

Prince Rupert Minor Hockey Association

Policy & Information Handbook

Original version approved in 2016,
Update approved by the Executive on March 10, 2020

An information guide for players and parents.

This handbook was created for a convenient reference and should regulations be changed or errors occur, the contents of this book will be superseded by the Official Minutes of the Association.



WELCOME

Hockey is Canada's game and presents our youth with an exciting challenge that will serve them well throughout their lives. Hockey is a remarkable sport demanding unparalleled quickness, endurance, character, effort, commitment, and teamwork. Hockey is based on a healthy cooperative, yet tough, lifestyle in mind, body and spirit. These are among the finest traits adults can endeavor to transfer to youth. The beginning of a new hockey season brings excitement and anticipation of great things to come.

Please review the policies and procedures regarding the Prince Rupert Minor Hockey Association program.

In order to participate in the Prince Rupert Minor Hockey Association (PRMHA), all players, families and volunteers are required to adhere to the rules as set forth in this handbook. Our policies are constructed with the intent of improving and developing our PRMHA program. A volunteer Association requires patience, commitment, sacrifice, civility, courtesy, caring and kindness. It is the expectation that all participants in the PRMHA program strive towards developing our Association.

Please be a positive part of helping to build PRMHA into an ideal Association.

On behalf of the Prince Rupert Minor Hockey Executive, we welcome you to another hockey year and hope that you find your participation rewarding.

PLEASE READ THIS BOOK!

IT IS YOUR RESPONSIBILITY TO BE AN INFORMED MEMBER OF PRMHA

This manual is intended to represent an outline of what the Association feels is best for our children and the programs we have built to serve these children. Try to understand the intent of these policies and rules and use common sense when interpreting this document. The Division Manager or Executive Members can answer most questions you may have. The final interpretation however, rests in the hands of the Executive. If you find an error with our handbook, please let us know so we can correct or refine them for future editions. If you have any suggestions for improvements or additions to this book, please make them in writing so that the Executive can follow up with them.

USE OF OUR LOGO AND TRADEMARK

Prince Rupert Minor Hockey Association Logo may **NOT** be used without the express written consent of the Prince Rupert Minor Hockey Association. This includes the Prince Rupert Minor Hockey Association name, acronym "PRMHA", as well as but not limited to the Orca Logo.



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COVID Emergency Impact

Please note that the following handbook was updated and approved prior to the COVID-19 Emergency. Temporary changes impact the content of the handbook and the handbook will not be changed unless the impact or change is deemed to be permanent or necessary by the PRMHA Executive. Please see the [PRMHA website](#) for information about COVID-19 and hockey.

SECTION A ~ MISSION STATEMENT

The Society dedicates itself to the advancement of minor hockey in the City of Prince Rupert and the surrounding areas, through progressive leadership by ensuring meaningful opportunities and enjoyable experiences in a safe, sportsmanlike environment.

SECTION B ~ GOALS

ASSOCIATION GOALS: Our Association objective is to work together to improve and enjoy a common passion: hockey. This is to be accomplished with effort, pride and commitment from the players, coaches, families and Executive of PRMHA.

1. PLAYER DEVELOPMENT:

Provide instruction and leadership that maximizes the athletic potential of all players in a positive and enjoyable atmosphere while promoting personal growth through team development both on and off the ice.

2. COACHING DEVELOPMENT:

Provide a program that promotes the coaches' talents in leadership, youth development, and hockey instruction while providing ongoing education for coaches in a defined and structures program.

3. REFEREE DEVELOPMENT:

Provide clinics for those who wish to become referees. Ensure they, as children in a learning process, can develop these skills and desire to continue as referees without undo criticism form coaches, parents and players.

4. PARENTS /GUARDIANS:

Offer an enjoyable program that includes the involvement of the parents in key positions of volunteerism. Involvement that provides the positive energy needed to help strengthen and direct our program to higher levels.

5. PRINCE RUPERT MINOR HOCKEY ASSOCIATION "PRMHA"

Provide the stewardship, facilities and financial foundation to direct the efforts of players, coaches, and parents into a proud, ethical and cohesive unit.

INDIVIDUAL GOALS

PLAYERS: Commit to give 100% mentally and physically of yourself. Be a selfless team player. Strive to improve as an athlete and as a person. Place sportsmanship, safety and fair play first.

COACHES: Commit to improving your ability to educate and instruct the game of hockey. Promote the well-being of the players first and foremost. Commit to the improvement of the Association by being a team player. Promote sportsmanship, pride, leadership, self-worth, and good health by being a positive role model.

PARENTS/GUARDIANS: Be a positive supporter of your child's efforts during both good times and difficult times. Strive to volunteer your time to assist with your child's team, as well as the Association. ***Expect to volunteer actively for one hockey season out of your child's total hockey experience, in an effort to support the Association that your child is a part of.*** This Association is totally driven by volunteers. If every person in the Association volunteered once for a major position during the time that their child played hockey then no one person would ever have to volunteer twice.



PRMHA EXECUTIVE: Provide a financial foundation for the maintenance and growth of our Association and youth hockey. Attract and support the finest youth leaders and hockey coaches. Hold the highest ethical standards for all decisions. Promote and contribute to the well-being and growth of youth athletics. Be aware of, and receptive to, the concerns of the membership as they apply to PRMHA. The opportunity to influence the direction PRMHA takes is provided at the **Annual General Meeting**, which all members may and should attend. All members in good standing are encouraged to exercise their voting privilege and voice their opinions, ideas, and concerns for the benefit of the Association as a whole.

ASSOCIATION: Make available a facility to all children aged 4 to 18 years of age to be able to participate in minor hockey at a level of competition suited to the ability and aspirations of these children as individuals. Provide a safe and controlled environment for children to enjoy the game and advance their hockey skills. Provide coaches the opportunity to advance their coaching skills through coaching clinics and a library of information, which includes video aids and other information of interest to new and experienced coaches alike. Through example, teach these children to always play by the rules as they apply to minor hockey, be good sportsmen, work hard to achieve the goals they aspire to within their limitations and above all HAVE FUN!

SECTION C: STRUCTURE

Prince Rupert Minor Hockey Association (PRMHA) is a non-profit recreational sport society incorporated under the British Columbia Societies Act, which is governed by three separate parent bodies as follows:

NORTHWEST DISTRICT MINOR HOCKEY ASSOCIATION (NWDMDHA)

NW District MHA Page: <http://www.northwestdistrictmha.ca/>

NWDMDHA is the governing body for all Northern British Columbia Associations. It is one of seven associations under BCAHA. It is the primary governing body for all Divisions within our Association.

BC HOCKEY (Formerly BC Amateur Hockey Association)

BC Hockey's About Page: <http://www.bchockey.net/About/About.aspx>

HOCKEY CANADA (HC) FORMERLY CANADIAN AMATEUR HOCKEY ASSOCIATION (CAHA)

Hockey Canada's Page: <https://www.hockeycanada.ca/en-ca/home>

As per Hockey Canada, all players will be placed on teams by coaches and coordinators at playing levels according to the player's age, skill and experience. Every effort will be made to ensure this is achieved as fairly as possible with ***NO SPECIAL CONSIDERATION MADE FOR ANY PLAYER FOR ANY REASON.***

Age Divisions within Minor Hockey are set by Hockey Canada as follows (***Age is set at the player's age as of midnight December 31st***):

Under 7	4, 5 & 6	Under 9	7 - 8
Under 11	9 – 10	Under 13	11 – 12
Under 15	13 – 14	Under 18	15, 16, 17 & 18

All teams in PRMHA may participate at one of the following two playing levels:

Representative Teams (Rep Teams) - Players will play in a league formed by NWDMDHA. These teams may also compete for the NWDMDHA Zone and Provincial Championships at the each of each season.

Recreational Teams (House) - Players not electing to play on or selected to play for a Rep Team will play in the Recreational League formed by NWDMDHA and PRMHA.



SECTION D: PRMHA EXECUTIVE COMMITTEE

Listed below are excerpts from PRMHA Bylaws & Constitution as amended to March 30, 2015.

PRESIDENT

The President of the Association will:

- a) preside at all meetings of the officers, executive committee, special meetings, annual and general meetings of the Association and perform duties usual to the office of the President. At the President's discretion, meetings of the Association or its committees may be ordered. The President shall have the power to delegate those duties assigned to the President;
- b) oversee the executive committee in the execution of their duties;
- c) appoint members to various Association Committees;
- d) have the power to suspend, and/or fine, and/or take such disciplinary action that may be deemed necessary against any player, team official, official or member for failure to comply with the Association's constitution, by-laws, rules and regulations as well as with the HC Official Hockey Rules. (Note: Fines cannot be applied to players.);
- e) represent the Association as an officer of the Northwest District;
- f) be one of the signing authorities on all accounts of the Association;
- g) exercise, in addition to those powers conferred upon the President by the constitution, all duties and powers of the executive committee when it is impossible to obtain a vote of the executive committee in case of emergency;
- h) sit in on any association committees as an ex-officio voting member;
- i) have a vote at all meetings of the Association.

It will be the privilege of this Association to confer upon each President, at the completion of tenure of office, a gift of gratitude and thanks.

1ST VICE PRESIDENT (REPRESENTATIVE PROGRAM)

The First Vice-President (Rep Program) will:

- a) in the absence of the President, perform all duties as defined in By-Law 3: 304;
- b) chair the Discipline Committee;
- c) maintain an effective line of communication between the executive committee, team officials, North-Western Coach Coordinator and the North-Western Safety/Trainer Coordinator;
- d) work closely with all rep team officials to coordinate the rep program information, rules, policies and procedures;
- e) communicate with Vice President Rec (House) Teams for player movement from Recreational (House) to Rep or vice-versa
- f) oversee drafting of rep teams;
- g) work closely with divisional managers to coordinate information, rules, policies and procedures
- h) oversee all rep teams;
- i) work closely with the Head Coach to assign coaches for rep teams;
- j) be a member of the ice scheduling committee;
- k) act as a liaison between the executive committee and rep team managers and mediates small team problems as required;
- l) be the second level of involvement when dealing with team officials. (division/team managers will be first level);
- m) carry out any other duties assigned to him/her by the President.



2ND VICE-PRESIDENT (RECREATIONAL (HOUSE) PROGRAM):

The Second Vice-President Recreation (House) Program will:

- a) in the absence of both the President & 1st Vice President, perform all duties as defined in By-Law 3: 304;
- b) be chairperson of Minor Hockey Week;
- c) monitor all Association tournaments and obtain sanctions for said tournaments and any other events that require a sanction;
- d) become knowledgeable in the BCH Risk Management Program and promote effective risk management in the Association;
- e) review all Mutual Aid claims to be sent to BCH by any members;
- f) ensure that all correspondence regarding risk management has been forwarded to the appropriate members;
- g) identify player, team officials and game officials violations to their appropriate manager or Referee in Chief;
- h) work with the Recreation Department Manager to help identify major risk problem areas by conducting monthly inspections throughout the facilities used by the Association;
- i) work closely with house divisional managers to coordinate information, rules, policies and procedures
- j) oversee recreational program;
- k) work closely with the Head Coach to assign coaches and managers for each house team;
- l) coordinate teams by working with coaches to oversee and organize the placement of players,
- m) be a member of the ice scheduling committee;
- n) act as a liaison between the executive committee and house division managers and mediates small team problems as required;
- o) carry out any other duties assigned to him/her by the President.

