



# BC HOCKEY

## Policy Manual



UPDATED 2023



## Table of Contents

<b>1.0</b>	<b>GOVERNANCE POLICIES</b>	<b>17</b>
1.01	ORGANIZATIONAL CHART .....	17
1.02	TERMS OF REFERENCE .....	18
1.03	BOARD MEMBERS AS LIAISONS TO PROGRAM AND DIVISIONAL COMMITTEES .....	18
1.04	DIRECTORS' RESOURCES .....	18
1.05	CONFLICT OF INTEREST POLICY .....	18
1.05.1	PERSONAL INTEREST IN A TRANSACTION.....	18
1.05.2	CONFLICTING LOYALTIES.....	19
1.05.3	OTHER CONFLICTING INTERESTS.....	20
1.06	IN CAMERA MEETINGS .....	21
1.07	ANNUAL AND SPECIAL GENERAL MEETING PROCEDURES POLICY.....	22
<b>2.0</b>	<b>FINANCIAL POLICIES</b>	<b>23</b>
2.01	MANDATE AND KEY DUTIES – FINANCE COMMITTEE .....	23
2.02	FINANCIAL ADMINISTRATION .....	23
2.03	RESERVE FUNDS .....	26
2.04	TROPHY RETURN POLICY .....	27
<b>3.0</b>	<b>HUMAN RESOURCES POLICIES</b>	<b>28</b>
3.01	MANDATE AND KEY DUTIES – HUMAN RESOURCES COMMITTEE.....	28
3.02	HONORARY LIFE MEMBERS SELECTION GUIDELINES .....	28
3.03	NEPOTISM POLICY .....	28
3.04	AWARDS POLICY .....	28
<b>4.0</b>	<b>CONDUCT POLICIES – BC Hockey accepts all language in the British Columbia Universal Code of Conduct (BC UCC)</b>	<b>37</b>
4.01	MANDATE AND KEY DUTIES – CONDUCT COMMITTEE.....	37
4.02	CODE OF CONDUCT .....	37
4.03	SUSPENSIONS AND INVESTIGATIVE HEARINGS .....	38
4.03.1	PROCEDURES .....	38
4.04	VIDEO REVIEW POLICY .....	39

4.04.1	INCIDENTS SUBJECT TO VIDEO REVIEW .....	39
4.04.2	SUBMISSION PROCESS .....	40
4.04.3	SUBMISSION PROCESS .....	41
4.04.4	VIDEO REVIEW PROCEDURE .....	41
4.05	UPHOLDING OF LOCAL SUSPENSIONS .....	42
4.06	ALCOHOL, DRUGS, TOBACCO AND ILLEGAL ACTIVITY .....	42
4.06.1	ALCOHOL, DRUGS AND TOBACCO ARE PROHIBITED .....	42
4.06.2	PROCEDURAL GUIDELINES FOR ASSOCIATIONS .....	42
4.06.3	PROTOCOL .....	43
4.06.4	INCIDENTS OF NON-COMPLIANCE .....	43
4.06.5	LEGAL CONTEXT .....	44
4.06.6	DOPING .....	44
4.06.7	CRISIS COUNSELING .....	44
4.06.8	SUPERVISORY RESPONSIBILITY .....	44
4.06.9	ALCOHOL AND TOBACCO ADVERTISING .....	45
4.07	SOCIAL MEDIA POLICY .....	46
4.07.1	IMAGE .....	46
4.07.2	COMMUNICATION .....	46
4.07.3	BEST PRACTICES .....	46
4.08	NEGOTIATION AND MEDIATION PROCEDURE .....	47
<b>5.0</b>	<b>RISK MANAGEMENT AND SAFETY POLICIES</b> .....	<b>48</b>
5.01	MANDATE AND KEY DUTIES – RISK MANAGEMENT ADVISORY GROUP .....	48
5.02	MANDATE AND KEY DUTIES – SAFETY ADVISORY GROUP .....	48
5.03	INSURANCE AND RISK MANAGEMENT .....	48
5.04	ADOPTION OF HCSP AND RESPECT IN SPORT PROGRAMS .....	48
5.05	HOCKEY CANADA SAFETY PROGRAM (HCSP) GUIDELINES .....	48
5.06	HOCKEY CANADA - BC HOCKEY SERIOUS INJURY REPORT PROCEDURE .....	49
5.07	RESPECT IN SPORT (RIS) GUIDELINES .....	49
5.08	ASSOCIATION AND LEAGUE SCREENING PROCESS .....	49
5.09	CRIMINAL Record Checks .....	50
5.10	LOCKER ROOM POLICY .....	52
5.11	CO-ED DRESSING ROOM POLICY .....	52

5.12	PARENT MEETING POLICY .....	53
5.13	HELMET POLICY – MINOR HOCKEY PRACTICES / EVENTS .....	53
5.14	EQUIPMENT SAFETY POLICY .....	54
5.15	INJURED PLAYER RETURN TO PLAY POLICY .....	54
5.16	MALTREATMENT, BULLYING AND HARASSMENT, PROTECTION AND PREVENTION POLICY .....	55

## **6.0 PRIVACY POLICY 67**

6.01	PURPOSE OF THIS POLICY .....	67
6.02	ACCOUNTABILITY .....	67
6.03	IDENTIFYING PURPOSES, TYPE OF INFORMATION COLLECTED AND WEBSITE .....	67
6.04	CONSENT .....	69
6.05	LIMITING COLLECTION .....	69
6.06	LIMITING USE, DISCLOSURE AND RETENTION .....	69
6.07	ACCURACY .....	70
6.08	SAFEGUARDS .....	70
6.09	OPENNESS .....	71
6.10	INDIVIDUAL ACCESS .....	71
6.11	CHALLENGING COMPLIANCE .....	71

## **7.0 COMPETITION POLICIES – GENERAL 72**

7.01	GOALTENDER REPLACEMENT .....	72
7.02	FEMALES PARTICIPATING IN HOCKEY .....	72
7.03	GOALTENDERS IN FEMALE HOCKEY .....	72
7.04	PARTICIPATION IN LEAGUES OUTSIDE OF BRITISH COLUMBIA .....	72
7.05	PARTICIPATION OF NON-BC HOCKEY MEMBER TEAMS IN BC HOCKEY LEAGUES .....	73
7.06	ABOVE MINOR GAME ASSESSMENTS .....	73
7.07	ALL STAR GAMES .....	73
7.08	TOURNAMENTS POLICY .....	74
7.09	SPRING SEASON TOURNAMENTS .....	75
7.10	CASH PRIZES .....	75
7.11	MINOR TOURNAMENT BACKUP GOALTENDER .....	75
7.12	REQUEST FOR RECREATIONAL TOURNAMENT PLAYER REPLACEMENT / RELIEF .....	76
7.13	TOURNAMENT TEAMS .....	77

7.14	EXHIBITION TEAM.....	77
7.15	SANCTIONING OF JAMBOREES .....	78
7.16	INTERNATIONAL TRAVEL AND HOSTING GUIDELINES .....	79
<b>8.0</b>	<b>BC HOCKEY CHAMPIONSHIPS POLICY</b>	<b>85</b>
8.01	HOST SITE SELECTION GUIDELINES FOR MINOR HOCKEY CHAMPIONSHIPS .....	85
8.02	SCHEDULING .....	85
8.03	COMPETITION FORMAT AND RULES .....	85
8.04	FINANCIAL ARRANGEMENTS .....	89
8.05	OFFICIATING AT BC HOCKEY CHAMPIONSHIPS .....	92
8.06	CHAMPIONSHIP AWARDS AND RECOGNITION .....	93
8.06.3	BC HOCKEY TROPHIES .....	93
<b>9.0</b>	<b>MINOR HOCKEY POLICIES</b>	<b>95</b>
9.01	MINOR HOCKEY TIER DESIGNATIONS .....	95
9.02	SPRING SEASON .....	95
9.03	MINOR HOCKEY ASSOCIATION SPRING EVALUATION / TRY OUTS POLICY .....	95
9.04	U7 AND U9 PROGRAM DELIVERY.....	96
9.05	REGISTRATION OF PLAYERS: RESIDENTIAL QUALIFICATIONS .....	97
9.06	RESIDENTIAL WAIVERS .....	97
9.07	REGISTRATION OF PLAYERS: NON-CANADIAN CITIZENS .....	103
9.08	TRANSFERRING OF GOALTENDERS FROM ANOTHER ASSOCIATION FOR REGISTRATION ON CARDED TEAMS .....	104
9.09	WAITLIST POLICY .....	104
9.10	OVER AGE PLAYERS IN HOUSE LEAGUE / RECREATIONAL PROGRAMS .....	104
9.11	(NEW) ACTIVE PLAYER REGISTRATION.....	105
9.12	OVERSIZE TEAM .....	106
9.13	MINOR HOCKEY MOVES AFTER JANUARY 10 .....	106
9.14	EXEMPLARY PLAYER .....	106
9.15	EXEMPLARY PLAYER.....	107
9.16	ROSTER BALANCING.....	107
9.17	MINOR HOCKEY AFFILIATION .....	108
9.18	NON-SANCTIONED HOCKEY - POLICY .....	108

<b>10.0</b>	<b>COACHING POLICY</b>	<b>111</b>
10.01	MANDATE AND KEY DUTIES – COACH COMMITTEE AND PROGRAM DELIVERY GROUP .....	111
10.02	GENERAL .....	111
10.03	SPECIFIC CERTIFICATION POLICIES .....	111
10.03.2	NCCP Guidelines:.....	112
10.03.2.1	Coach 1 – Intro to Coach .....	112
10.03.2.2	Coach 2 - Coach Level .....	113
10.03.2.3	Development 1 .....	113
10.03.2.4	High Performance 1 (HP1) Certification .....	114
10.03.2.5	High Performance II Certification .....	114
10.04	CERTIFICATION PROCEDURES .....	115
10.04.1	TEAM REQUIREMENTS .....	115
10.04.2	COMMUNITY COACH STREAM AND INTRODUCTION TO COACH .....	117
10.04.2.1	Qualification Process:.....	117
10.04.2.2	Qualification Process:.....	118
10.04.3	DEVELOPMENT 1 .....	118
10.04.3.1	Qualification Process:.....	119
10.04.4	HIGH PERFORMANCE 1.....	120
10.04.4.1	Qualification Process:.....	121
10.04.5	INSTRUCTIONAL STREAM - CHECKING .....	121
10.04.6	MAKING ETHICAL DECISIONS – DEVELOPMENT 1 AND HIGH PERFORMANCE 1 .....	121
10.05	HIGH PERFORMANCE 1 – DEFICIENCIES .....	122
10.05.2.1	START OF SEASON: Teams not in compliance with an HP1 Certified Coach.....	122
10.05.2.2	DURING THE SEASON: Coach Relocates, Resigns, or is Removed from .....	123
	the Head Coach Position	
10.05.3	‘Trained’ Coach.....	123
<b>11.0</b>	<b>OFFICIATING POLICY</b>	<b>125</b>
11.01	MANDATE – OFFICIATING ADVISORY AND PROGRAM DELIVERY GROUP.....	125
11.02	GENERAL .....	125
11.03	SPECIFIC POLICIES .....	126
11.04	HOCKEY CANADA OFFICIATING PATHWAY.....	127

11.04.1	LEVEL 1 .....	127
11.04.2	LEVEL 2 .....	128
11.04.3	LEVEL 3 .....	129
11.04.4	MEMBER HIGH-PERFORMANCE .....	130
11.04.5	NATIONAL HIGH-PERFORMANCE .....	131
11.04.6	CATEGORIES OF PLAY .....	133
11.05	ADMINISTRATION .....	133
11.05.12	Out of Province HCOP Certification Clinics.....	135
11.05.15	Game Official Review Process (High-Performance) – Evaluation: .....	136
11.05.16	Qualifications for BC Hockey Championships: .....	136
11.06	SUSPENSIONS / RULES.....	137
11.06.4	HCOP Minimum Suspension Guidelines .....	138
11.06.5	Notification of Suspension .....	139
11.07	PROGRAM HONORARIA .....	140
11.08	GAME INCIDENTS REPORTS.....	141

## **12.0 SCHOOLS PROGRAMMING POLICY 142**

12.01	MANDATE AND KEY DUTIES – SCHOOLS PROGRAMMING COMMITTEE .....	142
12.02	HOCKEY CANADA ACCREDITED SCHOOLS .....	142
12.03	HOCKEY CANADA ACCREDITED SCHOOL APPLICATION AND RENEWAL CRITERIA .....	144
12.04	HOCKEY CANADA ACCREDITED SCHOOL ANNUAL FEES .....	148
12.05	HOCKEY CANADA ACCREDITED SCHOOL QUALITY ASSESSMENT.....	148
12.06	HOCKEY CANADA ACCREDITED SCHOOL TEAMS .....	148
12.07	AFFILIATION .....	148
12.08	INSURANCE .....	150
12.09	COMPETITION .....	150
12.10	FINANCIAL ASSISTANCE AND SCHOLARSHIPS.....	151
12.11	PROGRAM OF EXCELLENCE ELIGIBILITY .....	151
12.12	TRANSITIONARY PERIOD.....	151
12.13	BC HOCKEY REQUIREMENTS .....	151
12.14	APPENDIX A .....	154
12.15	APPENDIX B .....	155

<b>13.0</b>	<b>PROGRAM OF EXCELLENCE POLICY</b>	<b>157</b>
13.01	FEMALE PROGRAM OF EXCELLENCE PROGRAM .....	157
13.01.1	MANDATE AND KEY DUTIES – FEMALE PROGRAM OF EXCELLENCE COMMITTEE AND PROGRAM DELIVERY GROUP .....	157
13.01.2	BC HOCKEY PROGRAM OF EXCELLENCE PROGRAM PHILOSOPHY AND GOALS .....	157
13.01.3	PROGRAM POLICIES .....	157
13.01.4	APPEAL PROCEDURE .....	160
13.01.5	CONFIDENTIALITY .....	160
13.01.6	GENERAL .....	161
13.02	MALE PROGRAM OF EXCELLENCE PROGRAM.....	161
13.02.1	MANDATE AND KEY DUTIES – MALE PROGRAM OF EXCELLENCE ADVISORY GROUP AND PROGRAM DELIVERY GROUP .....	161
13.02.2	BC HOCKEY PROGRAM OF EXCELLENCE PROGRAM PHILOSOPHY AND GOALS .....	161
13.02.3	PROGRAM OF EXCELLENCE PROGRAM POLICIES .....	161
13.02.4	APPEAL PROCEDURE .....	165
13.02.5	CONFIDENTIALITY .....	165
13.02.6	GENERAL .....	165
<b>14.0</b>	<b>AAA PROGRAM POLICY</b>	<b>166</b>
14.01	FEMALE U18 AAA PROGRAM .....	166
14.01.1.1	MANDATE AND KEY DUTIES – FEMALE U18 AAA COMMITTEE AND PROGRAM DELIVERY GROUP .....	166
14.01.2	ZONE BOUNDARIES .....	166
14.01.2.1	FEMALE U18 AAA BOUNDARIES.....	166
14.01.2.2	ZONE DRAW ADJUSTMENT.....	167
14.01.3	FINANCIAL .....	167
14.01.3.1	BUDGET .....	167
14.01.3.2	HOTELS/TRANSPORTATION.....	167
14.01.3.3	TEAM BANK ACCOUNTS .....	168
14.01.3.4	FUNDRAISING .....	168
14.01.3.5	HONORARIA .....	168
14.01.4	TEAM OFFICIALS.....	169
14.01.4.1	REQUIREMENTS.....	169

14.01.4.2	SELECTION .....	169
14.01.4.3	RELEASE OF TEAM OFFICIALS .....	169
14.01.4.4	COACHING CERTIFICATION .....	170
14.01.4.5	RESPECT IN SPORT .....	170
14.01.4.6	HOCKEY CANADA SAFETY PROGRAM (HCSP).....	170
14.01.5	TEAM REGISTRATION .....	170
14.01.5.1	LEAGUE REGISTRATION FEES .....	170
14.01.5.2	TEAM NAMES.....	171
14.01.5.3	TEAM WEBSITES .....	171
14.01.6	PLAYER REGISTRATION.....	171
14.01.6.1	PLAYER FEES.....	171
14.01.6.2	REFUNDS.....	171
14.01.6.3	REGISTRATION/CARDING PROCEDURES .....	172
14.01.6.4	AFFILIATION .....	172
14.01.6.5	PLAYER RELEASES .....	173
14.01.7	PLAYER ELIGIBILITY .....	174
14.01.7.1	U18 AGED PLAYERS .....	174
14.01.7.2	RESIDENTIAL QUALIFICATIONS .....	174
14.01.8	EVALUATION CAMPS .....	174
14.01.8.1	IDENTIFICATION AND EVALUATION CAMPS .....	174
14.01.8.2	CANCELLATION – REFUNDS .....	175
14.01.8.3	PLAYER SELECTION PROCESS.....	175
14.01.9	RULES OF PLAY.....	176
14.01.9.1	RULES OF PLAY.....	176
14.01.9.2	HOME TEAM RESPONSIBILITIES .....	176
14.01.10	RULES AND REGULATIONS .....	176
14.01.10.1	DISCIPLINE/SUSPENSIONS .....	176
14.01.10.2	ZERO TOLERANCE - DRUGS, ALCOHOL AND TOBACCO.....	177
14.01.10.3	HAZING/INITIATION.....	177
14.01.10.4	RECRUITING PRACTICES – TAMPERING.....	177
14.01.10.5	GAME FORFEIT .....	177
14.01.10.6	LEAGUE PLAY .....	177
14.01.10.7	GAME PROTESTS.....	179

14.01.10.8	EXHIBITION GAMES AND TOURNAMENTS .....	180
14.01.10.9	RESCHEDULING OF LEAGUE GAMES.....	180
14.01.10.10	GAME REPORTS .....	180
14.01.10.11	TIE BREAKING PROCEDURE – LEAGUE STANDINGS .....	181
14.1.11	OFFICIATING.....	181
14.01.11.1	OFFICIATING.....	181
14.01.11.2	OFFICIATING NO SHOWS .....	181
14.01.12	BILLETING.....	182
14.01.12.1	BILLETING OF PLAYERS.....	182
14.01.13	TEAM UNIFORMS / DRESS CODE .....	182
14.01.13.1	UNIFORMS .....	182
14.01.13.2	DRESS CODE .....	182
14.01.14	LEAGUE ALL-STAR SELECTIONS.....	182
14.01.14.1	END OF SEASON LEAGUE ALL STAR TEAM .....	182
14.01.15	FEMALE U18 AAA CHAMPIONSHIPS.....	183
14.01.15.1	FEMALE U18 AAA CHAMPIONSHIPS.....	183
14.01.15.2	FEMALE U18 AAA COACH OF THE YEAR AWARD.....	184
14.01.15.3	TRAVEL.....	184
14.01.15.4	FINAL DATE TO WITHDRAW FROM BC HOCKEY CHAMPIONSHIPS .....	184
14.01.16	EDUCATION ADVISOR.....	184
14.01.16.1	EDUCATION ADVISOR .....	184
14.01.16.2	ROLE OF THE EDUCATION ADVISOR .....	184
14.01.17	IMPORTANT DATES.....	185
14.02	U18 AAA PROGRAM.....	185
14.02.1.1	MANDATE AND KEY DUTIES – U18 AAA COMMITTEE AND PROGRAM DELIVERY GROUP .....	185
14.02.2	ZONE BOUNDARIES .....	185
14.02.2.1	U18 AAA BOUNDARIES .....	185
14.02.2.2	ZONE DRAW ADJUSTMENT.....	186
14.02.2.3	ZONE BOUNDARY CHANGE .....	186
14.02.2.4	U18 AAA TEAM APPLICATION .....	186
14.02.3	FINANCIAL.....	187
14.02.3.1	BUDGET .....	187
14.02.3.3	HOTELS/TRANSPORTATION.....	187

14.02.3.4	TEAM BANK ACCOUNTS .....	188
14.02.3.5	FUNDRAISING .....	188
14.02.3.6	Honoraria .....	188
14.02.4	TEAM OFFICIALS .....	189
14.02.4.1	REQUIREMENTS.....	189
14.02.4.2	SELECTION .....	189
14.02.4.3	RELEASE OF TEAM OFFICIALS .....	189
14.02.4.4	COACHING CERTIFICATION .....	190
14.02.4.5	RESPECT IN SPORT .....	190
14.02.4.6	HOCKEY CANADA SAFETY PROGRAM (HCSP).....	190
12.02.5	TEAM REGISTRATION .....	190
14.02.05.01	LEAGUE REGISTRATION FEES .....	190
14.02.5.2	TEAM NAMES.....	191
14.02.5.3	TEAM WEBSITES .....	191
14.02.5.4	LEAGUE WEBCAST .....	191
14.02.6	PLAYER REGISTRATION .....	191
14.02.6.1	PLAYER FEES.....	191
14.02.6.2	REFUNDS.....	192
14.02.6.3	REGISTRATION/CARDING PROCEDURES .....	192
14.02.6.4	AFFILIATION .....	193
14.02.6.5	PLAYER RELEASES .....	194
14.02.7	PLAYER ELIGIBILITY .....	194
14.02.7.1	U18 AGED PLAYERS.....	194
14.02.7.2	UNDER-AGED PLAYERS .....	194
14.02.7.3	RESIDENTIAL QUALIFICATIONS .....	194
14.02.7.4	U18 AAA RESIDENTIAL WAIVER .....	195
14.02.8	PLAYER SELECTION PROCESS .....	195
14.02.8.01	SPRING IDENTIFICATION CAMPS .....	195
14.02.8.2	PROSPECT CAMP .....	196
14.02.8.3	EVALUATION CAMPS .....	197
14.02.8.4	TEAM STRUCTURE .....	197
14.02.8.5	CANCELLATION – REFUNDS .....	198
14.02.9	RULES OF PLAY.....	198

14.02.9.1	RULES OF PLAY.....	198
14.02.9.2	HOME TEAM RESPONSIBILITIES .....	198
14.2.10	RULES AND REGULATIONS.....	198
14.02.10.1	DISCIPLINE/SUSPENSIONS .....	198
14.02.10.2	ZERO TOLERANCE - DRUGS, ALCOHOL AND TOBACCO PRODUCTS.....	199
14.02.10.3	HAZING/INITIATION.....	199
14.02.10.4	RECRUITING PRACTICES - TAMPERING.....	199
14.02.10.5	GAME FORFEIT .....	199
14.02.10.6	LEAGUE PLAY .....	199
14.02.10.7	GAME PROTESTS.....	201
14.02.10.8	EXHIBITION GAMES AND TOURNAMENTS .....	201
14.02.10.9	RESCHEDULING OF LEAGUE GAMES.....	202
14.02.10.10	GAME REPORTS .....	202
14.02.10.11	TIE BREAKING PROCEDURE – LEAGUE STANDINGS .....	202
14.02.11	OFFICIATING.....	203
14.02.11.1	OFFICIATING.....	203
14.02.11.2	OFFICIATING NO SHOWS .....	203
14.02.12.1	BILLETING OF PLAYERS.....	204
14.02.13	TEAM UNIFORMS / DRESS CODE .....	204
14.02.13.01	UNIFORMS .....	204
14.02.13.2	DRESS CODE .....	204
14.02.14	LEAGUE ALL-STAR SELECTIONS .....	204
14.02.14.01	END OF SEASON LEAGUE ALL STAR TEAM .....	204
14.02.14.02	U18 AAA COACH OF THE YEAR AWARD.....	204
14.02.15	U18 LEAGUE CHAMPIONSHIPS.....	204
14.02.15.1	U18 LEAGUE CHAMPIONSHIPS.....	204
14.02.15.2	TRAVEL.....	206
14.12.15.3	FINAL DATE TO WITHDRAW .....	206
14.02.16	EDUCATION ADVISOR .....	206
14.02.16.1	EDUCATION ADVISOR .....	206
14.02.16.2	ROLE OF THE EDUCATION ADVISOR .....	206
14.02.17	IMPORTANT DATES.....	206
14.03	U17 AAA PROGRAM.....	206

14.03.1.1	MANDATE AND KEY DUTIES - U17 AAA COMMITTEE AND PROGRAM DELIVERY GROUP.....	206
14.03.2	ZONE BOUNDARIES .....	207
14.03.2.1	U17 AAA BOUNDARIES .....	207
14.03.2.2	ZONE DRAW ADJUSTMENT.....	208
14.03.2.3	ZONE BOUNDARY CHANGE .....	208
14.03.2.4	U17 AAA TEAM APPLICATION .....	208
14.03.3	FINANCIAL .....	208
14.03.3.1	BUDGET .....	208
14.03.3.2	HOTELS/TRANSPORTATION.....	209
14.03.3.3	TEAM BANK ACCOUNTS.....	209
14.03.3.4	FUNDRAISING.....	209
14.03.3.5	HONORARIA.....	209
14.03.4	TEAM OFFICIALS .....	210
14.03.4.1	REQUIREMENTS.....	210
14.03.4.2	SELECTION .....	210
14.03.4.3	RELEASE OF TEAM OFFICIALS .....	211
14.03.4.4	COACHING CERTIFICATION .....	211
14.03.4.5	RESPECT IN SPORT .....	211
14.03.4.6	HOCKEY CANADA SAFETY PROGRAM (HCSP).....	212
14.03.5	TEAM REGISTRATION .....	212
14.03.5.1	LEAGUE REGISTRATION FEES .....	212
14.03.5.2	TEAM NAMES.....	212
14.03.5.3	TEAM WEBSITES .....	212
14.03.5.4	LEAGUE WEBCAST .....	212
14.03.6	PLAYER REGISTRATION .....	212
14.03.06.01	PLAYER FEES.....	212
14.03.6.1	REFUNDS.....	213
14.03.6.2	REGISTRATION/CARDING PROCEDURES .....	213
14.03.6.3	AFFILIATION .....	214
14.03.6.4	PLAYER RELEASES .....	215
14.03.7	PLAYER ELIGIBILITY .....	215
14.03.7.1	U17 AGED PLAYERS.....	215
14.03.7.1	UNDER-AGED PLAYERS .....	216

14.03.7.2	RESIDENTIAL QUALIFICATIONS .....	216
14.03.7.3	U17 AAA RESIDENTIAL WAIVER .....	216
14.03.8	PLAYER SELECTION PROCESS .....	216
14.03.8.1	SPRING IDENTIFICATION CAMPS .....	216
14.03.8.1	EVALUATION PROCESS.....	217
14.03.8.2	TEAM STRUCTURE .....	217
14.03.8.3	CANCELLATION – REFUNDS .....	218
14.03.9	RULES OF PLAY .....	218
14.03.9.1	RULES OF PLAY.....	218
14.03.9.1	HOME TEAM RESPONSIBILITIES .....	218
14.03.10	RULES AND REGULATIONS .....	218
14.03.10.1	DISCIPLINE/SUSPENSIONS .....	218
14.03.10.1	ZERO TOLERANCE - DRUGS, ALCOHOL AND TOBACCO PRODUCTS.....	219
14.03.10.2	HAZING/INITIATION.....	219
14.03.10.3	RECRUITING PRACTICES - TAMPERING.....	219
14.03.10.4	GAME FORFEIT .....	219
14.03.10.5	LEAGUE PLAY .....	219
14.03.10.6	GAME PROTESTS.....	221
14.03.10.7	EXHIBITION GAMES AND TOURNAMENTS .....	222
	TOURNAMENT REGULATIONS .....	222
14.03.10.8	RESCHEDULING OF LEAGUE GAMES.....	222
14.03.10.9	GAME REPORTS .....	222
14.03.10.10	TIE BREAKING PROCEDURE – LEAGUE STANDINGS .....	222
14.03.11	OFFICIATING .....	223
14.03.11.1	OFFICIATING.....	223
14.03.11.1	OFFICIATING NO SHOWS .....	223
14.03.12	BILLETING.....	224
14.03.1.1	BILLETING OF PLAYERS.....	224
14.03.13	TEAM UNIFORMS / DRESS CODE .....	224
14.03.13.1	UNIFORMS .....	224
14.03.13.2	DRESS CODE .....	224
14.03.14	LEAGUE ALL-STAR SELECTIONS.....	224
14.03.14.1	END OF SEASON LEAGUE ALL STAR TEAM .....	224

