

Nelson Minor Hockey Association Policy And Information Handbook

2004-2005 Hockey Season

Ratified by Executive Committee June, 24, 2004

Other Resources:

NMHA Constitution

NMHA Complaints and Appeals Procedures

NMHA Code of conduct and Consequence Forms

NMHA Bulletins

NMHA Team First Plan

NMHA Tournament Guidelines

BCAHA Policies

BCAHA Coach Coordinators Manual

BCAHA Bulletins

Team First “A Parents approach”

Team First “A Coaches approach”

TABLE OF CONTENT

A. NMHA message	3
1) Philosophy	
2) Objectives	
3) Team First in NMHA	
4) Awards	
B. Structure	4
C. NMHA Directors	5
D. Sponsorship	5
E. Registration	5
1) Registration Fees for 2004 - 2005 Season	
2) How Hockey is Funded at NMHA	
3) General Registration Information	
4) Late Registration	
5) Refund Registration	
6) Assistance	
F. Divisional Guidelines	6
1) Novice Program	
2) Recreational (House) Program	
3) Atom Development Program	
4) Competitive Program	
5) Referee Program	
G. Team Personnel	10
1) Head Coach	
2) Asst. Coach	
3) Team Manager	
4) Trainer	
5) Team Parent	
H. Coach Selection	11
1) Applications	
2) Selection Process	
I. Coach Training and Development	12
1) Clinics	
2) Evaluation Process	
J. Player Procedures	13
1) Selection of Player for House Teams	
2) Recreational Player Movement	
3) Selection of Players for Rep Teams	
K. Code of Conduct Policies	14
1) Fair Play	
2) Disciplinary Guidelines	
L. Accident Insurance	15
M. Tournament Guidelines	15
N. Fund Raising Guidelines	15
1) Bingo	
2) Advertising	
O. Equipment and Jerseys	16

Nelson Minor Hockey Association
(NMHA)

A. NMHA message

“ Membership is a PRIVILEGE not a right and with that membership comes inherent responsibilities and obligations to protect the sport and most importantly the growth and development of our children.”

1) Philosophy

We dedicate ourselves to the advancement of amateur hockey for all individuals through progressive leadership by ensuring meaningful opportunities and enjoyable experiences in a safe sportsmanlike environment.

2) Objectives

To promote, encourage, develop, and govern hockey to the full extent of facilities and financial resources, for girls and boys in the Nelson and Regional District.

To protect the mutual interests of each team and player affiliated with the Association.

Through the sport of hockey, to help youth to develop into good citizens of our community and to provide a wholesome outlet for youthful energy by fostering interest in their team and the game of hockey.

To engage in activities to raise the funds necessary to meet the objectives of the NMHA

3) Team First

Team First is a program designed to reinforce positive behaviour on the part of all minor hockey participants, including players, coaches, parents, team officials and sports administrators. The BCAHA has adopted the program, and minor hockey associations across BC and Canada have also done so, as have NMHA. You can view Team First information and details at the BCAHA website bcaha.org.

4)

Awards given to Atom age and up.

Baker St. Ezzo Award, to the Female player who displays team dedication, leadership and inspiration for female hockey players.

Barry Pearce Memorial Award, and John Reichardt Memorial Award to the Atom players who displays team dedication, leadership and desire and love of the game.

Todd Matheson Memorial Award, to the PeeWee house player for dedication, sportsmanship, and shows respect on and off the ice.

Walter Clarkson Award, to the PeeWee house player that exhibits skills, sportsmanship and team play.

ALF Baker Award, to the Bantam house player that displays good skills, sportsmanship and citizenship.

R.C.Wright Memorial Trophy, to the House Goal Tender of any division that displays outstanding skills, sportsmanship and leadership.

Barry Geist Memorial Trophy, to the Midget house player displaying outstanding skills, sportsmanship and leadership.

Profile Photographic award, to the PeeWee Rep player displaying sportsmanship, desire, team dedication and consistency in attitude on and off the ice.

