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SECTION 1: DISTRICT POLICY

1.01 ALCOHOL AND TOBACCO ADVERTISING

The display of alcohol or tobacco advertising in minor hockey programs shall be prohibited.

1.02 ARENA OUT OF BOUND AREAS

- a) The following areas within an arena where hockey is being played are out of bounds unless the individual is invited to enter:
 - i. On Ice Officials (Referee) Dressing Room, game officials may invite or request an individual to enter their room to have a discussion or pick up a game sheet;
 - ii. The Penalty Box and Scorekeeper/Timekeeper's Area; and
 - iii. The player's dressing rooms.
- b) During games these areas are for the designated on and off-ice officials, team officials and the players participating in the game itself. The penalty boxes and team benches are an extension of the ice surface. Scorekeepers and timekeepers are considered off-ice officials and are an integral part of the game. They are not to be subjected to harassment or abuse by parents and/or spectators.

1.03 AWARDS and SCHOLARSHIPS

- a) Vancouver Island Amateur Hockey Association presents awards to recognize members and volunteers who are dedicated to the development, governance and betterment of minor hockey. These awards are presented at the VIAHA Annual General Meeting.
 - i. The deadline to submit nominations to the VIAHA Executive Director is April 15, unless this date is extended by the VIAHA Officers.
 - ii. Nominations are to be submitted in writing, all relevant information/documentation is to accompany the nomination.
- b) All nominations will be reviewed by the VIAHA officers and the successful award winners will be announced at the VIAHA Annual General Meeting.
- c) The awards presented are as follows:

MHA of the Year Banner

The Minor Hockey Association of the Year is presented to the MHA judged to have made an outstanding contribution to their community by providing a properly organized program where youth can learn the basic skills and fundamentals of the game. The committee guidelines for selection will include:

- Solid foundation of administration and organization. The constitution, by-laws and philosophy of the minor hockey program should be both in writing and in evidence.
- Good skill development program with emphasis on teaching. Special emphasis is on the development of skills at the novice and atom divisions with limited game and travel schedule.
- Good communication network with coaches and other members of the association and VIAHA.
- Good recreational league structure with limited game schedules and emphasis on fun and the development of skills.
- Good educational programs for coaches, referees and parents including follow-up evaluation programs.
- Equal opportunity for all players to compete at their skill level.
- Good program of sportsmanship and character development.



- Programs that demonstrate a high level of competition and success in keeping with the philosophy of the association.
- Written evidence of planned future development of the association.

VIAHA President's Award

The President's Award is present to an individual, team or MHA that has brought honour to the amateur hockey fraternity through an outstanding humanitarian endeavour or has made a significant contribution to VIAHA during the preceding year.

VIAHA Coach of the Year Award

This award is presented annually to a coach who shows leadership to players; demonstrates skill development and has a sound coaching philosophy. Winning is a consideration but not the only or most important one. The Coach of the Year is given to those who demonstrate what VIAHA feels are the ideal elements of a coach. The nomination should detail the coaching background of the nominee and be attested to by the MHA President.

VIAHA Official of the Year Award

The VIAHA Official of the Year is presented to an official that exemplifies dedication and support to the MHA, VIAHA and the Hockey Canada Officiating Program. He or she should also contribute to minor hockey in ways other than on-ice requirements. The candidate should demonstrate leadership and ability and participate in mentoring young officials.

- The nominee must not be a former recipient of this award.
- Must be nominated by their carding association RIC and supported by the applicable RCM.

VIAHA Scholarships

A maximum of three scholarships are awarded annually, one in each of the following three zones:

- South Island MHAs include: Juan de Fuca, Kerry Park, Peninsula, Saanich, Sooke, Victoria and Victoria Racquet Club
- Mid Island MHAs include: Alberni Valley, Cowichan Valley, Lake Cowichan, Nanaimo and Oceanside
- North Island MHAs include: Campbell River, Comox Valley, Gold River, Powell River and TriPort

The scholarship applications are located on the VIAHA website.

Selections will be based on the following:

- Academic achievement
- Participation in and service to their school and community.
- Hockey participation

Eligibility and Disposition:

- To be eligible, players or game officials must be currently registered in Juvenile or their last year of Midget.
- An applicant cannot receive more than one scholarship.
- Scholarship funds must be used for tuition at a post-secondary educational, technical trades or accredited institution.
- Applicants must provide proof of enrolment and payment of tuition fees. Upon receipt of such documentation, the VIAHA scholarship award will then be issued to the student.
- Scholarship winners will be announced at the VIAHA Annual General Meeting.



- Winners may request an extension to their scholarship up to one (1) year, provided that such a request is put in writing to the Executive Director and approved by the VIAHA Officers.
- All applications become the property of VIAHA and will not be returned to the applicant.

1.04 CRIMINAL RECORD CHECKS

a) Purpose:

The Vancouver Island Amateur Hockey Association (VIAHA) is committed to providing a high standard of service to all of its members. Obtaining criminal record checks ("CRC") of potential employees and volunteers mitigates against the appointment of unsuitable candidates by our organization. CRC's are also part of a prudent and consistent approach to ensuring the safety of our current employees, volunteers, and players from those individuals with a history of workplace violence or other serious offences.

b) Policy:

VIAHA requires persons applying for certain employment or volunteer positions ("CRC-Designated Positions") within our organization to complete the Consent for Criminal Record Search Form. Failure to provide a CRC will prevent the individual from obtaining that position.

A satisfactory CRC is required upon initial appointment for all CRC-Designated Positions and it must be renewed prior to the start of the regular season play and every five (5) years thereafter in the case of current VIAHA board members and permanent staff members.

All VIAHA employees and volunteers in CRC-Designated Positions are required to report charges or convictions of any new offence under the Criminal Code of Canada and/or the Controlled Drugs and Substances Act on an on-going basis to the VIAHA Executive Director.

c) Policy Guidelines:

A CRC consists of a criminal record name check performed by municipal police or local RCMP detachment.

Individuals applying for positions, other than permanent staff positions and board member positions, with VIAHA shall pay for their own CRC's.

When filling out the Consent for Criminal Record Search Form, the applicant must authorize the municipal police or RCMP to disclose all information regarding his/her CRC to VIAHA at Suite E 2301 McCullough Road, Nanaimo British Columbia V9S 4M9 to the attention of the VIAHA Executive Director.

The CRC will either indicate that the individual does not have a criminal record or that a criminal record may or may not exist. If the CRC indicates that the individual may or may not have a criminal record, the individual will be required to attend the police detachment and have fingerprints taken to satisfactorily complete their CRC requirements to determine that the CRC is for the correct individual or to confirm that no mistakes have been made.

When the Executive Director receives the CRC information from the municipal police or RCMP, it will be immediately stored in a secured and confidential electronic file and kept independent from all other files. The VIAHA Executive Director shall protect the personal information contained in the confidential electronic file by making reasonable security arrangements against such risks as authorized access, collection, use, disclosure or disposal.

If no further investigation regarding an individual CRC is required, the Criminal Record information will be kept in the secured, confidential electronic file.

A satisfactory CRC is either:

- i) confirmation from the police that no criminal records and/or charges exist; or
- ii) confirmation that any existing convictions and / or charges are not relevant to the position, as determined by the Executive Director.



In determining whether any convictions and/or charges are relevant to the position, the Executive Director will gather information which may include telephone or personal interview with the individual and/or other persons or agencies. The Executive Director, in making the final decision, will consider the following:

- i) relationship of the offence(s) to the nature of the position;
- ii) number and nature of the charges and/or convictions;
- iii) relevant offences listed in Schedule 1 of the Criminal Records Review Act, R.S.B.C. 1996, c86;
- iv) when the offence(s) occurred, and
- v) what the individual has done since the date of the offence.

All notes, information and informal materials pertaining to an individual's CRC will be kept in a separate file. They will not be contained in the individual's VIAHA file.

VIAHA will not refuse a position to an individual because he or she has been charged with or convicted of an offence of a type which does not pose a risk to VIAHA, considering the duties of the position the person is seeking to occupy.

1.05 EXECUTIVE COMMITTEE

- a) **Travel:**
Executive Committee travel shall have the prior approval of the President. Expenses will be as set by the Executive Committee.
- b) **Conference Calls / Meetings:**
Conference Calls and Meetings shall have the prior approval of the Officers.
- c) **Nominations:**
A Nominating Committee shall be struck to accept nominations for positions of the Officers. All nominations must be in the hands of the Nominating Committee Chairperson no later than April 30 on the prescribed VIAHA nomination form. Names of all nominees shall be mailed to the membership at least 14 days prior to the Annual General Meeting.
- d) Notwithstanding 1.05 (c), nominations will be accepted from the floor at the Annual General Meeting assuming the nominee is present or has indicated, in writing, his willingness to allow his name to stand.
- e) **Assignment of Duties:**
In addition to the regular duties of the Officers and Directors as outlined in the By-Laws and Regulations of the society, the President may assign the following duties:
 - Appeal Committee
 - Resolutions Committee
 - Discipline Committee
 - Awards and Scholarships Committee
- f) **Conflict of Interest:**
The VIAHA conflict of interest policy shall be as follows:
 - i. A conflict of interest arises when a member of the VIAHA Executive Committee, VIAHA Appointee or staff member is involved:
 - As a member of another amateur Hockey Team, League or Association;
 - Is receiving remuneration of any amount for any position on another amateur Hockey Team, League or Association;and is called upon to decide an issue that directly or indirectly affects the interests of such amateur Hockey Team, League or Association.
 - ii. Each elected member and staff member shall provide the President, by June 15th, with a disclosure



form indicating their involvement, their spouse's involvement and their resident children's involvement with VIAHA Leagues, Teams or Associations. This involvement could be as an executive member, coach, manager, player or official.

- iii. When a conflict of interest arises, the Executive Committee member or VIAHA Appointee:
 - Shall immediately notify the Executive and Officers
 - Shall not participate in discussion and shall withdraw when any item is being discussed by the Executive or any of its Committees.

g) Attendance at Executive Meetings:

Attendance for MHA representation at Executive meetings is mandatory. Should a MHA President be unable to attend, they must ensure that they send a representative who shall meet the following criteria:

- i. Must be a current voting member of the MHA Executive according to their constitution; and
- ii. Cannot represent more than one association at a VIAHA Executive meeting.

1.06 FEMALES PARTICIPATING IN HOCKEY

VIAHA supports the growth of female hockey and as such, encourages players where all female teams exist to participate on those teams. Where no female team exists, VIAHA supports participation on integrated teams.

- a) Female players may register on both a recreational integrated team and a recreational female team. Female players registering on a competitive team (integrated or female) may not register on a second team (recreational or competitive) (VIAHA Reg. 5.04).
- b) The District shall determine the following with respect to Female Regional Teams (VIAHA Reg. 5.05):
 - i) residential boundaries or zones for each team;
 - ii) carding association for each team

NOTE: Female Players from within the residential boundaries established in 1.06(b) (i) wishing to play on a Regional team will only be granted a residential waiver to play on a team from within their own zone. If there is no team within their own zone they will be granted a residential waiver to play on a team from an adjacent zone.

VIAHA continues to promote the participation of females in the NCCP, HCOP, HCS and Initiation programs.

1.07 FINANCES

- a) The Finance Committee shall prepare an annual operating budget for presentation by the Executive Director to the Executive Committee for consideration at the March meeting. The Executive Committee shall recommend the operating budget to the members of the Society whom shall approve the operating budget at the Annual General Meeting. The operating budget will include the recommended annual administration fee to be assessed on each MHA.
- b) Expense Accounts:

The following expenses shall be reimbursed by VIAHA as follows:

 - i. Transportation – Private automobile, rentals, airfare
 - Staff members shall be reimbursed as per the VIAHA Employment Policy.
 - Executive members and appointed personnel shall be reimbursed \$0.42 cents per kilometer or most economical airfare, whichever is the lesser amount. Airfare must be supported by receipts.
 - Parking charges will be paid at actual cost and must be supported by receipts.
 - All use of automobile rentals must have the prior authorization of the President. The most economical rental will be obtained including basic collision and third-party liability coverage.



- ii. Accommodation:
 - Hotel rooms will be reimbursed at actual cost and must be supported by receipts.
 - Should a spouse or other person accompany the VIAHA representative, reimbursement for accommodation will be limited to the expense that would have been incurred if that person had travelled along.
 - iii. Meals:
 - Staff members shall be reimbursed as per the VIAHA Employment Policy
 - VIAHA Executive and appointed personnel shall be reimbursed at the rate of \$50/day or \$10 for breakfast, \$15 for lunch or \$25 for dinner.
 - iv. Telephone / Fax Charges / Print Charges:
 - All claims for long-distance calls / fax transmissions relating to VIAHA business must be supported by the original telephone company billing or hotel account and an itemized explanation of the calls.
 - The VIAHA office keeps all members regularly informed with pertinent Bulletins and it should not be necessary to photocopy these mailings.
 - v. Expense Account Forms:
 - All requests for reimbursement shall be on the VIAHA Expense Claim Form.
 - Expense claims are to be submitted monthly; accounts submitted more than one month late will not be reimbursed.
- c) N S F Cheques – there shall be a charge of \$30.00 (Thirty Dollars) on all NSF cheques.
- d) Advertising and Fundraising: Companies or individuals requesting VIAHA consideration of their product or fundraising ideas will be advised that VIAHA only endorses those promotions or products that are kid friendly.
- e) Notwithstanding the above policy, VIAHA may institute specific promotional items to promote VIAHA and raise funds for VIAHA.

1.08 HANDSHAKE POLICY

- a) Within the VIAHA sportsmanship and respect of opponents is to be practiced at all times. As part of this policy, teams shall participate in a post-game handshake unless ordered not to by the referee or league supervisor.
- b) Immediately following the game, teams will form a single line and conduct the postgame handshake; team officials and players are to participate. Players shall remove their right hand glove for the handshake and must keep their helmets on and visors properly fastened.
- c) The on ice officials shall make note on the game sheet any player and/or team official that either refuses to shake hands or does not remove their right hand glove. Disciplinary action will be taken against those who act contrary to this policy.

1.09 INJURED PLAYER RETURN TO PLAY POLICY

Coaches and Association Officials are aware of the variety of injuries that occur to players and know that despite all attempts to remove risk, injuries can happen.

Team Officials should not permit a player to play or practice after they are injured without a medical certificate. When an injury or illness occurs that prevents a player from participating in regularly scheduled practices



or games, it is essential that a medical certificate from a Physician authorizing the player's return to active participation be presented to a Team or Association Official prior to that player returning to the ice.

Team officials should not allow an injured player to be on the player's bench during a game or practice without Hockey Canada / BC Hockey required protective equipment.

1.10 INSURANCE AND RISK MANAGEMENT

VIAHA is to be protected against accidental loss or losses that, in the aggregate during any financial period, would significantly affect members, property, the budget or the ability of VIAHA to continue to fulfill its responsibility to its members. In no event shall any loss of life or major personal injury to its members or members of the public be acceptable.

VIAHA will apply to risks of accidental loss the Risk Management process which includes a systematic and continuous identification of loss exposures, the analysis of these exposures in terms of frequency and severity probabilities, the application of sound risk control procedures and the financing of risk consistent with financial resources provided for during any fiscal year.

In recognition of its volunteer and financial resources and its physical assets, VIAHA will accept retention of only those insured losses that are eligible through HC during any playing season.

1.11 INVESTIGATIVE HEARINGS

VIAHA shall conduct investigative hearings in a manner that promotes procedural fairness. This will include the right to a hearing, the right to an unbiased decision maker and the right to appeal the decision resulting from the investigation.

PROCEDURES

Where an individual has been indefinitely suspended while an incident is being investigated by the VIAHA President or Vice President as per VIAHA By-Law #7, the following procedures shall apply:

- The individual shall be notified, through their Association, League or Team President, on the appropriate VIAHA notification form or letter.
- The notification form or letter shall indicate the individual or incident under investigation, the reason for the investigation, the procedures for a telephone or in-person hearing, and a time frame for the investigation and decision.
- The individual under investigation shall have the right to have both supporting documentation presented on their behalf and to have a support person / parent present during the hearing.
- If the individual is to be shown the correspondence that resulted in the investigative hearing, then either a summary should be provided or any reference which could result in the complainant being identified shall be removed.
- Any hearings shall be conducted in accordance with VIAHA Regulation #16
- The Chair of the Committee shall maintain notes (not verbatim) of the investigative hearing and be prepared to submit them to the VIAHA Office if there is an appeal of the decision.
- If an in-person interview takes place, a third party, preferably a representative of the local hockey Association / League shall be present.
- The decision of the investigative hearing shall be communicated to the individual(s), through the Association, League or Team President, in writing stating the length of any suspension, the rationale and advising the individual of appeal opportunities.
- Should the person under investigation fail to respond by the date outlined in the notification form or letter, the decision letter shall note this.
- Appeals shall be conducted in accordance with VIAHA By-Law #12.

Member MHAs are to adopt a similar policy when conducting their investigations.



1.12 JERSEY COLOURS

It will be the responsibility of the Home Team to change its sweaters if the colours of the competing teams conflict. The decision on whether a conflict exists shall be left to the Referee in charge of the game (HC Rule # 2.1).

1.13 POLICY MANUAL

Policies and Procedures are statements that embody the beliefs, commitments, values and vision of the Vancouver Island Amateur Hockey Association (VIAHA). They are declarations formally made and approved in accordance with its By-Laws and Regulations.

The purpose of the Policy Manual is to guide the Executive Committee, the VIAHA membership and staff in further clarifying the rules and regulations that govern those who participate in the game.

- a) The Executive Committee shall consider adjustments to the policy manual annually. The deadline for submissions to adjust to the Policy Manual is midnight March 15.
- b) Revisions that are approved at subsequent Executive Committee meetings shall be dated accordingly.
- c) The manual is designed so that individual policies may be repealed or revised as deemed necessary without disrupting the organization of the remainder of the manual.
- d) Any contradiction, dispute or difference between the contents of this manual and the VIAHA Constitution, By-Laws and Regulations that are contrary to any Hockey Canada or BC Hockey Rules and Regulations shall be resolved only by reference to the Constitution, By-Laws and Regulations.
- e) The Executive Director shall be responsible for updating the policy manual and the policy shall be effective immediately upon being approved by the Executive Committee.

1.14 PROTEST OF GAMES

- a) Any violations of the playing rules are to be submitted in writing by the President of the MHA or designate making the protest within 48 hours of the conclusion of the game.
- b) The MHA shall complete the Game Protest form and submit the completed form, to the respective VIAHA Vice-President for consideration.
- c) The respective Vice President will advise the opposing team/MHA that a protest has been initiated and request from both teams all documentation required to conduct an investigation.
- d) The Vice President shall decide on all matters pertaining to the rules and regulations not being followed. The decision shall be final and not subject to appeal.
- e) Game in question will not be replayed; a 1 to 0 win will be awarded to the non-offending team. The non-offending team will receive two (2) points for the win and any sportsmanship points awarded to the team from that game. The offending team will lose all points from the game.