14.03.1.2	U17 AAA COACH OF THE YEAR AWARD.....	224
14.03.1.3	U17 AAA PLAYER OF THE YEAR AWARD .....	225
14.03.15	U17 LEAGUE CHAMPIONSHIPS .....	225
14.03.15.1	U17 LEAGUE CHAMPIONSHIPS.....	225
14.03.15.2	TRAVEL.....	226
14.03.15.3	FINAL DATE TO WITHDRAW .....	226
14.03.16	EDUCATION ADVISOR .....	226
14.03.16.1	EDUCATION ADVISOR .....	226
14.03.16.2	ROLE OF THE EDUCATION ADVISOR .....	226
14.03.17	IMPORTANT DATES.....	226
14.04	U15 AAA PROGRAM.....	227
14.04.1.1	MANDATE AND KEY DUTIES – ZONE ADVISORY GROUP AND PROGRAM DELIVERY GROUP .....	227
14.04.2	ZONE BOUNDARIES .....	227
14.04.2.1	U15 AAA BOUNDARIES .....	227
14.04.2.2	ZONE DRAW ADJUSTMENT.....	228
14.04.2.3	ZONE BOUNDARY CHANGE .....	228
14.04.2.4	U15 AAA TEAM APPLICATION .....	228
14.04.3	FINANCIAL.....	228
14.04.3.1	BUDGET .....	228
14.04.3.2	HOTELS/TRANSPORTATION .....	229
14.04.3.3	TEAM BANK ACCOUNTS .....	229
14.04.3.4	FUNDRAISING .....	229
14.04.3.5	HONORARIA .....	230
14.04.4	TEAM OFFICIALS.....	230
14.04.4.1	REQUIREMENTS.....	230
14.04.4.2	SELECTION .....	231
14.04.4.3	RELEASE OF TEAM OFFICIALS .....	231
14.04.4.4	COACHING CERTIFICATION .....	231
14.04.4.5	RESPECT IN SPORT .....	232
14.04.4.6	HOCKEY CANADA SAFETY PROGRAM (HCSP).....	232
14.04.5	TEAM REGISTRATION .....	232
14.04.5.1	LEAGUE REGISTRATION FEES .....	232
14.04.5.2	TEAM NAMES.....	232

14.04.5.3	TEAM WEBSITES .....	232
14.04.5.4	LEAGUE WEBCAST .....	233
14.04.6	PLAYER REGISTRATION .....	233
14.04.6.1	PLAYER FEES.....	233
14.04.6.2	REFUNDS .....	233
14.04.6.3	REGISTRATION/CARDING PROCEDURES .....	234
14.04.6.4	AFFILIATION .....	234
14.04.6.5	PLAYER RELEASES .....	235
14.04.7	PLAYER ELIGIBILITY .....	236
14.04.7.1	U15 AGED PLAYERS .....	236
14.04.7.2	UNDER AGED PLAYERS .....	236
14.04.7.3	RESIDENTIAL QUALIFICATIONS .....	236
14.04.7.4	ZONE U15 AAA RESIDENTIAL WAIVER .....	236
14.04.8	PLAYER SELECTION PROCESS.....	237
14.04.8.1	SPRING IDENTIFICATION CAMPS .....	237
14.04.8.3	EVALUATION PROCESS.....	238
14.04.8.4	TEAM STRUCTURE .....	238
14.04.8.5	CANCELLATION – REFUNDS .....	238
14.04.9.1	RULES OF PLAY .....	238
	HOME TEAM RESPONSIBILITIES .....	238
14.04.10	RULES AND REGULATIONS .....	239
14.04.10.1	DISCIPLINE/SUSPENSIONS .....	239
14.04.10.2	ZERO TOLERANCE - DRUGS, ALCOHOL TOBACCO PRODUCTS AND ILLEGAL ACTIVITY .....	239
14.04.10.3	HAZING/INITIATION .....	239
14.04.10.4	RECRUITING PRACTICES - TAMPERING.....	239
14.04.10.5	GAME FORFEIT .....	239
14.04.10.6	LEAGUE PLAY .....	239
14.04.10.7	GAME PROTESTS.....	241
14.04.10.8	EXHIBITION GAMES AND TOURNAMENTS .....	241
14.04.10.9	RESCHEDULING OF LEAGUE GAMES.....	242
14.04.10.10	GAME REPORTS .....	242
14.04.10.11	TIE BREAKING PROCEDURE – LEAGUE STANDINGS .....	242
14.04.11	OFFICIATING.....	243

14.04.11.1	OFFICIATING.....	243
14.04.11.2	OFFICIATING NO SHOWS .....	243
14.04.12	BILLETING.....	244
14.04.12.1	BILLETING OF PLAYERS.....	244
14.04.13	TEAM UNIFORMS / DRESS CODE .....	244
14.04.13.1	UNIFORMS .....	244
14.04.13.2	DRESS CODE .....	244
14.04.14	LEAGUE ALL-STAR SELECTIONS.....	244
14.04.14.1	END OF SEASON LEAGUE ALL STAR TEAM .....	244
14.04.14.2	U15 AAA COACH OF THE YEAR AWARD.....	244
14.04.14.3	U15 AAA PLAYER OF THE YEAR AWARD .....	244
14.04.15	U15 AAA LEAGUE CHAMPIONSHIPS .....	245
14.04.15.1	U15 AAA LEAGUE CHAMPIONSHIPS .....	245
14.04.15.2	FINAL DATE TO WITHDRAW .....	245
14.04.16	EDUCATION ADVISOR .....	245
14.04.16.1	EDUCATION ADVISOR .....	245
14.04.16.2.1	ROLE OF THE EDUCATION ADVISOR .....	245
14.04.17	IMPORTANT DATES.....	246

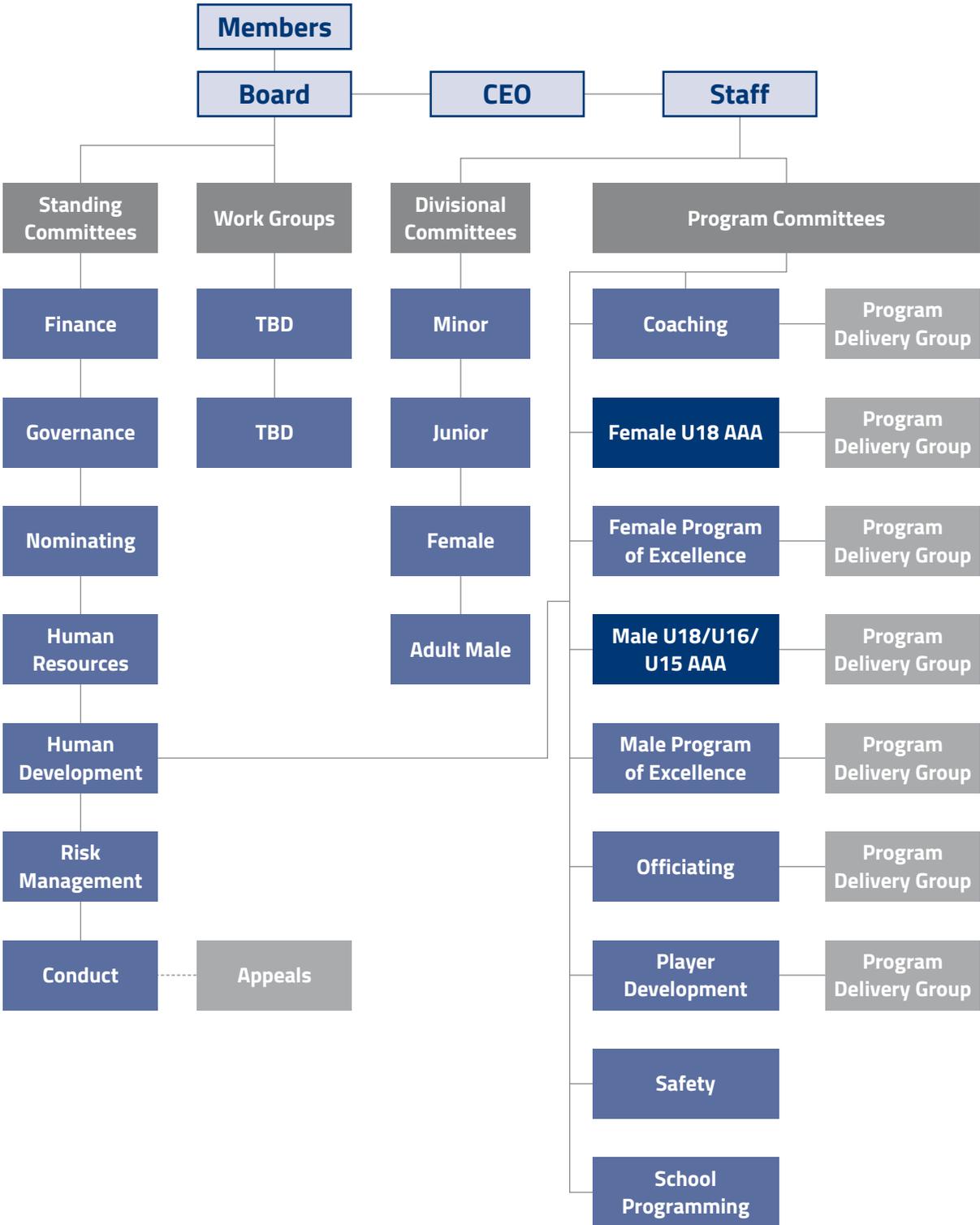
**1.0 GOVERNANCE POLICIES**

**1.01**

**ORGANIZATIONAL CHART**

The following organizational chart outlines the governance structure of BC Hockey:

**BC Hockey Governance Chart**



**1.02****TERMS OF REFERENCE**

The mandate, key duties and other pertinent details with respect to the Governance Committee are set out in the **Terms of Reference** for the Governance Committee. Additional information with respect to the functions of the Governance Committee as a Standing Committee may be found in the general Terms of Reference for Standing Committees.

The Governance Committee shall from time to time, and in consultation with each committee, review all Terms of Reference with a view to ensuring that they reflect best governance practices as well as the current practice of each committee.

**1.03****BOARD MEMBERS AS LIAISONS TO PROGRAM AND DIVISIONAL COMMITTEES**

In accordance with the **Terms of Reference**, directors may be appointed as Board Liaisons to Program and Divisional Committees. A director so appointed shall have the following responsibilities, as may be applicable with respect to each such committee:

- Attend meetings of such Program or Divisional Committee and, if required, the applicable Program Delivery Group
- Act as a Liaison between such Committee and the Board

**1.04****DIRECTORS' RESOURCES****a) Jackets**

Each Director shall be entitled to a BC Hockey jacket, the cost to be borne by BC Hockey. Directors can request a second jacket as needed.

**b) Business Cards**

Each Director shall be issued 100 business cards annually.

**c) Game Passes**

Each Director shall be issued an official BC Hockey game pass annually.

**d) Ring**

It will be the privilege of this Society to confer upon each Chair of the Board, at the completion of tenure of office, a ring duly made by die for this Society only. The ring shall entitle the qualified owner, upon presentation of same, to admission to any game or games played under the jurisdiction of the Society.

**1.05****CONFLICT OF INTEREST POLICY**

Conflicts of interest arise in different ways. BC Hockey has adopted the following policy to address the various types of conflict of interest.

**1.05.1****PERSONAL INTEREST IN A TRANSACTION**

Section 56 of the *BC Society Act* requires that:

**1) director of a society who has a direct or indirect material interest in**

- a) a contract or transaction, or a proposed contract or transaction, of the society, or
- b) a matter that is or is to be the subject of consideration by the directors, if that interest could result in the creation of a duty or interest that materially conflicts with that director's duty or interest as a director of the society.

**2) A director to whom this section applies must**

- a) disclose fully and promptly to the other directors the nature and extent of the director's interest,
- b) abstain from voting on a directors' resolution or consenting to a consent resolution of directors in respect of the contract, transaction or matter referred to in subsection (1),
- c) leave the directors' meeting, if any,
  - i. when the contract, transaction or matter is discussed, unless asked by the other directors to be present to provide information, and
  - ii. when the other directors vote on the contract, transaction or matter, and
- d) refrain from any action intended to influence the discussion or vote.

Subsections (4) and (5) of section 56 of the New Act set out certain exceptions to these general prohibitions that will apply only rarely (including voting on honoraria).

BC Hockey adopts the wording of section 56 of the New Act to govern its directors from the date of adoption of this policy. The same obligations shall apply to all members of Standing Committees, Divisional Committees, Program Committees, Work Groups and Task Groups. [See also bylaw 752 in this regard.]

Any disclosure made under these provisions and any resulting actions shall be recorded on the minutes of the meeting at which such disclosure occurred.

**1.05.2****CONFLICTING LOYALTIES**

BC Hockey recognizes that many of its volunteers have had long standing involvement in amateur hockey within British Columbia. Many fulfill ongoing roles with BC Hockey Members and other hockey-related organizations. In many cases, such individuals bring important perspectives to the work of BC Hockey's Committees, Work Groups and Task Groups. In fact, some BC Hockey Committees (including all of its Divisional Committees) are structured with the intent that representatives of other stakeholders will participate fully in those Committees.

There are circumstances, however, in which conflicting loyalties of a committee, task group or work group member may interfere with proper and full performance of that person's efforts in support of BC Hockey.

In this section, the phrase "BC Hockey Group" refers to BC Hockey Committees, Program Delivery Groups, Work Groups and Task Groups.

An individual who sits on the Board, Executive Committee or similar body, or is an officer or employee of, a BC Hockey Member should not be a member of any of the following BC Hockey Groups:

- Board of Directors
- Finance Committee
- Minor Discipline Task Group (including Coordinator)
- Minor Communications and Relations Task Group (including Coordinator)

In addition, an individual who sits on the Board, Executive Committee or similar body, or is an officer or employee of, a BC Hockey Member should not hold any of the following BC Hockey positions:

- Appeal Committee Chair
- Adult Male Coordinator
- Female Coordinator
- Junior Coordinator
- Minor Championship Coordinator
- Minor Operations Coordinator
- Officiating Coordinator / RIC

Many BC Hockey volunteers have been honoured as life members of other BC Hockey-related bodies. Holding such an office shall not be a violation of the restrictions set out above so long as the role is honorary and does not involve active participation in governance and decision-making of the other organization.

Every member of a BC Hockey Group shall, upon and within three (3) weeks of such appointment, complete and submit to the Chief Executive Officer a disclosure form indicating the involvement of that individual, their spouse and any children residing with them, with any BC Hockey member, including involvement as an executive member, team official or player.

To the extent that a member of a BC Hockey Group is, pursuant to this policy, permitted to concurrently be a member of the board, executive committee or similar body, or an officer of, a member of BC Hockey:

- Such individual must acknowledge, and should obtain acknowledgement from that other member, that in participating in the BC Hockey Group, the individual is not to seek or receive direction from that other member, and will in fulfilling that individual's role, follow all BC Hockey regulations, policies and board decisions and will report to and seek direction from others in accordance with BC Hockey policies;
- To the extent the individual is required to make a decision that impacts a member (or registered participant from that member) with which the individual is closely associated, the individual will ensure that the decision is made and is seen to be made in an impartial manner without influence arising from such association, and will refer such decision to or seek assistance from others, as appropriate, to ensure this goal is met;
- This section of the policy shall not apply to members of Divisional Committees (other than divisional coordinators).

### 1.05.3

#### **OTHER CONFLICTING INTERESTS**

A variety of other situations may arise where a BC Hockey volunteer is faced with conflicting interests. Some BC Hockey volunteers are engaged in player evaluation and program or team selection processes. Others will oversee championships and other competitions. In all activities undertaken on behalf of BC Hockey, volunteers should endeavour to avoid conflicts and potential conflicts and ensure that all actions are seen to be fair and unbiased. In this regard, guidance may be obtained from the guidelines and categories established by the Sport Dispute Resolution Centre of Canada in its publication "Conflicts of Interest in Sports-Related Decision-Making", which is published at [www.crdsc-sdrcc.ca/eng/documents/SDRCC\\_COI\\_Brochure\\_ENG\\_final\\_web.pdf](http://www.crdsc-sdrcc.ca/eng/documents/SDRCC_COI_Brochure_ENG_final_web.pdf)

In considering this publication, it is important to note that BC Hockey's governance structure contemplates the involvement of directors and others at multiple levels of the policy development process. Involvement in matters at one (1) level (including the statement of opinions on it) should generally not prevent a director or other volunteer from continuing involvement in an issue at other levels. At the same time, all involvement in decision-making for which the principles of natural justice may apply should reflect full respect for those principles.

## 1.06

### IN CAMERA MEETINGS

There are times when discussions within BC Hockey Board meetings must be kept confidential. Such discussions are considered to be "in camera" meetings.

In camera meetings have a legitimate purpose but their use should be limited. Because in camera meetings restrict the normal information reported to the Membership, their use should be limited to those occasions when they are absolutely necessary.

#### a) Factors Supporting in Camera Meetings

In camera meetings should be considered where the following subject matter is to be discussed:

- i. personnel matters about any identifiable individual, including employees, Directors, registered participants, or Members of BC Hockey,
- ii. commercially sensitive business matters, including matters subject to confidentiality agreements with third parties;
- iii. litigation or potential litigation; or,
- iv. the receiving of advice that is subject to privilege, including communications necessary for that purpose.

#### b) Minutes of in Camera Meetings

Decisions made in an in camera meeting (including any in camera discussion within a broader meeting) and, when appropriate, the factors considered in determining to hold a discussion in camera, should be recorded in separate minutes. The Chief Executive Officer should be part of the in camera meeting to keep the minutes unless the circumstances require that he or she also be absent. In his or her absence, the Chair is responsible for ensuring that an appropriate record of the discussion is kept.

Minutes of an in camera meeting should be distributed to those who participated in the meeting and after their approval should be kept confidential and separately along with any materials considered as part of the in camera meeting. BC Hockey's Chief Executive Officer shall keep or cause to be kept a record of in camera minutes.

Any access to in camera minutes is limited to the participants of the in camera meeting. Any requests for access to in camera minutes by any other individual should be directed to BC Hockey's Chief Executive Officer who will consult with the Chair of the meeting within which the in camera discussion occurred (if other than the Chair of the Board), or the Chair of the **in camera portion of the meeting, prior to granting access to in camera minutes.**

**1.07****ANNUAL AND SPECIAL GENERAL MEETING PROCEDURES POLICY****a) Interpretation**

- i. This is a policy of the Board.
- ii. Annual and Special General Meetings take place as set out in BC Hockey's Bylaws and Regulations.
- iii. All General Meetings are chaired by the Chair of the Board for BC Hockey, as defined in Bylaw 101(e).

**b) Meeting Procedures**

- i. The Chair calls the meeting to order and may make announcements or comments. The Agenda is proposed as distributed. Any modification, change of order or addition is received by the Chair and accepted or rejected by the members present at the meeting.
- ii. The business of the meeting should be conducted through: a) the proposal of motions to be debated; b) reports of persons or Committees; c) questions.
- iii. Any person who wishes to speak to a motion must be recognized by the Chair. Once recognized, he or she is said to "have the floor". Discussion on a debated motion must be relevant to the subject, impersonal and directed to the Chair. If the speaker fails to adhere strictly to the subject in a courteous, expeditious manner, or otherwise violates the rules of order, he or she shall be warned. If the speaker persists the Chair may rule him or her "out of order", thereby withdrawing the right to speak to the motion.
- iv. The time allowed for discussion may be limited, within reason, by the Chair or by the meeting. It is advised that every speaker indicate whether he or she is for or against the motion. If the discussion has continued for a reasonable time, and the viewpoint for or against the question has been given, the Chair may ask for a motion to terminate the discussion or "call the question" (move the previous question).
- v. No member shall speak more than once on the same question without consent of the Chair, except in explanation of a material part of a speech which may have been misconstrued, and in doing so the member shall not introduce new information. Members speaking to a question will be allotted three (3) minutes each time they speak. Members will not speak for a second time until all other members have had an opportunity to speak for the first time.
- vi. The Chair shall preserve order and decide points of order which may arise.
- vii. The Chair may, at his or her discretion, call for a recess.

## 2.0 FINANCIAL POLICIES

### 2.01 MANDATE AND KEY DUTIES – FINANCE COMMITTEE

The mandate, key duties and other pertinent details with respect to the Finance Committee are set out in the Terms of Reference for the Finance Committee. Additional information with respect to the functions of the Finance Committee as a Standing Committee may be found in the general Terms of Reference for Standing Committees.

### 2.02 FINANCIAL ADMINISTRATION

#### a) Purchase Order System

All purchases on behalf of BC Hockey shall have prior approval of the Chief Executive Officer and have a covering purchase order number. No company statement will be paid without an accompanying purchase order number.

#### b) Expense Accounts

The following expenses shall be reimbursed by BC Hockey as follows:

##### i. Transportation

###### ▪ Private automobile

Reimbursed at a rate per kilometer as established by BC Hockey and reviewed annually (not to exceed the non-taxable limit as defined by the CRA). This allowance will only apply where the vehicle is used for transportation to BC Hockey functions or carrying out BC Hockey business.

NOTE: Not to exceed most economical airfare.

###### ▪ Airfare

The most economical airfare, or actual bus fare will be paid and must be supported by receipts.

###### ▪ Parking Charges

Parking charges will be paid at actual cost and must be supported by receipts.

###### ▪ Automobile Rentals

All use of automobile rentals must have the prior authorization of the Chief Executive Officer.

The most economical rental will be obtained including basic collision and third-party liability cover age.

##### ii. Accommodation

Hotel rooms will be reimbursed at actual cost and must be supported by receipts.

Should a spouse or other person accompany the BC Hockey representative, reimbursement for accommodation will be limited to the expense that would have been incurred if that person had traveled alone.

All personal expenses for meals, telephone, etc. charged against the hotel account should be paid directly to the hotel before checking out, if the room is being paid directly by BC Hockey.

Hotel room expenses for the evening following a BC Hockey meeting are not claimable unless the representative is unable to make reasonable arrangements home that evening.

**iii. Meals**

Reimbursed at per diem rates as established by BC Hockey and reviewed annually.

**iv. Telephone / Fax Charges**

All claims for long-distance calls / fax transmissions related to BC Hockey business must be supported by the original telephone company billing or hotel account and an itemized explanation of the calls

BC Hockey will assign cellular phones and email addresses to all Directors.

Claims will be limited to a maximum of \$75.00 per month for cell / telephone plans or smartphone device usage for the purposes of conducting BC Hockey program business. The following procedure outlines the steps to be followed under this policy:

- Itemized invoices noting BC Hockey related calls must be submitted from the phone provider and BC Hockey accounting staff is to ensure that every claim is reviewed for accuracy.
- Phone plans that don't allow for itemized expenses due to unlimited usage stipulations or other cost-effective invoicing may, at the start of the season, apply for the use of:
  - A designated phone line with a set value (to be determined by the Chief Executive Officer) covered by BC Hockey per month. Receipts will still be required, but itemized invoices noting BC Hockey related calls will not.
  - An unlimited phone / text plan with a set value (to be determined by the Chief Executive Officer) covered by BC Hockey per month. Receipts will still be required, but itemized invoices noting BC Hockey related calls will not.
- Any expenses that exceed the \$75.00 maximum will require a summary and an explanation of the over age. Staff will bring this information forward to the Chief Executive Officer for consideration.

**v. Photocopying**

The BC Hockey Office keeps all members regularly informed with pertinent Bulletins and it should not be necessary to duplicate these mailings.

**vi. Overdue / Interest Charges**

BC Hockey shall not reimburse for overdue or interest charges incurred.

**vii. Incidental Expenses**

Staff members may claim incidental expenses when traveling outside the Victoria area while on BC Hockey business.

BC Hockey Directors may claim incidental expenses when traveling while on BC Hockey business.

**viii. Expense Account Forms**

All requests for reimbursement shall be on a BC Hockey form.

Expense accounts are to be submitted monthly, accounts submitted more than one (1) month late will be referred to the Chief Executive Officer.

**c) Director Travel**

Board of Directors travel shall have the prior approval of the Chair of the Board. Expenses will be as per BC Hockey Finances Policy. A brief report on the trip is to accompany the expense account submitted.

**d) Inventory**

BC Hockey Directors, Honorary Life Members and Staff are permitted to purchase inventory at cost price.

**e) NSF Cheques**

There shall be a charge of \$20.00 on all NSF cheques.

**f) Administration Charge – Program Registration Refunds**

- i. There shall be a fifty percent (50%) refund of Registration Fee to any participant who cancels their attendance more than 15 days prior to a BC Hockey sanctioned event and there shall be no refund for a Registration Fee for any cancellation 15 days or less prior to the BC Hockey sanctioned event.
- ii. There shall be an administrative fee charged to participants who register for a BC Hockey clinic and subsequently request to switch into another clinic.

NOTE: In individual cases the Chief Executive Officer may approve an additional refund due to extenuating, documented circumstances. All applications for noted refund must be made by way of appeal of above policy.

**g) Honoraria**

BC Hockey Directors and all other BC Hockey volunteers that honoraria are provided for, honoraria shall be reviewed annually prior to April 30, by the Finance Committee.

**h) Fines**

Revenue collected by way of a fine imposed by BC Hockey is to be allocated in the following manner:

- i. The funds shall be deposited in the Society's general bank account.
- ii. Any costs that may have resulted from the action that initiated the fine shall be paid out to the appropriate association/team (i.e. a late withdrawal from Championships could result in the payment of ice costs incurred by the host association due to cancelled games.)
- iii. The balance remaining from the fine shall be allocated to the Sundry income account.
- iv. On March 31 of each year, if the Society is operating at an excess of revenue over expense in the year the fine is imposed, the remaining balance that was allocated to Sundry will be moved to the Scholarship and Assistance Fund.

**i) Chief Executive Officer Bond**

The Chief Executive Officer shall receive, in the name of the Society, all funds, which shall be deposited in any Canadian Chartered Bank, and shall arrange for payment of all accounts owing by the Society. The Chief Executive Officer shall have the power to sign cheques and shall furnish bond in the sum of \$100,000.00, the premium to be paid by the Society.

**2.03****RESERVE FUNDS****a) Reserve Funds:**

The Society has the following reserve funds:

**i. Drill Manual Reserve Fund Guidelines**

The Drill Manual Reserve Fund is to be utilized as follows:

To assist BC Hockey members selected to Program of Excellence programs when financial need has been established.

To assist BC Hockey Award Scholarships from the Scholarship and Assistance Fund when interest earned is not sufficient.

To cover the related expenses for the presenter of the Ernie Gare Memorial Trophy at the BC Hockey AGM and to maintain the BC Hockey Ernie Gare Memorial Trophy.

To assist BC Hockey members to pursue development opportunities.

No disbursements shall be made from the Drill Manual Reserve Fund without the approval of the Board of Directors.

**ii. Program of Excellence Reserve Fund Guidelines**

In the event of a loss of, or a decrease of funding, the monies in the Program of Excellence Reserve Fund would be available to maintain the existing program.

The fund may also be utilized for special initiatives within and for the Program of Excellence.

No disbursements shall be made from the Program of Excellence Reserve Fund without the approval of the Board of Directors.

**iii. Junior B Reserve Fund**

Each Junior B team registered with the Society shall be assessed an annual fee as set out in the Schedule of Fees and Assessments to be used for the promotion of Junior B hockey and to assist in any deficit incurred in a Junior B championship of the Society. Disbursements from the Junior B Reserve Fund require approval of the Board of Directors with consultation from the Junior Committee. A team not playing in a recognized league shall not be allowed to withdraw from the Junior B Reserve Fund.