TREASURER

The Treasurer will:

- a) be an experienced bookkeeper and/or accountant with a proven history in business transactions;
- b) be responsible for maintaining a proper set of books to record the financial transactions of the Association and the canteen;
- c) provide a financial report at each general meeting and a financial statement at the annual general meeting;
- d) be one of three signing authorities on all accounts of the Association;
- e) be chairperson of the finance committee;
- f) have the power to pay all bills of the Association;
- g) have the authority to authorize purchases on behalf of the Association of up to \$1,000.00;
- h) oversee the individuals operating the secondary accounts of the Association, will perform a monthly inspection of their account records;
- i) oversee registration of the BCH Mutual Aid Fund of all members of the Association,
- j) be responsible for submitting all required financial reports to the B.C. Gaming Branch.

SECRETARY

The Secretary will:

- a) record (in detail) the minutes of all executive, general, annual and special general meetings of the Association and post the minutes of the general and annual meetings on the Association's website for all members to read;



- b) be responsible for the gathering and redistribution of all incoming correspondence to the Association;
- c) be one of three signing authorities on the general account;
- d) have custody and use of the Association's seal;
- e) be responsible for the advertising of all general, special and annual meetings that may be held during the year as well as booking of the rooms for these meetings;
- f) be responsible for any outgoing correspondence as directed by the executive committee and the President;
- g) be responsible for publishing a newsletter for the membership at least twice per season.

DIRECTOR OF FUNDRAISING/TOURNAMENT COORDINATOR

The Director of Fundraising will:

- a) be responsible for approving and monitoring all fundraising activities for the all Association's teams and ensuring projects do not overlap;
- b) prepare project recommendations for the Association;
- c) ensure accurate records are kept of all projects completed, in progress, or contemplated aside from those records that are within the jurisdiction of the Treasurer;
- d) form a tournament committee, or act as tournament coordinator, for any tournaments hosted by divisions in the Association and will work with the Sponsorship Coordinator to ensure Association fundraising and sponsorship procedures are being followed;
- e) work with Ice Scheduler to set dates for tournaments;
- f) monitor all Association tournaments, ensure Managers are supported to obtain sanctions for tournaments and provide guidance for the tournament committees;
- g) monitor the fundraising activities of the tournament committees and approve the donors for each tournament, ensuring no team sponsors are approached;
- h) assist team and division managers in organizing tournaments;
- i) research fundraising projects or approve research of fundraising projects, for the Association, and ensure that none are begun before they are submitted to the executive for approval;
- j) ensure projects do not conflict with other service groups and will make such conflicts known to the President when submitted;
- k) be a member of the Finance Committee.

DIRECTOR OF PUBLIC RELATIONS

The Director of Public Relations will:

- a) act as a liaison between the Association and the media;
- b) watch for news and feature stories and prepare media releases;
- c) propose activities which will result in good news stories, ensuring that the objectives of the Association are properly and promptly conveyed to the public through news media, website postings and newsletters;
- d) ensure that all events are promptly and thoroughly advertised, i.e. game results, tournament fund-raisers, banquets, meetings, etc.;
- e) liaise with appropriate committees so as to be kept well informed of all activities in order to ensure success of the above items;
- f) will organize the sale of Association merchandise; i.e. Jackets, hats, etc.;
- g) assist in the organization of the year end awards banquet.



PAST PRESIDENT

The Past President provides advice and consultative assistance to the executive committee, has full voting privileges and chairs the nomination committee. The Past President shall perform such duties as directed by the President.

REGISTRAR

The Director of Registration will:

- a) oversee registration of the Association members in both the Association information system as well as the Hockey Canada Registry;
- b) ensure that division/team managers, VPs and Risk Manager receive information of all players registered in their divisions by first ice time for each division of the present season, weekly until end of September and within one week upon registration of any new player/coach after October 1st;
- c) ensure that the President, Representative Team coaches and managers and the Vice Presidents receive the HC player registration prior to Oct 2nd or before the first regular season game of the present season.

HEAD COACH

The Head Coach Will be responsible for:

- a) chairing the Coaching Committee
- b) developing and presenting on-ice programs within the Association;
- c) performing public relations as required pertaining to the Association and its coaches;
- d) liaising with executive committee on behalf of the coaches in the Association;
- e) working with members of the Coaching Committee to select coaches for various divisions within the Association for recommendation to the executive committee;
- f) presenting list for selection of coaches to executive committee for approval;
- g) liaising with BCH District Coaching Coordinator regarding coaching clinics;
- h) recommending coaches to executive committee for attendance at higher level clinics;
- i) meeting with Association coaches to discuss problems and solutions;
- j) attending regular meetings of the executive committee;
- k) performing evaluation of players for team selection;
- l) establishing team play guidelines;
- m) coordinating meeting of coaches and players with local referee-in-chief or BCH Referee Committee Member for better understanding of the rules of the game;
- n) any other duties as assigned by the Association;
- o) managing and minimize the risk inherent in performing the day to day duties of a coach coordinator.

The qualification for Head Coach will be:

- a) strong interest in and personal commitment to coaching;
- b) ability to work in conjunction with District Coaching Coordinator and Association coaches;
- c) ability to prepare and conduct public relations events;
- d) ability to design and implement programs at the Association level;
- e) ability to conduct evaluation of coaches;



- f) ability to evaluate players for team selection;
- g) strong commitment to BCH coaching/initiation programs;
- h) ability to present lectures to coaches at the Association level;
- i) availability as to time requirements;
- j) must have strong administration abilities;
- k) must be a member who is a certified BCH coach and a member in good standing of the Association.

SECTION E: APPOINTED MEMBERS

EQUIPMENT MANAGER

The Equipment Manager will:

- a) oversee the purchasing, inventory, distribution, maintenance and collection of all equipment owned by the Association;
- b) have custody of the keys to the equipment room and shall ensure that only authorized persons be allowed access;
- c) provide a budget for the upcoming season of equipment, sweaters, pucks, etc. to the finance committee.

STATISTICIAN

The Statistician will:

- a) provide score sheets for all games;
- b) keep records of scoring, goaltending, penalties, as well as league and playoff standings for all house leagues;
- c) work with NorthWest District volunteers on eGamesheet related activities;
- d) Ensure that all league and playoff standings as well as game reports are given to the Public Relations Director for media release.

REFEREE-IN-CHIEF

The Referee-in-Chief will:

- a) maintain an effective line of communication between the North-Western Rules Committee Member, executive, officials and the CHOP (Canadian Hockey Officiating Program);
- b) appoint all officials for the Northwest District league games held in Prince Rupert, and all tournaments;
- c) recommend to the Referee Allocator which game officials to be used in the house leagues;
- d) aid timekeepers with advice and necessary training;
- e) keep payroll records of all game officials for monthly payments;
- f) coordinate the evaluations and training programs of all officials in the Association;
- g) discipline of officials;
- h) know the HC Hockey Rules as well as the BCH Match Penalty and Game Misconduct procedures.

HOUSE DIVISIONAL MANAGERS

House Divisional Managers will:

- a) oversee all operations of teams in their division and the drafting of these teams;



- b) ensure that team officials provide equal ice time for all players, and are aware of their right to bench any player for irregular attendance, or any other justifiable disciplinary reason. (swearing, unsafe play, disrespect towards team or game officials.);
- c) approve all out of town travel to exhibition or tournament games;
- d) enforce the Association Rules & Regulations as well as exercise control over all discipline in their division with the assistance of the 2nd Vice President (Recreation (House) Division) and only if needed shall it be reported to the President;
- e) be responsible for resolving conflict among players, team officials and parents within their divisions;
- f) be responsible for assigning and collecting team jerseys and returning them to the Equipment Manager at the end of the season;
- g) not coach any team in their division, however may fill in should the regular coaches not be available to attend;
- h) act as a liaison between the executive, coaches, players and parents in their divisions;
- i) work closely with the Director of Fundraising/Tournament Coordinator to form a tournament committee for any tournaments hosted by their team;
- j) ensure gamesheets are completed for all games done with Referees;
- k) ensure that the HCR roster is accurate throughout the season by communicating with the Registrar, if applicable, sign in and create game rosters on eGamesheet app, ensure that suspensions are properly noted on eGamesheets as served;
- l) be responsible for the Division first aid kit(s) and return to PRMHA at the end of the season;
- m) advise team of year end event(s) and contact every parent of a child that will be receiving an award;
- n) ensure that medical information forms/online webforms are completed for each player prior to tournaments or travel;
- o) ensure that at least 1 designated and certified safety person exists for each team;
- p) notify the Risk Manager if any supplies need to be replenished in the respective House first aid kit(s);
- q) ensure all on ice helpers and coaches have been approved by Executive and work with the Registrar/Risk Manager on any incomplete requirements; and
- r) will appoint a team parent to assist him/her with contacting parents regarding information and scheduling canteen duties.

SPONSORSHIP COORDINATOR

The Sponsorship Coordinator will:

- a) obtain sponsorship for the Association's teams, tournament, trophies, trophy cases, bulletin boards, etc. and ensure that fees are paid prior to the completion of the present season;
- b) ensure that sponsorship letters are sent out each April along with team photos for the season just ended;
- c) organize Association photos: i.e. setting up schedules and a contract with photographer, distribution etc;
- d) coordinate the annual awards event, with the assistance of the Director of Public Relations, parent/volunteer banquet (if required), Minor Hockey Week Events and any other special events assigned by the executive committee;
- e) purchase all trophies, plaques, medals etc. for the Association, as well as any bulk medals for tournaments if directed by the executive committee;
- f) oversee the maintenance and upgrading of all trophies and plaques of the Association;
- g) oversee the distribution and collection of award nomination forms to be completed by all team coaches, Division/Representative Team Managers and one parent from each team; and
- h) make the final decision for the award recipients from the names entered on the nomination forms.
- i) appoint the presenters, who will preside over the awards presentations at the annual banquet.