Marc Severyn Memorial Trophy, to the Bantam Rep player showing outstanding skills, desire and leadership.

Brian Naka Award, to the Midget Rep player displaying inspirational qualities as an unsung hero.

Mike Laughton Memorial, to a Bantam player showing dedication.

Sarge Sammartino Award, to a Junior and Senior on ice official showing dedication and improvement in officiating games.

Robert Jeffs Award, to a volunteer that shows outstanding participation and dedication in advancing minor hockey in Nelson.

Rickaby AAA for each division, to the players excelling in academics, athletics and achievement.

New Coaches recognition Award, in recognition of outstanding commitment and contribution to the coaching of amateur hockey.

By policy:

Trophies shall be displayed in a public place with players and coaches listed.

B) Structure

NMHA is a non-profit recreational sport society incorporated under the British Columbia Societies Act, which is governed by three separate parent bodies as follows.

West Kootenay Minor Hockey Association (WKMHA)

This is the regional hockey organization to which our association belongs, and controls the rules by which all amateur hockey is played in the West Kootenay region.

British Columbia Amateur Hockey Association (BCAHA)

This is the provincial hockey organization to which our association belongs, and controls the rules by which all amateur hockey is played in British Columbia.

Canadian Amateur Hockey Association (CAHA)

The CAHA is composed of eleven provincial associations, one association for each province. This organisation is the major rule making body covering all amateur hockey played in Canada.

NMHA is responsible for all minor hockey activities within the Nelson and Regional District boundaries.

C) NMHA Board of Directors

You will find specific duties of each Board position documented in the NMHA Constitution. The business of the Association is conducted by a volunteer Board of Directors consisting of 16 members all elected for a minimum of a 2 year term.

- | | |
|---------------------------------|--------------------------------|
| • President | • Equipment Manager |
| • Past President | • Uniform Manager |
| • Treasurer/Secretary/Registrar | • Ref in Chief |
| • Female Director | • West Kootenay Representative |
| • 5 Divisional Directors | • Risk Management |
| • Bingo Manager | • Public Relations |

D) Sponsorship

We are fortunate to have local businesses sponsor our team Jerseys. Next to ice cost, Jerseys are NMHA's largest expense. We strive to provide a Nelson Leafs style of jersey for a consistent look across all divisions. Sponsor logos appear on a sponsor bar.

E) Registrations

- The first 2 player in any family pay full fees, but only half the base amount is payable for each subsequent player beginning with the third oldest to youngest. This discount does not apply to first-time Players or Goalie rates.
- Only half of the registration fee may be post-dated after November 30, 2004. Those wishing to make other arrangements may call administration or the President.
- All fees are due on or before Jan. 1 of the current year. Any family with an outstanding amount owing after this date must pay the outstanding amount in full before any player from that family can return to the ice.
- Fees for each year will be reviewed by the executive and adjusted as necessary

1) How Hockey is Funded at NMHA

Over ½ of NMHA funding is generated from Registration fees. The next greatest source is our raffle and bingo, then tournaments, sponsors, donations, and equipment sales. For further information see "Fundraising Guidelines" in this handbook.

2) General Registration Information, and Registration dates

Hockey season for NMHA starts the beginning of October and runs until mid March. Registration will be done by the NMHA and the Nelson District Recreation office. The Recreation Office will take registration from the beginning of August until mid September, and NMHA will take registration in conjunction with the Equipment Swap held mid September. Those wishing to try out for Rep teams must register before the end of August. Current dates are available on the NMHA website. (www.nelsonmha.ca)

By Policy: No player will be allowed on the ice until they have registered. This includes rep team tryouts. All players must bring their registration receipt with them to their first skate.

3) Late Registration.

Late Registration is left to the discretion of the Director. Player evaluation takes place after the registration deadline and before the first practice scheduled.

4) Refund Registration.

By Policy: Prorated refunds are possible up until January 1. Insurance costs, WKMHA fees, and ice time used are deducted.