**iv. Male Senior Reserve Fund**

The Male Senior Hockey Reserve Fund is to be used for the promotion and development of Male Senior hockey. No disbursements shall be made from the Male Senior Reserve Fund without approval of the Board of Directors with consultation from the Adult Male Committee.

**v. Female Reserve Fund**

The Female Hockey Reserve Fund is to be used for the promotion and development of Female Hockey. No disbursements shall be made from the Female Hockey Reserve Fund without approval of the Board of Directors with consultation from the Female Hockey Development Coordinator.

**b) The Board may:**

- i. authorize any variances with respect to the use of any of the reserve funds, in consultation with the Recommending Committee(s), and
- ii. add to any reserve funds of the Society as they see fit, during the years of operation.

**c) Any changes to the reserve funds of the Society shall be made by the Board in consultation with the Committee concerned.****d) All applications for disbursements from reserve funds are to be directed to the Chief Executive Officer.****2.04****TROPHY RETURN POLICY**

- a) A team which chooses to retain the trophy after presentation must post a bond or certified cheque for the amount of \$1,000.00 per trophy payable to BC Hockey.
- b) A team which chooses to retain the trophy immediately becomes responsible for ensuring that the trophy is properly maintained while in their possession and security of same guaranteed. Loss or damage while in possession of the trophy will result in necessary replacement or repair costs being deducted from the \$1,000.00 team deposit.
- c) A team retaining the trophy must ensure that the trophy is properly packaged and returned to the Branch office on or before June 15 of the same year in which the championship was held. Upon receipt of the trophy and inspection of same, if in proper condition, the \$1,000.00 deposit will be returned immediately to the team concerned.
- d) If the trophy is not received by the Branch office by June 30, any necessary expenses incurred, as a result of action required to retrieve same will be deducted from the appropriate team's deposit payment.
- e) A team not wishing to retain the trophy must return the trophy to the Branch Representative immediately following presentation at the Championship game. Failure to do so will result in disciplinary action deemed necessary by the representative in attendance.
- f) The Host Branch Representative in attendance will be responsible for informing all participating teams of this trophy policy prior to the commencement of the championship.

## 3.0 HUMAN RESOURCES POLICIES

### 3.01 MANDATE AND KEY DUTIES – HUMAN RESOURCES COMMITTEE

The mandate, key duties and other pertinent details with respect to the Human Resources Committee are set out in the Terms of Reference for the Human Resources Committee. Additional information with respect to the functions of the Human Resources Committee as a Standing Committee may be found in the general Terms of Reference for Standing Committees.

### 3.02 HONORARY LIFE MEMBERS SELECTION GUIDELINES

- a) As an honour, the highest that may be bestowed by the Society, the Board may appoint an individual as a Honorary Life Members.
- b) The individual must have served the Society, on the Board, for at least three (3) full terms and rendered outstanding or meritorious service in accordance with the purposes of the Society.
- c) Nominations for Honorary Life Members must be forwarded in writing to the Chief Executive Officer detailing the service for which the honour is proposed to be bestowed.

### 3.03 NEPOTISM POLICY

- a) Members of the same family may not be selected or registered as Team Officials, on the same team within BC Hockey Program of Excellence and U18 AAA programs.
- b) For the purpose of this policy, members of the same family include spouses, domestic partners, children, stepchildren, wards, grandchildren, parents, grandparents, siblings, in-laws, uncles, aunts, nieces, nephews, and cousins.
- c) Application for exemption to this policy must be made in writing to the BC Hockey Chief Executive Officer, who will consider the application.

### 3.04 AWARDS POLICY

#### DIAMOND STICK

##### a) Criteria

- i. Awarded for outstanding service to the game for a period of not less than 10 years duration by any person in the province who has rendered meritorious service to BC Hockey or its members.
- ii. Nothing shall prevent the Advisory Group from making an award to any person outside the province who has rendered outstanding service to any organized Hockey Association or its member Clubs anywhere in the world.

##### b) Nomination Deadline

- i. Nominations will be accepted by BC Hockey until April 15 of each year. Nominations may be received by any registered Club, League or Association which is affiliated with BC Hockey. Nominations must be submitted in writing with a service record of the candidate duly attested by the Club or organization.

**c) Selection Advisory Group**

- i. The Selection Advisory Group shall consist of:
  - BC Hockey Chair of the Board
  - Two (2) Directors selected by the Chair of the Board
- ii. A staff resource will be appointed for the coordination of the Diamond Stick by the Chief Executive Officer

**d) Presentation**

- i. The presentation of the Diamond Stick shall be made by the BC Hockey Chair of the Board or the BC Hockey Chair's appointee at the BC Hockey Annual Congress.

**CHAIR OF THE BOARD'S AWARD****a) Criteria**

- i. An individual, Team, League or Association that has brought honour to the amateur hockey fraternity through an outstanding humanitarian endeavour.

**b) Nomination Deadline**

- i. Nominations will be accepted by BC Hockey until April 15 of each year. Nominations must be submitted in writing with a service record of the candidate duly attested by the nominator.

**c) Selection Advisory Group**

- i. The Selection Advisory Group shall consist of BC Hockey Chair of the Board
- ii. A staff resource will be appointed for the coordination of the Chair of the Board's Award by the Chief Executive Officer.

**d) Presentation**

- i. The presentation of the Chair of the Board's Award shall be made by the BC Hockey Chair of the Board or the BC Hockey Chair's appointee at the BC Hockey Annual Congress.

**LIFE MEMBERS' AWARD****a) Criteria**

- i. The Life Members' Award recipient will be an amateur hockey administrator who has made an outstanding contribution to the development and growth of amateur hockey.

**b) Nominations**

- i. Nominations will be accepted by BC Hockey until April 15 of each year. Nominations must be submitted in writing with a service record of the candidate duly attested by the nominator.

**c) Selection Advisory Group**

- i. The Selection Advisory Group shall consist of:
  - BC Hockey Chair of the Board
  - Two (2) Directors selected by the Chair of the Board
- ii. A staff resource will be appointed for the coordination of the Life Members' Award by the Chief Executive Officer.

**d) Presentation**

- i. The presentation of the Life Members' Award shall be made by the BC Hockey Chair of the Board or the Chair's appointee at the BC Hockey Annual Congress.

**FRANK SPRING AWARD – MINOR HOCKEY ASSOCIATION AWARD****a) Criteria**

- i. Solid foundation of administration and organization. The bylaws, constitution and the philosophy of the minor hockey program should be both in writing and in evidence.
- ii. Good skills development program with emphasis on teaching. Special emphasis on the development of skills at the U9 and U11 categories with limited game and travel schedule.
- iii. Good communication network with coaches and other members of the Association and BC Hockey.
- iv. Good house league structure with limited game schedules and emphasis on fun and development of skills.
- v. Good educational programs for coaches, referees and parents including follow up evaluation programs.
- vi. Equal opportunity for all players to compete at their skill level.
- vii. Good program of sportsmanship and character development.
- viii. Program will demonstrate a high level of competition and success keeping in perspective the philosophy of the Association.
- ix. Written evidence of planned future development of the Association.

**b) Nominations**

- i. Nominations will be accepted by BC Hockey until April 15 of each year. Nominations must be submitted in writing with a service record of the candidate duly attested by the nominator.

**c) Selection Advisory Group**

- i. The Selection Advisory Group shall consist of:
  - Chair of the Minor Advisory Group
  - A Director appointed by the BC Hockey Chair of the Board
  - BC Hockey Minor Hockey Coordinator(s)
- ii. A staff resource will be appointed for the coordination of the Minor Hockey Association of the Year Award by the Chief Executive Officer.

**d) Presentation**

- i. The presentation of the Minor Hockey Association of the Year Award shall be made by the Chair of the Minor Advisory Group or appointee at the BC Hockey Annual Congress.

**ERNIE GARE AWARD – BC HOCKEY COACH OF THE YEAR****a) Criteria**

- i. Displays leadership to players
- ii. Demonstrates skill development
- iii. Sound coaching philosophy
- iv. Winning is a consideration

**b) Nominations**

- i. Nominations will be accepted by BC Hockey until April 15 of each year. Nominations must be submitted in writing with a service record of the candidate duly attested by the nominator.

**c) Selection Advisory Group**

- i. The Selection Advisory Group shall consist of:
  - Director liaison to the BC Hockey Coaching Advisory Group
  - Coach Coordinator
  - Staff Resource, Coaching program

**d) Presentation**

- i. The presentation of the BC Hockey Coach of the Year Award shall be made by the Director liaison to the Coach Advisory Group or appointee at the BC Hockey Annual Congress.

**BC HOCKEY OFFICIAL OF THE YEAR****a) Criteria**

- Carded for the current year.
- Exemplifies dedication and support for BC Hockey Officiating Programs, BC Hockey/Hockey Canada Rules and Regulations.
- Contributes to hockey other than for on-ice requirements.
- Combines leadership and ability, both on and off the ice.
- Must not be a former recipient of this award.
- Must be recommended by the Officiating Delivery Group Member(s) for the District in which the official resides.

**b) Nominations**

- i. Nominations will be accepted by BC Hockey until April 15 of each year. Nominations must be submitted in writing with a service record of the candidate duly attested by the nominator.

**c) Selection Advisory Group**

- i. The Selection Advisory Group shall consist of:
  - Director liaison to the Officiating Advisory Group
  - Senior Manager, Programs / Referee-in-Chief

**d) Presentation**

- i. The presentation of the BC Hockey Official of the Year Award shall be made by the Director liaison to the Officiating Advisory Group or appointee at the BC Hockey Annual Congress.

**BC HOCKEY SAFETY AWARD****a) Criteria**

- Outstanding service by a volunteer in the BC Hockey Safety and Risk Management Program
- Devoted his or her time in the BC Hockey Safety and Risk Management Program

**b) Nominations**

- i. Nominations will be accepted by BC Hockey until April 15 of each year. Nominations must be submitted in writing with a service record of the candidate duly attested by the nominator.

**c) Selection Advisory Group**

- i. The Selection Advisory Group shall consist of:
  - Director liaison to the Safety Advisory Group
  - Safety Coordinator
  - Staff Resource, Safety and Risk Management

**d) Presentation**

- i. The presentation of the BC Hockey Safety Award shall be made by the Director liaison to the Safety Advisory Group or appointee at the BC Hockey Annual Congress.

**DEVELOPMENT AWARDS****COACHING****a) Criteria**

- i. Outstanding service by a volunteer who has devoted his or her time to assist coaching within BC Hockey

**b) Nominations**

- i. Nominations will be accepted by BC Hockey until April 15 of each year. Nominations must be submitted in writing with a service record of the candidate duly attested by the nominator.

**c) Selection Advisory Group**

- i. The Selection Advisory Group shall consist of:
  - Director Liaison to the Coach Advisory Group
  - Coach Coordinator-
  - Staff Resource, Coach Advisory Group

**d) Presentation**

- i. The presentation of the BC Hockey Development Award – Coaching shall be made by the Director liaison to the Coach Advisory Group or an appointee at the BC Hockey Congress.

**MIKE LANDUCCI AWARD – DEVELOPMENT IN OFFICIATING****a) Criteria**

- i. A volunteer who has devoted his or her time to assist officiating in BC Hockey

**b) Nominations**

- i. Nominations will be accepted by BC Hockey until April 15 of each year. Nominations must be submitted in writing with a service record of the candidate duly attested by the nominator.

**c) Selection Advisory Group**

- i. The Selection Advisory Group shall consist of:
  - Director liaison to the Officiating Advisory Group
  - Senior Manager, Programs / Referee-in-Chief

**d) Presentation**

- i. The presentation of the BC Hockey Development Award – Officiating shall be made by the Director liaison to the Officiating Advisory Group or appointee at the BC Hockey Annual Congress,

**MALE PROGRAM OF EXCELLENCE****a) Criteria**

- Outstanding service to the Program of Excellence Program
- Exceptional leadership
- Program development and growth

**b) Nominations**

- i. Nominations will be accepted by BC Hockey until April 15 of each year. Nominations must be submitted in writing with a service record of the candidate duly attested by the nominator

**c) Selection Advisory Group**

- i. The Selection Advisory Group shall consist of:
  - Director liaison to the Male Program of Excellence Advisory Group
  - Male Program of Excellence Coordinator
  - Staff Resource, Male Program of Excellence

**d) Presentation**

- i. The presentation of the BC Hockey Development Award – Male Program of Excellence shall be made by the Director liaison to the Male Program of Excellence Advisory Group or appointee at the BC Hockey Annual Congress

**FEMALE PROGRAM OF EXCELLENCE****a) Criteria**

- Outstanding service to the Program of Excellence Program
- Exceptional leadership
- Program development and growth

**b) Nominations**

- i. Nominations will be accepted by BC Hockey until April 15 of each year. Nominations must be submitted in writing with a service record of the candidate duly attested by the nominator

**c) Selection Advisory Group**

- i. The Selection Advisory Group shall consist of:
  - Director liaison to the Female Program of Excellence Advisory Group
  - Female Program of Excellence Coordinator
  - Staff Resource, Female Program of Excellence

**d) Presentation**

- i. The presentation of the BC Hockey Development Award – Female Program of Excellence shall be made by the Director liaison to the Female Program of Excellence Advisory Group or appointee at the BC Hockey Annual Congress.

**BC HOCKEY OUTSTANDING PLAYER AWARD****a) Criteria**

- i. The following criteria will be used in the selection of the BC Hockey Outstanding Player Award:
  - Must be a hockey player who for a period not less than 10 years has performed with or assisted a Club registered with BC Hockey
  - Exhibited clean and skillful play
  - Assisted in the development of minor players

**b) Nominations**

- i. Nominations will be accepted by BC Hockey until April 15 of each year. Nominations must be submitted in writing with a service record of the candidate duly attested by the nominator.
  - Nominations must be endorsed by the League or Association of which the Club is a member.

**c) Selection Advisory Group**

- The Selection Advisory Group shall consist of the BC Hockey Board of Directors

**d) Presentation**

- i. The presentation of the BC Hockey Outstanding Player Award shall be made by the BC Hockey Chair of the Board or the Chair's appointee at the BC Hockey Annual Congress.

**PAVEL BURE AWARD****a) Criteria**

- i. Exemplify great leadership qualities to his / her team, on and off the ice
- ii. Exhibit sportsmanship
- iii. Most valuable to his team
- iv. Must play in one (1) of the following divisions:
  - U13
  - U15
  - U18

**b) Nominations**

- i. Nominations will be accepted by BC Hockey until March 31. Nominations must be submitted in writing with a service record of the candidate duly attested by the nominator.

**c) Selection Advisory Group**

- i. Chair of the Minor Advisory Group
- ii. The BC Hockey Staff Resource to the Canucks Centre for BC Hockey

NOTE: BC Hockey will select the top five (5) candidates. The Vancouver Canucks will then review the nominees to make the final decision.

**d) Presentation**

- i. The presentation of the Pavel Bure Award shall be made by a representative of the Vancouver Canucks at the BC Hockey Annual Congress.

**INDIGENOUS IMPACT AND LEGACY AWARD****a) Criteria**

- i. An individual, Team, League or Association that has brought an outstanding level of commitment to increase Indigenous inclusivity and participation in the game of hockey.

**b) Nomination Deadline**

- i. Nominations will be accepted by BC Hockey until April 15 of each year. Nominations must be submitted in writing with a service record of the candidate duly attested by the nominator.

**c) Selection Advisory Group**

- i. The Selection Advisory Group shall consist of BC Hockey Chair of the Board.
- ii. Two (2) individuals of Indigenous ancestry.
- ii. A staff resource will be appointed for the coordination of the Indigenous Impact and Legacy by the Chief Executive Officer.

**d) Presentation**

- i. The presentation of the Indigenous Impact and Legacy Award shall be made by the BC Hockey Chair of the Board or the BC Hockey Chair's appointee at the BC Hockey Annual Congress.

## 4.0 CONDUCT POLICIES – BC Hockey accepts all language in the British Columbia Universal Code of Conduct (BC UCC)

### 4.01 MANDATE AND KEY DUTIES – CONDUCT COMMITTEE

The mandate, key duties and other pertinent details with respect to the Conduct Committee are set out in the Terms of Reference for the Conduct Committee. Additional information with respect to the functions of the Conduct Committee as a Standing Committee may be found in the general Terms of Reference for Standing Committees.

### 4.02 CODE OF CONDUCT

BC Hockey members and registered participants shall adhere to the Codes of Conduct set out below:

#### BC Hockey Code of Conduct

As a BC Hockey member and registered participant, I, \_\_\_\_\_ shall adhere to the B.C Hockey Code of Conduct set out below. I understand that failure to adhere to this code may bring suspensions, sanctions or other disciplinary actions.

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. Abide by the BC Hockey Harassment and Abuse Policy (5.16)
3. Refrain from the public criticism of fellow members be they volunteers, athletes, coaches, or officials.
4. Respect the dignity of others and refrain from verbal or physical behaviours that constitute harassment or abuse.
5. Refrain from the use of profane, insulting, harassing or otherwise offensive language in my participation in any BC Hockey event.
6. Direct any comments or criticism at the performance rather than the person.
7. Take the initiative to learn, respect, communicate and adhere to the rules and regulations for the sport and the spirit of such rules, while encouraging other participants to do the same.
8. Abstain from the use of non-prescription drugs, tobacco products (or vapes) and from the drinking of alcoholic beverages in the discharging of BC Hockey duties and responsibilities.
9. Discourage the use of non-prescription drugs and alcoholic beverages or the use of tobacco products in conjunction with athletic events or celebrations.
10. At no time request, participate in or give into requests for sexual favours within any aspect of the game and immediately report such instances to the appropriate body
11. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of medical problems. Respect the concerns these medical personnel have when they are considering the future health and well-being of all participants and when making decisions regarding the ability to continue to perform or train.
12. Follow the annual training, competitive programs and rules of conduct as mutually agreed upon by Coaches and Athletes, while recognizing the responsibilities of the Athletes to adhere to and complete.

13. Participate in team training, practice and testing and satisfy all team program testing objectives.
14. Provide Coaches or supervisors with the results of training to enable them to monitor and assess improvement in performance.

**Addendum for coaches, officials, volunteers and all other non-on ice participants.**

15. Regularly seek ways to increase my professional development and self-awareness.
16. In the case of minors, communicate and cooperate with the parent(s) or legal guardian(s), involving them in decisions pertaining to their child's development
17. Ensure that the activity being undertaken by members and participants is suitable to the age, experience, ability and fitness level of the individual and are conducted in a safe environment.
18. Be aware of and respect the pressures that may be placed on all participants as they strive to balance the physical, mental, emotional and spiritual aspects of their life. Conduct practices and participation in competition in a manner so as to allow success in all areas of their lives.
19. Consider the athletes' future health and well-being when making decisions regarding an injured player's ability to continue playing or training.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 4.03

#### **SUSPENSIONS AND INVESTIGATIVE HEARINGS**

BC Hockey 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.

#### 4.03.1

##### **PROCEDURES**

Where an individual has been indefinitely suspended, as per the applicable BC Hockey Suspension Guidelines or an individual or incident is being investigated by the BC Hockey Chief Executive Officer or designate as per BC Hockey Bylaws, the following procedures shall apply:

- a) The individual shall be notified, through their Association, League or Team President, on the appropriate BC Hockey notification form or letter.
- b) 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.
- c) The BC Hockey representative conducting the investigation shall be excused if the BC Hockey Chief Executive Officer considers there to be a conflict of interest or a real / perceived bias in their conducting the investigation.
- d) The individual under investigation shall have the right to have both supporting documentation presented on their behalf and have a support person / parent present during the hearing.
- e) If the individual is to be shown any of the correspondence that resulted in the investigative hearing being established, then either a summary should be provided or anywhere where it could lead to the complainant being identified must be removed.
- f) Any hearings shall be conducted using the BC Hockey Guidelines for conducting investigative hearings.

- g) The BC Hockey representative responsible shall maintain notes (not verbatim) of the investigative hearing and submit them to the BC Hockey Chief Executive Officer as per BC Hockey Bylaws, or submit them to the BC Hockey Office along with their Match / Gross Misconduct decision.
- h) If an in-person interview takes place, a third person, preferably a representative of the local hockey Association / League, shall be present.
- i) The decision based on 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 reason for it and advising the individual of their appeal opportunities.
- j) Should the person under investigation fail to respond by the date outlined in the notification form or letter, the decision letter shall note this.
- k) Appeals shall be conducted in accordance with BC Hockey Bylaws.
- l) In cases where in the opinion of the Chief Executive Officer a suspension of greater than 60 days is warranted, the Chief Executive Officer will impose an indefinite suspension pending a full investigation. The investigation will be initiated within 14 days of the incident by an appointee made by the Chief Executive Officer. Upon receipt of the full investigation report, the Chief Executive Officer shall impose a definite suspension in the event that the investigation has not been initiated within 14 days of the incident, the Chief Executive Officer shall have the authority to determine whether there has been a violation or breach of the Rules and Regulations and may determine that no disciplinary measures and/or sanctions are appropriate.

## 4.04

### VIDEO REVIEW POLICY

#### 4.04.1

#### INCIDENTS SUBJECT TO VIDEO REVIEW

A request for video review may be submitted by a registered Team Official with the endorsement of the appropriate MHA President or Team Governor to review any incident within BC Hockey sanctioned game under the following circumstances:

- a) Any Match or Gross Misconduct penalty.
- b) Any single incident that warrants a minimum three (3) game suspension that went unpenalized (medical / dental documentation must accompany the submission of the video, verifying any injury).
- c) Any Match penalty assessed under Hockey Canada Rule 11.5 "Physical Harassment of Officials" or where an incident has occurred where a Match penalty under this rule was warranted and not assessed.
- d) A situation requiring the review of the conduct of an on-ice official (BC Hockey Policy 11.04)
- e) A situation where the incorrect player has received a suspension for an incident that warrants a minimum three (3) game suspension and video provides evidence of the identity of a different offending player.

**4.04.2****SUBMISSION PROCESS**

- a) All requests for video review must be submitted in writing within 48 hours of the completion of the game, with the following information:
  - i. A legible copy of the completed game sheet
  - ii. A copy of the video in an electronically downloadable or transferable format that captures the entire infraction being requested for review. The video clips must not have excessive footage before or after the incident that is not relevant to the review. No forms of social media video sources or links will be accepted as video (e.g. streaming, Facebook live, Instagram posts etc.)
  - iii. Medical / Dental documents are required for all video review requests submitted under 4.04.01 (b), when an injury has occurred.
  - iv. Requests for video review that are denied will result in the requesting team/association being invoiced \$100.00 for an "un-sustained video review request." This fee will be applicable on a per incident basis and the invoice will be distributed upon the denial of the video request.
- b) Requests must be submitted to the appropriate BC Hockey Divisional Coordinator or designate:

**4.04.3****SUBMISSION PROCESS**

Teams and Associations may submit requests as follows:

- a) All requests for video review must be submitted in writing to the appropriate BC Hockey Division Coordinator or Minor Operations Coordinator not later than 48 hours after the incident.
- b) BC Hockey may request supporting documents such as Medical / Dental reports if appropriate.
- c) The individual will be notified by the Division Coordinator or Minor Operations Coordinator if the video review request will be granted.
- d) If the request for review is granted, the Officiating Coordinator will review the video and report findings to the Division Coordinator or Minor Operations Coordinator. The Division Coordinator or Minor Operations Coordinator shall have the sole discretion to determine any further action.

Division	Divisional Coordinator
<b>SENIOR</b>	
Senior Female	Minor Discipline Coordinator
Senior Male	Adult Male Coordinator
<b>JUNIOR</b>	
Junior	Junior Coordinator
<b>MINOR</b>	
U16 AAA & U18 AAA	Male Zone League Coordinator
Female U18 AAA	Female U18 AAA Coordinator
U15 AA & U18 AA	Male Zone League Coordinator
U11, U13, U15, U18, U21	Minor Discipline Coordinator

The Division Coordinator will determine whether the video review request is granted or denied according to 4.04.01 and notify the submitting party accordingly. Leagues reserve the right to expand the parameters of the incidents subject to review within their operations.

**4.04.4****VIDEO REVIEW PROCEDURE**

- a) If a request for video review is granted, the appropriate Divisional Coordinator (or designate) will proceed in contacting the Officiating Coordinator / Referee in Chief or appropriate officiating delivery group member and provide them with the video.
- b) The Officiating Coordinator or appropriate officiating delivery group member shall provide their findings and interpretation. The standard of review to be used in addressing the request is "conclusiveness." Therefore, the video must conclusively show that the Referee's in game determination was incorrect.
- c) Upon receiving findings, the Divisional Coordinator shall have the sole discretion to determine any further action.
- d) The Division Coordinator shall inform the applicable discipline task group member or league disciplinary administrator of the outcome of the review and shall update the requesting team in writing.

- e) Should an amendment to a suspension or the application of a new suspension be required, the participant's Hockey Canada Registry (HCR) record shall be updated accordingly by the discipline task group member or appropriate league discipline administrator.
- f) No decision from a video review shall affect the outcome of the game as played or any game played after the game giving rise to the review and before the release of the decision of the review.

#### 4.05

#### **UPHOLDING OF LOCAL SUSPENSIONS**

BC Hockey members may make application to have a suspension issued by a member league or association upheld by BC Hockey. Applications are to be forwarded to the BC Hockey Chief Executive Officer and Discipline Coordinator and must include the following information in order to be considered:

- a) A formal written letter outlining the request.
- b) Supporting copies of all relevant notices, investigative materials and committee or hearing decisions.

**NOTE:** All investigative, disciplinary and appeal avenues set out in member Bylaws or Regulations must be exhausted prior to submission to BC Hockey.

Applications meeting the above criteria will be forwarded to the BC Hockey office attention to the Chief Executive Officer for consideration in accordance with BC Hockey Bylaws.

#### 4.06

#### **ALCOHOL, DRUGS, TOBACCO AND ILLEGAL ACTIVITY**

Hockey is a healthy sport where we have a responsibility to the players, participants and the community to demonstrate and encourage healthy choices.

BC Hockey prohibits the use of tobacco, cannabis, alcohol, drugs and banned / restricted substances during BC Hockey sanctioned events as outlined in this policy. BC Hockey is sincere in their duty to uphold the societal law in which members operate regarding illegal activities. For policy regarding performance enhancing products please see section 4.06.06.

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.

#### 4.06.1

#### **ALCOHOL, DRUGS AND TOBACCO ARE PROHIBITED**

- a) At the players' bench, in dressing rooms or in public, non-licensed areas.
- b) In buses or cars when traveling to and from a sanctioned event.
- c) By adults in position of responsibility of a minor team.
- d) If used for the purposes of hazing, initiation or when it is forced on another person.
- e) Use of any tobacco, cannabis and smoke-less products (e.g. vaporizers) is prohibited by participants, coaches/leaders during BC Hockey sanctioned events.

#### 4.06.2

#### **PROCEDURAL GUIDELINES FOR ASSOCIATIONS**

- a) Teams shall develop team rules that are reasonable, fair and consistent. These rules shall be registered with the Association and may be superseded by rules of the governing bodies. The policies and procedures of the governing bodies shall be observed.

- b) Coach(es) must participate co-operatively in disciplinary proceedings, when required.
- c) A coach has the authority to remove a player from team activities for a violation of policy.
- d) Coach(es) shall meet with the player and a parent to review the reasons for the removal.
- e) Regardless of removal, the coach continues supervisory duties until the player is released to the care of their parent or guardian.
- f) The coach should document incident(s) and inform authorities if required.
- g) Suspension of the athlete is at the discretion of the Association.

#### 4.06.3

#### **PROTOCOL**

BC Hockey realizes that the severity of incidents of non-compliance regarding this policy will encompass a wide spectrum. It is the duty of member associations to report to BC Hockey the following:

- a) An incident involving international, Inter-Branch or inter-district play.
- b) An incident that may bring embarrassment or public attention to BC Hockey.
- c) The incident is such that it may affect the well-being of other members of the BC Hockey.
- d) The incident may require action by the BC Hockey or higher authority.

