Confirm with the President or Northwest District our requested tournament dates; ensure each division is responsible for hosting their upcoming tournament and the event is sanctioned through BC Hockey

9.14 THE SAFETY AND RISK MANAGER SHALL

Ensure all team Hockey Canada Safety People (HCSP) are qualified and have the appropriated medical information and first aid kit; membership receives safety bulletins.

9.15 BC GAMING COORDINATOR SHALL

Be responsible for the completion and sending in the BC Gaming reports for each SMHA BC Gaming license; completion of end of season reporting and preparation of the BC Gaming Grant application.

9.16 SPONSORSHIP COORDINATOR SHALL

Be responsible for garnering all sponsors for each season in the areas of team jerseys, tournament sponsors, signage, and additional options.

BY-LAW 10: PROGRAM DEVELOPMENT AND REVIEW

In the interest of the SMHA programming and it meeting the needs of its members, please refer to Policy 8 re: Program Guidelines for reference. It is the responsibility of the Head Coach/ Coach Coordinator, coach, or any member of SMHA to communicate any recommendations to the SMHA Board if it differs from the listed guidelines.

BY-LAW 11: GENDER EQUITY/ INCLUSION

SMHA is clear on its level of support for female hockey and development of the female player while giving as many feasible options for female team play. As a relatively small association, it will give equal access to female for registration. In the event, that there are enough females registering in a female program, the female players will have to pay for this program's registration. If a female player wants to play in integrated hockey and female hockey, they will have to pay both registrations with a **deduction of \$60**. The choice is there for a female player to play integrated, female, or both. SMHA supports the player and family to make the best decision for their hockey season.

BY-LAW 12: COMPLAINT PROCESS

In the event a member of the association or the public wish to report a complaint, SMHA executive will be respectful, open and comprehensive to understand the complaint, its origin, history and varying relevant perspectives. As well, respond in a reasonably short time frame to give a report of explanation, further investigation planning, or outline of options to pursue from this point forward. If the complainant is not satisfied, they may be advised to communicate with other entities or forward the appeal to the district level.

In the event the member is interested in giving recommendation for change, please contact the executive.

Refer to the Complaints, Protests and Appeals Section in the Policies and Procedures for more information.

BY-LAW 13: COACHES

13.1 COACH SELECTION

The positions of coach, assistant coach, manager, and safety are required to be filled for the full season with BC HOCKEY qualified people. The Rep interview process and coach selection shall be completed and ratified by the August SMHA meeting. Applications will be received from March 1 till July 31st. Interview process will be done when able.

13.2 HEAD COACH

The Rep hockey coach selection process begins in March of each year. The candidates for the Rep coach's position apply by completing the Rep Coach Applications. When the application submission deadline has passed, the SMHA Head Coach arranges for interviews for each applicant with the Selection Committee.

The Selection Committee is composed of at least five individuals, including the SMHA Head Coach, President, Past President, two other persons. At least two of these members must have had previous SMHA executive experience.

Each candidate is asked the same pre-selected questions in order to permit a fair evaluation of the replies from each candidate.

The selected applications must be ratified by the Executive Committee and may only be overturned by a 60% NO vote.

Coach selection criteria:

- a. Coaching Certification; applicant must be certified according to BC HOCKEY and CHA rules.
- b. Strong hockey background in coaching, evaluation, and playing.
- c. Consideration will be given to applicants within SMHA however total qualifications and experience will be the determining factor in the final selection.

Selection considerations:

- a. Qualified applicant with no child trying out for the team.
- b. Qualified and willing to coach a team should their child not qualify for the team. A coach's child does not automatically make the team because of their position. A coach's child who does not qualify for the team, as evaluated by a committee, will be removed from the team
- c. Qualified with their child on the team.
- d. Clearance through a criminal record check.
- e. Strong skills in communication, teaching, and organization should be considered.
- f. Must produce a yearly plan.
- g. All coaches must interact with each other in terms of player development and affiliate player movement. They will be asked to work closely together through the tryouts and the regular season to promote SMHA player development.

13.3 ASSISTANT COACHES / TEAM OFFICIALS

All assistant coaches must be certified as per BC HOCKEY and CHA regulations.

A Rep coach should not pre-select his/her assistant coaches or other team officials unless they have no children trying out for the team.

When selecting assistant coaches or other team officials a Rep coach should bear in mind that the assistant/team official's child does not automatically make the team solely because the parent is a member of the team staff.

The policy is the same as for the coach if an assistant coach/team official's child's ability does not qualify them for the team as evaluated by the committee, the child shall be released.

The Executive Committee must ratify all coaching staff and team officials. It is strongly recommended the team manager not be related to the coach.

13.4 NON-PARENT COACH

For all out-of-town games, non-parent coaches may be reimbursed for travel expenses through fundraising monies, accordingly:

- a. Meals - \$9.00 Breakfast, \$15.00 Lunch, \$20.00 Dinner
- b. Accommodation - 100% Covered
- c. Vehicle - (as per BC Hockey rates per kilometer traveled, mileage accordingly).

If the coach travels with another parent, vehicle costs will be reduced by half. Only one vehicle per trip will be reimbursed. The team will pay a maximum of two rooms with a maximum of two coaches per room.

The coach must submit a detailed statement of expenditures with receipts. These expenditures will be paid through the Rep team budget.

BY-LAW 14: COMMITTEES

14.1 NOMINATION COMMITTEE

- a. shall be appointed by the President;
- b. shall encourage qualified individuals to run for office;
- c. shall, whenever possible, locate at least two candidates for office;
- d. shall present a list of candidates at the annual elections at which time nominations from the floor will be accepted.

14.2 DISCIPLINE COMMITTEE

Shall consist of the vice President, who shall be chairperson, and four (4) other members appointed by the Executive Committee, of which at least three (3) members shall be required to attend each hearing.

14.3 APPEAL COMMITTEE:

The Association shall have an Appeals Committee consisting of five (5) persons, always provided that:

- a. The committee consists of a mixture of males and females, and a minimum of three (3) will sit on each appeal.
- b. Two (2) committee members each year shall be selected by the other three (3) members to continue on the committee for next year.
- c. No committee member shall hold a position on the committee for a term of more than three (3) consecutive years.
- d. The remaining three (3) committee positions shall be filled each year by election at the Annual General Meeting.
- e. Honorary members are eligible to serve on this committee.
- f. No coach or member of the Board of Directors shall be eligible to be elected to this committee.
- g. The Appeals Committee shall be charged with the responsibility of receiving and investigating written and signed appeals brought to it by any member of the Association and shall forthwith deliver its findings and recommendations in writing to the Board of Directors with respect to same. ADD: In the event the letter of appeal is based on the decision of the Appeal Committee; the aggrieved party will be forwarded to the Northwest District President to follow the next level of appeal as outlined under BC Hockey.
- h. Any member may appeal a decision of the Board of Directors ADD: or a Director or Committee pertaining to an appealable circumstance to the Appeals Committee by notice in writing within seven (7) days of being notified of the decision by the Board of Directors.
- i. Appealable circumstances are:
 - i. Membership
 - ii. Disciplinary Action
 - iii. Player Classification
 - iv. Registration
- j. An appeal by an aggrieved party shall be in writing to the chairman of the Appeals Committee and shall:
 - I. Outline the nature of the grievance
 - II. Present particulars pertinent to the grievance, and
 - III. Identify the desired corrective action for the consideration of the committee

BY-LAW 15: APPEAL PROCEDURE

Refer to Policy 12: COMPLAINTS, PROTESTS, and APPEALS

BY-LAW 16: RULES OF ORDER

- a. Roberts Rules of Order shall be the official rules of order of the Association except where the Constitution and By-Laws of this association are inconsistent with those rules of order. In such instance the Constitution and By-Laws take precedence.
- b. The Constitution and By-Laws of the Skeena Valley Amateur Hockey Association shall form part of the Constitution and By-Laws of the Smithers Minor Hockey Association and where a conflict arises between the three, the Smithers Minor Hockey Association Constitution and By-Laws shall take precedence.

BY-LAW 17: BORROWING

The Association may borrow on its credit upon a resolution of the Board of Directors and may issue one or more debentures upon special resolution by the members approving same.

BY-LAW 18: AUDITING

The books, accounts, records, documents, and vouchers of the Association shall be audited upon request by a duly qualified accountant appointed by the Board of Directors. The fiscal year of the Association shall begin on April 1st of each calendar year and end on March 31st of the following year. A financial statement shall be prepared on an annual basis for presentation to the membership at the Annual General Meeting.

BY-LAW 19: SEAL OF THE ASSOCIATION

- a. The Board of Directors may adopt a seal which shall be the common seal of the Association.
- b. The common seal of the Association shall be under the control of the Board of Directors, and the responsibility for its custody and use shall be determined by the Board of Directors.

BY-LAW 20: MANNER OF AMENDING CONSTITUTION AND BY-LAWS

The Constitution and By-Laws of the Association shall not be altered or added to except by a special resolution of the Association passed by a majority of not less than 66% of the members present at an Annual General Meeting.

SECTION THREE - POLICIES AND PROCEDURES

1. INTERPRETATION

- a. S.M.H.A., SMHA, Smithers Minor Hockey, The Society, and The Association in these policies shall refer to the Smithers Minor Hockey Association.
- b. BCAHA, BC Amateur Hockey and the Branch in these policies shall refer to the BC Hockey.
- c. CHA in these policies shall refer to the Hockey Canada
- d. NWDMHA in these policies shall refer to the Northwest District Minor Hockey Association.

2. PRECEDENCE OF HOCKEY CANADA AND BC HOCKEY

In all instances where the SMHA regulations, constitution, by-laws, policies and procedures either omit or conflict with BC Hockey or Hockey Canada regulations, the current BC Hockey / Hockey Canada regulations will take precedence.

3. AFFILIATIONS

The Association may subscribe to, become a member of, and cooperate with any other society or association whether incorporated or not, whose objectives are similar in whole or in part.

4. ALTERATION OF POLICIES AND PROCEDURES

All changes and/or additions to SMHA Policies and Procedures will be submitted in writing to the President and/or Secretary thirty (30) days prior to a scheduled meeting of the Board of Directors, Special Meeting of the Board of Directors, Special General Meeting, or the Annual General Meeting.

5. INSPECTION OF BOOKS AND RECORDS OF THE SOCIETY BY MEMBERS

Inspection of the books and records of the Association may be done by members in good standing at a place to be arranged by the Executive officer responsible. Members wishing to inspect the books and records of the Association must give seven (7) days' notice in writing to the President. The books and records of the Society must be available for inspection within fourteen (14) days of such notice being received by the President.

