



**SEMIAHMOO
RAVENS HOCKEY**



**SEMIAHMOO MINOR HOCKEY ASSOCIATION
POLICY AND INFORMATION MANUAL**
Revision Date: August 2023



**SEMI AHMOO
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FOREWORD

Semiahmoo Minor Hockey Association (“Semiahmoo Ravens”) is a volunteer based and operated non-profit organization formed to organize and administrate Hockey on behalf of the Semiahmoo community zone, as defined by PCAHA.

In conjunction with its Constitution, this Policy and Information Manual has been developed to provide guidelines governing the activities and operation of SEMI Hockey. The policies of this manual apply to all members of SEMI Hockey including Executive members, general membership and their children. Policies will be reviewed annually and amended as required in accordance with this manual.

Our policies have been formulated with the intent of improving and developing our Association program, where ideals are striven for and achieved. An Association such as SEMI Hockey requires respect, patience, commitment, sacrifice, civility, courtesy, caring and kindness. Above all, it requires and relies on a huge pool of volunteers willing to give up their individual time and volunteers working toward a common good for the Association so that the membership can benefit from the results.

Please take the time to review and familiarize yourself with this Policy and Information Manual and remember that it is a guide, written and assembled by non-professionals. It is intended to represent the outline of what the Executive feels is best for our children and the program we have compiled to serve these children and the community.

USE OF OUR LOGO AND TRADEMARK

Semiahmoo Minor Hockey Association’s logo and word mark may NOT be modified, edited in any way or used without the expressed written consent of Semiahmoo Minor Hockey Association. This includes the “Semiahmoo Minor Hockey Association”; “Semiahmoo Minor Hockey”; “SEMI”, “SEMI Hockey”, “Semiahmoo Ravens”, “Ravens” name, and “SEMI HOCKEY” acronym. Semiahmoo Minor Hockey Association retains ownership of all past logos, marks and images used by the Association. The new SEMI HOCKEY logo, approved June 26, 2012, obsoletes all previous SEMI HOCKEY logos. The new Semiahmoo Ravens logo, approved May 2022, obsoletes all previous SEMI HOCKEY logos.



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A. PHILOSOPHY

It is the philosophy of Semiahmoo Minor Hockey Association (“Semiahmoo Ravens”) that all children, within the community zone, as defined by PCAHA, who wish to learn and improve their skills of hockey should have the opportunity to do so within a safe and respectful environment, playing at a level consistent with their abilities, learning good sportsmanship and teamwork, within the limitations of available facilities, financial resources and available volunteers.

Mission: To encourage, promote, coordinate, improve and provide the means to enhance a safe and respectful experience for all those who wish to play or become involved in the sport of hockey within the boundaries of Semiahmoo.

B. GOALS

1. SEMIAHMOO RAVENS:

- to adhere to the policies outlined by Hockey Canada, BC Hockey, and PCAHA;
- to provide a safe and respectful environment for children to enjoy the game and advance their hockey skills;
- to promote, foster and encourage good citizenship and sportsmanship among the members, officials and the players of the Association;
- to develop and provide opportunities for learning, enjoying and participating in the games of amateur hockey;
- to establish, maintain and promote the level of public interest and awareness to increase participation in amateur hockey;
- to develop, conduct and supervise safe and effective hockey activities to any individual wishing to participate in minor hockey; to support initiatives to build or improve facilities dedicated to the game of amateur hockey;
- to recognize, encourage and support individuals and organizations that contribute to the success of minor hockey programs;
- to encourage participation in a wide range of competitive opportunities within and beyond the community; and
- to provide coaches the opportunity to advance their skills through association supported clinics and peer mentoring.

2. Player Development

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

3. Coaching Development

Provide a program that promotes the coaches’ talents in hockey instruction, leadership and youth development while offering ongoing education for coaches in a defined and structured program.

4. Referee Development

Provide a program that supports the ongoing recruitment, development, and retention of referees. Ensure they are engaged in a learning process and can develop officiating skills. Foster an environment that enhances their desire to continue as referees without undue criticism from coaches, parents, and players.



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5. Parents/ Guardians/ Members

Offer a cooperative program that ensures the parents/guardians/members provide a supportive environment for their children and the Association in a manner consistent with this policy.

6. Volunteers

Semiahmoo Ravens is dependent on volunteers. Our program requires parents to volunteer for team and/or Association positions.

C. INDIVIDUAL GOALS

1. Players commit to:

- Developing themselves mentally and physically in hockey and be a team player;
- Improve as an athlete and as a person; and
- Place sportsmanship, safety, and fair play first.

2. Coaches commit to:

- Improving their ability to educate and instruct the game of hockey;
- Promote the well-being of the players;
- The improvement of the Association by being a team player;
- Promoting fair play, sportsmanship, pride, leadership, self-worth, and good health by being a positive role model; and
- Providing an overall safe environment for players.

3. Parents/Guardians/Members commit to:

- Being a positive supporter of their child's (and all players) efforts at all times, good or difficult;
- Volunteer time to assist with their child's team and/or the Association; and
- Participate in the Annual General Meeting to exercise voting privileges for the benefit of the Association as a whole.

4. Semiahmoo Ravens Hockey Directors and Officers (together, the "Executive") commit to:

- Providing a foundation for the maintenance and growth of our Association;
- Maintaining the highest ethical standard;
- Upholding a transparent operation of the Association; and
- Being open, receptive and sensitive to the concerns of the membership as they apply to SEMI Hockey.

D. SEMIAHMOO RAVENS EXECUTIVE

Please see Semiahmoo Ravens Hockey Bylaws for more detail on Executive Duties

1. Non-Executive Positions (Appointed)

Executive Director

The Executive Director is in-charge of Semiahmoo Ravens Hockey's day-to-day operations. It is intended that their role is key in enabling Semiahmoo Ravens Hockey to offer best-in-class competitive and recreational Hockey programs that bring forward the widest possible funnel of athletes and coaches and focus them in a common direction; improving player skill and greatly enhancing the consistency and overall hockey experience.



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The Executive Director:

- works under the direct supervision of the President,
- is hired and expected to provide the necessary leadership and to plan, organize, and be responsible for a best-in-class comprehensive hockey program and to support and carry out the objectives and philosophy of the Association,
- is responsible for and will have direct oversight of the complete competitive, recreational and the U6-U9 programs,
- is expected to have had previous successful high performance coaching experience and experience playing hockey at the collegiate, major junior level and/or above,
- should possess strong communication, organizational, motivation, teaching, and coaching skills,
- should be a person of high character and values that will set a positive example for all players and member families of the Semiahmoo Minor Hockey Association.

The Executive Director is expected to provide leadership and assistance with:

-
- Hockey development program
- Player development
- Coach recruitment, management, and development
- Recruitment, training, and management of development staff,
 - on-ice
 - goalies
 - power skating
 - dryland training

Administration:

- Leadership of admin personnel and volunteers
- Registration
- Equipment
- Certifications
- Communications
- Fundraising, grants and sponsorship
- Facility access and scheduling
- Tournament planning and committee leadership
- Volunteer development, recruitment, and retention
- Risk management and safety
- Attendance at BC Hockey/PCAHA/Hockey Canada events
- Other duties as required

Standardize and streamline:

- Operating procedures where needed
- Management efficiencies
- Review and revision of policy and procedures
- Work with board to stay on top and be leaders with our P&P
- Ensure that P&P are followed across the organization

Enhance Community connections:

- Increasing visibility and engagement in community
- Liaise with other sport organizations



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- Liaise with local governments
- Liaise with Hockey BC, Hockey Canada, etc.
- Hockey Academy and school connections
- Liaise with local hockey academy on joint programming opportunities
- Liaise with other local hockey programs – Junior teams, BC Hockey Zone teams etc.

Technology and communications:

- Keep organization on-top of innovations in tech related to sports & technical resources

Special Projects:

- Pre-season hockey camp
- Rep evaluations

Governance:

- Assist board with AGM
- Provide leadership on issues of governance in sport

Association Administrator

- Manage the day-to-day operations of the Association including phone, email and walk in clients,
- Maintain and update correspondence and documents of the association,
- Manage communications with parents, Coaches, Team Managers and board members via various outlets (TeamSnap, newsletters, social media, etc.),
- Be the point of contact for Team Managers questions and queries,
- Coordinate meetings, photo day, AGM and other special events throughout the year,
- Coordinate, manage and invoice sponsors (rink boards, website, tournament sponsors, etc.)
- Prepare, submit and monitor association applications for governing bodies, tournaments, government grants, etc.
- Manage the day-to-day banking needs of the association including all bookkeeping, invoicing, payroll, bank deposits, receivables/payables, and account reconciliation, with oversight from the Treasurer,
- Manage the scheduling and communication of the Executive; attend meetings and record, maintain & distribute the minutes, with oversight from the President.

Registration Duties of Administrator

- Manage all aspects of player, coach, and volunteer registration,
- Liaise with PCAHA and BC Hockey on all aspect of new player registration including international students, permanent residents, Canadians born abroad and player movements,
- Communicate up-to-date registration information to the board of directors,
- Communicate registration information to Divisional Managers,
- Keep and maintain records of volunteer requirements as required by governing bodies,
- Manage and ensure that criminal records checks are current for all volunteers and communicate any deficiencies with the Risk Manager,
- Create all teams within the Hockey Canada and TeamSnap systems, communicate deficiencies to Team Manager and ensure that all players, volunteers and bench staff are in compliance by the deadlines.



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Referee-in-Chief

- Responsible for obtaining referees and linesmen via identified referee assignors
- Ensure that a high standard of officiating is maintained with ongoing training including identification of suitable candidates for specialized camps or clinics
- Ensure that all referees and linesmen are registered with the British Columbia Amateur Hockey Association

Division Manager(s)

- Work with the Executive to assist in recruitment and assignment of coaches
- Assist in the creation of the “C” teams at the beginning of the season following evaluations
- Receive calls from parents/guardians, players, and coaches during the season
- Provide Semiahmoo Ravens Hockey, PCAHA and Hockey Canada rule interpretations to the coaches as required
- Provide Semiahmoo Ravens Hockey Policy and Procedure interpretations to players, parents/guardians, and coaches as required
- Deal with unresolved disputes and grievances arising from the teams within the division sit on the Disciplinary Committee for all issues pertaining to the division
- Administer suspensions if applicable coordinate and distribute practice and game schedules to the coaches on a timely basis hold a supply of blank game sheets for dispersal to the coaches as required assist with player movements and placements that may occur after the evaluation process is finished
- Provide support, advice, input, and feedback to all division coaches throughout the season
- Ensure that the Registrar is fully apprised of all player movements between teams so that they may keep up to date team lists
- Distribute the initial team lists and contact information to the coaches at the beginning of the season

Tournament Director

- Chair the Tournament Committee
- Prepare a budget prior to the tournaments and a financial report immediately following
- Identify and advertise all Association tournaments
- Select coordinators for each tournament
- Oversee the planning, organizing, and reporting of all tournaments
- Assign external tournament permission numbers

Equipment Manager

- Responsible for the maintenance of all equipment
- Prepare budget requirements for equipment to be purchased for the upcoming season
- Arrange for handling, storage, repairing, cleaning, and inventory of equipment
- Arrange for distribution of equipment to evaluation team, conditioning program, and individual teams at the start of the season
- Ensure that all equipment is returned at the end of the season

Ice Allocator

- Responsible for obtaining and allocating Association practice and game ice
- Interact with ice suppliers and is the primary Association contact



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- Report to regular Board meetings
- Provides input to the Budget Committee
- Follow up on use of ice by teams and ensure full and efficient utilization with Division Managers

Sponsorship Fundraising Coordinator

- Responsible for spearheading, administering, and follow up of Association sponsorship and fundraising programs including solicitation
- Chair the Sponsorship and Fundraising Committees
- Prepare a budget prior to the initiatives and a financial report immediately following
- Select coordinators for each Association initiative
- Oversee the planning, organizing and reporting of all Association initiatives

Risk Manager

- Be knowledgeable in Hockey Canada, BC Hockey, and PCAHA risk management programs promote effective risk management
- Promote awareness of risk management issues
- Work with Ice Allocator to ensure that Certificates of Insurance are in place with every rink that the Association has ice contracts with
- Coordinate and organize risk management awareness seminars, as required
- Coordinate, administer and report on necessary risk management qualifications for all team officials
- Report directly to the Executive and receive approval for planned activities referred to above, as required
- Integrally involved in Section K and its administration

2. Code of Conduct

Of paramount importance is the conduct and participation of all Executive members. Given their representation of the Association inside and outside of the community and the magnitude of their responsibilities, a higher level of standard is expected of all Executive members, as follows:

Executive Members shall:

- i. Carry out their responsibilities to the best of their abilities,
- ii. Make decisions which they believe to be in the best interests of the Association,
- iii. Consider background information and advice made available to them prior to rendering a decision,
- iv. Seek further input when they are unsure of the issues or uncertain as to the preferred course of action,
- v. Refer any complaints, either written or verbal, about the decisions of the Executive to the President for response, commentary, follow-up, and presentation to the Executive,
- vi. Refrain from making any comments on behalf of the Executive to any individuals or groups, other than to take up the request with the Executive and respond appropriately,
- vii. Ensure that all officers and directors are accorded respect in any personal or public comments by members of the Executive,
- viii. Refrain from any public or private criticism of the Executive,
- ix. Act as good stewards of the Executive through ethical conduct,
- x. Each Member shall ensure that their behaviour prior to, during, or following the meeting towards other Executive Members shall at all times be:



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- a. courteous, professional, fair, and unbiased,
- b. contribute to the presentation of orderly decorum in a meeting,
- c. avoid sarcasm, derogatory comments, or questions or comments designed to embarrass,
- d. respectful of the rulings of the Executive as a whole.
- xi. Each Member has a responsibility to ensure that all persons are:
 - a. treated fairly regardless of race, gender, religion, age, disability or occupation,
 - b. dealt with in good faith,
 - c. dealt with without bias and in even-tempered
 - d. given an adequate opportunity to state their case.
- xii. The President shall not tolerate:
 - a. discourtesy by one party to another,
 - b. rudeness to Members of the Executive,
 - c. disruptive behaviour and should personally speak to any Member guilty of such behavior.
- xiii. an Executive Member is not restricted in any public statement they choose to make, but as a Member of the Executive they are expected to:
 - a. support the Executive and its officers;
 - b. support the current policies of the Executive;
 - c. support the decisions and resolutions of the Executive; and
 - d. any requests made by the media to an Executive Member for comment shall be referred to the President for response;
 - e. each Member of the Executive shall retain in confidence all matters presented to the Executive in confidence and/or dealt with by the Executive.

3. Meetings

Please Refer to Semiahmoo Ravens Hockey Bylaws for more information

E. SEMIAHMOO RAVENS HOCKEY CONTACT INFORMATION

1. Communication

A wealth of Semiahmoo Ravens Hockey information is available from our website. If you have a general suggestion, complaint, improvement, or observation about the association please communicate it in writing to the Executive. Please ensure there is a name and phone # included so that a response can be made.

If there is a specific team related issue, please refer to Section L for proper procedures.

Mailing Address:	Semiahmoo Minor Hockey Association 1544 Foster Street White Rock, BC V4B 3X8 Ph: 604-385-1842 www.semiahmooravens.ca admin@semiahmooravens.ca
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2. Publication and Public Relations

In order to protect the integrity of Semiahmoo Ravens Hockey's youth program, its officials, coaches, players and parents/guardians, no individual or group may represent Semiahmoo Ravens Hockey's Executive, coaches, players or parents/guardians in any public medium without the expressed consent of the Semiahmoo Ravens Hockey President. We will follow the Provincial Privacy Act guidelines. Violation of this policy can lead to disciplinary action and/or expulsion from SEMIAHMOO RAVENS HOCKEY. All requests for information from media sources or enquiries from the media MUST be referred directly to the President of Semiahmoo Ravens Hockey. All publications must be pre-approved by the President.



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3. Website

All Association members and teams are encouraged to contribute hockey related articles (games, tournament results, etc.) to the Association Administrator (admin@semiahmooravens.ca) to be posted to Semiahmoo Ravens Hockey's website (www.semiahmooravens.ca) and/or social media outlets. Individual teams may have their own social media pages, however, content must be in good taste and respectful of association integrity and privacy measures. Content should be approved by the Association prior to publication and meet with the prior approval of the entire team, including parents.

F. FINANCES

1. SEMIAHMOO RAVENS HOCKEY Financial Records

Maintenance of financial records and bank accounts for the Semiahmoo Ravens Hockey is the responsibility of the Treasurer (*this does not include financial records and bank accounts of individual teams*). The Treasurer reports to each regular Executive meeting as required. In addition, the Treasurer, at the Annual General Meeting, shall submit a complete financial statement for the previous fiscal year. March 31st shall be the end of the fiscal year.

2. Accounting of Association Financial Records

A duly qualified Chartered Accountant or Certified General Accountant may audit the books, accounts and records of the Semiahmoo Ravens Hockey each year. The year-end financial report will be presented to the membership and made available to the membership at the Annual General Meeting.

3. Reimbursement of Expenses

- a. Referee reimbursements will be disbursed to teams twice in a season – once at the onset of the season and once after all uniforms and equipment have been returned in satisfactory condition and all outstanding ice bills have been paid. Semiahmoo Ravens Hockey will limit the number of reimbursements to 12 total games. Any additional game reimbursements for referees will be the sole responsibility of the team. Fees will be directly deposited into team bank accounts at Envision Financial.
- b. All other expenses submitted to Semiahmoo Ravens Hockey for reimbursement must be approved by the Executive PRIOR to the expenses occurring. Semiahmoo Ravens Hockey will not be responsible for unapproved expenses and such expenses shall not be reimbursed. Expenses less than \$500.00 do not require Executive approval, however, must be pre-approved by either the President and/or Treasurer. All approved invoices are presented to the Treasurer for payment and reimbursements will be dealt with not more frequently than every two weeks.
- c. All members of the association shall be entitled to reimbursement, with PRIOR consent of the Executive, for reasonable expenses incurred while engaged in business pre-approved by the Executive. The Executive shall examine all expense claims to ensure their validity.
- d. All requests for reimbursement must be accompanied by a properly completed Semiahmoo Ravens Hockey Cheque Requisition form (see Schedule 4).

4. Annual Budget

In the Spring of each year, a projected budget for the following fiscal year must be developed based on anticipated expenses and revenues. During this process, registration fees will be set for the following season. Semiahmoo Ravens Hockey will endeavor to retain an ongoing cash balance of approximately



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10% - 15% of the total budgeted annual registration fees to meet unexpected expenses. The following officers shall form the Budget Committee and be involved in the budget procedure:

- President
- Vice President
- Treasurer

And any other Executive member may be involved in the budgeting process upon request. The budget is to be reviewed and approved at an Executive meeting prior to March 31st.

5. Recording of Transactions and Association Bank Accounts

Payments to the Association's vendors shall be paid by way of cheque and/or etransfer. Furthermore, only vendors pre-approved by two Executive members with signing authority shall be paid by way of etransfer.

All cheques require two signatures, of which one may be the Executive Director and one or two may be an Executive Member with signing authority. All payments by etransfer require two approvals, of which one may be the Executive Director and one or two may be an Executive Member with signing authority.

Approval of a second Executive member with signing authority is required for all cheques signed by or etransfers approved by the Executive Director, which are not budgeted. Approval may be obtained by way of email. Further, the Executive Director is not permitted to sign cheques or approve etransfers payable to themselves.

Registration fees and other revenues may be collected by way of cheque, credit card and/or etransfer. Cheques should be made payable to Semiahmoo Minor Hockey Association. All etransfers shall be sent to admin@semihockey.ca or admin@semiahmooravens.ca.

The Administrator shall receive, deposit and make disbursements of all monies of the Association in accordance with this policy.

The Treasurer shall not change the Association bank without the prior consent of the Executive.

6. Purchases / Tendering

- a. Under \$500.00 - Any requests for purchases less than \$500.00 that have not been included in the approved Annual Budget, as set out by the Budget Committee does not require the approval of the Executive. These purchases do not require tendering.
- b. Over \$500.00 - Any requests for purchases that exceed \$500.00 that have not been included in the approved Annual Budget, as set out by the Budget Committee require the approval of the Executive. In these instances, such purchases will require tendering to a minimum of 3 arms-length suppliers, unless impractical to do so

7. Capital Expenditures and Special Initiatives

Capital expenditures or special program initiatives must be pre-approved by the Executive if the total cost exceeds \$500.00.



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8. Team Bank Accounts

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

In order to maintain control of funds being raised and disbursed, all members must adhere to the following:

- a. Each team must conduct all financial deposits/revenues and expenses through a bank and branch that is designated by Semiahmoo Ravens Hockey. The team must complete and submit a bank account form in advance (see sample Schedule 1, subject to change from time to time).
- b. The account numbers and names have been predetermined by the association for each team. This account must have two people with signing authority, the team Treasurer and one other team parent, but must not be the spouse or relative of the team Treasurer, nor reside at the same address as the team Treasurer. Both signatures must be present on all cheques and withdrawals. Semiahmoo Ravens Hockey will not be responsible for the funds held in team accounts. These accounts may be audited by Semiahmoo Ravens Hockey at any point during the season or at season's end.
- c. The team Treasurer is required to complete a criminal record check prior to signing any cheques or approving withdrawals.
- d. Only team business shall be conducted through the team account. All team business must be concluded by April 15th each year. Funds remaining in the account as of that date shall be transferred to the Association General Account without further notice and any such amounts will not be refunded.
- e. Prior to collecting team fees, the team's Treasurer is required to prepare a team budget with input from the team's coaches and manager, submit the budget to the Associations Executive Director for approval and distribute the budget to the team's parents.
- f. Team bank accounts are not permitted to be overdrawn under any circumstance.
- g. The team Treasurer must make available the financial records and bank account information to any team parent that makes such a request, at any time. At the conclusion of the team business, the team Treasurer must provide an income statement summarizing the team's revenues and expenses to the team parents.
- h. Each team is responsible for obtaining its own Class B Gaming license if it wishes to engage in 50-50 draws or similar raffles etc. The team shall comply with the BC Gaming commission rules and guidelines. Refer to Section O.

G. REGISTRATION

1. General Registration Information

A PLAYER IS NOT PERMITTED ON TO THE ICE UNTIL THE REGISTRAR HAS PROVIDED APPROVAL.

- A player may not participate in association activities unless he/she is registered and paid in full via the Hockey Canada Registry (HCR). All new players to the association must complete a paper registration package which the association will then forward to the PCAHA for approval. Once approved, the association will advise the member's family and provide them with a link to complete the registration and payment on the HCR. Returning players do not need to complete a paper registration package unless previously notified.



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- Incomplete registration packages will be returned to the member's family for completion.
- Any requests for special consideration regarding payment of registration fees must be submitted in writing to the Registrar for consideration.
- Registration will be refused if fees are not paid in full by the specified dates for the upcoming season.
- Returning players failing to register online and pay their fees in full before the deadline shall be deemed as not returning and will not have a place reserved for them. These players may participate in the late registration, if a space is available, and pay a \$100 late fee.
- Each player must be registered and insured through the association with Hockey Canada, BC HOCKEY and PCAHA.
- The association reserves the right to create "wait lists" as needed to allow new or returning players the opportunity to play if space becomes available. Wait list fees may be applicable. Families have 48 hours to complete the registration process with payment in full if called from the wait list. Wait listed players will not usually be placed after October 31st and may attempt to register as a "new" player in the following season.

2. Returning Player Registration

- The association will accept payment for registration in a manner to be established annually by the Executive.
- Deadline for returning registration is generally May 15th, however may be changed from time to time as directed by the Registrar.
- There will be a late fee of \$100 for returning players who register after the returning player registration deadline.
- Registration shall continue until the teams in the particular divisions are full. Once the divisions are full, the Registrar will accept names and will register these players as spots become available on a first come-first serve basis.
- Players registering after September 1st, may encounter a 2-week waiting period to finalize their registration with PCAHA, BC HOCKEY and SEMI HOCKEY. No player will be permitted to participate before receiving confirmation from the Registrar that his or her application has been accepted.

3. New Player Registration

- New players to the association must apply either in-person at the Semiahmoo Ravens Hockey office or by scanning/emailing a PDF registration package to the Registrar.
- [CLICK HERE](#) to read what is required to register.
- Registrations received after the season has started may not be accepted and/or the player may be placed on a waiting list. The Registrar will notify the parent/player, coach or coordinator and provide him / her with the player's name and contact information. Players registering after the Rep Tryouts have begun are ineligible to play on a rep team.

4. Transferring Player Registrations

- Players who have played Hockey for another association in Canada must fill out the PCAHA Player Movement form, provide all required documents and are subject to a \$25 transfer fee. [CLICK HERE](#) to read what is required to register.
- Transferring player registration packages take a significant processing time through the appropriate zone and provincial governing bodies.
- Registrations received after the season has started may not be accepted and/or the player may be placed on a waiting list. The Registrar will notify the parent/player, coach or coordinator and



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- provide him / her with the player's name and contact information. Players registering after the Rep Tryouts have begun are ineligible to play on a rep team.