#### 4.06.4

#### **INCIDENTS OF NON-COMPLIANCE**

- a) 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.
- b) The coach has the authority to remove a player from team activities.
- c) 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.
- d) The coach informs the authorities should the incident warrant criminal investigation.
- e) The coach documents the incident.
- f) The coach forwards this documentation for filing / action with the Association.
- g) 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.
- h) One (1) 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.
- i) Suspension of the athlete is at the direction of the Association.
- j) 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".

**4.06.5****LEGAL CONTEXT**

BC Hockey urges all associations and volunteers to review the Controlled Drugs Act and the Liquor Control and Licensing Act. BC Hockey strictly prohibits the consumption of controlled substances by minors. The use of all substances and participation in behaviours restricted by societal law are strictly prohibited, while participating at a BC Hockey sanctioned event.

BC Hockey realizes responsible use of alcohol by adults is acceptable with the implementation of responsible parameters, where alcohol is controlled by a server in a licenced environment.

**4.06.6****DOPING**

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  
350-955 Green Valley Crescent  
Ottawa, Ontario  
K2C 3V4

[www.cces.ca](http://www.cces.ca)  
General information – [info@cces.ca](mailto:info@cces.ca)  
Substance information – [substances@cces.ca](mailto:substances@cces.ca)

**4.06.7****CRISIS COUNSELING**

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

**4.06.8****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 traveling 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 with a billet, it is important that the recommendations as outlined in the Respect in Sport program are reviewed. Coaches should have a contact list of billets that includes the names and addresses of the billets, players assigned, and telephone and / or cellular numbers. It is imperative that players are provided with contact numbers and location of the coach and supervisory personnel in the event of an emergency. The coach or his / her designate is to be available 24 hours in the event of an emergency.

If players are staying in a hotel / motel, it is important that the recommendations as outlined in the Respect in Sport 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 (2) deep rule is observed at all times. If only one (1) player and one (1) 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 traveling with the team.

#### **Legal Decision - Patterson Palmer Law**

"The standard of care owed by a teacher to students who are under his supervision is that of a "careful and prudent parent", depending on the circumstances. While courts have held that volunteer non-profit organizations should be held to a lower standard, the only cases I was able to locate on this topic dealt with injuries sustained in the context of a sporting event, not while the minor was under the general care and supervision of the coach. Given that the supervising coach and his staff on road trips are responsible for the supervision and well-being of the minors in their charge 24 hours a day, it seems likely that the courts would revert to the careful and prudent parent standard in such circumstances, even in the case of volunteer non-profit organizations."

#### **4.06.9**

#### **ALCOHOL AND TOBACCO ADVERTISING**

No Minor Hockey program will display, or allow to be displayed, any advertising of alcohol or tobacco in relation to a League or Team.

**4.07****SOCIAL MEDIA POLICY**

BC Hockey Social Media Policy identifies the standard of behaviour which is expected of all BC Hockey members and participants including but not limited to; players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, team managers, trainers and administrators involved in BC Hockey activities and events.

BC Hockey is committed to providing an environment in which all individuals are treated with respect. It is understood that many minor hockey associations, teams and players may have an official web page and / or social media account. Social media accounts can include but are not limited to; Twitter, Facebook, Snapchat, Instagram, blogs, YouTube, etc.

Social media is a public domain which may be used to enhance opportunities in life and hockey. The positive use of social media is acceptable and encouraged by BC Hockey. The following items outline the BC Hockey Social Media Guidelines.

**4.07.1****IMAGE**

- a) Content on social media should portray a positive image of the participant, team, association, league or BC Hockey.
- b) All participants who have or moderate a social media account must conduct themselves in a positive and professional manner that reflects as a healthy influence within their community.

**4.07.2****COMMUNICATION**

- a) Social media may be used to promote hockey events (e.g. practices, games, tournaments etc.)
- b) Complimentary posts may highlight team play, good sportsmanship, achievements in hockey, school, or the community.
- c) Inappropriate comments, pictures, racial slurs, threats against teammates, officials or opposing teams are prohibited. Social media may not be used to bully, harass, promote negative influences or criminal behaviour.
- d) It is recommended that all confidential information or personal contact information not be posted.
- e) Do not disclose personal information of others.

**4.07.3****BEST PRACTICES**

- a) Include images and videos when possible
- b) Provide shareable, relevant, value-driven content
  - i. Support causes and people of admiration
  - ii. Celebrate team successes
- c) Remember, it is almost impossible to ever permanently delete a post

Should a violation(s) of the outlined guidelines occur they should be reported to BC Hockey and will be subject to an investigation. If a violation is found to have occurred, the participant(s) will be subject to disciplinary action under BC Hockey Bylaws.

**4.08****NEGOTIATION AND MEDIATION PROCEDURE**

In the event that a dispute is submitted to mediation in accordance with Bylaw Eight (8):

- a) Either of the parties to the dispute may advise the Chief Executive Officer;
- b) The Chief Executive Officer shall advise the Chair of the Board who shall, after consultation with the parties, appoint a mediator;
- c) In the event the Chair of the Board is directly involved in the dispute, then the Chair of the Board may ask another Director or the Chief Executive Officer to appoint the mediator;
- d) The mediator shall be a person who is impartial and independent of the parties, and shall either be an experienced and skilled mediator or someone who has particular knowledge of and experience in the level of hockey involved in the dispute;
- e) The mediator may schedule one (1) or more mediation sessions as deemed appropriate;
- f) The purpose of the mediation shall be to settle the dispute as efficiently as possible, and if the mediator concludes that no settlement is likely then the mediator may terminate the mediation;
- g) The parties shall keep confidential all matters and documents disclosed during the mediation except where necessary for implementation of an agreement reached or as required by law;
- h) All costs of any mediators shall be borne equally by the parties to the dispute or the controversy.

## **5.0 RISK MANAGEMENT AND SAFETY POLICIES**

### **5.01 MANDATE AND KEY DUTIES – RISK MANAGEMENT ADVISORY GROUP**

The mandate, key duties and other pertinent details with respect to the Risk Management Advisory Group are set out in the Terms of Reference for the Risk Management Advisory Group.

Additional information with respect to the functions of the Risk Management Advisory Group as a Standing Committee may be found in the general Terms of Reference for Standing Committees.

### **5.02 MANDATE AND KEY DUTIES – SAFETY ADVISORY GROUP**

The mandate, key duties and other pertinent details with respect to the Safety Advisory Group are set out in the Terms of Reference for the Safety Advisory Group.

In fulfilling its mandate, the Safety Advisory Group and the Safety Coordinator liaise with the Risk Management Advisory Group, as well as other BC Hockey stakeholders, as set out in the governance chart excerpt.

### **5.03 INSURANCE AND RISK MANAGEMENT**

BC Hockey 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 BC Hockey 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.

BC Hockey will apply to risks of accidental loss through 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, BC Hockey will accept retention of only those insured losses that are eligible through Hockey Canada during any playing season.

### **5.04 ADOPTION OF HCSP AND RESPECT IN SPORT PROGRAMS**

BC Hockey adopts and recognizes the Hockey Canada Safety Program (HCSP) and Respect in Sport as key elements of its risk management programs for itself and its membership. All members of BC Hockey are expected to observe the requirements of these programs. The requirements of these programs are supplemented by additional risk management requirements and programs as set out in this Policy.

### **5.05 HOCKEY CANADA SAFETY PROGRAM (HCSP) GUIDELINES**

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

The safety person is an individual that has become HCSP certified. This certification program must be successfully completed every three (3) years in order to be a team's safety person, even if the individual is a medical professional.

BC Hockey will accept accreditation from other Hockey Canada Branches to a maximum of three (3) years from when the delegate took their HCSP certification.

**The Safety Person:**

- Conducts regular checks of players' equipment.
- Is responsible for promoting proper warm up and conditioning techniques as a form of injury prevention.
- Coordinates plans for road trips, tournaments, etc. and assists in the overall supervision of the team.
- Establishes medical history files on every player and carries these files and the team first aid kit on every outing.
- Implements an emergency action plan for the team and through this is prepared to react in the event of accidents, injuries and medical emergencies.
- Manages all injuries, learns to recognize serious injuries and refers injured players to qualified professionals.
- Assumes a leadership role in promoting the values of safety, fair play and integrity.
- Must be a minimum of 19 years of age.

**5.05.1**

All BC Hockey Minor Teams are required to register a Safety Person who is certified in the Hockey Canada Safety Program (HCSP). The Safety Person is required to be certified prior to participation in practice and games.

**5.05.2**

Minor Hockey Associations are to ensure that a Safety Person who is certified in the Hockey Canada Safety Program (HCSP) is in attendance during all sanctioned activities. Failure to meet this requirement may result in the revocation of BC Hockey sanctioning. Unsanctioned events are not covered by the association's insurance policy.

**5.06****HOCKEY CANADA - BC HOCKEY SERIOUS INJURY REPORT PROCEDURE**

For all injuries, the BC Hockey member will complete a Hockey Canada Injury Report and forward it to the BC Hockey Office.

The BC Hockey Office will administrate all injury claims with Hockey Canada. Serious injuries resulting in Hockey Canada investigation will be reviewed by the Staff Resource Person.

**5.07****RESPECT IN SPORT (RIS) GUIDELINES**

RIS is an online course for coaches and sport leaders. It is designed as a tool to assist coaches in identifying and dealing with abuse, neglect, harassment and bullying in sport.

- The minimum age for participants is 16 years old as of December 31
- RIS certification expires after five (5) years. (commencing in the 2014-2015 season)

**5.08****ASSOCIATION AND LEAGUE SCREENING PROCESS**

BC Hockey requires that all Minor Hockey Associations, Teams and Leagues have a documented screening process. An outline of such documentation is to be filed with BC Hockey annually. Failure to comply with this requirement will result in the cancellation of BC Hockey sanctioning for events hosted or operated by the Minor Hockey Association, Team or League.

**NOTE:** Unsanctioned events are not eligible for cover age under the Hockey Canada Insurance Program.

**5.09****CRIMINAL Record Checks****Purpose**

The British Columbia Amateur Hockey Association ("BC Hockey") is committed to providing a high standard of service to all of its members. Carrying out Criminal Record Checks ("CRC") and Vulnerable Persons Checks ("VPC") of potential employees and volunteers helps to prevent the appointment of unsuitable candidates by our organization. CRCs and VPCs are also a part of a prudent and consistent approach to ensuring the safety of our current employees, volunteers, and players from unsuitable individuals.

**Policy**

BC Hockey requires all persons 18 years of age and older applying for employment or volunteer positions to complete a consent for Criminal Record Search Form and VPC.

Failure to provide a CRC and VPC will prevent the individual from obtaining that position.

The application for the CRC and VPC is required upon initial appointment, or upon the individual reaching the age of 18, and maintaining the position is contingent upon the results of the checks coming back satisfactory to BC Hockey.

A CRC must be renewed as follows:

- a) Every five (5) years in the case of current BC Hockey Directors and employees; and
- b) Every three (3) years for all other positions, including volunteer positions.

A VPC is only required upon initial application and renewal is not required. If a person already employed or volunteering with BC Hockey did not complete a VPC upon initial application, the VPC will not be required until their next CRC renewal.

All BC Hockey employees and volunteers 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 BC Hockey Chief Executive Officer.

**Policy Guidelines**

A CRC and VPC consist of a criminal record name check performed by municipal police or local RCMP detachment. For residents of British Columbia, an online application available through the Ministry of Justice's Criminal Records Review Program is the recommended method to complete a CRC and VPC.

Individuals applying for positions, other than permanent staff positions and Director positions, with BC Hockey shall pay for their own CRCs.

When filling out the Consent for Criminal Record Search Form and VPC, the applicant must authorize the municipal police or RCMP to disclose all information regarding his / her CRC and VPC to BC Hockey at 6671 Oldfield Road, Saanichton, British Columbia V8M 2A1 to the attention of the BC Hockey Chief Executive Officer.

The CRC and VPC 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 or VPC 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 or VPC requirements to determine that the CRC or VPC is for the correct individual or to confirm that no mistakes have been made.

One (1) person who is not currently serving on any boards, committees, etc. (preferably a police officer or RCMP officer or a lawyer) will be appointed by the BC Hockey Chief Executive Officer to act as BC Hockey's internal Backcheck Representative.

The Backcheck Representative is responsible for reviewing CRCs and VPCs.

When the Chief Executive Officer or a BC Hockey Staff Resource Person designated by the Chief Executive Officer of BC Hockey receives the CRC and VPC information from the Ministry of Justice, municipal police or RCMP, it will be immediately stored in a secured and confidential electronic file and kept independent from all other files. The BC Hockey Chief Executive Officer 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. The CRC information will be forwarded by the Chief Executive Officer to the Backcheck Representative, and will be treated with complete confidentiality. The Backcheck Representative and the Chief Executive Officer will be the only two (2) persons who have access to the confidential electronic file containing the CRCs and VPCs.

If no further investigation regarding an individual CRC or VPC is required, the Criminal Record information will be kept in the secured, confidential electronic file. Applicants will only be contacted if their CRC or VPC is "flagged" as a potential risk to BC Hockey by the Backcheck Representative.

A satisfactory CRC or VPC is either:

- a) Confirmation from the police that no criminal records and / or charges exist; or
- b) That any existing convictions and / or charges are not relevant to the position, as determined by the Backcheck Representative.

In determining whether any convictions and / or charges are relevant to the position, the Backcheck Representative will gather information which may include telephone or personal interview with the individual and / or other persons or agencies.

The Backcheck Representative, in making the final decision, will consider the following:

- a) Relationship of the offence(s) to the nature of the position;
- b) Number and nature of the charges and / or convictions;
- c) Relevant offences listed in Schedule 1 of *Criminal Records Review Act*, R.S.B.C. 1996, c.86;
- d) When the offence(s) occurred; and
- e) What the individual has done since the date of the offence.

If the Backcheck Representative determines that the individual poses a risk and is not an appropriate candidate for the position, the Backcheck Representative will immediately notify the individual and the Chief Executive Officer of BC Hockey in writing of the Backcheck Representative's decision.

All notes, information and informal materials pertaining to an individual's CRC and VPC will be kept in a separate file by the Backcheck Representative. They will not be contained in the individual's BC Hockey file.

BC Hockey 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 BC Hockey, considering the duties of the position the person is seeking to occupy.

NOTE: In addition to the completion of a satisfactory Criminal Record Check and a Vulnerable Person Check, Minor Hockey Associations must ensure that all Volunteers (including On-Ice Officials i.e. Referees) obtain the required Certifications as set out in BC Hockey Regulations prior to participation in sanctioned games / events. Failure to ensure these requirements are met may jeopardize the event sanction and will result in disciplinary action against the Association.

Individuals with a current CRC on file with BC Hockey are not required to complete the VPC until the required CRC renewal.

## 5.10

### LOCKER ROOM POLICY

BC Hockey requires that all Minor Hockey Associations, Leagues and Teams have a documented locker room policy.

Such policies shall include a minimum of the following:

- i. Practices for supervising and monitoring locker rooms and changing areas;
- ii. Permission or lack of permission for parents to be in the locker rooms;
- iii. Prohibited conduct, including at least all forms of abuse and misconduct prohibited by BC Hockey;
- iv. Specific policies regarding the use of mobile electronic devices and prohibiting the use of a device's recording capabilities.

## 5.11

### CO-ED DRESSING ROOM POLICY

- a) 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:
  - i. Male players will not undress to less than a minimum of shorts while females are present.
  - ii. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
- b) 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.

- c) When separate facilities do not exist for both male and female participants:
  - i. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
  - ii. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
- d) It is the responsibility of the team to ensure that these guidelines are followed.

**5.12****PARENT MEETING POLICY**

BC Hockey requires that all Minor Hockey Associations host a parent meeting prior to November 15 annually. Such a meeting shall cover a minimum of the following:

- Review of key Minor Hockey Association Policies and Procedures i.e., Locker Room Policy, Team Selection, Ice Times
- Review of the Association complaint process / policy
- Code of Conduct expectations

Associations must file a report summary of such a meeting by December 1 annually. Failure to comply with this requirement will result in the cancellation of BC Hockey sanctioning for events hosted or operated by the Minor Hockey Association.

NOTE: ▪ Unsanctioned events are not eligible for cover age under the Hockey Canada Insurance Program.

- A parent meeting template agenda and presentation is found on the BC Hockey website.

\*(Each Minor Hockey Association will be sent the above policy with a form that collects the information below)

**FORM INFORMATION:**

MHA NAME: \_\_\_\_\_

DATE OF PARENT MEETING: \_\_\_\_\_

NUMBER OF PARENTS ATTENDED: \_\_\_\_\_

U9: \_\_\_\_\_ U11: \_\_\_\_\_ U13: \_\_\_\_\_ U15 AND ABOVE: \_\_\_\_\_

AGENDA OUTLINE: \_\_\_\_\_

\_\_\_\_\_

GENERAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**5.13****HELMET POLICY – MINOR HOCKEY PRACTICES / EVENTS**

- a) 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 Hockey Canada Insurance Program.

- b) 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 Chief Executive Officer.
  - ii. Granting of such exemption will require the applicant to provide a signed BC Hockey Helmet Policy Waiver Form to the Chief Executive Officer prior to participation in any sanctioned activity.

**5.14****EQUIPMENT SAFETY POLICY**

- a) All Minor, Junior and Intercollegiate registered players must wear a CSA approved facial protector (NOTE: For the 2018-2019 season, half visors are not permissible for Minor, Junior B or Intercollegiate players registered in BC Hockey).
- b) Any Junior or Intercollegiate registered player who participates as an affiliated player must wear a CSA approved facial protector (Half visors are not permissible).
- c) Any Minor Hockey registered player who participates as an affiliated player must wear a CSA approved facial protector and a BNQ throat protector (per Hockey Canada rules).
- d) In games played under the jurisdiction of BC Hockey "tear away jerseys" shall be prohibited.
- e) To focus attention on the dangers of checking an opponent from behind, all BC Hockey Minor Hockey teams shall be required to wear Stop signs on their jerseys, on the high back above the numbers. A team's failure to comply shall be reported to the Chief Executive Officer.
- f) In games played under the jurisdiction of BC Hockey, goal nets shall not be secured with metal posts extended up from the ice surface.
- g) In any games under the jurisdiction of BC Hockey, communication with players through the use of headsets, or earpieces shall be prohibited. The use of helmet cameras by players shall be prohibited.

**5.15****INJURED PLAYER RETURN TO PLAY POLICY**

Coaches and association officials are well aware of the variety of injuries that occur to players and they know that despite all attempts to remove risk, injuries can happen.

Team Officials should not force a player to play after they are injured or play a player without a medical certificate following illness or injury.

When an injury that prevents a player from participating in regularly scheduled practices or games occurs, 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.

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

## 5.16

**MALTTREATMENT, BULLYING AND HARASSMENT, PROTECTION AND PREVENTION POLICY****a) POLICY STATEMENT**

**BC Hockey** is committed to contributing to the physical, psychological, social and spiritual health of individuals of varying abilities, backgrounds and interests. **BC Hockey** firmly believes that only when sport environments are safe and inclusive can these values be realized. Participants in **BC Hockey**'s programming should have the reasonable expectation that **BC Hockey** will provide an environment that is safe, accessible, inclusive and is free from all forms of Maltreatment, Bullying and Harassment.

**b) PURPOSES & SCOPE**

The purposes of the Maltreatment, Bullying and Harassment Protection and Prevention Policy (the "Policy") are:

1. To provide a safe environment for Participants in **BC Hockey**'s programming;
2. To promote a commitment to eliminating Maltreatment, Bullying and Harassment for all Participants through education, awareness and prevention.
3. To establish principles and guidelines, as well as appropriate responses to instances of Maltreatment, Bullying and Harassment.

The Policy applies to all behaviours prohibited by this Policy, provided the violation of the Policy occurs in any one or a combination of the following situations:

1. During any hockey activities which are sanctioned by **BC Hockey**;
2. When the Participant who is alleged to have violated this Policy was engaging in hockey activities;
3. When the Participants involved interacted due to their mutual involvement in hockey; or
4. Outside the hockey environment, where the violation of the Policy has a serious and detrimental impact on another Participant.

**c) DEFINITIONS**

**Bullying** is defined by the combined use of negative aggression and power. It occurs when one or more individuals directs verbal, physical or social aggression at another individual. Harm inflicted by Bullying may be physical, psychological, social or educational.

**Complainant** is a Participant or observer who makes a report of an incident under this Policy.

**Consent** is the voluntary agreement to engage in sexual activity. Consent cannot be present when one of the individuals engaged in the sexual activity is below the age of sexual consent, nor can consent be present if a person seemingly agrees to sexual activity in response to a person abusing a Power Imbalance.

**Harassment** includes engaging in a course of vexatious comments or behaviours that are known or ought reasonably to be known to be unwelcome, including but not limited to unwanted behaviour that is based on discrimination prohibited by human rights legislation and includes sexual harassment.

**Grooming** constitutes deliberate conduct by a Participant to sexualize a relationship with a Minor Participant that involves the gradual blurring of boundaries and normalization of inappropriate and sexually abusive behaviour.

**Maltreatment** means volitional acts or omissions that result in harm or the potential for physical or psychological harm. Maltreatment can take many forms (as further particularized in Section D below), but generally includes any act, lack of an action or deliberate behaviour, by a person(s) that causes physical, emotional and/or sexual harm or damage to another person. Maltreatment also includes child abuse, which can be defined as any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child, whether done in person or through technology (including but not limited to computers, the Internet, cell phones, cameras, web cameras and other media).

**Minor** means an individual who is under the age of majority at the time and in the jurisdiction where an incident of Maltreatment, Bullying or Harassment occurred. The following is a summary of the age when each provincial/territorial jurisdiction in Canada considers an individual a Minor:

<b>Alberta</b>	<i>Child, Youth and Family Enhancement Act</i>	Any person under 18 years of age
<b>British Columbia</b>	<i>Child, Family and Community Service Act</i>	Any person under 19 years of age
<b>Manitoba</b>	<i>The Child and Family Services Act</i>	Any person under 18 years of age
<b>New Brunswick</b>	<i>Family Services Act</i>	Any person under 19 years of age
<b>Newfoundland and Labrador</b>	<i>Children and Youth Care and Protection Act</i>	Any person under 16 years of age
<b>Northwest Territories</b>	<i>Child and Family Services Act</i>	Any person under 16 years of age
<b>Nova Scotia</b>	<i>Children and Family Services Act</i>	Any person under 19 years of age
<b>Ontario</b>	<i>The Child, Youth and Family Services Act</i>	Any person under 18 years of age
<b>Prince Edward Island</b>	<i>Child Protection Act</i>	Any person under 18 years of age
<b>Quebec</b>	<i>Youth Protection Act</i>	Any person under 18 years of age
<b>Saskatchewan</b>	<i>The Child and Family Services Act</i>	Any person under 16 years of age. Ages 16 and 17 in exceptional circumstances
<b>Yukon</b>	<i>Children's Law Act</i>	Any person under 19 years of age
<b>Nunavut</b>	<i>Child and Family Services Act</i>	Any person under 16 years of age

**Participant** means any player, coach, manager, volunteer, doctor, trainer, administrator, director or any other individual who is registered or affiliated with a club, team, association, league, sports school, sports school with residence, or any similar entity registered with **BC Hockey** which participates in games or activities of any kind sponsored or organized by **BC Hockey** or any of its member partners.

**Power Imbalance** means a relationship where, based on the totality of the circumstances, a Participant has a duty of care with respect to another Participant or has supervisory, evaluative, or other authority over that Participant. Maltreatment occurs when a Power Imbalance is abused. Once a coach-player relationship is established between Participants, a Power Imbalance is presumed to exist throughout the coach-player relationship, regardless of age. If the coach-player relationship has ended, a Power Imbalance is presumed to continue for players who were Minor Participants at the outset of the coach-player relationship until that player reaches 25 years of age. A Power Imbalance may exist, but is not presumed, where an intimate relationship existed before the sport relationship commenced.

**Respondent** is an individual who is alleged to have engaged in a violation of this Policy.

#### d) FORMS OF MALTREATMENT

Maltreatment can include the following types of behaviour:

- i. **Psychological Maltreatment** occurs when any Participant, including a Participant in a position of power, repeatedly or severely attacks another Participant's self-esteem through use of language, gestures or other behaviour that is degrading, isolating, humiliating, terrorizing, rejecting, or corrupting. This can be done in person or through technology. Psychological Maltreatment includes, without limitation:
  - i. Verbal acts, such as verbally assaulting or attacking someone. Examples of prohibited verbal acts include: unwarranted personal criticisms; body shaming; derogatory and/or discriminatory comments related to one's identity; comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about someone to diminish the person's reputation; and using confidential sport and non-sport information inappropriately.
  - ii. Non-assaultive physical acts, which are physically aggressive behaviours without physical contact. Example of prohibited non-assaultive physical acts include: throwing objects at or in the presence of others without striking another; and hitting, striking or punching objects in the presence of others.
  - iii. Acts that deny attention or support. These are acts of commission or omission that deny attention, which include: ignoring psychological needs or socially isolating a person repeatedly or for an extended period of time; abandonment of a participant as punishment for poor performance; and arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same.

Psychological Maltreatment does **not** include any decision taken by a coach, manager, or other team personnel not to select a Participant for a particular team, or any decision to limit a Participant's role within that team, so long as the decision was made in good faith, and does not include behaviour of the type described in subsections i, ii, or iii above.

- ii. **Physical Maltreatment** occurs when any Participant, including a Participant in a position of power, physically hurts or by any means deliberately creates a significant risk of physical harm to another Participant. Physical Maltreatment includes, without limitation:

- i. Contact behaviours, such as: punching, kicking, beating, striking, strangling, slapping another, or deliberately striking another with objects.
- ii. Non-contact behaviours, including: isolating a person in a confined space; forcing a person to assume a painful stance or position for no legitimate athletic purpose; the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to a Participant under the legal drinking age; providing illegal drugs or non-prescribed medications to a Participant; encouraging or knowingly permitting a player to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional; and encouraging a player to perform a skill for which they are known to not be developmentally ready.
- iii. **Neglect** Includes, without limitation: not providing a player recovery time and/or treatment for a sport injury; not being aware of and not considering a Participant's physical or intellectual disability; not considering supervision of a player during travel, training or competition; not considering the welfare of a player when prescribing dieting or other weight control methods; disregarding the use of performance-enhancing drugs by a player; failing to ensure safety of equipment or environment; allowing a Participant to disregard sport's rules, regulations and standards; and subjecting Participants to the risk of Maltreatment.
- iv. **Sexual Maltreatment**, which is a form of sexual violence, includes any act targeting a Participant's sexuality, gender identity, or gender expression that is committed, threatened or attempted against a Participant, and includes but is not limited to the Criminal Code offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism, and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber-harassment, cyber-stalking of a sexual nature, and engaging in Grooming.

Examples of Sexual Maltreatment may include, without limitation, non-consensual instances of the following, including any instance involving a Participant above the age of majority and a Minor Participant or where a Power Imbalance exists in the relationship between the Participants:

- Any penetration of any part of a person's body, however slight, with any object or body part by a person upon another person, including but not limited to vaginal or anal penetration by a penis, object, tongue, or finger;
- Any intentional touching of a sexual nature of any part of a person's body, however slight, with any object or body part by a person upon another person, including but not limited to:
  - Kissing;
  - Intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching of another with any of these body parts;
  - Any contact, no matter how slight, between the mouth of one person and the genitalia of another person;
  - Making another touch themselves or someone else with or on breasts, buttocks, groin or genitals; and
  - Any intentional touching in a sexualized manner

- Showing sexual videos or images in person, via the Internet, or by text or instant messaging;
- Flashing or exposing genitals, in person, via the Internet, or by text or instant messaging;
- Asking or forcing a person to pose for seductive or sexual photos or videos;
- Asking or forcing a person to listen to sexual talk and/or subjecting a person to instructive questions, comments, or observations of a sexual nature;
- Teasing about sexual body parts; and
- Engaging in voyeurism or unwanted watching.

