

Nelson Minor Hockey Association Policy And Guideline Manual



Updated April 2020

Other Resources:

NMHA Constitution

BC Hockey Policies

BC Hockey Coach Coordinators Manual

BC Hockey Bulletins

West Kootenay Minor Hockey Rulebook

Hockey Canada

Revision of Policies

The Policy and Guideline Manual requires review and revision on a regular basis as the needs of the association and its members evolve. Any section of the Policy and Guideline Manual may be revised, edited or deleted by a simple majority vote of the executive at any scheduled meeting of the executive.

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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 minor 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 Nelson and Area.

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

2) 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. BC Hockey 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 BC Hockey Website.

4) Awards given to Atom age and up.

Baker Street Esso 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 display team dedication, leadership and desire and love of the game.

Todd Matheson Memorial Award to the Peewee house player for dedication, sportsmanship and show 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.

RC Wright Memorial Trophy to the 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.

Scotia Bank Trophy, to the Peewee Rep player displaying sportsmanship, desire, team

Shorty Malacko Trophy to the Peewee Rep player showing 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

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

Ted Hargraves Excellence in Coaching Award in recognition of outstanding commitment and contribution to the coaching of amateur hockey.

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

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.

BC Hockey

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.

Hockey Canada

Hockey Canada is composed of eleven provincial associations, one association for each province. This organization 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. **All Hockey Canada, BC Hockey and WKMHA Rules and Regulations shall apply.**

C) NMHA Executive

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.

Paid Positions are Registrar, Ice Scheduler, Coach Coordinator, Bookkeeper and Web designer. These positions will be renewed on a yearly basis and will work under contract.

If a NMHA Executive member misses more than 25% of board or committee meetings per year, the member could be subject to removal from the board.

BOARD MEMBERS:

- President
- Past President
- Treasurer
- Secretary
- Female Director
- 5 Divisional Directors
- Fundraising Coordinator

- Equipment Manager
- Referee in Chief
- West Kootenay Representative
- Risk Management
- Public Relation

D) Registration

1)

- 50% of fees are due at time of registration, remaining 50% may be postdated no later than September 30 of the current season. Payments by post dated cheques are accepted
- All fees are due on or before September 30th 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 be on the ice.
- Fees for each season will be reviewed by the NMHA Board and adjusted as necessary

2) Registration can be mailed to NMHA or dropped at the front desk at the NDCC. Those wishing to try out for Rep teams must register before May 31st. Regular registration deadline is June 30th. A higher registration fee will apply after registration deadlines. Registration information is available at www.nelsonmha.ca

No player will be allowed on the ice until they have registered and payment has been received. This includes rep team tryouts.

3) **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**

Prorated refunds are possible up until December 1st. Insurance costs, WKMHA fees, and ice time used are deducted.

5) **Assistance**

We offer a reduced fee for first-time players. First-time hockey players, in any age category, may register for a fee of \$100.00. First time players are anyone who has not been registered in a Minor Hockey Association.

Financial support is available from KIDSPORT <http://kidsportcanada.ca>.

E) Division Guidelines

Age Divisions within Minor Hockey are set by Hockey Canada. Age is set as of midnight on December 31

U7 Initiation	5 - 6 (years old)
U9 Novice	7-8
U11 Atom	9- 10
U13 Peewee	11 - 12
U15 Bantam	13 - 14
U18 Midget	15 - 17

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.

The Novice Program will follow the BC Hockey Mandate.

Coaches - Coaches Level required

Ice time - 2 times per week

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.

Tournaments: Initiation will participate in their home tournament only. Novice teams can participate in up to 3 local (WKMHA) tournaments including their home tournament.

2) The Recreational Program (House Hockey or Rec 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-emphasize 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

Safety Person – HCSP certification required

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

Tournaments - Optional. Maximum of 3 tournaments including the home tournament, unless approved by the NMHA Board

Referees - 3-man system except 4-man system for Midget

Coaches – Hockey Canada Coach requirements apply.