5) Assistance.

We offer a reduced fee for first-time players. This program allows first-time hockey players in any age category to register for a fee of \$200.

We offer a registration fee of \$200 to goalies who own their own equipment in Atom, Peewee, Bantam and Midget Divisions. NMHA can provide sets of goalie equipment for Novice and Atom Division players; most goalies from Atom on up purchase their own equipment. The reduced registration fees help offset the considerable expense.

We offer a player equipment loan program for first-time players in the younger Divisions. See "Equipment and Jerseys" in this handbook for further information.

F) Division Guidelines

Age Divisions with in Minor Hockey are set by CAHA.
(Age is set as of midnight Dec. 31)

Novice	5 - 8 (years old)
Atom	9- 10
Peewee	11 - 12
Bantam	13 - 14
Midget	15 - 17

Novice is further divided into the following.

Initiation	5 years old.
Junior	6 - 7 years old.
Senior	7 - 8 years old.

By Policy: If your child starts the program earlier than five, they will remain in Initiation until they are six. Seven year old players are placed in Junior or Senior depending on numbers and skill.

1) The Novice Program

Every player starts out as a beginner and must be initiated to hockey. First time players over five years old may start the program in Initiation. However, they are encouraged to move to their age division by January if they are clearly not beginners any more. This lessens the issues of having over age players and over size players when playing in tournaments. Generally, over age players develop skating skills quicker and catch on to the game sooner. Novice coaches should be aware of players possibly joining their team by January.

Beginners and the NOVICE PROGRAM are the foundation of the entire hockey structure.

The objectives of the Novice Program are:

- Have fun
- Stimulate interest in hockey and a desire to continue participation
- Develop basic hockey skills
- Obtain a sense of achievement
- Promote physical fitness
- Introduce players to the concepts of CO-OPERATION, SPORTSMANSHIP and LEADERSHIP
- Encourage initiative
- Prepare players for further participation.

Coaches - Coaches Level required

Ice time - 2 times per week

a) Initiation

League - Scoreboard is not used and no league standings are recorded

Tournament- Discretion of Head Coach and parents.

Positions - Goalies and skaters on automatic rotation. No Goalie equipment.

Games - Buzzer at 2-minute shifts. No offsides or icing called.

Penalties- any penalties accrued will expire at the end of the two-minute buzzer

Referees - generally a coach

b) Junior

League - Scoreboard is used but no league standings are recorded.

Teams - maximum 16 players per team.

Tournaments - Discretion of Head Coach and parents.

Positions - Goalies and skaters on automatic rotation.

Games - Buzzer at 2-minute shifts. No offsides or icing called.

Penalties - Any penalties accrued will expire at the end of the two-minute buzzer

Referees - Two-man system.

c) Senior

League - Scoreboard is used but no league standings are recorded.

Teams - maximum 16 players per team.

Trainers – certified trainer required

Tournaments - Discretion of Head Coach and parents.

Practice to games – strive for a minimum of 3 Practices to 1 game ratio.

Positions - Goalies and skaters are encouraged to rotate.

Games - Change on the fly. Icing and offsides called

Referee – Two-man system.

Beginners come in all ages, but, they usually range from five to eight years of age. They progress at different rates. Therefore, the emphasis is on ENJOYMENT and SKILL ACQUISITION. When players acquire enough skills and on-ice experience that they can no longer be termed beginners, they need a different type of hockey program.

2) The Recreational Program (House Hockey).

Recreational hockey is the type of hockey played by the majority of amateur players. It's FUN HOCKEY for fitness, relaxation, and fellowship. Since this is where the masses of the players participate, the RECREATIONAL PROGRAM is of prime importance. The expansion of recreational hockey is seen as an important means of prolonging the average player career. The objectives of the Recreational Program are to:

- Provide a game to fit the needs of the participants
- Be open to all ages
- Allow players equal ice time
- De-emphasise the importance of winning
- Allow enjoyable participation for the fun aspect
- Assist in individual's physical development
- Create a sociable environment
- Allow an individual to participate freely in other sports and activities
- Give alternate types of hockey

All House Divisions:

League - participate in league play within WKAHA.