**v. Aiding and Abetting** is any act taken with the purpose of facilitating, promoting or encouraging the commission of Maltreatment by another Participant. Aiding and Abetting includes, without limitation, knowingly:

- i. Allowing any Participant who has been suspended or is otherwise ineligible as a result of a violation of this Policy, to be in any way associated with sport ;
- ii. Providing any coaching-related advice or service to a Participant who has been suspended or is otherwise ineligible; and
- iii. Allowing any Participant to violate the terms of their suspension or any other sanctions imposed pursuant to this Policy.

Maltreatment (including Maltreatment of a Minor Participant and Aiding and Abetting) in any form may lead to criminal liability under the Criminal Code, as well as to sanctions in accordance with this Policy.

#### **e) FORMS OF BULLYING**

Bullying includes a continuum of hurtful behaviours that can range in severity from name-calling to criminal assault.

There are many forms of Bullying:

- i. Physical Bullying** includes inappropriate conduct directed towards a Participant (e.g. hitting, kicking, shoving, spitting, beating up), or towards a Participant's property (e.g. stealing, or damaging property).
- ii. Verbal Bullying** includes name-calling, mocking, hurtful teasing, humiliating or threatening a Participant.
- iii. Social Bullying** includes rolling your eyes or turning away from a Participant, excluding a Participant from a group, gossiping or spreading rumours, setting other Participants up to look foolish, or damaging friendships.
- iv. Cyber Bullying** includes the use of social media platforms, email, cell phones, text messages and internet sites to threaten, harass, embarrass, humiliate, socially exclude or damage another Participant's reputation and relationships.

The following is a list of examples of Bullying behaviours that are used to intimidate, distress, or control others:

- Unwarranted yelling and screaming;
- Continually criticizing a Participant's abilities;

- Blaming and humiliating another Participant for mistakes;
- Making unreasonable demands related to performance;
- Repeated insults or put downs;
- Repeated threats to remove or restrict opportunities or privileges;
- Denying or discounting a Participant's accomplishments; and
- Threats of and actual physical or sexual violence;

Bullying in any form can lead to criminal liability under the Criminal Code, and in certain circumstances may also constitute Maltreatment.

## **f) FORMS OF HARASSMENT**

### **i. General**

Harassment can occur in person, virtually, in writing, or through a third party. Harassment may occur between peers (e.g.: player to player of the same age group, parent to official, coach to coach) or where a Power Imbalance is present, as between a coach and a player.

Harassment can be generally defined as engaging in a course of vexatious comments or behaviours against a person that is known or ought reasonably to be known to be unwelcome, and includes, without limitation, abuse of power, harassment based on protected grounds of discrimination under human rights legislation and sexual harassment. Harassing behaviour can involve comments, conduct or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive. It may also include behaviour which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense or humiliation to another Participant or group. Harassing behaviour includes, but is not limited to:

- Written or verbal abuse or threats;
- Unwelcome remarks, jokes, innuendos, or taunting about a Participant's body, sexual orientation, gender identity or expression, attire, age, marital status, ethnic or racial origin, religion;
- Displaying of racist or other offensive or derogatory material;
- Racial, ethnic or religious graffiti;
- Practical jokes which cause awkwardness or embarrassment, endangering a Participant's safety or negatively affecting performance;
- Hazing or initiation rites;
- Obscene gestures;
- Intimidation;
- Behaviour which undermines self-respect or adversely affects performance or working conditions;
- False accusations of Harassment motivated by malice or mischief, and meant to cause harm to other Participants; and

- In certain circumstances, Harassment could be criminal in nature

Note that, where an allegation of harassment is made based on on-ice discriminatory conduct as covered in Hockey Canada Playing Rule 11.4, the allegation shall follow the investigation process required under that playing rule rather than the process provided for in the Policy.

## ii. Abuse of Power

Abuse of power can constitute Harassment:

- When submission to any conduct is made (either implicitly or explicitly) a condition of employment/volunteering/participating;
- When rejection of such conduct is used as a basis for any decision; or
- When such conduct has the purpose or the effect of interfering with a Participant's work/sport performance or creating an intimidating, offensive or hostile environment.

## iii. Sexual Harassment

Sexual Harassment can be defined as engaging in a course of vexatious comment or conduct against a Participant because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the Participant making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the recipient and the Participant knows or ought reasonably to know that the solicitation or advance is unwelcome. In sexual Harassment, power is derived from targeting another's gender, sexuality, sexual orientation, or some other physical or psychological vulnerability related to sexuality. It can include but is not limited to:

- Displaying of sexually offensive pictures, cartoons or other materials;
- Persistent or unwelcome invitations or requests;
- Unwelcome questions or sharing of information regarding a Participant's sexuality, sexual activity or sexual orientation;
- Conduct or comments intended to create, or having the effect of creating, an intimidating, hostile or offensive environment; or
- Touching another Participant's body without consent.

It is important to note that some of the behaviours listed above, when directed towards a Minor Participant, may also constitute abuse under child protection legislation. This may also be true of other behaviours, for example, certain hazing practices and some forms of Bullying identified in Section E. In such cases, the duty to report which arises under the provisions of the applicable provincial or territorial legislation and under this Policy is applicable.

All forms of Harassment listed above may also constitute Maltreatment.

## g) REPORTING MALTREATMENT, BULLYING AND HARASSMENT

Maltreatment, Harassment, and Bullying in all its forms will not be tolerated. Accordingly, all Participants are responsible for making every reasonable effort to uphold this commitment. Participants can expect to have an environment free from Maltreatment, Bullying or Harassment.

All Participants have a duty to report any form of Maltreatment, Bullying or Harassment as soon as practical under the circumstances. The obligation to report is an ongoing one and is not satisfied by making an initial report. The obligation includes reporting, on a timely basis, all relevant information of which the Participant becomes aware. As noted elsewhere in this Policy, Participants may have a corresponding duty to report the offending behaviour to law enforcement depending on the nature of the Maltreatment, Bullying or Harassment.

Participants should not investigate or attempt to evaluate the credibility or validity of allegations. Participants making a good faith report are not required to prove that the reports are true before reporting.

A Participant who is aware of Maltreatment, Bullying, or Harassment but does not report it as required by this Policy will be subject to sanction where appropriate.

**[To Submit a Maltreatment Claim, [CLICK HERE](#)]**

#### **h) INVESTIGATIONS**

**BC Hockey** is committed to investigating all reports of Maltreatment, Bullying or Harassment involving Participants. The investigation will adhere to all principles of natural justice, providing procedural and substantive due process for all parties to the investigation. Note that **BC Hockey** may be unable to investigate the conduct of a Participant in instances where law enforcement are conducting a parallel investigation.

At the outset of each investigation, **BC Hockey** will consider whether interim suspensions or other restrictions on participation should be put in place pending the completion of the investigation. Such measures may be appropriate depending on the nature of the allegations and the information contained in the complaint.

Interference with or manipulation of the process is strictly forbidden. It is a violation of this process if any party to the investigation does any of the following:

- i. Falsifies, distorts, or misrepresents information, the resolution process, or an outcome;
- ii. Destroys or conceals information;
- iii. Attempts to discourage an individual's proper participation in the investigation or from reporting an incident;
- iv. Harasses or intimidates (verbally or physically) any person involved in the investigation before, during, and/or following any investigation;
- v. Publicly discloses a party's identifying information, without that party's agreement;
- vi. Fails to comply with any temporary or provisional measure or other final sanction;
- vii. Distributes or otherwise publicizes materials a party gains access to during an investigation or hearing, except as required by law or as expressly permitted; or
- viii. Influences or attempts to influence another person to interfere with or manipulate the process.

If a party to an investigation is found to have engaged in any of the above noted activities, they will become subject to the sanctions listed in this Policy.

Reprisal taken against any Complainant will not be tolerated. A Participant engaged in reprisal or retaliation will be subject to the sanctions listed in this Policy.

### Responses, Sanctions and Remedies

It is the position of **BC Hockey** that Maltreatment, Bullying and Harassment cannot and should not be tolerated in any environment, including hockey. Maltreatment, Harassment and Bullying are unacceptable and harmful. **BC Hockey** recognizes the negative impact of all types of Maltreatment, Bullying and Harassment on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.

At the same time, **BC Hockey** recognizes that not all incidents of Maltreatment, Bullying and Harassment are equally serious in nature and in their consequences. Maltreatment, Bullying and Harassment cover a wide spectrum of behaviours, and the response to those forms of behaviour must be equally broad in range, appropriate to the behaviour in question, and capable of providing a constructive remedy. The process of investigation and resolution of any complaint of Maltreatment, Bullying or Harassment must be fair to all parties, allowing adequate opportunity for the presentation of a response to all allegations by the Respondent.

Any sanction imposed against a Participant must be proportionate and reasonable, relative to the Maltreatment, Bullying or Harassment that has occurred, considering previous disciplinary actions. However, progressive discipline is not required as a single occurrence of a prohibited activity can lead to a very significant sanction.

If Maltreatment, Bullying or Harassment are proven, one or more of the following sanctions may be imposed:

- i. Verbal or Written Warning – A verbal reprimand or an official, written notice that a Participant has violated the Policy and that more severe sanctions will result should the Participant be involved in other violations.
- ii. Education – The requirement that a Participant undertake specified educational or similar remedial measures to address the violation.
- iii. Probation – A period can be set wherein, if the Participant is found to have engaged in any behaviour prohibited by this Policy, then they will be subject to loss of privileges or other conditions, restrictions, or requirements for a specific period of time.
- iv. Suspension – Suspension, either for a set time or until further notice, from participation, in any capacity, in any **BC Hockey**-sanctioned activity. A suspended Participant is eligible to return to hockey, but reinstatement may be subject to certain restrictions or contingent upon the Participant satisfying specific conditions noted at the time of suspension.
- v. Eligibility Restrictions – Restrictions or prohibitions from some types of participation but allowing participation in other capacities under strict conditions.
- vi. Permanent Ineligibility – Permanent ineligibility to participate in any **BC Hockey**-sanctioned activity.
- vii. Other discretionary sanctions – Other sanctions for Maltreatment, Bullying or Harassment may be imposed, including, but not limited to, other loss of privileges, no contact directives, a fine or a monetary payment to compensate for direct losses, or other restrictions or conditions as deemed necessary or appropriate.

Factors relevant to determining appropriate sanctions include, without limitation:

- i. The severity of the Maltreatment, Bullying, or Harassment and whether it constitutes criminal behaviour;
- ii. The nature and the duration of the offender's relationship with the victim, including whether there is a Power Imbalance between the two parties;

- iii. The offender's prior history and any pattern of inappropriate behaviour or Maltreatment;
- iv. The ages of the individuals involved;
- v. Whether the offender poses an ongoing and/or potential threat to the safety of other Participants;
- vi. The offender's voluntary admission of the offense(s), acceptance of responsibility, and/or cooperation with the investigation
- vii. Real or perceived impact of the incident on the victim, **BC Hockey**, or the hockey community;
- viii. Circumstances specific to the offender being sanctioned;
- ix. Whether, given the facts and circumstances that have been established, continued participation in the hockey community is appropriate;
- x. An offender who is in a position of trust, intimate contact or high-impact decision making may face more serious sanctions; and
- xi. Other mitigating or aggravating circumstances.

Any single factor, if severe enough, may be sufficient to justify the sanction(s) imposed. A combination of several factors may justify elevated or combined sanctions.

Presumptive sanctions are in place for certain violations of this Policy. The following sanctions are presumed to be fair and appropriate for the listed violations, but the offender affected may rebut these presumptions or **BC Hockey** may provide more severe sanctions where appropriate:

- i. Sexual Maltreatment involving a Minor Participant shall carry a presumptive sanction of permanent ineligibility;
- ii. Sexual Maltreatment, Physical Maltreatment with contact and any attempts to mislead an investigator or falsify evidence shall carry a presumptive sanction of either a period of suspension or eligibility restrictions; and
- iii. While an offender has pending charges or dispositions in violation of the criminal law, the presumptive sanction shall be a period of suspension.

A false accusation of Maltreatment, Bullying or Harassment can be devastating to the Participant who is being accused, both personally and professionally. Any Complainant making a complaint which is found to be clearly unfounded, false, malicious or frivolous, therefore, will be in breach of this Policy, and may be subject to consequences within **BC Hockey** and may also be referred to third party authorities.

All decisions under this Policy will be final, with no further right of appeal or reconsideration within **BC Hockey's** structure.

## **i) REPORTING CHILD ABUSE**

### **Duty to Report**

Child abuse is any form of physical, emotional, and/or sexual mistreatment or lack of care that causes injury or emotional damage to a Minor. Child abuse is a pervasive social problem requiring vigilance, sensitivity and care. **BC Hockey** is committed to help reduce and prevent the abuse and Maltreatment of Participants. **BC Hockey** realizes that Participants working closely with Minors are in a unique position to detect abusive situations. Therefore, these Participants have a heightened reporting responsibility to ensure the safety of Canada's

Minors, by knowing the requirements of the applicable provincial/territorial child protection legislation and following through as required.

A cross-Canada list of Child Protection Acts can be found through the Canadian Child Welfare Research Portal's web site at <https://cwrp.ca/legislation>.

Included under the umbrella of child abuse is child exploitation. **Child exploitation** includes but is not limited to:

- i. The actual or attempted abuse of a position of authority, differential power or trust in relation to a Minor, with a view of benefiting sexually, monetarily, socially or politically from the use of a Minor;
- ii. Intentionally viewing, downloading or distributing any sexualized, demeaning or violent images involving Minors; or
- iii. Taking a photograph or other image of a Minor or making representations of a Minor in a way that can reasonably be interpreted as sexualized, demeaning or violent.

Every province and territory in Canada has mandatory reporting laws regarding the abuse, exploitation, and neglect of children. Consequently, any Participant engaged in a **BC Hockey**-sanctioned activity, who has reasonable grounds to suspect that a Minor is or may be suffering or may have suffered from any form of child abuse, has a legal obligation to immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. Immediate investigation of abuse should only take place under the advice of the police or the local child protection agency.

Everyone involved in **BC Hockey**-sanctioned activities should be aware that child abuse may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report actual or suspected child abuse places a Minor at an ongoing risk of harm and, therefore, a Participant who does not report actual abuse, or a reasonable suspicion of abuse, may be liable under provincial/territorial child protection legislation which may include conviction for failure to report. All Participants making a report of suspected child abuse to a child protection agency are protected against civil action, unless that person is proven to have acted maliciously or without reasonable grounds for the suspicion.

#### **j) Role of BC Hockey**

BC Hockey is committed to creating and maintaining a sport environment that is free from all forms of harassment and abuse for its members. BC Hockey will:

- Discourage and prevent harassment within BC Hockey;
- Provide assistance and guidance to individuals who experience harassment;
- Ensure all members or employees of BC Hockey 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 BC Hockey's objectives and legal obligations.

#### **k) Harassment Ombudsperson**

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

## **I) Complaint Procedure**

- i. A concerned member contacts the appropriate Divisional Coordinator or Minor Hockey Relations/Communications Coordinator for review and informal advice.

The role of the Coordinator is to:

- Confirm that the complainant is aware of and has exhausted all local avenues by with the team, league association or district.
  - Assist the complainant with contacting the local team, league or association if required.
  - Direct the complaint to the BC Hockey Harassment Ombudsperson. If the complaint is not resolved informally or by the local level.
- ii. A concerned member contacts the Harassment Ombudsperson who discusses the issue with the concerned member and provides the following option:
    - If the Harassment Ombudsperson feels that a resolution is likely, an attempt at resolving the complaint will be made.

**m) Upon review of the formal complaint, the Harassment Ombudsperson may determine that it is likely that the behaviour constitutes harassment or abuse. If so, the Harassment Ombudsperson advises the concerned person to process their complaint by an appropriate authority such as internal local level processes, before a court, or the local Police/RCMP if applicable.**

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.

## 6.0 PRIVACY POLICY

### 6.01 PURPOSE OF THIS POLICY

BC Hockey implemented the Privacy Policy in the 2004-2005 season. This policy describes the way that BC Hockey and its associations collect, use, retain, safeguard, disclose and dispose of the personal information of prospective members, members, and others including players, coaches, officials, managers and volunteers.

This policy describes the way that BC Hockey 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 Hockey 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 BC Hockey website.

### 6.02 ACCOUNTABILITY

- a) BC Hockey will appoint a staff / volunteer person (the "Privacy Officer") whose responsibilities will include those of the implementation and monitoring of the BC Hockey Privacy Policy. The Privacy Officer will be responsible for "Branch / Association" 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 BC Hockey Chief Executive Officer, or designate and the ultimate responsibility for Privacy issues will rest with the BC Hockey 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.
- b) The Privacy Officer's identity will be fully disclosed and publicly accessible to BC Hockey members and the public in general. The "Branch / Association" Privacy Officer is Jeremy Ainsworth and can be contacted at [privacy@bchockey.net](mailto:privacy@bchockey.net).
- c) The BC Hockey Privacy Officer will ensure that BC Hockey 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 BC Hockey shall be contractually obligated to adhere to the standards of "Branch / Association").
- d) BC Hockey will implement internal policies, which will facilitate adherence to this Privacy Policy including but not limited to the following:
  - 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 "Branch/Association" Privacy Policy and policies and procedures developed in accordance with the Policy.

### 6.03 IDENTIFYING PURPOSES, TYPE OF INFORMATION COLLECTED AND WEBSITE

BC Hockey 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 BC Hockey compliance and/or adherence to the legislation in question shall be readily available and transparent. To obtain further information, contact the BC Hockey Privacy Officer.

- b) BC Hockey collects personal information from prospective members, members, coaches, officials, 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/Branch regulations.
  - Historical information concerning past teams played for is collected in order to determine if any of the BC Hockey 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 BC Hockey residency regulations.
  - Educational information may be collected in order to ensure all of the BC Hockey residency regulations have been adhered to.
  - Email 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. BC Hockey has numerous organizations, which offer hockey programs under their auspices. These include, but are not necessarily limited to the Canadian Hockey League, Vancouver Canucks, University Sport, Hockey Canada and provincial and local Branches, 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) BC Hockey will endeavour 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 website at [www.bchockey.net](http://www.bchockey.net) or the local Association/Branch website. We will further endeavour to ensure that all collectors of the personal information are familiar with the potential use of the personal data. All personal data collected by BC Hockey shall be maintained in either our office(s) and/or with the Privacy Officer.
- d) BC Hockey 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) BC Hockey may also use information about an individual who accesses secure areas of [www.bchockey.net](http://www.bchockey.net) or other member Branch/Association websites. Information you are asked to provide during your use of our website may include your name, address, email 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 BC Hockey 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 website. Our website also collects non-identifiable information about users such as the users IP address, the sections of the website visited and the information downloaded. BC Hockey may use this non-identifiable information and disclose it to service providers, for system administration purposes and to improve the website.

#### 6.04

#### CONSENT

- a) BC Hockey will use the personal information for the uses specified above in this document. By consenting to provide your information to BC Hockey, 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, BC Hockey 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 BC Hockey branches, leagues and associations and other third parties who BC Hockey believes provide services or goods that may be of interest to you. BC Hockey and any such third parties may contact you to with promotions [or to provide further hockey specific communications and association/league Branch information updates]. BC Hockey 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 BC Hockey.
- c) BC Hockey 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, BC Hockey 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 BC Hockey. 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) BC Hockey may collect personal information without consent where reasonable to do so and where permitted by law.

#### 6.05

#### LIMITING COLLECTION

- a) All information shall be collected fairly and lawfully within the criteria as set forth in our Privacy Policy.
- b) BC Hockey 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) BC Hockey will not use any form of deception in gaining personal information from its members.

#### 6.06

#### LIMITING USE, DISCLOSURE AND RETENTION

- a) Subject to applicable legislation, BC Hockey shall limit use of personal information it collects to purposes that we have disclosed in Sections 6.03 (Identifying Purposes) and 6.04 (Consent).
- b) BC Hockey 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. BC Hockey has numerous organizations that offer hockey programs under the auspices of "Branch/Association". As explained above, BC Hockey may from time to time share information with these Branches, associations, and leagues in order to facilitate hockey programming and ensure compliance with rules and regulations.
  - BC Hockey 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 "Branch / Association".
  - BC Hockey 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. BC Hockey will ensure that we contractually obligate the other party to treat this information in a manner consistent with our Privacy Policy.
  - BC Hockey 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.
  - BC Hockey may at its discretion release personal information for the purposes of collecting debts that may be owed to BC Hockey.
- c) Certain documents may be subject to legislated retention periods either federally or provincially and these will be respected at all times by BC Hockey

## 6.07

### ACCURACY

- a) BC Hockey 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) BC Hockey shall only update information in the event of a renewal or registration and/or an update.

## 6.08

### 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.

**6.09****OPENNESS**

- a) BC Hockey publicly discloses the methods by which we handle your personal information. This information is readily available through our Privacy Policy, on our website or upon request by contacting the BC Hockey Privacy Officer at [privacy@bchockey.net](mailto:privacy@bchockey.net) or 250 652 2978.
- b) The information available includes:
  - The name, address, and phone number of the BC Hockey Privacy Officer.
  - Please forward any requests to [privacy@bchockey.net](mailto:privacy@bchockey.net)
  - A description of the type of personal information held by BC Hockey and our general uses thereof. This includes:
    - Registration information, including name, date of birth, address, past teams played on, medical information and email addresses.
    - Information used for scouting, potential sponsorship opportunities, donors, alumni and information retained for the purposes of the BC Hockey business contacts.
  - Information that may be made available to related organizations, Branches, associations, leagues and/or third-party service providers, in accordance with the provisions of this Privacy Policy.

**6.10****INDIVIDUAL ACCESS**

- a) Subject to applicable legislation, upon request by the individual concerned BC Hockey 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) BC Hockey may request sufficient information to confirm your identity before releasing your personal information to you.
- c) Subject to applicable legislation, BC Hockey shall endeavour 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 BC Hockey as quickly as possible and any pertinent third parties shall be apprised of the corrections in due course.

**6.11****CHALLENGING COMPLIANCE**

- a) BC Hockey has in place procedures for the resolution of grievances in the administration of its Privacy Policy.
- b) Upon receipt of a complaint BC Hockey shall make available the complaint procedures that will be simple and easy to access.
- c) BC Hockey shall investigate all complaints. If the complaint is deemed justified BC Hockey 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 BC Hockey Privacy Officer.

## 7.0 COMPETITION POLICIES – GENERAL

### 7.01 GOALTENDER REPLACEMENT

The rationale for this policy is to ensure that no team gets to the point where there is no goaltender available to their team. Prior to relief being granted under this policy, it is expected that teams will avail themselves of their Hockey Canada registered goaltenders and affiliate goaltenders. Should the team then find itself without a goaltender, it may apply to BC Hockey for relief as follows:

**The signing officers of a team may submit a written letter of request to:**

- a) In the case of Senior and Junior (Female and Male), the appropriate Division Coordinator.
- b) In the case of U18 AAA, the applicable U18 AAA Coordinator.
- c) In the case of Minor, the Operations Task Group member in the District for which the team participates in.
- d) In the case of a Minor team which participates in a District where there is no Task Group member, the Minor Operations Coordinator.

**Such a request must include:**

- a) The circumstances that led to the need for relief.
- b) The name of the replacement goaltender they propose to use.
- c) Written permission from said goaltender's registered team.

If permission is granted for the replacement goaltender, it shall include an understanding that the replacement goaltender will act under such terms and conditions as determined by the Division Coordinator or Minor Hockey Operations Coordinator; unless the starting goaltender becomes injured. This permission will have a timed duration.

### 7.02 FEMALES PARTICIPATING IN HOCKEY

BC Hockey supports female participation on integrated teams, the formation of female teams and will allow dual carding. (i.e. female players of minor age may participate on both a minor female team and a minor integrated team if selected following tryouts and female players of minor age may participate on a Senior female team and a minor integrated team where no female minor team exists.) BC Hockey continues to promote the participation of females in the NCCP, HCOP, HCSP and U7 program.

### 7.03 GOALTENDERS IN FEMALE HOCKEY

In female hockey competition within BC Hockey a goaltender may play any other position.

### 7.04 PARTICIPATION IN LEAGUES OUTSIDE OF BRITISH COLUMBIA

Teams may seek permission from the BC Hockey Board of Directors, with input from the appropriate Divisional Coordinator and / or District to participate in Leagues that operate outside BC Hockey. If such permission is granted the team will also require the approval of the BC Hockey Board of Directors, on recommendation of the applicable Program or Divisional Committee, to participate in a BC Hockey Championship.

**7.05****PARTICIPATION OF NON-BC HOCKEY MEMBER TEAMS IN BC HOCKEY LEAGUES**

All applications for teams from outside the BC Hockey membership to participate in a BC Hockey sanctioned league must contain the following to be considered:

- a) Certified cheque in payment of the \$50.00 non-refundable application fee.
- b) Name of city, town, village or municipality where teams are located.
- c) Written report from the Divisional Coordinator or Minor Operations Coordinator with respect to the position of other Society members (where the applicant proposes to participate).
- d) Written documentation as to acceptance into a League in good standing, which is affiliated with the Society.
- e) Written documentation stating permission from the Team's Branch / Federation.
- f) Disclosure of other leagues the applicant may be participating in.

**NOTE:**

- All applications must be forwarded to the BC Hockey Chief Executive Officer no later than April 15. Applications received after April 15 may not be considered, at the discretion of the Chief Executive Officer.
- The intent of this policy is to provide an opportunity for Non-BC Hockey Member Teams that do not have reasonable competitive opportunities through league play in their Branch/Federation to play in a BC Hockey League.

Upon endorsement of the BC Hockey Board of Directors, a Memorandum of Understanding will be drafted between BC Hockey, Hockey Canada and the League in which the team wishes to participate. This agreement must be in place and signed by all parties prior to participation of the team in BC Hockey competition.

**7.06****ABOVE MINOR GAME ASSESSMENTS**

- a) The Society shall be paid a game assessment from all Male Senior and Junior exhibition, league and playoff home games as outlined in the Schedule of Fees and Assessments, BC Hockey Handbook - Appendix A.
- b) All league game assessments shall be paid by December 1 of the current season. All exhibition game assessments and all league playoff game assessments shall be paid within 10 days of their conclusion.
- c) Any team delinquent in payment of game assessments shall be suspended from the Society and shall not be permitted to participate in any games under the jurisdiction of this Society while in default.
- d) Male recreational teams are exempt from paying game assessments where no admission is charged.
- e) Request for relief of BC Hockey assessments on exhibition and benefit games will be considered by the Board provided the request is made prior to the game being played.

**7.07****ALL STAR GAMES**

A request for sanctioning of an exhibition All Star game for a Member League or Amateur District Hockey Association, in accordance with the Regulations, must be submitted by the League or District President to the Chief Executive Officer and shall outline pertinent details for consideration by BC Hockey.

## 7.08

**A. TOURNAMENTS****TOURNAMENTS POLICY****1. Application Process**

Tournaments shall be categorized as follows:

- a) Branch – all teams from within BC Hockey
- b) Inter Branch – teams from BC Hockey plus other Branches of Hockey Canada, per Hockey Canada Regulations
- c) International – includes teams from outside Canada, per Hockey Canada Regulations
  - i. All applications for tournaments must be made on the BC Hockey Tournament application request form.
  - ii. Tournament applications must identify the name of the tournament. Deviation from this stated name in any tournament documentation or correspondence may result in withdrawal of the tournament sanction permit.
  - iii. Applications for the sanctioning of tournaments shall be submitted to BC Hockey as follows:
    - iv. Tournaments involving team(s) from other federation(s) of the IIHF (not including USA Hockey) or involving teams from three (3) or more Hockey Canada Branches shall be submitted at least 90 days prior to the start of the tournament.
    - v. All other tournaments shall be submitted at least 30 days prior to the start of the tournament.
    - vi. Sanction fees for tournaments are outlined in the Schedule of Fees and Assessments, Appendix A
    - vii. The host association will submit a copy of the tournament sanction request form as well as a list of officials to be used in the tournament to their Officiating Coordinator for approval 30 days in advance of the tournament. Only certified officials who are regularly officiating minor hockey are to be used. Failure to comply will result in disciplinary action by BC Hockey.
    - viii. BC Hockey and Hockey Canada sanctioned permits must be displayed in the arena prior to and during the tournament.