5. International Player Registration

- Applications for Canadians born abroad, International Students to Canada, and landed residents of Canada are required additional paperwork to register to play Hockey in an association under Hockey Canada.
- [CLICK HERE](#) to read what is required to register.

6. Late Registration

Registrations received after the season has started will not be pro-rated. No further registration will be accepted after November 1st. A late fee of \$100.00 will be charged to returning players from the prior season not registering before the returning player registration deadline (typically May 15th). New players are not subjected to a late fee.

7. Refunds of Registration Fees

All applications for refunds, withdrawals or transfers must be made in writing and submitted to the Semiahmoo Ravens Hockey Admin Office, admin@semiahmooravens.ca. Refunds will be processed on the following basis:

1. Refunds requested prior to August 15th will be in full less a \$50 administration fee (rep tryout fees are non-refundable).
2. Refunds requested between August 16th and August 31st will be in full less a \$50 administration fee if there is a waiting list for that division or age group or they will be processed under the next category (rep tryout fees are non-refundable).
3. Refunds requested between September 1st and October 31st will be calculated at 66% less a \$50 administration fee (rep tryout fees are non-refundable).
4. Refunds requested between November 1st and November 30th will be calculated at 33% less a \$50 administration fee (rep tryout fees are non-refundable).
5. There will be no refunds approved after November 30th unless approved by the SEMI HOCKEY Board. Special consideration may be given for relocation, medical or compassionate grounds at the Board's discretion.
6. There will be no refunds for "rep" fees.
7. If you paid by credit card, your credit card will be refunded. If you paid by cash or cheque, you will be refunded by cheque.
8. Refunds due to injury after December 1st will be provided upon receipt by the SEMI Hockey office of a letter from the player's Physician noting the date of the injury. Refunds will be pro-rated less a \$50 administration fee from the date of injury
9. Refunds due to medical reasons, other than injuries, will only be considered by the Executive upon written request supported by a letter from the player's Physician.

8. NSF Cheques

- a. Upon communication of an NSF cheque from the association, the member has two weeks from that date to pay fees in full.



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- b. All NSF cheques must be made good by paying in full by credit card, certified cheque, bank draft, or money order to the Semiahmoo HOCKEY within two weeks of that date. Payment must also include a \$25 NSF fee.
- c. If payment has not been made within the prescribed timeframe, the family will be notified that the player is ineligible to attend any games or practices until the situation is rectified. At this time, wait listed players may be given the opportunity to register.
- d. One NSF cheque during a Hockey season will require the member to pay their registration in full for the next year by certified cheques, bank draft, credit card or money order.

9. Re-entry of Junior Players or Major U18 Players

Subject to payment of all fees, returning Junior or Major U18 Players may try out for their age appropriate Rep team if there is space available and only if team rosters have not already been set. Players are encouraged to be in contact with SEMI Hockey prior to evaluations and update their status regularly to help ensure proper placement in the case of a late return.

10. Team Rosters

Team rosters must be provided by team officials to the association Registrar as follows:

- U11 "C" to U18 "C" - by October 1st or sooner
- U6-U7 and U8-U9 - by November 1st
- Rep Team Rosters - before start of tiering round

Notwithstanding the foregoing dates, the deadlines may be adjusted by the association Registrar and are dependent on PCAHA guidelines. Failure to provide rosters to the association will result in teams being suspended from commencing league play as per PCAHA rules.

11. Financial Assistance

In case of financial hardship, members shall contact the Executive Committee in writing to discuss their specific situation.

12. Volunteer Policy

Each family is required to volunteer a minimum of 5-hours (per family, not per player) each season. Families must submit a volunteer deposit cheque to their Team Manager at the onset of the season. The cheque shall be:

- Postdated to March 1st of the following year,
- Made out to Semiahmoo Minor Hockey Association,
- Provide the player(s) name in the memo line,
- Be for the amount of \$250.00.

Please refer to Schedule 3 for an explanation of applicable volunteer activities and timeline for cashing of cheques.

13. Insurance

Hockey Canada has constructed a national insurance program to provide financial resources to help deal with the cost of risks which organized Hockey can be confronted with. The insurance program is in place to protect every player, coach, assistant coach, manager, official and volunteer and all Hockey Canada Safety program personnel involved in a Hockey Canada-sanctioned event or activity. The insurance



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program eliminates or minimizes the potential financial burden our members may face in the event that they are injured or implicated in a civil action arising from their participation in Hockey Canada programs. For more information see: <http://www.Hockeycanada.ca/insurance>. The Association is provided with Certificates of Insurance from BC Hockey for every facility that it has entered into an ice contract with, evidencing that Hockey Canada is the Named Insured. SEMIAHM MOO RAVENS HOCKEY also records and retains information on private ice used by Coaches from time to time each season for additional practices. This process serves to ensure that the Hockey Canada insurance coverage is in place for all players and teams officials utilizing private ice.

H. PROGRAM GUIDELINES

Semiahmoo Ravens Hockey is pleased to share the new PCAHA U7/U9 Pathway for the 2023-2024 season. It aligns with Hockey Canada's U7 and U9 Pathways, a model that the rest of Canada is already following, which combines U6/7 and U8/9. U7 and U9 hockey is the foundation upon which the entire hockey experience is built. It is a crucial piece in building the skills of players at every level – players benefit from getting the 'right start' in the game.

Rationale for Combining Age Groups

The Hockey Canada model combines five and six-year-old players in the U7 division and seven and eight-year-old players in U9. These pathways recommend that like-skilled players be grouped together. The Pathway development philosophy aims to maximize puck touches by all players by using small area games and skill stations in practices, and a reduced ice surface size in games – this approach yields 2 times more puck touches, 6 times more shot attempts, 3 times as many shots on goal, 2 times as many pass attempts, and 5 times more passes received than in full-ice practices and games.

U7 / U9 Major and Minor Divisions

Semiahmoo Ravens will have two streams in U7 and U9, a development stream and a proficient stream to provide the best hockey experience possible, regardless of skill level.

U7 and U9 will consist of the following divisions:

- U7 Minor (development stream) / U7 Major (proficient stream)
- U9 Minor (development stream) / U9 Major (proficient stream)

The number of Minor and Major teams in each division will be determined based on number of players, skill level, and ice availability; however, all teams within a division will be balanced as per PCAHA. Semiahmoo Ravens anticipates 3 Minor/4 Major for U7 and 4 Minor/8 Major for U9; however, this is subject to change.

Placement Process

Semiahmoo Ravens will provide a series of pre-placement skates to U7 and U9 players to get back on the ice and "skate the rust off". Following those ice times, a minimum of three placement skates will occur to determine division placement and team balancing. These placement skates will involve a combination of standardized skills and games with quantifiable evaluation criteria and conducted by a committee of non-parent evaluators for fairness and transparency. Please note - our U7 and U9 divisions begin on Saturday, September 16th, 2023. Your division manager will be sending out information.

Roster Size

Semiahmoo Ravens rosters are expected to have 12-14 players per team, but subject to change based on registration.



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Tournament/Jamborees

Semiahmoo Ravens U7 and U9 teams will be permitted to participate in tournaments and jamborees, in compliance with the association tournament policy and the “maximum game” guidelines as prescribed by PCAHA. Tournaments and jamborees are an important part of culture, team building, and the fun of hockey.

1. “C” Level (formerly referred to as “House”)

This program is played by the majority of players. It is fun, recreational Hockey with the emphasis on fitness, friendship and sportsmanship. The objectives are to:

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

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

U11

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

U13

- League - teams participate in league play within PCAHA
- Age - 11 and 12-year old's
- 2 ice times per week, one practice and one game slot
- Coaches – Require minimum Coach 2, Respect in Sport, CATT and a clear criminal record check
- HCSP - certified team official required
- League games take priority over tournaments
- Referees - 3-man system

U15

- League - teams participate in league play within PCAHA
- Age - 13 and 14-year old's
- 2 ice times per week, one practice and one game slot
- Coaches - Require minimum Coach 2, Respect in Sport, CATT and a clear criminal record check
- HCSP - certified team official required
- Non body checking
- League games take priority over tournaments



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- All players trying out for Rep Hockey must have completed the SEMI Hockey body contact clinic prior to evaluations
- Referees - 3-man system

U18

- League - teams participate in league play within PCAHA
- Age – 15, 16, and 17-year old's
- Non body checking
- 2 ice times per week, one practice and one game slot
- Coaches - Require minimum Coach 2, Respect in Sport, CATT and a clear criminal record check
- HCSP - certified team official required
- Referees - 3-man system

U21 C

- League - teams participate in league play within PCAHA
- Age – 18,19, and 20-year old's
- Non body checking
- 2 ice times per week, one practice and one game slot
- Coaches - Require minimum Coach 2, Respect in Sport, CATT and a clear criminal record check.
- HCSP - certified team official required
- Referees - 3-man system

Evaluation and Team Placement:

In early September of each Hockey season, evaluations of all C players shall take place at the direction of the Executive Director and the Division Managers to carry out the following process for each division:

- An evaluation team consisting of up to four coaches recruited by the Executive Director and Division Managers shall be available for the evaluation sessions;
- There will be a minimum of one skill and two game sessions for each player prior to placement on a team;
- Division Managers will be responsible for having volunteers in place to assign bib numbers, assign bench coaches for games, communicate ice time and assist in team placements;
- The Division Manager, using scores from evaluation teams, will place players on teams in a balanced and equitable manner. Coaches will be assigned their teams during the placement. Some movement between teams may be permitted after the assignment of coaches has been made; however, maintenance of balanced teams is expected.

Note - Players may be moved to a different level as player registration numbers permit. At no time will "lobbying to move up" be accepted. If a parent or player disagrees with the team placement, a formal request may be made in writing to the Division Manager(s). No movement will occur without the approval from Division Managers of the affected levels, the President, and PCAHA.

2. REP HOCKEY

a. What is REP Hockey?

Rep (Representative) Hockey is for players who have the skill and desire to play at the most competitive levels. The rep teams represent SEMIAHMOO RAVENS HOCKEY in playing against other rep teams around the Lower Mainland, the province, Canada and abroad.



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At registration, players that choose to try out shall pay a Rep Tryout fee. This fee is non-refundable. Rep tryouts generally start in September on the Labour Day weekend. The exact dates will be on the SEMIAHMOO RAVENS HOCKEY website (www.semiahmooravens.ca).

In general, rep tryouts consist of up to two skills evaluations. The players are evaluated by the rep coaches and independent evaluator(s). Following the skill sessions, some players may be released to C Hockey, primarily for safety reasons due to skill imbalance. The remaining players may play an intra-squad scrimmage(s) and/or exhibition game(s) with a number of intervening releases. The objective is to be left with 30-60 skaters to make up the rep teams (dependent on division and number of rep teams). The remaining players may play several exhibition games against other association teams until approximately September 15. It is up to the evaluators to determine how these players will be allocated. The foregoing description is a general outline only. Depending on the division and skill pool available, the program may be modified to suit the situation.

Rep team rosters are generally set by September 15. In all circumstances, the player MUST report to the team he/she is selected for. If a player decides not to report, he/she will go directly to C level evaluations.

c. Does it cost extra to play Rep Hockey?

Yes. The SEMIAHMOO RAVENS HOCKEY *registration* fee is the same whether you play Rep or “C” Hockey, however, rep players must pay a rep tryout fee along with additional team fees which are typically higher than the team fees on a C Hockey team. Once a player is assigned to a rep team, an additional cost will be extended by the Team Manager, depending on the program budget for that team. The extra costs can range from \$1,600- \$2,500 per player. These team fees are typically managed by the team Treasurer and Manager (or other designated parent) and will assist in the following expenses:

- rep carding & administration fees
- extra practice & game ice (SEMI Hockey supplies one practice ice session per week to all teams)
- non-parent paid coach fees
- professional on-ice skill development
- extra referee fees
- tournament entry fees (most teams participate in 3 tournaments)
- tracksuits/teamwear, socks
- dryland/gym training
- teambuilding events, wrap up party, etc.

Indirect costs not included in your team fees may include:

- out of town tournament transportation, accommodation and meals,

d. When does the Rep season start and end?

Rep tryouts start in late August or early September (generally Labour Day long weekend) and the Provincial Playoffs must finish by the end of March. For more info on dates etc. please visit www.pcaha.ca



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e. How committed do I have to be to play Rep Hockey?

Most rep teams have 2 practices, 2 games and at least one other session (dry land training, power skating etc.) each week. The commitment to play rep Hockey is a serious one and the expectations of the program should not be under-estimated. If a player is unable to make the necessary commitment to the program, he/she should re-consider entry as it would be unfair to the rest of the team and to other players capable and desirous of making that commitment.