Ice time - 2 Ice times per week

Trainers - certified trainer required

Positions - Goalies - specific to position, encourage others to rotate.

Tournaments - Optional. Unlimited.

Referees - 3 man system

Coaches - Coaches level required.

3) Atom development

This non-tryout program is designed for players age 9 and 10 who have a desire to improve their skills and play at a higher level of competition. Emphasis will be put on physical fitness, skating, puck control and team play. The development program cannot conflict with the Recreational (house) program.

This program is a step towards competitive hockey. The amount of ice time players receive in games is left to the discretion of the Coach. The Coach will provide the players and parents with their coaching philosophy and objectives at the beginning of the year.

If we have more than 19 player, then not every player will play in every game.

League - Participate in regular Atom league play within WKAHA

Teams - 19 players (2 of which must be goalies)

Ice – as available.

Coaches – Coaches or Intermediate level is required

Trainers - certified trainer required

Tournament - may attend if doesn't conflict with WKAHA league games.

Referee - 3 man system

4) Competitive Program

This program is designed for players who have the desire and ability to play at a high level of competition and who are willing to invest a reasonable amount of time to on and off-ice training. It includes categories ranging from PeeWee to Senior. The emphasis is on IMPROVEMENT OF ALL BASIC SKILLS, PLUS TACTICAL & PSYCHOLOGICAL PREPARATION. The objectives of the COMPETITIVE PROGRAM are to:

- Achieve a degree of excellence, according to the player's interest and potential
- Provide an opportunity for achievement in an enjoyable and self-fulfilling environment
- Provide an opportunity to progress to a higher level of competition (Program of Excellence)
- Stimulate development both from an individual and overall sport point of view.
- Meet team goals set by team officials.

Dress Code (Rep players and Coaches)

The NMHA dress code policy has been implemented as a positive element in the overall development of the youth hockey player. When a player changes into his/her "game clothes" the mental preparation for the day's game begins. The adherence to a Dress Code is a reflection of the player's respect and pride towards his/her Association, team-mates and coaches. In any event, ALL TEAM MEMBERS will dress in the same fashion at each individual event.

League - Participate in Rep league play within WKAHA.

Teams - 19 players (2 of which must be goalies).

Ice - 2 full ice practices per week

Coaches - Intermediate level is required.

Trainers - certified trainer required

Games – As scheduled. Fixed power plays or penalty killing units permitted.

Tournaments - Mandatory attendance

Referee - 3 man system

.Refs and Officials

NMHA is committed to encouraging any person that wishes to dedicate himself or herself to an officiating career. Advertising and recruiting occurs in September. NMHA will strive to provide the most conscientious individuals to represent our Association. NMHA 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 re-train every year. Ref clinics typically run the end of September.

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, offside, 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 of responsibility, the new referees would have demonstrated that confidence and dependability commensurate with the increased responsibility.

G) Team Personnel

By Policy: All Coaches, Managers and Safety Trainers must take Speakout.

1) Head Coach:

- Participate in selection of players where applicable.
- Select team officials.
- Train and instruct individual players and the team.
- Oversee all team operations and be held responsible for all team actions.
- Obtain Coaches certificate through BCAHA.

By Policy: The coach and manager of each team are required to provide dressing room supervision 30 minutes prior to a practice or game, longer if it is a team requirement. Refer to “pages 34 of the Speak out Manual”.

By Policy: No cameras, camera phones or Personal digital Assistants are allowed in the change rooms unless a photo shoot is authorized by NMHA.

2) Assistant Coach:

- Assist head coach with coaching of the team.
- In the absence of head coach, will assume that role.
- Obtain Coaches certificate through BCAHA.