6. PLAYER REGISTRATION

- a. The official registration day each year will take place as determined by the Registrar and the Board of Directors of SMHA.
- b. The time and place of registration and other necessary information will be advertised at least one (1) week prior to registration. Installment plan/post-dated cheques - four (4) equal payments will be accepted, dated as follows: registration day, July 1, August 1, and September 1. If a cheque for registration fees is returned NSF, the parents have ten (10) days from notification to pay in full or the child may not be allowed on the ice until the fees are paid.
- c. There will be appropriate charges with regards to NSF cheques.
- d. If payments on an NSF cheque and/or outstanding balance are not made and the money is not received in full before season end (March 31), the family will not be allowed to register for the next season until full payment is made. The outstanding balance and registration fees for the following season will be cash only, in full, at the time of registration.
- e. Where inability to pay is a factor, the President and Registrar together shall consider all requests for fee exemption and guarantee confidentiality.
- f. Registration fees shall be set by the current Board of Directors. Registration fees shall cover the following costs:
 - i. Ice costs - per division
 - ii. BC Hockey Player Registration/Mutual Aid Insurance
 - iii. Hockey Canada Liability Insurance
 - iv. Team pictures
 - v. The cost of one pair of hockey socks in the Peewee, Bantam and Midget divisions.
- g. Increases in yearly registration fees shall reflect these costs.
- h. Family rate - three (3) or more players from one (1) family pay a maximum registration for two (2) players; the third player and subsequent player will receive \$150 discount off the registration fee. In the event of different registration fees being charged for different divisions, the registration fees charged for the two (2) players shall be the higher registration fees.
- i. Refund policy - any player/parent requesting a refund must do so in writing and all refunds shall be as follows:
 - 1. Before first ice time
 - 2. Before October 1
 - 3. Before November 1
 - 4. Before December 1
 - 5. Before January 1

- j. All refunds shall be less the following:
 - 1. BC Hockey Player Registration Fee
 - 2. BC Hockey Mutual Aid Insurance
 - 3. Hockey Canada Liability Insurance
 - 4. Team photo fee (if photos have been taken)
- k. No refunds will be paid after January 1 unless the player is injured and will not participate for the remainder of the season, or if the player is moving out of Smithers.
- l. Players suspended by SMHA, BC Hockey, or Hockey Canada are not eligible for refunds.
- m. No player will play or practice until full registration or post-dated cheques for registration have been received. There may be a twelve (12) hour waiting period from the time of registration until the player is allowed on the ice. This allows time for the Mutual Aid card to be completed and allows the Registrar time to notify divisional managers and coaches of new players.
- n. It is understood that the payment of a registration fee does not constitute the entire obligation to the Association of parent or guardian. This shall be made clear to all parents or guardians at the time of registration.
- o. Goalies who have been identified as full time goalies for the season in Pee wee Bantam and Midget will receive 50% reduction in their registration fee.
- p. Initiation division registration will have the early bird rate applied for the whole season.
- q. In the event, a player volunteer cheque is owing and not received, the remaining balance will be required prior to registration in the upcoming season.

7. AGE DIVISIONS

- a. All players will be registered into a division by their age. Age per division, as of December 31 of the current year will be as follows:

Initiation Program 1-2	5&6 years old
Initiation Program 3-4	7&8 years old
Atom	9&10 years old
Pee wee	11 & 12 years old
Bantam	13 & 14 years old
Midget	15 to 17 years old
- b. Any request to play in another division must be made in writing to the divisional manager and final approval will be made by the Executive Committee or at the next regularly scheduled meeting of the Board of Directors.
- c. Decisions made by the Executive Committee or the Board of Directors concerning player movement from one division to another will be

communicated to all concerned parties by the divisional managers.

- d. The Registrar will record any changes in player movement and refunds /additional charges will be assessed if necessary.
- e. If a child registered in Initiation moves up to during the year, the parents must pay the difference in registration costs.

8. PROGRAM GUIDELINES

8.1. Initiation Program 1, 2, 3, 4:

As the introductory stage to organized hockey, SMHA's hockey program emphasizes the three following areas:

- a. Fun - It is SMHA's goal for all players to enjoy the game of hockey while learning new and challenging skills. By placing an emphasis on fun, SMHA feels that players will come to a deeper appreciation for the sport of hockey.
- b. Athletic and Skill Development - In a safe, caring environment, SMHA will educate our beginners on the importance of athleticism and good sportsmanship with a structured program.
- c. Positive Environment - Through a caring and personal approach, SMHA wishes to provide each player with a safe and positive environment that will foster life skills.

Although skill level is taken into consideration, age is generally the defining factor in placement in the Hockey 1, 2, 3, 4 Program.

Initiation Program (IP) 1-2, 3-4:

- Age - Age - Introduction to hockey generally IP1-2 for 5 and 6 year olds, IP3-4 for 8-9 year olds
- Ice - 2 times per week IP1-2; 2-3 ice times per week IP3-4
- Coaches - must have a minimum Coach 2, Respect in Sport, CATT and a clear Criminal Record Check
- Equal ice time required
- No use of scoreboard and no standings kept
- 2-minute buzzer advised
- Penalties - player is requested to sit on the bench and will return to play at the discretion of the coach(es)
- Use of dressed goaltenders allowed
- Use of one referee for game

8.2. Recreation level:

This program is played by the majority of players. It is fun, recreational hockey with the emphasis on fitness, friendship and sportsmanship.

The objectives are to:

- promote a game to fit the skill level of the player
- be open to all ages
- allow players equal ice time
- assist in an individual's physical development
- create a social environment with emphasis on team play.
- balance teams within each Division.

It is expected that an effort be made by players to attend all team practices, games and functions.

Player: No player in SMHA may play or practice with any division other than his/her own without permission from one of the following: Division Managers, SMHA Head Coach, Executive or the President.

8.3. Atom League:

- Age - 9 and 10 year olds
- 2 ice times per week, one practice and one game slot, with games alternating weekly between Home and Away
- Coaches - Require the minimum Coach 2, Respect in Sport, CATT and a clear criminal record check.
- HCSP - certified team official required
- League games take priority over tournaments
- Practice - Emphasis on basics and team tactics
- Games - No fixed power play or penalty killing units. Development of players is paramount over winning. Automatic rotation of all players
- Equal ice time is mandatory Goalies - specific to position
- Referees - 3-man system

8.4 Pee wee House League:

Teams participate in league play within NWD if available:

- Age - 11 and 12-year olds
- 2 ice times per week, one practice and one game slot

- Coaches - Require Minimum Coach 2, Respect in Sport, CATT and a clear criminal record check.
- HCSP - certified team official required
- League games take priority over tournaments
- Referees - 3-man system

8.5 Bantam House League:

Teams participate in league play within NWD if available.

- Age - 13 and 14 year olds
- 2 ice times per week, one practice and one game slot
- Coaches - Require a minimum Coach 2, Respect in Sport, CATT and a clear criminal record check.
- HCSP - certified team official required
- League games take priority over tournaments
- Referees - 3-man system

8.6 Midget House League:

Teams participate in league play within NWD if available.

- Age -15, 16, and 17-year olds
- 2 ice times per week, one practice and one game slot
- Coaches - Require Minimum Coach 2, Respect in Sport, CATT and a clear criminal record check.
- HCSP - certified team official required
- Referees - 3-man system

8.7 Evaluation and Team Placement:

a. Tier 3 tryout:

In early September of each hockey season, evaluations of interested players for Tier 3 tryout shall take place at the direction of the Head Coach (Coach Coordinator). An evaluation team consisting of up to four coaches or capable individuals recruited by the Head Coach shall be available for the evaluation sessions; There will be a minimum of at least two ice times for each player prior to placement on a team.

b. House Teams:

The Division Manager and coaches will place players on teams in a balanced and equitable manner. Coaches will be assigned their teams after the placement is complete. Some movement between teams may be permitted after the assignment of coaches has been made; however, maintenance of balanced teams is of utmost importance.

9. MUTUAL AID and SAFETY

- a. The Mutual Aid fund provides assistance to injured players. The assistance provided is for expenses not provided by a medical or dental plan of the player or his parents.
- b. The signing of players to Mutual Aid is the responsibility of the Registrar.
- c. Registration for Mutual Aid takes place at the same time as the player's minor hockey
- d. registration and the registration fee is inclusive.
- e. SMHA will register all coaches with Mutual Aid. If injured, it is the responsibility of the coach to fill out their Hockey Canada Injury Report Form.
- f. SMHA will register a minimum of two (2) coaches per team.

9.1 MUTUAL AID CLAIMS

- a. Players can find Hockey Canada Injury Report Forms in the concession, from their team's Hockey Canada Safety Person or on the Hockey Canada Website.
- b. The claim form is to be submitted by the player or parent to the address listed on the form.
- c. Return to play forms are needed if:
 - the players, coach, team HCSP or SMHA Safety and Risk Manager requires it before returning to play.
 - following an injury or major illness that prevents the players from participating in 3 consecutive ice times.

10. HOCKEY CANADA REGISTRATION CARDS

It is essential that all information be given correctly and accurately:

1. Birthdate (day, month, year). Those who have never signed a Hockey Canada's Player's Certificate require a photocopy of a birth certificate for divisions peewee through junior.
2. Surname
3. Given name

4. Residential address (not a P.O. Box), to be completed in full
5. City and province
6. Postal code
7. Name of team. Use Association name only (do not use a sponsor name, nickname, or team division).
8. For BC Hockey use only. Not to be filled in.
9. Give date and year
10. Name of last two (2) Hockey Canada registered teams and years registered
11. The word Branch means Province (not League or District).
12. Date signed (date that the player completes and signs the certificate)
13. Player's signature. This must be written, not printed.

10.1 CARDING

The signing of players and team officials to carded teams is the responsibility of the Registrar. Upon completion, the required information will be submitted to the BC Hockey office.

11. ROLES AND RESPONSIBILITIES and TERMS OF REFERENCE

11.1 SMITHERS MINOR HOCKEY SHALL

- a. Provide each team with ice time as can be obtained through the allocation of ice time from the Town of Smithers.
- b. Register rep teams with the BC Hockey.
- c. Provide schedules of practices, games, and exhibition games.
- d. Provide referees and score sheets for all games.
- e. Provide training programs for referees and coaches.
- f. Provide divisional and team managers and coaches.
- g. Oversee the general conduct of players and officials working games under the auspices of the Association.
- h. Pay all registration fees for current members who attend coaching and referee clinics within our zone.
- i. Cover the costs of carding officials.
- j. Pay officials for working games.
- k. Provide an area for the storage of equipment.
- l. Provide house league teams with jerseys.
- m. Provide rep teams with two (2) sets of jerseys.
- n. Provide teams with pucks and cones for practices.
- o. Provide team and individual photos.
- p. Provide an annual awards ceremony.
- q. Provide trophies, medals, etc. at the annual awards ceremony.
- r. Not rent ice after the end of the season unless approved by the Board of Directors.
- s. Accept bids for photos in writing only, and the successful bidder will be notified in writing prior to the commencement of the contract.
- t. Supply goalie equipment as per the SMHA equipment policy.