1.15 STANDING AND AD HOC COMMITTEES

- a) Finance Committee; comprised of the Officers of the Society and shall be responsible to the Executive Committee and membership for the finances of VIAHA.



- b) Female Hockey Development; comprised of member MHAs FDC and chaired by the VIAHA FDC. The President will also appoint one Officer to sit on the committee. The committee will determine and make recommendations to the Executive Committee on all matters of female hockey development.
- c) Appeals Committee; comprised of at least one Officer who shall act as chair and at least two other members as appointed by the President. Duty shall be to hear appeals of decisions made by an Officer or member MHA. Prior to accepting an appointment to the Appeals Committee the member is to declare any potential conflict of interest, should in the Presidents view there is a conflict that member is to be replaced by another member.
- d) Discipline Committee; appointed by the President when in his/her opinion a suspension of more than 60 days is warranted. The committee shall investigate the matter and make recommendation to the President on the length of any pending suspension.
- e) Resolution Committee, appointed by the President, comprised of at least one Officer who shall act as chair. The committee will review the submitted resolutions and ensure that they are not contrary to Hockey Canada or BC Hockey By-Laws and Regulations. They shall also ensure that the wording is consistent with current VIAHA By-Laws and Regulations.
- e) Awards/Scholarship Committee, appointed by the President, comprised of at least one Officer who shall act as chair. They will meet to review the award nominations and scholarship applications and make recommendations to the Officers on potential award recipients.

1.16 REGISTERING OF A 2ND ISLAND LEAGUE TEAM

It is recommended that associations who plan to card a 2nd Island League team to compete in the Island League that they have a minimum of 45 players (3 teams of 15) registered in recreational hockey in the division before declaring the 2nd Island League team. MHAs are to keep in mind that if the 2nd team is not competitive within the Island League placement round that the team may not be scheduled in the league and players will then have to be redistributed within the recreational program which will cause unnecessary disruption.

1.17 GAME OFFICIAL NO SHOWS

- a) It is up to the home association to ensure game officials are assigned for all games. If, for whatever reason the Referee and Linesmen appointed are prevented from appearing and there is a CHOP certified Referee and one or two linesmen available, then the home team can approve them to officiate the game even if it means working under a two man system.
- b) If the game starts late due to late game officials, the actual time the game started and ended shall be noted on the game sheet by the on ice officials and the game sheet forwarded to the Vice-President responsible for the supervision of the league or their designate. Upon receipt, the Vice-President shall determine if there was sufficient time to play the game or if the game should be ruled not completed. Games that are ruled not completed due to game officials not showing shall not be replayed and a 1-0 win will be awarded to the visiting team.

1.18 CAMERAS, CAMERA PHONES AND PERSONAL DIGITAL ASSISTANTS (PDAs)

Technology advancements have allowed cell phones and personal digital assistants (PDAs) to carry functions such as cameras that allow users to secretly photograph objects in front of them while appearing to dial a telephone number. These phones are very popular and widespread.

The ability to take photos without others knowing has raised significant concerns for members within the district. The potential exists for inappropriate/deviant use of camera phones by their operators photographing others undressing and showering in change rooms.



Unlike video cameras, cell phones do not require disguises to be brought into such sensitive areas as change rooms, bathrooms, etc.

The potential danger of violating an individual's privacy will not be tolerated by VIAHA. Therefore, "The use of any form of camera, video camera, camera phone, or personal digital assistant (PDA) is prohibited in any recreational facility change rooms during any BCAHA/Hockey Canada or VIAHA sanctioned event."

1.19 BODY CHECKING VERSUS NON-BODY CHECKING

Within VIAHA there will be both body checking and non-body checking games.

Recreational Leagues and all levels of Female Hockey shall be non-body checking. Island League Peewee shall be non-body-checking Island League hockey Bantam and above will be deemed as body checking, Regardless of the above, when a team that normally plays body checking plays a team that does not, the game shall be non-body checking unless approved otherwise by the VIAHA Officers. In those games where integrated teams play female teams the game shall be non-body checking.

1.20 CONSUMPTION OF ALCOHOL OR BANNED SUBSTANCE

VIAHA shall follow BC Hockey's Zero Tolerance Policy regarding "Controlled Drugs and Substances/Alcohol" which can be found in Section 9 within this publication or at www.bchockey.net under Risk Management.

- a) Within the VIAHA, the use of alcohol or banned substances shall not be tolerated.
- b) Consumption in or around the arena or while away from home with a team is not acceptable.
- d) For those that violate this policy, they may receive a severe suspension and could be found negligent within the courts should an incident occur where it be deemed that alcohol or banned substance played a factor.

1.21 RESIDENTIAL WAIVERS

As per BC Hockey Regulations, players may request a residential waiver in cases where:

- a) There is no Tier 1 or 2 or 3 or 4 in the players' residential MHA;
- b) There is no recreational team or the player is on a wait-list within their residential MHA;
- c) The player is female and there is no female team in the players' residential MHA;
- d) A MHA requests that a residential waiver be granted for other reasons not listed above.

Residential Waivers will not be approved by the District unless the following criteria have been met:

- a) The residential MHA indicates in writing to the District that they will not have a competitive team in category; or
- b) The residential MHA indicates in writing to the District that they will not have a recreational team in category; or
- c) The player is on a wait-list for a recreational team; or
- d) The residential MHA indicates in writing to the District that they will not have a female team in category.

In all cases above, the Residential MHA shall:

- a) Submit their wait-list to the District Office;
- b) Wait-list shall include player name, division to which they are registered and the date the player registered in the association; and
- c) The MHA wait-list exceeds 15 players; or



- d) In the case of no female team, a list of the female players wishing to apply for a residential waiver to play female hockey in another MHA.

Should the wait-list in any one division exceed 15 players or there is no competitive team or female team in category, the following process shall be undertaken:

- a) An email from the District to the adjacent MHAs will be sent out requesting if a MHA has room in that division;
- b) If no adjacent MHA has room, an email will be sent out to all other MHAs within the District requesting if their MHA has room for any player(s) in that division;
- c) Should an MHA indicate that they have space available; the opportunity to request a BC Hockey Residential Waiver will be given to players in order of the date that they pre-registered in their home association;
- d) Should a player accept, the residential waiver process will be initiated;
- e) Should a player decline, they must do so in writing to the District Office through their local MHA and the next player on the list will be given the opportunity, and so on.

No member MHA shall contact a player or their parent outside the residential draw zone without first going through the players' home MHA and VIAHA. Failure shall result in the MHA losing all rights to that player and other such discipline as may be decided upon by VIAHA.

1.22 RECREATIONAL PLAYOFFS

Duration of the game slots for Semi-final or Final Recreational League Playoffs shall be, at a minimum:

| | |
|-------------------|---------------------------------------------|
| Atom and Pee Wee | 2 hours 15 minutes of "Actual Playing Time" |
| Bantam and Midget | 2 hours 30 minutes of "Actual Playing Time" |

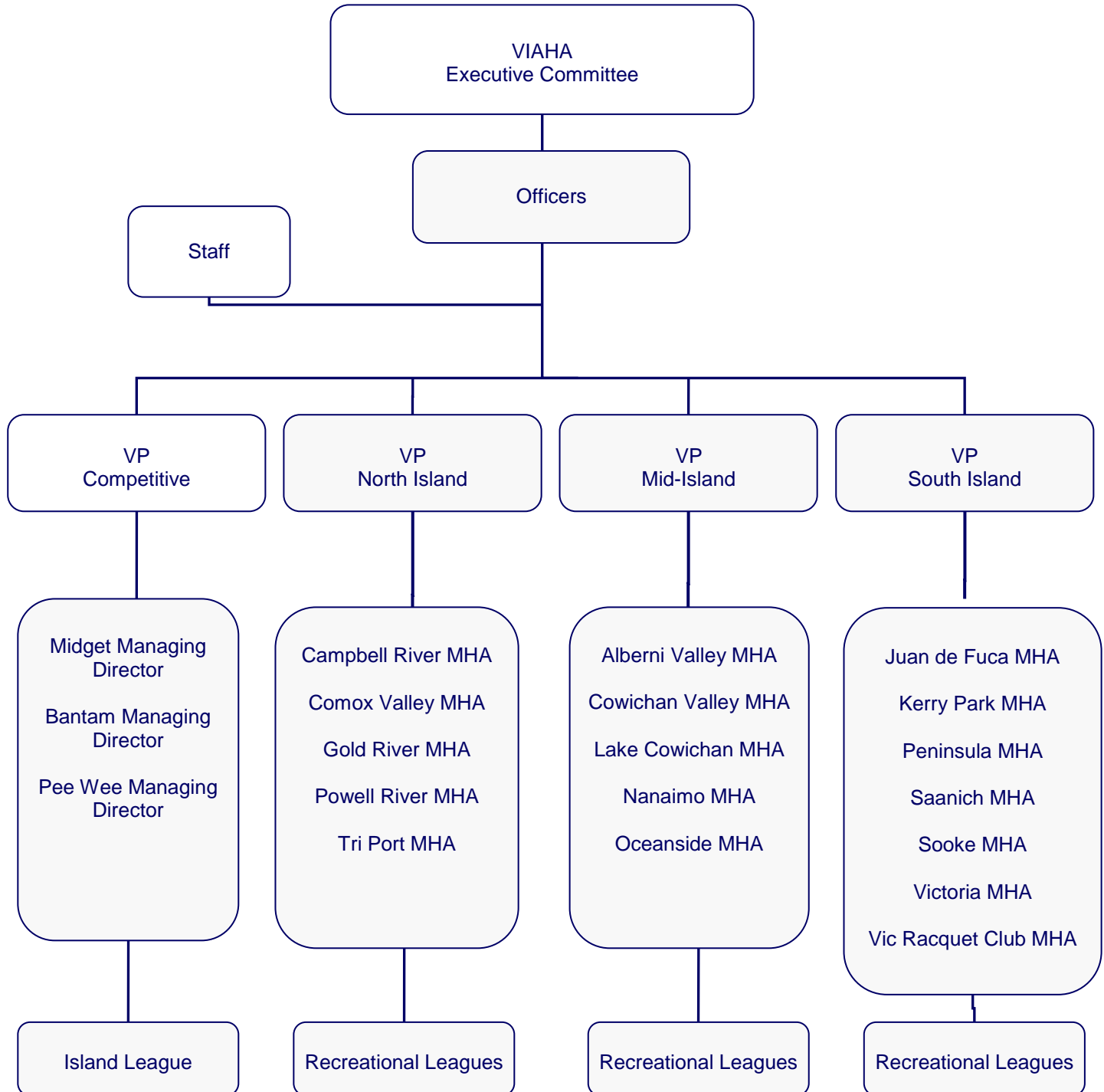
1.23 WEBSITE

VIAHA shall maintain a website, www.viaha.org. The website shall retain contact lists for the VIAHA Executive Committee, Managing Directors, Commissioners and BC Hockey Vancouver Island District personnel. The website also contains; VIAHA meeting minutes, VIAHA bulletins and forms, VIAHA by-laws, rules, regulations and policies, as well as links to member and other hockey related websites. The website shall also contain any other information that the Executive Committee deems necessary for the administration of hockey.

- i. The website shall be maintained by a webmaster selected by the VIAHA Officers.
- ii. Managing Directors and Commissioners are to ensure that all schedules are submitted to the VIAHA Director of Hockey Operations for posting on the website. Once the initial schedules are posted it will be the responsibility of the Managing Directors and Commissioners, under the guidance of the applicable VP, to maintain and update their applicable schedules as necessary.
- iii. Managing Directors and Commissioners will be required to send their league standings to the VIAHA Director of Hockey Operations on a regular basis (suggested bi-weekly) for posting on the website.



SECTION 2 EXECUTIVE COMMITTEE ORGANIZATIONAL CHART





SECTION 3: COACHING

3.01 CERTIFICATION

Coach Certification in the National Coach Certification Program (NCCP) is a privilege conferred on an individual upon completion of the required coaching level criteria.

BC Hockey offers two types of clinics in the District, **Hybrid** clinics which include Introduction to Coaching and Coach Stream and **Development 1** clinics. Hybrid is required for coaches and assistant coaches in the Initiation and Recreational programs and Development 1 is required for coaches and assistants on the HC carded teams. Both levels of certification require attendance at a clinic as well as completion of a "Post Task" assignment by March 31 of the year immediately following the year in which the clinic was taken. Other clinics available either in the Branch or nationally are **Development 2**, **High Performance 1** and **High Performance 2**.

Coaches and assistants must also have taken **Speak Out** or **Respect In Sport (RIS)**.

It shall be the local MHAs responsibility to ensure that all their coaches meet the requirements as set out in the BC Hockey By-Laws and Regulations to coach at their team's category by December 1 each year. Failure to do so will result in the coach being deemed ineligible for the remainder of the playing season.

The Hockey Canada Registry (HCR) tracks the qualifications of all certified minor hockey volunteers. The HCR codes pertaining to coaches are:

| | |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | Attended - registered for and attended clinic |
| P | Passed – completed in-class learning modules and now designated as 'qualified'. This 'qualification' is only valid to March 30 th of the current season. |
| C | Certified – Coaches and Assistant Coaches must have their MHA Coaching Coordinator verify, sign and submit the Post Task Requirement to BC Hockey before the March 31 st deadline. Failure to do so will require the Coach/Assistant Coach to retake the clinic again the following season. |



The certifications required for all team management personnel are:

| TEAM TYPE | HEAD COACH | ASSISTANT COACH | SAFETY PERSON | MANAGER |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------|
| HC-Carded Teams (Peewee and above; all HC-Carded Female teams) | Coaching Levels: Development 1 Speak Out/RIS: | Coaching Levels: Development 1 Speak Out/RIS: | Safety Program: Speak Out/RIS: | Speak Out/RIS: |
| Atom Development | Coaching Levels: Coach Stream (included in Hybrid clinic) Speak Out/RIS: | Coaching Levels: Coach Stream (included in Hybrid clinic) Speak Out/RIS: | Safety Program: Speak Out/RIS: | Speak Out/RIS: |
| Recreational "C" Co-ed & Female teams & ALL Novice teams | Coaching Levels: Coach Stream (included in Hybrid clinic) Speak Out/RIS: | Coaching Levels: Coach Stream (included in Hybrid clinic) Speak Out/RIS: | Safety Program: Speak Out/RIS: | Speak Out/RIS: |
| Initiation | Coaching Levels: Introduction to Coaching (included in Hybrid clinic) Speak Out/RIS: | Coaching Levels: Introduction to Coaching (included in Hybrid clinic) Speak Out/RIS: | Safety Program: Speak Out/RIS: | Speak Out/RIS: |

3.02 JOB DESCRIPTIONS

1) DISTRICT COACHING COORDINATOR

- Administration of the NCCP, Intro to Coaching and BC Checking clinics in the district
- Recommendation of individuals to become NCCP and Intro to Coaching Conductors/ Instructors
- Coordinate NCCP evaluations when necessary



- Provide coaching materials to coaches and executives
- Promote and assist coaching programs and coaches
- Provide evaluation forms for coaches
- Assist District Evaluator with district camp if requested
- Assist Local Association's Coach Coordinators/ Head Coach with the development and maintenance of local coaching programs
- Shadow train new course conductors/ facilitators
- Recommend new course conductors! Facilitators after observation(s) of candidate

Qualifications:

- Must have a strong commitment to NCCP Intro to Coaching programs and Mentorship
- Must be a qualified Course Conductors/ Instructors or have had a lengthy association with the coaching program
- Must have good communication, administration and communication skills
- Strong coaching and playing background is desirable

2) **COACH COODINATOR / HEAD COACH IN A MINOR HOCKEY ASSOCIATION**

- Develop and present on ice programs within his / her Association
- Perform public relations as required pertaining to the Association and its coaches
- Liaise with the MHA Executive Committee on behalf of the coaches in the Association
- In charge of selection of coaches for various divisions within the Association
- Present list for selection of coaches to the MHA Executive Committee for approval
- Liaise with the District Coaching Coordinator regarding coaching clinics
- Recommend coaches to the MHA Executive Committee for attendance at higher level clinics
- Meet with MHA coaches to discuss problems and solutions
- Attend regular meetings of the MHA Executive Committee
- Perform evaluations on coaches during games and practices
- Assist with evaluation of players for team selection
- Establish team play guidelines
- Coordinate meeting of coaches and players with local referee-in-chief or BC Hockey Referee Committee Member for better understanding of the rules of the game.
- Other duties as assigned by the local MHA Executive Committee

Qualifications:

- Strong interest in and personal commitment to coaching
- Ability to work in conjunction with District Coaching Coordinator and Association coaches
- Ability to prepare and conduct public relations events
- Ability to design and implement programs at the Association level
- Ability to conduct evaluation of coaches
- Ability to evaluate players for team selection
- Strong commitment to the BC Hockey coaching programs including the NCCP and Intro to Coaching programs
- Ability to facilitate presentations to coaches at the local Association level
- Availability as to time requirements
- Strong administration abilities
- Speak Out certification

3.03 NCCP CODE OF ETHICS

A code of ethics defines what is considered good and right behaviour. It reflects the values held by a group. These values are usually organized into a series of core principles that contain standards of



behaviour expected of members while they perform their duties. It can also be used as a benchmark to assess whether certain behaviours are acceptable.

WHY A CODE OF ETHICS IN COACHING?

Core coaching values have been formalized and expressed as a series of principles in the NCCP Code of Ethics. These principles can be thought of as a set of behavioural expectations regarding participation in sport, coaching athletes or teams, and administering sports.

The NCCP Code of Ethics can help coaches to evaluate issues arising within sport because it represents a reference for what constitutes both “the good and right thing to do”. For example, the code of ethics helps coaches make balanced decisions about achieving personal or team goals and the means by which these goals are attained.

VALUES UNDERPINNING THE NCCP CODE OF ET HICS

The NCCP Code of Ethics is a simplified version of the Code of Ethics of Coaches of Canada (formerly the Canadian Professional Coaches Association). However, both codes deal with the same fundamental values of safety, responsible coaching, engaging in relations with integrity, respecting athletes, and honouring sport. These values are expressed as 5 core ethical principles.

1. Physical safety and health of athletes
2. Coaching responsibly
3. Integrity in relations with others
4. Respect of athletes
5. Honouring sport

The following chart provides a description of each principle and outlines some implications for coaches.