3) Atom A

This is a tryout program for players 9 and 10 who have the desire to play in a more competitive environment. Atom is still house hockey; all recreational hockey and fair play rules apply. The designation of the Atom A Division will be voted on each season by WKMHA.

League - Participate in regular Atom A league play within WKAHA

Teams 12 - 19 players (2 of which must be goalies)

Ice – 2 ice times per week

Safety Person – HCSP certification required

Coaches – Hockey Canada Coach requirements apply

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

Referee - 3-man system

4) Competitive Program (Rep Hockey)

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 Midget. 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
- 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 – 13 - 19 players (2 of which must be goalies, if available).

Ice - 2 full 1.25 hour ice practices per week

Coaches – Hockey Canada Coach requirements apply

Safety Person – HCSP certification

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

Tournaments - Mandatory attendance

Referee – Minimum 3-man system

5) Referees 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. NMHA will reimburse for referee clinics up to \$500 each once the ref has officiated 5 games with NMHA.

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.

Referee fees will comply with WKMHA fee structure.

F) Team Personnel

Volunteer Requirements

Volunteers who work with hockey participants (under 19 years of age) directly or have or potentially have unsupervised access to hockey participants in the ordinary course of carrying out their duties/functions/responsibilities must submit to a Criminal Record Check through the RCMP and must have a current Respect-in-Sports certificate in accordance with BC HOCKEY.

All Coaches, Managers and Safety People must take Respect in Sport (RIS), Criminal Record Check (CRC) and Concussion Awareness Training Tool (CATT)

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 BC Hockey

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 BC Hockey

3) Team Manager: Follow Manager outline on NMHA website

- Responsible for team jerseys received from Equipment Manager,
- Act as intermediary between parents and coaches.
- Under coach's direction, schedule all exhibition games and fill out all necessary sanction forms
- Retain and maintain all necessary player information in a team binder and carry at all times. (i.e. Roster, Parent phone list)
- Fill out score sheets if instructed by head coach and hand in
- Teams MUST open a team bank account. NMHA will not write any cheques to personal names, only team accounts.
- Maintain records of all team money collected - give monthly accounting to head coach and parents.
- Make travel arrangements for team.
- Must get permission to play outside of WKMHA Area. Travel forms available on NMH website.
- Register team in tournaments as discussed with Head Coach

Reimbursement of clinic fees

NMHA will reimburse all volunteers for the cost of RIS, CRC and BC Hockey and Hockey Canada required clinics. If clinics are not offered locally (Nelson, Trail or Castlegar) NMH will reimburse for travel costs if approved by the board prior to the coach attending the clinic.

4) Safety/Trainer:

- Obtain HCSP Certification
- 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. Supplied by NMHA
- Receive a doctor's certificate from a player stating that he/she is able to resume hockey activities after missed ice time due to injury. A copy is also to be provided to the Division Director. Follow BC Hockey return to play protocol
- Implementing an effective Emergency Action Plan with your team and practicing it regularly to ensure all involved understand their roles.

NMHA Risk Management will be available to assist in all Safety/Trainer tasks

5) Team Parent:

- Assist with miscellaneous association and team functions during the season. Volunteering for shifts at tournaments and home games is required.

G) Coach Selection

1) Applications

Applications are available on the NMHA website. An ad for Rep coaches will be placed in the local papers requesting applications to be returned to NMHA. Rep Coach application deadline is July 31st and Recreation (House) Coach application deadline is August 31st.

2) Selection Process

All applications will be reviewed and interviews, with the applicants, will be arranged. The Coach Selection Committee includes the President, Coach Coordinator 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; 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.

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.

H) Coach Training and Development

1) Clinics

BC Hockey will list all clinics on their website. Coaches will be required to achieve their required level of coaching. NMHA will pay for all required coach training.

I) Player Procedures

1) Selection of Players for Recreational (House) Teams

All players will be placed on teams by the Coach Coordinator and Division Director 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.