11.2 PLAYERS' RESPONSIBILITIES

- a. Players shall familiarize themselves with the SMHA Discipline Guide so that they are aware of the consequences of any actions or behavior that conflicts with the aims and objectives of the Association.
- b. Any player in possession of alcohol and/or drugs or under the influence of alcohol or drugs, smoking or swearing while participating in any minor hockey event, including all travel, will be referred to the Discipline Committee for appropriate action.
- c. Any player caught damaging or defacing arena property will be reported to the Discipline Committee, and suspensions will be handed out. The damage payments are to be made by SMHA, which will then pursue the payment from the parents for the cost of repair. The arena staff is to be informed of the damages.
- d. Any player caught stealing while participating in any SMHA event, including all travel, will be reported to the Discipline Committee for appropriate action.
- e. Abuse to any officials and volunteers of the SMHA by players will not be tolerated. Such abuse will be reported to the Discipline Committee.
- f. Players must show respect to coaches, players, referees, off-ice officials, and arena staff.
- g. Players must work to the best of their ability in attempting to perfect the skills of hockey.
- h. Players must display good sportsmanship on and off the ice.
- i. Players must act as worthy ambassadors of the Association and the community of Smithers while travelling. When an injury prevents a player from practicing in regularly scheduled practices or games, a medical certificate from a physician authorizing the player's return to active participation must be presented to a team or Association official if requested.
- j. Players may attend only one (1) SMHA designated conditioning camp (ie. can attend either peewee or bantam, not both).
- k. Players must wear CSA approved equipment: helmet, face protector, shin pads, elbow pads, shoulder pads, athletic protector, pants, skates, gloves, stick, and BNQ certified neck protector. This includes the Initiation Program. Players are not allowed on the ice without any of the above-mentioned equipment at any time.

11.3 PARENTS' RESPONSIBILITIES

- a. Parents shall support SMHA to the best of their ability including transportation, fundraising, concession, scorekeeping, timekeeping, etc.
- b. Parents shall not interfere with or harass coaches, managers, or on-ice officials. Parents shall refer complaints to the Divisional Managers.
- c. Parents shall accrue a minimum of ten (10) volunteer credits per year per child.
- d. Parents shall provide a post-dated cheque to SMHA for an amount set by the Executive which will be cashed only if the parent(s) do not work their required

- volunteer hours during the current hockey season.
- e. No persons under the age of eighteen (18) are permitted to work in the concession.
 - f. Parents who are Executive members and Division Managers are exempt from concession duty for a total of ten (10) hours.
 - g. Parents shall act as worthy ambassadors of the Association and the Town of Smithers during home games and while travelling.
 - h. Each team is allotted 20 hours of concession exemption to divide as they see fit. Example: Head coach 10 hours, Assistant coaches 5 hours each.

11.4 DIVISIONAL MANAGERS SHALL

- a. Oversee the general conduct of individuals and standard of play within his/her division.
- b. Work with the Head Coach for the appointment and dismissal of team coaches and officials.
- c. Inform the Equipment Manager of equipment requirements.
- d. Approve all exhibition games for house teams within his/her division.
- e. Coordinate the allocation, switching, dismissal, and inter-divisional movement of players in his/her division.
- f. Provide the Registrar with a list of each team's officials and players in that division, along with their telephone numbers and notify him of any changes.
- g. Help coordinate any tournament in his/her division and work with the Tournament Coordinator.
- h. Ensure fair and equal treatment of all players in his/her division.
- i. Ensure that the aims and objectives of the Association are being met, the most notable being equal ice time for all players.
- j. Equally allot games for house teams, both home and away.
- k. Coordinate and organize good coaching techniques appropriate for the division in conjunction with the Head Coach.
- l. Ensure that each team practice is well organized and a coach is ready to go on the ice before the allotted time.
- m. Supervise the organization of teams.
- n. Assist in drawing up and distributing league schedules to house coaches, team parents, and rep team managers (where applicable).
- o. Appoint a person to assign scorekeepers and timekeepers for all games and ensure that all scorekeepers and timekeepers are adequately trained to do so.
- p. Supervise equipment.
- q. Exercise control over discipline in the arena, particularly in their respective divisions.
- r. Relay information about special events to the public relations person for submission to the newspaper.
- s. Receive and deal with problems in their respective divisions and clarify with those directly involved.
- t. Ensure all players attending ice times are registered with SMHA.
- u. Call in all scores from all divisional games to the radio the night they are played.
- v. Work with the coaches to appoint a "team parent" for each team in his/her

- division.
- w. Implement a system that works for communication between the coach, team parent, and parents and players.
- x. Liaison between his/her house team coaches and their rep team manager.
- y. Assign teams to participate in out-of-town tournaments as per Section **3.17.2**.
- z. In the event that teams in his/her division has non-parent coaches, the Divisional Manager.
 - aa. Shall assist Team Parents in coordinating the raising of funds to cover the coaches' bb. expenses for out-of-town games/tournaments and gas, meals, and accommodations.
 - bb. Receive entry fees and forward these to the Treasurer.
 - cc. Work with the hosting team and/or Division Manager to attend to the following:
 - dd. Secure on-ice officials
 - ee. Payment of on-ice officials
 - ff. Awards
 - gg. Secure knowledgeable scorekeepers and timekeepers
 - hh. Invitations

11.5 TEAM PARENT SHALL

- a. Phone, email team members with changes to schedule, announcements or requests and division manager correspondence.
- b. Collect all monies, tickets, etc. from team for Divisional Manager.
- c. Hand out any schedules, tickets, newsletters, etc. for the Divisional Manager or Coach.
- d. Help with organizing photo day.
- e. Assist the Concession Manager
- f. Assign concession duty to parents from the team.
- g. Assist the Tournament Coordinator and Divisional Manager with any tournaments involving his/her team.
- h. In the event that a team has a non-parent coach, the Team Parent shall assist the Divisional Manager in coordinating the raising of funds to cover the coach's expenses for out-of-town games/tournaments and gas, meals, and accommodations.
- i. Non-parent coach reimbursements. Upon receipt of these expenses, SMHA will reimburse cost for out of town tournament/games based on below 3 items:
 - j. Fuel costs
 - k. Meals: breakfast \$10, lunch \$12, dinner \$18; or \$40 per diem (no alcohol)
 - l. Accommodation - based on the reasonable options available, as supported by the team parent.
- m. Keep track of any parent coaches, Executive members or Division Managers who are exempt from concession duty. Should these exemptions prevent your team from fulfilling its concession obligation, contact the concession manager as soon as possible.

11.6 REP TEAM MANAGERS SHALL

- a. Distribute and collect sweaters and equipment from the team
- b. Act as the communication link between the Association and the team.
- c. Arrange transportation and accommodation for the team while travelling.
- d. Assist the coach during practices and games in a manner requested by the coach.
- e. Ensure that the necessary pucks, cones, etc. are available at practices.
- f. Oversee the general conduct of the coach and players on the team.
- g. Provide timekeepers, scorekeepers, and score sheets for each game.
- h. Keep financial records and submit a report to the treasurer by Mar 15.
- i. Advise the appropriate Division Manager before inviting a house league team to participate with the rep team in any way.

11.7 COACHES SHALL

- a. Strive to accomplish the aims and objectives of the SMHA.
- b. Instruct players in the fundamentals of hockey as prescribed by a program determined by the SMHA.
- c. Provide sufficient drills in the above to develop self-confidence in the players.
- d. Ensure that courtesy is shown to all people that the team interacts with.
- e. Ensure that players are properly supervised until the last player leaves the dressing room.
- f. Ensure that the team follows all rules and policies of the SMHA, especially no smoking, drinking, swearing, or drug usage.
- g. Make every effort to attend coaching clinics as provided by the SMHA.
- h. Advise players and parents of required protective equipment and ensure that the required equipment is worn at all times on the ice.
- i. Utilize allocated ice time as effectively as possible.
- j. Be completely responsible for coaching, line changes, etc.
- k. Not smoke, drink, use drugs, or swear in the presence of fans, coaches, players or officials; and especially not on the bench or in the dressing room.
- l. Refrain from yelling, name-calling, and intimidation tactics that breed fear and low self-esteem.
- m. Not touch or handle children in any way to inhibit their physical progress.
- n. Report any serious behavior problems to the players' parents and the Head Coach.
- o. Ensure that there is an adequate number of jerseys for the team.
- p. Be responsible for distributing team sweaters at the beginning of the season and collecting and returning them to the Divisional Manager.
- q. Attach proof of coaching certificate to coach's application. If information is not available, SMHA will assist in obtaining documents from BC Hockey. Coaches are encouraged to become certified within two (2) months of

- registration.
- r. Hold periodic equipment checks throughout the season.
 - s. Be aware of current equipment standards (ie. helmet & cage, neck guards, etc.) and ensure that players wear same.
 - t. Ensure that the SMHA goaltender equipment (if applicable) is properly cared for as per instruction from the Equipment Manager.
 - u. Maintain control of his/her players at all times and not allow unsafe activities.
 - v. Ensure that all doors to the ice surface are closed and secure at all times while the practice is in progress.
 - w. Report any areas of concern about the ice or dressing room to the arena attendant and the SMHA Risk Manager.
 - x. Ensure that no players go on the ice until there is a coach on the ice to supervise them.
 - y. Ensure that players do not go on the ice until the *Zamboni* machine has left the ice surface and the doors are completely closed.
 - z. Ensure that either the coach or an assistant coach remain on the ice at the end of the practice to move the goal nets for the arena staff.
 - aa. Shake the hands of the on-ice officials prior to the start of each game.
 - bb. Ensure that all players go immediately to the players' bench if there is an on-ice injury. No players shall be allowed to remain on the ice surface.
 - cc. Not voice an opinion to the referee if it seemed that he did a poor job; instead, submit to the Head Referee a letter outlining concerns and attach a copy of the game sheet.
 - dd. Familiarize themselves with the Hockey Canada, BC Hockey, and NWDMHA rules, especially those regarding penalties and suspensions. No penalties or suspensions will be appealed by this Association except under extenuating circumstances wherein the assessed suspension is thought to be excessive. This will be extremely rare; and where there are automatic penalties involved, there will be no appeals.
 - ee. Only suspend players as per the Discipline Procedure (*see Section Three.14.2*).
 - ff. Familiarize themselves with the NWDMHA Rules and Regulations and their teams' obligation to league play.
 - gg. Make allowance for female players regarding dressing rooms (*see Section Three.13*)
 - hh. Offer an appropriate role model for players. Coaches are expected to be present at least fifteen (15) minutes before practice times and thirty (30) minutes before house/league games begin.
 - ii. It is recommended that all coaches attend a Coach Level clinic, and that coaches at the initiation level attend the Initiation Program Instructors' Clinic.
 - jj. All coaches of carded rep teams must be certified at the Development One Level.
 - kk. Act as worthy ambassadors of the Association and the Town of Smithers at home games and while travelling.
 - ll. Have a good time!
 - mm. Respect in Sport is mandatory for all coaches.