ICE COORDINATOR

The Ice Coordinator (scheduler) will:

- a) be a member of the Ice Scheduling Committee and attend the ice scheduling meeting with the City of Prince Rupert Recreation Department;
- b) work with the Ice Scheduling Committee to allocate ice throughout the season and allocate extra ice, when acquired, fairly between all divisions;
- c) distribute the schedule on the website on a weekly basis;
- d) communicate with Team Managers and the Referee Allocator regarding all schedules and all changes;
- e) The use/purchase of extra ice time, over and above ice times included in the Contract between the Association and the City of Prince Rupert Recreation Department, must be approved by the Executive Committee.
- f) keep accurate records of each division ice allocation. (example: # of games & practices each team has to date, # of times each team plays each team in division etc.);
- g) scrutinize and approve all ice bills prior to payment;
- h) Communicate with rep coaches/managers regarding their three blackout dates for the Skeena Valley Schedule (these are needed by the middle of Sept)
- i) Communicate with the NorthWest District Scheduler; provide them with Rep team blackout dates and PR Arena blackout dates.
- j) Once Skeena Valley Schedule is finalized provide the scheduler with game times for PR Arena.
- k) Every community in the NorthWest District is responsible for making the Northwest District schedule on a rotational basis, every four years. Next one for Rupert, 2019, 2023.....
- l) Communicate with Division Managers/Tournament Schedulers to make sure they know the PRMHA ice allocation for their Tournament Schedule.
- m) Give President the annual tournament schedule for PRMHA Tournaments to be sanctioned.
- n) Make annual Christmas Break Schedule - Communicate with Division Managers regarding Coach availability, Communicate with the City regarding booking ice over the break.
- o) Communicate with coaches regarding availability in the Summer when ice goes in. Make a pre-season schedule according to coach availability.
- p) Receive Rampage annual schedule and adjust Game Day ice as necessary. (If game starts at 8pm we must be off by 7:15pm)
- q) Provide liaison at the city with the weekly schedule and any PRMHA Tournament Schedules for the Zamboni Driver.

REP TEAM MANAGERS

Rep Team Managers will:

- a) be chosen by the team coach with approval by the Executive;
- b) manage the Association's carded Peewee, Bantam or Midget Teams;
- c) be responsible for the conduct of the team officials, players and any other persons connected directly with the team during all practices, exhibitions, tournaments and league games;
- d) liaise between the executive committee, coaches, players and parents of their teams;
- e) oversee all operations of their team as well as enforce the Association Rules & Regulations and exercise control over discipline;
- f) ensure that the HCR roster is accurate throughout the season by communicating with the Registrar, sign in and create game rosters on the eGamesheet app, ensure suspensions are properly noted on eGamesheets as served;



- g) ensure all game sheets are shared with appropriate recipients, such as PRMHA Executive members that require them for referee payment, follow-up on disciplinary action, etc;
- h) be responsible for resolving conflict among players, team officials or parents on their team and/or division;
- i) be responsible for all away team jerseys when traveling and ensuring all jerseys are returned to the Equipment Manager at the end of the season;
- j) be one of three (3) signing authorities on their representative team account;
- k) keep a detailed record of all financial transactions of the team, and will file a monthly report with the Treasurer, as well as provide a financial report for the Membership at the Association's Annual Meeting. *Note j & k may be assigned to another individual who is to be the Team Treasurer;
- l) work closely with the Director of Fundraising/Tournament Coordinator to form a tournament committee for any tournaments hosted by their team, or ensure help is provided for the house division tournament;
- m) ensure that team officials provide equal ice time for all players, and are aware of their right to bench any player for irregular attendance, or any other justifiable disciplinary reason. (swearing, unsafe play, disrespect towards team or game officials);
- n) enforce the Association Rules & Regulations as well as exercise control over all discipline in their division with the assistance of the Vice-President Rep and only if needed shall it be reported to the President;
- o) not coach any team in their division, however may fill in should the regular coaches not be available to attend;
- p) ensure online/form medical information is completed on each player prior to tournaments or travel;
- q) ensure at least one certified safety person is rostered and with the team for all tournaments and travel;
- r) be responsible for the Team first aid kit and return to PRMHA at the end of the season;
- s) notify the Risk Manager if any supplies need to be replenished in the respective Team first aid kit;
- t) ensure all on ice helpers and coaches have been approved by Executive and work with the Registrar/Risk Manager on any incomplete requirements;
- u) may appoint a team parent to assist him/her with contacting parents regarding information and scheduling canteen duties; and
- v) advise team of year end event and contact every parent of a child that will be receiving an award and advise them to attend the banquet to see their child receive an award. Ask them not to let the child know.

CANTEEN COMMITTEE CHAIRPERSON

The Canteen Committee Chairperson will:

- a) oversee all operations of the canteen;
- b) be responsible for maintaining a proper set of books to record the financial transactions of the Association and the canteen;
- c) do all ordering, inventory, menu planning, etc;
- d) coordinate the training of all new workers, using the experienced workers as teachers;
- e) be one of four (4) signing authorities on the canteen account;
- f) provide a detailed report for the membership at the Annual Meeting of the Association;
- g) either be the Association's Treasurer or be a bookkeeper approved by the Association and will keep all financial records of the canteen transactions, as well as file a monthly report with the Association's Treasurer and the executive committee;
- h) coordinate all team parents who will complete the weekly volunteer schedule assigned to them;
- i) form a Committee, and delegate such responsibilities as required for the overall operations of the canteen j) on a regular basis make deposits into a Chartered Bank or Credit Union.



REFEREE ALLOCATOR

The Referee Allocator will:

- a) work with the Referee in Chief on matters relating to Referees in PRMHA;
- b) assign referees to all house league and tournament games;
- c) provide information to the Treasurer to ensure that the referees are paid appropriately; and
- d) keep accurate records of all Referees, accepted and declined games

RISK MANAGER

Each minor hockey association and league shall appoint an Executive member as Risk Manager. The Risk Manager shall be responsible for implementing, administering, and evaluating the association's risk management program.

Some of the specific functions of the Risk Manager are:

- a) become qualified in the Hockey Canada Safety Program.
- b) become qualified in Speak Out/Respect in Sport and Criminal Record Check
- c) ensure that coaches and volunteers have access to enroll in the online Safety courses required by BC Hockey and Hockey Canada to fulfil the specified team official roles
- d) ensure that all association teams have at least one HCSP qualified person assigned to their team roster. (for Hockey Canada certified teams by Dec. 1, by Dec 31 for all others).
- e) maintain accurate and current association records of all HCSP qualified people.
- f) attend association executive meetings and advise the executive of all safety and risk management concerns within the association.
- g) complete regular arena safety checks on all facilities used by the association and liaise with the arena facility manager with respect to association safety issues.
- h) act as a risk management advisor for association tournaments/special events.
- i) ensure that all teams have adequate supply of and access to mutual aid/injury report forms and Hockey Canada injury report forms.
- j) establish a protocol for handling all injury report forms - i.e. receiving completed forms back from injured players, ensuring forms are completely and accurately filled out, copy form for player file, forwarding completed form to BC Hockey office.
- k) establish association protocol for response to serious injury and/or death of a member i.e. association risk manager to be notified immediately, risk manager to notify BC Hockey immediately, ensure serious injury report form is completed and forwarded to Hockey Canada through the BC Hockey office.
- l) receive and act upon all injury statistics.
- m) inform facility manager(s) of any injuries which may arise as a result of facility hazards/deficiencies.
- n) support the decision making authority of the team safety people and be prepared to communicate with parents, team officials, or players should there be conflicts of opinion with regard to removal from/return to play.
- o) investigate all safety concerns reported by a team safety person or other interested party.
- p) Insist on the Board having a policy relative to Board volunteer liability.
- q) review all event sanction requests before forwarding to the association President for signature.
- r) advise facility management staff of the Emergency Action Plan.
- s) set up EAP information sheet for visiting teams / tournaments / special events.
- t) organize training drills for team safety people - practice on ice response to injury, implement EAP, etc.
- u) receive all BC Hockey risk management bulletins and keep safety people current with this information.



- v) conduct annual safety / risk management meetings for parents.
- w) be responsible for the association inventory of first aid kits. Distribute to teams at beginning of season and establish replenishment procedures. If the association does not supply kits, ensure that a well stocked kit is easily accessible in every association facility.
- x) encourage teams have completed their medical history forms prior to their first game of the season.
- y) be aware of TEAM FIRST program

In addition to the day-to-day operations of your association you may assume responsibility for the overall risk management operations of all events hosted by your association. These could include tournaments, jamborees, playoffs, provincial championships, High Performance (Best Ever) camps, Center of Excellence events, etc. The following are some guidelines to help you implement an effective risk management program with your event and touch on the following concerns:

Arena safety inspections

- On-Ice Safety
- Off-Ice Safety
- Transportation
- Hotel Accommodation

FEMALE HOCKEY COORDINATOR

The Female Hockey Coordinator will perform the following key duties:

- a) Be a member of the Hockey Committee.
- b) Promote cooperation, coordination and sharing of information and best practices amongst district female hockey committees
- c) Provide input related to the development of female hockey programs and personnel and the “female game”.
- d) Encourage participation in female hockey.
- e) Promote female hockey events in the Branch.
- f) Assist District Female Hockey Committees in identifying goals and objectives for their districts.
- g) Assist District Female Hockey Committees / personnel with the promotion and delivery of female hockey programs.
- h) Promote the BC Hockey Female Model.
- i) Such additional duties as may be delegated to the Female Hockey Coordinator by the Hockey Committee Chair from time to time.
- j) Conduct seminars/workshops on the development of female hockey personnel and the “female game”.
- k) Issue instruction, give and circulate guidelines to build operational standards for female hockey programming.
- l) Assist in building / recommending budget components specific to female development.
- m) Identify Female Hockey Subject Matter Experts regarding female hockey personnel and the “female game” for Program committees.
- n) Maintain a strong working relation with the staff resource and Female Hockey Subject Matter Experts on Program committees.

SECTION F: PRMHA OFFICE

Communication

PRMHA information is available on our website. If you have a general suggestion, complaint, improvement or observation about the Association, please communicate it in writing to the Executive Committee. Please refer to our PRMHA website for Executive contact details. Please provide a name and phone number so that a response can be made.



Mailing Address: PO Box 692, Prince Rupert, BC V8J 3S2
Location: Jim Ciccone Arena, 1000 McBride Street
Phone: 250.624.8413
Web: <https://www.prmha.com>
Email: info@prmha.com
Registrar email: registrar@prmha.com

SECTION G: REGISTRATION & CANTEEN

Registration Fees for the upcoming season

Register online at www.prmha.com under Registration tab: http://prmha.com/page.php?page_id=63516

1. CANTEEN FEES, DUTIES & FAQs

What is the post-dated cheque for?

A cheque **post-dated to March 31** for **\$300.00** is required as a deposit to ensure all canteen shifts are completed. The cheque will be returned to you once all your required shifts are completed.

Why do I have to volunteer in the canteen?

The funds generated by the canteen (which is operated by PRMHA volunteers) help to keep registration fees low (lower than most BC hockey associations). Registration costs would be around \$500 per player without the canteen contributions.

How many shifts do I have to complete?

You are required to complete four (4) canteen shifts throughout the hockey season for each child you have registered in minor hockey.

How long are the canteen shifts?

Shifts are generally two hours and 45minutes long.

I've never worked in the canteen before, what will I be expected to do and how will I know how to do it?