**2. Participation by Teams**

- a) All teams from outside BC Hockey must have written permission from their governing body (Branch) before participating in any BC Hockey sanctioned tournaments.
- b) Tournaments where Inter Branch and / or International teams are involved it will be the responsibility of the host association to verify the eligibility of all teams and players entered in the tournament.

**3. BC Hockey Championships shall have preference over sanctioned tournaments.**

#### 4. Conduct of Tournaments

- a) Tournaments shall be permitted in the U9 and U7 divisions, but such tournaments shall be conducted on a non-competitive basis. The use of a knockout draw format, championship rounds, or identification of winners is strictly prohibited; all teams in the tournament shall play an equal number of games; and no standings of any kind are to be kept.
- b) The playing of All-Star games in conjunction with sanctioned tournaments shall be prohibited.
- c) BC Hockey shall not encourage the awarding of Most Valuable Player awards in sanctioned tournaments.

### 7.09

#### SPRING SEASON TOURNAMENTS

Teams or associations hosting spring season tournaments may request sanctioning from BC Hockey in accordance to the following:

**NOTE:** Tournament sanctioning from BC Hockey is not mandatory, however access to BC Hockey / Hockey Canada insurance will only be in place by BC Hockey sanctioned tournaments.

- a) A Spring Season tournament shall be defined as an event consisting of games between more than two (2) Spring Season teams in which registered players of a team in one (1) division compete against registered players of a team in the same division for the purpose of determining an overall winner from within BC Hockey or from other Hockey Canada Branches or from outside Canada.
- b) All applications for tournaments must be made on the BC Hockey Tournament application request form and all tournaments must be sanctioned by BC Hockey through the Chief Executive Officer. Such sanction is granted subject to payment of the appropriate sanctioning fee and compliance with this policy and Hockey Canada Regulation M.
- c) Tournaments shall be categorized as follows:
  - i. Branch – all teams from within BC Hockey
  - ii. Inter Branch – teams from BC Hockey plus other Branches of Hockey Canada, per Hockey Canada Regulations
  - iii. International – includes teams from outside Canada, per Hockey Canada Regulations
- d) Sanction fees for tournaments are outlined in the Schedule of Fees and Assessments, Appendix A.

#### B. TOURNAMENTS – SPECIAL PROVISIONS FOR MINOR TEAMS

### 7.10

#### CASH PRIZES

The awarding of cash prizes at minor hockey tournaments shall be prohibited.

### 7.11

#### MINOR TOURNAMENT BACKUP GOALTENDER

A Minor Hockey Association hosting a BC Hockey sanctioned tournament may apply to provide a backup goaltender to be utilized by any team attending said tournament who has been unable to provide their own goaltender. The tournament host Minor Hockey Associations may apply to provide a tournament backup goaltender as follows by submitting a BC Hockey Tournament backup goaltender application supplying the following information (a form is available on the BC Hockey website for this purpose): tournament hosting Minor Hockey Association, tournament sanction number, tournament location and date, division, name and registration number of

replacement goaltender. With respect to such application:

- a) The named goaltender must be a current registered member of the tournament Host Minor Hockey Association in the same or lower division or category as the tournament.
- b) Tournament host associations will be permitted to make application with respect to a maximum of one (1) goaltender per division;
- c) The named goaltender shall not have conflicts with regular season games.
- d) The application shall be forwarded to the appropriate BC Hockey Minor Operations Task Group member 21 days prior to the tournament for consideration by the BC Hockey Minor Operations Task Group member, the District President and the Minor Operations Coordinator.
- e) The host Minor Hockey Association will be notified by BC Hockey regarding the status of the backup goaltender application.

A team seeking to use a tournament backup goaltender must first avail itself of any emergency goaltender that may reasonably be available under BC Hockey Policy 7.01. Should there be no reasonably available backup goaltender, or should an application under Policy 7.01 be unsuccessful, then the team may utilize the goaltender provided by the tournament host association.

## 7.12

### **REQUEST FOR RECREATIONAL TOURNAMENT PLAYER REPLACEMENT / RELIEF**

The rationale for this policy is to ensure that a recreational (House/"C") team wishing to attend a recreational tournament during the official BC Hockey season that finds itself without sufficient players is able to participate. Prior to relief being granted under this policy, the team must avail itself of its registered Hockey Canada affiliates.

Should the team then find itself without sufficient numbers, it may apply to BC Hockey for relief for a maximum of three (3) tournaments per season as follows:

- a) Relief granted only if the team finds itself with 12 or fewer skaters one (1) or less goaltenders up to a maximum of 15 players (including two (2) goaltenders).
- b) Written request for relief must be submitted by the Minor Hockey Association President stating the reasons, name(s) of relief player(s), and the date and location of the tournament, either by signing the completed application form by including a letter signed by the MHA President if a designate submits the form.
- c) Player(s) designated as a relief player(s) must be registered:
  - i. with the same association in the same division or lower
  - ii. on a Recreational or Tier 4 team
- d) Written consent from the parent(s) of the relief player(s).
- e) Permission will be in effect for the approved tournament only.
- f) A request for a replacement player will be made to the BC Hockey Minor Operations Task Group member seven (7) days prior to the tournament for consideration by a committee of the BC Hockey Minor Operations Task Group member, the District President and the Minor Operations Coordinator.-

A replacement player will act under such terms and conditions as determined by the Minor Operations Coordinator.

**7.13****TOURNAMENT TEAMS**

Minor Hockey Associations may make application to register a Tournament Team as follows:

- a) Tournament Teams may only be formed:
  - i. By combining players registered to different teams in the same division
  - ii. At U11, U13, U15 or U18 divisions
  - iii. From players registered on Recreational or Tier 4 teams
  - iv. From rostered bench staff who have appropriate certification
- b) Tournament Teams will be permitted to register in Recreational or Tier 1-4 tournaments.
- c) Participation on a Tournament Team shall not conflict with regular season games.
- d) Application process:
  - i. Application must be submitted to the District BC Hockey Task Group member at least 21 days prior to the Tournament for consideration by the BC Hockey Minor Operations Task Group member, the District President and the Minor Operations Coordinator.
  - ii. Application must include
    - a. The name, date and sanction of the tournament the team wishes to make application to.
    - b. Proposed roster
    - c. Endorsement by MHA president, wither by signing the form or by an attached email or letter
    - d. Confirmation that the tournament host is aware that it is a tournament team apply to attend
- e) When applying to attend a tournament, the team must inform the tournament host that this is a proposed tournament team
- f) Once the tournament team is approved, the tournament team must submit the HCR roster to the tournament host

**7.14****EXHIBITION TEAM**

A Recreational or Tier 4 team without sufficient numbers may make application to register an Exhibition Team for participation in exhibition games. Prior to approval being granted under this policy, the team must avail itself of its registered Hockey Canada affiliates and the team must provide sufficient rational to support such a request.

Should the team or Minor Hockey Association find itself without sufficient numbers it may apply to their District Association and/or BC Hockey to register an Exhibition Team as follows:

- a) Exhibition Teams may only be formed:
  - i. By combining players registered to different teams in the same division
  - ii. At U11, U13, U15, or U18 divisions
  - iii. From players registered on Recreational or Tier 4 teams

- b) Exhibition Teams will only be permitted to register for the purpose of ensuring that all players have the ability to participate in games. This policy may not be used to form an all-star or elite team for exhibition games.
- c) The formation of the Exhibition Team shall not conflict with regular season games or planned tournaments; if the team is involved in a League.
- d) If being played within the District, the application for such Exhibition Team must:
  - i. Be forwarded to the BC Hockey Minor Operations Task Group member at least seven (7) days prior to the scheduled game for consideration by the BC Hockey Minor Operations Task Group member and the District President and notification of the decision will be sent to the Minor Operations Coordinator by the District Operations Task Group member
  - ii. Include the date, time, and location of the exhibition game and the name of the opposing team.
- e) If being played outside the District, the application for such Exhibition Team must:
  - i. Be forwarded to the BC Hockey Minor Operations Task Group member at least 10 days prior to the scheduled game for consideration by the BC Hockey Minor Operations Task Group member, the District President, and the Minor Operations Coordinator.
  - ii. Include the date, time, and location of the exhibition game and the name of the opposing team.

## **C. JAMBOREES**

### **7.15**

### **SANCTIONING OF JAMBOREES**

#### **1. Application Process:**

- a) All applications for jamborees must be made using the BC Hockey on-line Tournament/Jamboree application
- b) Applications should be submitted at least 30 days prior to the start of the tournament.
- c) Sanction fees are outlined:
  - i. The Sanction Fee for a jamboree is outlined in the Schedule of Fees and Assessments, BC Hockey Handbook - Appendix A
- d) The host committee will submit a copy of the tournament sanction request form as well as a list of officials to be used in the jamboree to their Officiating Coordinator for approval 30 days in advance of the jamboree. Only certified officials who are regularly officiating minor hockey are to be used. Failure to comply will result in disciplinary action by BC Hockey.
- e) BC Hockey sanction permits must be displayed in the arena prior to and during the jamboree.

#### **2. Participation by Teams:**

- a) All players and team officials must be registered with BC Hockey. Teams must submit a copy of the HCR roster indicating players and team officials to the tournament host prior to attending.
- b) All teams from within BC, but outside of the tournament host's district, must also submit an approved Inter-District travel form.

## 7.16

3. **BC Hockey Championships shall have preference over sanctioned jamborees.**
4. **Games will be played under Hockey Canada and BC Hockey Rules and Regulations. Any specific District rules and regulations should be outlined to teams prior to participation.**

#### **D. INTERNATIONAL TRAVEL AND HOSTING**

##### **INTERNATIONAL TRAVEL AND HOSTING GUIDELINES**

###### **a) Overseas Tours - Traveling**

The development of plans to carry out an overseas tour needs careful planning and requires a deliberate systematic approach in meeting all the requirements prior to the granting of a sanction by amateur hockey's governing bodies.

Tours involve member nations of the IIHF of which Hockey Canada is a member and therefore it is imperative that all tour activity is coordinated and approved by the appropriate governing bodies of all member countries.

A specific order of operations needs to occur before our membership embarks on developing tour plans. Primarily plans are broken into two (2) main areas:

- i. **Prior to seeking Hockey Canada / BC Hockey approval**
- ii. **Plan Developments after Hockey Canada / BC Hockey approval**

As a guide to planners, both BC Hockey and Hockey Canada have established criteria that must be adhered to. The Hockey Canada Constitution By-Laws and Regulations have a number of points under Regulation "D" Exhibition Games and Tours that are to be used as a starting point. As well, the BC Hockey Administrative Guide provides further information and BC Hockey makes available a handout entitled International Travel and Hosting Guidelines. All sources need careful scrutiny so plans can develop properly.

###### **i. Prior to Seeking Hockey Canada / BC Hockey Approval**

- Prior to seeking approval, the group wishing to tour overseas must have a letter of invitation from the host country's association, league, or governing body indicating:
  - Dates of the tour
  - Participant's age and category of hockey.

###### **NOTE: Reference Hockey Canada Regulation D - Outgoing International Tours**

- Any other pertinent information outlining type and frequency of competition
- Upon receipt of the letter of invitation, the BC Hockey member shall make available a fee to cover administration costs (Reference Hockey Canada Regulation D-3). Associations may contact the BC Hockey office for assistance in preparing the application information required.
- Along with the letter of invitation and the administration fee, the member now makes application to BC Hockey through its league structure or minor hockey association for a sanction and subsequent Hockey Canada permission to play against IIHF registered teams. This letter of application must come from the Minor Hockey Association or the League if above minor and be signed by the president or the president's designate. It is important that all dealings are between the local Minor Hockey Association or the League, BC Hockey and Hockey Canada.

- Upon BC Hockey receipt of the Association or League letter, BC Hockey will seek Hockey Canada approval for the proposed tour on behalf of the applicant. The final date for consideration of an application for an International Tour shall be not less than 60 days prior to the tour departure date. This date deadline will be rigidly enforced. The BC Hockey Office will submit the request along with the administrative fee and the letter of invitation on the proper Hockey Canada form.

With acceptance and approval, the minor hockey association or league and team involved can proceed with the more detailed items required in the planning process.

#### ii. **Plan Developments After Hockey Canada / BC Hockey Approval**

Once governing body sanctions have been obtained, then more detailed criteria can be attended to.

The following includes important items along the development trail:

- A BC Hockey / Hockey Canada representative must be included at the team's expense. This person is to be appointed by the BC Hockey Board of Directors as the tour leader. It is important that this person not be directly connected with the tour group. This individual will be required to interact with foreign hockey governing people (i.e., coaches, administrative leaders and other dignitaries). It is their responsibility to liaise all matters between the tour group and their hosts.
- In order to be consistent on how these BC Hockey representatives are appointed / selected; the following procedure will be followed:
  - Board of Directors to be polled as to who would be interested and available to go.
  - Familiarity with the team and personnel has and can be an advantage for these tours.
  - Interest and availability may conflict at times; anywhere this occurs the deciding factor will be availability.

The representative chosen will be appointed by the BC Hockey Board of Directors.

- Periodic updates are to be submitted to the BC Hockey office in order that tour developments proceed in a logical sequential way. These details should include:
  - Financial arrangements / guarantees being used to finance the tour
  - A list of adults in charge and accompanying the tour group
  - A detailed day by day itinerary listing events, dates, times and places
- It is the responsibility of the group to attend to the areas of passports / visas, medical cover age and insurance, custody of players in case of emergency, daily whereabouts when traveling, and all those other details that would allow people back home quick contact with tour group individuals should the need arise.
- Prior to the departure date, the BC Hockey / Hockey Canada representative must meet with the tour participants in order that expectations held by all participants are thoroughly discussed and reviewed. This is a most important function because those involved must be on a common footing in regard to conduct overseas.

- It would be prudent and it is strongly suggested that the Minor Hockey Association, the above minor league and team involved, keep the hosting IIHF member informed of your plans as they develop particularly after Hockey Canada sanctioning has been obtained. It reassures them in seeing that all details, major and minor, are progressing well.

The experience of participating in an overseas tour will rank as a highlight in one's life. It only makes good sense to plan it properly and execute it efficiently.

### iii. Responsibilities of BC Hockey / Hockey Canada Representative

Upon approval of the selection of the representative by the Hockey Canada, this representative will:

#### ▪ Prior To Departure

- File with the BC Hockey office a list of players and other team officials / interested individuals participating with the tour.
- File with BC Hockey an up to date itinerary for the tour
- Make sure all the members of the tour are aware of and acquainted with "Passport to National Pride" contained in the BC Hockey Guide for Hockey Administration

#### ▪ During the Tour

- Will collect all game sheets
- Will ensure only approved players participate in the games
- Will oversee the deportment of the team on and off the ice
- Will remind team members of the different style of hockey they may encounter and their need to adapt to different circumstances
- Will assist the team as needed

#### ▪ Following the Tour

- Will submit all game sheets to the BC Hockey office
- Will submit a written report 30 days following return. The suggested method is a daily summary of activities. Use this as an opportunity to summarize the tour and advise of the good and bad aspects with recommendations for future touring teams.

### iv. Helpful Hints

#### Jet Lag

- Three (3) days before takeoff – three (3) full meals (high protein breakfast and lunch, high carbohydrate supper), tea or coffee only in the afternoon.
- Two (2) days before takeoff – three (3) light low carbohydrate meals, tea or coffee only in the afternoon.
- One (1) day before takeoff – three (3) full meals as in days before takeoff.
- Day of flight - (traveling east) - fast or eat very little before flying. Once on plane drink plenty of liquids (no alcohol), omit the evening meal, try to sleep, eat a high protein breakfast (bring your own if necessary).

- Day of flight - (traveling west) - fast on the plane, drink lots of liquids in the morning but none in the afternoon, omit the lunchtime or evening meal.
- On arrival - whatever the time, eat a hardy meal in accordance with local mealtime. Stay active and go to bed reasonably early.

NOTE: As important as eating the proper foods prior to departing, it is just as important to be properly rested.

#### Currency Vouchers

- Although your travel agent may assure you that all costs have been paid there are some countries that require currency vouchers. You may be assessed an amount per day when you enter the country and this payment will be entered on your Visa.

#### Luggage

- Ensure that the players pack as little as possible. Porters and assistance are not always available and carrying, loading and unloading a hockey bag along with two (2) or three (3) suitcases can be wearing and time consuming.

#### Visas

- Certain Eastern European countries do not like group authorization listings for entry visas. If at all possible ensure that there is a separate authorization for individual's visas; i.e. all players should have their own passport.

#### Russian Hotels

- If traveling in Russia, do not stay at anything but the Four-Star Hotels \*\*\*\*. Also, know in advance what hotels you will be staying at in case relatives have to contact the team.

#### Ice Time

- All players who have been involved in the fund raising and are part of the touring team should receive their fair share of ice time while on tour.

#### Exchange Rates

- Know exchange rates of the country(s) that you will be visiting ahead of time.

#### Exchange Packages

- Have exchange packages ready in advance for each venue and also gift packages for adult interpreters / guides.

#### Experience

- There is no substitute for experience. Have someone who has played in or visited the countries you wish to visit speak to your entire group before departure.

### b) Hosting an Event Overseas Team Exhibition Tours

In hosting guests that are members of the IIHF, the Canadian team bears an important responsibility in the initiation of developing tour plans.

An invitation must come from the host team, in this case the Canadian team, to the potential overseas guest prior to the beginning of the sanctioning process. This invitation should indicate the parties involved, age of competitors, type and frequency of competition and the proposed dates. All correspondence must come from the Minor Hockey Association or League, if above minor and be signed by the President or his designate.

Once the two (2) parties have their initial contact and exchange of information, the host Association is to inform the BC Hockey office indicating that contact has been made and tentative plans, subject to sanctioning, are now under way. Specific reference is made to Hockey Canada Regulation D Incoming and Outgoing International Tours. BC Hockey will then request Hockey Canada extends an official invitation to the team through their International Federation. If the Tour will involve more than one (1) Branch all Branches must approve the tour. Branches may work together and submit one (1) proposal.

The Hockey Canada Association making the application is responsible for all damages, unpaid debts or other liabilities arising out of the operation of the tour. The branch may, at their discretion, require a \$5,000.00 deposit (Letter of Credit, or other satisfactory security) toward any of the above-mentioned problems. It is also the responsibility of the hosting Association to have the team provide proof of liability insurance and proper medical cover age.

The hosting team can begin its localized plans to receive their overseas guests once the preliminary exchange has occurred between the two (2) participating groups and the governing bodies (BC Hockey and HC).

Generally, a visitation should include a good blend of on-ice and off-ice activities in order to provide the guests with a balanced diet of events.

Each community throughout the Province has a variety of unique offerings peculiar to their locale in regard to geography, history, economy and recreation.

It is suggested that a flavor of each area is provided in order that the guests get exposed to a cross section of life in the local community and in the province.

It is the responsibility of the hosting Association / team to keep the BC Hockey informed on the localized plans for this visit and, as a matter of courtesy, will include BC Hockey as part of the welcoming / opening ceremonies. As the governing body, BC Hockey would only be involved from a protocol standpoint, provided that all Hockey Canada / BC Hockey policies are adhered to. BC Hockey would be available to offer any assistance where requested.

All BC Hockey members are strongly urged to acquaint themselves fully with Hockey Canada Regulation D, Incoming and Outgoing Tours. This regulation contains vital information for BC Hockey members embarking on a tour overseas as well as BC Hockey members hosting teams coming from overseas Federations.

Approvals for touring and hosting will be based entirely on the compliance with this regulation. Familiarity with it is paramount.

### **c) International Tournaments**

All International Tournaments must be sanctioned by Hockey Canada via the Branch. The same procedure as inviting a team for an exhibition tour will be followed. The exception is there is no requirement for the \$5,000.00 Letter of Credit. The hosting association is still responsible for all damage, unpaid debts or other liabilities of the visiting team. It is the responsibility of the hosting association to obtain documented proof of insurance and medical cover age from the team.

BC Hockey members that conduct sanctioned International Tournaments are advised that Hockey Canada Regulation M, Hockey Tournament Regulations, paragraph 1 - 18, apply in all respects. Please note the sanctioning for these tournaments is 90 days in advance of the tournament as per BC Hockey Policy 7.08. Exhibition games planned before and/or after an International Tournament require BC Hockey approval through submission to the BC Hockey office.

## 8.0 BC HOCKEY CHAMPIONSHIPS POLICY

### 8.01 HOST SITE SELECTION GUIDELINES FOR MINOR HOCKEY CHAMPIONSHIPS

Refer to the BC Hockey Handbook to determine the division / category which your District will be hosting.

Communicate with only those Associations that card the division / category of hockey that the District has been designated to host.

Select the host site based on application and input from the District Association.

A consideration for host site selection will be the number of qualified officials available. If a sufficient number is not available, the host site must be willing to finance bringing in officials.

The Minor Hockey Championships Coordinator is to be advised by the District President prior to May 31 of the current season as to the site selected for announcement at the BC Hockey Annual General Meeting.

In the event that a District cannot host the division / category designated, the Minor Hockey Championships Coordinator must be advised prior to March 15 of the current season.

An alternate site will be selected based on the following criteria:

- i. There will be no trading of sites arranged by Districts
- ii. A District not hosting will be given first priority
- iii. A District hosting one (1) division / category will be given second priority
- iv. The alternate site will be recommended by the Minor Committee and approved by the BC Hockey Board of Directors at the Annual General Meeting.

### 8.02 SCHEDULING

- a) All BC Hockey Championships, where possible, will be held during the school spring break.

**NOTE:** This policy does not apply to U21.

- b) The U21 BC Hockey Championships will be held to coincide with the second weekend of the British Columbia school spring break.
- c) In all BC Hockey Championships, the District winner must be declared a minimum of 10 days prior to the date set for the championships.
- d) Junior B BC Hockey Championships are to be scheduled not earlier than the week of March the 15.
- e) The Chief Executive Officer will ensure that all proper arrangements have been made by the hosting Association and following this all BC Hockey Teams and Associations will be advised in writing as to full details, such as place, times, contact, telephone number, arena admission fees, etc.

### 8.03 COMPETITION FORMAT AND RULES

#### Supervision of Championship

A BC Hockey Championships Task Group Member or a designated BC Hockey representative shall be in attendance at all BC Hockey Championship games.

### Team Rosters

Teams in Branch competition must be in possession of approved Hockey Canada Registry rosters listing all players and team officials. Those players/team officials not listed on the approved roster may be declared ineligible to compete in the game(s).

### Period Times

- a) All BC Hockey Championship playoff games (except in Female Senior AA and A) are required to have three (3) 20 minute stop time periods plus 10 minute breaks between each period.
- b) Overtime in the BC Hockey Championship tournament format shall be played in the games between the first and second place teams in the respective divisions and in the games, that will determine first and third overall. Overtime shall be in accordance with Hockey Canada Playing Rule 10.16.
- c) No overtime shall be played in a total-goal two (2) game series until 120 minutes of hockey has been played.
- d) Female Senior AA and A BC Hockey Championship tournament games in round robin competition shall be required to have two (2) 15 minute stop times periods, followed by a 15-minute break for an ice scrape or flood (at the discretion of the host committee), and a 20-minute stop time third period. Championship games shall be three (3) 20 minute stop time periods, with a minimum five (5) minute break or ice flood (at the discretion of the Female Coordinator) between the first and second periods, and a 15 minutes break with an ice flood between the second and third period.

### Determination of Standings

- a) For the purpose of determining standing in all BC Hockey Championship play, two (2) points will be given for a win and one (1) for a tie.
- b) Tie Breaking Procedure

In the event that teams are tied for a playoff position after a round robin series is completed, the following procedure shall be utilized to determine the placing of the tied teams:

- i. If two (2) teams are tied:
  - a. The winner of the round robin game between those two (2) teams will receive the higher placing.
- ii. If three (3) or more teams are tied:
  - a. Teams will be ranked based on the number of points earned in games between the tied teams only.
  - b. Any ties remaining after the application of the step will have the subsequent steps of the policy applied.
  - c. Teams who are no longer tied after the application of Step B will receive their placing and not advance to subsequent steps within the procedure.
- iii. If any teams remain tied after (i) has been applied, then the team with the most wins in the round robin series (note that this includes all games in the round robin series and is not limited to games between the tied teams only) will receive the higher placing, and so on.
  - d. Any ties remaining after the application of the step a will have the subsequent steps of the policy applied.

- e. Teams who are no longer tied after the application of Step A will receive their placing and not advance to subsequent steps within the procedure.
- iv. If any teams remain tied after (i) and (ii) have been applied, then the team with the best goal average in games between the tied teams will receive the higher placing, and so on. The goal average of the teams is to be determined by dividing the total number of goals for and against into the total number of goals for, with the team having the highest percentage will be awarded the higher position.
  - f. Any ties remaining after the application of the step will have the subsequent steps of the policy applied.
  - g. Teams who are no longer tied after the application of Step A will receive their placing and not advance to subsequent steps within the procedure.
- v. If any teams remain tied after (i), (ii) and (iii) have been applied, then the team with the best goal average in the round robin series (note that this includes all games in the round robin series and is not limited to games between the tied teams only) will receive the higher placing, and so on. The goal average of a team is to be determined by dividing the total number of goals for and against into the total number of goals for, with the team having the highest percentage will be awarded the higher position. (Example: Goals for 10, goals against 4; percentage is  $10/14 = .714$ ). In determining the goal average, the maximum goal differential that may be applied in any single game shall be seven (7).
  - h. Any ties remaining after the application of the step will have the subsequent steps of the policy applied.
  - i. Teams who are no longer tied after the application of Step A will receive their placing and not advance to subsequent steps within the procedure.
- vi. If any teams remain tied after (i), (ii), (iii) and (iv) the team that received the least minutes in penalties in the round robin games between the tied teams will receive the higher placing, and so on.
  - j. Any ties remaining after the application of the step will have the subsequent steps of the policy applied.
  - k. Teams who are no longer tied after the application of Step A will receive their placing and not advance to subsequent steps within the procedure.
- vii. If teams are still tied after all previous methods have been applied, then the winner of the playoff position will be decided by the toss of a coin.
- c) For the purpose of determining standings in the BC Hockey Junior B Championship play, three (3) points will be given for a win, two (2) points for an overtime win and one (1) point for an overtime loss.
  - i. If any round robin games end in a tie, the teams will then play (sudden victory) four (4) on four (4) for five (5) minutes, followed by three (3) on three (3) for five (5) minutes and then go to a shootout if still tied. The shootout will follow the National Hockey League (NHL) model, a three (3) shooter minimum.
  - ii. If somehow teams are still tied for a playoff position after the round robin portion of the tournament, the Tie Breaking Procedure (above) will be used to break the tie.
  - iii. If the gold or bronze medal games end in a tie, the Hockey Canada overtime regulations will be followed.