11.8 REFEREES AND LINESMEN SHALL

- a. Wear appropriate attire at games: black slacks, cooper all pants, or sweat pants (no jeans allowed).
- b. Ensure that the game commences at the scheduled time.
- c. Partake in the training program.
- d. Enforce the rules and regulations as set by the Hockey Canada, BC Hockey, NWDMHA and SMHA.
- e. Show proper respect toward players, coaches, volunteers and arena staff.
- f. Work to the best of their abilities to perfect their skills of officiating.
- g. Assist players to understand the rules of hockey.
- h. Report all major penalties (ten minute, game, gross and match penalties) to NWDMHA
- i. Not at any time touch a player unless there is an altercation.
- j. Not swear, smoke, or remove official equipment while on the ice surface or where they are visible to fans, coaches, or players.
- k. Report any problems or concerns to the Head Referee.
- l. Receive payment for officiating (referee/linesmen fees shall be decided by the Executive Committee of the current year).
- m. Act as worthy ambassadors for the Association and the Town of Smithers both at home games and while travelling.
- n. Be proficient at skating.

11.9 THE REGISTRAR TERMS OF REFERENCE

- a. Be responsible for the registration of all players for the records of the Society into different divisions operated by the Society.
- b. Receive and certify all documents submitted on behalf of the players and teams applying for registration in the SMHA and forward same to the BC Hockey.
- c. Ensure a current copy of the SMHA Policies and Procedures Manual is available on the SMHA website.
- d. Look after the insurance or Mutual Aid requirements in relation to hockey players registered with SMHA and forward same to the BC Hockey office.
- e. Be responsible for all required registration of players with different leagues that players of the Association play in, including without limitation, the Skeena Valley Amateur Hockey Association, the B.C. Hockey and Hockey Canada.
- f. Ensure that all BC Hockey official player registration rosters are signed by players and coaches.
- g. Inform coaches and managers of any medical problems listed on the registration forms.
- h. Provide Divisional Managers with lists of all players, guardian names, addresses, and telephone numbers after the final registration date.
- i. Report to the Society at each Annual General Meeting on these matters and offer an opinion on the expected requirements of each division in the upcoming year.
- j. Perform such other duties as assigned by the President.

11.10 THE VOLUNTEER COORDINATOR TERMS OF REFERENCE

- a. Ensure all volunteer cheques are collected within the first 2 weeks of the season. In the event there is no volunteer cheque received, decide with the board about restricting access to the ice surface (ie. Nov 1).
- b. Manage the volunteer sign up online for various events, notify families via the team communication of new postings.
- c. Communicate from the Board any volunteer opportunities to the membership via the Division Manager.
- d. Request from the Registrar Division/Team lists to track all volunteer credits.
- e. Request and update volunteer credits for programming credits (ie. Executive, DM, TP, Coach, HSCP, task managers etc.).
- f. November 1, determine the number of credits allocated for programming and the number of hours available for revenue generating initiatives.
- g. Update members throughout the season their credits completed.
- h. At the end of the season, confirm with the board/team manager the person(s) with incomplete hours and cash their cheque.

11.11 THE HEAD COACH TERMS OF REFERENCE

- a. Be responsible for requesting, organizing, and promoting the National Coaches Certification Program clinics
- b. Organize and promote "in house" coaching programs ensuring adequate training of coaching personnel. These programs may be instituted prior to the season and may involve instruction from people outside the minor hockey structure.
- c. Act as a liaison between SMHA Board of Directors and the coaches. In doing so, ensure that the coaches are aware of and adhere to the SMHA philosophy, BC Hockey, Hockey Canada, NWDMHA and SMHA Constitution and By-laws, and Policies and Procedures, and any new decisions brought forth by the Board of Directors. Likewise, to ensure that the Board of Directors is abreast of any concerns or problems coaches are incurring with the Association's policies.
- d. Be responsible for the recruitment of coaches and shall provide a list of coaches' names, addresses, and telephone numbers to the Registrar and Secretary.
- e. Develop an ongoing program of coaching evaluations and be a part of a committee responsible for interviewing all coaches prior to the coach being assigned to a team.
- f. Assist coaches with team selection, team balancing, and player evaluations, as well as facilitate meetings for support and feedback in an advisory capacity.
- g. Maximize the use of resources and programs available to the Association; and in addition, distribute any development materials received from BC Hockey, Hockey Canada, or any other source; also, shall catalogue or create files of existing resources.
- h. In conjunction with the BC Hockey, Hockey Canada and surrounding Associations, and using materials from these sources, oversee the creation of a program of sequential player development. In instances where a developed program exists, the Head Coach should monitor the progress of the program with recommendation and implementation of revisions to the program.
- i. Be the second level of involvement when dealing with the coaches (Divisional

- Managers being the first level).
- j. Facilitate a minimum of two (2) coaches' meetings per season (before and mid-season).
 - k. Submit clinic request forms to BC Hockey.
 - l. Provide facilities for the clinic lecture.
 - m. Provide the necessary audio-visual equipment needed for the clinic.
 - n. Arrange for the necessary ice time for on-ice clinic sessions
 - o. Arrange publicity for the clinics (both before and after).
 - p. Coordinate the evaluation of coaches at least once a year.
 - q. Ensure that all coaches are aware of match/gross penalty procedures, the NWDMHA Suspension Policies, and that they understand that the suspension times listed are only a minimum recommendation.
 - r. Ensure that all coaches of peewee, bantam, and midget teams are aware of their obligation to the leagues in which their teams play.
 - s. Ensure that all coaches of rep teams are aware of their obligations regarding Zone Playoffs,
 - t. the date for withdrawing from that competition, and the consequences of failing to do so.

11.12 THE HEAD REFEREE TERMS OF REFERENCE

- a. Maintain an effective line of communication between officials, the Association, and the National Referee Certification Program.
- b. Train and supply sufficient referees through the aid of clinics to satisfy the needs of SMHA.
- c. Foster and aid timekeepers with advice where it is deemed necessary.
- d. Inform coaches of new rules at the beginning of each season at the coaches meeting.
- e. Oversee the conduct of officials.
- f. Ensure the SMHA Board of Directors is aware of any concerns or problems referees are incurring with the Association's Policies and Procedures.
- g. Facilitate a minimum of two (2) referee meetings per season (before and mid-season).
- h. Coordinate the evaluation of referees and linesmen at least once a year.
- i. Meet with Divisional Managers and the Ice Scheduler to obtain schedules.
- j. Schedule referees on at least a weekly basis for all scheduled games.
- k. Keep a detailed list by age, level, and any other pertinent information of the referees.
- l. Prepare pay schedule for the Treasurer on a monthly basis for referee payment (dates to be determined by the Treasurer).
- m. Receive reports from referees in regard to problems, match penalties, game or gross misconducts; and report information to the appropriate members of the Board of Directors.
- n. Replace designated referees when they cannot show up (provided they have

- given enough notice).
- o. Appoint goal judges for playoffs upon request.
 - p. Appoint a referee other than one on the list when he cannot secure the services of one on the list for special reasons considered in the interests of SMHA.
 - q. When a referee does not show up for a scheduled game, it shall be reported immediately to the Head Referee by the manager of the home team or the Divisional Manager.
 - r. Any further duties as agreed upon by the Head Referee and the Board of Directors.
 - s. Post a copy of the match penalty bulletin in the referee room and distribute copies of same to each referee
 - t. Ensure that all referees are aware of match/gross penalty procedures.

11.13 THE EQUIPMENT MANAGER TERMS OF REFERENCE

- a. Review and compile a list of equipment based on requirements from the Divisional Managers and/or managers of each team.
- b. Be responsible for handling, storage, repair, cleaning, and inventory of all equipment owned by the Association; as well as marking all SMHA property with the appropriate label.
- c. Assess the amount and kinds of equipment that will be required for each forthcoming playing season.
- d. Prepare and submit to the Board of Directors an equipment budget for the following season.
- e. Prepare the budget for equipment purchases for the AGM to be voted on by the membership for the upcoming season.
- f. Become knowledgeable of all types of hockey equipment.
- g. Record equipment handed out on the appropriate form.
- h. Ensure all coaches understand SMHA players' jerseys are to stay at the arena.

11.14 THE ICE SCHEDULER TERMS OF REFERENCE

- a. Be responsible for obtaining and dispersing all ice time.
- b. Disperse ice time to the Divisional Managers for their respective divisions.
- c. Be responsible for scheduling ice time, re-scheduling ice time, exchange of ice time, and cancellation of ice time as per the Town of Smithers Ice Users Guidelines.
- d. Approve ice time for visiting teams through the Divisional Managers.
- e. Communicate with the Divisional Managers in order to use available ice time in the best possible way.
- f. Keep the Treasurer informed on at least a monthly basis as to the actual and projected costs of ice time.

- g. Be the SMHA representative at all Town of Smithers Ice Users Meetings.
- h. Post a monthly schedule of all ice times on the SMHA bulletin board in the arena.

11.15 THE STATISTICIAN TERMS OF REFERENCE

- a. Ensure that all game sheets are sent to the Skeena Valley statistician within their time guidelines and keep a copy for reference.
- b. To have an adequate amount of score sheets and to keep them in the executive meeting room in the arena and to replenish them in the concession when necessary.
- c. Report all major, match and gross penalties to the President immediately following the games they occur.
- d. As per NWDMHA scheduling, complete the rep league stats and standings to the District (every fourth year).