You will be required to cook (using the deep fryer, grill, toaster, microwave, etc), serve drinks, make coffee, take orders, use the cash register, stock shelves and refill containers, clean grills and floor etc. An experienced volunteer will be scheduled to work with you – **please indicate on the schedule when you sign up that you are new to the canteen.** The canteen committee will be conducting at least one training session at the beginning of the season which you can attend. There are also instructions in the canteen on how things operate and what is required to be done during a shift.

Where and how do I sign up?

A sign-up sheet is posted regularly on the wall - next to the display case near the scorekeepers/penalty box. Please print your name legibly in one of the unshaded blank boxes to ensure you receive credit for the shift. If your last name is different than your child's, please either use your child's last name or indicate that the shift is for that child. If you are bringing someone else in the canteen to do the shift with you, please put your child's last name in the box, not the name of the person who is coming with you or you may not receive credit for the shift.

Can I bring my spouse or a friend or family member to work a shift with me and complete two shifts at the same time?



Yes, you can bring another person (or more than one person if there are enough shifts available) to work with you and you will receive credit for as many people who are working for you. For instance, if there are four blank unshaded boxes for one time slot, you can enter your name in all four spots and you will have completed all your shifts for one player!! Just make sure you put your name in all four boxes so credit is given to the correct player.

Is there any way I can get out of doing the four shifts? If I am a coach or division manager do I still have to do my canteen shifts?

Volunteering as a division manager or coach does not exclude you from completing any canteen shifts. The canteen committee always needs more volunteers (especially openers/closers – the more volunteers, the less often you will need to do it). Positions on the canteen committee include treasurer, scheduler, in-town shopper, openers/closers.

What happens if I sign up for a shift and then am unable to do the shift due to unexpected work issues or illness?

If you are unable to complete a shift, it is up to you to find a replacement. If you don't know anyone to ask, contact your Division Manager and they may be able to give you the contact names and numbers of other parents in your division who will take your shifts. If you have made every attempt to find a replacement and are not able to, please contact Christine Storey at 250-600-7998 **as soon as possible** as the canteen may have to be shut down for that shift.

What happens if I don't complete all of my shifts?

If you do not complete all four canteen shifts, your post-dated cheque will be cashed. If the cheque is returned to PRMHA for insufficient funds or any other reason, you will be contacted to pay the amount of the cheque and any bank charges incurred as a result of the returned cheque. If payment is not made by the following season, you will not be able to register your child for hockey until payment is made.

What if I am scheduled to work with two other people and I show up but they don't?

Ask the people you are relieving if one or two can stay a bit longer (or for the whole shift) then call the canteen supervisor (phone number is on the bulletin board) and wait for directions. You will still receive credit for that shift.

2. How is Hockey Funded at PRMHA?

Each player's hockey at PRMHA is funded in four ways:

- a) Gaming Revenue
- b) Concession / Canteen Earnings;
- c) Association Sponsors; and
- d) Registration Fees.

Where do my Registration Fees go?

Registration fees go towards paying the following:

- a) Hockey Canada player and volunteer insurance and membership fee
- b) Membership fee with BCAHA and NWDMA
- c) Coach, Officiating and Referee Clinics
- d) Printing of Newsletters and Handbooks
- e) Administration costs associated with Registration
- f) Management costs (Lawyers' fees, insurance, office equipment), Accounting Fees
- g) Equipment: Jerseys, Goalie Equipment, Pucks, and First Aid Kits
- h) Referee Payments
- i) Ice

How are fees established?



- a) The Executive taking into account all of the above noted expenses and ice allotted per Division establishes PRMHA fees.
- b) Fees are based on combined expected revenues from PRMHA Sponsorship, Canteen Revenue and Program Fees.

3. General Registration Information

- a) No player may participate in Association activities unless he/she is properly registered. *A player is registered when a completed registration form has been filed with the Registrar of the Association and registration fees have been paid in full.*
- b) The Registrar and/or Treasurer will work with the parents/guardians to complete any missing details from the registration form(s).
- c) Any requests for special consideration regarding payment of registration fees must be submitted in writing to the Treasurer for **consideration and approval by the Executive of PRMHA.**
- d) Registration will be rescinded if fees are not paid in full by the start of the current hockey season.
- e) Any player failing to return appropriate forms and fees before the deadline shall be deemed as not returning and will not have a place reserved for them.
- f) Each player must be properly registered and insured through the Association with Hockey Canada, BCAHA and NWDMHA.

4. Returning Player Registration

- a) This promotion is subject to Executive approval each spring and is not guaranteed.
- b) The Pre-Registration **discount (when available)** is offered up to only **JUNE 30th**.
- c) If you do meet the June 30th deadline date you can still complete the registration online. Online registration assistance is offered, please contact the Registrar or email registrar@prmha.com.
- d) Players registering after September 15th may encounter a two week waiting period to finalize their registration with NWDMHA, BCAHA and PRMHA. No player will be permitted to participate before receiving confirmation from the Registrar that his or her application has been accepted.

5. New Member Registration

- a) New players to the Association must register online. If the player has been registered for hockey anywhere else in Canada a transfer needs to be requested in the Hockey Canada Registry. Forms required can be found on the NW District website: <https://www.northwestdistrictmha.ca/documents/> In addition to completing the form, one of the following documents may be required:
 - i. Copy of Players Birth Certificate
 - ii. Proof of Residence (mail, school registration form, parent driver license showing Prince Rupert address)

If registering in September, there is an approximate two week waiting period before the player is deemed eligible to play for Prince Rupert Minor Hockey Association, NWDMHA and BCAHA. The Registrar will notify the parent/player, coach or coordinator and provide him/her with the player's name and telephone number. **THE PLAYER IS NOT PERMITTED ON TO THE ICE UNTIL THE REGISTRAR HAS GIVEN SUCH APPROVAL.**

6. New Members TRANSFER from Other Associations in BC or anywhere in Canada

Players who have played hockey for another Association in BC, at any time during the previous two seasons, must fill out appropriate documentation before their application for Registration is accepted.

7. Foreign Player Registration

Applications for a foreign player must be completed in full along with the requirements of NWDMHA for entry into Canada and our Association. Applications must be submitted before May 30th. (Approval takes approximately four (4) months to



complete). The Foreign player is eligible to play on a House team and is not permitted to play on any Association Rep teams.

8. Late Registration

Registration during September will not be pro-rated. No registration of any players will take place after January 1st of the current season (The only exception being if the player has just moved to Prince Rupert and has been registered in another association for the current season or should the player have been unable to play due to an injury).

9. Registration Refunds

Any player requesting to leave the Association shall make the request in writing; and all refunds shall be as follows:

before 1st ice time.....	100% of ice fees
before Oct. 1 st	80% of ice fees
before Nov. 1 st	70% of ice fees
before Dec. 1 st	60% of ice fees
before Jan. 1 st	50% of ice fees

All refunds shall be less a \$10.00 administrative fee (when a player is registered they are immediately registered with the BCH-Mutual Aid Insurance and the HC-Liability Insurance, both of which are non-refundable to the Association). No refund shall be given for the Mutual Aid/ Liability Insurance or membership fees.

Picture money shall only be refunded prior to Nov. 1st and only if no picture has been taken (team and individual). No refunds shall be given after January 1st or if a player has been suspended. The only exception to this is should a player be injured and cannot finish the season, or the player's family is moving out of Prince Rupert.

10. NSF Cheques

- a) Upon notification the member has one week to rectify the situation and there may be a service charge the member must pay.
- b) All NSF cheques must be made good by certified cheque, bank draft or money order to the Treasurer of PRMHA within one week from the date they were notified.
- c) After this date, the Registrar will notify the member that the player is ineligible to attend any games or practices until the situation is rectified.
- d) The Registrar will inform the member once the player is again eligible to play.

11. Team Rosters

See NorthWest District Regulation 1.2 for further details.

Team Rosters must be provided to the Association Registrar as follows:

- House:
 - Novice and up by October 1st or before any travel, exhibition games or tournaments
 - Initiation 1 & 2 by November 1st
- Rep Team Rosters Sept 23rd, or 1 week **before** start of the Northwest District League Play, exhibition games or tournaments whichever is sooner.

Failure to provide rosters to the Association will result in your team being suspended for commencing league play as per NWDMHA and PRMHA.

12. Risk Management - Special Events



The purpose of sanctioning a special event is to extend Hockey Canada Insurance Program coverage such as Major Medical / Dental Coverage to activities that do not fall under regular hockey programming.

Special Event Sanctions are for events such as dryland training, fundraisers, and other activities outside of regular hockey programming. Not all activities are eligible for coverage. See the Special Event Sanction Guidelines (PDF) for additional information regarding possible coverage eligibility of specific events.

Any team requiring a Special Event Sanction must have the approval of PRMHA Executive prior to completing any paperwork. This sanction must be brought forward to an Executive Meeting and recorded in minutes. The Team Manager must prepare a brief report to the president outlining what the Sanction is needed for.

NOTE: Only Associations that have applied for current season Membership will appear on the dropdown list and may apply for a special event sanction.

Requesting Coverage for a Special Event:

1. To request coverage for such events, a Special Event Sanction Request Form should be submitted to the BC Hockey office at least 7-10 business days prior to the start of the planned event.
2. A separate Special Event Sanction Request Form should be submitted for each different activity. However, if the same activity will occur multiple times, such as dryland training, one request can be submitted for all the dates that activity will occur.
3. The form must be completed in full.
4. For dates, it is acceptable to use a span or list of dates.
5. Please include a detailed description. Listing a generic description such as “dryland training” is insufficient and the form will be returned with a request to expand on the activities.
6. All Sanction Requests will be returned regardless of whether they are approved or denied. Processed Sanction Requests will be returned via email to the MHA President or to the contact person listed on the Special Event form. It is the responsibility of the Team Manager to ensure that the Vice President of PRMHA has a copy of this paperwork.

SECTION H: PROGRAM GUIDELINES

1. Initiation Program: Under 7s and Under 9s

See Northwest District Handbook Regulation 3.1 to 3.4

(<https://www.omahahockey.ca/app/uploads/sites/3/2019/07/nwd-handbook-july-2019.pdf>)

2. Recreational House (House) Level

This program is the type played by the majority of Amateur players. It is **fun hockey** with the emphasis on fitness, relaxation and fellowship. The objectives are to promote a game to fit the need of the participants, to be open to all ages, to allow players equal ice time, de-emphasize the importance of winning, allow enjoyable participation of the fun aspect, assist in an individual's physical development, create a social environment, allow an individual to participate freely in other sports and activities, and give alternative types of hockey.

See Northwest District Handbook Regulation 4.10 to 4.19

(<https://www.omahahockey.ca/app/uploads/sites/3/2019/07/nwd-handbook-july-2019.pdf>)

3. Representative Program: Under 13, Under 15 & Under 18 Rep



This program is designed for players who have the desire and ability to play at a more competitive level. Participants must be willing to invest a reasonable amount of time on and off the ice.