Like all coaches, the Rep coaches expect their players to attend ALL games, practices and team functions. Individual team policies may vary by coach, but in general expect to sit out for part or all of a game if you miss a game or practice without the permission of the coach in advance. Family vacations, birthday parties etc. will need to be discussed with the coach as it is unfair to the rest of the team if players are missing at key times (playoffs, tournaments etc.).

f. Can I play non-contact Rep Hockey?

At this time, U15 and U18 Rep Hockey is body checking. There is no body checking in U11 and U13 Rep Hockey.

g. How far do I have to travel to play Rep Hockey?

Depending on where your team is tiered, you may play any team within the PCAHA. This ranges from Whistler to the Sunshine Coast, Chilliwack, or Seattle.

h. Affiliating, casual, and carding of players.

Position

- Semiahmoo Ravens Hockey is responsible for player development at all levels of Hockey, and strongly believes that players develop appropriately when given the opportunity to play at higher levels. Therefore, Semiahmoo Ravens Hockey believes in and encourages the affiliation process.
- Semiahmoo Ravens Hockey believes strongly that a player affiliated to a higher-level team SHOULD NOT be unreasonably denied the opportunity to play for the higher-level team by the lower-level team coach. However, the lower-level team coach may deny permission in the event of schedule conflicts, athlete fatigue, injury concerns or other similar reasons.
- In order to ensure continuity in the player development pathway, it is encouraged that the final releases from the higher-level team be the highest priority Affiliate Players within the first 4 weeks of the releases, and thereafter player selection should be subject to the coach recommendation and discussion.
- Paperwork for the Affiliated Player must be 100% complete, including being registered as an Affiliate by the Semiahmoo RavensHockey Registrar ("Registrar") before a player may be called up for a game.

Procedure

- Affiliate Players must be registered on your team's affiliate roster and communicated to the Registrar.
- Prior to any Affiliated Player being brought up to the higher-level team for a game, the higher-level coach must contact the lower-level coach to confirm the availability of an Affiliated Player. Player priority is always given to the lower-level team. If both teams are playing on the same day, the Affiliated Player is expected to play for the lower-level team; if both games can be reasonably accommodated, the Affiliated Player may play both games with the permission of the lower-level team.



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- In the event of a request to use an affiliate player for an entire tournament it is expected that the communication between coaches is done as far in advance as possible. If the player has conflicting events with the lower level team, the following factors should be considered with the goal of supporting the player to play at the advanced level where practical:
 - Roster impact to lower level team (will they have enough players)
 - Ability of lower level team to use affiliates to replace absent player
 - Number of games missed vs number of tournament games that could be played
 - Any risks of injury, fatigue etc. for the player
- As a courtesy to the lower-level coach and their team dynamics, it is expected that the lower-level coach is asked to recommend the best selection as an Affiliate Player from their team, rather than the higher-level team coach picking a player directly.
- When using Affiliate Players from the C-Division please also inform the C-Division Manager to ensure that they are aware that the player is being used.
- Both coaches are expected to be included in the correspondence when the Affiliate Player is invited to a game or practice.
- It is the responsibility of the coach of the higher-level team to track the number of league games that an Affiliate Player plays at the higher-level, to ensure that the 10-game rule is followed.
- Affiliate Players must be designated on the scoresheet with "AP" beside their name.
- All player affiliations are governed by PCAHA regulations, therefore coaches are encouraged to review the PCAHA rule book to ensure that they are complying with league regulations. There are slightly modified rules for the U11 divisions.

MULTISPORT ATHLETES

Semiahmoo Ravens Hockey encourages all our athletes to try other sports. Research into athlete development in Canada strongly states that athletes develop better in their primary sport when they also mix in other sports. This can create some challenges in a team environment. Semiahmoo Ravens Hockey expects our coaches to be as accommodating and flexible as possible, however this does take good communication and a little give and take from the family as well as the coach. Communicating to the Semiahmoo Ravens Hockey coach upon Hockey final selection of the potential conflict is required. The coach is encouraged to communicate the schedules as far in advance as possible and set reasonable expectations of attendance for the Multi sport player. For example, missing one event per week to attend another sport should not be a problem, however missing multiple events per week will create more challenges, and necessitate the need for discussion with the family. If you have multiple players with a regular conflict, please contact the Executive Director to inquire about changes to schedules.

Semiahmoo Ravens Hockey is less accommodating for other Hockey related activities that conflict with team events. It is expected that players on Semiahmoo Ravens teams make that team their top Hockey commitment, and players would be expected to choose Semiahmoo Ravens events over Spring Hockey, or outside development sessions. Abuse of this guideline is subject to discipline by the team coach and/or Association.

Exceptional Player Policy:

Players may not apply to be evaluated in a lower age-category but may apply for a higher age-category. It is important to note that player movement of this type is very rare and strict criteria must be met.

To be eligible an under-aged Player must:

- Be registered with Semiahmoo Minor Hockey Association and in good standing,



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- Be considered by the Evaluation Team (described later in this document) for U8-U9 / U11 as one of the top-3 skilled players in the advanced division that he/ she is attempting to move up and for U13 and above (playing position is considered) the player is expected to be evaluated in the top 3 forwards, top 2 defense, or top two goaltenders),
- Possess physical and social maturity consistent with players in the higher age-category.

A parent or legal guardian of a player interested in being evaluated at a higher age-category must make application in writing to the Executive Director no later than August 1st and will be notified of the status of their application 2-weeks prior to the start of evaluations. In the case where an application is granted, the parent or guardian will be required, prior to the player participating in on-ice sessions, to sign and provide a release of liability to Semiahmoo Minor Hockey Association for any injuries sustained to the player arising out of the try-out process.

Applications must be re-submitted each season.

Players may be released back to their original division at any time in the evaluation process and there is no guaranteed number of ice times.

There is no appeal process for a player being denied Exceptional Player eligibility.

U11 (Introduction to Rep)

- League - participate in league play within PCAHA
- Teams - max 17 players (2 of which must be goalies)
- Age – 9-10-year old's
- Ice – 2-3 practices per week
- Professional skill development sessions
- Coaches – Coach 2 level, Respect in Sport, CATT and a clear criminal record check are required
- HCSP - certified team official required
- Games - 2 games per week (1 home, 1 away)
- No fixed power play or penalty killing units
- Development of players is paramount. Automatic rotation of players. Goalies rotated every other game (equal ice)
- Referee - 3-man system

U13 Rep

- League - participate in league play within PCAHA.
- Teams - 17 players
- Age - 11 and 12-year old's
- Ice -2-3 practices per week
- Professional skill development
- Off-ice dryland training
- Coaches – Developmental 1 level, Respect in Sport, CATT and a clear criminal record check is required
- HCSP - certified team official required
- Games - 2 games per week (1 home, 1 away)
- May use special teams units
- Promote fairness to all players
- Referee - 3-man system



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U15 Rep

- League - participate in league play within PCAHA
- Body checking permitted
- Teams – 17-18 players
- Age - 13 and 14-year old's
- Ice – 2-3 practices per week
- Off-ice dryland training
- Coaches – Developmental 1 level, Respect in Sport, CATT and a clear criminal record check are required
- HCSP - certified team official required
- Games - 2 games per week (1 home, 1 away)
- May use special team units
- Promote fairness to all players
- Referee - 3-man system

U18 Rep

- League - participate in league play within PCAHA
- Body checking permitted
- Teams – Up to 19 players
- Age - 15, 16 and 17-year old's
- Ice – 2-3 practices per week
- Off-ice dryland training
- Coaches – Developmental 1 level, Respect in Sport, CATT and a clear criminal record check are required
- HCSP - certified team official required
- Games - 2 games per week (1 home, 1 away)
- May use special team units
- Promote fairness to all players
- Referee - 3-man system

3. REFEREE PROGRAM

Semiahmoo Ravens Hockey is committed to encouraging any person that wishes to dedicate themselves to an officiating career and will provide an opportunity to the most conscientious individuals to represent our association. Semiahmoo Ravens Hockey will assist individual referees in reaching higher skill levels by providing leadership and direction from the Referee-in-Chief. Semiahmoo Ravens Hockey will provide opportunities to develop their skills through practical training, on-ice training sessions, as well as actual game situation training. Semiahmoo Ravens Hockey has committed to provide summer training for several senior referees at a major clinic in the Okanagan, limited by quality of clinics, financial resources and available candidates. Selections for participation will be made by the Referee-in-chief.

Development

Referees are required to be recertified every year.

Ideally the first year of refereeing would be spent working with the U6-U7/U8-U9 teams. This will familiarize the new referee with positioning, the basic rules and provide on ice experience in a two-man system. The following years would ideally be spent in the three-man system. Equal time would be spent rotating between referee and linesman in order to increase the level of confidence with both positions.



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4. GOALTENDER TRAINING PROGRAM

Semiahmoo Ravens Hockey is committed to the skill development of its goaltenders. In this regard, Semiahmoo Ravens Hockey recognizes the ongoing need for extracurricular specialized training. Accordingly, goaltenders may receive a rebate of up to \$250 upon proof of their paid participation in approved goaltender instruction, subject to the following conditions:

- a. Must be a full-time goalie. Specifically, he/she must not be playing in any other position on his team during the season
- b. Must have all his/her own equipment
- c. Must use a Goaltenders school as authorized by the Executive member in charge of this program
- d. Instruction must take place between September 1st and March 30th of the Hockey season and be at the Hockey school's place of business or ice rental.
- e. Receipts made out to the member parent of the goalie from the approved goalie school must be presented to the Executive member in charge of the program before May 1st of the Hockey year. Receipts presented for reimbursement after May 1st will not be valid for rebate purposes.
- f. Goaltenders eligible for the Association's free goalie clinics/training will not be eligible to claim this reimbursement.

5. MENTORSHIP PROGRAM

One of the mandates of Semiahmoo Ravens Hockey is to give players or goalies the opportunity to become involved in a mentorship program. We believe that it is through this experience that we will be working toward the development of future coaches. As an integral part of this program, coaches will play a key role in teaching mentors about player and goalie development. Mentors will have the opportunity to assist in practices by leading or demonstrating drills and working with younger players who need additional help. In order to participate in this program, a mentor must commit to a minimum of one practice per week. This program is open to any Semiahmoo Ravens Hockey player from the age of 11 years old and up, but also includes Major U18 and U21 levels. See Schedule 12 for guidelines.

In addition to the above, the requirements for being in this role include:

1. a positive attitude,
2. a willingness to learn,
3. being comfortable demonstrating and teaching skills,
4. the ability to act as a role model, and
5. being supportive and encouraging to younger players.

Mentors are encouraged to wear full equipment as an example for the younger players. However, the minimum equipment requirement for practice includes their helmet and gloves.

To apply for this program, individuals need to complete the application (Schedule 13) available from the website or the Mentor Program Coordinator.

I. COACHING APPLICATIONS

Applications may be obtained from the Semiahmoo Ravens Hockey website. (see Schedule 10).



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1. COACHES

Coaches must complete the following to be eligible to be in a coaching position with Semiahmoo Ravens Hockey:

1. [Complete an online Criminal Records Check \(must renew every 3 seasons\) and you are unable to participate until we have one on file.](#)
2. [Complete the online Respect in Sport Course \(use pre-registration code SMH-T2D4W8D\) \(must renew every 5 years\)](#)
3. [Complete the online Concussion Awareness Training Tool - Coach \(CATT\) course \(does not expire\)](#)
4. [Complete the required online and in-person BC Hockey coaching course for your division \(see graph below\)](#)
 - a. Once you have completed the course and you have received an email from BC Hockey advising completion, forward your letter, receipt and fill out an [Expense Reimbursement Request Form](#).

5. REP COACH SELECTION

The Association endeavors to have coaches selected that are the most appropriate, best qualified and most responsible for the fair evaluation and assigning of players to teams.

The Association selects coaches through application, age appropriateness, availability and subject to review a Coach Selection Committee ("CSC") may be formed and led by SEMI Player Development Leads and Executive Director (Committee Chairperson). The Executive Director shall make himself available for involvement in the process and consulted on pertinent matters:

- the Executive Director will first screen the coach applications – see Schedule 10 (applications must be submitted by deadline indicated)
- the Executive Director will then contact and interview the successful coach applicants
- the Executive Director will then make a recommendation for each rep team, if appropriate and formed on any given year, to the CSC. For transparency, a CSC member will remove themselves from voting on divisions where they have children affected or involved recommendations are reported by the Executive Director to the Executive for formal acceptance.

Coach applicants must be prepared to provide:

- coaching levels attained through formal clinics
- background and coaching experience
- character references
- coaching philosophy compatible with Association philosophy
- coaching plan and collaterals or portfolios, if applicable.

In the interest of fairness, coaching application deadlines will be strictly adhered to.