ETHICAL PRINCIPLES AND THEIR CORRESPONDING BEHAVIOURS/EXPECTATIONS

| Principle | Standards of Behaviour Expected of Coaches |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Physical safety and health of athletes | Ensure that training or competition site is safe at all times |
| | Be prepared to act quickly and appropriately in case of emergency |
| | Avoid placing athletes in situations presenting unnecessary risk or that are beyond their level |
| | Strive to preserve the present and future health and well-being of athletes |
| Coaching responsibly | Make wise use of the authority of the position and make decisions in the interest of athletes |
| | Foster self-esteem among athletes |
| | Avoid deriving personal advantage for a situation or decision |
| | Know one’s limitations in terms of knowledge and skills when making decisions, giving instructions or taking action |
| | Honour commitments, word given, and agreed objectives |
| | Maintain confidentiality and privacy of personal information and use it appropriately |



| | |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Integrity in relations with others | Avoid situations that may affect objectivity or impartiality of coaching duties |
| | Abstain from all behaviours considered to be harassment or inappropriate relations with an athlete |
| | Always ensure decisions are taken equitably |
| Respect | Ensure that everyone is treated equally, regardless of athletic potential, race, ancestry, place of origin, colour, ethnic origin, citizenship, language, creed, religion, sex, sexual orientation, age, marital status, family status or disability |
| | Preserve the dignity of each person in interacting with others |
| | Respect the principles, rules, and policies in force |
| Honouring sport | Strictly observe and ensure observance of all regulations |
| | Aim to compete fairly |
| | Maintain dignity in all circumstances and exercise self-control |
| | Respect officials and accept their decisions without questioning their integrity |

3.04 COACHING CODE OF CONDUCT

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus, how an athlete regards his/her sport is often dependent on the behavior of the coach.

The following Code of Conduct has been developed to aid coaches in achieving a level of behavior, which will allow their athletes to become well-rounded, self-confident and productive human beings. Although this code is directed toward coaching conduct, it equally applies to other members of the "Team Leadership Staff", i.e. managers, trainers, equipment personnel, etc. It is assumed that these people act in cooperation with one another to construct a suitable environment for the athlete.

COACHES HAVE A RESPONSIBILITY TO:

- 1) Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- 2) Direct comments or criticism at the performance rather than at the athlete.
- 3) Consistently display high personal standards and project a favorable image of their sport and coaching.
 - a) Refrain from public criticism of fellow coaches, athletes, officials and volunteers especially when speaking to the media or recruiting athletes.
 - b) Abstain from the use of tobacco products while in the presence of her/his athletes.
 - c) Abstain from drinking alcoholic beverages when working with athletes.
 - d) Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
 - e) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- 4) Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- 5) Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and wellbeing as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
- 6) Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.



- 7) Regularly seek ways of increasing professional development and self-awareness.
- 8) Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
- 9) In the case of minors, communicate and co-operate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
- 10) Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, and emotional and spiritual aspects of their lives and conduct practices and games in a manner so as to allow optimum success.

COACHES MUST:

- 1) Ensure the safety of the athletes with whom they work.
- 2) At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
- 3) Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
- 4) Never advocate or condone the use of drugs or other banned performance enhancing substances.
- 5) Never provide under age athletes with alcohol; never encourage its use.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Coaching Code of Conduct and Coaching Code of Ethics.

Signed: _____ Date: _____



SECTION 4: FEMALE HOCKEY DEVELOPMENT

4.01 GENERAL

The VIAHA is dedicated to the promotion and development of female hockey, as such together with the member MHAs shall endeavour to provide opportunity for females of all ages to participate.

4.02 JOB DESCRIPTIONS

a) FEMALE HOCKEY DEVELOPMENT COORDINATOR

- Shall Chair the VIAHA Female Hockey Development Committee
- Development of the agenda for the Female Hockey Development Committee meetings
- Promote Female Hockey events in the District
- Assist the MHA Female Hockey Development Coordinator in providing opportunities for female hockey in the district.
- Promote the BC Hockey, Female Hockey Long Term Athlete Development Model
- Assist the MHA Female Hockey Development Coordinator in identifying Goals and Objectives for their MHAs
- Attend Female Hockey Events as required
- Provide resources for the Female Hockey Development Committee to promote and grow the female game
- Promote female coaching and officiating in the district

Qualifications:

- Strong interest and personal commitment to female hockey, particularly at the minor level
- Knowledge of BC Hockey Female Programming opportunities for players, coaches, game officials
- Speak Out Certified
- Good communication, administrative and organizational skills
- History with female hockey coaching or playing

b) MHA FEMALE HOCKEY DEVELOPMENT COORDINATOR

- Provide development materials to female hockey participants in the MHA
- Assist with conducting VIAHA and BC Hockey Female Events, when required.
- Provide local Associations with leadership and support for the development of female hockey programs
- Assist with the development of female hockey specific material for BC Hockey programs
- Communicate regularly with local Associations and District FHDC
- Promote the VIAHA and BC Hockey Female Development programs
- On request, submit content for VIAHA publications
- Other duties as assigned by the local minor hockey association

Qualifications:

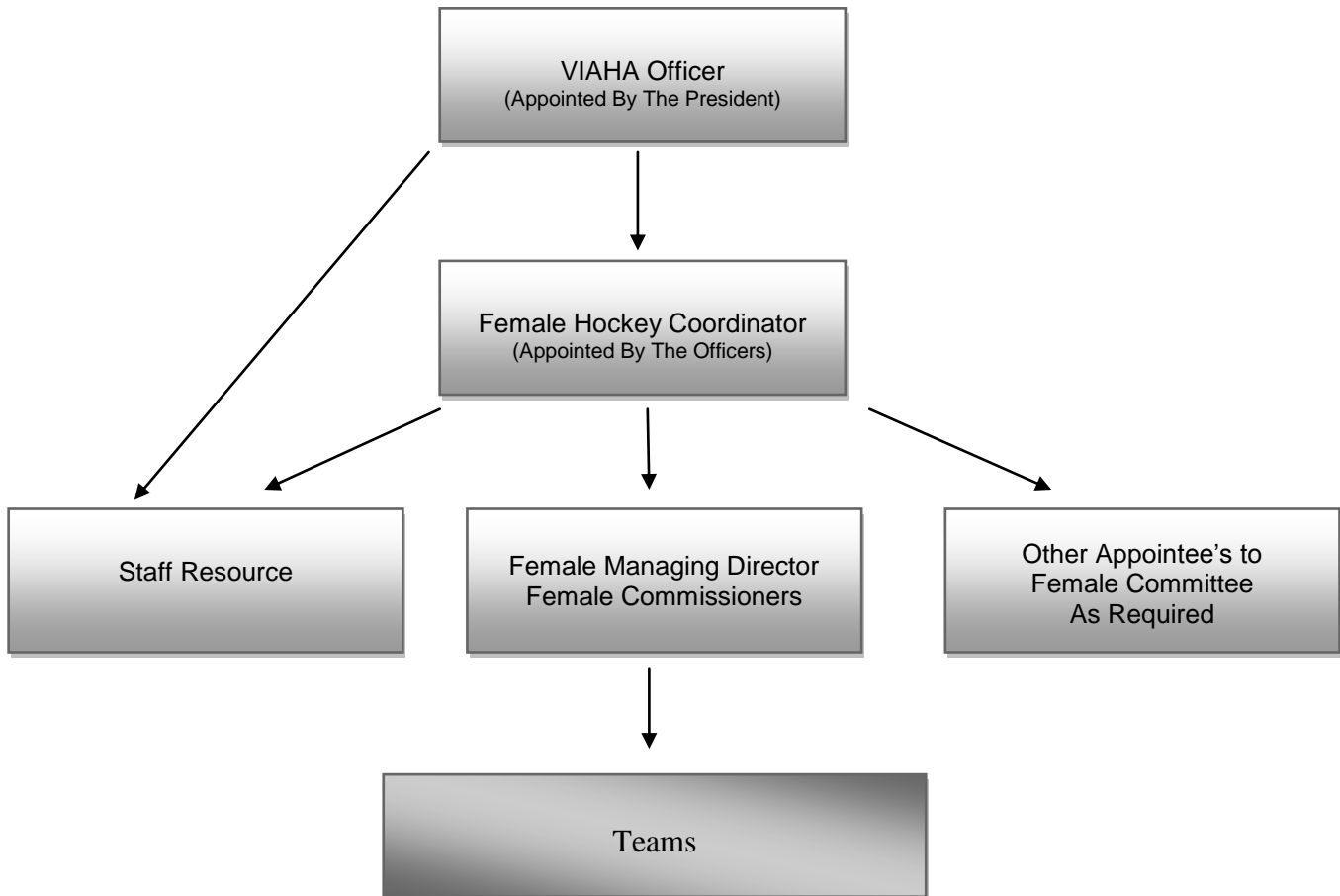
- Strong commitment to the development of female hockey
- Ability to work in conjunction with VIAHA FHDC, VIAHA Executive, and Minor Hockey Associations.



4.03 FEMALE DEVELOPMENT POLICY

FEMALE ADVISORY COMMITTEE

01.01 Organizational Chart



01.02 Female Advisory Committee:

shall consist of the Female Hockey Coordinator (FHC) who shall be Chair, VIAHA Staff Resource, Female Hockey Managing Director, Female Hockey Commissioners and others as appointed by the VIAHA President.

- a) Shall meet at the discretion of the Chair and approval of the President;
- b) Committee will oversee the day to day operations of all VIAHA Female Hockey.

This policy where it mostly deals with the Regional Team concept, the Female Advisory Committee will oversee the day to day operations of both; Competitive and Recreational leagues.

01.03 Female Hockey Coordinator

The Female Hockey Coordinator shall be appointed annually by the VIAHA Executive Committee, the Female Hockey Coordinator may be re-appointed in subsequent years. The Female Hockey Coordinator shall report to an Officer of the Society as appointed VIAHA President. The Female Hockey Coordinator shall act as Chair of the Female Advisory Committee.



Chair Responsibilities

- a) Represent the Female Leagues on the VIAHA Executive Committee.
- b) Serve as Chair of the Female Competitive Team Staff Selection Committees.
- c) Responsible for the coordination of league operations.
- d) Submits a report annually to the VIAHA Executive Committee.
- e) Investigate and issue suspension notices as required.
- f) Defer to the applicable VIAHA Officer all protests and complaints.
- g) Assist with Female Competitive budget considerations.
- h) Monitor penalty minutes, notify teams of excessive penalties and on behalf of the VIAHA President administer disciplinary action as deemed necessary.
- i) Participate in end of season Female Competitive team official interviews.
- j) Shall have the authority to address situations that are not set out in the policy manual, and shall report such situations to the President.
- k) In conjunction with the VIAHA Director of Hockey Operations coordinate the playoff schedule.
- l) Coordinate and oversee team selection / evaluation camps.
- m) Coordinate evaluators for team evaluation camps in conjunction with district high-performance coordinator/ evaluators and head coach.
- n) Monitor team operations and expenses.
- o) Provide the President through the applicable VIAHA Officer with regular reports and updates as required/ requested.
- p) Monitor and ensure all BC Hockey and Hockey Canada timelines and mandatory/important dates, rules and regulations are strictly adhered to.
- q) The Female Hockey Coordinator where possible should not have a child participating in Female Competitive Hockey.
- r) The Female Hockey Coordinator cannot be part of any member MHA Executive Committee, nor hold any other position with any member association.

01.04 Commissioner and Managing Director

The Female Hockey Coordinator shall suggest names of candidates to act as Commissioners and Managing Director to the President for appointment.

FEMALE REGIONAL TEAMS

02.01 Number of Regional Teams

The VIAHA Executive Committee shall approve the Female Regional teams Boundaries. The VIAHA Executive Committee has approved two regional draw zones with a goal of establishing two competitive teams at Pee Wee, Bantam and Midget. The regional boundaries and Minor Hockey Associations included in each of the respective zone areas established by VIAHA are:

- a) **North Region includes:** Tri Port MHA, Campbell River MHA, Gold River MHA, Comox Valley MHA, Powell River MHA, Oceanside MHA, Alberni Valley MHA and Nanaimo MHA.
- b) **South Region includes:** Cowichan Valley MHA, Lake Cowichan MA, Kerry Park MHA, Sooke MHA, Juan de Fuca MHA, Victoria MHA, Saanich MHA, Victoria Racquet Club MA an Peninsula MHA.

In the event that there are insufficient numbers of competitive caliber players at the Pee Wee level and there is only one team, the team may not follow the same structure as the other Regional teams. There will be a requirement to have the players practice during the week in their own region and coming together on weekends for team events, the Female Advisory Committee shall review this and coordinate as best they can with the goal continuing that players would have two skill development practices per week. There would be a requirement to have no fewer than four development weekends during the season, development weekends would consist of a series of on and off ice sessions in one of the 17 MHAs. Where possible the team officials would be selected from both the North and South Regions.



02.02 Carding and Hosting of Regional Teams

VIAHA shall be considered the host of the Regional teams'; the Executive Committee shall consider and approve applications from member associations to act as the carding association.

02.03 Regional Team Ice Requirements

Due to the demographics of where players on Regional Teams are drawn from it is to be recognized that practice times need to be such to allow for the players to travel and return home with little to no disruption to schooling. Therefore it is a given that there is to be no early morning practices. Each Regional team should receive a minimum of two 1 hour 15 minutes practice slots per week (Monday-Thursday). In order to meet this requirement the Female Advisory Committee shall put together a yearly practice plan and member associations will need to contribute practice ice based on the number of female registrants in their association.

Game ice will need to be supplied from those MHAs that have players on the Regional team based on the percentage of players on a team from a given member association.

02.04 Female Recreational Teams

Female Recreational teams will continue being carded by and out of member associations.

FINANCIAL

03.01 Budget

VIAHA shall be responsible for overseeing each of the Regional Team's budgets; teams must setup a separate bank account and must have at least two signing authorities one of which must be the team's manager. Each team, through VIAHA, shall be responsible for collection of fees from players and reimbursements if applicable. In accordance with the following schedule each team shall submit team financial statements to the Female Hockey Coordinator:

- a) no later than August 31st, a proposed annual budget
- b) a year to date (YTD) on October 31st
- c) a year to date (YTD) on January 31st
- d) a year-end financial statement by March 31st.

03.02 Hotels/Transportation

Transportation to all league, exhibition and play-off games shall be the responsibility of the Team. Accommodation and meals, if required, shall be the financial responsibility of the Team.

03.03 Game Finances

Each Regional Team shall be responsible for all costs associated with the games, including the officials. It will be the responsibility of the local MHA to cover the ice and game official costs and submit an invoice to VIAHA on a monthly basis for reimbursement by the District. VIAHA will setup an account for each of the Regional teams and shall be responsible to pay for; ice, game officials, jerseys etc.

03.04 Fundraising

- a) Teams may fundraise and acquire local or regional/district sponsors. Any individual team sponsorship in excess of \$2,000 must be approved by the VIAHA President.
- b) Teams must abide by fundraising / advertising policies as established by VIAHA.
- c) Teams must ensure all licenses and local by-laws are met when participating in fundraising activities.



- d) Gaming events like (50/50 and raffle tickets) are acceptable providing current licensing requirements are met.
- e) No advertising, name bars, or other patches may be applied to team jerseys without prior consent of the Female Hockey Coordinator after consultation with the VIAHA President.
- f) All fundraising activities must be approved by the Female Hockey Coordinator.

TEAM OFFICIALS

04.01 Requirements

All team officials must adhere to the philosophical values of VIAHA. The following applies to the application process:

- a) All individuals wishing to apply for a position on a Female Regional Team shall submit an application form to VIAHA by June 15th. For all new applicants their applications **MUST** be accompanied by their hockey resume to be considered.
- b) Notwithstanding the specified dates, if a qualified team official application is received after the dates, the application shall be considered.
- c) If no applicant is deemed suitable, the application process shall be extended.
- d) Where possible all Female Regional team officials shall be non-parents. The VIAHA Executive Committee may approve an exemption should no other applications be received upon the Female Hockey Coordinators recommendation.
- e) All teams shall card a Hockey Canada Safety Person or Team Trainer with HCSP certification. HCSP unless a certified Team Trainer are not permitted to participate on the bench during games or on the ice during practices.
- f) Managers will be registered as carded officials but will not be permitted to participate on the bench during games or on the ice during practices. Teams can register **ONLY ONE MANAGER**.
- g) All team officials are to complete a criminal record check and disclosure form and submit them to the host MHA prior to the evaluation camp.

04.02 Selection

Team officials shall be recommended by the applicable VIAHA Officer overseeing female hockey and ratified by the VIAHA Executive Committee as follows:

- Shall be selected by a Committee consisting of the Female Hockey Coordinator, and three others as appointed by the applicable VIAHA Officer.
- Team Official appointments shall be ratified by the VIAHA Executive Committee.

04.03 Head Coach

Qualifications:

- NCCP Development 1 Certification (formally known as Intermediate) level
- Speak Out/Respect in Sport
- Criminal Record Check
- Strong hockey background in playing, coaching and evaluating
- Strong interest and commitment to high performance athlete development
- Ability to work with fellow team officials
- Committed to the development of female hockey
- Ability to communicate on-ice and off-ice requirements to players and parents
- References upon request



Responsibilities:

- Develop seasonal plan to focus on skill development of all players and submit to the Female Hockey Coordinator by September 15 of current season.
- Communicate effectively with players, parents and league.
- Ensure all staff members have a clear understanding of their role with the team.
- Ensure all players are being played regularly unless discipline issues prevent such.
- Adhere to and abide by the rules and regulations of HC, BCH, VIAHA and Female Regional Policy.
- Communicate on-ice and off-ice requirements and expectations to players and parents.
- Responsible for conduct of players before, during and after games and practices.
- Organize parent meetings as required. (Minimum 3 annually).
- Be the leader of all the team staff and direct and supervise such members.
- Responsible to ensure that permission is obtained and game numbers assigned for all tournaments and/or exhibition games.

04.04 Assistant Coach Qualifications and Responsibilities

Qualifications: see Head Coach above

Responsibilities:

- Assist the Head Coach in carrying out the development of all players and duties/tasks on and off ice as assigned by the Head Coach.

04.05 Team Manager

Qualifications:

- Experience in Competitive team management
- Good organizational and communication skills
- Experience with and able to prepare annual team budgets
- Access to electronic messaging systems to send and receive required correspondence
- Ability to receive all League correspondence and respond appropriately
- Speak Out/ Respect in Sport certified
- Be available for team staff meetings and parent meetings.

Responsibilities:

The manager will be the first line of communication and contact for the parents. The manager may involve the coach if necessary.

- Assist the Female Hockey Coordinator with coordination of evaluation camps
- Develop annual team budget in concert with coaching staff for VIAHA approval.
- Present budget to team.
- Coordinate travel, accommodation, and meals for team as required.
- Obtain necessary equipment and supplies for team.
- Coordinate team financial matters including player fees, sponsorship, advertising, etc.
- Complete all required monthly reports and updates as requested.
- Submit team financial statements to the Female Hockey Coordinator through the Managing Director as indicated in the Budget section above.
- Ensure the team abides by all BC Hockey, Hockey Canada and VIAHA rules, regulations and policies.
- Ensure that all suspensions are served as required by BC Hockey rules and regulations.
- Assist in the control and conduct of players before, during and after the game
- Ensure Team First Contracts are signed by all carded staff, players and parents.