2) Recreational Player Movement

All players must register and start the season in their 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 Coach Coordinator. All players must participate in up to 4 sessions with their age appropriate division before they will be evaluated. 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 BC Hockey Policy and approval from the WKMHA board. This specifically applies to Novice players moving to Atom as Mandated by BC Hockey Policy. An overage player request form will have to be completed and submitted to WKMHA by the NMHA West Kootenay Rep. 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 Coach Coordinator
3. The Risk Manager
4. The NMHA President

BC Hockey Overage Player Policy 1.12

Recreational Team Player Movement

BC Hockey understands and appreciates the responsibility Local Associations have in providing opportunities for all players to enjoy the game. Nevertheless, our potential risk certainly increases under these circumstances and therefore BC Hockey recommends the following measures be taken to ensure that we can be seen as exercising good judgment.

Some considerations that could be taken into account prior to a Local Association approving an overage player to play at the lower level are:

- a) Atom to Initiation and Pee Wee to Atom
 - i. Very small
 - ii. Health reasons
 - iii. No skills appropriate for this level of hockey
 - iv. No team at proper category
- b) Bantam to Pee Wee
 - i. Extremely small and frail structure
 - ii. No skills or aptitude for the game of hockey (i.e. first year in country or first year of hockey)
 - iii. No team in category
- c) Midget to Bantam and Juvenile to Midget
 - i. Doctor approved medical reason
 - ii. Extremely small
 - iii. No team in category

NOTE: At the Midget and Juvenile levels, the overaged player is limited to a maximum of one (1) year older than the upper age limit of the lower division. This process is to be monitored by the District Leagues.

When a player has been allowed to participate at the younger age level, a note should be attached to their registration form indicating both the placement and the reason.

The procedures used for assigning overage players within an Association must be written and communicated to the players/parents involved. Associations must apply due diligence in allowing overage players to participate. The participation of overage players must be brought to the attention of the Officials and opposing team management prior to each game and the Coach should indicate "OA" on the game sheet after the name of each overage player.

3) Affiliate Player (AP) Policy

An 'Affiliate Player' (AP) is one who is eligible to play for a team in a higher category/division than he/she is registered. NMHA supports player development and will encourage the opportunity for those players who are able to practice at a higher level when the opportunity arises, as long as it doesn't negatively impact the players team. It is also not recommended that players "over practice", which could result in a risk management issue. If a player practices with another team more than three times in one month, then additional fees may be applied.

NMHA follows affiliate player policies of WKMHA, BC Hockey and Hockey Canada as well as these guidelines:

- a) Players can only be brought up if the requesting team's numbers fall below WKMA's AP Policy numbers (15 for Recreation and 19 for Rep)
- b) The coach from each team, at each level, will make up a list of not more than 5 players that would be willing and able to play as an AP. These lists are to be sent to the Division Managers.
- c) Coaches are to look within the division for AP players before looking to the lower level. For Recreational Affiliate Players within their division (ie. From one Atom team to another Atom team), players that are not identified as APs on the HCR have to be approved by BC Hockey
- d) All requests for APs are to go to the Division Director directly from the acquiring coach only. The Division Director will then approach the affected players Division Director or Head Coach. At no time is the affected player or player's parent(s) to be notified of the AP opportunity until it has been cleared by their coach
- e) First priority for releasing players is their own team's schedule. The player's own team commitments come before playing as an AP for another team
- f) Both team's coaches must agree to any player movement for each AP request (games and practices)
- g) If no agreement can be reached between the coaches, the Executive can arbitrate. Only after an agreement has been reached between coaches through the Division Managers, does the affected teams coach then communicate the player's possible move to the player's parents.
- h) Once a player is brought up for a game, the existing players on the requesting team and the AP(s) should have equal ice opportunity
- i) Once a player has been brought up, he/she cannot be used as an AP again until the remaining eligible players have had the opportunity to play as an AP or refuse
- j) In the case of out-of-town tournaments, where only one AP is required, a single AP may be asked to participate for the entire weekend
- k) The Division Manager in the higher category/division is responsible for ensuring that AP's are used in an equitable fashion for games and practices. Once on the roster, an AP may practice with the team at the discretion of the higher team's coach
- l) Affiliate players must be clearly identified as AP on the score sheet

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.