J. TEAM PERSONNEL

1. Head Coach:

- Train and instruct individual players and the team
- Oversee all team operations and responsibility for all team actions
- Responsible for team jerseys received from Equipment Manager



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- More information located in Semiahmoo Ravens Hockey Coaches manual

2. Assistant Coach:

- Assist Head Coach with coaching of the team
- Assume the role of Head Coach in his absence
- Submit copies of coaching credentials/Respect in Sport by December 31st
- More information located in Semiahmoo Ravens Hockey Coaches manual

3. Team Manager:

- Act as intermediary between parents and coaches.
- Under coach's direction, schedule all out of league games.
- Arrange for minor officials at all home games by sending schedule to referee coordinator (U13 and below)
- Retain and maintain all necessary player information in a team binder and carry at all times (including medical information forms)
- 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 file with PCAHA
- Maintain records of all team money collected
- Formulate team budget and disseminate to parents and Association
- Public relations for the team
- Assist with miscellaneous Association functions during the season must be Respect in Sport certified
- More information available on the [Semiahmoo Ravens Hockey Team Manager page](#).

4. HCSP Official

- Obtain HCSP certificate through BC Hockey and Hockey Canada
- Implement an effective risk management program with your team to prevent injuries and accidents
- Conduct regular checks of players' equipment to ensure proper fit, protective quality and maintenance and advise players and parents
- Promote proper conditioning and warm-up techniques as effective methods of injury prevention

- Maintain accurate medical history files on all players and bring to all games
- Maintain a fully stocked First Aid Kit and bring to all games and practices
- Obtain 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
- Fill out, complete, and follow up of all accident/injury reports
- Implement and practice an effective Emergency Action Plan with your team
- More detailed position description available here
<https://www.Hockeycanada.ca/en-ca/Hockey-programs/safety/player-down/safety-person-trainer.aspx>

K. BULLYING, HARASSMENT AND ABUSE POLICY

Introduction

This "Bullying, Harassment and Abuse Policy" is based on the Hockey Canada document "Speak Out: It's more than just a game" (2005), various risk management materials and policies from other Minor Hockey Associations. Semiahmoo Ravens Hockey recognizes the importance of a policy that outlines the expectations of its membership.



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Every player, coach, official, volunteer or spectator must know and understand their role within this Association and must abide by its rules and regulations.

Our goals are as follows:

1. Reduce the risks of any individual from experiencing bullying, harassment or abuse within our association.
2. Create measures that enable the Executive to act quickly and decisively if bullying, harassment or abuse is reported.
3. Provide a process for individuals to report their concerns to the Executive and address these concerns in a confidential and timely manner.

In the end, we believe that all Semiahmoo Ravens Hockey members be responsible for the maintenance of this policy and to support an atmosphere of trust and respect for the rights of each individual.

Definitions

The following definitions are types of bullying, harassment and abuse which the Association will not tolerate. These definitions will assist members in determining and defining what constitutes reportable concerns.

Bullying – A person expressing their power through the humiliation of another person. Bullying describes behaviours that are similar to harassment, but occur between children under the age of twelve, or behaviours between youth or between youth or between adults that are not addressed under human rights laws. Bullies are typically cruel, demeaning and hostile towards the target of their bullying. The issue of bullying is not addressed by the law. However, bullying behaviour is similar to harassment in that it is defined as hurtful interpersonal mistreatment of a person. Bullying can be broken down into four types:

- Physical: hitting or kicking victims or taking/damaging property.
- Verbal: using name - calling insults, negative comments or constant teasing.
- Relational: trying to cut-off victims from social connections by convincing peers to exclude or reject a certain person; most common among girls.
- Reactive: engaging in bullying, as well as provoking bullies into attacking them by taunting.

The following is a list of tactics that may be used by bullies to control their victims:

1. unwarranted yelling and screaming directed at the victim
2. continually criticizing the victim's abilities
3. blaming the victim of the bullying for mistakes
4. making unreasonable demands related to performance
5. repeated insults or put downs towards the victim
6. repeated threats to remove or restrict opportunities or privileges
7. denying or discounting the victim's accomplishments
8. threats of and actual physical violence

Harassment Conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individual, and which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment must be based on the grounds prohibited in human rights legislation, such as race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation. Harassment may occur among anyone over the age of 12, between peers (i.e., player to player of the same age group, parent to official, coach to coach)



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or between someone in a position of power or authority and an adult in a subordinate position (i.e. coach to player, sports administrator to employee).

- Racism is when people are treated negatively because of their colour, racial or ethnic background. Examples include racist names, treating someone as inferior or second-rate, leaving someone out or blaming problems on them because of their religion, skin colour, or country of origin.
- Sexual Harassment is unwanted, uninvited remarks, gestures, sounds or actions of a sexual nature that make an individual feel unsafe, degraded or uncomfortable, creating an intimidating, hostile or offensive sports/recreational environment.
- Criminal Harassment occurs when the harassing behaviour contravenes Canada's Criminal Code. Commonly, behaviours threaten the victim or members of the victim's family, and may include stalking, damage on the victim's property, threats or physical or sexual assault, or extortion.

The following is a non-exhaustive list of examples of harassment:

- a. Linking skills with gender, body shape or size, or sexual orientation.
- b. Unwelcome or rude jokes, innuendos or teasing about an individual's ability, class, gender, body, race, religion or sexual orientation.
- c. Condescending, patronizing, threatening or punishing actions which undermine self-esteem.
- d. Practical jokes which cause awkwardness or embarrassment, or may endanger a person's safety.
- e. Demeaning nicknames, catcalls, or embarrassing whistles, or writing names on washroom or change room walls.
- f. Stalking.
- g. Unwanted sexual flirtation, remarks, invitations or advances.
- h. Unwanted, unwelcome physical contact such as touching, pinching, grabbing or patting.
- i. Sexual or physical assault.

*It is important to note the behaviours described in items f. to i., when directed towards a child or youth, constitute abuse under **Child Protection Legislation**. This may also be true of other behaviours, for example, certain hazing practices. In such cases, your duty to report supersedes this policy and therefore the incident must be reported to the local Child Protection Agency and/or the local police detachment. In British Columbia a person is considered a child up to and including the age of 18 years. **An adult that***

fails to report an offence may be legally liable for conviction under the BC Child, Family & Community Services Act.

Abuse is the maltreatment or lack of care that causes harm to another. There are many types of child abuse:

- Child Abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.
- Verbal Abuse is screaming, yelling, name-calling at an individual or group especially when repeated or consistent.
- Emotional Abuse is a chronic attack on an individual's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. Examples of this kind of abuse includes name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing, ignoring someone's needs, or discriminating against that person.



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- Physical Abuse can take place when an individual in a position of power or trust purposely injures or threatens to physically harm another person. This can include slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing, or requiring excessive exercise as a form of punishment. When one individual to another does such things, it is usually termed assault.
- Sexual Abuse is when a young or less powerful person is used by an older or more powerful child, adolescent or adult for sexual gratification. There are two categories: contact and non-contact.

Assault is the intentional application of force by one person against another without consent.

- Sexual Assault is committed in circumstances of a sexual nature such that the sexual integrity of the victim is violated.
- Neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diet, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air.

Screening Procedures

According to Hockey Canada, any volunteer such as a coach, assistant coach, trainers, team manager or safety personnel having contact with children within the Association must obtain a Criminal Record Check. The President and the Director of Risk Management will review the results prior to approving the individual.

General Guidelines

The following rules and regulations are established to provide guidelines for eliminating inappropriate behaviour such as bullying, harassment and abuse. Interaction between coaches and players is based on SEMI Hockey's Code of Conduct that mandates respect, dignity, health and well-being for all athletes.

1. Supervision

- Coaches and volunteers must supervise players at all times. Adult volunteers should never be left alone with a child.
- Follow the "Two Adult Rule" where there should always be at least two adults present at all times. For example, in dressing rooms, on any off-site activities, or when billeting players.

2. Showers and Dressing Rooms

- According to PCHA, it is strongly recommended that two adults (with Respect in Sport training) must be in the dressing room at all times.
- Doors to dressing rooms must remain unlocked at all times when occupied.
- Rooms may be locked when individuals are not in the room as a measure of security.
- Cell phones must be turned off in change rooms.
- Cell phones should be prohibited from use in dressing rooms to avoid inappropriate use of cameras.
- When coaches have a pre or post game or practice discussion, there must be at least two adults in the room. In Female Hockey, one of the adults must be female.
- At the U13, U15 and U18 levels, parents and other individuals may not enter the dressing rooms.

Please refer to SEMI Hockey Locker Room policy for more detail

3. Transportation of Players

- Although parents should transport their own children to and from Semiahmoo Hockey events, there may be occasions when this is not possible.



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- In the event that other coaches or parents provide transportation, the driver must never be left alone with a player by having other athletes and/or adults in the vehicle.

4. Releasing Children from Supervision

- It is imperative that players are picked-up at the designated time.
- Under no circumstances can a player be left alone with an adult. For example, in the event that a player is not picked-up, two adults must stay with the player. This can include the dressing, arena foyer, hallways or parking lot.

5. Team Meetings

- At the beginning of each season there should be a team meeting with parents and players.
- During this meeting, the parents and players will be informed as to how to access this policy on the website. At this time, the team manager may highlight significant points that are appropriate to the age level of the players involved. For example, at a U18 level, players must be aware that the use of cell phones in the dressing room is prohibited.

Complaints and Concerns

A process has been created to provide participants, team officials, parents and others an avenue to utilize if they have concerns and/or complaints that they would like addressed by the Association. It is important that all SEMIAHMOO RAVENS HOCKEY members become familiar with the definitions of bullying, harassment and abuse. Complaints and allegations can be very serious matters and must not be made lightly or maliciously.

Resolving Complaints and Concerns

The procedure to be followed is:

1. A 24 hour "cool down" period should be exercised.
2. Following the "cool down" period, the discussion about concerns should first be addressed with the team manager.
3. This discussion should occur in a location that ensures confidentiality.
4. These concerns and complaints must be documented on the "Bullying, Harassment & Abuse Incident Report." (see Schedule 1)
5. If the concern cannot be resolved at a team level, the Risk Manager must be notified. At this point, the Risk Manager will inform both the VP and Division Manager of this complaint and keep them apprised of its progress. In some situations, these two parties may be required to become involved in this process.
6. The Risk Manager will attempt to contact and/or meet the parties involved and seek resolution.
7. All attempts must be made to ensure that this matter will be resolved in a timely manner.

8. If the matter is still unresolved, at the discretion of the President, the issue will be taken to the Board of Directors, who will make a decision on any further actions and/or recommendations.

In the event that you have concerns about this process, you have the option to contact the Board directly.

Disciplinary Process

The following disciplinary processes will be used to deal with violations of the Codes of Conduct of SEMIAHMOO RAVENS Hockey. Players, team personnel and officials are subject to a disciplinary process that conforms to established BC Hockey and PCAHA rules as well as Hockey Canada regulations. Members and spectators who have been identified as violating the Code of Conduct will be subject to the disciplinary process as outlined below:



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Disciplinary Process for Players, Coaches, Team Managers and Officials:

To initiate a complaint of misconduct related to bullying, harassment and/or abuse, an Incident Report must be completed and submitted to the Risk Manager.

1. Players and Coaches will be introduced to the Codes of Conduct through team meetings, the Team Manager and the SEMIAHMOO RAVENS HOCKEY website. Each player is expected to sign the Semiahmoo Ravens Hockey Player's Code of Conduct Form at the beginning of each season.
2. The Risk Manager is responsible for the overall process to occur in a consistent, confidential and timely manner. His/her role will include documenting every step in the process. This should include date, time, location and information related to the incident for each meeting.
3. The Risk Manager, or designate will investigate by interviewing all concerned parties that participated in or witnessed the event. As well as the Risk Manager, there MUST be at least one other member of the Executive present for all interviews. (The "two adult" rule applies.)
4. The Risk Manager, in consultation with the Executive, will decide the appropriate action to be taken. For example, this may include a warning letter or suspension.
5. If the situation warrants it, a disciplinary hearing may be required. This may be necessary, for example, in cases where PCAHA/ BC Hockey/HC regulations require it. In this instance, a Disciplinary Committee, made up of the Risk Manager, Executive Director and one other Executive member, will convene within a reasonable time frame to review the incident and make a ruling on any future action deemed necessary.
6. The Disciplinary Committee may need to further investigate/interview the involved parties.
7. Any player involved in the investigation must have a parent/guardian present during interviews. In fact, whenever any member is involved in an interview process, they should always be accompanied by another individual (i.e., "two Adult" rule.)
8. The Disciplinary Committee will make a decision on the incident using PCAHA/ BC Hockey/HC guidelines where applicable. A letter detailing the results of the hearing and consequences, if any, will be sent to the individual and kept on file with the Semiahmoo Ravens Hockey.
9. Protests and appeals will follow the procedure outlined in Semiahmoo Ravens Hockey's Constitution and Policies.