- Fax or email a copy of the game report to the Managing Director at the conclusion of the game and mail the original game sheets of all games played to the Managing Director within 24 hrs of completion of the game or completion of tournament.
- Request permission to enter a tournament or play exhibition game(s) from the Managing Director. Obtain game numbers from the Managing Director and tournament travel permission from the Female Hockey Coordinator before participating.
- Ensure that there is a certified HCSP person for each game.
- Ensure that affiliate player use follows VIAHA, Hockey Canada and BC Hockey Regulations and policies.
- Minimum of 72 hours' notice to request Exhibition games
- Minimum of 30 days' notice to request to attend tournaments. Teams are to copy the Managing Director with team applications to the tournaments

**Teams, may appoint a team treasurer to maintain team finances and fund organize/manage fundraising activities and fund such appointment is to be approved by the Female Hockey Coordinator.*

04.06 Release of Team Officials

Team officials are expected to provide a good example to the players in their charge. As a result, an offence committed by a team official shall be deemed to be a serious offence. Team officials may be released from a Female Regional team for the following reasons:

- Inappropriate control over conduct of players
- Disrespect for the rules, regulations and policies of Hockey Canada, BC Hockey and/or VIAHA
- Failure to follow the philosophy and/or philosophical values of VIAHA
- Excessive penalties
- Failure to uphold BC Hockey Zero tolerance policy.
- Failure to meet team obligations

If a situation is of sufficient seriousness, the matter is to be deferred to the Society's Officers who shall have the authority to suspend or release a team official from a team.

04.07 Speak Out/Respect in Sport

All Female Regional team officials must complete the Speak Out/Respect in Sport Certification Clinic by December 1st of the current season.

04.08 Team First

All team members; players, coaching staff, parents/guardians, and officials shall be required to sign Team First Contracts before playing their first League game. Failure by the parent to sign a Team First Contract will result in the player being released from the team.

04.09 Hockey Canada Safety Program (HCSP)

All Hockey Canada carded teams must have an HCSP official carded by December 1st of the current season in accordance with BC Hockey regulations. The team HCSP person shall not be permitted on the bench during games unless otherwise qualified and approved by the Female Hockey Coordinator. Note that the parent of any member of a team shall not be permitted on that team's bench during games.

TEAM REGISTRATION

05.01 Minor Associations

- a) Background - Each Female Regional team will be a carded by member minor hockey association. VIAHA will establish a player participation fee to cover team expenses.



- b) Carding Associations - Female Regional teams shall be registered with BC Hockey by way of a minor hockey association within their respective region. The VIAHA Executive Committee will approve the host associations annually.
- c) VIAHA through its member Minor Hockey Association shall provide the teams with a minimum of two 1.15 hour practices per week and coordinate, game ice.
- d) VIAHA Director of Hockey Operations will be the contact between the District and member associations. Teams shall not contact the MHAs directly, they must go through VIAHA.
- e) Players must be approved by BC Hockey Registrar prior to participating in any Female Regional team league, playoff or tournament game.

05.02 VIAHA Team Administration Fee

As determined by the VIAHA Executive Committee each Female Regional team shall be assessed a team administrative fee to cover the District administrative costs, banners, scheduling meetings, coach meetings, jerseys and other related equipment, conference calls and expenses related to the league.

Fee is the same for each team regardless of the number of players

05.02 Team Names

All team names must be approved by the VIAHA Executive Committee. A Team's approved name shall not be altered or changed in any way, including the addition of sponsor names, during the course of the season.

PLAYER REGISTRATION

06.01 Player Fees

- Each Regional team shall be responsible for their operational costs. Player fees shall include the costs for the players to play for that team within the current season
- Players shall pay to their home association registration fees normally charged to players in that Association once evaluations are completed the VIAHA Executive Director shall provide to the member associations the list of players to be carded to the Regional teams, MHAs will transfer the applicable registration fees collected to VIAHA
- Players are responsible for any expenses incurred by their Regional team during the season over and above the registration/player fee.

06.02 Refunds

VIAHA Officers where appropriate, shall establish a refund policy.

06.03 Registration/Carding Procedures

Each Pee Wee and Bantam Regional team shall receive access to a maximum of twenty (20) electronic Player Registration Certificates via the Hockey Canada Registration system (HCR); Midget Regional teams shall receive access to twenty-five (25) Player Registration Certificates. A team can only register nineteen players at any one time, two of which must be goaltenders.

- a) Prior to the first league, tournament or playoff game, each Regional team must register all players and team officials on the BC Hockey carding system
In order to be eligible for the BC Hockey Female Championships, the team shall be required to have registered nineteen (19) players on Hockey Canada Registration Certificates (at least two of whom must be goaltenders) on or before October 15th of the current season. Teams must obtain approval from the VIAHA Executive Committee through the Female Hockey Coordinator should they not be able to card nineteen (19) players.



- b) Membership for Female Regional teams shall commence upon acceptance of the team's registration by the Executive Director of BC Hockey and shall expire annually on April 30.

06.04 Affiliation

VIAHA Female Regional teams may affiliate players from within their approved draw zone.

- There shall be no “permanent affiliate” players allowed on Female Regional teams.
- Affiliate players where at all possible should be from the same age category. Where a bantam aged affiliate player is used to affiliate with a Midget Regional team and a Pee Wee aged player to a Bantam Regional team and an Atom aged player to a Pee Wee Regional team such player(s) shall be limited to a maximum of eight (8) games in the playing season.
- Registration of an affiliate player requires the written permission of the player's MHA.
- Teams may not use an affiliate player (except under emergency conditions) when the Affiliate Player's team is playing.
- Affiliate players shall only be used as replacements for the following emergency conditions:
 - Injuries
 - School Activities which supersede hockey
 - Suspensions/Disciplinary action
- Consent of an affiliate player's regular team must be obtained in writing prior to using the player in a game or practice.
- A player's team may not unreasonably deny a player the opportunity to play as an Affiliate.
- An Affiliate player who has played the maximum number of games permitted under Hockey Canada rules and/or VIAHA policy may not be used as an affiliate unless her registered team has been eliminated from playoff competition. Players qualifying under this policy may be assessed a fee as prescribed by VIAHA.

06.05 Player Releases

Players may be released for the following reasons:

- a) Disciplinary problems
- b) Use of drugs or alcohol
- c) Non-payment of player fees
- d) Player requests to play at a higher division or return to Minor Hockey Association.
- e) Safety or risk management concern to the player
- f) Deemed by the FHC to be in the best interests of the team and/or player.

An application to remove a player from a team roster must be made in writing to the Female Hockey Coordinator, setting out reasons for the removal of the player. The FDC and the applicable VIAHA Officer shall make the final decision regarding a player's removal.

If a player with disciplinary issues is being considered for removal from the team, the player and parents must be made aware of the problems and given the opportunity to correct her behaviour prior to submitting the application.

PLAYER ELIGIBILITY

07.01 Midget Aged Players

All Female Midget aged players (15, 16 or 17 years old within the calendar year) residentially eligible to register and play minor hockey within BC Hockey are eligible to register on a Female Regional team.

07.02 Bantam Aged Players

All Female Bantam aged players (14 and 15 years old within the calendar year) residentially eligible to register and play minor hockey within BC Hockey are eligible to register on a Female Regional team.



07.03 Pee Wee Aged Players

All Female Pee Wee aged players (12 and 13 years old within the calendar year) residentially eligible to register and play minor hockey within BC Hockey are eligible to register on a Female Regional team.

07.04 Under-Aged Players

No under-aged players will be permitted to be registered with a Female Regional team.

07.05 Residential Qualifications

The residential qualifications for Female Regional teams shall be those adopted by VIAHA, BC Hockey and Hockey Canada

EVALUATION CAMPS

08.01 Evaluation Camps

- Camps are to not to be held prior to August 20th and are to be scheduled over 3 weekends.
- Player registration to attend an evaluation camp will close midnight June 30.
- Evaluation registration forms will be posted on the VIAHA website NLT April 1st each year.
- All players must register with their home minor hockey association as per registration policy for residential confirmation, tracking purposes and to preserve a place to play. Proof of same must also be provided at evaluation camp registration
- Registration for each team evaluation camp will be organized through VIAHA. Camps dates and locations will be posted on the VIAHA web site
- Registration fees will cover camp expenses and shall be paid directly to VIAHA
- Players, who are unable to attend the camp for valid reasons may apply to the Female Hockey Coordinator for permission to be evaluated, post camp.

08.02 Cancellation – Refunds

Refund requests received 30 days prior of the evaluation camp will upon approval of the VIAHA Officers be entitled to receive a 50% refund. Requests within 30 days shall not be entitled to a refund.

08.03 Player Selection Process

- Teams shall consist of up to a maximum of nineteen players including two goaltenders
- Players can only attend a Female Regional camp for the team within the draw zone in which she resides.
- Players will be evaluated by independent Evaluators as arranged by the Female Advisory Committee, four evaluators preferred for each weekend with the same evaluators being used for all the ice sessions on a given weekend.
- Player selection will be by the Team Officials with input from the Evaluators and Chaired by a member appointed by the Female Hockey Advisory Committee.
- The first releases will be carried out at the end of the first evaluation weekend; all players will receive a player interview at the end of each evaluation weekend.
- Minimum of 7 players including one goalie chosen the day after the first evaluation camp weekend
- 15 players selected after the second evaluation weekend
- 19 players selected after the third evaluation weekend
- After the third evaluation weekend, if a team wishes to further evaluate a player, written permission must first be obtained from the Female Hockey Coordinator in conjunction with the player's Minor Hockey Association President.



Depending on the number of players registered each year for evaluations the following criteria will also be used in releasing players:

- After the first evaluation weekend a maximum of 32 players (28 skaters/4 goaltenders) advancing to the second evaluation weekend.
- After the second evaluation weekend a maximum of 25 players (22 skaters/3 goaltenders) advancing to the third evaluation weekend.

If a player is not selected to a Female Regional team, she must return to her minor hockey association

RULES OF PLAY

09.01 Rules of Play

VIAHA Regional teams are allowed to dress nineteen (19) players (including two goaltenders) and up to five (5) team officials, who are duly registered with BC Hockey, in accordance with the rules and regulations of BC Hockey and Hockey Canada.

09.02 Home Team Responsibilities

The home team shall be responsible for supplying:

- warm-up and game pucks
- An approved game sheet
- A timekeeper
- A scorekeeper
- Penalty box personnel

RULES AND REGULATIONS

10.01 Discipline/Suspensions

Discipline/Suspensions

- The VIAHA Officer overseeing Female Hockey shall be responsible for disciplinary action in accordance with VIAHA/BC Hockey / Hockey Canada regulations.
- Team officials shall be responsible for supervising and controlling the conduct of their players on and off ice before, during or after each event. Failure by team officials to control the conduct of their players may result in suspension and/or other disciplinary action. In addition, the cost of any damages shall be assessed against the team.
- All penalties and/or suspensions shall be in accordance with VIAHA Regulations and BC Hockey guidelines for Hockey Canada published rules. Automatic suspensions shall be applied as per BC Hockey and VIAHA Suspension Guidelines. It is the responsibility of the team's officials to ensure that players serve their total game suspensions as required by Hockey Canada, BC Hockey and VIAHA rules and regulations.
- Any team permitting a player or team official, who is ineligible by reason of suspension, or of not being properly registered with that team to play or participate in a game shall forfeit that game and will be subject to further disciplinary action in accordance with VIAHA Regulations.
- Excessive penalty minutes by individual players, including a combination of major penalties such as Gross Misconduct/Match penalties, Misconducts and Game Misconduct penalties may result in a suspension and/or disciplinary action.
- Any team official who incurs a Game Misconduct shall be suspended as per VIAHA Regulations.
- Disciplinary action shall be taken should any team not obtain game numbers prior to playing any exhibition/tournament games.



10.02 Zero Tolerance - Drugs, Alcohol and Tobacco

There is a zero tolerance for the use of alcohol, drugs and tobacco during activities within VIAHA. All incidents will be investigated and dealt with on an individual basis. The recommended minimum suspension for violation of this policy is 30 days from all participation within the league. A written report, from the Female Hockey Coordinator or Managing Director, must be forwarded to the VIAHA President outlining the circumstances within 7 days.

10.03 Hazing/Initiation

Female Regional teams shall adhere to BC Hockey / Hockey Canada rules and regulations pertaining to Hazing / Initiation.

10.04 Game Forfeit

Teams may not declare a forfeit. Failure to meet all league commitments will result in disciplinary action, which may include suspension(s). Teams failing to meet league commitments for games may result in a fine as per VIAHA Regulations.

10.05 League Play

The number of scheduled games shall be determined annually by the Female Committee. A balanced schedule, where possible, will commence approximately November 1 and be completed prior to the start of playoffs/championships.

Each league game will consist of a minimum of 1 hour 50 minutes of playing time:

- 5 minute warm up;
- Periods 15-20-20 stop time with an ice clean after the first whistle of the 10 minute mark of the second period.
- No overtime during league play.

The Play-off format shall be determined by the VIAHA Executive Committee culminating in the champion representing VIAHA at the respective BC Hockey Championship. Home ice advantage will be awarded to the team with the best head to head record, in event of a tie, the tie breaking formula as per VIAHA Regulation for league play will be used.

10.06 Exhibition Games and Tournaments

- Any team wishing to play an exhibition shall first obtain an Exhibition Game number from the Female Managing Director.
- Any team wishing to enter a tournament must make application to the Female Hockey Coordinator who will make application to BC Hockey for out of District travel as applicable. Once approved the Managing Director will assign game numbers and the Female Hockey Coordinator will provide permission to travel letter to the team.
- All league commitments must be met prior to permission being granted.
- All exhibition games and tournament costs will be paid by the team.
- Any team wishing to host a tournament shall first obtain written permission from the Female Hockey Coordinator.
- Where possible the Female Advisory Committee will with the assistance from the teams organize one tournament each season within the District for each Division. Proceeds to be shared amongst the teams and VIAHA.

10.07 Rescheduling of League Games



No league or playoff game will be altered or rescheduled to accommodate a tournament or exhibition game unless special permission is granted in writing by the Female Hockey Coordinator and approved by the applicable VIAHA

Officer. Permission will not be considered unless the date(s) and time(s) of the rescheduled game(s), mutually agreed on by both teams in writing, have first been obtained.

10.08 Game Sheets

The following is required for all league, exhibition and tournament games:

- The home team is responsible for supplying the game sheet and ensuring that it is properly completed.
- The home team is responsible for mailing the first copy of the game sheet to the Female Managing Director within 72 hours of completing the game. If the first copy is taken by the referee, the home team shall transmit the second copy in its place.
- Teams that do not adhere to this policy will be assessed a fine as per VIAHA Regulations.

Clear copies of all exhibition and tournament games must be mailed to the Female Managing Director within 72 hours of the team returning home.

10.09 Game Reports

Teams are responsible to email a copy of the game report within 24 hours of the completion of any game. Failure will result in fines being assessed to the team as per VIAHA Regulations.

10.10 Tie Breaking Procedure – League Standings

In the event of any ties in final league standings after the round robin series is completed the VIAHA tie breaker format as per league play will be used to determine which team will receive home ice advantage in the best 2 of 3 playoff series.

OFFICIATING

11.01 Officiating

The officials will be assigned by the association to where the game is being played. It is up to the home team manager to confirm assignments with the local RIC a minimum of one week prior to the scheduled game.

TEAM UNIFORMS / DRESS CODE

12.01 Uniforms

- Team colors will be approved by the VIAHA Officers.
- Where uniforms of both teams are so similar that in the opinion of the referee there will be confusion, it shall be the responsibility of the home team to change its uniforms to a contrasting color.

12.02 Dress Code

All players shall wear appropriate attire keeping in mind they are on a Regional Team. Team Officials shall wear shirts and ties or equivalent for female team officials. Team Officials cannot wear tracksuits on game days or when in public during league functions. Baseball caps are not to be worn.



LEAGUE ALL-STAR SELECTIONS

13.01 End of Season League All Star Team

Each team shall nominate the top 5 forwards, 3 defensemen and 1 goaltender from an opposing team. Each team shall submit their completed All Star Player Ranking form to VIAHA by March 30th. The Female Advisory

Committee will select from these nominations 3 forwards, 2 defensemen and 1 goaltender and these players will be recognized on the VIAHA website as well as any other means as determined by the Female Advisory Committee and approved by the VIAHA Officers.

VIAHA FEMALE “A” CHAMPIONSHIPS

14.01 Female “A” Championships

The Female A Championship format shall be determined by the VIAHA Officers upon recommendation by the Female Advisory Committee.

14.02 Travel

The winner of the Female A Championship will represent VIAHA at the BC Hockey championships. The team will be responsible for all travel, hotel and meal expenses incurred while attending those events.

IMPORTANT DATES

15.01 Important Dates

April 1 Player applications – posted
June 15 Application for team staff positions
June 30 Team staff selection
June 30 Player applications - deadline
July/August Female Advisory Committee Meeting/Conference Call
August Player selection camps
Aug/Sept Orientation meeting Coaching staff
September 15 Year Plan due to Female Hockey Coordinator
Sept 30 to Nov 1 Team pre-season preparation
October 31 League Schedule Completed
December 1 Final Date for team officials be certified Development 1 and have Speakout/Respect in Sport
January 15 Final Date to add specialty affiliate players



SECTION 5: GAME OFFICIALS

5.01 GENERAL

Each year VIAHA will advise the BC Hockey District Director of the candidates it supports for the positions of North Island and South Island Referee Committee Member.

Every member MHA will select an Association Referee-in-Chief, and, where possible, an alternate to assume the responsibilities for Minor Hockey Referees within their Association. The process of selection will be in accordance with the MHA's By-Laws.

5.02 JOB DESCRIPTIONS

1) REFEREE COMMITTEE MEMBERS

Assignments:

- Responsible for the operation of the HCOP Program within the District
- Provide the District Director with a list of approved officials for the Provincial Playoffs and Championships and assign BC Hockey Championship games
- Recommend a list of capable and available officials for HC inter-VIAHA playoffs for minor hockey to the Branch Referee-in-Chief for recommendation to Referee Committee Chairperson
- Recommend officials to Above Minor Officiating Coach for Major Midget League and above minor hockey
- Approves list of officials for District tournaments
- Recommend Level 3 upgrades
- Nominate recipients for the HC Officiating Awards and a District official for BC Hockey "Official of the Year" and "Official of the Year - Development"

Development:

- Develop, assist and support minor hockey Referees-in-Chief
- Develop programs to assist in the development of minor hockey officials
- Recommend minor hockey officials for the Above Minor programs

High Performance:

- Identify and develop pool of minor hockey officials for High Performance program
- Recommend officials for the BC Hockey High Performance Program, camps, competitions, and schools to the Branch Referee in Chief.
- Assign officials to High Performance Program District Camps
- Attend to Evaluate / Supervise Officials with the intent of moving them to the next level.
- Recommend list of officials to Branch RIC for the BC Winter Games

Communication:

- Maintain regular communication with the Branch Referee-in-Chief and the Referee Committee Chairperson. Submit a Monthly report if requested.
- Provide Minor Hockey Associations with a list of the registered officials in their Association/District within two weeks of completion of clinic.
- Attend District and MHA RIC meetings
- Act as a liaison between District referees, VIAHA and BC Hockey
- Maintain communication with the District Director(s) and the District President
- Prepare a District Officiating Seasonal Plan
- Communicate with Above Minor Officiating Coordinator



Discipline:

- Investigate officiating and/or minor hockey game concerns as requested by the BC Hockey Officers, District Director(s) or Branch Referee-In-Chief
- Provide a written report when requested
- Authority to suspend minor hockey officials as per BC Hockey Policy or as requested by District Director(s) up to a maximum thirty (30) days

Hockey Canada Officiating Program:

- Conduct clinics under the Master Course Conductor and BC Hockey officiating guidelines
- Assist with and recommend list of Head and Assistant Instructors for HCOP clinics.
- Clinics to be entered on the BC Hockey online registration console.