3) Team Manager:

- Responsible for team jerseys received from Equipment Manager, must collect jerseys from all players following games and see to cleaning care of jerseys.
- Act as intermediary between parents and coaches.
- Under coach's direction, schedule all out of league games.
- Retain and maintain all necessary player information in a team binder and carry at all times. (i.e. Roster, Parent phone list)
- Secure locker room and key for all games. Inform visiting team of location of their locker room.
- Fill out score sheets as instructed by head coach and hand in.
- Maintain records of all team money collected - give monthly accounting to head coach, parents and Association.
- Make travel arrangements for team.
- Must get permission to play outside of West Kootenay Area.
- Forward hotel/lodging information to visiting teams.

4) Safety/Trainer

- Obtain Trainer certificate through BCAHA and CHA.
- Implement an effective risk management program with your team that strives to prevent injuries and accidents before they happen.
- Conduct regular checks of players' equipment to ensure proper fit, protective quality and maintenance and advising players and parents regarding the purchase of protective equipment.
- Promote proper conditioning and warm-up techniques as effective methods of injury prevention.
- Maintain accurate medical history files on all players and bringing these to all games.
- Maintain 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 Director. *Final approval for the resumption of play may be required from the Division Director before the player attends for any game or practice.*
- Implementing an effective Emergency Action Plan with your team and practising it regularly to ensure all involved understand their roles.

5) Team Parent:

- Assist with miscellaneous association functions during the season.

H) Coach Selection

This passage from the “Coaches Creed” perhaps best exemplifies for parents what the majority of coaches are really trying to accomplish: For a coach, the final score doesn’t read “so many goals for our team, so many goals for theirs”. It doesn’t say “this many wins and losses.” Instead, it simply reads: “So many lives affected, so much potential realized.”

1) Applications

Applications may be picked up at the Recreation Office. An ad for Rep coaches will be placed in the local papers requesting applications to be returned to the Recreation Office. We have a check box on our registration form for those interest in coaching for House hockey.

2) Selection Process

Coach recruitment and selection forms and procedures are available in the BCAHA Coach Co-ordinator Manual, Chapter 4. The Coach Selection Committee includes the President, Head Coach and Director of that division. Should there be a conflict the Vice President would substitute on the Selection Committee.

The Association’s coach selection criteria include: coaching level attained through formal clinic’s; 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 endeavours to select persons that are the most appropriate, best qualified and most responsible for the fair evaluation and assigning of players to teams.

House team Applicants will have their applications reviewed by the Head Coach and the Division director.

Rep Coach Applicants will be contacted and interviewed by the Coach Selection Committee. The selection committee will then meet after the interviews have been completed and make one selection for each rep team.

These selections will then be recommended to the Executive.

I) Coach Training and Development

1) Clinics

The BCAHA delivers the Coaches, Intermediate, and Advanced Level program, the National Coaching Certificate Program (NCCP) and a series of Coach development clinics that are available for members to either host or have delegates apply to attend. The Coaches level is specifically designed for people instructing players in their first four years of hockey. It is not part of the NCCP. The NCCP is built on a progression; therefore it is imperative that all coaches attend and complete all levels. Experienced coaches must still participate in Coaches Level. (the first level). See Chapter 5 of the BCAHA Coach Coordinators Manual for full detail information.

2) Coach Mentor

The CHA also offers a National Coach Mentor Program(NCMP). The BCAHA Coach Co-ordinators Manual can again help you discover how you can nominate an experienced coach in your association for coach mentor training through the NCMP. Utilizing Coach Mentors in our association opens doors to coach support/observation and feedback in the form of regular coach meetings and the development of seasonal coaching plans.

3) Coach Evaluation Process

Parents, players, Head Coach, and Coach-self evaluation forms and procedures are available in the BCAHA Coach Coordinators Manual. Parent and players should complete coach evaluation forms and hand them in to the NMHA Administrator.