11.16 THE TOURNAMENT COORDINATOR TERMS OF REFERENCE

- a. Confirm with the President or Northwest District our requested tournament dates and then send out the NWD tournament schedule once it is complete.
- b. Accept requests from SMHA teams and/or divisions to host tournaments and take these requests to the Executive Committee for approval.
- c. Ensure that all home tournament sanction forms and fees are sent to the BCAHA within the necessary time frame (30 days prior to the date of the tournament).
- d. Confirm and communicate to the appropriate division the tournament budget and tournament ice allocation.
- e. Determine the format and rules for the tournament in conjunction with the Divisional Manager and coaches.
- f. Recruit and work with a committee to organize the annual year-end Awards Ceremony.

11.17 THE SAFETY AND RISK MANAGER TERMS OF REFERENCE

- a. Attend Executive meetings and advise of any risk management issues.
- b. Complete regular safety checks on all facilities used by SMHA and communicate in writing, any risk issues to arena staff.
- c. Advise tournament committees with respect to safety issues.
- d. Ensure all teams have access to mutual aid forms and information.
- e. Advise teams with respect to injury reports and return to play policy.
- f. Distribute pertinent BC Hockey safety bulletins to teams.
- g. Ensure visiting teams are provided with rink plans.
- h. Ensure all team Hockey Canada Safety People (HCSP) are qualified.
- i. Assist in organizing HCSP clinics.

- j. Ensure that all adults directly involved with the teams have taken "Respect and Sport" formally Speak Out.
- k. Investigate all safety concerns reported by a team safety person.

11.18 BC GAMING COORDINATOR TERMS OF REFERENCE

- a. Complete all applications to the BC Lottery and Gaming Commission for all fundraising events within SMHA.
- b. Assist all teams prepare a final summary of fundraising dollars raised per event which in turn is reported to the BC Lottery and Gaming Commission.

11.19 SPONSORSHIP COORDINATOR TERMS OF REFERENCE

- a. Secure one main sponsor for all the SMHA home tournaments and if applicable, some secondary sponsors.
- b. Secure team sponsors.
- c. With the help of the Equipment Manager determine if new jerseys are required from Team Sponsors. Approach existing or new Team Sponsors. Implement SMHA Team Sponsor agreement.
- d. Distribute the Team photos to team sponsors.
- e. Assist Tournament Coordinator with annual year end awards ceremony.
- f. Communicate with tournament coordinator and treasurer.
- g. Write and keep reports on billboards (add seasons information to spreadsheet).

12. POLICY REGARDING CO-ED DRESSING ROOMS

12.1 DRESSING ROOM POLICY

- a. All coaching staff that will be in the presence of children in the dressing room shall have the following minimum certifications: CRC, RIS.
- b. Doors to dressing rooms must remain unlocked at all times when occupied.
- c. Rooms may be locked when individuals are not in the room as a measure of security.
- d. Cell phones must be turned off in change rooms.
- e. Cell phones should be prohibited from use in dressing rooms to avoid inappropriate use of cameras.
- f. Vaping or smoking is not allowed in the dressing room.
- g. Drugs and alcohol are not allowed in the dressing room.
- h. When coaches have a pre-game, post-game or practice discussion, there must be at least two adults in the room.
- i. Pre-Novice, Novice, and Atom Divisions Parents are permitted in the dressing room to assist their child in getting their hockey gear on and off. Once the child

is dressed in their hockey gear, the parents are required to leave the dressing room. After the game or practice, parents will be permitted back in the dressing room to assist their child in removing their hockey gear, only after the coaching staff has had the opportunity to address any issues from the game or practice. Atom aged players should be encouraged to start tightening their own skates and dressing themselves. Coaches may assist if need be.

- j. At the peewee, bantam and midget levels, parents and other individuals may not enter the dressing rooms. The following instances are exceptions: A medical emergency where the parents' presence may be essential to the wellbeing of their child; An invitation is extended by the coaching staff

12.2 FEMALE PLAYERS

Requiring a Separate Dressing Room Hockey Canada allows co-ed dressing room situations to exist at the Initiation Program (Pre- Novice), Novice, and Atom levels; *five* to ten years of age, provided participants in a co-ed situation either arrive in full equipment or wear, at a minimum, gym shorts or long underwear as well as a full t-shirt (no tank tops); all of which must be in good condition and without holes or tears. At the Pee Wee (11 years of age) level, and *above*, the following condition will apply in all co- ed team environments: Females and males will change in separate dressing rooms.

Both genders shall congregate in one dressing room, fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time, unless otherwise indicated (to be there earlier) by the coaching staff.

The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff. The gender in the majority shall not begin changing with the exception of helmets, gloves, and skates, prior to the departure of the lesser-represented gender.

12.3 DRESSING ROOM CLEANLINESS

- a. Each team is expected to clean up after themselves.

13. DISCIPLINE

13.1 DISCIPLINE COMMITTEE

- a. Shall consist of the vice President, who shall be chairperson, and four (4) other members appointed by the Executive Committee, of which at least three (3) members shall be required to attend each hearing.
- b. This committee should consist of a mixture of male and female members, and they should represent a wide range of divisions within the Association.
- c. Should any member of the Discipline Committee be directly involved (personally,

- parent of player, etc.), the President shall fill in for the Vice President and the Executive Committee shall appoint another Association member to fill in for any of the others. Should the President not be able to fill in for the Vice President because he is directly involved, another Executive Committee member will then be appointed.
- d. The Discipline Committee shall be charged with the responsibility of receiving and investigating written reports brought to it by the Executive Committee, Head Coach, or Head Referee and shall forthwith deliver its findings and appropriate discipline action to the Board of Directors and those persons directly affected by its decision.
 - e. These findings shall be in the form of a telephone call to the President and those parties involved, followed by a letter within seven (7) days, which will also outline the *Appeals Procedure*.
 - f. The Discipline Committee shall call a meeting within two (2) days of the notification of a discipline problem.
 - g. The Discipline Committee shall deliver its findings to the appropriate parties within at least two (2) days of the hearing.

13.2 DISCIPLINE PROCEDURE

- a. Discipline of a player can be applied by any official through the coach; however, any suspension after one ice time must be applied by the Discipline Committee.
- b. Any incident to be handled by the Discipline Committee must be in the form of a written submission or official time sheet delivered to the President within thirty (30) days of the alleged incident.
- c. BC Hockey suspensions are minimum suspensions and may be added to by the Discipline Committee as per the Discipline Guide.
- d. All infractions during a game or when the players are under the direct control of a referee will be dealt with as per BC Hockey rules.
- e. Any member of the Discipline Committee with a conflict of interest (eg. relative, or parents of players on the team or in the division in question) will be removed by the Executive Committee and an alternative Board of Directors member will be appointed.
- f. The Discipline Committee will review the incident and interview people if necessary.
- g. The chairperson will communicate actions taken by the discipline Committee to those involved by telephone within forty-eight (48) hours and will follow up in writing within seven (7) days.
- h. Minutes will be recorded at each meeting and given to the Secretary of the association for filing.
- i. All written records other than the final decision of the Discipline Committee shall be held in confidence on file, in order to protect the people involved, and may be reviewed by the President, Discipline Committee, or the person the discipline applies to. Under no circumstance will such documentation be copied or communicated in any

way other than what is required to further the appeals procedure.

13.3 RECOMMENDED DISCIPLINE GUIDE

- a. It should be noted that the best discipline is achieved through positive reinforcement. This guide should be used only when positive avenues have been exhausted.

FIRST LEVEL OFFENCE

- a. horseplay
- b. refusing to participate
- c. lateness
- d. messing up the dressing room
- e. swearing
- f. minor transgressions

For the first level offences, it is expected that the team officials will deal with their players using the theory of progressive discipline as a guiding principle (eg. if a player is late, he/she is first warned; second, sat for a period; third, sat for two periods; fourth, sat for a game). It is required the team official communicates discipline issues with the parent and/or guardian as well as the Division Manager or Vice President. In the case where team officials have exhausted their options, they will then report the individual player to the Discipline Committee for further action.

SECOND LEVEL OFFENCE

- a. fighting
- b. insubordination to coaching staff
- c. harassment of arena staff
- d. hindering others from participating
- e. harassment of others
- f. other major transgressions

1st offence:	dismissal from ice and a two (2) week suspension
2nd offence:	dismissal from ice and a six (6) week suspension
3rd offence:	dismissal from ice and a ten (10) week suspension
4th offence:	dismissal from ice and a four (4) month suspension

THIRD LEVEL OFFENCE

A. DRUGS/ALCOHOL:

Any player found with or proven to have drugs and/or alcohol in his/her possession while participating in a SMHA event; or any player under the influence of a drug or alcohol while participating in a SMHA event will be suspended from further play and practice as follows:

1 st offence:	dismissal from ice and a fourteen (14) day suspension
2 nd offence:	dismissal from ice and a one (1) year suspension

B. THEFT:

Any player proven to have engaged in thievery while participating in a SMHA sponsored activity will be suspended as follows:

- 1st offence: dismissal from ice and a fourteen (14) day suspension
- 2nd offence: dismissal from ice and a one (1) year suspension

Before reinstatement the player must reimburse the owner the cost of the stolen item(s) and offer a personal apology.

C. VANDALISM AND OTHER ILLEGAL TRANSGRESSIONS:

The cost of any damages done by coaches, team officials, players, or parents shall be paid by SMHA and subsequently recovered from those involved. Any amounts outstanding by a coach, team official, player, or parent may result in not being accepted as a member the following season.

NOTE: EACH OFFENCE SHALL BE DEALT WITH ON AN INDIVIDUAL BASIS

13.4 RECOMMENDED DISCIPLINE GUIDE FOR PARENTS AND SPECTATORS

- a. Parents and spectators at SMHA games and functions are responsible for their own conduct. They must endeavor to not exhibit any disorderly conduct before, during, or after any hockey games involving SMHA teams. Parents or spectators may be ejected from any game by an official if they display the following conduct:

Using obscene or profane language or abusive gestures to any person on or off the ice surface.

- b. Persisting in disrupting or showing repeated disrespect for any ruling of any official. Any parent or spectator who after one (1) warning by an on-ice official persists in abusive conduct shall be ordered to leave the arena premises. The game shall be halted, until such time, as the parent or spectator has completely removed himself/herself from the building.
- c. Where a parent has been ejected from a game for abusive conduct, the on-ice or off-ice official shall report the said incident to the Executive Committee, and the Discipline Committee may then assess further penalties to the parent or spectator.
- d. If a referee is unable to determine or identify the person or persons responsible for the abusive, profane, or obscene language a bench penalty shall be assessed against the home team.
- e. Offences involving the abuse of on-ice or off-ice officials by any parent or spectator may result in the following recommended penalties to that person or persons as recommended by the Discipline Committee:

1st offence:

- Game ejection and removal from the arena with a report sent to the Executive Committee and Discipline Committee. The Discipline Committee shall rule on the incident.
- Prohibited from attending any games involving SMHA teams for a minimum of one (1) game; maximum three (3) months.