Disciplinary Process for Parents and Spectators:

1. Parents will be introduced to the Codes of Conduct through the Team Manager, team meetings and the Semiahmoo Hockey website. Each parent is expected to sign the Semiahmoo Ravens Hockey Parent's Code of Conduct Form at the beginning of each season.
2. If an individual breaches the Code of Conduct, the Team Manager and Coach will speak to the individual, explain the problem behaviour, and refer him/her to their signed Code of Conduct Form or to the published Code of Conduct. The Risk Manager will be notified if deemed necessary.
3. If an individual continues to breach the Code of Conduct, the Team Manager and Coach will advise the Risk Manager who will then review the Code of Conduct with the individual and issue a warning. Remember to follow the "two adult" rule.
4. If the individual's behaviour continues, a report will be made to the Executive concerning the violation, at which time the Executive shall take appropriate action. For example, a parent may be banned from arenas/venues where Semiahmoo Ravens Hockey activities take place for a specified amount of time. The individual may also be directed to complete specific requirements prior to being able to return.
5. If an individual ignores the rulings imposed on him/her, a designate of the Association will ask the individual to vacate the premises. If he/she resists, the police will be called and the individual will be charged with trespassing.



Given the seriousness of the incident, there may be occasions where the Executive will revoke the individual's membership in Semiahmoo Ravens Hockey.

Disclosures and Allegations of Abuse or Harassment

Two types of disclosures that may occur are verbal and non-verbal. Both types of disclosure need to be handled sensitively while following specific procedures. Verbal disclosure occurs when an individual decides to tell someone about his or her mistreatment. Non-verbal disclosures may occur when an observer tries to understand what they are seeing, hearing or sensing. Because various behaviours have many meanings and can be the result of numerous factors, it is hard to determine if these behaviours are indicative of harassment, abuse or neglect. Some examples of non-verbal disclosure can include:

- Observation of the event
- Physical injury
- Inappropriate behaviour
- Chronic low self-esteem

How do I know when children/youth are being bullied, harassed or abused?

- by listening to them
- by believing them
- by observing them
- by watching their interactions with others
- by being aware of sudden changes in their behaviour or anger in them
- by questioning unexplained injuries

In most situations, the Association will be able to resolve complaints and concerns brought forward about a member(s). However, if an individual's actions or behaviour results in an immediate threat, the Association must and will involve outside authorities, including the Police and/or Child Protection Services. More importantly, if and when a child alleges, reports, or discloses abuse, or if abuse or neglect is suspected, the individual who learns of it, along with the Association are morally and legally bound to report the matter to the appropriate authorities.

The process to be followed in reporting includes:

1. If the disclosure comes from a child, he/she will be guaranteed protection. The child may be asked for basic information. **However, they must NOT be interviewed.**
2. The incident will be immediately reported to Child Protection Services and the Police. Any directions provided by these authorities must be followed immediately.
3. The Association will **NOT** notify the individual against whom the allegations have been made. However, once the authorities have done so, the individual will be suspended from all involvement in the Association's activities until the situation is resolved. This is necessary because the Association's first responsibility is to protect the child.
4. Throughout this process, the president of the Association will act as a spokesperson on behalf of the Association. The Association will endeavour to maintain confidentiality, but the safety of the child is the primary concern.
5. The Association will cooperate with the Authorities but will not conduct a parallel internal investigation.
6. Once the investigation is completed, the Association will decide on the appropriate action to take. If convicted of an offence the Association will revoke their membership in SEMIAHMOO RAVENS HOCKEY.
7. At any time an incident occurs, the Association will review the current Risk Management process and revise as necessary.



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If you or any individual is in immediate danger, phone the police immediately. The Helpline for Children in BC is available 24 hours a day, 7 days a week at 310-1234. No area code is required. Your call will be answered by a trained child protection worker.

Summary

According to Hockey Canada, when bullying, harassment or abuse has been reported or suspected, it is imperative that sport organizations act in a manner which:

- Protects the victimized child/youth
- Protects other children/youth within the organization
- Respects the rights of the alleged abuser or aggressor, by maintaining the appropriate confidentiality
- Works in cooperation with the organization, parents, Child Protection Agency or Police
- Informs itself so that immediate action is taken (Hockey Canada, 2005)

References

Hockey Canada (2005) *SpeakOut! It's more than just a game*. Ottawa, Ontario: Hockey Canada.

L. CODE OF CONDUCT POLICIES

Coaches (Schedule 5)

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 yell at the 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 skills 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 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



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Parents (Schedule 6)

- 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 members of the opposing team
- Do not publicly question an officials' 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 concerns regarding your child, be considerate of the coach and pick an appropriate time for discussion on the matter (minimum 24 hours following) via the appropriate channels (Team Manager)

Players (Schedule 7)

- 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 you
- Be a good sport. Cheer all good plays, whether it be your team or your opponents
- Treat all players as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage 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
- Cooperate with your coach, teammates and opponents, for without them you don't have a game

On-Ice Officials

- Act in a professional manner at all times and take your role seriously
- 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



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- 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 HC 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

Spectator Policy

It is Semiahmoo Ravens Hockey's policy to require parents/spectators to maintain a sportsmanlike and supportive atmosphere before, during and after all Semiahmoo Ravens Hockey events.

On-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 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 by the local governing body. 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, or threatening 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.

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

The coach is then required to file a letter of incident within 7 days to the Semiahmoo Ravens Hockey President. The Disciplinary Board will then review and make recommendations.

Alcohol and Drug Policy

Alcohol, drugs and cigarettes have no place in youth sports. Semiahmoo Ravens Hockey is committed to providing all our players with an alcohol and drug free environment. Semiahmoo Ravens Hockey's Alcohol and Drug Policy will be strictly enforced.

- Players

Any player caught under the influence of alcohol and/or drugs, to be in the possession of alcohol and/or drugs; or attempting to distribute alcohol and/or drugs will be immediately suspended until a hearing with the Disciplinary Board. This includes documented off-ice behavior related to Hockey.

- Referees

Any official caught under the influence of alcohol and/or drugs, to be in the possession of alcohol and/or drugs; or attempting to distribute alcohol and/or drugs will be immediately suspended until a hearing with the Disciplinary Board.

This includes documented off-ice behavior related to Hockey.

- Team Officials

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 alcohol. Additionally, coaches should not engage in any alcohol consumption around the players,



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including at hotels during tournament travel. Coaches are subject to the drug policy also. If found in violation of this policy disciplinary consequences are as follows:

1. First violation: 30-day suspension.
2. Second violation: Permanent Expulsion from Semiahmoo Ravens Hockey.

- Parents

Semiahmoo Ravens Hockey asks all parents to observe the high standards set forth by our Association at the rink, hotels, and during any Semiahmoo Ravens Hockey event. If you are drinking in or around the rink, or if you enter the building in an intoxicated state, you will be asked to leave the premises. If you refuse to leave the arena, the police will be contacted to remove you. Please do not jeopardize your child's future at Semiahmoo Ravens Hockey by violating this policy. Drug policy also applies.

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:

1. 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 minimum 24 hour "cooling off period".
2. Following the 24 hour "cooling off period", the parents/guardians may contact the Team Manager to arrange either a meeting with the coach or coaches to discuss their issues (the "two adult" rule shall apply). Alternatively, the parents may send an email to the coaches; however, it must be copied to the Team Manager.
3. Failure to resolve the issues at the team level, the parents and/or team officials may have the matter escalated to the Division Manager who will then conduct his/her own enquiry with participation of the parents and/or team officials.
4. Failure to resolve the issues by the Division Manager, the matter may then be escalated to the Executive Director for further review of the matter.
5. Failure to resolve the matter by the Executive Director, the matter will then be referred to the Executive for final adjudication.

Semiahmoo Ravens Hockey Disciplinary Board

The Semiahmoo Hockey Disciplinary Board should consist of the President and a minimum of three Members. Division Managers may also be asked to serve on a review board. Special disciplinary committees may be set up from time to time when circumstances dictate that the usual discipline committee may have a

conflict of interest with the parties brought before them. Appeal of rulings of the Disciplinary Committee shall follow the SEMIAHMOO RAVENS HOCKEY Constitution.

Disciplinary Process

1. Coaches/Team Officials

Policy violation about a Coach, Assistant, HCSP or Manager must first be addressed to the Division Manager in writing. Depending on results of this review, matter could be referred to the Executive Director and finally to the Executive. All matters will be held in strict confidence, however, must not be anonymous.



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2. Players

Game violations subject to PCAHA and BC Hockey Rules and Regulations. Non-game violations subject to review by the Semiahmoo Hockey Disciplinary Board.

3. Player Suspensions (U11 and up)

- A coach may suspend, for discipline, any player for up to two consecutive games. Suspensions of more than two games must have the approval of the Executive.
- Player and Team Management suspensions received are effective when traveling and apply to all tournaments and exhibition game activities as per PCAHA Rules and Regulations.

4. Members and Associates

In general, policy violations by members and associates MUST first be dealt with at the team level by the Team Manager and Head Coach. As required, the involvement of the Division Manager and Executive Director shall be procured. As a final measure, the policy violation shall be heard by the Executive.

5. Complaints Re: Referees and Linesmen

Refer to current PCAHA rules book.

6. Executive

Policy violations by Executive members are taken very seriously. Any complaints or concerns regarding the actions or behavior by Executive members must be in written form and directed to the President and/or the Vice President,. All matters will be held in strict confidence, however, must not be anonymous. Refer to Section D5 for details of Code of Conduct regarding Executive members. In general, Semiahmoo Ravens Hockey observes a “three strikes” rule in terms of expulsion from the Association or permanent suspension. This rule applies to all members, players, team officials and Executive members. Semiahmoo Ravens Hockey reserves the right to overlook the “three strikes” rule, dependent on the severity of the offence(s). Refer to Semiahmoo Ravens Hockey Constitution.

M. EQUIPMENT

ALL SEMIAHMOO RAVENS HOCKEY EQUIPMENT MUST BE RETURNED BY APRIL 15th

Jerseys

Semiahmoo Ravens Hockey has provided each team from U11 up with two sets of Association jerseys. For U6-U7 and U8-U9 Divisions, the Tim Horton's Timbits jersey program provides each team with one set of jerseys.

- Washing of jerseys must be done with care and after each use. Jerseys must be hung to air-dry. Excessive heat will permanently shrink all or parts of the jerseys, rendering them totally useless to the team. DO NOT USE DRYERS.
- The numbering of Semiahmoo Ravens Hockey team jerseys is to be consistent at all levels above U11, as follows: 1 – 21 and 30. In general, sweater numbers 1 and 30 are larger sizes for goalies.
- Jerseys will be issued with team jersey bags. All jerseys must stay together at all times in the team jersey bag UNLESS individual jersey bags are available to ALL players on the team. Individual jersey bags can be zippered garment bags or zippered jersey bags. Plastic see-through dry-cleaning bags or garbage bags are NOT considered adequate as jersey bags. Teams that are caught contravening this policy shall be fined at the discretion of the Executive.
- When sweaters are issued, they are cleaned and ready for use. A team official is responsible for filling out the Team Jersey and Equipment Distribution form (see Schedule 7) including



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submission of team roster with assigned jersey numbers. When returning sweaters at the end of the season, the Head Coach and Team Manager are responsible to see that all jersey sets are complete, in good condition, all name bars/sponsor bars removed, and they have been carefully washed and assembled in numerical sequence, ready for return to the Equipment Manager on the equipment return date established by the Association.

- Orderly return of jerseys is important as it is tied directly to the final referee reimbursements (refer to Section F – Finances).
- Damaged or lost jerseys must be reported to the Equipment Manager as soon as possible. The Team Manager is responsible for obtaining funds for damaged or lost jerseys from the parents or players.

Goalie Equipment

- Semiahmoo Ravens Hockey will make goaltender gear available upon request and availability (leg pads, chest protector, trapper, blocker). The Equipment Manager will allow equipment to be signed out to the parent of a goaltender subject to provision of a security deposit as determined by the Equipment Manager and signing of waiver.
- Goaltender equipment shall come from existing Association inventory only.
- Team goaltender equipment for U6-U7 and U8-U9 and some U11 teams shall be available subject to provision of a security deposit from the team bank account or the coach/manager. Goaltender equipment will not be issued without a security deposit.
- Off season rental of goalie equipment is available at prescribed fee rates and security deposits as determined by the Equipment Manager from time to time. Not all equipment will be available for off season rental due to the non-sanctioned nature of the rental. All goaltender equipment must be returned at the end of the Association Hockey season before it can be rented out for off season purposes. In general, the newer equipment will be unavailable for off season rental.
- The Equipment Manager shall designate and notify Team Managers about the equipment return date and all equipment must be returned by the earlier of that date or April 15th.