See Northwest District Handbook Regulation 4.1 to 4.9
 (https://www.omahahockey.ca/app/uploads/sites/3/2019/07/nwd-handbook-july-2019.pdf)

4. Female Program

See Northwest District Handbook Regulation 3.5 to 3.8
 (https://www.omahahockey.ca/app/uploads/sites/3/2019/07/nwd-handbook-july-2019.pdf)

5. Referee Program

PRMHA is committed to encouraging any person that wishes to dedicate him or herself to an officiating career. PRMHA will strive to provide the most conscientious individuals to represent our Association. PRMHA will assist individual referees in reaching higher skill levels. This will be accomplished by providing leadership and direction from the Referee-in-Chief and from the refereeing membership. We will provide opportunities to develop their skills through practical training, on ice training sessions, as well as actual game situation training, and by having the membership supervise and provide feedback. Referees are required to retrain every year. Ideally the first year of refereeing would be spent working with the Initiation teams to familiarize the new referee with positioning, the basic rules and gain on-ice experience, in a two man system to ensure exposure to making penalty calls, off-sides, etc. The second and subsequent years would ideally be spent in the three-man system with equal time spent rotating between referee and linesman positions, in order to increase the level of confidence with both positions and the increasing responsibility associated with the higher levels of hockey. Every effort would be made to ensure that prior to moving to higher levels or responsibility, the new refereed would have demonstrated that confidence and dependability commensurate with the increased responsibility.

The current fee structure for On-ice Officials effective 2019/20:

HOUSE LEAGUE	4 Person	3 Person	2 Person	1 Person
Under 9 or Under 7	n/a	n/a	\$15.00	\$25.00
Under 11	n/a	n/a	\$25.00	\$25.00
Under 13	n/a	30/20/20	\$30.00	\$35.00
Under 15	n/a	40/25/25	\$40.00	\$40.00
Under 18	n/a	50/30/30	\$50.00	\$50.00
REPRESENTATIVE	4 Person	3 Person	2 Person	1 Person
Under 13	30/30/25/25	30/25/25	\$40	n/a
Under 15	45/45/30/30	45/30/30	n/a	n/a
Under 18	50/50/35/35	50/35/35	n/a	n/a

SECTION I: COACHING APPLICATIONS

Applications must be completed online at www.prmha.com and submitted by the last week of August.

Coaches

- Coaches must complete required Coaching certifications for their level, Respect In Sport, Concussion Awareness Training Tool and also Criminal Record Check.



- Coaches are responsible for making the initial payment for their required course. Upon successful completion of the course including all post tasks, the coach is to provide PRMHA a receipt and you will be reimbursed. No reimbursements will be issued after December 31st. All coaches in the Representative Program (Head Coach and Assistant Coaches) must have their Developmental 1 Certification by December 1st.
- Executive members may hold coaching positions providing that a majority of the sitting Executive approved the posting.
- Executive members may hold managerial positions on Rep teams, providing that a majority of the sitting Executive approves the posting.

SECTION J: COACH SELECTION

- House Applications will be reviewed and summarized by the Head Coach. The Head Coach will interview where necessary and make recommendations to the Executive prior to final selection. Should interviews be required, the Head Coach will get two additional members of the Executive to assist.
- All coaches receive final approval from the Executive. The criteria include: coaching level attained through formal clinics; background and coaching experience; references; parental evaluation forms, known or referenced reliability and integrity; coaching philosophy compatible with Association philosophy and other Association policies.
- The Association endeavors to select persons that are the most appropriate, best qualified and most responsible for the fair evaluation and assigning of players to teams.

SECTION K: TEAM PERSONNEL

1) Head Coach

- Train and instruct individual players and the team.
- Oversee all team operations and be held responsible for all team actions.
- Requires appropriate certification as per BCAHA.
- Requires Respect in Sport, Concussion Awareness Training Tool and Criminal Record Check

2) Assistant Coach

- Assist the Head Coach with coaching the team.
- In the absence of the head coach, will assume that role.
- Requires appropriate certification as per BCAHA.
- Requires Respect In Sport, Concussion Awareness Training Tool and Criminal Record Check

3) Team Manager (these are additional Team Managers, not House or Rep Managers listed in Section E)

- Responsible for team jerseys received from House Division/Rep Manager or Equipment Manager, must collect jerseys from all players following each game and see to cleaning and care of jerseys (May assign this role to a team parent).
- Secure locker room and key for all games. Inform visiting team of location of their dressing room.
- Fill out score sheets as instructed by the head coach.
- Requires Respect In Sport, Concussion Awareness Training Tool and Criminal Record Check
- Report Major Penalties to their House Division/Rep Manager Executive Committee. Vice – President.

4) Trainer

- Obtain Trainer certificate (H.C.S.P) through BCAHA and Hockey Canada.
- Implementing an effective risk management program with your team that strives to prevent injuries and accidents before they happen.
- Conducting regular checks of players' equipment to ensure proper fit, protective quality and maintenance and advising players and parents regarding the purchase of protective equipment.



- If designated by Head Coach, promote proper conditioning and warm-up techniques as effective methods of injury prevention.
- Maintaining accurate medical history files on all players and bringing these to all games.
- Maintaining a fully stocked First Aid Kit and bringing it to all games and practices.
- Receive a doctor's certificate from a player stating that he/she is able to resume hockey activities after missed games due to severe illness, injury or fracture. A copy is also to be provided to the Division Manager. Final approval for the resumption of play may be required from the Division Manager before the player attends for any game or practice.
- Implementing an effective Emergency Action Plan with your team and practicing it regularly to ensure all involved understand their roles.
- Requires Respect In Sport, Concussion Awareness Training Tool and Criminal Record Check
- Requires H.C.S.P. (Canadian Hockey Safety Program) Certification.

SECTION L: LEARN TO COACH PROGRAM

This program has been developed to allow older players in the Association an opportunity to work with younger players. Older players will learn responsibility, teaching and instructional skills, leadership and commitment. Most importantly, they will develop character and self-esteem while being a positive role model to younger players. This program will facilitate friendships and camaraderie between multiple age groups.

1. Open To

- Pee wee, Bantam, Midget and Juvenile Players.
- One Player assistant per head coach/team.
- Pee wee age players may work with Initiation.
- Bantam, Midget and Juvenile players may work with Initiation, Atom and Pee wee.
- Full gear is required while the player assistant is on the ice.

2. Requirements and Responsibilities

This is a serious commitment, please consider and weigh the below requirements and responsibilities when making your decision.

- Attend all practices you have committed to.
- Demonstration and instruction of skills when requested to do so by the coach.
- Be a positive influence and role model at all times, both on and off the ice - Absolutely no horseplay or profanity.
- Must complete the Initiation Level or Coaching Level.

3. Application Process

- Contact the Division Manager of the Division you are interested in working with.
- The Division Manager will arrange a meeting with the Coach and Player.
- The Division Manager, in consultation with the Coach and Player, will place the player on a team.

SECTION M: PLAYER PROCEDURES

1. PLAYER MOVEMENT POLICY

Player Moving Up:



Any consideration for a player moving up on a full time basis must take into account the best interest of the player in question. In addition, and equally important consideration must also be given to the best interests of any and all other players affected by such movement.

Player movement between divisions is not recommended by PRMHA (Prince Rupert Minor Hockey Association) or BCAHA (British Columbia Amateur Hockey Association). However, there may be some extraordinary circumstances where players may be granted a move.

The following process will be followed by PRMHA for a player to be moved to a higher age level:

1. A written request for movement, signed by a parent or guardian, addressed to the President or designate must be made **prior to December 1st** of each year. Such a request must outline in detail the specific reasons for this player movement.
2. Upon receipt of the written request for player movement, PRMHA will acknowledge receiving the request in writing within two days.
3. PRMHA, through the Head Coach, will instruct the Coach and Director of each Division affected to review the request. This review is accomplished by having the player attend a minimum of two practices in the higher division and being assessed by a committee made up of two or three independent knowledgeable hockey representatives along with the coaches from each division. The committee will report their findings and recommendations to PRMHA immediately following their decision making.
4. PRMHA will communicate the recommendations to the parent and/or player within ten to fourteen days of receipt of the written request.
5. The decision to allow or disallow player movement is final. Any appeals of such decisions must then follow designated appeal proceedings and PRMHA must receive any appeal no later than ten days following notification of the decision.

Considerations when reviewing a request for a player to move up:

- a. First consideration must be given to ensuring the player is playing at the level at which he is best suited. The criteria used in determining the best placement for the player are skill development, physical size and development and social development. A player must possess outstanding development levels in each of the noted areas and if it is the wish of the parents that he be moved to a higher level, the above process must be followed in all cases. PRMHA will not approve any requests for player movement unless all criteria are met. Only the most exceptional player will fit the above noted criteria. This exceptional player will need to be in the top 25% of the division he is requesting to be moved up to.
- b. Consideration for player movement will not be given where such movement would be detrimental to any team in terms of player numbers. In other words, if such movement would leave a team less than adequate player numbers, no consideration will be given for player movement in that instance. Furthermore if the team or level to which such a player would move up to already has adequate player numbers and an additional player would result in players already on the team not being given their fair allotment of playing time, once again PRMHA will not allow player movement. If the team or level to which such a player moves up to does not have adequate players then movement up would be looked upon more favorably.
- c. Unless unique and exceptional circumstances are identified, no player shall be moved up to play at a higher level more than one above that players eligible age level. For example, no player who is in the first year of his particular age group shall be allowed to move up to a higher level. Requests for movement will only be considered for players in their second year of age division.

Player Moving Down:



The same procedure will be used as under “Players Moving Up”, however the two coaches from the affected divisions may decide that they do not require the player to be assessed by a committee made up of two or three independent knowledgeable hockey representatives.

Considerations when reviewing a request for a player to move down:

- a. Consideration for player movement down to a lower age category must originate from either a parent or guardian of the player or from concerns expressed by the Coach with regards to the wellbeing of the player. If the player lacks necessary skill development to play at a level to which he is suited by age, and if the player also lacks the sufficient physical size to be able to play without concern for their safety, that player would be given consideration for movement down to a younger age level.
- b. If the request is for a female player to move down, PRMHA automatically approves movement down one division for females.
- c. All players moving down must still register in their proper age division.

Note: The coach of the player that has moved down will be required to advise all coaches of opposing teams that an over age player is on the roster. The coach of the opposing team must agree to allow that player to take part in tournament play.

Temporary Player Movement – Coach Initiated:

Normally due to low numbers PRMHA recognizes that we may have situations where low participation numbers hinder our divisions. Coaches may be interested in asking skilled players from a lower divisions to play up on a temporary basis to assist with filling rosters for practices, games, tournaments, etc.

Any consideration for a player moving up on a temporary basis must take into account the best interest of the player in question. In addition, and equally important, consideration must also be given to the best interests of any and all other players affected by such movement. Caution must be used when temporary movement is considered for a player moving from a non-hitting division to a hitting division.