Recruitment:

- Actively assist Minor Association RICs in recruitment of prospective officials in their district

Risk Management:

- Adhere to the Officials/Supervisors/Instructors Code of Ethics
- Raise risk management awareness with officials

Rule Application/Interpretations:

- Circulate rule interpretations to officials within their District
- Propose revisions of and amendments to BC Hockey and Hockey Canada playing rules
- Ensure BC Hockey policies and directives are consistently applied in Minor Hockey.

Supervision - Coaching – Evaluation:

- Supervise and coach minor hockey officials in District to ensure the maintenance of acceptable officiating standards
- Establish a District Evaluation & Supervision program for minor hockey officials
- Supervise and coach all minor hockey officials in District assigned to BC Hockey sanctioned hockey
- Administer evaluations on officials in District for the purpose of up-grading to Level 3
- Compile all evaluation forms in their District
- Attend, evaluate and supervise respective BC Hockey Championships for all officials. If unable to attend an experienced designate approved by the Chair must be in place

Reporting:

- Report to the Referee Committee Chairperson through the Branch Referee-In-Chief.
- Report to Referee Committee Chairperson on financial matters.

Qualifications:

- Experienced official who is certified minimum Level 2
- Be knowledgeable about the rules and their application
- Possess the respect of officials in their district
- Possesses good administrative, communication, and instructional

2) ASSOCIATION REFEREE-IN-CHIEF

Assignments:

- Arranges assignment and payment of all referees in the Association
- Submit list of recommended tournament officials for approval to District Referee Committee Member within 30 days of tournament
- Assign RCM approved officials to all BC Hockey sanctioned tournaments within Minor Hockey Association
- Serve as Referee in Chief for any tournaments hosted by Minor Hockey Association



High Performance Officials:

- Encourage top officials to become involved in the High Performance Program
- Recommend officials for consideration in the High Performance Program to Referee Committee Member

Communication:

- Attend all Association meetings and report to the Executive on the administration of all Minor Hockey Referees within his / her jurisdiction
- Communicate regularly with the Referee Committee Member
- Provide Minor Hockey Association Executive with information related to BC Hockey rules and directives
- Contact the Referee Committee Member when discipline or assignment problems arise

Discipline:

- Refer all disciplinary matters pertaining to officials to the Referee Committee Member for the District
- Know the Match Penalty, Gross Misconduct and Game Misconduct procedures

Evaluation:

- Evaluate ALL Level 1 and 2 HCOP carded referees
- Request evaluations by a BC Hockey Instructor or Referee Committee Member for officials being recommended for Level 3 and above.

Hockey Canada Officiating Program:

- To recommend official for upgrade, submit completed evaluation form together with official's card (duly signed on back by MHA RIC) to RCM.
- Officials being considered for upgrade from Level 2 to 3 must be evaluated at HC carded Bantam or above game by MHA RIC, RCM or HCOP Instructor will provide follow-up evaluations and decision on upgrade request.
- RCM shall make recommendations for Level 3 upgrades to BC Hockey Referee In Chief
- ONLY A RCM or Above Minor Officiating Coach shall recommend Level 3 upgrades

Recruitment:

- Actively recruit prospective officials

Risk Management:

- Raise risk management awareness with officials and executive members within Minor Hockey Association

Rule Application / Interpretation:

- Provide rule interpretation for all executive and supervisory staffs within Minor Hockey Association
- Contact the Referee Committee Member for any rule interpretation or clarification

Supervision:

- Supervise ALL referees within your Minor Hockey Association
- Conduct on-ice instruction and supervision for upgrading of minor hockey officials. A one day HCOP clinic is not sufficient to maintain adequate officiating standards

Reporting:

- Reports to the Association Executive
- Reports to the Referee Committee Member any disciplinary matters

Qualifications:

- Knowledge of the rules



- Good communication and organizational skills
- Recommended that certification in the HCOP be achieved

5.03 HCOP AND CRC

Prior to assigning an Official to any exhibition, tournament, league or playoff game the RIC will ensure that the Official has a valid Hockey Canada Officiating Program card.

Officials who are 18 years or older must submit an application for a Criminal Records Check (CRC) and Vulnerable Person Check (VPC) to BC Hockey every three years. It is recommended that the application be made in March of the year in which the CRC or VPC is scheduled to expire to ensure this document is available for the start of the hockey season.

5.04 DRESS AND EQUIPMENT

- A member of the Officiating Program, in the course of duty as an Official, shall be neat and clean in appearance and is to be properly dressed at all times. The District RCMs and local RICs have the authority to establish official's dress codes on the way to and from games.
- On the ice official dress shall include the official referee sweater with Branch crest(s), black trousers, polished skates and clean white laces, whistle(s), necessary protectors including CSA approved helmets (preferably black in colour), to which a CSA approved visor must be securely attached and not altered in any way, and a measuring device.
The Official Referee and Linesman Sweater are to be Black and White. Referees shall wear red armbands.

5.05 ASSIGNMENTS AND FEES

The hosting MHA will be responsible for assigning referees and linesmen for all league and playoff games except for referee assignments for semi-final and final playoff games in the Island League. The hosting MHA will also be responsible for paying the Officials' fees. These may be paid bi-weekly or monthly, at the discretion of the MHA, and should always be paid by cheque.

The fee structure for Island League games will be reviewed annually and approved by the VIAHA Executive Committee. The fee structure for recreational games will be set by the MHAs.

For Island League playoff semi-final and final games only the RCM's will assign all referees and the host MHA will assign the linesmen. The local RICs will supply the RCMs with the names of Officials they recommend for these games. Where practicable the RCM will assign neutral Officials.

Fees for referees and linesmen, as well as travelling and meal costs (where applicable) for out of town Officials for semi-final and final Island League games will be paid by VIAHA. Carpooling for out of town Officials is mandated and RCM's will assign referees accordingly. All Officials for these games must submit a Game Official Travel Claim form to the Director of Hockey Operations prior to March 15 of the current season. This form and a mileage chart can be located on the VIAHA website under Resources → Officiating → Forms.

MHAs will set the protocols for assigning and paying Officials for tournament and exhibition games.

5.06 2 – 3 – 4 OFFICIAL SYSTEMS

VIAHA discourages the use of 2 official systems.

All Island League games and Recreational playoff games shall use 4 official systems. The appropriate Vice President may waive this requirement.

For Recreational league games VIAHA recommends the use of 4 official systems for Bantam, Midget and Juvenile games with Atom and Pee wee games being at the discretion of the MHA.



5.07 PRE AND POST GAME PROTOCOLS

1) Pre-Game.

Officials should arrive at the arena a minimum of 45 minutes before the scheduled game time. In addition to dressing for the game, the time can be used for pre-game stretching and discussing the game with the other officials working the game.

In most arenas players are not permitted on the ice before the game officials. They should be ready to step on the ice at the very beginning of the time slot. If necessary, nets should be put in place by the linesmen as soon as they have completed their laps to allow the teams to commence warm-ups.

The Officiating crew should go to both benches to introduce themselves to the bench personnel, and then proceed to the timekeeper/penalty benches to introduce themselves to the off-ice officials. They should check the game sheet; confirm the timing of the game and which clock will be used to designate the end of the game, if applicable. They should ensure the game number is printed in the top right hand side of the game sheet.

2) Post-Game

The Officiating crew should oversee the handshake and shake hands with those players and coaches that approach them. Teams should leave the ice by separate gates, if possible. If they have to use a common area to get to their dressing rooms it may be necessary to have the home team remain on the ice until the visiting team is in their dressing room.

All officials should PRINT and sign their names on the game sheet with the referee retaining the original (white) copy if necessary. The amount of time, if any, remaining on the game clock should be printed in a prominent location on the game sheet. The off-ice officials should be thanked for their time and effort.

5.08 REFEREE WRITE-UP PROCEDURE

Referees are required to report all violations of the rules, other than minor penalties, to VIAHA and/or to a BC Hockey representative. This includes all Major, Misconducts, Game Misconducts, Game Ejections, Gross Misconducts and Match Penalties.

Violations for Physical Harassment of Officials [Rules 1.13(c), 9.6(a) (b) (c) and 9.7] or Refusing to Start Play [Rule 10.149a) (c) (e)] shall be reported to a BC Hockey Officer.

Match Penalties and Gross Misconducts will be reported to the BC Hockey District Director.

All other reports will be forwarded to the VIAHA President or his designate. The VIAHA President's designate for recreational integrated hockey will be the Vice-President for that area of the District in which the game was played. The designate for all levels of Female Hockey will be the Vice-President responsible for Female Hockey. The designate for Atom Development will be the Atom Development Commissioner. The designates for Island League will be the managing director of that Division.

At the conclusion of the game the Official will take the original (white) copy of the game sheet from the official scorer and will ensure that the penalty notations are correct. If not they will write the correct penalty notation on the game sheet.

Game Reports and game sheets to the BC Hockey Officer or the BC Hockey District Director should be scanned and/or e-mailed if possible and, in any event, the originals shall be mailed within 24 hours.

The VIAHA Director of Hockey Operations will be responsible for preparing or revising the Referee Game Report Distribution form and ensure that up to date copies are uploaded to the website and sent to all MHA Presidents and RICs for posting and distribution as necessary.

Copies of the BC Hockey Game Reports and the Referee Game Report Distribution form will be available on the VIAHA website, www.viaha.org → Resources → Officiating → Forms



5.09 DISCIPLINE

RCMs will be responsible for the discipline of Officials after consultation with the RIC for the home association of the Official. RCM's will follow BC Hockey protocols in the discipline of Officials and will be responsible for notifying the Branch Referee-In-Chief of all warnings and suspensions. All indefinite suspensions will be reported to the B C Hockey President.

Minimum HCOP Suspension Guidelines are as follows:

- | | |
|---------------------------------------------------------|---------|
| 1) Failure to report for an assignment | 14 days |
| 2) Tardiness | 7 days |
| 3) Cleanliness/Dress code | 7 days |
| 4) Conduct unbecoming an Official including, inter alia | 14 days |
| i) detrimental comments to a Official | |
| ii) extensive use of profanity on ice | |
| iii) not officiating to standard | |
| iv) berating fellow officials | |
| v) showing disrespect to players/coaches/administrators | |
| 5) Late or lack of submission of game sheet | 7 days |

5.10 BC HOCKEY SUSPENSIONS

An official who is suspended under application of the BC suspension guidelines may, under certain circumstances, be prohibited from acting as an official. The guidelines applicable to officials are as follows:

- **Player/Team Official Suspensions:** A player or team official who receives a suspension as a result of a **Match penalty, Gross Misconduct**, or other penalties outlined in the BC Hockey Suspension Guidelines bulletin shall be prohibited from playing or participating in games as well as from acting as an Official or in any other official capacity with a Team, League, or Association within BC Hockey during the term of the suspension.
- **BC Hockey Regulation 7.18, 7.19, and 7.20:** An Official [referee] receiving a suspension under BC Hockey Regulation 7 shall be prohibited from officiating until the expiration of the suspension, plus playing in any games and acting in any other official capacity with a Team, League, or Association within BC Hockey.
- **HC Rule 4.6 (Game Misconducts):** A person receiving a suspension as a result of HC Rule 4.6(c) or a Local/District Association suspension for accumulated penalties, shall be prohibited from playing in game situations until the expiration of the suspension. *[The person is not prohibited from acting as an Official (referee)].*
- **Other Suspensions:** A player or team official suspended by BC Hockey or under a suspension imposed by a Team, League, or Association that has been honoured by BC Hockey shall be prohibited from playing in any games, acting as an Official [referee], and acting in any other official capacity with a team, league, or association within BC Hockey.

For further details please refer to the annual *BC Hockey Suspension Guidelines* bulletin

5.11 RECOGNITION

The VIAHA Officers will present an "Official of The Year Award" to an official who exemplifies dedication and support for the VIAHA Officiating Program, VIAHA and Hockey Canada Rules and Regulations, who contributes to hockey in ways other than the on-ice requirements and combines leadership and ability



both on and off the ice. Nominations for Official of The Year will be forwarded by the RICs though the RCMs to the Officers.

VIAHA supports the development of up and coming young officials by presenting scholarships to the Summer Officiating School. Up to three scholarships will be presented, one each for officials from the North, Mid and South regions of VIAHA. Recommendations for the scholarships will be forwarded from the RICs to the RCMs and then to the Officers.



BC HOCKEY EXPECTATIONS OF REFEREES

Referees and Linemen have a very important role to play in the game of ice hockey. They must apply the rules in a knowledgeable and consistent manner, from the opening face-off to the final buzzer. Only when officials have been able to influence the players to avoid violations will the final outcome be decided by skill and team effort.

Respect for an official is earned by officiating hockey games. It matters not what your HCOP level may be, BUT how you handle the game on the ice.

Points to consider:

1. Do you have pride in your appearance?
2. Do you have a positive attitude about your role as an official?
3. Do you strive to improve your skating and positional skills?
4. Can you communicate with players in stressful circumstances?
5. Do you apply the rules and guidelines consistently?
6. Do you command respect or do you impose control?
7. Do you exercise firm, but friendly, control in altercation situations?
8. Do you show interest and support for your fellow officials, as well as the minor officials?
9. Can you always say, "I did my best"?

The game of ice hockey is highly competitive and can be stressful, but a competent official should never tolerate abusive language or actions to mar an otherwise enjoyable hockey game. BC Hockey expects a high standard of deportment and conduct by our officials, and only by fine example can they realistically expect others to follow.

As a final reminder, we would like to have all officials frequently review their Game Report and Match Penalty procedures. Only when the officials have adequately reported the circumstances of a penalty situation to the proper BC Hockey executive member for action, in a clear, concise manner, will they, your executive, be able to support you in applying the rules.



H.C.O.P. OFFICIAL'S CODE OF ETHICS

The Hockey Canada Officiating Program - Official's Code of Ethics provides guidance to registered officials across Canada. Hockey Canada's Branches and their members should expect from HCOP officials the highest possible standards of personal integrity, competence, sound judgement, and discretion. Developed by the former Hockey Canada Referees Committee, the Official's Code of Ethics is its public declaration of an official's obligation to himself/herself, his/her peers, and the game.



I will:

- Do the best job I can in each game, no matter what the category of hockey.
- Always show respect for my fellow officials, the players, coaches, and fans.
- Study and continue to improve my knowledge of the Hockey Canada playing rules and the Hockey Canada Officiating Program policies and procedures.
- Represent myself and the rules of the game as fairly and accurately as possible at all times.
- Always be unquestionably impartial, keeping a professional and appropriate distance from teams.
- Understand that the use of alcohol is not encouraged and is totally unacceptable on game days. The use of illicit drugs is against the law.
- Uphold the philosophy and right of all hockey participants to “Fair Play”, and penalize accordingly all violent acts.
- Raise the standard of play in each game that I officiate.
- Be supportive of my fellow on-ice and off-ice officials at all times, even when I am a spectator.
- Accept the fact that I will make mistakes, but I will not get frustrated or let this learning process affect my performance or professionalism.
- Contribute to the continuing growth of the Hockey Canada Officiating Program and its officials within my Branch through support, encouragement, and positive attitude.
- Respect and accept constructive feedback from supervisors and the assignments I receive from my administrators.

Registering with your Branch in the Hockey Canada Officiating Program implies that you understand and will comply with the Official's Code of Ethics. Officials not complying will be subject to disciplinary action.



BC HOCKEY OFFICIATING CODE OF CONDUCT

The officiating program plays an integral role in the sport of hockey. Officials must recognize their impact on the game and their fellow officials. Program leaders must recognize the need for instilling the highest values and the impact they have on aspiring officials. The following officiating code of conduct has been developed to aid the officiating program in achieving a level of behaviour which will allow officials to become self-confident and productive human beings

Officials have a responsibility to:

- 1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political beliefs, or economic status.
- 2. Direct comments or criticism at the performance rather than the individual if this is part of your role.
- 3. Consistently display high personal standards and project a favourable image of the sport and officiating.
 - a. Refrain from public criticism of fellow officials.
 - b. Abstain from the use of tobacco products while in the presence of his/her officials and discourage their use by officials.
 - c. Abstain from drinking alcoholic beverages when working with officials.



- d. Refrain from the use of profane, insulting, harassing, or otherwise offensive language in the conduct of his/her duties.
- 4. Educate and ensure high standards of risk management are maintained.
- 5. Treat all other hockey participants with due respect and encourage all officials to maintain a high standard of tact.

Officials Must:

- 1. When in a leadership role ensure the safety of the officials with whom they work.
- 2. At no time become intimately and/or sexually involved with other officials. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
- 3. Respect officials' dignity: verbal or physical behaviours that constitute harassment or abuse are unacceptable.
- 4. Never advocate or condone the use of drugs or other banned substances.
- 5. Never provide under age officials with alcohol.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the officiating code and officiating code of ethics.

Official

Witness (District Representative)

Date

Date



SECTION 6: SAFETY AND RISK MANAGEMENT

6.01 GENERAL

Each year the BC Hockey District Director seeks out District confirmation of support for a candidate to fulfill the role as the District Safety and Risk Management Coordinator. Candidates are sought through an application process through BC Hockey.

6.02 JOB DESCRIPTION

- Serve on the BC Hockey Safety and Risk Management Committee
- Assist District with Safety and Risk Management issues
- Assist / Support District HCSP Coordinators, in the delivery of BC Hockey and Hockey Canada SRM Programming and Clinics
- *Administration of Hockey Canada Safety Program in the district.*
- Develop district HCSP clinic delivery schedule/plans with the associations.
- Approve all HCSP within the district.
- Schedule instructors for all district HCSP and Speak Out clinics.
- Assist in the promotion and delivery of BC Hockey Game Management Program Team First
- Conduct seminars/workshops on safety and risk management
- Act as the district advisor for the BC Hockey Harassment and Abuse Policy and Procedures Qualifications
- Strong commitment to the BC Hockey Team First, Hockey Canada Safety Program and Respect in Sport Program
- Must have strong administrative and communication skills and be computer literate
- Strong hockey training background is desirable



SECTION 7: HARASSMENT AND ABUSE

7.01 HARASSMENT AND ABUSE POLICY

Policy Statement

VIAHA is committed to providing a sport and work environment that is both safe and respectful. VIAHA supports the rights of all its members to participate and work in an environment that prohibits discriminatory practices and promotes equal opportunities.