Pucks and First Aid Kits

- Each team shall receive an Association puck-bag with no fewer than 30 pucks and a complete First Aid kit. Each team shall endeavour to return these items at the end of the season or face a fine.
- During the course of the season, if required, the team may contact the Equipment Manager to re-stock depleted supplies for the First Aid kit.

N. SPONSORSHIP POLICIES

- All team sponsorships shall be the responsibility of the Sponsorship/Fundraising Coordinator (see Section D). Team sponsorship revenues are an important and integral part of Association budgeting each year. Potential new sponsors should be referred to the Sponsorship/Fundraising Coordinator. Sponsors will be assigned based on team affiliation and sponsor preference where possible.
- 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. If you wish to request goods from your sponsor, you are required to discuss your intentions with the Sponsorship/Fundraising Coordinator first.
- The team is to provide their sponsor with a schedule of game times.
- All team communications or publications MUST include the name of the team sponsor.
- All sponsors will be advertised on our Association website, tournaments and other events, as applicable.



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- At the end of the season, thank-you letters signed by everyone on the team should be sent to the team sponsor together with a team photo acknowledging the sponsor's generosity.
- The sponsorship programs are subject to change, formulated by the Sponsorship Coordinator from time to time and presented to the Executive.

O. FUNDRAISING GUIDELINES

All teams and participants have a responsibility to project a positive image of the team, the Association and minor Hockey. **AT ALL TIMES, THE PUBLIC IMAGE OF THE SEMIAHMOO RAVENS HOCKEY MEMBERSHIP, CONDUCT AND APPEARANCE MUST BE ABOVE REPROACH.** From time to time, parents and players will be expected to make direct contributions to meet team and Association expenses through fundraising efforts.

- The Executive Director must approve all team fundraising events. Formal budgets must accompany any fundraising requests.
- All fundraising programs must be well supervised, monitored and controlled.
- All profits from fundraising programs are deemed to belong to the TEAM.
- Fundraising programs should be carried out chiefly within our Association boundaries.
- All plans for team fundraising must be discussed and approved at a parent meeting by the majority.
- Team management is responsible for ensuring that Association guidelines and Municipal bylaws are followed.
- Teams may plan, budget and fundraise for the necessary funds to manage the team.
- If a team wishes to make a team purchase the decision must be handled democratically.
- At no time should our team sponsors be approached for additional fundraising support.

Gaming Licenses

Each team hosting a 50/50 program, raffle, sports pool, or any other fundraising activity that involves an element of chance is required to apply for and receive a Class D license for each event. These events cannot take place unless a license has been granted. The cost for the license should be borne by the team. Terms of the license and Gaming Commission must be strictly adhered to by every team.

The following process must be adhered to:

- Prior to applying for the gaming license, the team must submit an outline of the event to the Executive Director for approval, outlining the following information: Description of event, number of tickets to be sold, price per ticket, how tickets will be sold, start and end date of the event, how prizes will be determined and who is responsible for the event.
- Upon the Executive Director's approval, the team may apply for a class D gaming license. It is imperative that the team apply for the license under the team's name and not the name of the association. Furthermore, only team personnel should be listed under the license, not Semiahmoo Ravens' staff or executive members. Failure to do so, could jeopardize the annual grant the association receives from BC Gaming.
- A copy of the gaming license should be forwarded to the Executive Director upon receiving the license from BC Gaming.
- The team must file a Gaming Event Revenue Form with BC Gaming within 90 days of the



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expiration of the license. A copy of this form along with confirmation the form has been filed should be submitted to the Executive Director. Failure to submit this form in a timely manner will impact future teams' abilities to receive a gaming licence. The Association reserves the right to hold back the final referee transfer until such time as for the Gaming Event Revenue Form has been filed.

Semiahmoo Ravens Hockey Foundation

The Semiahmoo Ravens Hockey Foundation was created in 2018 to raise funds to help grow the game of Hockey on the Semiahmoo Peninsula. 100% of funds raised are endowed with the Peninsula Community Foundation in perpetuity. The annual income earned by the endowed funds will be granted back to Semiahmoo Ravens Hockey to fund programs that reduce financial barriers for families and that get more kids in our community involved in the game of Hockey.

Tournament Fundraising

For tournaments hosted by Semiahmoo Ravens Hockey, teams that raise a minimum amount of tournament sponsorship have historically received a discount on their registration fees. Recognizing that not all teams are able to raise sponsorship money, the Semiahmoo Ravens Hockey Foundation can be used as an additional tool, allowing teams to solicit charitable donations from friends and families. This tool will act as a supplement to primary fundraising tools, such as sponsorship, registration fees, raffles, 50/50 draws, etc.

Teams choosing to raise donations through for the Semiahmoo Ravens Hockey Foundation will be provided with a team fundraising page so they can solicit and track donations. All donations to the Semiahmoo Ravens Hockey Foundation are required to be made online through the teams fundraising page and will be issued a charitable tax receipt at the time of the donation.

Requirements

- The tournament committee is required to notify the Association Administrator of their intent to use the Semiahmoo Ravens Hockey Foundation as a fundraising tool.
- The tournament committee is required to submit a detailed tournament budget before being granted approval to use the Semiahmoo Ravens Hockey Foundation as a fundraising tool. It is expected that the tournament budget will show the tournament breaking even before including donations raised through the Semiahmoo Ravens Hockey Foundation.
- Teams choosing to raise funds for the Semiahmoo Ravens Hockey Foundation will receive a \$5 credit for every \$10 of donations received towards their teams fundraising obligations. For greater clarity, if a team raised \$1,000 in donations, they would receive a \$500 credit towards their team's fundraising obligation.

Other matters

- This fundraising tool is only available for Semiahmoo Ravens Hockey teams participating in tournaments hosted by SEMI Hockey.
- Due to tax laws relating to charitable donations, those making donations through the Semiahmoo Ravens Hockey Foundation are not entitled to be recognized as a sponsor in any manner.
- The tournament committee may choose to reserve a page in the tournament program to acknowledge and/or list all donors. Further, they may also choose to set sponsorship levels to acknowledge larger sponsors (eg Gold, silver, bronze).



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P. 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 fun. The Executive expects ALL teams to participate in and support tournaments at home. Guidelines are as follows and should be strictly adhered to, with any exceptions referred to the Tournament Director for approval.

- All tournament arrangements must be in accordance with all HC, BC HOCKEY, PCAHA and Semiahmoo Hockey rules and regulations.
- Tournament entry fees are paid through team budgeting and funding.
- Teams may enter only officially sanctioned tournaments.
- 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.
- Well in advance of departure, the teams must arrange the following:
 1. Through the Division Manager and your PCAHA League Manager, rescheduling of any games and referees during the away period.
 2. Through the Semiahmoo Ravens Hockey Executive, travel permission MUST be obtained if going to the U.S.A.
 3. Through Semiahmoo Ravens Hockey Tournament Director, obtain a Semiahmoo Ravens Hockey Tournament Permission Number.
 4. Through your PCAHA League Manager, obtain a Tournament Permission Number. Failure to obtain such a number will result in your team being banned from play 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.
- Travel arrangements must include appropriate adult supervision for each group of four players.

Q. RULES AND POLICIES FOR ALL ARENAS

All players will dress in locker rooms (refer to Section K re: showers).

- To prevent risk of injury, no “horse-play” allowed in the arena.
- All locker rooms must be cleaned up after use. No paper, drink containers, food, tape or other debris is to be left in locker rooms as this will reflect poorly on the Association.
- Vandalism by any individual in or around the arena may result in an immediate suspension from the Association pending a review by the Disciplinary Board and the incident may be reported to the police.
- Arena personnel will 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.

R. 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 in an orderly and organized manner. This includes all skaters and coaches. Exits are clearly marked and located throughout the arenas.



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S. GENERAL INFORMATION

- Association Picture Day - approximately October/November.
- Team Manager/Coach Meetings – in September/October.
- Various Clinics – ongoing, please refer to website for dates.
- Annual General Meeting – approximately September

T. STRUCTURE

Semiahmoo Ravens Hockey recognizes and adheres to the Amateur Hockey Structure as laid out in the PCAHA Rulebook. In the event of a conflict between this document and Semiahmoo Ravens Hockey's Constitution, our Constitution shall take priority.

Semiahmoo Ravens Hockey shall recognize and follow the rules, policies and guidelines as laid out by PCAHA, BC HOCKEY, and HC. In the event of a conflict between this document and rules set for by our governing bodies, rules, policies and guidelines as laid out by our governing bodies shall take priority.

U. POLICY COMMITTEE AND AMENDMENTS

Policy Amendment Process

It is important for the Association to understand and accept the evolutionary nature of minor Hockey dynamics. From time to time, it will be necessary to amend or delete existing policies as well as formulation and implementation of new policies. Accordingly, the Committee Chair shall receive such detailed recommendations in writing and assess its "fit" with Association direction and philosophy. If deemed appropriate, the recommendation/suggestion is to be tabled by the Executive for discussion at which point, if accepted, direction to the Policy Committee shall be given (including broad parameters for guidance). The Policy Committee shall then assess/review, complete the due diligence and draft final policy wording for adoption by the Executive. There shall be no revisions to wording unless proposed by the Committee.

Committee

The Policy Committee shall consist of a minimum of 4 members from the Executive and may also include Executive Director.

The Committee shall meet when there are policy recommendations forwarded by the Executive. The Committee shall have the final say on policy wording which will be presented to the Executive for adoption. The Committee shall apply its best and reasonable efforts to meet with a majority at all times with advance notice given to Committee members of upcoming meetings. The Committee is only required to meet if there are policy issues to be dealt with, as directed by the Executive. The Committee shall determine the timeline and sensitivity of the policy recommendation in accordance with the Executive's direction.



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SCHEDULE 1 - DEFINITIONS

Association – Semiahmoo Ravens Hockey

BC HOCKEY – British Columbia Amateur Hockey Association

Board of Directors – Semiahmoo Ravens Hockey Executive

Executive – Semiahmoo Ravens Hockey Board of Directors

HC – Hockey Canada

HCR – Hockey Canada Registration

HCSP – Hockey Canada Safety Person

PCAHA – Pacific Coast Amateur Hockey Association

SEMIAHMOO RAVENS HOCKEY – Semiahmoo Minor Hockey Association



SCHEDULE 2 - Bullying, Harassment and Abuse Incident Report

The purpose of this form is to provide a method of reporting any incident of bullying, harassment and abuse within the SEMIAHMOO RAVENS HOCKEY. Please refer to the SEMIAHMOO RAVENS HOCKEY Bullying, Harassment and Abuse Policy for further clarification about what is a reportable incident.

Date of the Incident (day/month/year): _____ Time: _____

Location of the Incident: _____

Alleged Victim Information

Member's Name: _____ Birthdate: _____ Sex: ____

Address: _____ E-mail: _____

Parent/Guardian's Name: _____ Phone Number: _____

Alternate Phone Number: _____

Team: _____ Division: _____

Alleged Offender's Information

Name: _____ Birthdate: _____

Sex: ____ Address: _____ E-mail: _____

Parent/Guardian's Name: _____ Phone Number: _____

Alternate Phone Number: _____

Team: _____ Division: _____

Details of incident: (use a separate page if necessary)

1. Provide a concise description of what the player disclosed (record only the facts and statements, not interpretations/opinions.)

2. Provide a description of your observations of the player(s)

3. Were there any other factors that could have affected/influenced the incident?

Witnesses:

Witnessed by: _____ Phone Number: _____

If witnesses were present, describe their recollection of the incident:

Person Receiving Disclosure

Print Name: _____ Date: _____ Time: _____

Address: _____ E-mail: _____

Phone Number: _____

Position: _____ Signature: _____

Reporting

Was this reported to the Child Protection Agency or Police? _____

If so, by whom? _____ Date: _____ Time: _____

Who received the report? _____

What response did the Child Protection or Police Representative give to the report?



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Office Use Only

Proposed Recommendation and Action Plan:

Immediate:

Long Term:

**Please attach all documents related to this report for final submission to the SEMIAHMOO RAVENS HOCKEY. *



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SCHEDULE 3 - SEMIAHMOO RAVENS HOCKEY VOLUNTEER QUALIFICATION PROGRAM

The following is a list (not exhaustive) of acceptable duties that parents can undertake to fulfill their volunteer hours:

Team Level:

- Coordinating fundraising – 50/50, etc.
- Tournament coordinator (road trips, hotels etc.)
- Treasurer
- Scorekeeping and submitting score sheets to Fraser Valley Hockey
- Water bottles cleaned and brought to each game for the team
- Team Safety Person
- Jersey's – wash and bring to each game for the team
- Coordinating the purchase or team socks/name bars
- Tournament assistance
- Team Parent/Team Manager
- Time Clock (at least 3 times)

At the end of the season, the Team Manager for each team will be asked to supply the Administrator with a list of those parents that did not fulfill their volunteer hours for the team.