**BC Hockey Championship Game Protests**

- a) The procedure for protesting any game played under the direct control of BC Hockey (i.e., not including regular and playoff games played under the jurisdiction of a League or local Association) shall be as follows:
  - i. Must include all evidence in support thereof.
  - ii. Must be in duplicate.
  - iii. Must be signed by the President and Secretary of the protesting team.
  - iv. If it is not feasible for the protesting team's President and/or Secretary to sign the protest then the two (2) most senior officials available of the club or team may sign it.
  - v. Must be presented to the BC Hockey representative in charge of the series within 12 hours of the conclusion of the game for which the protest is being made.
  - vi. In case of the absence of the BC Hockey representative in charge of the series, from the locale in which the protested game was played, then such protest shall be delivered to the person appointed to represent the said BC Hockey representative in charge of the series.
  - vii. Must be accompanied by a deposit of \$50.00, which sum shall be forfeited to the Society if the protest is disallowed.
  - viii. The person to whom the protest was delivered shall deliver a copy of the protest to the protested team without any undue delay. If this person is one other than the BC Hockey representative in charge of the series this person shall also immediately transmit, by the most expeditious manner, the full content of the protest to the BC Hockey representative in charge of the series.
  - ix. The BC Hockey representative in charge of the series shall speak to the club(s) or team officials involved and prepare a report pertaining to the protest.
- b) In the event the scheduling of games does not permit sufficient time to comply with the procedure set forth (i.e. where there is less than 48 hours between games), then the protesting team shall make a verbal protest immediately following the game to the person in charge of the game (other than the referee), accompanied by a deposit of \$50.00, which sum shall be forfeited if the protest is disallowed. This person shall immediately convene a meeting with the club or team officials involved and record all facts pertaining to the case. If the person in charge of the game is other than the BC Hockey representative in charge of the series then these facts shall immediately be reported to the said BC Hockey representative in charge of the series.
- c) In the case of any protests submitted in accordance with these policies the, BC Hockey representative in charge of the series shall have full power to rule on the protests. When the Chair of the Board is also the BC Hockey representative in charge of the series, then the Chair and a designated BC Hockey representative in charge of the series shall be authorized to act. The decision of these BC Hockey representatives in charge of the series shall be final and may not be appealed.
- d) Leagues and local Associations may adopt their own procedures for handling protests of games played under their jurisdiction.

**8.04****FINANCIAL ARRANGEMENTS****General**

- a) The Society in all BC Hockey Championships, shall take charge of all financial arrangements and all gate receipts become the property of the Society.
- b) In the event of a conflict between BC Hockey and/or arena management over the handling of gate receipts, the home team in any division of hockey shall make available to the Minor Hockey Championships Coordinator the equivalent amount of the gate receipts in cash or cheque, or both, as mutually agreed.
- c) Nothing contained in this policy shall be held to create or imply liability on the part of BC Hockey for any expenses, disbursements or obligations of any kind incurred in connection with the BC Hockey Championships. Should any unforeseen circumstances arise in the operation of the above policies governing the handling of the BC Hockey Championship gate receipts they shall be dealt with at the discretion of the Chief Executive Officer.

**Minor**

- a) The gate receipts for the U13, U15 and U18 BC Hockey Championships shall be handled by BC Hockey. BC Hockey's share of the gate receipts of such series shall be disbursed in the following order:
  - i. Referees' fees and allowances, if required, shall be paid in accordance with BC Hockey Policies.
  - ii. Expenses of the BC Hockey representative in charge of series for telephone and allowance as per BC Hockey Policies.
  - iii. The balance shall be returned to the host Association.
- b) The host Association shall provide sufficient funds to the BC Hockey representative in charge of the series or BC Hockey representative in charge of the BC Hockey Championship Tournament to be used to make up any deficit in the payment of fees, allowances and expenses as set out above should BC Hockey's share of the gate receipts be insufficient to cover same.
- c) The arena or home team is responsible for the cost of printing tickets, selling tickets, providing ushers and all other arena personnel. Minor officials in conjunction with the BC Hockey representative in charge of the series are the responsibility of the host Association.

**Female Senior**

- a) In Female hockey play downs the receipts and accounts shall be kept entirely separate for each series played. BC Hockey's share of the gate receipts shall not be less than 70%. BC Hockey's share of the gate receipts shall be disbursed in the following order:
  - i. Referees' fees and allowances, if required, shall be paid in accordance with BC Hockey Policies.
  - ii. Expenses of the BC Hockey representative in charge of the series for telephone and allowances as per BC Hockey Policies.
  - iii. An advertising allowance as set by the Chief Executive Officer annually shall be paid if substantiated by vouchers.
  - iv. The balance shall be returned to the host Association or team.

- b) The host committee or team shall provide sufficient funds to the BC Hockey representative in charge of series or BC Hockey representative in charge of the round robin to be used to make up any deficit in the payment of fees, allowances and expenses as set out in the above paragraph, should BC Hockey's share of the gate receipts be insufficient to cover same.

### **Male Junior**

- a) In the BC Hockey Junior Championships, the receipts and accounts shall be kept entirely separate for each series played. BC Hockey's share of the gate receipts shall be disbursed in the following order:
- i. The applicable game assessment shall be placed in the Society's general account.
  - ii. Referees fees and allowances shall be paid in accordance with BC Hockey Policies.
  - iii. A maximum total of \$40.00 per game shall be allowed for minor officials (timekeeper, scorekeeper, penalty timekeeper and goal judges).
  - iv. Expenses of the BC Hockey representative in charge of the series for telephone and allowances as per BC Hockey Policies.
  - v. The traveling team's allowed expenses will be reduced by the amount they will be paid from the team assessment guarantee. Traveling team's allowances (providing always that gate receipts are sufficient to cover same) to be paid as follows:
    1. Transportation for players actually participating in a game or series up to a maximum of 21 players, plus Officials to a maximum of four (4) on the basis of party rate on bus or equivalent in cash, if private cars are used.
    2. \$700.00 per day while traveling.
    3. \$1,250.00 per day while in hotels.

The basis of time is to be figured on public transportation time between centres, if public transportation is available on the route used. If no public transportation is available and chartered bus is used, travel time to be figured on chartered bus time between centres. The travel day is to consist of not more than 10 hours. Basis of payment for travel days to be as follows: five (5) hours or less will be paid at the rate of 1/2 day; and over five (5) hours will be paid at the full day rate.

- vi. A sum of \$50.00 per game shall be paid to the home team, to cover incidental expenses, provided that gate receipts are sufficient to cover same.
  - vii. An advertising allowance as set by the Chief Executive Officer annually shall be paid if substantiated by vouchers.
  - viii. In Junior A the balance should be divided equally between the participating teams. In Junior B the balance shall be divided as follows – 60% to the home team; 10% to each of the three (3) participating teams; and 10% to the Junior B Reserve Fund.
- b) The home team in the BC Hockey Junior A Championships shall be required to post a guarantee of \$1,000.00 per game prior to the start of said series.
- c) Posted guarantees in the Junior A and Junior B series shall be paid to the BC Hockey representative in charge of the series, to be used to make up any deficit in the payment of fees, allowances and expenses, should BC Hockey's share of the gate receipts be insufficient to cover same. Any remaining balance of the guarantee, after fees, expenses and allowances have been paid, shall be refunded to the home team.

**Senior Male**

- a) In BC Hockey Major Senior Men's AAA Championships (Savage Cup), the host team shall be responsible for the following:
  - i. The applicable game assessment shall be paid to the BC Hockey representative in charge.
  - ii. Referees fees and allowances shall be paid in accordance with BC Hockey Bylaws.
  - iii. Expenses of BC Hockey representative in charge of the series or tournament for telephone and allowance as per BC Hockey Policy.
  - iv. Transportation shall be paid at a rate of \$2.25 per kilometer.
  - v. \$1,000.00 per day shall be paid to each visiting team while in hotels.
- b) Teams shall post a \$5,000.00 performance bond in order to participate in the Senior Male AAA Championships.
- c) The Savage Cup host team guarantee shall post a guarantee of \$6,000.00 in the form of a certified cheque with the BC Hockey representative in charge of the series or tournament. This guarantee is to be used to make up any deficit in payment of fees, allowances and expenses as set out in the preceding paragraph, should gate receipts be insufficient to cover same. Any remaining balance of the guarantee after fees, expenses and allowances have been paid shall be refunded to the host team.
- d) In all Major Senior Men's AAA and AA BC Hockey Championships the receipts and accounts shall be kept entirely separate for each series played. BC Hockey's share of gate receipts shall not be less than 70%. BC Hockey's share of the gate receipts shall be disbursed in accordance with the following:
  - i. The most economical air fare or if travelling by a car a rate per kilometer as established by BC Hockey and reviewed annually (not to exceed the non-taxable limit as defined by the CRA)
- e) In BC Hockey Male Senior AA Championships (Coy Cup), the host team shall be responsible for the following:
  - i. The applicable game assessment shall be paid to the BC Hockey representative in charge.
  - ii. Referees fees and allowances shall be paid in accordance with BC Hockey Bylaws.
  - iii. Expenses of BC Hockey representative in charge of the series or tournament for telephone and allowance as per BC Hockey Policy.
  - iv. Transportation shall be paid at a rate of \$2.25 per kilometer.
  - v. \$1,000.00 per day shall be paid to each visiting team while in hotels.
- f) The Coy Cup host team shall post a guarantee of \$6,000.00 in the form of a certified cheque with the BC Hockey representative in charge of the series or tournament. This guarantee is to be used to make up any deficit in the payment of fees, expenses and allowances as set out above, should gate receipts be insufficient to cover same. Any remaining balance of the guarantee, after fees, expenses and allowances have been paid, shall be refunded to the host team.

## 8.05

**OFFICIATING AT BC HOCKEY CHAMPIONSHIPS**

- a) A three (3) or four (4) referee system will be used for all BC Hockey sanctioned games. In BC Hockey Minor Hockey Championships, the host should indicate within their bid if they intend to utilize a three (3) or four (4) referee system. Note: Rates for the 2-official system are listed in this section as a contingency, should injury or other circumstance arise that prevents an assigned official from participating..
- b) In BC Hockey Championship games, qualified officials who have regularly officiated at that category of hockey will be used wherever possible. For BC Hockey Championships, the Minor Championships Coordinator overseeing the playoff / championship shall approve the officials. This approval shall be from a list of officials provided and assigned by the BC Hockey Officiating Coach allocated to the series.
- c) In Female BC Hockey Championship games, qualified officials who have regularly officiated Female hockey will be used wherever possible.
- d) In BC Hockey Junior Championships, wherever possible HCOP Member High Performance certified officials will be used, from the list of recommendations for inter-branch competition. This list is to have input from the BC Hockey Referee in Chief and the Junior Coordinator.
- e) In Senior BC Hockey Championships, wherever possible HCOP Level III or Member High Performance officials will be used, from the list of recommendations for inter-branch competition. This list is to have input from the BC Hockey Referee in Chief and Senior Coordinator.

**Officiating Rates Table**

The following schedule of officiating rates are set out for Society playoffs / championships:

Category	2-Official System		3-Official System			4-Official
	Referee	Referee	Referee	Linesperson	Linesperson	Linesperson
Junior A	N/A	N/A	\$120	\$80	\$80	\$120
Intercollegiate	N/A	N/A	\$115	\$80	\$80	\$115
Junior B	N/A	N/A	\$100	\$75	\$75	\$100
Senior	N/A	N/A	\$85	\$60	\$60	\$85
<b>British Columbia Elite Hockey League (BCEHL)</b>						
U18AAA	\$100	\$100	\$95	\$58	\$58	\$85
U17AAA	\$88	\$88	\$80	\$56	\$56	\$70
U15AAA	\$80	\$80	\$72	\$52	\$52	\$65
<b>Minor Hockey Championships*</b>						
U21 (T1)	\$85	\$85	\$79	\$59	\$59	\$73
U18 (T1-4)	\$79	\$79	\$73	\$57	\$57	\$67
U15 (T1-4)	\$71	\$71	\$67	\$51	\$51	\$63
U13 (T1-4)	\$65	\$65	\$60	\$47	\$47	N/A

\*Minor championship rates are based upon 2 hour & 15-minute game time (including intermissions).

NOTE: This chart includes premium and sub-premium rates for the 2-official and 4-official systems.

- a) In Society playoffs / championships a qualified stand-by official may be assigned (at the host's discretion) to any final placement game(s) determining 1st through 4th place (e.g. Gold and Bronze medal games). If this occurs and such a stand-by official is assigned, they shall be provided at a fee of \$35.00 per game.
- b) In cases where the established district or host association's officiating rates are a premium to BC Hockey rates listed within this policy, then the district rates shall apply.
- c) Any deviation from the 2-hour and 15-minute standard ice time scheduled for minor championship games will result in a \$5.00 rate adjustment (up or down) for each variable increment of 15-minutes. Example: Should a U21 (3-official system) game be scheduled for 2-hours & 30-minutes, this will result in a Referee rate of \$84.00 and a Linesperson rate of \$64.00.

### **Officiating Expenses**

- a) On ice officials shall be entitled to the following expenses: The most economical air fare, or if travelling by car a rate per kilometer as established by BC Hockey (not to exceed the non-taxable limit as defined by the CRA), in addition to any other required per diem and accommodations.
- b) In any Society playoff / championship where the home team has not made arrangements to collect gate receipts, the home team must pay the prescribed on-ice official fees to the BC Hockey representative in charge of the playoff / championship who in turn will pay the officials prior to the game.

## **8.06**

### **CHAMPIONSHIP AWARDS AND RECOGNITION**

#### **8.06.1**

Banners for all BC Hockey Championship teams and plaques for each member of such team shall be provided each year. BC Hockey Championship finalist team members in the U13, U15, U18, U21, Junior B and Female division shall be provided with either a gold, silver or bronze medal.

#### **8.06.2**

No souvenir, token or prize may be presented to any player in any BC Hockey Championship without the prior approval of the Chief Executive Officer or designate.

#### **8.06.3**

### **BC HOCKEY TROPHIES**

Championship trophies are open for annual competition only to teams who are members or registered participants of BC Hockey and played for under rules and regulations of competition as hereinafter set forth.

- a) Savage Cup – Major Senior Men's AAA Championship
- b) Coy Cup – Male Senior AA Championship
- c) Mowat Cup – Male Junior A Championship
- d) Cyclone Taylor Trophy – Male Junior B Championship
- e) Monarch Life Assurance Cup – Male U21 Championship\*
- f) Cromie Memorial Cup – U18AAA Championship\*
- g) Elmer Kreller Memorial Trophy – U18 Tier 2 Championship\*
- h) Doug Grimston Memorial Trophy – U15 Tier 1 Championship\*
- i) Stan Patience Memorial Trophy – U15 Tier 2 Championship\*

- j) Mott Memorial Trophy – U13 Tier 1 Championship\*
- k) Herb House Memorial Trophy – U13 Tier 2 Championship\*
- l) BC Female Senior AAA\*
- m) Don Murray Memorial Trophy – Female Senior AA Championships\*

\*Denotes trophies that have been retired.

The engraving of the trophies after each championship has been decided shall be done under the supervision of the Chief Executive Officer, with input from the applicable District's representative on Minor Committee at the expense of the Society.

The Chief Executive Officer of the Society shall be to all intents and purposes the legal holder of the cups in trust for the Association.

Any Team winning a BC Hockey trophy must return the trophy and its carrying case in good order to the BC Hockey Office within one (1) month of winning trophy. The winning team will be responsible for any loss or damage to the trophy and carrying case while they are in their possession. The BC Hockey representative in charge of the final series will be responsible to make certain that the above regulation is followed.

## 9.0 MINOR HOCKEY POLICIES

### A. GENERAL

#### 9.01 MINOR HOCKEY TIER DESIGNATIONS

The registration numbers determining tier designation will be reviewed every third year. This review will be conducted by a work group appointed by the Chair of the Board on recommendation of the Minor Committee, the work group shall be chaired by the Minor Committee Chair or designate.

#### 9.02 SPRING SEASON

Spring Season activities are considered to encompass the time frame from the conclusion of the March School break (Spring Break) to July 31 of the calendar year.

##### **a) Spring Season Registration:**

- i. Applications for teams participating in the Spring Season shall be submitted via the BC Hockey Website.
- ii. Spring Hockey teams, players, coaches, managers and other officials must be registered on the Hockey Canada Registry (HCR) prior to participation in any Spring Season practice, game or tournament.
- iii. All Spring Season team officials require SpeakOut! / Respect in Sport and either Coach Stream or Developmental 1 Stream qualification.

##### **b) Spring Season Registration Fees:**

- i. The Spring Season participants' fee will be \$10.00 per player, which is in addition to all other fees charged for Hockey Canada Insurance and Branch Fees.
- ii. The Spring Season team registration fee will be \$50.00 per team.

#### 9.03 MINOR HOCKEY ASSOCIATION SPRING EVALUATION / TRY OUTS POLICY

Minor Hockey Associations may apply to hold spring try out / evaluation camps for the purpose of player evaluation and team selection prior to the upcoming season under the following guidelines:

- a) Applications must be submitted to the BC Hockey office 45 days prior to the camp for consideration by a committee of the BC Hockey Minor Operations Task Group member, the District President and the Minor Operations Coordinator.
- b) Participants of the camp must be pre-registered with the hosting Association.
- c) Players from adjacent associations must obtain permission from the outgoing association by way of residential waiver.

9.04

**U7 AND U9 PROGRAM DELIVERY**

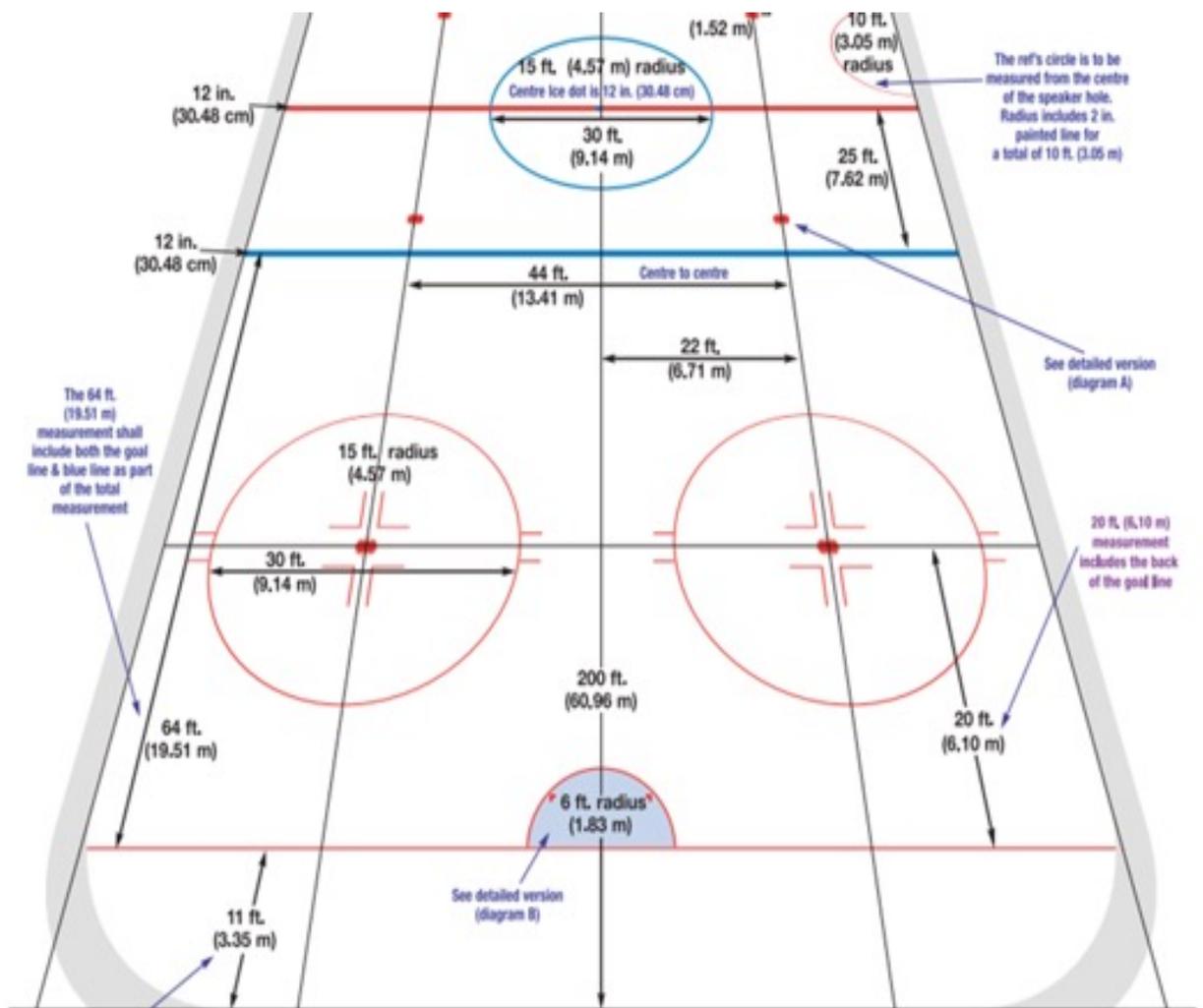
All games involving teams at the U7 Division shall be played utilizing a cross-ice set up. The standard gameplay area for cross ice is 85' (L) x 78' (W).

All games in the U9 Divisions (Minor and Major) shall be played utilizing a cross or half-ice set up. The standard gameplay areas are outlined and diagramed below:

Ice Configuration	Dimensions
Cross-Ice	85' (L) x 78' (W)
Half-Ice	100' (L) x 85' (W)

Please note that the playing surface area is measured from board to board and not where the nets are placed.

U9 teams may play "Controlled Full-Ice" scrimmages, as described in the BC Hockey U11 Transitional Plan, beginning on February 1.



NOTE: Program standards for set up and equipment can all be found on the BC Hockey website.

**B) REGISTRATION****9.05****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 Chief Executive Officer 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 Chief Executive Officer whose decision shall be final and binding.
  - iii. Players of U21 age who are attending school or living apart from their parents may make declaration of their residence to the Chief Executive Officer. The Chief Executive Officer's determination of the player's residence in such situations shall be final and binding.

**9.06****RESIDENTIAL WAIVERS**

- a) A residential waiver may only be granted under one of the following circumstances:
  - i. There is no Tier 1, 2, 3 or 4 team in the player's residential Minor Hockey Association.
  - ii. There is no recreational team or the player is on a wait-list within the player's residential Minor Hockey Association.
  - iii. The player is female and there is no female team in the player's residential Minor Hockey Association.
  - iv. A Minor Hockey Association may request that a residential waiver be granted to a player (including goaltenders) for reasons not listed in sections i), ii) or iii) above. Conditional approval will be given once all documentation has been submitted for consideration to the BC Hockey Chief Executive Officer and BC Hockey has confirmed support in writing from the District President. The player (including goaltenders) will be eligible to participate in practices, evaluations/tryouts, and exhibition games pending final approval of BC Hockey.
- b) Players who have been granted a Residential Waiver may register in an adjacent Minor Hockey Association in accordance with the BC Hockey Residential Waiver policy.

- c) The procedure for transfers by way of this policy will be as follows:
  - i. Transfers of players to tiered teams shall be processed via the Hockey Canada Registry no later than midnight, January 10.
  - ii. Transfers of players to Recreational Teams shall be processed via the Hockey Canada Registry no later than midnight, February 10. Should a waiver be granted for a player to register with a recreational team, such player may affiliate to a tiered team in the new association, but only if there is no tiered team registered in that Division by the player's residential home association.
- d) 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 Chief Executive Officer and is listed below.
- e) 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 Minor Operations Task Group member to determine the options available.
- f) Players have the choice of registering with any adjacent association.
- g) If a player registers with an adjacent association in accordance with this procedure:
  - i. 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.)
  - ii. The player must complete the balance of the season in that association or return to their home Minor Hockey Association.
- h) Once a residential waiver is granted to a player, an association may not revoke the residential waiver.
- i) The transfer of an over age U21 player (limited to a maximum of one (1) year older than the upper age limit of the lower division in accordance with the BC Hockey Over age Policy) shall require the approval of a Committee of the BC Hockey Minor Operations Task Group member, the District President and the Minor Operations Coordinator.
- j) 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.
- k) This does not apply to players participating at the Recreational level only
- l) This does not apply to players on a waitlist, who subsequently register with a tiered team
  - i. Conditional approval shall be granted for players to participate in try outs with the incoming Association upon:
  - ii. Initiation of the IAT on the HCR by the incoming association and
  - iii. The granting of approval of the IAT on the HCR by the outgoing association.