In order to further these aims, VIAHA will make every reasonable effort to promote awareness of the problem of harassment among all its members and respond efficiently to complaints or disclosures of harassment.

This policy sets out the principles and practices of VIAHA regarding harassment and abuse. This policy applies to all employees, directors, volunteers, coaches, athletes, officials and members of VIAHA.

Definition of Harassment

Harassment is offensive behavior – emotional, physical, and or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment occurs when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination.

Examples of Harassment

Harassment can take many forms. Some examples of harassment include:

- unwelcome remarks, slurs, jokes, taunts, or suggestions about a person's body, clothing, race, national or ethnic origin, colour, religion, age, sex, marital status, family status, physical or mental disability, sexual orientation, pardoned conviction, or other personal characteristics;
- unwelcome sexual remarks, invitations, or requests;
- displays of sexually explicit, sexist, racist, or other offensive or derogatory material; or written or verbal abuse or threats;
- practical jokes that embarrass or insult someone;
- any form of hazing;
- leering (suggestive staring) or other offensive gestures;
- unwelcome physical contact, such as patting, touching, pinching, or hitting; or patronizing or condescending behaviour;
- humiliating someone in front of their peers;
- abuse of authority that undermines someone's performance or threatens his or her position;
- physical or sexual assault.

Definition of 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.

Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band-appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at www.hockeycanada.ca. Some examples include:

- physical abuse;
- emotional abuse;
- sexual abuse; and
- neglect.

Role of VIAHA



VIAHA is committed to creating and maintaining a sport environment that is free from all forms of harassment and abuse. VIAHA will:

- discourage and prevent harassment within VIAHA;
- provide assistance and guidance to individuals who experience harassment;
- ensure all members or employees of VIAHA are aware of the problems of harassment and abuse and advise them of the procedures contained in this policy;
- inform both the complainants and respondents of the procedures contained in this policy;
- regularly review the terms of this policy to ensure that it meets VIAHA's objectives and legal obligations.

Harassment Advisors

VIAHA will appoint a Harassment Advisor to serve as initial contact for all formal and informal complaints of harassment and abuse. In carrying out his or her duties, the Harassment Advisor shall be directly responsible to VIAHA. The Harassment Advisor may work collaboratively with other resource people when required.

Investigative Officers

VIAHA will appoint Investigative Officer(s) to receive harassment complaints from the Harassment Advisor and complete a full investigation. In conducting the investigation, the Investigative Officer may, at his or her discretion, delegate duties.

Complaint Procedure

- a) A VIAHA member, volunteer or employee (hereinafter referred to as the "Concerned Person") who experiences harassment by another VIAHA member, volunteer or employee (hereinafter referred to as the "Respondent") should make it known to the Respondent that the behaviour is not welcome.
- b) If informing the Respondent is not possible, or if after informing the Respondent the behaviour continues, the Concerned Person should seek the assistance of the Harassment Advisor.
- c) The role of the Harassment Advisor is to:
 - receive complaints;
 - provide information VIAHA's harassment and abuse policy;
 - provide information on the complaint procedure;
 - inform the complainant of his or her options, including seeking legal advice;
 - advise the Concerned Person that he or she has the right to be represented by a person of choice at any stage of the complaint procedure;
 - conduct the initial interview with the Concerned Person in order to determine next steps; to conduct the initial interview with the Respondent, if required;
 - suggest and undertake informal resolution to a complaint, if applicable;
 - determine if a formal complaint should be referred to an investigative officer, or to the RCMP/local police detachment in the case of abuse or assault
 - follow up on all complaints;
 - file a written report to VIAHA.
- d) If the Concerned Person and the Harassment Advisor agree that the conduct does not constitute harassment, the Harassment Advisor will take no further action.
- e) If the Concerned Person wishes to pursue an informal resolution to the complaint, the Harassment Advisor will assist the Concerned Person and Respondent to negotiate a solution. If appropriate, the Harassment Advisor may seek the assistance of a professional mediator or the respondent's hockey association.
- f) If the informal resolution is successful, the Harassment Advisor shall make a written record that the complaint was made and was resolved informally, and will take no further action.



- g) If at any time during the informal resolution, the Concerned Person is not satisfied with the process, he or she may file a formal complaint.
- h) If the Concerned Person wishes to file a formal complaint, the Concerned Person shall forward a written complaint to the Harassment Advisor.
- i) The Harassment Advisor will forward a copy of the complaint to an Investigative Officer.
- j) The role of the Investigative Officer is to investigate complaints by conducting detailed interviews with the Complainant, Respondent, witnesses and any other individuals who may be involved.
- k) The Investigative Officer shall submit a written report of the investigation results to the Discipline Committee of VIAHA within 21 days. A copy of the report must also be provided to both the Concerned Person and the Respondent. The report shall contain all documentation filed by both parties along with the Investigative Officer's recommendations. Examples of recommendations include:
 - verbal apology;
 - written apology;
 - letter of reprimand from VIAHA;
 - removal of certain privileges of membership or employment;
 - temporary suspension;
 - termination or expulsion from membership.
- l) The Discipline Committee (members of the committee need to be unbiased, without personal or professional involvement with either the Concerned Person or Respondent, and without prior involvement with the complaint being resolved) shall be appointed annually by the president.
- m) The Discipline Committee shall determine the action to be taken in the harassment complaint. The Discipline Committee may accept or reject some or all of the recommendations of the Investigative Officer.
- n) In making its decision, the Discipline Committee may refer to the Codes of Conduct referred to Appendix B.
- o) The Discipline Committee shall impose disciplinary or corrective measures in a fair and timely manner.
- p) There shall be no tolerance of reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint shall be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.
- q) Finding of harassment
 - If a member is required to pay fees for participating and, because of harassing behaviour, drops out of a program, the participant may be entitled to a refund of such fees.

Appeals

- a) Both the Concerned Person and the Respondent may appeal the Discipline Committee's decision. The notice of appeal must be filed within 14 days after receiving the Discipline Committee's decision. The grounds for appeal include:
 - did not follow policy;
 - bias; and
 - decision was unfair or unreasonable.
- b) The appeal procedure shall be governed by By-Law 12.



Confidentiality

After the process for a complaint is completed, the Harassment Advisor will provide a written report to VIAHA's Executive Director. If investigation does not result in finding of harassment, the written report will be kept in a secure location and access will be restricted to the Harassment Advisor and the Executive Director. If the investigation results in a finding of harassment, the report will be placed in the personnel or membership file of the Respondent.

APPENDIX A: RECOGNITION AND PREVENTION OF ABUSE POLICY

This Policy sets out the principles and practices of Hockey Canada and VIAHA with regard to abusive behavior towards participants. Each Member Association, League or Team is responsible for adopting a similar policy and adapting it to their requirements as appropriate.

Misconduct

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (i.e., an independent investigation) or informal process (i.e., an internal fact finding)

Bullying

Bullying describes behaviors that are similar to harassment, but occur between children under the age of twelve or behaviors between youth or between adults that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Bullying can be broken down into four categories: physical, verbal, relational (i.e., trying to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (i.e., engaging in bullying as well as provoking bullies to attack by taunting them).

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.

Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band- appointed child protective services. A child may be need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at www.hockeycanada.ca.

Emotional Abuse

Emotional abuse is a chronic attack on a child or youth's self-esteem; it is psychologically destructive behavior by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child or youth's needs.

Physical Abuse

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

Neglect

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. Neglect may apply in a hockey setting where there is a chronic inattention in the hockey context (i.e., when a player is made to play with injuries).



Sexual Abuse

Sexual abuse is when a child or youth is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

Contact

- Touched or fondled in sexual areas
- Forced to touch another person's sexual areas
- Kissed or held in a sexual manner
- Forced to perform oral sex
- Vaginal or anal intercourse
- Vaginal or anal penetration with an object or finger
- Sexually oriented hazing

Non-Contact

- Obscene remarks on phone, computer or in notes
- Voyeurism
- Shown pornography
- Forced to watch sexual acts
- Sexually intrusive questions and comments
- Forced to pose for sexual photographs or videos
- Forced to self-masturbate or forced to watch others masturbate

Duty to Report

Abuse and neglect are community problems requiring urgent attention. VIAHA is committed to help reduce and prevent the abuse and neglect of participants. VIAHA realizes that persons working closely with children and youths have a special awareness of abusive situations. Therefore, these people have a particular reporting responsibility to ensure the safety of Canada's young, by knowing their provincial protection acts and following through as required.

The Province of BC has mandatory reporting laws regarding the abuse and neglect of children and youth. Consequently it is the policy of VIAHA that any VIAHA personnel (part-time and full time staff, volunteer, participant, team official, on-ice official) or VIAHA partner (parent, guardian) who has reasonable grounds to suspect that a participant is or may be or may have suffered from emotional, physical abuse and neglect and / or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. In BC a person is concerned to be a child until s/he has reached the age of nineteen. The local child protection agency and / or the local police detachment may request the local Association to deal with the matter reported.

Those involved with VIAHA in providing hockey opportunities for participants understand and agree that abuse or neglect, as defined above, may be the subject of a criminal investigation and / or disciplinary procedures. Failure to report an offence and thereby failure to provide safety for participants may render the adult who keeps silent legally liable for conviction under the provincial child protection acts.

By educating all personnel, VIAHA is weaving a tighter safety web around our most precious resources our players.

a) RELATIONSHIP TO HARASSMENT POLICY

Some behavior, which is defined as abuse when directed towards a child or youth, may constitute harassment when directed towards a peer or when perpetrated between adults. VIAHA's Harassment Policy covers such behavior. Together, the two policies address the entire spectrum of abusive and harassing behavior.



b) VIAHA MISSION

The mission of VIAHA is to ensure its participants are provided with a learning experience that is fun and safe. This includes, among other things, a shared responsibility with parents to nurture the physical and emotional well-being of all participants. VIAHA's primary interest is the well-being of its participants.

c) STATEMENT OF PURPOSE

VIAHA is part of the sporting community in our country that is committed to seeking better ways to keep our youth safe. Protecting participants from all forms of abuse and neglect, whether emotional, physical or sexual, is an important element of safety. VIAHA considers any form of abuse or neglect to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, VIAHA will promote awareness of all forms of abuse and neglect by providing educational materials and programs for participants, parents, volunteers and staff members. Through the use of these strategies, we will send a clear message to all potential abusers and sexual predators that hockey participants are not easy targets. VIAHA committed to the highest possible standards of care for its participants.

d) POLICY

It is the policy of VIAHA that there shall be no abuse or neglect, whether physical, emotional or sexual of any participant in any of its programs. VIAHA expects every parent, volunteer and staff member to take reasonable steps to safeguard the welfare of its participants and to protect them from any kind of maltreatment.

e) HARASSMENT & ABUSE ~ DIFFERENCES & SIMILARITIES

| | Abuse | Harassment |
|-------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Types | Emotional, physical, sexual, lack of care | Emotional, physical, sexual; may be motivated by racial or other forms of prejudice |
| Victim | Any person under the age of majority as determined by the Provincial Child Protection Acts, may be male or female | Person of any age; may be male or female |
| Offender | Any person who has power or authority over victim and / or breeches trust; may be male or female | May be peer or person with power or authority over adult victim; may be male or female |
| Investigation | External to the organization, referred to child welfare or police who may in some instances refer back to organization | Most often internal unless referred to police in cases of suspected physical or sexual assault or criminal harassment (stalking) |
| Follow-up Actions | Determined by Provincial Child Protection Acts and Criminal Code; civil suits may also occur | Determined by organizations harassment policies, Criminal Code, Labour Tribunals, civil action and/or Provincial Human Rights Tribunals; may be used concurrently or alone |
| Philosophy | The victim is not to blame; offenders are responsible for their behavior | The victim is not to blame; offenders are responsible for their behavior |



APPENDIX B: CODES OF CONDUCT

VOLUNTEER CODE OF CONDUCT

VOLUNTEERS HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the person.
3. Consistently display high personal standards and project a favourable image of their sport and volunteering. Specifically, volunteers shall:
 - i. Refrain from public criticism of fellow volunteers, athletes, coaches and officials.
 - ii. Abstain from the use of tobacco products while in the presence of children and discourage their use by participants and fellow volunteers.
 - iii. Abstain from drinking alcoholic beverages when performing volunteer duties.
 - iv. Discourage the use of alcohol in conjunction with athletic events or other activities at the playing site.
 - v. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of duties.
4. Through proper risk management practices ensure that an activity being undertaken by both volunteers and participants are suitable for the age, experience, ability and fitness level of the individual and educate them as to their responsibilities in contributing to a safe environment.
5. Take the personal initiative to learn, respect, communicate and adhere to the rules and regulations established for the sport.
6. Regularly seek ways of increasing professional development and self-awareness.
7. Treat members of other sport organizations with respect, both in victory and defeat and encourage all participants to act accordingly. Actively encourage all participants to uphold the rules of their sport and the spirit of such rules.
8. Attend to volunteer duties, as directed, in a timely manner.
9. In the case of minors, communicate and cooperate with the parents or legal guardians, involving them in management decisions pertaining to their child's development.
10. Be aware of the role sports plays in everyone's lives and respect the pressures that may be placed on all participants including volunteers as they strive to balance the physical, mental, emotional and spiritual aspects of their lives.

VOLUNTEERS MUST:

1. Ensure the safety of the people with whom they work.
2. Abide by the harassment policy of the sport.
3. Respect the dignity of others; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never provide under age participants with alcohol.



ATHLETE CODE OF CONDUCT

ATHLETES HAVE A RESPONSIBILITY TO:

- 1 Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- 2 Direct comments or criticism at the performance rather than the individual.
- 3 Consistently display high personal standards and project a favourable image of their sport.
Specifically, athletes shall:
 - i. Refrain from public criticism of athletes, coaches or officials.
 - ii. Abstain from the use of tobacco products and discourage their use by other athletes.
 - iii. Abstain from drinking alcoholic beverages, using performance enhancing or mind altering drugs.
 - iv. Refrain from the use of profane, insulting, harassing or otherwise offensive language.
- 4 Follow the annual training, competitive programs, and rules of conduct as mutually agreed upon by Coaches and Athletes, recognizing the responsibilities of the Athletes to adhere to and complete.
- 5 Participate in all team testing and satisfy all team program testing objectives.
- 6 Provide the Coaches with results of their strength and dry land training to enable the Coaches to monitor and assess improvement in their performance.
- 7 Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of medical problems. Respect the concerns these medical people have when they are considering an athlete's future health and well-being and when they are making decisions regarding an athlete's ability to continue to play or train.
- 8 Regularly seek ways of increasing development and self-awareness.
- 9 Uphold the rules of the sport, the spirit of such rules and encourage other athletes to do the same.
- 10 Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to act accordingly.
- 11 Be aware of the role sport plays in all athletes' lives and respect the pressures that may be placed on all athletes as they strive to balance physical, mental, emotional and spiritual elements of their lives.

ATHLETES MUST:

- 1 At no time allow individuals who may request sexual favours or use threats of reprisal for rejection to go unreported.
- 2 Participate in a manner that ensures the safety of athletes, coaches and officials also participating in the game.
- 3 Respect other athlete's dignity; verbal or physical behaviours that constitute harassment or abuse are totally unacceptable.
- 4 Never advocate or condone the use of drugs or other banned performance enhancing substances.
- 5 Never use or condone the use of alcohol.



COACHES CODE OF CONDUCT

COACHES HAVE A RESPONSIBILITY TO:

- 1 Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
- 2 Direct comments or criticism at the performance rather than the athlete, official or volunteer.
- 3 Consistently display high personal standards and project a favorable image of their sport and coaching.
 - i. Refrain from public criticism of fellow coaches, athletes, officials and volunteers especially when speaking to the media or recruiting athletes.
 - ii. Abstain from the use of tobacco products while in the presence of athletes and discourage their use by athletes.
 - iii. Abstain from drinking alcoholic beverages when working with athletes.
 - iv. Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
 - v. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of duties.
- 4 Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- 5 Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well-being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
- 6 Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence.
- 7 Regularly seek ways of increasing professional development and self-awareness.
- 8 Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
- 9 In the case of minors, communicate and cooperate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
- 10 Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional and spiritual aspects of their lives and conduct practices and games in a manner so as to allow optimum success.

COACHES MUST:

- 1 Ensure the safety of the athletes with whom they work.
- 2 At no time become intimately and / or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
- 3 Respect an athlete's dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
- 4 Never advocate or condone the use of drugs or other banned performance enhancing substances.
- 5 Never provide under age athletes with alcohol; never encourage its use.



OFFICIATING CODE OF CONDUCT

OFFICIALS HAVE A RESPONSIBILITY TO:

- 1 Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
- 2 Direct comments or criticism at the performance rather than the individual, if included in duties.
- 3 Consistently display high personal standards and project a favourable image of the sport and officiating.
 - i. Refrain from public criticism of participants and fellow officials.
 - ii. Abstain from the use of tobacco products while in the presence of officials and discourage their use by officials.
 - iii. Abstain from drinking alcoholic beverages when officiating and working with officials.
 - iv. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of duties.
- 4 Educate and ensure high standards of risk management are maintained.
- 5 Treat all other hockey participants with due respect and encourage all officials to maintain a high standard of self-discipline.

OFFICIALS MUST:

- 1 When in a leadership role, ensure the safety of the officials with whom they work.
- 2 At no time become intimately and/or sexually involved with other officials. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
- 3 Respect participants' dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
- 4 Never advocate or condone the use of drugs or other banned substances.
- 5 Never provide under age participants with alcohol; never encourage its use.



SECTION 8: PRIVACY POLICY

8.01 PURPOSE OF THIS POLICY

VIAHA ratified this Privacy Policy on January 16, 2011. This Policy describes the method in which VIAHA and its member Associations will collect, use, retain, safeguard, disclose and dispose of the personal information of members, prospective members, and others including players, coaches, referees, managers and volunteers.

This Policy describes the way that VIAHA will, subject to applicable legal requirements, adhere to all relevant federal and provincial legislative privacy requirements. The Policy follows the 10 Canadian Standards Association (CSA) principles identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA). The Policy describes each principle and the method of implementing each. BC VIAHA will strive to meet or exceed federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws. Any and all changes will immediately be posted to the VIAHA web site.