AP players must be on a list delivered to the NMHA registrar to be added to the team's official HCR by the deadline prior to the player playing. If this is not adhered to, the Coach and even the player can be suspended.

4) 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 or Division Director 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.
- All releases shall be done by the Coach. The Coach shall make available a minimum of three ice sessions. If the coach requires more than 3 ice sessions, they can send a request to the board. Each rep team will be given 3 exhibition games for the season. This will include any exhibition games used for the tryout process. All ice costs and ref fees will be paid for by NMHA.

The Coach shall explain, in person or by email, 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 BC Hockey
- No player shall be cut after October 31st unless for disciplinary reasons.
- No Rep team shall exceed 19 players. Minimum is 13.
- Any coach not willing to abide by the rules, will be replaced.

J) Code of Conduct Policies

1) Fair Play

All NMHA player, parents, coaches, team officials and association administrators must sign the Fair Play Code of Conduct forms as a mandatory requirement for participating in NMHA. These forms will be handed out by the team's manager or Division Director. Participation includes playing games, attending games, officiating, coaching and acting in an administrative capacity. No player or coach will be allowed on the ice without this signature.

2) Disciplinary Policy

Failure to comply with the code of conduct outlined in the Fair Play Contracts will result in consequences imposed by NMHA. NMHA takes high risk penalties very seriously and multiple infractions will be reviewed by the discipline committee and further discipline may be taken. NMHA follows the minimum suspension guidelines from WKMHA and BC Hockey. 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. NMHA follows WKMHA, BC Hockey, and Hockey Canada guidelines for all discipline issues. The Discipline committee will typically consist of the President or Vice President, Division Director and Referee in Chief.

3) Locker room policy: See T below. As per BC Hockey policy. No photos or videos to be taken in the dressing room.

K) Accident Insurance

Mutual aid coverage is the Insurance that the Association purchases through BC Hockey from Hockey Canada for players and volunteers. This SUPPLEMENTARY 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. A copy of all claim forms must be sent to the NMHA Risk Management Director.

1. Return to Play

Any player that required medical attention due to an injury must acquire a return to play written confirmation from physician. This must be presented to the team Head Coach/Trainer prior to any participation in any further minor hockey activities. See BC Hockey Policy Manual 1.22.

2. Travel outside of BC

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 organized 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 complete and Special Event Sanction request form from Hockey Canada, available on the NMHA website.

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.

L) Tournament Policies and Guidelines

- 1) A tournament Chair (Coordinator) must be appointed for each Division Tournament
- 2) NMHA will give each tournament coordinator \$400.00 to be used for purchasing items for the raffle items/baskets and must be spent at local businesses. Receipts for the entire amount must be submitted to the Tournament Director after the tournament is complete. Tournament chairs are not to solicit local businesses for donations for tournaments.
- 3) All tournament profits will go to NMHA unless decided otherwise by the current board

M) Fundraising Policies and Guidelines

- 1) A \$100 postdated cheque dated for December 1st must be included at the time of registration. NMHA fundraising is required as part of registration. If you choose not to fundraise, you will have to pay \$100
- 2) Each NMHA player will be required to fulfill the fundraising requirements directed by the current board for each season.
- 3) The sandbag fundraiser is a Pee wee Rep fundraiser. If there is no Pee wee Rep team, Bantam Rep will do the sandbag fundraiser. The sandbag fundraiser is run by the team, not NMHA.
- 4) Team fundraising is separate from the required NMHA fundraising and must run under their own gaming licenses not linked to NMHA.
- 5) Individual team or division fundraising may be done to offset team costs (e.g. tournament registration fees, additional ice time, travel expenses, etc.) but must be discussed at a team parent meeting and be approved by the Fundraising Coordinator prior to conducting any fundraising activities. Initial fundraising plans must be submitted by October 30th.
- 6) Team/Division fundraising may include applying for their own Gaming License to run 50/50 draws for regular season home games. Managers will apply for the license for their team.
- 7) Special Event Sanctions through BC Hockey are to be applied for as required for team/division fundraising activities.
- 8) NMHA tournaments are our major fundraiser and as such all divisions must host a tournament and participate fully in running the tournament which will include, but is not limited to, running a 50/50, selling of programs and a raffle table.
- 9) The Scotiabank team sponsorship of \$1000 will go to the Atom group each year. If there is more than one team, the sponsorship will be split equally for all teams.
- 10) ALL teams must open a bank account. This ensures transparency for all money for the team. Team finances should be reported to the team on a regular basis.