J) Player Procedures

1) Selection of Players for Recreational (House) Teams

All players will be placed on teams by directors and coaches 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. The Division Director and coaches draft players by using evaluation forms and totaling the score of each team to confirm equal strength. Tiering is not allowed by WKHA.

By Policy: Once player evaluations have taken place at the beginning of the season, a meeting is arranged with the coaches in each division. With the aid of the evaluations, the teams are selected to make them as equal as possible. Once the players have all been assigned to a team, the teams are numbered. Each Coach then picks a number and that is the team he is Coach for. The only adjustment, if needed, are that the Coach's son or daughter would be on his team.

Coaches of the Atom house teams must be aware of first year Atom players possible joining their team from the Novice Program by January.

The Division Director must ensure that the parents and players are well informed of the evaluation criteria being used. For forms and procedures, the Director can reference the "BCAHA Coaches Co-ordinator Manual, Chapter 7."

2) Recreational Player Movement

By Policy: All players must start in the age appropriate divisions. If a parent/guardian or Coach wishes to move a player up or down a division, they must make a written submission which is to be given to the Division Director and Head Coach. Within a reasonable time, the Evaluation Committee, in consultation with the parents/guardian and Coach, will make a binding decision. Movement will adhere strictly to NMHA policy on this matter. Movement will also adhere to the BCAHA Overage Players Policy. No player will take to the ice with higher division players without the player's parents signing a risk management waiver form and receiving written permission from both Division Directors involved, upper and lower.

Every effort will be made by the Evaluation Committee to evaluate all player movement requests by the end of October. The Evaluation committee will consist of the following NMHA Board members,:

1. The Division Directors of the two Divisions affected by the move.
2. The Head Coach
3. The Risk Manager
4. The NMHA President

By Policy: The goal is to dress 13 skaters with a max of 2 AP players per game per team. If the AP player's regular team is playing that day, that game is the priority. The AP player's House Coach must be asked before the player can play in game.

By Policy: AP players must be on a list delivered to BCAHA by the deadline prior to the player playing. If this is not adhered to, the Coach and even the player can be suspended.

By Policy: Any player movement for house games must be approved by the two division directors involved and the upper level division takes care of notification. Lower division director will provide a list of available players, in consultation with Risk management and coaches. Movement cannot exceed one level.

3) Selection of Players for Rep Team

Rep try-outs will be held in September. Information on the try-outs will be on the NMHA web-site.

- It is the object of NMHA to provide strong Rep teams every year and, as such, coaches are set to select the strongest players available. In addition, coaches are to encourage players to be devoted to team play, skill development, total effort, sportsmanship, and respect for officials and competitors.
- The Coach shall hold a rep-try-out meeting with all parents and players to outline what type of team the Coach is attempting to assemble, hockey philosophy, how players will be evaluated, and what drills or games will be used during evaluation. Coaches should consider such things as ability, skill, size, age, self-discipline, dedication to hockey, competitiveness and a desire to win.
- If first year players are chosen over second year players, the Coach must be able to justify his decision to the division Director and/or Head Coach.
- All releases shall be done by the Coach. The Coach shall make available a minimum of four ice sessions. The Coach shall explain in person to each player as to why the player is being released, and, offer constructive criticism as to which areas the player must concentrate on in order to improve to a level required for competitive hockey. It is the Coach's responsibility to notify the Division Director as to which players have been released.
- All players shall be selected from the evaluation tryouts process. Coaches who wish to select players from House ice sessions must first consult with the player's Coach and Division Director, and, seek permission from the player's parents.

- All players must be carded through BCAHA.
- No player shall be cut after October 31st unless for disciplinary reasons.
- No Rep team shall exceed 19 players. Minimum is 12.
- The number of players available for a Rep team will depend on the House system, which MUST have a minimum of 11 players per team.
- Any coach not willing to abide by the rules, will be replaced.

K) Code of Conduct Policies

1) Fair Play

By Policy:

All NMHA player, parents, coaches, team officials and associations administrators must sign the “Team First Contract and Consequences” form as a mandatory requirement for participating in NMHA. Both come attached to your registration form. Participation includes playing games, attending games, officiating, coaching and acting in an administrative capacity. No player or coach will be allowed on the ice with out this signature.