8.02 ACCOUNTABILITY

VIAHA will appoint a staff/volunteer person (the "Privacy Officer") whose responsibilities will include those of the implementation and monitoring of the VIAHA Privacy Policy. The Privacy Officer will be responsible for "VIAHA/Association" with respect to privacy principles. This person will also be responsible for responding to access requests in accordance with this Policy. The Privacy Officer will report to the President, or designate and the ultimate responsibility for Privacy issues will rest with the VIAHA Board of Directors. The Privacy Officer may at his/her discretion enlist assistance from other staff/Board members and/or volunteers within the organization. This will not in any manner mitigate his/her responsibility for Privacy issues.

- a) The Privacy Officer's identity will be fully disclosed and publicly accessible to VIAHA members and the public in general. The District Privacy officer is Jeremy Webb.
- b) The VIAHA Privacy Officer will ensure that VIAHA manages all personal information in its possession in accordance with this Policy including that which may be transferred to a third party. (Third party organizations who handle information on behalf of VIAHA shall be contractually obligated to adhere to the standards of the "District/Association").
- c) VIAHA will implement internal policies, which will facilitate adherence to this Privacy Policy including, inter alia:
 - Security measures at all levels designed to protect personal information in our possession.
 - Implementing procedures designed to respond to complaints and/or inquiries.
 - Staff/volunteer training in all facets of information management, including awareness of the "District/Association" Privacy Policy and policies and procedures developed in accordance with the Policy.

8.03 IDENTIFYING PURPOSES, TYPE OF INFORMATION COLLECTED AND WEBSITE

- a) VIAHA shall only collect the information reasonably necessary to conduct hockey programming. Access to our Privacy policies and procedures will be readily available. Similarly, the process by which challenges may be made to VIAHA compliance and/or adherence to the legislation in question shall be readily available and transparent. To obtain further information, contact the VIAHA Privacy Officer.
- b) VIAHA collects personal information from prospective members, members, coaches, referees, managers and volunteers for the purposes of conducting Hockey Programming. Specifically:
 - A player's name, address and date of birth are collected to determine that the player's geographical, division of play and level of play information are consistent with Hockey



- Canada/VIAHA regulations.
- Historical information concerning past teams played for is collected in order to determine if any of the VIAHA transfer regulations may apply.
 - Information concerning an individual's skill level and development and feedback on programs is collected to measure the success of our programs in order that we may better plan future programs.
 - Information as to a player's parents' name, address, telephone numbers and email addresses may be collected in order to facilitate emergency contact information as well as to ensure compliance with the VIAHA residency regulations.
 - Educational information may be collected in order to ensure the entire VIAHA residency regulations have been adhered to.
 - E-mail addresses may be collected for the purposes of facilitating membership communication related to upcoming events and programs.
 - Information about skill levels, ability, emergency contacts and health to ensure our activities are carried out in a safe and secure environment.
 - Personal information collected for the purposes of hockey registrations may also be used for hockey specific research purposes including but not necessarily limited to hockey demographic type research.
 - Affiliates. VIAHA has numerous organizations, which offer hockey programs under their auspices. These include, but are not necessarily limited to the Canadian Hockey League, Vancouver Canucks, Canadian Inter-University Sport, Hockey Canada, BC Hockey and provincial and local, associations, and leagues. Hockey Canada, its Branches and/or Associations may disclose the personal information described above to all of these organizations in order to facilitate Hockey Programming and ensure compliance with rules and regulations.
- c) VIAHA will endeavor through associations/leagues to advise potential registration candidates of the purpose for the collection of the data requested at the time of registration or by reference to our web site at www.viaha.org or the local Association web site. We will further endeavor to ensure that all collectors of the personal information are familiar with the potential use of the personal data. All personal data collected by VIAHA shall be maintained in either our office and/or with Privacy Officer.
- d) VIAHA will request individually permission for the use of any personal data collected which is extraneous to that which has been identified above, unless said usage is authorized by-law.
- e) VIAHA may also use information about an individual who accesses secure areas of www.viaha.org or other member Association web sites. Information you are asked to provide during your use of our web site may include your name, address, e-mail address, age, sex [and the other types of personal information listed above). All such personal information will be treated within the same parameters as other personal information collected by VIAHA through other means. It is always your choice to provide information in certain fields although failure to complete certain sections may inhibit your ability to fully access all areas of the web site. Our web site also collects non-identifiable information about users such as the users IP address, the sections of the web site visited and the information downloaded. VIAHA may use this non-identifiable information and disclose it to service providers, for system administration purposes and to improve the web site.

8.04 CONSENT

- a) VIAHA will use the personal information for the uses specified above in this document. By consenting to provide your information to VIAHA, you are deemed to consent to our use of the information for the purposes of Hockey Programming listed in this Privacy Policy and to disclosure of the information to other associated organizations for the same purpose.
- b) In addition to using personal information for Hockey Programming purposes, VIAHA may from time to time wish to use member name, address and contact information for the purposes of providing promotional opportunities, including by providing the information to the VIAHA leagues and associations and other third parties who VIAHA believes provide services or goods that may be of interest to you. VIAHA and any such third parties may contact you to with promotions [or to provide further hockey specific communications and



association/league VIAHA information updates]. VIAHA will provide an opportunity for the member to consent to these opportunities during the registration process. If you consent but later wish to opt out of this use of information later, you may do so by contacting VIAHA.

- c) VIAHA recognizes that hockey by its nature is a contact sport and injuries are, to a certain extent, inherent in the game. We believe medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and therefore we may request them. While our members and prospective members are under no obligation whatsoever to supply this information and may refuse to do so without penalty, VIAHA will consider receipt of this information as consent for its subsequent use in an emergency medical situation.
- d) If at any time you wish to withdraw your consent to the use of your information for any purposes, you may do so by contacting the Privacy Officer for VIAHA. We will do our best to accommodate your request in a timely fashion without diminishing the services we provide to you. We will explain to you the impact of your withdrawal on any services we provide to you.
- e) VIAHA may collect personal information without consent where reasonable to do so and where permitted by By-law.

8.05 LIMITING COLLECTION

- a) All information shall be collected fairly and lawfully within the criteria as set forth in our Privacy Policy.
- b) VIAHA shall not indiscriminately collect information. The amount and type of information we collect shall be limited to that which is required to fulfill our identified purposes.
- c) VIAHA will not use any form of deception in gaining personal information from its members

8.06 LIMITING USE, DISCLOSURE AND RETENTION

- a) Subject to applicable legislation, VIAHA shall limit use of personal information it collects to purposes that we have disclosed in Sections 10.04 (Identifying Purposes) and 10.05 (Consent).
- b) VIAHA shall maintain documents for certain periods of time dependent upon necessity. More specifically:
 - We will normally maintain registration data for a three-year period after an individual has left our programs in the event that an individual chooses to return to our programs after leaving.
 - Parental/family information will be normally maintained for a similar three-year period after a member has left our programs.
 - Affiliates. VIAHA has numerous organizations that offer hockey programs under the auspices of "VIAHA/Association". As explained above, VIAHA may from time to time share information with these VIAHAs, associations, and leagues in order to facilitate Hockey Programming and ensure compliance with rules and regulations.
 - VIAHA may from time to time enlist the services of third party vendors in order to provide hockey programs, technical and support services. Prior to enlisting the services of these firms we will contractually commit them to treat your personal information consistent with the Privacy Policy of "VIAHA/Association".
 - VIAHA may at some point be involved in the sale, merger, transfer or reorganization of its activities. We may disclose personal information to the other party in such a transaction. VIAHA will ensure that we contractually obligate the other party to treat this information in a manner consistent with our Privacy Policy.
 - VIAHA may disclose your personal information to a government authority that has asserted its lawful authority to obtain the information or where the association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as permitted by applicable law.



- VIAHA may at its discretion release personal information for the purposes of collecting debts that may be owed to VIAHA.
- c) Certain documents may be subject to legislated retention periods either federally or provincially and these will be respected at all times by VIAHA

8.07 ACCURACY

- a) VIAHA shall strive to ensure to the extent it can that the information entrusted to us is maintained in an accurate manner. We shall try to maintain the interests of the individual and attempt to ensure that decisions are not made for or about an individual based on personal information that is flawed.
- b) VIAHA shall only update information in the event of a renewal, registration and/or an update.

8.08 SAFEGUARDS

- a) Security safeguards have been implemented to ensure your personal information is protected from theft as well as unauthorized access, disclosure, copying, use or modification thereof.
- b) The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed.
- c) Methods of protection and safeguards to be employed shall include but in no way be necessarily limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption.

8.09 OPENNESS

- a) VIAHA publicly discloses the methods by which we handle your personal information. This information is readily available through our Privacy Policy on our web site or upon request by contacting the VIAHA office at 250-751-8811.
- b) The information available includes:
 - i) The name, address, email and phone number of the VIAHA Privacy Officer.
 - ii) A description of the type of personal information held by VIAHA and our general uses thereof.
This includes:
 - registration information, including name, date of birth, address, past teams played on, medical information and e-mail addresses.
 - information used for scouting, potential sponsorship opportunities, donors, alumni and information retained for the purposes of the VIAHA business contacts.
 - information that may be made available to related organizations, VIAHA, its member associations, leagues and/or third party service providers, in accordance with the provisions of this Privacy Policy.

8.10 INDIVIDUAL ACCESS

- a) Subject to applicable legislation, upon request by the individual concerned VIAHA shall disclose whether or not it actually holds personal information on an individual. We shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.
- b) VIAHA may request sufficient information to confirm your identity before releasing your personal information to you.



- c) Subject to applicable legislation, VIAHA shall endeavor to provide this information within 30 days of receipt of the information requested and only charge nominal fees for the purpose of offsetting its expenses incurred in supplying the requested information. This information shall be provided in an understandable format at the time you make a request.
- d) Any inaccurate information that is brought to our attention shall be corrected by VIAHA as quickly as possible and any pertinent third parties shall be apprised of the corrections in due course.

8.11 CHALLENGING COMPLIANCE

- a) VIAHA has in place procedures for the resolution of grievances in the administration of its Privacy Policy.
- b) Upon receipt of a complaint VIAHA shall make available the complaint procedures that will be simple and easy to access.
- c) VIAHA shall investigate all complaints. If the complaint is deemed justified VIAHA shall take the appropriate steps to ensure that compliance is achieved and will make changes to its policies to allow for compliance in the future.
- d) All complaints shall be addressed to the VIAHA Privacy Officer.



SECTION 9: BC HOCKEY POLICY

9.01 GENERAL

BC Hockey's Policy Manual is on their website at www.bchockey.net. Included in the VIAHA policy manual are some of the policies that have specific application to the District.

For a more detail review of their policies and procedures members are encouraged to visit the BC Hockey website. Any discrepancy between the VIAHA Policy Manual the BC Hockey Policy Manual the matter will be resolved by reference to the BC Hockey Policy Manual.

9.02 DOPING CONTROL

Hockey Canada and BC Hockey are unequivocally opposed to the use or application of any banned substance that contravenes the rules of the International Ice Hockey Federation or the International Olympic Committee for the purpose of enhancing an athlete's performance in any form of competition.

Any team official condoning the use of banned substances as described in the Hockey Canada Association Anti-Doping Policy, counseling, or advising others to use banned substances, securing, supplying or administering banned substances shall be severely dealt with.

BC Hockey adopts the Canadian Anti-doping Program as approved by Hockey Canada through the Canadian Center for Ethics in Sport (CCES). Information on the current CCES policy can be obtained through;

Canadian Centre for Ethics in Sport
2197 Riverside Drive, Suite 202
Ottawa, Ontario K1H 7X3
1-800-672-7775 www.cces.ca

9.03 CO-ED DRESSING ROOM POLICY

1. In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:
 - a) Male players will not undress to less than a minimum of shorts while females are present.
 - b) Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
2. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room).
3. When separate facilities do not exist for both male and female participants:
 - a) Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
 - b) Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
4. It is the responsibility of the team to ensure that these guidelines are followed.

9.04 MINOR HOCKEY TIER DESIGNATIONS

The registration numbers determining tier designation will be reviewed every third year. This review will be done by a Committee chaired by the BC Hockey Minor Hockey Chairperson.



9.05 OVERAGE PLAYERS IN HOUSE LEAGUE / RECREATIONAL PROGRAMS

Hockey Canada Carded Teams

Only those players eligible by age to participate on a Hockey Canada Carded Team as per Hockey Canada Regulations may play for that team. Overage players are not eligible to participate in any league, exhibition, playoff or tournament game.

Recreational Teams

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

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

Atom to Initiation and Pee Wee to Atom

- a) very small
- b) health reasons
- c) no skills appropriate for this level of hockey
- d) no team at proper category

Bantam to Pee Wee

- a) extremely small and frail structure
- b) no skills or aptitude for the game of hockey (ie. 1st year in country or 1st year of hockey)
- c) no team in category

Midget to Bantam and Juvenile to Midget

- a) doctor approved medical reason
- b) extremely small
- c) no team in category

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

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

The procedures used for assigning overage players within an Association must be written and communicated to the players/parents involved.

Associations must apply due diligence in allowing overage players to participate.

The participation of overage players must be brought to the attention of the Officials and opposing team management prior to each game and the Coach should indicate "OA" on the game sheet after the name of the over aged player.

9.06 REGISTRATION OF PLAYERS: RESIDENTIAL QUALIFICATIONS

- a) All minor hockey players must declare their residential qualifications prior to registration with a Minor Hockey Association and/or team in accordance with BC Hockey and Hockey Canada Regulations.
- b) The BC Hockey Executive Director shall, as Branch Registrar, be responsible for the application of Hockey Canada and BC Hockey Regulations in the determination of a player's residential qualifications.
- c) In situations involving minor hockey players who, by way of a residential move with their parent, are registering with a different minor hockey association than the association they registered with in the previous season, an Inter Association Transfer (IAT) form must be submitted via the Hockey Canada Registry (HCR).



- d) In situations where players wish to be deemed by BC Hockey to be eligible to register for hockey programming in a place other than that where his/her parent is resident, BC Hockey will consider such application only under the following conditions:
- i. If information is provided indicating reasons why the player's residence should be determined to be in a place other than that of his/her parent (as defined in Hockey Canada Regulation F). Note: a court order with respect to custody and/or guardianship is required (i.e. a parental declaration of residence or guardianship is not sufficient to determine hockey eligibility).
 - ii. If the player has chosen to live at a location other than where their parent resides and desires to be deemed eligible to participate in programming at the Recreational Category in the alternate location. Such application shall be forwarded to the BC Hockey Executive Director and decision shall be final and binding.

9.07 REGISTRATION OF PLAYERS: NON-CANADIAN CITIZENS

The following procedures apply for the registration of players who are not Canadian citizens.

The registration of minor hockey players in BC Hockey is pursuant to Hockey Canada's Residential Regulations. When applying these regulations to players who have moved into British Columbia from outside Canada, BC Hockey must determine the residence of the parent(s) of the player in question. In doing so, it must be determined that the parent(s) are more than temporary residents of BC if the player is to be deemed eligible to participate on a team which registers on Hockey Canada Registration Certificates.

1. The player must reside with his/her parent.
2. The parent(s) of the player must possess a minimum of one of the following:
 - a) Permanent Resident Status - parent must provide written proof
 - b) Documentation that Permanent Resident Status has been applied for. The parent must provide a Permanent Resident Immigration file number and must indicate the consulate at which the application was filed
 - c) Temporary Work Permit

This policy endeavours to analyze the commitment to Canada by the parent(s) of the player. The criteria are consistent with the hierarchy utilized by Immigration Canada in such situations and are intended to facilitate the administration of these applications.

9.08 RESIDENTIAL WAIVERS

The procedure for player movement by way of a residential waiver is as follows:

1. The procedure for transfers by way of this policy will be as follows:
 - a) Transfers of players to tiered teams shall be processed via the Hockey Canada Registry **no later than Midnight, November 15.**
 - b) Transfers of players to Recreational Teams shall require the approval of a committee of the BC Hockey District Director(s), the District President and the BC Hockey Minor Chairperson.
2. An adjacent association is defined as an association with residential boundaries that physically contact those of the player's home association. A list of all adjacent associations for each minor hockey association has been compiled by the BC Hockey Executive Committee and is attached. This list is also posted on the BC Hockey website.
3. In situations where no playing opportunity exists in any of the associations adjacent to a player's home association, the player shall contact his/her District Director to determine the options available.



4. Players have the choice of registering with any adjacent association.
5. If a player registers with an adjacent association in accordance with this procedure, it does not limit the choice of other players from the same home association (i.e. players from the same association may register with separate adjacent associations.)
6. Upon registering a player to a team under this procedure, an association automatically assumes the registration numbers of the player's home association per BC Hockey regulations.

NOTE:

This does not apply to players participating at the Recreational level only.

This does not apply to players on a wait-list, who subsequently register with a tiered team.

9.09 TRANSFERRING OF GOALTENDERS FROM ANOTHER ASSOCIATION FOR REGISTRATION ON CARDED TEAMS

Where an Association, for whatever reason, does not have a Goaltender or a Second Goaltender; then that association can apply to their District Director(s) to register another Goaltender or Goaltenders from the next nearest association in their District. The District Director(s) will then canvas to obtain a Goaltender or Goaltenders. Once this is done the following approvals must be obtained:

1. Written request from the Association asking permission to pick up a Goaltender or Goaltenders and the reason why. They should also name the Goaltender(s) they wish to transfer and from which Association.
2. Letter from the Association the named Goaltender(s) are coming from giving permission for this move.
3. Letter from Parents of the named Goaltender(s) giving their permission for this move.
4. Letter of support / non-support from the District President.
5. Letter of support / non-support from their District Director(s).

The above shall be sent to the BC Hockey Office. The BC Hockey Minor Hockey Chairperson will then poll the BC Hockey Executive Committee for their approval/disapproval. The decision of the Executive Committee will be confirmed to the requesting Minor Hockey Association by the BC Hockey Minor Hockey Chairperson.

****NOTE**

The intent of this policy is not to penalize teams who wish to card but are unable to because of no Goaltender. It should also be understood that the Goaltender being picked up not be necessarily the best available Goaltender in their District and does not allow an Association to ignore an eligible Goaltender from their own Association because of questionable assumptions.

9.10 HELMET POLICY – MINOR HOCKEY PRACTICES/EVENTS

1. All Minor Hockey Coaches are to wear a CSA approved helmet during BC Hockey on-ice sanctioned events. The chin strap of the helmet shall be securely fastened under the chin in accordance to Hockey Canada Official Playing Rules with respect to Protective Equipment.

The failure to wear a helmet by a minor hockey coach in a BC Hockey sanctioned activity will result in the pulling of BC Hockey's sanction of the event. Unsanctioned events are not covered by the association's insurance policy.

2. Exemption to this policy may be requested on the basis that the wearing of a helmet would interfere with the observance of a religious custom, as follows:
 - i. Application for such exemption must be made in writing to the BC Hockey Executive Director.
 - ii. Granting of such exemption will require the applicant to provide a signed BC Hockey Helmet Policy Waiver Form to the Executive Director prior to participation in any sanctioned activity.