2nd offence:

- Game ejection and removal from the arena with a report sent to the Executive Committee and Discipline Committee. The Discipline Committee shall rule on the incident.
- Prohibited from attending any games for a minimum of three (3) months or a maximum of two (2) years.

f. First offences will be erased from parent or spectator records after two (2) calendar years at the request of the individual.

g. The above rules and regulations do not preclude any rules or regulations as laid out by the Town of Smithers, but are meant to enhance the responsibility of all parents and spectators attending minor hockey events.

13.5 RECOMMENDED DISCIPLINE GUIDE FOR TEAM OFFICIALS

Team officials (coaches, assistant coaches, trainers, managers) shall be responsible for supervising and controlling the conduct of their players before, during, and after each ice time. Failure by team officials to control the conduct of their players (ie. dressing room vandalism, bench brawls, lobby and parking lot altercations, etc.) may result in suspension and/or other disciplinary action to the player(s) and team official(s) responsible. In addition, the cost of any damages shall be paid by SMHA and subsequently recovered from those involved.

14 COMPLAINTS, PROTESTS, and APPEALS

14.1 COMPLAINTS IN WRITING

All complaints shall be reported in writing and shall be made within 72 hours of the occurrence of the cause or matter.

14.2 GAME PROTESTS AND GAME COMPLAINTS

All game protests and appeals shall be dealt with in accordance BC Hockey Rules and regulations. All other game complaints must be dealt firstly with team officials (coaches and managers), and secondly with the applicable SMHA Division Manager and/ or SMHA Head Coach.

The Division Manager and Head Coach may:

- I. deal with the matter in such manner as they consider reasonable;
- II. refer the matter to the Executive Board for a decision.

14.3 DEALING WITH ALL OTHER COMPLAINTS

Complaints regarding the conduct of a player, parent, or spectator (but not including a coach) shall be made to the applicable SMHA Division Manager and/or SMHA Division Director, who shall have primary responsibility for investigating the matter and gathering relevant facts. The Director and Division Manager may:

- I. deal with the matter in such manner as they consider reasonable;
- II. seek the recommendation from the SMHA President or Vice-President;
- III. refer the matter to the Conduct Committee.

14.4 COACH COMPLAINTS

Complaints regarding coaches and other team officials must be made first to the applicable Coach Coordinator. If the complaint is not resolved or cannot be resolved, or it requires a decision, it must be presented in writing to the RMHA Executive Board for resolution.

14.5 APPEALS PROCESS

Appeals of any SMHA policy, procedure or decision must be made in writing to the executive or appropriate committee. Until a decision is made on the appeal, the original directive will be followed.

The decision may be appealed to the Appeals Committee.

14.6 APPEALS COMMITTEE

Refer to Bylaw 12 for committee selection.

14.7 NOTICE OF APPEAL

A matter may be appealed to the Appeals Committee by giving written notice to the Immediate Past-President, providing a description of the matter(s) in question and stating the reasons for the appeal. An appeal shall either be delivered by hand, sent by facsimile or electronic mail, or sent by post and be made (bear a postmark if mailed) within seven (7) days (including Sundays and public holidays) following notification of the decision referred to in section 8 above.

14.8 APPEAL COMMITTEE PROCEDURE

For each matter, the Appeals Committee shall establish a hearing committee of at least three of its members, and designate one to be its chairperson. The designated chairperson shall conduct all meetings and hearings with reasonable fairness, allowing all parties the opportunity to present all the relevant information. If through misadventure, sickness or other reason, a member of the Appeals Committee is not able to attend an appeal hearing, the hearing shall proceed with the members present. If less than three members are present, the appellant shall be given the option of rescheduling the hearing to a convenient future date and time. The Appeals Committee shall hear the Appeal in a timely fashion and render its decision in writing to the applicable parties by telephone, facsimile or electronic mail within 48 hours, to be followed by written notification mailed, faxed or sent by electronic mail within seven (7) days (including Sundays and public holidays) of the appeal hearing. The decision of the Appeals Committee shall be final except if a further appeal is made to BC Hockey.

14.9 GENERAL MEETING

Upon the hearing of any complaint against a member of the Association, the Executive Board may by Resolution determine that the complaint be referred to a General Meeting of the members of the Association for action under the provisions of the SMHA Constitution and Bylaws.

15. OFFICIATING

- a. Referees will officiate games at least one (1) division lower than the division they would normally play in. In cases where the referee is not a registered player, he/she will officiate at least one division lower than he/she would play if he/she were a registered player.
- b. Referees will be given equal opportunity to officiate in Peewee House (B) or lower.
- c. In Peewee Rep or higher, the most qualified officials available at the time will be used.
- d. Only carded officials will be used as per BC Hockey/Hockey Canada rules and regulations.

16. ICE RENTAL

16.1 ICE ALLOCATION

- a. Each of the teams in a division is to receive an equal opportunity for equal ice time.
- b. Barring the above, all available out of town games of a specific division in the same league are to be equally shared among teams.
- c. Extra ice time, if available, should be provided; but not at the expense of the other teams. No practice times or host game times are to be cancelled to provide this extra ice time, except for tournaments. BC Winter Games, Zone Camps, Northern BC Winter Games, NWDMHA Playoffs, and Provincial Zone Playoffs are not deemed "extra ice".
- d. If possible, one (1) tournament for each division shall be provided yearly. All of the

- players in the appropriate division are to participate. Rep teams will not normally participate in a house tournament, but may be invited at the discretion of the tournament committee to balance the schedule or fill in for a last-minute cancellation.
- e. A request for ice time will be made by the Association at the Town of Smithers annual Ice Users Meeting.
 - f. Blocks of ice will be scheduled for SVAHA league games.

16.2 RENTING "OUT OF TOWN" ICE FOR PRACTICES/GAMES

- a. Any team or division renting ice at any venue other than the Town of Smithers Community Center must make their request through the Divisional Manager who in turn will make the request through the Executive Committee.
- b. The ice must be rented under the name of SMHA in order for the BC Hockey Mutual Aid insurance and the Hockey liability insurance to be in effect.
- c. The team or division renting the ice will be responsible for:
 - 1. Securing such ice time.
 - 2. Payment for such ice time.
 - 3. Supplying transportation for players to and from the venue.
 - 4. Securing certified referees for any games (this list must be given to the Head Referee for approval).
 - 5. Payment for referees.
 - 6. Any costs to repair any damages to the venue caused by any of the participants at these practices or games.
- d. These practices and/or games must not disrupt any regularly scheduled games for the players and/or team involved.
- e. In the event, that SMHA cannot supply home ice for scheduled events such as BC Winter Games, Zone Camps, Northern BC Winter Games, NWDMHA Playoffs, and Provincial Zone Playoffs, they may rent ice at an out of town venue. SMHA will be responsible for the following:
 - 1. To secure such ice time.
 - 2. Payment for ice time.
 - 3. Secure certified referees for games.
 - 4. Payment for referees.
 - 5. Any costs to repair any damages to the venue caused by any of the participants. These costs will be subsequently recovered from those involved.

17. TEAM/ DIVISION STRUCTURE

17.1 TEAM DIVISIONS

- a. Division designations shall be in accordance with designations used by Hockey Canada as follows: Female, Midget, Bantam, Pee wee, Atom, Novice, and Initiation Program.
- b. Age per division as at December 31st for SMHA will be as per Section 3.7.a. (*Age Divisions*)
- c. The divisions may be further divided as follows:
 - Initiation Program 1-4 - House
 - Atom - House
 - Pee wee - House and Tier 3
 - Bantam - House and Tier 3
 - Midget - House and Tier 3
 - Female - House and Tier 3
- d. A Division shall consist of all teams in a particular age group (ie. Atom Division is Atom House; Pee wee Division is Pee wee House and Carded)
- e. An Atom Development Team pool may be established, and these players would attend certain tournaments as long as the players are not disrupting house league games or tournaments (see Section 17. 8 *Development Team Guidelines*).

17.2 COMPOSITION OF HOUSE TEAMS

- a. The optimum number of players on a house team is fifteen (15). This paragraph will not be applicable when only one (1) team forms a division and does not allow the turning away or cutting of any player from minor hockey.
- b. Players shall be assigned to teams by the Division Manager and coaches.
- c. The Divisional Manager may make a recommendation to the Executive Committee to prevent an over-abundance of skill on any one team.
- d. Under no circumstances shall house coaches refuse players.
- e. There shall be a minimum of one (1) coach and one (1) assistant coach on each team.
- f. Any player not registered with SMHA will not participate in any fashion with any SMHA team. Any SMHA official in any capacity shall assure himself/herself of a player's registration before placing such a player in any game or practice. If this is contravened, the official shall be suspended pending a hearing of the Discipline Committee. A penalty of thirty (30) calendar days or more shall be rendered for the first offence. Additional offences may result in a penalty of no less than one (1) calendar year from the player's registration before placing such a player in any game or practice. If this is contravened, the official shall be suspended pending a hearing of the Discipline Committee. A penalty of thirty (30) calendar days or more shall be rendered for the first offence. Additional offences may result in a penalty of no less than one (1) calendar year from the date of the second infraction date of the second infraction.

17.3 COMPOSITION OF REP (CARDED) TEAMS

- a. All players registered with the SMHA are eligible to try out for the rep team in their division.
- b. The try-outs shall be organized in such a manner that all players will be given the opportunity to demonstrate their skating skills, hockey skills, and desire through practice drills.
- c. There will be a five (5) member Team Selection Committee consisting of the Head Coach, team coach, and up to three (3) independent evaluators (ie. parents, referees, etc. who do not have players on that team).
- d. Player selection will be based on criteria outlined in the Coaches' Manual.
- e. Evaluation will take place over a minimum of two (2) practices with progressive cuts starting after the second ice time. Final selection is to be made in accordance with the Constitutions of BC Hockey
- f. Team size will be based on the maximum number to be determined by BCHockey.
- g. The coach, assistant coach, and team manager are to be selected by a committee consisting of three (3) people including the President, Head Coach, and one (1) other neutral person. Should any of the above wish to coach the rep team, then that person must step aside from the selection committee while the decision is made.
- h. The Team Parent is to be selected by a committee of three (3) people including the Head Coach, President, and either the Concession Manager or Tournament Coordinator.
- i. An application form must be completed by any person wishing to be the coach, assistant coach, team manager, or Team Parent.
- j. After December 1st, the rep coach will continue to carry only those players who he is eligible to play and is going to play. All others will be placed on house teams.
- k. Rep teams are to be formed as soon as possible. Provision should be made that any individual who has registered before final closure of registration shall be eligible for rep team try-outs.
- l. The SMHA shall have a rep team in each division except Initiation, Novice, and Atom.
- m. The basic criteria for being selected to a rep team shall be a demonstrated ability, attendance, and attitude. Each quality is given equal weight.
- n. If 28 or more players register in the p/b/m divisions, plan on having two (2) teams: one (1) rep/carded team and one (1) non-rep team.
- o. If there are fewer than twenty-eight (28) players, plan on having one (1) rep/carded team. The best nineteen (19) players will be chosen for the rep team. For those who do not make the rep team, SMHA will seek permission to have these registrants play at lower level.
- p. In both instances, try-outs will be held for the rep teams.
- q. Players from outside the SMHA catchment area (ie. Hazelton) will be allowed to register; however, it must be approved by the SMHA Board of Directors and it must follow within the NWDMHA and BC Hockey guidelines.