Association Level:

- Picture Day
- Registration Day
- Parents night out
- Tournaments
- "C" Evaluation Week
- "Rep" Evaluation in September
- Body Checking Clinic
- Equipment Distribution/Return
- Awards Evening
- Summer Camps

There will be other opportunities throughout the season as help is required. Semiahmoo Ravens Hockey will publish the requests as they arise.

Volunteer cheques for those families that did not fulfill their volunteer obligations of a minimum of 5 hours may be cashed as early as March 31st. The Administrator will review and confirm volunteer hours annually.



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SCHEDULE 5 – COACH’S CODE OF CONDUCT

I, _____, agree to the following:

- Be a positive role model to your players and other coaches. Display emotional maturity and be alert to the physical safety and mental well-being of your players.
- Be generous with your praise when it is deserved. Be consistent, honest, fair and just. Do not criticize players publicly and be an effective communicator and coach
- Be organized for all practice sessions and games to maximize scheduled ice time.
- Maintain a level of communication with player’s parents.
- Explain the goals and objectives you have for your team.
- Never verbally or physically abuse a referee, coach or opponent.
- Never use inappropriate language or gestures in front of your players or parents.
- Respect other coaches within the system and work with them to ensure maximum benefit to the players and team.
- Always be available to listen to the concerns of your players.
- Be appreciative of the efforts as others.
- I will not condone the athletic use of alcohol, drugs or banned performance-enhancing substances.
- I will observe the rules of the BC HOCKEY such as the Zero Tolerance of alcohol and banned substances.
- I understand that comments or remarks of an inappropriate nature on social media platforms, group chats/texts, email or in person, which are detrimental to my team, another team, the association or an individual will not be tolerated and will be subject to disciplinary action.
- HOCKEY IS FUN, BUT SCHOOL IS MORE IMPORTANT!
- Failure to adhere to the above terms may result in action by the Association

Date: _____

Coach: _____

Signature: _____

Division Manager: _____

Executive Director: _____



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Child's Name:

SCHEDULE 6 – PARENTS CODE OF CONDUCT

It is the intention of this CONTRACT to promote fair play and respect for all participants within the Association. The expectation is for parents to sign this pledge before their child participates in Hockey and must continue to observe the principles of Fair Play.

FAIR PLAY CODE

- I will not force my child to participate in Hockey.
- I will remember that my child plays Hockey for his or her enjoyment, not mine.
- I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
- I will make my child feel like a winner every time by offering praise for competing fairly and hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
- I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.
- I will support all efforts to remove verbal and physical abuse from children's Hockey games.
- I will respect and show appreciation for the volunteers who give their time to Hockey for my child.
- I will not condone the athletic use of alcohol, drugs or banned performance-enhancing substances.
- I will observe the rules of the BC HOCKEY such as the Zero Tolerance of alcohol and banned substances.
- I understand that comments or remarks of an inappropriate nature on social media platforms, group chats/texts, email or in person, which are detrimental to my team, another team, the association or an individual will not be tolerated and will be subject to disciplinary action.

*I agree to abide by the principles of the **FAIR PLAY CODE** as set by Hockey Canada and supported by the Association.*

I also agree to abide by the rules, regulations and decisions as set for the Association.

PARENT

PRINT NAME _____
SIGNATURE: _____

DATE _____

PARENT

PRINT NAME _____
SIGNATURE: _____

DATE _____



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SCHEDULE 7 – PLAYER’S CODE OF CONDUCT CONTRACT

It is the intention of this contract to promote fair play and respect for all participants within the Association. All players must sign this contract stating that they will observe the principles of the Fair Play Code before being allowed to participate in Hockey.

FAIR PLAY CODE

- I will play Hockey because I want to, not because others or coaches want me to.
- I will play by the rules of Hockey and in the spirit of the Game.
- I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays and performances - those of my team and my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- I will observe the rules of the BC HOCKEY such as the Zero Tolerance of alcohol and banned substances, which include but are not limited to, tobacco, chewing tobacco, E-Cigs, vaping and marijuana.
- I understand that comments or remarks of an inappropriate nature on social media platforms, group chats/texts, email or in person, which are detrimental to my team, another team, the association or an individual will not be tolerated and will be subject to disciplinary action.
- I know that if I break this Fair Play Code, I will be subject to governing bodies' disciplinary procedures.

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by the Association.

I also agree to abide by the rules, regulations and decisions as set by this Association.

DATE _____

PRINT NAME _____

SIGNATURE _____



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SCHEDULE 8 – Team Jersey Distribution Form

Semiahmoo Minor Hockey Association

Welcome to the _____ Hockey season.

Please fill out this form and present it to the Equipment Manager when picking up your team jerseys and equipment. If you do not present this form, you will not receive you team equipment, no exceptions. Please fill out the required information completely:

DIVISION: _____
 TEAM NO.: _____
 COACH: _____
 PHONE: _____
 MANAGER: _____
 PHONE: _____

As team officials, we agree to abide by the following rules with respect to the jerseys & equipment issued:

We will submit a team roster to the Equipment Manager detailing the players' names and assigned jersey number within two (2) weeks of collecting the jerseys and in any event, not later than October 1, _____. If we do not submit a roster within the prescribed timeframe, we understand that the referee reimbursements shall be withheld until the roster is submitted;

We promise to maintain the jerseys in condition they were received, notwithstanding normal wear. The team agrees to be fully responsible for any missing jerseys. For each jersey missing, the team will collect and pay _____ at the time the jersey sets are returned.

We agree and acknowledge that the final referee fee reimbursements will not be made until the Equipment Manager has received the entire sets of jerseys in good condition;

We agree that each set of jerseys shall be maintained in the exact same form as they are received today and that we will not attempt to swap jerseys with other SEMI HOCKEY teams for sizing purposes;

We are aware that it is mandatory to order both home and away sets of team game socks and the same must be ordered from: _____.

Home Jerseys (WHITE) Count: _____

Away Jerseys (Dark) Count: _____

Team Manager: _____

Head Coach: _____

Date: _____

Date: _____



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SCHEDULE 10 – Coaching Application

Semiahmoo Minor Hockey Association

Name: _____

Address: _____

Phone: _____ Work: _____ Cell: _____

Email: _____

Employer Address: _____ Phone: _____

Division and Level you are applying to coach:

Will you potentially have a child play on this team?

If yes, what team did your child play on this past season?

1. Certifications/ Coaching Levels

NCCP Number _____

List all Certification Programs completed with dates.

HCSP Safety Certification: Yes / No

Respect in Sport: Yes / No

2. Coaching Experience in the previous three (3) seasons:

Year	Association & Level	Age Group	Position with Team
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Please provide three (3) Coaching References:

Name: _____

Phone: _____

Relation to you: _____

Name: _____

Phone: _____

Relation to you: _____

Name: _____



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Relation to you:

4. Coaching Philosophy (Attach documents if necessary)

Please provide a statement of your Coaching Philosophy and examples of issues or events you feel have impacted you as a coach.

5. Season Plan (Attach documents if necessary)

Please provide your season plan for the team you are applying to coach.

6. Please sign and forward completed application and supporting documents to:

Semiahmoo Minor Hockey Association

1544 Foster Street

White Rock, BC V4B 3X8

Website: www.semiahmooravens.ca or scan and e-mail to admin@semiahmooravens.ca

Signature: _____ Date: _____



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SCHEDULE 11 – Criminal Record Check

All volunteers who are in contact with players (Team Manager, Coaches & Safety personnel), Board Members and Division Managers are required to complete and have a clear criminal record check. This check must be completed every three years before the start of the season.

Please complete your check online (free) by following the below link. Your criminal record check will be then be directly submitted to SEMIAHMOO RAVENS HOCKEY.

Online Link: <https://justice.gov.bc.ca/eCRC/>
Access Code: 474NMQ6BQH

CERTIFICATION OF TEAM OFFICIALS

Respect in Sport for Activity Leaders (*formerly Respect in Sport for Coaches or SpeakOut!*)

All volunteers, including all coaches, managers, Hockey Canada Safety Persons (“HCSP”), Executive members, and any others who have volunteered to assist in any manner with the Association must complete the Respect in Sport for Activity Leaders online course (formerly known as *SpeakOut!*) prior to the season starting. The course can be completed in modules. It is free to take by using this link and pre-registration code:

- <https://bch.respectgroupinc.com>
- **The Pre-Registration Code is: SMH-T2D4W8D**

Concussion Awareness Training Tool (CATT)

All volunteers, including all coaches, managers, Hockey Canada Safety Persons (“HCSP”), Executive members, and any others who have volunteered to assist in any manner with the Association must complete the Concussion Awareness Training Tool (CATT) online module prior to the season starting.

The course is 20 minutes and is free to take by following this link:

<http://www.bcHockey.net/Files/How%20to%20Register%20for%20CATT%202016-06-22%20FINAL.pdf>

Hockey Canada Safety Persons (HCSP) Certification

Every team required to have at least one HCSP certified official, which must be completed by **December 1st of the current season**. This is an online course that is reimbursable by the association. This course expires (please check our eHockey account for your expiration date).

Registration can be done online at: <https://eHockey.Hockeycanada.ca/eHockey/ClinicList.aspx?OID=3>



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**SCHEDULE 12 – SEMIAHMOO RAVENS HOCKEY Mentor Program Guidelines
Guidelines For Junior Coaches**

What must you do?	<ul style="list-style-type: none">• Commit to a minimum of one hour per week, for either a game or practice;• fill out the “Record of Attendance” and have your coach sign it;• run one entire practice, once during the season, including demonstrating and leading drills.
Equipment required:	<ul style="list-style-type: none">• Minimum requirement for practices: jock/cup, elbow pads, gloves, neck guard and helmet;• for games you should wear your helmet, if you are at the bench;• you are encouraged to wear full equipment as an example for the younger players.
How can you help your team?	<ul style="list-style-type: none">• Assist at the practice, lead or demonstrate the drills, assist in player development, work with players who need help, one on one, work with the goalie;• at games, work the gates, run the clock or score keep, fill the water bottles etc.;• display sportsmanship.
Work on your communication skills	<ul style="list-style-type: none">• be a friend to the younger players;• be supportive, positive and encouraging to younger players;• make sure you obtain information from your coach as to practice time.
What do you get out of this effort?	<ul style="list-style-type: none">• the satisfaction of knowing that you have given something back to Hockey and helped kids have a better season;• CAPP credits towards your graduation (see your CAPP counselor on this);• a letter of recommendation from the association, upon completion of the program.
What should you not do?	<ul style="list-style-type: none">• no bad language or bad sportsmanship;• no disruptive behaviour to games or practices



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SCHEDULE 13 – SEMIAHMOO RAVENS HOCKEY Mentor Program Application

Semiahmoo Minor Hockey Association

Identification

First Name:	Last Name:
Address:	Postal Code:
Phone:	Email:
Team You Wish to Mentor:	Date of Birth:

Qualifications

Present Division & Team:	Hockey Experience:
--------------------------	--------------------

References

Name:	Phone Number:
Name:	Phone Number:
Name:	Phone Number:
Explain why you have volunteered for this position:	



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Undertaking:

I undertake as follows:

1. to abide by the Rules of the Association, of Pacific Coast Amateur Hockey Association (PCAHA), British Columbia Hockey (BC Hockey) and Coaches of the team I am assigned to.
2. to provide a good leadership example to the players I coach including using an appropriate language at all times and demonstrating good sportsmanship.

Signature & Waiver:

I, hereby authorize the Association, the PCAHA and/or the BC Hockey to conduct a review of my background.

Release:

In consideration of the application to participate as a Mentor under the auspices of the Association, I/we do hereby for myself, heirs, executors, administrators and assigns, remise, release and forever discharge, BCAHA, PCAHA, the association, its officers, the coaches, or anyone acting on their behalf from all manners of litigation, damage claims, or demands in law or equity which I may have or acquire by reason of personal injury to a player, loss of damage to property, which may occur during or by reason of participation in the activities of the association.

I/We each acknowledge that the Mentor has been warned by the Association to wear protective equipment at all times, during the course of his duties, as a Mentor. If the Mentor fails to comply with wearing such protective equipment, the Mentor and the Guardian agree to assume all such risks and each agree to release the Association from any liabilities arising therefrom.

Dated: _____

Signature of Mentor: _____ Signature of
Guardian: _____