9.11 JOINT TEAM POLICY

Any two or more associations that register less than eight (8) recreational players in any division may combine with another Association to form a recreational team in that division for the purposes of participation in sanctioned recreational tournaments and exhibition games. Approval for such will be considered annually by the Executive Committee.

9.12 CONTROLLED DRUGS AND SUBSTANCES / ALCOHOL

VIAHA and BC Hockey are unequivocally opposed to illegal drug and alcohol use and is sincere in its duty to uphold the laws of the land in which its members operate. VIAHA and BCAHA are similarly unequivocally opposed to the use by athletes of banned and restricted substances for the purpose of performance enhancement.

Zero tolerance means that behaviour contrary to that above will not be tolerated. Incidents are to be dealt with on an individual basis. Member associations, leagues and teams are required to establish policies and procedures to deal with the consequences of non-compliance by their members.

PROCEDURE:

1. Expectations:
 - All coaches, players and parents must sign and submit their acceptance of the applicable code of Conduct.
 - Teams, under the direction of the coach, shall develop team rules that are reasonable, fair and consistent. These rules will not contravene and may be superceded by rules of the governing bodies. These rules shall be registered with the Association.
 - The policies and procedures of the governing bodies shall be observed.
 - The coach has a duty to report.
 - The coach participates co-operatively in disciplinary proceedings when required.
2. Legal context of alcohol and controlled substances:
 - BCAHA urges all associations and volunteers to review the Controlled Drugs Act and the Liquor Control and Licensing Act.
3. Incidents of non-compliance to zero tolerance:
 - The coach informs the parent of the incident and asks direction from the parent on the removal of the player from the coach's care.
 - The coach has the authority to remove a player from team activities.
 - Regardless of removal from activity, the coach continues supervisory duties until the player is released from the coach's care by the parent or guardian.
 - The coach informs the authorities should the incident warrant criminal investigation.
 - The coach forwards this documentation for filing/action with the Association.
 - The coach ensures that reports and specific circumstances are kept within the parent and Association-constituted process. At no time are any proceedings made public.
 - One or more members of the coaching staff shall meet, as soon as practical, with the player and a parent to review the reasons for the removal from activity.
 - Suspension of the athlete is at the direction of the Association.
 - If the decision is to seek suspension, the coaching staff, as soon as practical, informs the player and a parent and refers the matter to the Association. Should this happen, the process follows the suspension procedure of the Association.

It is strongly encouraged that, should the incident or resulting actions be disputed, the parties to the dispute seek a resolution through direct discussions or through voluntary mediation and the exercise of common sense before resorting to review procedures. Should this not be possible, the parties should be referred to the "Association Dispute Resolution Policy".

BCAHA PROTOCOL:



The BCAHA realizes that the severity of incidents of non-compliance to Zero tolerance will encompass an entire spectrum and may have far-reaching effects over and above the participants in the actual event. It is the duty of member associations to report to the BCAHA Risk Manager if:

- The incident involves international, inter-Branch or inter-district play.
- The situation may bring embarrassment or public attention to the BC Amateur Hockey Association and/or its members.
- The incident is such that it may affect the well-being of other members of the BCAHA.
- The incident is precedent-setting in some fashion.
- The incident may require action by the BAHA or higher authority.

CRISIS COUNSELLING:

Situations involving serious and sometimes catastrophic incidents may affect the mental and physical well-being of those involved, including the volunteer leaders. The BCAHA recognizes the expertise of those trained in offering after-incident support and counselling for the participants involved in serious incidents. The BCAHA will direct members, upon request, to agencies involved in these support services.

ADULT ALCOHOL GUIDELINES:

In addition to the previous zero tolerance policy in regards to minors, the BCAHA realizes there are certain situations when the responsible use of alcohol by adults is acceptable, assuming the implementation of responsible parameters.

Alcohol is not appropriate:

- In dressing rooms or in public, non-licensed areas
- In team settings with minors in attendance
- In situations where minors are left unsupervised while adults attend “hospitality” type settings or where alcohol is not controlled by a server
- Consumption in buses or cars when travelling to and from an event
- By adults of a minor team when parents are not present
- Consumed by anyone at minor team parties hosted by other players, parents or team officials
- If forced on another person
- If used for “chugging” contests or as a form of hazing or initiation for rookies

SUPERVISORY RESPONSIBILITY:

Minor hockey organizations are responsible for the reasonable safety and well-being of all minor athletes under the age of majority) while participating in sports activities. Supervisory responsibilities play an integral part of a coach’s role. Interaction between coaches and players must be based on each organization’s code of conduct that establishes respect, dignity, health and well-being for all athletes.

Ultimately, coaches assume the role of parent/guardian when travelling with teams and must make every reasonable effort to provide adequate supervision of the players. It is imperative that the rules and player expectations are clearly defined, discussed and presented to all participants including the parents and players prior to departing for a road trip. When parents travel with the team, it is imperative that the coach meet with the parents to ensure that their sons and daughters adhere to all team rules including use of drugs and alcohol, smoking, curfew, etc. It is important that this discussion take place prior to departure and not after an incident occurs on the road. Supervision ratio should be based on the age and physical limitations of the players. Although the coach assumes full responsibility for the members of the team, it is reasonable to assume that he/she will require “free time” and in his/her absence, a pre-assigned member of the supervisory staff will be appointed to assume the leadership role for players to ensure that policies and procedures as previously agreed upon are adhered to by all participants. For the protection of all participants, it is recommended that the members of the coaching and supervisory staff be screened in compliance with the policies of the local Association and/or Branch.



Rules and regulations regarding the illegal use of drugs and alcohol, smoking, curfews, inappropriate behaviour including abuse, harassment and bullying should be reviewed with team members, parents and team personnel. Coaches are well advised to ensure that these rules and regulations are in compliance with those of the Association, Branch and Hockey Canada.

Information on the location, telephone numbers, cellular numbers and email addresses where the team will be staying is important to ensure that players and parents are able to make immediate contact in the event of an emergency.

If players are staying in a hotel/motel, it is important that the recommendations as outlined in the Speak Out program are reviewed. Coaches (and staff) should pre-assign players to rooms. Ideally personnel and players should not share accommodations regardless of the cost saving or other benefits. If sharing a room please ensure that the "two deep" rule is observed at all times. If only one other player and one supervisor are alone in the room for a brief period of time, the outer door should be left open. People of different genders should not share rooms. No one other than the occupants of a given room will be permitted in the room unless the door is left open for visual access to outsiders. No guests outside of the team members will be permitted in the rooms at any time. Guests must only be met in common areas including hotel lobbies, restaurants, etc. Team and small group meetings should be held in common areas such as a conference room. No sexual contact will be permitted by players who are minors while travelling with the team.



SECTION 10: VIAHA EMPLOYMENT POLICY

10.01 REGULAR FULL-TIME EMPLOYEES

A regular full-time employee is one who works regularly scheduled full-time shifts of either seven and a half (7 ½) hours per day and 37 ½ hours per week or is one who works irregularly shifts but no fewer than 30 hours per week as required by the employee's job description and is paid an annual salary.

10.02 CASUAL EMPLOYEES

A casual employee is one who has annual earnings of less than \$24,000 per annum.

10.03 PROBATIONARY PERIOD

Upon being hired by VIAHA, all new staff shall be on probation. The purpose of the probationary period is to give Vancouver Island Amateur Hockey Association time to adequately assess a new employee's performance and suitability to the job and to allow the employee an opportunity to adjust to his/her new position.

The length of this period is normally 6 months but may be as long as 12 months, depending on the time of year the employee was hired and the qualifications of the incumbent.

During the probationary period, the employee shall have all the rights and privileges accorded by this employment policy. Reasonable effort will be made to assist new employees meet performance expectations. However, in some cases, the employee may be deemed unsuitable, and therefore may be terminated during the probationary period.

10.04 PLACE OF EMPLOYMENT

Unless approved by the VIAHA Executive Committee the place of employment for employees shall be the Nanaimo VIAHA District Office.

10.05 SALARIES

Salaries for regular full-time employees will be reviewed and be effective April 1 of each year. If the employee is unsatisfied with the pay proposal, a meeting shall be held with the employee and the Officers of VIAHA following the employee's performance review between the employer and employee.

Employees will be paid on the last business day prior to the 15th of each month and the last business day of each month.

10.06 SOURCE DEDUCTIONS/T4

VIAHA shall submit source deductions to Revenue Canada in accordance to their guidelines. Employees shall receive their T4 no later than the last day of February each year for income earned during the previous year.

10.07 BENEFITS

VIAHA will pay for the Hockey Canada Liability Insurance - as set out in the terms/conditions of the insurance provider's Plan or Contract.

If any work related injury requires medical care the cost of transporting the employee to the nearest appropriate physician, medical clinic or hospital VIAHA will pay that portion not provided by other employee medical insurance plans.

10.08 RESIGNATION

Resignation notice from VIAHA staff members must be made in writing to the President, 30 days in advance, the President shall report this notice to the Officers.



10.09 DISMISSAL

An employee may be dismissed by VIAHA, at its sole discretion upon providing the employee reasonable notice, or pay in lieu of reasonable notice. Reasonable notice must be equal to, or be greater than, the notice set out in the Employment Standards Act, RSBC 1996 c.113.

An employee may be dismissed by the Association, without notice of termination or pay in lieu thereof or severance, for cause. The reasons for dismissal of an employee for cause shall be set forth in a letter to the employee. "Cause" includes, without limitation:

- Theft, fraud or illegal action by the employee
- Incompetence on the part of the employee
- Repeated gross insubordination

In the event that the employer alleges just cause for dismissal of the employee solely on the basis of incompetence on the part of the employee, the employee should be notified in writing prior to dismissal of any areas of weakness shown, evidence of the areas of weakness and a minimum of three months shall be allowed for the employee to correct or improve upon those weaknesses. If, at the end of the probation period the weaknesses are not improved or corrected, the employee will be dismissed and a letter from the President of VIAHA setting out the reasons for dismissal shall be given to the employee.

10.10 GRIEVANCES

Grievances may arise concerning the interpretation or application of an employment policy or on a matter of discipline. Any grievance by an employee shall be in writing addressed to the President. The President shall meet with the employee and attempt to resolve the grievance. If the President cannot resolve the grievance, then the President shall submit the grievance to the Officers of the Society for their consideration. The employee may be required to meet with the Officers of the Society and a decision of the Officers shall be final. All decisions shall be made in accordance with the Employment Standards Act.

10.11 VACATION AND PAID HOLIDAYS

All full-time employees shall receive the following vacation each year. The vacation year shall be April 1 to March 31 each year.

| | | |
|-------------------|------------------|-----------------|
| Length of Service | 1 to 5 years | 15 working days |
| | 5 to 10years | 20 working days |
| | 11 or more years | 25 working days |

Fulltime employees in their first year of employment will earn vacation at a rate of 1¼ days per month of service prior to March 31st of the current season. Vacation time earned, where possible, should be take in the month of July or shall be taken annually at a time that is operationally feasible and acceptable to both the employee and the President. Any short term office closures can be taken by the Employee as vacation time or leave without pay.

Any amount of vacation not taken during the fiscal year shall be paid to the employee on the last cheque of the fiscal year at a rate of 1/220 of the employee’s annual salary.

Vacation pay for part time or casual employees will be paid at the rate of 4% per annum and will be paid on each pay cheque.

The following are designated as statutory holidays in BC:

- New Year's Day
- Good Friday
- Victoria Day
- Canada Day



- British Columbia Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- BC Family Day (Commencing February 2013)

10.12 MATERNITY LEAVE AND PARENTAL LEAVE

- a) **MATERNITY LEAVE** - An employee, upon her written request (with a minimum of four (4) weeks' notice), is entitled to a leave of absence from work, without pay, for a period of seventeen (17) consecutive weeks or a shorter period the employee requests, commencing eleven (11) weeks immediately before the estimated date of birth or a later time the employee requests. This leave shall be granted under the conditions as outlined in the Employment Standards Act. If, for reasons related to the birth of the child as certified by the Doctor, the employee is unable to return to work a further leave of absence may be taken but shall not exceed six (6) weeks.
- b) **PARENTAL LEAVE**
An employee (Birth Mother, Birth Father or Adoptive Parent), upon written request (with a minimum of four (4) weeks' notice), is entitled to parental leave, without pay, as outline in the Employment Standards Act.

10.13 TRAVEL

Travel shall require the prior approval of the President. Expenses paid for travel for employees shall be on the following scale:

- a) Hotel - Actual with receipts or if in private accommodation \$10.00 per night
- b) Meals - Breakfast, lunch, and dinner, as set out by the finance committee
- c) Mileage - Private car – a rate per kilometre as set out by the society's Finance Committee (not to exceed the non-taxable limit as defined by the CCRA plus any ferry charges.)

NOTE: Or equivalent of most economical airfare.

NOTE: Only reasonable hotel rates will be paid. Private car mileage will only apply where the vehicle is used for transportation to VIAHA functions or carrying out VIAHA business.

10.14 PROFESSIONAL DEVELOPMENT

VIAHA supports an employee's desire for continuing education, their attendance at seminars, and short courses when the completion of the educational process can be expected to help an employee in the performance of his/her job.

VIAHA employees wishing to attend employment related seminars and/or workshops during the work day shall submit a request to the Officers through the President for consideration. The Officers shall not approve the request should the employee's workload be such that the employee cannot be spared. The Officers shall consider granting paid leave to attend and may also consider covering all or part of the costs for the seminar/workshop.

Employees shall be required to repay VIAHA any VIAHA funded seminars and/or workshops if they voluntarily leave VIAHA within 1 year of completing said seminar/workshop.

10.15 WORKING HOURS

VIAHA normal office hours will be 9:00 am – 4:30 pm daily Monday – Friday. The office shall normally be closed Saturday and Sunday. Additionally, office closures will include designated statutory holidays as listed. The Executive Committee must approve any changes to these hours or dates.

If a staff member attends a meeting or similar job related function on a regular day off or statutory holiday, where possible, they will receive one day off in lieu and the staff member, in consultation with the President, will determine the lieu day. Should the staff member be unable to take their lieu time during the current fiscal year, there will be no carryover into subsequent years nor will a monetary payment be made to the employee.



There will be occasions such as when a staff member is absence due to illness or vacation that another staff member will have to assume part or all of their duties as determined by the President.

Unless away on vacation or approved professional development or approved by the President employees absent from the place of employment may have their salary deducted at a rate of 1/220 of their annual salary for each full day they are absent.

As both the Executive Director and Director of Hockey Operations are considered managerial positions and paid by salary there is no compensation for overtime.

10.16 OFFICE OPERATION

- a) Procedures
All office procedures within the VIAHA office are to be strictly adhered to. These procedures are under the supervision and direction of the Executive Director.
- b) Job Descriptions
Staff member job descriptions shall be reviewed annually with the Executive Committee and shall be further reviewed with each staff member with the President.
- c) Salaries
The Finance Committee shall review staff salary structures and evaluations annually, prior to March 31st of the current season.
- d) Payroll Records
Payroll Records shall be maintained as per the Employment Standards Act. Employees shall be required to maintain a daily time sheet which indicates the hours worked on each day. Time sheets shall be distributed to the President on a regular basis or as the President deems necessary.
- e) Casual Staff
Proposals to hire casual staff shall be approved by the Officer's prior to any hiring taking place. Proposals should include a job description and projected costs

10.17 CONFLICT OF INTEREST

VIAHA Employees must not have any affiliation to any member Minor Hockey Association within the Society. This would include any monetary paid position or volunteer position within the Society. Failure to do so would result in the termination of their position as an employee of the VIAHA Society.

10.18 JOB DESCRIPTIONS

EXECUTIVE DIRECTOR

- a) shall be responsible to the President;
- b) shall be appointed by the Executive Committee of the Society;
- c) shall act as Chief Registrar in accordance with the rules, regulations and policies of the Society;
- d) shall review all District HCR transfers and give District approval where warranted;
- e) shall act as liaison with BC Hockey to assist verification of registered players, team officials and game officials where required;
- f) be familiar with BC Hockey and HC registration program and assist MHA registrars in registering their players, team officials and game officials where required;
- g) shall submit appropriate documentation to the Registrar of Companies immediately following the Society's Annual General Meeting;
- h) shall be responsible to communicate the Society's regulations and policies;



- i) shall be responsible for the procurement of meeting facilities for VIAHA Directors/BC Hockey meetings as required;
- j) shall perform all secretarial duties within the scope of the Executive Director responsibilities including the recording and distribution of all meetings of the Society and its Executive Committee;
- k) shall be responsible for updating and distributing the VIAHA Handbook and Policy Manual;
- l) shall assume the administration and correspondence duties of the Matches/Grosses notification under the direction of BC Hockey;
- m) shall relieve the Society's Officers of all general administrative details and will assist in other general duties as the need arises;
- n) shall keep the financial records, including books of the accounts, necessary to comply with the Society Act;
- o) shall maintain and prepare documentation where the primary function is financial, including but not limited to the preparation of any compiling of all information necessary to cost VIAHA league income or costs;
- p) shall render a financial report at each meeting of the Society;
- q) shall prepare a budget for approval at each Annual General meeting for:
 - (i) the Society;
 - (ii) Vancouver Island Hockey League;
 - (iii) Recreational Leagues;
- r) shall have custody of all records and documents of the Society;
- s) shall not have a vote at any meetings of the Society or hold an executive position in any member MHA;
- t) shall assume the duties of the Director of Hockey Operations in his/her absence; and
- u) shall undertake other duties as assigned by the President.

DIRECTOR OF HOCKEY OPERATIONS

- a) shall be responsible to the President;
- b) shall be appointed by the VIAHA Executive Committee;
- c) shall be available and provide assistance to any committees as directed by the President;
- d) shall act as a resource person to the VIAHA Vice Presidents and assist them in administering the day to day operations of leagues when requested to do so;
- e) shall assist when requested to book meeting rooms for League coach/manager and ice scheduling meetings;
- f) shall act as a communications and resource person (liaison) for the Managing Directors/Commissioners for inter-leagues and all recreational leagues;
- g) shall assist the Vice Presidents in any secretarial duties including but not limited to the creation and circulation of any bulletins directly relating to the operational side of leagues and ensuring the posting of such material to the VIAHA website for general membership viewing;
- h) shall assist in preparations of League Schedules when requested by the Vice President(s);
- i) shall be responsible to ensure the Schedules are posted and kept updated on website where necessary;
- j) shall be responsible to ensure league and playoff banners are ordered and at the appropriate venue for presentation;
- k) shall assist the Vice President(s) in scheduling game supervisors;
- l) shall be familiar with the Hockey Canada, BC Hockey and VIAHA regulations and policies;
- m) shall monitor District tournament requests for conflicts and, where necessary, recommend changes to the Executive Committee;
- n) shall assist the Vancouver Island BC Hockey District Director as required;
- o) shall not have a vote at any meetings of the Society or hold an executive position in any member MHA;
- p) shall assume duties of the Executive Director in his/her absence; and
- q) shall undertake other duties as assigned by the President.