N) Equipment and Jerseys

- 1) Players who don't return their jersey at the end of the year will not be allowed to register the following year until the equipment is returned or paid for. NMHA will invoice for the cost of the jersey if it is not returned.
- 2) All novice teams are to keep the goalie gear in the equipment room at the arena.
- 3) Jerseys from Atom and up are to be worn during games only. Not for practices.
- 4) All jerseys or equipment with blood on it must be completely cleaned prior to returning to participation.

O) Electronic Voting

A vote by written resolution (through e-mail voting) may be called if required in order to deal with a matter outside of a regularly scheduled executive meeting, at the determination of the President or Vice President. The items in question, in the view of the President or the Vice President, should not be controversial and do not require extensive background and explanation. A resolution approved by electronic mail ballot shall have the same force and effect as if passed at a regularly constituted meeting of the executive. The regulations for e-mail votes are as follows:

- a. The e-mail motion will be sent to all voting executive members.
- b. Decisions by e-mail votes shall require three quarters (75%) return of responses and two thirds (66.6%) majority of those voting. Abstentions will be counted in the determination of response rate but are not counted as votes cast.
- c. A minimum of three business days from the date of e-mailing shall be allowed to complete the poll.
- d. Decisions made by the executive by e-mail are deemed valid and approved. Results will be announced by e-mail and documented by the Secretary.
- e. Motions requiring a secret ballot will not be approved by e-mail balloting
- f. Motions regarding finances must be done at board meetings, not by electronic voting

P) Ice Utilization

Any team that does not utilize a dedicated ice slot for practice or a game, must notify their Division Director a minimum of 72 hours prior, who will contact the Ice Scheduler. Failure to follow this protocol will result in a direct billing to the offending team responsible for the cancellation.

Q) NMHA Scholarships

NMHA will offer two - \$300 scholarships each season. The board will agree on requirements for any eligible applicants. All eligible applicants must have been a NMHA registrant and must present proof of post-secondary enrollment and payment to receive their scholarship money.

R) Exhibition Games

NMHA will pay for ice and referee costs for 3 exhibition games for each team. This will be reviewed annually by the board depending on finances. Ice for exhibition games must be booked through your Division Director. Once the ice scheduler confirms ice availability, the exhibition game will be posted on the NMHA schedule.

S) Dispute Resolution Policy

Allow 24 hours after an incident occurs before discussing the concerns.

If the Complainant still has an issue or concern that needs to be addressed beyond the 24-hour period, it is strongly encouraged that the Complainant first meet with the person that the complaint is about and the Division Director in an attempt to resolve the issue. The Division Director, acting in the role of mediator, will bring the parties together to promote dialogue and to facilitate a resolution of the complaint. If the Complainant is not satisfied with the outcome of the informal meeting described above, the Complainant may submit a formal written complaint to the NMHA President and a meeting will be arranged with the Dispute Resolution Committee.

Dispute Resolution Committee - A committee of three executive members shall be put in place by NMHA who review and evaluate complaints that are raised by the complainant. Should any member be unable to sit on the committee, due to circumstances beyond their control, the President may appoint an alternate board member. The Dispute Resolution Committee will typically be the President or Vice President, Division Director and Referee in Chief.

T) Locker Room Policy

Parents in the Dressing Rooms

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

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. Mobile devices may be used in Dressing room for the sole purpose of music.