Parents will be introduced to “Chevrolet Safe and Fun Hockey, a Parents Approach”. Each team’s parents will be shown the video at the beginning of the season. Coaches will be introduced to a “Chevrolet Safe and Fun Hockey, A Coaches Approach”. Parents and Coaches are encouraged to set team objectives early in the season.

2) Disciplinary Policy

Failure to comply with the code of conduct outlined in the Team First contract will result in consequences imposed by NMHA. As with all disciplinary action, decisions made by any NMHA official regarding the imposition of consequences can be appealed according to NMHA Constitution and the NMHA Complaints and Appeals Procedures.

L) Accident Insurance

Mutual aid coverage is the Insurance that the Association purchases through BCAHA from CHA for our players and volunteers. This insurance offers coverage for liability and injuries in addition to the players’ coverage under their parent's medical to a maximum of \$2,000.00. Any claims must be made within 90 days of the date of the accident. The Claim is then held open for a period of 3 years.

If your team is travelling to the U.S. it is recommended that each player purchase additional insurance. The team is only covered for sanctioned Minor Hockey events. Sanctioned activities consist of team practices and games under the control of the Association or League, or such other activities as authorized by the Society. Any extra activities organised by the team, whether they are extra ice times, dry land training, team travel to destinations outside of B.C. or other such team functions MUST be applied for through the President and Registrar of NMHA who in turn, must approve and then make application to BCAHA for insurance coverage for the specific event. The Registrar will then inform the team whether their application has been approved or denied.

NMHA teams are not permitted to participate in a non-sanctioned event. The wearing of any NMHA equipment, including jerseys, is strictly prohibited at such an event. Participation in a non-sanctioned event could result in penalties and suspensions to the team and team officials.

M) Tournament Policies and Guidelines

By Policy:

All tournaments must hand in a pre-tournament budget into the executive for approval 2 months in advance of the event to assure the budget will balance.

For tournament forms and procedures see the “NMHA Tournament Guidelines Manual”.

N) Fundraising Policies and Guidelines

1) Bingo

By Policy:

The Bingo Manager is responsible to ensure that each NMHA parent knows when it is their turn to volunteer for the Bingo. This director will come up with any policies surrounding Bingo that need to be developed.

By Policy:

Application to run the bingo states that we use the bingo revenue to pay for ice costs, and in reporting to the BC gaming authorities, we cannot vary from this purpose.

By Policy: For each player, Parents will be assessed a \$50 bingo fee at the time of registration, with the option for parents to indicate whether they choose not to work bingo. Those that do work would receive their monies back upon completion of their shift. Those that do not, would have the monies held by NMHA to compensate others that work for them. Four Team Officials and Executive members are exempt for one child per position held.

2) Advertising

The Board of Directors shall set out rules of how to approach businesses for fundraising or donation opportunities. NMHA teams shall conform to these fundraising objectives set out by the Board of Directors.

O) Equipment and Jerseys

40 sets of hockey equipment (including skates) are available for loan for one year. First-time players can try the game without investing in the equipment.

By Policy: Player who don't return their equipment at the end of the year will not be allowed to register the following year until the equipment is returned.

By Policy: If the equipment is to be borrowed for purposes outside of Minor Hockey, we require a deposit of \$100. Parents shall sign a contract that specifies that the gear will be used only on the ice. Any repairs over and above the deposit will be charged at registration. Equipment is only to be used in spring or summer hockey programs.

By Policy: All novice teams are to keep the goalie gear in the locker at the arena.

By Policy: Jerseys from Atom and up are to be worn during games only. Not for practices.

By Policy: All jerseys or equipment with blood on it must be completely cleaned prior to returning to participation.

An equipment swap is held in September. Any equipment left over is listed on our web-site and held in the equipment room.