17.4 MOVEMENT OF INITIATION PLAYERS UPWARDS

- a. The Initiation Coordinator should phone the parents of each player who could move up. Explain that it is not mandatory that players move. There is also an extra cost to move the player up.
- b. If a parent chooses not to have the player move up, the player will remain in the Initiation Program.
- c. If a decision is made to move the player up, it is the responsibility of the receiving Division Manager to phone the parents with information such as team, coach, practice/game schedule, and additional costs. The receiving Divisional Manager then informs the new player's coach and when the player is expected. The Divisional Manager should try to make the first encounter a practice time and should attend to welcome the parent and player, do introductions, and make sure a uniform is available, and collect any extra monies owed.
- d. The receiving Divisional Manager must use judgment as to where new players go in their division.

17.5 MOVEMENT OF PLAYERS BETWEEN DIVISIONS

SMHA strongly encourages players to play at their age-appropriate level, as being able to play with their friends is significant inducement to players remaining interested in the game. As well specific skills in both individual play and team play are taught at each level. Missing a level means the loss of graduated development time to develop those specific skills and as such players in the first year of a level will not be afforded an opportunity to move up.

SMHA also recognizes that players of exceptional ability still may desire to move up a level. However, on-ice skills may be advanced, off ice attributes, such as emotional and interpersonal skills also need time to develop. Therefore, the decision to move a player up should be based on an assessment of both on-ice and off-ice attributes.

For player movement to a higher category it is also recognized that there is a significant overlap in the skills between age divisions so only players of very exceptional ability will be granted the ability to move.

As a guiding principle the objectives are to:

1. Provide players with an opportunity to play at a level that their demonstrated skills, including off-ice attributes, are most suited.
2. Provide balance and protect the competitive levels within each age division.
3. A player of very exceptional ability meets the following criteria:
4. Superior skills to players in his/her age group
5. Deemed to be in the top 3 players in the age group he/she is attempting to move up to, based on hockey skill level.
6. Possess the physical maturity to move up a level

7. Possess the social maturity to move up a level
8. Requests to move to a higher division must be made by the parents or guardians in a written letter, along with a \$250 refundable cheque (if the player makes the division) for the evaluation fee for movement up, to the SMHA executive no later than the 1st week of September for the upcoming season. Included with the completed questionnaires from coaches/teachers should be a brief assessment of the player's abilities as well as physical attributes such as height and weight. Notes from coaches, teachers, or other individuals that interact with the player and can assess his/her social maturity level should also be included.

Once the application is received players will be evaluated by an independent evaluation committee, which will consist of a minimum three evaluators one of which should preferably be a coach in the level they wish to move into but not necessarily.

Evaluations will be conducted at the peer level for the player, which is to say if a Novice player requests to move up to Atoms they will be evaluated at the Novice level. Evaluations will occur in the 1st week (or 2 weeks) for the SMHA season. Once the evaluators make their decision they will forward their decision to the SMHA executive who will approve the final player movement requests based on the evaluation committee's recommendations. Evaluations will be kept confidential with only the SMHA executive and the evaluators having access to that information.

17.6 MOVEMENT ON REP TEAMS

- a. Movement of players on carded teams shall be governed by the current CHA and BCAHA rules.
- b. Should a player, parent, or coach request that a player be moved from the rep team and placed in a division more compatible with his/her skill level, the parent must make such a request in writing to the Executive Committee.
- c. If a carded player moves from a rep team to a house team, he must ensure that his card is released. He/she must never just assume that his card is released when he/she leaves the rep team.
- d. An approved player may try out for the rep team after October 1st as determined by the rep coach, house coach, and Divisional Manager.
- e. In the event, that any house player is invited to participate with the rep team in any way, the rep team manager will first advise the house team coach of the rep team's intentions.

17.7 ADDING PLAYERS TO REP TEAMS FOR EXHIBITION GAMES

- a. At the start of each season the SMHA procedure will be followed for the establishment of rep teams.
- b. Rep teams are allowed to pick up affiliated players (ie. within their own association) within the rules and conditions as established by BC Hockey & NWDMHA.

- c. The Head Coach will ensure that all coaches are apprised of this policy. He/she will also ensure that this policy is added to the Coaches Manual and update it from time to time as required.

17.8 DEVELOPMENT TEAM GUIDELINES

- a. Development teams will be under the auspices of the division in which they originated.
- b. Coaches and a Team Manager for the Development team will be selected by the coach selection committee, in conjunction with appropriate Division Manager.
- c. The coaches of development teams shall make ice time as fair and equitable as possible.
- d. Players are to be selected by all coaches in that division.
- e. Important rating parameters for these teams are attitude, fair play, skills, desire, and maturity.
- f. An additional group of players can be picked up from house for any out of town exhibition games or tournaments. These players shall be chosen in consultation with the house coaches and division managers. This group should change as much as possible throughout the season in view of equal ice time. The group can be invited to practices for a week in advance of a special event. The players shall have first loyalty to their house team.
- g. The invitations are done by the development team coach and house team coach who in turn will contact the Divisional Manager.
- h. The team will be permitted to go to out of town tournaments, but this will not take away from any of the regular house league schedule.
- i. The team will have a committee chosen from the parents to assist with various aspects of the team (ie. phoning).
- j. Team coaches will set out team rules that are necessary.
- k. Out of town development team tournaments are limited to three (3) per season. Any additional tournaments are acceptable with the approval of the SMHA Board of Directors.
- l. All costs to be paid by the development team parents.
- m. The development team manager is responsible for team jersey's, tournament bookings, practice and game scheduling and the handling of all the funds and to submit a financial report to the Treasurer by Mar 15.

18. TEAM TRAVEL

All players' transportation is the responsibility of their parents, guardians, caregivers. SMHA nor the SMHA identified volunteer is responsible for the team member's transportation to the local or distant travel.

19. RECRUITMENT/ RETENTION PROCESSES

The quality of our programming and various other factors should be regularly acknowledged to determine the community level of interest in the sport of hockey and their interest in registering, playing and returning to play year after year. Recruitment tools should be accessed to make it easier to host try hockey events, and

information available and easily accessible in various modes of communication to inform new families interested in the sport.

Surveys and feedback will be used for planning future programming to improve the quality, increase the enjoyment, increase opportunities for skill development.

20 TOURNAMENTS

20.1 HOSTING TOURNAMENTS

- a. SMHA shall pay all home tournament sanction fees and ensure all tournaments are sanctioned with the BCAHA.
- b. All players playing in the appropriate division may be permitted to play.
- c. Home teams shall be exempt from entry fees.
- d. Tournament sponsors shall be set by the Tournament Coordinator.
- e. SMHA shall be responsible for all costs, including ice and referees. It is recommended that the entry fees be sufficient to cover the ice and referee fees.
- f. Entry fees are to be forwarded to the Tournament Coordinator and in turn to the Treasurer.
- g. Before out of town teams from a lower or higher division are invited to a SMHA tournament, a comparable team from Smithers will be invited first as per NWDMHA rules.
- h. SMHA will attempt to host a tournament in each division each year.
- i. The Tournament Coordinator will be responsible to apply to BC Hockey for a sanction at least thirty (30) days prior to the date of the tournament.

20.2 ATTENDING OUT OF TOWN TOURNAMENTS

- a. All teams shall enter tournaments appropriate to their caliber and division.
- b. All teams shall be responsible for the entry fees for any tournament they attend.
- c. All players in the appropriate division shall have the opportunity to play in out of town tournaments each season.
- d. At the divisional meetings at the start of the season each coach will draw a number out of a hat to determine the order of entry to out of town tournaments. The Divisional Manager will make a list of that order and each coach will be given a copy.
- e. When the Divisional Manager is informed of a request for a team to participate in a tournament, the first team on the list will be asked if it wants to attend. Response time may vary from a few hours to a few days. If the coach declines the invitation, his team's name will go to the bottom of the list and the next team will be asked. If a coach declines an invitation twice, his team will be treated as having accepted and step (f) applies.
- f. Once a team accepts an invitation, its name is taken off the list.
- g. If more requests for tournaments are received than the number of teams in a division, and each team has had the opportunity to attend a tournament, the

Divisional Manager will re- draw the teams' names, making up a new list and giving copies to the coaches.

- h. The list in (g) will be handled the same way, with any team refusing a tournament dropping to the bottom of the list.

20.3 HOSTING OUT OF TOWN TOURNAMENTS

- a. Any team and/or division wishing to host a tournament in any facility other than the town of Smithers Community Center must make application through the Tournament Coordinator. All requests must receive permission from the Executive Committee.
- b. A tournament is:
 - Two (2) or more teams playing a round robin series in one (1) or more divisions. Or, a series of games in which a playoff game or games is played. Or, when an eventual winner or champion is declared involving two (2) or more teams. Therefore, a tournament sanction from BCAHA is required. Any minor hockey teams playing in a non-sanctioned tournament puts at risk all players, coaches, and their minor hockey association; whereby players, coaches, and the minor hockey association may be subject to fines and/or suspensions by BCAHA and/or CHA.
- c. Applications/requests to host an out of town tournament must be presented to the Tournament Coordinator at least six (6) weeks prior to the date of the tournament.
- d. The Tournament Coordinator will be responsible to apply to the BCAHA for a sanction at least thirty (30) days prior to the date of the tournament.
- e. Ice time must be rented under the name of SMHA so that BCAHA Mutual Aid insurance and CHA liability insurance is in effect.
- f. The participants in the tournament, be it a single team or an entire division, will be responsible for the following:
 - I. Ice rental fees
 - II. Securing certified on-ice officials. This list must be given to the Head Referee and Tournament Coordinator for approval.
 - III. Payment for on-ice officials.
 - IV. Awards, etc.
 - V. Transportation to and from the venue for SMHA players.
 - VI. Knowledgeable scorekeepers and timekeepers.
 - VII. Invitations
 - VIII. Tournament sanction fees
 - IX. All costs incurred
 - X. Any costs to repair damage to the venue caused by any of the participants at the tournament.
- g. Tournaments must be funded solely by the participants.
- h. The tournament committee and/or its participants are not allowed to solicit any local businesses for funds or donations.