1. The coach asking for a player or players will initiate a request for temporary player movement. The requesting coach must communicate directly with the coaches of the team/division from which players are being moved and the Executive of PRMHA. Should the Coaches of the team being asked for player(s) have no objections to such player movement, parents or guardians and player(s) approval must also be granted.
2. Temporary player movement must not interfere with planned team activities including regularly scheduled practices, games, tournaments, etc. The player’s first priority is with his own team and PRMHA discourages any influence on the player which would disrupt the team-player relationship unnecessarily. PRMHA does support the concept of affiliation, which allows for temporary player movement under proper conditions.
3. Temporary player movement should be initiated only if the Coach of the requesting team has a need for additional player(s). Concern would arise if a coach were to ask for a temporary movement of player(s) from another team/division to his own, if such players were to receive an unfair amount of playing time as a result.
4. The Coaches being asked for temporary player(s) movement will be within his rights to refuse to allow for player movement providing he can legitimately show why such player movement should not occur.
5. The PRMHA Executive Committee reserves the right to incorporate extra fees associated with the extra ice time received to a player when temporary player movement is granted.

2. COMPOSITION OF REP (CARDED) PLAYERS

BC Hockey and Hockey Canada Rules apply for all carded and affiliated players.



Only those Players and Team Officials who are rostered to a team on the Hockey Canada Registry (HCR) may be shown on a game sheet.

The Head Coach or Team Manager of the Rep team must provide PRMHA Registrar a list of players to be carded on the team roster once the team is selected or one (1) week before the start of league play. HCR requires the player's jersey number. Ensure that you clearly mark which players are AP's (affiliated players). Please also include team officials and their positions by the same date. If you are unsure of the team official qualifications, contact the Registrar as the information is available on line.

It is the responsibility of the Head Coach or Team Manager of the Rep team to allow for sufficient time to make the necessary additions or changes with the roster.

An electronic version of your roster will be provided to the Head Coach & Team Manager. It is their responsibility to ensure all information is correct and that the team is "approved" for insurance and provincial competition.

3. MEDICAL AND FIRST AID POLICIES

If you are interested in becoming a Hockey Canada Safety Person (HCSP), this program is now available as E-Learning. This program is a great introduction to team safety, injury recognition and important information for anyone who wishes to be a team Safety Person. From the Fair Play Code and Code of Ethics, to Safety at the Rink, Injury Management and the Emergency Action Plan, this program gives you the information and confidence needed to be the go to person on your team for health, wellness, and injury recognition as well as safe and proper recovery and return to play procedures.

- a) At least one member of each team must have completed the Hockey Canada Safety Person (HCSP) Clinic **and it is mandatory that all teams have a Safety Person on their roster.**
- b) All First Aid Kits are supplied by the Equipment Manager, and the Team Safety person should review the contents prior to the start of the season. Requests for replacement of supplies are to be made to the Equipment Manager in writing.
- c) Each Player/Parent is required to fill out a Hockey Canada Player Medical Form with the following information: Player's Full Name, Date of Birth, Medical number and other pertinent medical history i.e. allergies, existing medical conditions etc. These cards are to be stored with the First Aid Kit for handy reference along with Parental Permission Forms and Hockey Canada Accident Claim Forms.
- d) Any missed ice time due to injury, illness or fracture that requires medical assistance will require a doctor's note of fitness before resumption of play.

4. LOCKER ROOM POLICY

Locker Room Monitoring:

Dressing Room

Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together; which is called the "Two Deep Method" of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision.

Injury Treatment

The safety person should avoid treating injuries out of sight of others. Use the "Two Deep Method" (two adults) supervision system.



Female Teams

Recommend that when using the “Two-Deep Method” with female hockey teams, there shall be 2 female supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor. The male supervisor however, would not enter the dressing room but would be within hearing distance to protect supervisors or players.

Physical Contact

Team personnel should avoid touching a player. Use the “Two Deep Method” (two personnel, or two players) supervision system. The comfort level and dignity of the player should always be the priority. Limit touching to “safe areas” such as hand to shoulder.

Isolated Spaces & Sports and Training Facilities

Participants who are minors should never be left in a facility without the supervision of their parent/guardian.

Parents in Locker Rooms

Participants who are minors should never be left in a facility without the supervision of their parent/guardian.

Except for players at the younger age groups (*Initiation & Novice*), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player’s disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room. In general, parents should not enter the dressing room if the players undress to less than shorts and t shirts.

Co-Ed Dressing Room

PRMHA is proud to have and promote a program where male and female players have an opportunity to play together. The comingling of the two genders in the locker room is easily handled when the following guidelines are used:

1. In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:
 - a) Male players will not undress to less than a minimum of shorts while females are present.
 - b) Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
2. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code. (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room).
3. Two adults must be present in locker rooms at all times to ensure the safety of the players present. One of the coaching staff or responsible adult must be the last person out of the locker room after each ice time. At no time are players to be left unattended.

These guidelines are recommended in order that team unity can be maintained; yet provide modesty for the players.



Smart Phones and Other Mobile Recording Devices

Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

SECTION N: EQUIPMENT

1) Jerseys

- a. As a courtesy to our sponsors all jerseys will be worn hanging, not tucked into their pants, so that the sponsor name is clearly visible at all times. Name bars cannot cover sponsor information or the safety stop sign.
- b. Washing of jerseys must be done with care. AVOID HIGH HEAT, and hang to dry. Excessive heat will permanently shrink all or parts of the jerseys, rendering them totally useless to the team.
- c. When jerseys are issued, they are cleaned and ready for use. When returning jerseys at the end of the season, team management is responsible to ensure that all jersey sets are complete (NONE MISSING) and that they have been carefully washed.
- d. Should a jersey be damaged or lost, it is the responsibility of the parent/guardian to notify the Team Manager and their jersey deposit will not be refunded. Upon registering for the next season the parent will be required to pay a \$50.00 jersey deposit fee. Any jerseys not returned by the PRMHA Annual General Meeting will be considered lost.
- e. ***All PRMHA Equipment must be returned by the 30th day of March. This includes all goalie equipment.***

2) Goalie Equipment

- a) PRMHA will make goaltender gear available upon request to players who are registered as goalies. The Equipment Manager will allow equipment to be signed out to the parent/guardian of the Goaltender.
- b) Any goaltender that supplies their own gear shall not pay the ice fees upon registration but will be responsible for all other fees (insurance, jersey deposit, picture fee & canteen deposit)

SECTION O: SPONSORSHIP POLICIES

- 1) All team sponsorships shall be the responsibility of the Sponsor Coordinator. Team sponsorship revenues are an important and integral part of Association budgeting each year. Potential new sponsors should be referred to the Sponsor Coordinator.
- 2) Each team may have only one sponsor.
- 3) Sponsors will be assigned based on team affiliation and sponsor preference where possible, subject to real costs of changing name bars at the discretion of the Sponsor Coordinator.
- 4) The Association arranges for team sponsors and fees paid are directed to general Association funding. The sponsor is under no obligation to provide additional support to the team.
- 5) All team submissions into the newspaper MUST include the name of the team sponsor.

SECTION P: FUNDRAISING GUIDELINES

All teams and participants in fundraising activities have a responsibility and duty to project a positive image of the team, Prince Rupert Minor Hockey Association and our Community.



Anyone planning fundraising initiatives of any type must receive pre-approval from the Executive and it must conform with our Association Bylaws & Policies. The Division Manager must submit a report to the Director of Fundraising and the First Vice President at least two (2) weeks before the PRMHA Executive Meeting. The report should include a team budget, what the funds will be used for, the type of fundraising event, who will be in charge of it, and the anticipated revenue. If the event is authorized by PRMHA Executive the Team Manager must then apply for a BC Hockey Special Event Sanction.

PRMHA receives a large amount of funding annually from the Gaming & Policy Branch. At no time should any fundraising event jeopardize the Association Gaming funds. Licensing from the BC Gaming Branch is the sole responsibility of the Team. Any applications made for Gaming Licences **MUST** be applied for under the official team name at **NOT** under Prince Rupert Minor Hockey Association.

At no time should Association Sponsors be solicited for fundraising events.

Once the fundraiser has concluded a revenue and expense statement must be submitted to the PRMAH Executive.

What can teams use fundraising for?

- ✓ Fundraising may be done to offset the costs of player's and/or team official's travel, hotels and meals, as well as tournament entry fees.

What can't I use fundraising money for?

- ✗ Team clothing (jackets, track suits, hats or other apparel).
- ✗ Any personal hockey equipment.
- ✗ At no time will fundraised monies be used for parents/guardians, spouses, siblings, relatives, friends, etc.

No fundraising will take place between April 1st and July 31st of any year.

SECTION Q: TEAM FINANCIAL REPORTING

THE BEST WAY TO PROTECT PERSONAL INTEGRITY IS TO ALWAYS OPERATE IN AN OPEN AND WELL-DOCUMENTED MANNER.

All sub accounts created must have the approval of the Executive and at least three (3) authorized signatories on the account with the Associations Treasurer being mandatory. The Association Treasurer will review the bank records of all teams and they must be provided within seven days of request, either verbal or written.

Under the direction of the PRMHA Treasurer the Team Manager must keep accurate records, bank statements, cheque stubs, deposit slips, and invoices.

Money's raised by fundraising or donated by an individual or corporation which is not used by a team by the end of the season will not be paid to parents as reimbursement for any costs but will be paid to the Association.

Any money contributed by parents to the team (not in conjunction with fundraising) may be returned to parents at the end of the season, such reimbursement not to exceed the amount originally contributed by parents.

Under NO circumstances should excess funds be used in ways not allowed for under "Fundraising Guidelines" or PRMHA Bylaws.



SECTION R: TOURNAMENTS

Minor Hockey Tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. Guidelines are as follows and should be strictly adhered to, with any exceptions referred to the Executive or Tournament Coordinator for approval.

- 1) All tournament arrangements must be in accordance with all Hockey Canada, BC Hockey, NWDMHA (please see Regulations 6.0 to 6.3 of handbook <https://www.omahahockey.ca/app/uploads/sites/3/2019/07/nwd-handbook-july-2019.pdf>) and PRMHA rules and regulations.
- 2) Teams may enter only officially sanctioned and reputable tournaments.
- 3) At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.
- 4) Well in advance of departure, the teams must arrange the following:
 - ✓ Through the Ice Coordinator and your NWDMHA League Manager, rescheduling of any games and refereed during the away period.
 - ✓ Through your NWDMHA League Manager, obtain a Tournament Permission Number. Failure to obtain such a number will result in your team being barred from playing upon arrival at the tournament due to the fact that without this number, the players are not covered by Insurance to play.
 - ✓ If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.
- 5) Coaches or Managers are allowed to make tournament deals such as reciprocating participation but he/she must receive approval from the Executive Tournament Director IN WRITING for the deal to be valid.
- 6) The Association will cover initial payment for the basic tournament sanctioning with the expectation that the Association will be repaid. Upgrading costs must be covered by the Tournament.
- 7) Travel arrangements must include adult supervision for each group of four players.

SECTION S: CODE OF CONDUCT POLICIES

1) Coaches

Remember a child doesn't care how much you know, until he/she knows how much you care.

- Be a positive role model for your players.
- Winning is a consideration, but not the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun.
- Display emotional maturity.
- Be alert to the physical safety of players.
- Be generous with your praise when it is deserved.
- Be fair and just, do not criticize players publicly.
- Teach good sportsmanship, respect parents, opponents and officials.
- Be patient and understanding, be upbeat and encourage fun.
- Familiarize yourself with the rules, techniques, and strategies of hockey.
- Be an effective communicator; do not just yell at players or officials.
- Recognize your influence on players, be honest and consistent.
- Teach the importance and value of teamwork.
- Emphasize the development of the fundamental skill of hockey.
- Adjust to personal needs and problems of players.



- Maintain open lines of communication with your players' parents. Explain the goals and objectives of our Association.
- Never verbally or physically abuse a player or official.
- When conversing with your players, or in the event that an official wishes to converse with you, be conscious of your position on the bench. Do not carry on a conversation where you are towering over the individual so that there is an intimidation aspect to your actions. (This would include standing on the bench with your foot on the top of the boards. This posture may incur a bench minor penalty). Eye level is best.
- Give all players the opportunity to improve their skills, gain confidence and develop self-esteem.
- Organize practices to be fun and challenging for your players.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- Never use profanity around players, parents or officials.

2) Players Code

- Play for the fun of it, not just to please your parents or the coach.
- Respect your coach, your teammates and your opponents.
- Play by the rules.
- Never argue with the officials' decisions. Let your team captain or coach ask any necessary questions.
- Control your temper – no mouthing off, breaking sticks or throwing equipment.
- Work equally hard for yourself and your team – your team's performance will benefit and so will yours.
- Be a good sport. Cheer for all good plays, whether your team or your opponents.
- Treat all players as you yourself would like to be treated. Don't interfere with, bully or take unfair advantages of any player.
- Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties.
- Cooperate with your coach, teammates and opponents, for without them you don't have a game.

3) Parents Code

- Encourage, do not force an unwilling child to participate in sports.
- Remember children are involved in organized sports for their enjoyment, not yours.
- Insist your child always play by the rules.
- Realize the importance of practice in developing your child's necessary hockey skills.
- Never determine the worth of your child by whether the team won or lost a competition. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
- Be positive and encouraging to your child. Turn defeat into victory by helping your child work towards skill improvement and good sportsmanship.
- Never yell at your child for making a mistake.
- Remember that children learn best by example. Applaud good plays by your team and by member of the opposing team.
- Do not publicly question an official's judgment and never their honesty.
- Support all efforts to remove verbal and physical abuse from children's sporting activities.
- Recognize the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your child.
- Do not discuss other team players as to their ability or aptitude in front of your own child.
- Should you have a concern regarding your child, be considerate of the coach and pick an appropriate time for discussion on the matter. Immediately after a game is generally not the right time. Refer to Section S. 9.

4) On – Ice Officials



- Act in a professional manner at all times and take your role seriously.
- Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- Know all playing rules, their interpretations and proper application of them.
- Remember that officials are teachers too. Set good examples.
- Make your calls with quiet confidence, never with arrogance.
- Control games only to the extent that is necessary to provide a good experience for all participants.
- Violence must never be tolerated.
- Be fair and impartial at all times.
- Answer all reasonable questions when requested properly.
- Adopt a “Zero Tolerance” attitude towards verbal or physical abuse.
- Never use profanity when speaking to players, coaches or parents.
- Use honesty and integrity when answering questions.
- Admit your mistakes when you make them.
- Never openly criticize a coach, player or other official.
- Keep your emotions under control.
- Use only Hockey Canada approved officiating techniques and policies.
- Maintain your health and physique through a physical conditioning program.
- Dedicate yourself to personal improvement and maintenance of officiating skills.
- Respect your supervisor and his critique of your performance.

The Executive of PRMHA are committed to providing a healthy, caring and enjoyable environment to **ALL** of our members. In the spirit of this commitment, we have created several policies. Failure to comply with these policies can result in consequences that you, your children and all coaches should be aware of.

To participate in PRMHA as a player, coach, team official or parent is a privilege and everyone **MUST** adhere to the policies in order to participate. Possible consequences for violating these policies are as follows:



- 1) The filing of an incident report against you.
- 2) A hearing with the PRMHA Disciplinary Committee.
- 3) Temporary suspension from the team, ice arena and/or Association.
- 4) Permanent expulsion from the team, ice arena and/or Association.

Please take the time to familiarize yourself and your family with these policies.


5) Spectator Policy

It is PRMHA policy to require parents/spectators to maintain a sportsmanlike and supportive atmosphere before, during and after all PRMHA events.

On-ice or off-ice officials will stop the game when parents/spectators, displaying inappropriate and disruptive behavior, interfere with the other spectators or the game. The on-ice officials will identify violators to the coaches or off-ice officials for the purpose of removing parents/spectators from the spectators’ viewing/game area. Once these are removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action. This inappropriate and disruptive behavior shall include, but not be limited to:

-  Use of obscene or vulgar language in a boisterous manner to any one at any time.
-  Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or actual physical violence.



 Throwing of any object in the spectators viewing area, players bench, penalty box or on-ice surface, directed in any manner as to create a safety hazard.

Any parent or spectator who, after one warning by any Executive member or Game official (referee or timekeeper), persists in abusive conduct, that person will be ordered to leave the arena premises. If required the R.C.M.P. will be called upon to remove the person(s), and if necessary the game will be halted (by Executive members or Game officials) until such time as the person(s) have completely removed themselves from the premises.

Where a parent or spectator has been ejected from a game for abusive conduct, the executive member or game official involved will report the incident, in writing, to the President or Discipline Committee, either of which may then assess further penalties to the person(s) involved.

Offences covering the abuse of game officials (referees or time/score keepers) or Executive members at all Association's, NWDMA, or tournament games, may result in the following repercussions from the President or Discipline Committee:

- 1st Offence:** Game ejection/removal from the Arena and a minimum of one (1) game or, up to a maximum of four months suspension from the arena premises during all Association NWDMA or tournament games.
- 2nd Offence:** Game ejection/removal from the Arena and a minimum of four (4) months up to a maximum of two (2) years, suspension from the arena premises during all Association, NWDMA or tournament games.

1st Offences will be erased from the Discipline Committee records after two(2) calendar years, provided there have been no other reported altercations within the two(2) years, at the request of the individual.

The above policy does not preclude any rules or regulations laid out by law, or the City of Prince Rupert, but are meant to enhance the responsibility of all parents and spectators attending games!

At no time are spectators allowed to have any direct contact with the referees, either before, during, or after the game.

The area directly behind the goaltenders should be avoided when possible. In the event of disorderly conduct, the coach or assistant coach will be responsible for ordering the spectators to leave the premises. The coach is then required to file a letter of incident with the President. The Disciplinary Committee will review and make recommendations based on the following guidelines.

6) Harassment Policy

At PRMHA, harassment in any form will not be tolerated. Harassment includes, but is not limited to, unsolicited remarks, gestures, slander or libelous acts. Specifically forbidden is harassment of a sexual, religious, racial and/or ethnic nature. Additionally, retaliation and/or intimidation against any individual who has made a complaint will be considered harassment. If you are the victim of harassment or know of someone who is, PRMHA encourages you to contact a Division/Team Manager or *Member of the Executive immediately.*

7) Alcohol and Drug Policy

Alcohol, drugs, and cigarettes/vaping devices have no place in youth sports. PRMHA is committed to providing all members with an alcohol and drug free environment. PRMHA's Alcohol and Drug Policy will be strictly enforced.

a) Players and Officials



Any player caught under the influence of alcohol and/or drugs, to be in the possession of alcohol, vaping devices and/or drugs or attempting to distribute vaping devices, alcohol and/or drugs will be immediately suspended until a hearing with the Discipline Committee. This includes documented off-ice behavior.

The President or Discipline Committee may choose to utilize the repercussions listed below or impose repercussions of their own, depending upon the offence.

- 1st Offence** Dismissal from ice, a one (1) month suspension and no travel with any Association team for the remainder of the season.
- 2nd Offence** Dismissal from ice and suspended for the remainder of the season (this will be carried over to the following season should there be less than four months remaining in the current season. One season is seven months).

b) **Coaches**

As role models, coaches are expected to conduct themselves in a professional manner at all times. In order to lead by example and to set the highest standards, any alcohol consumption by coaches should be limited to adult establishments. Under no circumstances should a coach interact with the team or a player if under the influence of drugs or alcohol. Coaches are subject to the alcohol and drug policy also.

- 1st Offence** Dismissal from ice, a one (1) month suspension and no travel with any Association team for the remainder of the season.
- 2nd Offence** Dismissal from ice and suspended for the remainder of the season (this will be carried over to the following season should there be less than four months remaining in the current season. One season is seven months).

8) Grievance Communication Policy

The purpose of this policy is to provide a positive and productive forum for parents/guardians to express a grievance without inhibiting a coach from fulfilling his/her coaching responsibilities. Parents/guardians wishing to meet with a coach to discuss a grievance must observe the following guidelines:

- **Parents/guardians will not approach coaches immediately after a game to discuss a grievance.**
- To prevent further escalation and poor communication parents must observe a **24-hour “cool off”** period. PRMHA is firm on observation of a **24-hour “cooling off”** period.
- **Individuals in violation of this will be brought before the Discipline Committee and may face suspension or expulsion from PRMHA.**

The proper order of communication:

- 1) Contact the team manager to discuss your concern.
- 2) If necessary, the team manager will arrange a meeting with the coach and parent to discuss the grievance.
- 3) If the concern has not been resolved, then complete and submit a PRMHA complaint form to the Division Manager. The Division Manager will then review with the 2nd Vice President. If the complaint is not able to be solved at the 2nd Vice President level, the grievance will then be presented to the President or 1st Vice President within 48 hours for review.

9) PRMHA Disciplinary Committee:



The Discipline Committee will consist of the First Vice-President as Chairperson, and four permanent members appointed by the President at the start of the season (Sept.). At any time throughout the season this committee may be reappointed with new members, at the discretion of the President.

Duties of the Discipline Committee:

- a) Review all complaints forwarded to the Committee.
- b) Review all decisions made by the President
- c) Review all ten (10) minute misconducts for verbal abuse, as well as, all game misconducts, gross misconducts and match penalties.
- d) Will have the power to suspend, and/or fine, and/or take such disciplinary action deemed necessary against any team official, player, official or member for failure to comply with the Association's Constitution, By-Laws, Rules & Regulation, as well as with the HC Official Hockey Rules. (NOTE: fines cannot be applied to players).
- e) Will have the power to also add to any BCH ruling upon any Association member, player, team official or official.
- f) All cases shall be treated on an individual basis in a fair and unbiased manner.

Any incident to be handled by the Discipline Committee must be in form of a written submission or official game sheet handed to the President or First Vice-President within 30 days of the alleged incident.

Minutes will be recorded at each meeting. All written records, other than the final decision of the discipline committee, will be held in confidence on file and may be reviewed by the President, Discipline Committee or the person the discipline applies to, in order to protect the people involved. Under no circumstances will such documentation be copied or communicated in any way other than what is required to further the appeals procedure.