- i. The entry fees should reflect the cost of the tournament

21 SPONSORSHIP

21.1 TEAM SPONSORSHIP

- a. Team sponsors are responsible for payment of the purchase of jerseys.
- b. Current sponsors will be given first opportunity to replace the jerseys.
- c. Should the current sponsor not wish to continue his/her support, another sponsor on the waiting list will be approached.

21.2 SPONSOR SIGNS

- a. All sponsors are to be contacted at the start of the season to renew their sponsorship.
- b. Sponsorship fees will be set by the current Executive Committee.
- c. New sponsors should be solicited each year.
- d. The sponsors shall be responsible for the purchases of the sign.
- e. SMHA shall be responsible for displaying the sponsorship sign.

22. FUNDRAISING

Any team and/or division wishing to fundraise must adhere to the fundraising policy. Any team and/or division that fail to adhere to the fundraising policy will not be eligible for travel grant advances/SMHA funds and may be subject to discipline.

- a. All teams and/or divisions wishing to raise funds must submit a budget for the season stating the projected amount of funds needed for the season and the reason(s) for those funds.
- b. All methods of raising funds by teams and/or divisions in SMHA must be approved by the Executive Committee at least two (2) weeks prior to the event.
- c. Teams must submit a financial statement on each activity to the Treasurer.
- d. The Attorney General of B.C. issues licenses for ticket lotteries, games of chance, and agricultural fairs or exhibitions. There is an application that must be filled out and a fee will be charged. Each team and/or division will be responsible for filling out this application and paying the appropriate fee.
- e. Teams can fundraise to offset the cost of team travel when representing our association. All fundraising will be coordinated through the Executive Committee.

- f. At the end of the season, each team and/or division must submit a detailed financial statement to the Treasurer showing how the funds were dispersed and showing the balance in the team and/or division account by March 15th.

23. CLINICS

Each year the SMHA, through the Head Coach and the head Referee, holds clinics for parents, coaches, and referees. These clinics are coordinated through the office of the *Hockey Development Coordinator* of the BCAHA. The Smithers Minor Hockey Association will cover registration costs for those members wishing to attend approved clinics such as the NCCP, NRCP, etc. programs provided the person is a paid member of SMHA and the clinic is held in our Northwestern District. SMHA encourages all those who wish to attend these clinics to make every attempt to participate in those that SMHA is hosting. Any person wishing to attend an out of town clinic must apply through the Executive Committee. It will be at the discretion of the current Executive Committee as to what portion of the cost to attend such a clinic that the Association will cover.

23.1 AVAILABLE CLINICS

- a. Hockey Canada National Coaches Certification Program (NCCP)
- b. Hockey Canada National Referees Certification Program (NRCP)
- c. BC Hockey Checking Clinic
- d. Hockey Canada Initiation Program Instructors Clinic Canadian Hockey Safety Program (HCSP) Any coordinator of a local clinic shall:
- e. Submit a clinic request form
- f. Provide facilities for the lecture.
- g. Provide the necessary audio-visual equipment.
- h. Arrange for the necessary ice time for on-ice sessions.
- i. Arrange publicity for the clinic.

24. AWARDS

Esso Medals

Each year Esso Canada provides minor hockey associations across Canada with certificates and medals. These certificates and medals should be ordered well in advance. There are three (3) medals for each team: *Most Improved Player*, *Most Sportsmanlike Player*, and *Most Dedicated Player*. These medals should be engraved with the year and division. The recipients are chosen by the coaches from each team. The participation certificates are available for certain divisions for all participants. These certificates have to be filled out with players' names and their division.

President's Plaque

The name and year(s) served of each outgoing President is to be engraved on this plaque.

Team Sponsor Photos

An 8" X 10" photo of each team is to be framed and engraved with the current year. These are to be given to each of the sponsors at the annual Awards Ceremony.

Initiation

Each player receives an engraved mini-hockey stick. The funds come from an annual sponsorship from Tim Horton's. Engraving must have the year, SMHA, division and sponsor's name.

Memorial Trophies

Each year, SMHA will be responsible for the engraving of the recipients' names and the current year. SMHA will also purchase the keeper trophies unless otherwise stated and will again be responsible for the engraving. The selection of the recipients for each of these awards will be done by a committee appointed by the President and/or the Executive Committee.

Novice Division

Ted and Annabel Tucker Memorial

Awarded to the "Most Valuable Player" in the Novice Division. Ted and Annabel Tucker were long time residents of Smithers and avid supporters of SMHA.

Cody Boot and Family Memorial

Awarded to the "Best Defense" in the Novice Division. Cody Boot, his father Shaun, and sister Rochelle were all lost to us in a tragic plane crash on July 20, 1995. Cody would have been a first year Atom Player in 1995, but many friends knew him well in the Novice as well as the Atom Division. Shaun and Rochelle were avid fans and supporters and always a pleasure to have in the arena. They had a great way of making all situations fun and humorous. Cody was a great inspiration to all his fellow players and also brought his big heart and good humor to the dressing room every time. While we watch these boys and girls play hockey throughout the years we are thankful for each and every one of them and must always remember those lost to us.

Atom Division

Cody Boot and Family Memorial

Awarded to the "Most Inspirational Player" in the Atom Division. This memorial holds special meaning for Joanne Boot (surviving mother and wife), as Cody was an inspiration to all of his teammates with his lighthearted and fun personality.

Ruth Griffin Memorial

Awarded to the "Best Defense" in the Atom Division (House). This trophy was donated by Dr. Craig Millar in memory of his Aunt Ruth. Ruth moved to the valley in 1911. She grew up in Smithers and later nursed in the Hazelton area. She was an original pioneer of the Bulkley Valley. Ruth died of leukemia in 1984 at the age of 77.

Peewee Division

Lee W. Arnold Memorial

Awarded to the "Most Inspirational Player" in the Peewee Division. Because this division has both rep and house teams, sometimes there are two (2) players chosen (one from the house teams and one from the rep team). In that case, both names are engraved on the perpetual trophy. Two (2) keeper trophies will be purchased with SMHA covering the cost of the keeper trophies and the engraving costs. There is also a cheque(s) for \$100.00 presented to the recipient(s) to be used toward a summer hockey school of his/her choice. This memorial trophy also requires a 3 X 5 picture of the chosen player(s).

History

Lee Arnold was lost to us on November 26, 1979 in a Smithers Air Services crash at Takla Lake, B.C. In the spring of 1980, two of Lee's friends, Mark Perry and Doug Graf of Smithers dedicated this minor hockey award in memory of Lee.

Lee W. Arnold Memorial Fund Procedures

Lee W. Arnold Memorial fund is administered by the Smithers Minor Hockey Association. The funds have been placed in a Term Deposit with the Bulkley Valley Credit union, labeled Lee Arnold Memorial Fund". The yearly monetary gifts are to be drawn out of the term deposit and cheques issued to the award winners.

Roger Logan Memorial Trophy

The Roger Logan Memorial Award will be awarded to the Pee Wee house player who demonstrates that he or she is playing hockey for "The Love of the Game" in its basic form. This will be a team player, they may not be the highest goal scorer or best player on the team but is respected on and off the ice and has respect for everyone around him / her, including themselves. This award has been donated by Lee Storie and Outback Promotions to honor's Roger's commitment to minor hockey. The award winner name will be engraved on the perpetual trophy. One (1) keeper trophy will be purchased By Outback Promotions (Lee Storie) with SMHA covering the engraving costs.

History

Roger Logan passed away suddenly in January 2007. Roger was a well-respected member of the SMHA and the Bulkley Valley. He always available to drive any player from his team to a game or a tournament, just to make sure that child had the chance to play Roger's wife Michele and his children Sydney and Tristan still reside in the Bulkley Valley and should be invited to present the award. The tournament coordinator shall call the Logan's with the invitation 250-847-3367.

Bantam Division

Bill Robinson Memorial

Awarded to the "Most Sportsmanlike Player" in the Bantam Division. Two (2) players may be chosen, one from the house teams and one from the rep team. One keeper trophy would be purchased by SMHA, and the cost of the second trophy would be covered by the Memorial Fund.

History

Bill Robinson was born in Smithers on January 15, 1955, the son of Tom and Roberta Robinson. He played minor hockey in Smithers before moving to Prince Rupert in 1966, and then to Surrey in 1968. Bill enjoyed all sports, especially hockey. Bill drowned in Cultus Lake on August 3, 1974. In his memory the BC Hydro employees in Surrey presented the memorial trophy to SMHA.

Pietro Lorenzon Memorial Trophy

A memorial trophy in honor of Pietro Lorenzon.

History

Pietro played in the Smithers minor hockey system. He is remembered as being a fun-loving, faithful, and coachable player. The trophy was made by Warren Naziel who said it was an honor for him. The face is a wolf because Pietro belonged to the Wolf Clan. The symbol on the back is called an "ovoid"; it represents the connection between Pietro who was a First Nations person, and his love for hockey. Pietro's helmet is sealed inside. Pietro's mother Lucy Lorenzon has donated this trophy to the "Most Coachable Player" in the Bantam Division.

Midget Division

Mark Greene Memorial

Awarded to the "Most Inspirational Player" in the Midget Division. This trophy was donated by the Bulkley Hotel in memory of Mark Greene.

History

Mark played hockey in Smithers and was killed in a motor vehicle accident on May 1, 1985.

Warren William Memorial Trophy

Awarded to the "Unsung Hero" in the Midget Division. The keeper trophy will be purchased with SMHA covering the cost of the keeper trophies and the engraving costs. There is also a cheque(s) for \$50.00 presented to the recipient(s) to be used toward a summer hockey school of his/her choice. The William family covers the cost of the monetary gift (s) and should be contacted by the tournament coordinator with the invitation to the awards ceremony.

History

In 1995 Warren's family, friends, and fellow midget players dedicated their annual tournament to the memory of Warren. Along with this, a memorial trophy was also dedicated. Warren was lost to us in a car accident on May 14, 1994. Warren was a SMHA player since he was six years old. He always had a positive attitude, and he was an extremely dedicated player.