Upon receipt of an incident, all relevant parties (any member involved) must be informed. A meeting date and time will be set by the chairperson at the Committee's earliest convenience (not to exceed thirty days of receipt of incident.) The Committee will review the incident and interview people if necessary.

In reaching a decision, the Committee may hear from all interested parties, taking in all relevant factors. Persons involved shall be notified immediately of the results, verbally. This shall be followed up in writing with the avenues for appealing the decision included. Copies shall be sent to all concerned parties as well as to the executive committee.

Review and rule on recommendations, made in writing, by any executive committee Members concerning discipline or suspension recommended against any team, player, team official or Association member.

SECTION T: RULES AND POLICIES FOR ALL ARENAS

- All players will dress in locker rooms.
- To prevent risk of injury, no "horse-play" is allowed in arenas.
- All locker rooms must be cleaned up after use. No paper, tape or other debris is to be left in the locker rooms.
- Vandalism by any individual in or around the arena will result in an immediate suspension from the Association pending a review by the Disciplinary Committee and the incident will be reported to the police.
- Arena personnel inspect all locker rooms immediately after use. Any vandalism found during these inspections will be the responsibility of and charged to the last team utilizing the room. Any exceptions will be reviewed on a case-by-case basis.
- Vandalism by an unidentified member of a team shall be the responsibility of that team. It will be the teams' responsibility to prove innocence.



SECTION U: FIRE AND EMERGENCY EVACUATION PROCEDURES

In the event of an emergency or activation of the emergency alarms, all persons and participants within the arena must evacuate the premises immediately. This includes all skaters and coaches. Exits are clearly marked and located throughout the arenas.

SECTION V: PUBLICATION POLICY

Prince Rupert Minor Hockey Association encourages positive promotion of our Association. In order to protect the integrity of PRMHA's youth program, it's officials, coaches, players and parents/guardians, no individual or group may represent PRMHA, Executive Members, coaches, players or parents/guardians in any public medium without the expressed consent of the PRMHA President or Executive. Additionally, no personal information of players, parents/guardians, or PRMHA Officials will be made public without the written consent of the interested parties. This includes but is not limited to:

Print: Newspapers, magazines, periodicals, Internet; Television; Radio.

Violation of this policy can lead to disciplinary action and/or expulsion form PRMHA.

SECTION W: GENERAL INFORMATION

1) **Picture Day** - Approximately the first week in November or last week of October.

Instructions:

- a. Wear assigned PRMHA Jerseys along with all hockey gear except helmets.
- b. You will be assigned a time slot.
- c. Your team should be lined up and ready to go 20 minutes before your time slot.
- d. Provide your team roster (names and player numbers) to the people taking the pictures.
- e. Order sheets for pictures should be handed in to the Team Manager before picture day. Team Manager then hands them to the people taking the pictures along with the Team Roster.

2) **Ice Schedule**

Ice Schedules are found on the PRMHA website under Master Schedule.

If you have a conflict and are not able to use your ice time, report this at least 2 ½ weeks in advance to the Ice Scheduler at ice@prmha.com.

The City of Prince Rupert requires a minimum of 14 days' notice to cancel any Ice. Failure to provide proper notice or non-usage of ice will result in the scheduled team being charged for the cost of the ice and referees (in the case of a game).

3) **Scholarships**

- Available to graduating Hockey players, team official or referee.
- Applicants must submit a letter to the Executive no later than April 15th of the current year, outlining their future educational courses.
- \$500.00 is given out by the Association for (two) scholarships.
- A Scholarship Committee (3 Members of the Executive) will review all applicants and make a recommendation to the Executive on who the two recipients of the Scholarships will be.
- An Executive member will attend Graduation Ceremonies to award scholarships.
- There are also scholarships available from NWDMA and BCAHA, which can be requested from the respective organizations.



SCREENING AND RISK MANAGEMENT POLICY

Risk Management

DEFINITION: Risk management is the process by which a Branch, Association, League or Team reviews its activities, programs and operating procedures (including buildings and staff) to identify, understand and insure against the everyday risks confronted in operating an organized program.

Risk management consists of four (4) basic steps, performed in a logical sequence:

Step 1. Identify the risks connected with an activity (e.g. game, dressing room, arena parking lot, travel).

Step 2. Assess the relative significance of all on-ice and off-ice risks.

Step 3. Eliminate or minimize the identified risks.

Step 4. Provide protection against unavoidable risks. This can include insurance coverage.

Risk management is an ongoing process, not a one-time activity. It is not an isolated function or a committee task. Each association, team or league must ensure that the overall operations and planning process of the organization include an active risk management and safety program. Every member of the organization must be aware of his or her role and responsibility within that risk management structure. Remember that risk management is any organization's best defense against accidents and injuries. Be aware of all the risks involved in all hockey related activities and always err on the side of caution.

Criminal Record Checks

NWDMHA requires that all volunteers undergo a Criminal Records Check (CRC) and a Vulnerable Person's Check every 3 seasons. **This is a required qualification before volunteers have any contact with players or officials under the age of majority.** This is in keeping with BC Hockey policy and helps to ensure the safety of the players within our organization.

Starting in 2015, we will now be using the Province of BC's Criminal Records Review Program (CRRP). This is a secure system that allows volunteers to complete the review process from home. There is no cost for this service so it saves the Association money and it saves time for volunteers.

Secure website is: <https://justice.gov.bc.ca/eCRC/> PRMHA Access code: 9DB946U2EM

**** NOTE:** Coaches and team staff under the age of 19 are NOT required to complete an eCRC but always must be under the supervision of a coach or team staff member who is above the age of 19. More information on the CRRP can be found at: [Criminal Records Review](#)

Speak Out / Respect in Sport

BC Hockey / Hockey Canada rules stipulate that all team officials and PRMHA volunteers must have taken the Speak Out course, or, as of the 2009/2010 season, take the Respect in Sport for Activity Leaders course. **This is a required qualification before volunteers have any contact with players or officials under the age of majority.**

The Respect in Sport course is a sport-generic course that provides in-depth information on the subjects of bullying, abuse, harassment and neglect in a convenient, safe and easy to comprehend manner. For more information, see the [BCHockey website](#)

Link to Respect in Sport Course: <https://bch.respectgroupinc.com/secure/>



HCSP – SAFETY PERSON

The Hockey Canada Safety Program utilizes a proactive, preventative, common sense approach to keeping our children safe. The goal of the program is for the safety people to implement effective risk management programs with their own teams where player safety is the first priority at all times, both on and off the ice.

The safety person is a volunteer who has become HCSP certified. This certification program must be successfully completed every three years in order to be a team's safety person, **even if the individual is a medical professional**.

The safety person:

- must conduct regular checks of players' equipment.
- if designated by Head Coach, is responsible for promoting proper warm up and conditioning techniques as a form of injury prevention.
- coordinates plans for road trips, tournaments, etc. and assists in the overall supervision of the team.
- establishes medical history files on every player and carries these files and the team first aid kit on every outing.
- implements an Emergency Action Plan for the team and through this is prepared to react in the event of accidents, injuries and medical emergencies.
- manages all injuries, learns to recognize serious injuries and refers injured players to qualified professionals.
- Provides BC Hockey injury report forms to player/parents when there is an injury. Ensures they are completely filled out and forwarded to the NWDMHA Risk Manager so they can be forwarded to BC Hockey to ensure the player is also covered by Hockey Canada's supplemental insurance.
- must assume a leadership role in promoting the values of safety, fair play and integrity.

As you can see, there is more to being a safety person than just a name on a sheet to fulfill a paperwork requirement. This person is responsible for the safety of the team while they are together. There must be an HCSP qualified person at every event the team takes part in (even fundraising!).

Emergency Action Plans

An Emergency Action Plan (EAP) is used by the team safety person in case of injury or other event. The HCSP manual spells out in detail what an EAP is and that should be followed by the safety person. A good EAP involves more than just the team safety person. Typically the safety person is the "Charge" person. They are in charge in a serious event. There is a "Call" person. This person is responsible for calling emergency services and acts as the information conduit. Then there is a "Control" person who is in charge of keeping parents and players out of the way but also keeping them informed as to progress.

An important part of the EAP is the background information needed for each facility that your team uses. There is a form developed which should be filled out and kept on hand during the game.

What To Do When a Player is Injured - Injury Reports

Your son or daughter has been injured during a game. It may be a small cut, broken bone, or it may be a spinal injury or concussion. Either way, a **BC Hockey injury report** must be filled out and submitted to BC Hockey. This ensures that the injured player will be covered. This report must be filled out completely before being submitted. There is a section for the attending medical professional (i.e. emergency doctor, dentist) to fill out. It is difficult to go back a day or two after treatment to get this filled in by the same doctor sometimes. It is recommended that each team safety kit have at least 2 of these forms in it at all times.

The BC Hockey Injury Report Form can be downloaded [here](#).



Once the injury has healed and your child is ready to return to the ice, a "Return To Play" form must be filled out by a doctor before they can start practicing/playing with their team again.

The **Return To Play** form will be available on www.prmha.com

If your son/daughter has suffered a concussion, there is a slightly modified version of the return to play form that you must have filled out by your family doctor. It says that the doctor acknowledges hockey is a sometimes violent sport and the potential for re-injury exists.

The **Return To Play After Concussion** form will be available on www.prmha.com

Injury Logs

An injury log is a simple log of injuries that happen through the course of a season. It is not an official document, but it can be a valuable tool to track recurring injuries to particular players. This log should be kept by the HCSP and used to record injuries that require a coach/trainer coming on the ice when play is stopped due to an injury whether it requires medical attention or not.

A blank **injury log** will be available on www.prmha.com

Player Medical Information

At the beginning of each season, medical information should be gathered for each player using the ePact online medical information system.

Team First - Code of Conduct Forms

At the beginning of each season, it is NWDMA policy for each player/parent/team officials and volunteer (executive) to verify agreement with a Code of Conduct Form. This is a promise by each member of the team to adhere to NWDMA/BC Hockey codes of conduct. It is now included in the online medical information system.

Concussion Risks

Concussions have become a hot topic in the last few years. Doctors and Scientists have discovered that a concussion is not a simple "bump on the head". They have found that the effects of concussions are cumulative and that once you have a concussion, it is easier to get another one.

For these reasons, Hockey Canada has developed concussion awareness training that makes it easier for coaches and trainers to spot concussions. It also has recommended steps to take before returning to play after a concussion.

We recommend you do some investigating of your own into what concussions (Mild Trauma Brain Injuries) are. The [Hockey Canada Concussion website](#) would be a good start.

Safety for All, Safety Requires Teamwork

Hockey Canada has created a handbook that outlines much of what we have discussed here on this page. It is a valuable resource and includes equipment checks, the BC Hockey injury report and an overview of the Hockey Canada supplemental insurance policy as it pertains to minor hockey. Please see the www.hockeycanada.ca website for up to date information.