**List of Adjacent Association for Purposes of Policy 9.06 Residential Waivers**

<b>ASSOCIATION</b>	<b>ADJACENT ASSOCIATIONS</b>	<b>DISTRICT</b>
Abbotsford	Abbotsford Female, Aldergrove, Chilliwack, Langley Girls, Meadow Ridge Female, Mission, Ridge Meadows	Lower Mainland
Abbotsford Female*	Abbotsford, Aldergrove, Chilliwack, Langley Girls, Meadow Ridge Female, Mission, Ridge Meadows	Lower Mainland
Alberni Valley	Oceanside	Vancouver Island
Aldergrove	Abbotsford, Abbotsford Female, Langley, Meadow Ridge Female, Ridge Meadows	Lower Mainland
Arbutus Club	North Shore Female, North Vancouver, Richmond Girls, Richmond Jets, Vancouver, West Vancouver	Lower Mainland Winter Club
Boundary	Grand Forks, Kelowna, Penticton, South Okanagan	West Kootenay
Burnaby	Coquitlam, Killarney Girls, New Westminster, North Shore Female, North Vancouver, Port Moody, Richmond Girls, Richmond Jets, Tri Cities Female, Vancouver	Lower Mainland
Burnaby Winter Club	Coquitlam, Killarney Girls, New Westminster, North Shore Female, North Vancouver, Port Moody, Richmond Girls, Richmond Jets, Tri Cities Female, Vancouver	Lower Mainland Winter Club
Burns Lake	Fraser Lake, Houston	North West
Campbell River	Comox Valley, Gold River, Tri-Port	Vancouver Island
Canal Flats	Kimberley, Windermere Valley	East Kootenay
Castlegar	Greater Trail, Grand Forks, Nakusp, Nelson	West Kootenay
Chase	Clearwater, Kamloops, Greater Vernon, Salmon Arm, Valemount	Okanagan Mainline
Chetwynd	Dawson Creek, Hudson Hope, Mackenzie, Tumbler Ridge,	North East/Yukon
Chilliwack	Abbotsford, Abbotsford Female, Hope and District, Mission	Lower Mainland
Clearview	Dawson Creek, Fort St John, Taylor	North East/Yukon
Clearwater	Chase, Hundred Mile House, Kamloops, Quesnel, Salmon Arm, Valemount, Williams Lake,	Okanagan Mainline
Cloverdale	Langley Girls, Langley, Meadow Ridge Female, Ridge Meadows, Semiahmoo, Surrey	Lower Mainland
Comox Valley	Campbell River, Oceanside, Powell River	Vancouver Island
Coquitlam	Burnaby, Meadow Ridge Female, New Westminister, Port Coquitlam, Port Moody, Ridge Meadows, Surrey Female, Surrey	Lower Mainland
Cowichan Valley	Kerry Park, Lake Cowichan, Nanaimo	Vancouver Island
Cranbrook	Creston Valley, Fernie, Kimberley	East Kootenay
Creston Valley	Cranbrook	East Kootenay
Dawson City	Yukon	North East/Yukon
Dawson Creek	Chetwynd, Clearview, Taylor, Tumbler Ridge	North East/Yukon
Elk Valley	Fernie	East Kootenay
Faro	Watson Lake, Whitehorse	North East Yukon
Fernie	Cranbrook, Elk Valley	East Kootenay

ASSOCIATION	ADJACENT ASSOCIATIONS	DISTRICT
Fort Nelson	Fort St John	North East/Yukon
Fort St. James	Fraser Lake, Vanderhoof,	North West
Fort St. John	Clearview, Fort Nelson, Hudson Hope, Taylor,	North East/Yukon
Fraser Lake	Burns Lake, Fort St James, Vanderhoof	North West
Gold River	Campbell River, Tri-Port	Vancouver Island
Golden	Revelstoke, Windermere Valley	East Kootenay
Grand Forks	Boundary, Castlegar, Greater Trail, Nakusp, Penticton, South Okanagan	West Kootenay
Greater Vernon	Chase, Kamloops, Lumby, Merritt, North Okanagan, Salmon Arm, West Kelowna, Winfield and District,	Okanagan Mainline
Greater Trail	Castlegar, Grand Forks, Nelson	West Kootenay
Haines Junction	Yukon	North East/Yukon
Hazelton	Smithers, Stewart, Terrace	North West
Hollyburn Country Club	Killarney Girls, North Vancouver, Squamish, Vancouver Thunderbirds	Lower Mainland Winter Club
Hope and District	Chilliwack, Lillooet, Merritt, Mission, Princeton, Thompson-Cariboo	Lower Mainland
Houston	Burns Lake, Smithers, Stewart	North West
Hudson's Hope	Chetwynd, Fort St John	North East/Yukon
Hundred Mile House	Clearwater, Kamloops, Lillooet, Thompson Cariboo, Williams Lake	North Central
Juan de Fuca	Kerry Park, Sooke, Victoria	Vancouver Island
Kamloops	Clearwater, Chase, Greater Vernon, Hundred Mile House, Logan Lake, Merritt, Salmon Arm, Thompson Cariboo,	Okanagan Mainline
Kaslo	Nakusp, Nelson	West Kootenay
Kelowna	Boundary, Penticton, West Kelowna, Winfield and District, Nakusp,	Okanagan Mainline
Kerry Park	Cowichan Valley, Juan de Fuca	Vancouver Island
Killarney Girls*	Burnaby, North Shore Female, North Vancouver, Richmond Girls, Richmond Jets, West Vancouver	Lower Mainland
Kimberley	Canal Flats, Cranbrook	East Kootenay
Kitimat	Prince Rupert, Smithers, Terrace	North West
Lake Cowichan	Cowichan Valley	Vancouver Island
Langley	Aldergrove, Cloverdale, Meadow Ridge Female, Ridge Meadows, Semiahmoo, Surrey Female	Lower Mainland
Langley Girls*	Abbotsford, Abbotsford Female, Cloverdale, Meadow Ridge Female, Ridge Meadows, Semiahmoo, Surrey Female	Lower Mainland
Lillooet	Hope and District, Hundred Mile House, Merritt, Thompson Cariboo, Whistler,	Okanagan Mainline
Logan Lake	Merritt, Kamloops, Thompson Cariboo	Okanagan Mainline
Lumby	Greater Vernon, Nakusp, North Okanagan, Revelstoke, Sicamous, Winfield and District,	Okanagan Mainline
Mackenzie	Chetwynd, Prince George	North Central

ASSOCIATION	ADJACENT ASSOCIATIONS	DISTRICT
McBride	Prince George, Valemount	North Central
Meadow Ridge Female*	Abbotsford, Abbotsford Female, Aldergrove, Cloverdale, Coquitlam, Langley Girls, Langley, Mission, Port Coquitlam, Surrey Female, Tri Cities Female	Lower Mainland
Merritt	Greater Vernon, Hope and District, Kamloops, Lillooet, Logan Lake, Princeton, Thompson Cariboo, Summerland, West Kelowna,	Okanagan Mainline
Mission	Abbotsford, Abbotsford Female, Chilliwack, Hope and District, Meadow Ridge Female, Ridge Meadows	Lower Mainland
Nakusp	Castlegar, Grand Forks, Kaslo, Kelowna, Lumby, Nelson, Revelstoke, Winfield and District,	West Kootenay
Nanaimo	Cowichan Valley, Oceanside	Vancouver Island
Nelson	Castlegar, Greater Trail, Kaslo, Nakusp	West Kootenay
New Westminster	Burnaby, Coquitlam, North Delta, Richmond Girls, Richmond Jets, Surrey Female, Surrey, Tri Cities Female	Lower Mainland
North Delta	New Westminster, Richmond Girls, Richmond Jets, South Delta, Surrey Female, Surrey	Lower Mainland
North Okanagan	Greater Vernon, Lumby, Salmon Arm, Sicamous, Revelstoke	Okanagan Mainline
North Shore Female*	Burnaby, Killarney Girls, Port Moody, Squamish, Tri Cities Female, Vancouver, Vancouver Thunderbirds	Lower Mainland
North Shore Winter Club	Burnaby, Killarney Girls, Port Moody, Tri Cities Female, Vancouver, Vancouver Thunderbirds, West Vancouver	Lower Mainland Winter Club
North Vancouver	Burnaby, Killarney Girls, Port Moody, Tri Cities Female, Vancouver, Vancouver Thunderbirds, West Vancouver	Lower Mainland
Oceanside	Alberni Valley, Comox Valley, Nanaimo	Vancouver Island
Peninsula	Victoria Racquet Club	Vancouver Island
Penticton	Boundary, Grand Forks, Kelowna, Princeton, South Okanagan, Summerland, West Kelowna	Okanagan Mainline
Port Coquitlam	Coquitlam, Meadow Ridge Female, Ridge Meadows, Surrey Female, Surrey	Lower Mainland
Port Moody	Burnaby, Coquitlam, North Shore Female, North Vancouver	Lower Mainland
Powell River	Comox Valley, Sunshine Coast	Vancouver Island
Prince George	Mackenzie, McBride, Quesnel, Vanderhoof	North Central
Prince Rupert	Kitimat, Terrace	North West
Princeton	Hope and District, Merritt, Penticton, South Okanagan, Summerland, West Kelowna,	Okanagan Mainline
Quesnel	Clearwater, Prince George, Williams Lake	North Central
Revelstoke	Golden, Lumby, Nakusp, North Okanagan, Salmon Arm, Sicamous	Okanagan Mainline
Richmond Jets	Burnaby, Killarney Girls, New Westminster, North Delta, South Delta, Vancouver, Vancouver Thunderbirds	Lower Mainland
Richmond Girls*	Burnaby, Killarney Girls, New Westminster, North Delta, South Delta, Vancouver, Vancouver Thunderbirds	Lower Mainland

ASSOCIATION	ADJACENT ASSOCIATIONS	DISTRICT
Ridge Meadows	Abbotsford, Abbotsford Female, Aldergrove, Cloverdale, Coquitlam, Langley Girls, Langley, Mission, Port Coquitlam, Surrey Female, Tri Cities Female	Lower Mainland
Salmon Arm	Chase, Clearwater, Greater Vernon, Kamloops, North Okanagan, Sicamous, Valemount, Revelstoke	Okanagan Mainline
Semiahmoo	Cloverdale, Langley Girls, Langley, Surrey	Lower Mainland
Sicamous	Lumby, North Okanagan, Revelstoke, Salmon Arm	Okanagan Mainline
Smithers	Hazelton, Houston, Kitimat	North West
Sooke	Juan de Fuca	Vancouver Island
South Delta	North Delta, Richmond Girls, Richmond Jets, Surrey Female	Lower Mainland
South Okanagan	Boundary, Grand Forks, Penticton, Princeton	Okanagan Mainline
Squamish	North Shore Female, West Vancouver, Whistler	Lower Mainland
Stewart	Houston, Hazelton, Terrace	North West
Stikine	Yukon	North West
Summerland	Merritt, Penticton, Princeton, West Kelowna	Okanagan Mainline
Sunshine Coast	Powell River	Lower Mainland
Surrey Female*	Coquitlam, Langley Girls, Langley, Meadow Ridge Female, New Westminister, North Delta, Port Coquitlam, Ridge Meadows, South Delta, Tri Cities Female	Lower Mainland
Surrey	Cloverdale, Coquitlam, New Westminister, North Delta, Port Coquitlam, Semiahmoo, Tri Cities Female	Lower Mainland
Taylor	Clearview, Dawson Creek, Fort St John	North East/Yukon
Terrace	Hazelton, Kitimat, Prince Rupert, Stewart	North West
Teslin	Yukon	North East/Yukon
Thompson Cariboo	Merritt, Logan Lake, Lillooet, Kamloops, Hope and District, Hundred Mile House	Okanagan Mainline
Tri Cities Female*	Burnaby, Meadow Ridge Female, New Westminister, North Shore Female, North Vancouver, Ridge Meadows, Surrey Female, Surrey	Lower Mainland
Tri-Port	Campbell River, Gold River	Vancouver Island
Tumbler Ridge	Chetwynd, Dawson Creek	North East/Yukon
Valemount	Clearwater, Chase, McBride, Salmon Arm	North Central
Vancouver	Burnaby, North Shore Female, North Vancouver, Richmond Girls, Richmond Jets, Vancouver Thunderbirds	Lower Mainland
Vancouver Thunderbirds	North Shore Female, North Vancouver, Richmond Girls, Richmond Jets, Vancouver, West Vancouver	Lower Mainland
Vanderhoof	Fort St James, Fraser Lake, Prince George	North West
Victoria	Juan de Fuca, Victoria Racquet Club	Vancouver Island
Victoria Racquet Club	Peninsula, Victoria,	Vancouver Island
Watson Lake	Yukon	North East/Yukon

ASSOCIATION	ADJACENT ASSOCIATIONS	DISTRICT
West Kelowna	Greater Vernon, Kelowna, Merritt, Penticton, Princeton, Summerland	Okanagan Mainline
West Vancouver	Killarney Girls, North Vancouver, Squamish, Vancouver Thunderbirds	Lower Mainland
Whistler	Lillooet, Squamish	Lower Mainland
Whitehorse	Yukon	North East/Yukon
Williams Lake	Clearwater, Hundred Mile House, Quesnel	North Central
Windermere Valley	Canal Flats, Golden	East Kootenay
Winfield and District	Greater Vernon, Kelowna, Lumby, Nakusp	Okanagan Mainline

**NOTE:** The adjacent Associations for the Winter Clubs would only apply to those players who reside within the Winter Clubs defined residential area.

## 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 carded team.

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

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****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 BC Hockey Minor Operations Task Group member to register another goaltender or goaltenders from the next nearest association in their District. The BC Hockey Minor Operations Task Group member will then canvas to obtain a goaltender or goaltenders. Once this is done the following approvals must be obtained:

- a) Written request from the Association asking permission to pick up a goaltender or goaltenders and the reason why.
- b) Letter from the association the named goaltender(s) are coming from giving permission for this move.
- c) Letter from parents of the named goaltender(s) giving their permission for this move.
- d) Letter of support / non-support from the District President.
- e) Letter of support / non-support from their BC Hockey Minor Operations Task Group member.

The above shall be sent to the BC Hockey Office and addressed by the BC Hockey Minor Operations Task Group member, the District President and the Minor Operations Coordinator.

\*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.

**9.09****WAITLIST POLICY**

- a) Minor Hockey Associations must register all participants who have been placed on a waitlist via the HCR.
- b) Registration openings are to be made available to waitlisted players on a chronological criterion (i.e. when an open spot becomes available, it shall be offered to the waitlisted player who registered earliest).
- c) Minor Hockey Associations who have players currently registered on a waitlist may not accept a player by way of residential waiver.

**9.10****OVER AGE 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. OVER AGE 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 for all players to enjoy the game. Nevertheless, our potential risk certainly increases under these circumstances and therefore BC Hockey recommends the following measures be taken to ensure that we can be seen as exercising good judgment.

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

- a) Very small/frail
- b) Health reasons (doctor's certificate may be required)
- c) No skills appropriate for this level of hockey
- d) No team at proper age category
- e) Female player in integrated league

**NOTE:** At the U18 and U21 levels, the over aged player is limited to a maximum of one (1) year older than the upper age limit of the lower division. This process is to be monitored by the District Leagues.

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

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

Associations must apply due diligence in allowing over age players to participate. All approved overage players should be monitored throughout the season for game impact and penalty minutes. An overage player having a major impact to games or accumulating numerous penalties may be removed from the team or reassigned to a team in his/her age appropriate classification.

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

## 9.11

### (NEW) ACTIVE PLAYER REGISTRATION

Teams may not register on a Hockey Canada Registry roster, at any one (1) time, more than:

- a) 25 Players in the case of Junior Male Teams.
- b) 25 Players in the case of U21 Male Teams
- c) 20 Players in the case of the Male and Female U18 AAA.
- d) 19 Players in the case of Male Minor Hockey Teams and Female Minor Hockey Teams

**9.12****OVERSIZE TEAM**

Minor Hockey Associations may register Recreational Minor Hockey Teams as follows without further application to BC Hockey:

- U11, U13 and U15 divisions: a maximum of 23 players
- U18 division: a maximum of 25 players

NOTE: Recreational Teams that roster in excess of 19 players shall not roster over age participants. Recreational Teams that have a roster in excess of 19 players shall have maximum of 19 players (17 skaters & two (2) goaltenders) on a game sheet per game according to Hockey Canada Rules. Any team wishing to roster more than the above maximum allowed number of players can apply to BC Hockey to increase their roster but must comply with the per game limits noted above.

**9.13****MINOR HOCKEY MOVES AFTER JANUARY 10**

A player of minor hockey age who changes residence after January 10 may transfer to a new association for the balance of the season. A player so registering shall be eligible for league, tournament or exhibition play but shall not be eligible to participate in league or District playoffs which lead to BC Hockey Championships.

**9.14****EXEMPLARY PLAYER****Preamble**

As a matter of principle, BC Hockey has determined that 14 year old's should not be permitted to play U18 AAA (or, in the case of HCAS programming, U18 Prep) hockey in BC Hockey. It is also recognized that whenever a principle is advanced, there is the potential for there to be exceptional athletes whose development would be impaired significantly if they were not permitted to participate in U18 AAA.

**Mission Statement**

The purpose is to develop a map that would aid in discovering an exceptional player. A player that is uncommon, superior, distinguished, remarkable, exclusive. Such a player is deserving of reward to participate in U18 AAA and whose development might be significantly impaired if not permitted to participate in U18 AAA hockey. This is a map of values or a map of the way things should be to ensure a deserving journey.

**Application**

In order to initiate the process to determine whether you are to be considered an exceptional athlete, the player's parent(s) or legal guardian(s) shall submit prior to February 1 preceding the season in question, an application form which shall be obtained from the BC Hockey office. The completed application, along with the fee of \$1,000.00 payable to the BC Hockey, shall be filed to the Chief Executive Officer of BC Hockey.

**Evaluation Panel**

The BC Hockey Chief Executive Officer shall name annually a three (3) person panel for the purpose of conducting the evaluation. All members that will be participating on the Evaluation Panel shall possess special skills that will assist in the consideration as to whether or not the applicant shall be deemed an Exceptional Player.

**Evaluation Process**

The following will outline the evaluation process for an Exceptional Player:

- a) Application from the player
- b) Completion of Questionnaires
  - i. Player/Parent(s) or Guardian(s)
  - ii. Current Teacher
  - iii. Coach
  - iv. Hockey Evaluator
- c) Player Evaluation Report
- d) Consideration by the Evaluation Panel

**Decision**

In order for an applicant to receive the approval of the Evaluation Panel, only an affirmative response from all three (3) members of the Evaluation Panel will result in approval. The unanimity requirement is to ensure that only the truly exceptional athlete is granted this approval. The report of the Panel shall be forwarded to the applicant. The decision of the Evaluation Panel is final and binding upon all parties, and no appeal shall be made to BC Hockey or Hockey Canada.

In the event that the player has received a positive evaluation, BC Hockey shall return the sum of \$500.00 to the player.

In the event that the player has not received a positive evaluation, no monies shall be returned to the Player.

**9.15****EXEMPLARY PLAYER****Preamble**

As a matter of principle, BC Hockey has determined that 14 year olds should not be permitted to play U18 AAA (or, in the case of HCAS programming, U18 Prep) hockey in BC Hockey. It is also recognized that whenever a principle is advanced, there is the potential for there to be exceptional athletes whose development would be impaired significantly if they were not permitted to participate in U18 AAA.

**9.16****ROSTER BALANCING**

Teams in the U7, U9, and U11 Divisions may draw players from other teams as follows:

**U11**

- a) Players must be registered in the same division and with the same Association;
- b) The team has 12 or fewer players for a given game;
- c) A player may participate with a team other than their registered team to a maximum of 10 games per season.
- d) No team may dress a number of players for any game greater than the number of players registered to that team.

**U7 and U9**

- a) Players must be registered in the same division and with the same Association;
- b) Balanced rosters are required for both teams

**NOTE:** Associations are responsible for ensuring this policy is utilized to ice a team and that teams will be monitored to avoid strengthening with this policy.

District league rules regarding limits on games and / or player eligibility will apply in addition to this policy.

**9.17****MINOR HOCKEY AFFILIATION**

Minor Hockey players may be affiliated according to Hockey Canada Regulation F.

A player of a lower Division or Category may affiliate to one (1) team of higher division or category at any given time to a maximum of ten games per season. All affiliate players must be designated by 'AP' on the game sheet.

Players rostered to carded teams may not affiliate to recreational teams.

Exhibition and/or tournament games, which are not part of the regular league or play-off games, are not included in the 10-game affiliation limit.

The appearance of an affiliate player on a game sheet will be considered participation in the game, except in the case of an alternate goaltender. In the case of an alternate goaltender, only actual participation shall be considered as taking part in the game. Participation must be noted on the game sheet

**9.18****NON-SANCTIONED HOCKEY - POLICY**

Working with Hockey Canada and our colleagues within the other Branch Members of Hockey Canada, BC Hockey is committed to offering the best hockey development programs in the world. Collectively we invest significant resources into the development of officials, coaches, administrators, and players. We work together to continuously enhance strategies toward a cohesive long-term athlete development model, and we feel that our programs are excellent.

There are organizations that operate outside of our structure in the pursuit of delivering hockey. These organizations sometimes form leagues, hold tournaments, or create forms of development programming. These "non-sanctioned" organizations often do not align with the delivery model, mission, or values of BC Hockey or Hockey Canada.

Non-sanctioned organizations often operate with limited (or no) consideration of the impact of their programs on sanctioned minor, junior, or senior hockey programs, and without regard to the structure in place to ensure safe and effective development of officials, coaches, or administrators. Non-sanctioned programs instead, in most instances, choose to try to utilize resources and trained personnel already developed by Hockey Canada and its members.

When non-sanctioned practises and games take place, they do so outside of our stewardship, structure, and safeguards. BC Hockey has no way of ensuring these programs and leagues implement any of the many safeguards inherent to Hockey Canada sanctioned programs. Just a few of these safeguards include our Playing Rules, our background checks and training for adult supervisors, and participant insurance. We also, of course, have no way to ensure any level of quality of training, participation or play in these programs and leagues.

While Hockey Canada and BC Hockey respects the right of every individual to choose between participating in a BC Hockey sanctioned program or a non-sanctioned program at the beginning of each hockey season, every player or parent should understand the potential ramifications of that choice. These are described in greater detail below, in Sections II, III and IV of this policy.

### SECTION I: DEFINITIONS

**“Cut-Off Date”** means September 30th of the hockey season in question.

**“Member Organization”** means any MHA, Recreational Hockey Program, Accredited School, Para Hockey Program, Junior/Senior Hockey League, etc. that is approved and registered with BC Hockey.

**“Non-Sanctioned League”** includes any amateur hockey league or program that operates in Canada outside of Hockey Canada registration and sanctioning.

NOTE: This does not include summer hockey leagues/teams, adult recreational hockey leagues/teams, high school hockey, and/or hockey schools.

**“Participate”** means to engage, knowingly or otherwise, in any activity, and includes, without limitation, playing, managing, coaching, officiating, or acting as a trainer.

**“Participation in a non-sanctioned game”** will be considered to have occurred if the individual takes part in any game (including an exhibition, tournament, league, or playoff game) after the Cut-Off Date.

### SECTION II: PARTICIPATING IN A NON-SANCTIONED LEAGUE

BC Hockey has implemented the **Hockey Canada Non-Sanctioned League Policy (attached as Appendix A)**, and in addition has strengthened the application of that policy in the following additional ways:

- a) Subject to paragraph b), any individual who participates in a non-sanctioned game after the Cut-Off Date will not be eligible for any BC Hockey sanctioned programs, games, or league play for the remainder of the season in which the non-sanctioned participation occurred.
- b) Notwithstanding the above, anyone who participates in a non-sanctioned game after the Cut-Off Date may seek early reinstatement of their eligibility for sanctioned BC Hockey programs by applying for such reinstatement based on there being special circumstances. BC Hockey shall retain complete discretion in terms of granting, or not, early reinstatement if satisfied that special circumstances exist.

The consequences described in this section of this policy will remain in effect even if the non-sanctioned program, league, or team folds and whether or not the participant is released, suspended or fired from that program league or team.

### SECTION III: SUPPORTING A NON-SANCTIONED LEAGUE

BC Hockey has implemented the **Hockey Canada Non-Sanctioned League Policy (attached as Appendix A)**, and in addition has strengthened the application of that policy in the following additional ways:

- i. Any Member organization which supports a non-sanctioned program or league incurs the risk of BC Hockey withholding tournament sanctioning approvals, event hosting, or other benefits from the Member, and

- ii. Any Member organization which supports a non-sanctioned program or league also incurs the risk of BC Hockey withdrawing any upcoming sanctioned tournament or event from any community within the geographic boundaries of that Member association, at any time prior to the tournament or event.

For greater certainty, “support” or “supporting” includes, but is not limited to, assisting a non-sanctioned program or league, directly or indirectly, through advertisement, promotion, ticket sales, volunteer activities, assigning officials, sharing resources, or enabling non-sanctioned teams or participants to participate in Hockey Canada sanctioned activities.

## SECTION IV: HIGH PERFORMANCE PROGRAMS AND OFFICIATING

### HIGH PERFORMANCE PROGRAMS

Access to BC Hockey Male and Female high-performance programs is a privilege that is offered to, and reserved exclusively for, the member participants of BC Hockey.

BC Hockey will only accept **players** who are registered with a member MHA or Hockey Canada Accredited School and have been so registered for not less than 180 days, into our Male and Female high-performance programs, including our Programs of Excellence (POE) and Provincial or Regional team programs.

Further, BC Hockey has complete discretion, and the right, to make all choices regarding **coaches, managers, officials, and bench staff** within all our POE and development programs. Application for these positions by those participating in and/or supporting non-sanctioned programs may be at a disadvantage in the selection process because of a perception of conflict with BC Hockey’s mission and values.

### OFFICIATING

An Official who participates in any non-sanctioned program WILL NOT:

- have access to the Hockey Canada insurance program for any injuries that may occur as a result of that participation;
- have access to the BC Hockey Match Penalty on Official process for any infractions that may occur during the non-sanctioned activity;
- be eligible to be selected by BC Hockey or Hockey Canada for any Regional, National or International assignments;
- be eligible to participate as an official in BC Hockey’s Officiating Programming (e.g. Officiating Minor Development etc.), including the BC Hockey OPOE (e.g. High Performance / Elite Minor, BC Cup);
- be eligible to act in the capacity of as an Officiating Delivery Group Member, Mentor, Officiating Coach, MHA Referee in Chief (RIC) and/or a Clinic Instructor.

Further, BC Hockey has complete discretion, and the right, to make all choices regarding **officials and/or administrators** (e.g. MHA RIC & Assigners) that are the best fit within all programs.

Participating in and/or supporting non-sanctioned programs may place participants at a disadvantage in the selection process because of a perception of conflict with BC Hockey’s mission and values. As a result, such participants may not be considered for assignments within sanctioned programs, events, or committees.

## 10.0 COACHING POLICY

### 10.01 MANDATE AND KEY DUTIES – COACH COMMITTEE AND PROGRAM DELIVERY GROUP

The mandate, key duties and other pertinent details with respect to the Coaching Committee and the Coaching Program Delivery Group are set out in the [Terms of Reference](#) for the Coaching Committee.

In fulfilling its mandate, the Coaching Committee and the Coaching Coordinator liaise with the Hockey Development Committee, as well as other BC Hockey stakeholders, as set out in the governance chart excerpt.

### 10.02 GENERAL

#### 10.02.1 Carding Fees

The Coaching Committee, Program Delivery Group Members and NCCP/NCMP Course Facilitators, shall not be required to pay NCCP/NCMP registration/certification fees to attend any BC Hockey Development 1, Coach 2 – Coach Level, Coach 1 – Intro to Coach and/or Mentorship Instructional Stream clinic.

### 10.03 SPECIFIC CERTIFICATION POLICIES

All BC Hockey coaches shall meet the requirements as set out in the BC Hockey Bylaws and Regulations to coach at their team's category. Coaches will have until December 1 (Development 1, High Performance 1) and March 31 (Coach 2) of the season in which they attend the course to submit the required post clinic documents.

#### Notes regarding hosting of all clinics:

- 10.03.1 Clinics are to be booked upon request by the District through the BC Hockey website and the Program Delivery Group Member.
- 10.03.1.1 Clinics should be booked at least one (1) month in advance of the event.
- 10.03.1.2 BC Hockey establishes a per delegate clinic registration fee.
- 10.03.1.3 In accordance with the NCCP Minimum Age Policy, The minimum age for the designation for a coach as NCCP Certified is 16 years of age.
- 10.03.1.4 Anyone younger than 16 and older than 14 may enrol in and complete NCCP or NCCP qualifying development opportunities, however they cannot become certified.
- 10.03.1.5 A request to host a low attendance clinic must be submitted in writing to the District Program Delivery Member.
- 10.03.1.6 Clinic approval shall be determined by the Program Delivery Member, Coach Coordinator and Staff Resource.
- 10.03.1.7 Should a clinic be approved to operate with low attendance the host Minor Hockey Association will be responsible for the entire cost of the clinic including instructor fees, mileage, meals, accommodation, and facilities.
- 10.03.1.8 There is an open online application for participants.
- 10.03.1.9 Participants must satisfy all modules and ice sessions of the clinic to obtain attended, passed and certified designation.

- 10.03.1.10 Non-skaters are welcome to participate and must attend the ice session, although it is not necessary to participate on-ice.
- 10.03.1.11 Participants and facilitators must wear CSA approved helmets during on-ice sessions.
- 10.03.1.12 Hosting guidelines shall be established by BC Hockey.
- 10.03.1.13 Should the clinic host not fulfill the requirement of providing a LCD projector and the Course Conductor is required to utilize their own equipment, then the Course Conductor is eligible to submit (with their expense claim) a \$25.00 service fee for the use of their own LCD projector. Should the host not provide this item a \$100.00 penalty would be deducted from the Host Grant provided all other clinic host requirements are fulfilled.
- 10.03.1.14 Clinics are normally held on a weekend (Saturday and Sunday) although special arrangements for other offerings may be approved upon request to the BC Hockey Delivery Group Member.
- 10.03.1.15 Special guests may make presentations upon approval of the BC Hockey Delivery Group Member.
- 10.03.2 NCCP Guidelines:**
- 10.03.2.1 Coach 1 – Intro to Coach**
- 10.03.2.1.1 The maximum number of delegates will be 32 or a number approved by the BC Hockey Program Delivery Group Member. No Coach 1 – Intro to Coach courses will be conducted from December 15 - April 1 of the current season, unless approved by the BC Hockey Coach Coordinator.
- 10.03.2.1.2 A coach is eligible to attend the Coach 1 – Intro to Coach clinic if they are coaching a non-carded/ house team in the below U11 division.
- 10.03.2.1.3 A coach is granted trained upon satisfying all modules and ice sessions of the course.
- 10.03.2.1.4 Where a coaching certificate has been refused by the Chief Executive Officer for not having proper Coach 1 – Intro to Coach qualification the coach may request in writing special permission to continue as coach until the next available Intro to Coach clinic. Each request will be evaluated by the Coach Coordinator and Staff Resource based upon clinic availability during that season for the coach.
- 10.03.2.1.5 BC Hockey does not grant exemptions or equivalencies from qualification / certification Levels.
- 10.03.2.1.6 In exceptional circumstances individuals may request the option of completing the “Coach Level Task Activity” in lieu of attending the clinic. To qualify for this option the coach must:
- 10.03.2.1.6.1 Be currently coaching a member hockey team
- 10.03.2.1.6.2 Be unable to attend a locally scheduled Coach Stream Clinic
- 10.03.2.1.6.3 Submit written support from their MHA President
- This option will be reviewed on an individual basis. The coach in question must submit a resume detailing their hockey and coaching experiences along with relevant educational background and the reasons surrounding items #2 and #3 (above). The decision will be made by the Coach Coordinator in cooperation with the Staff Resource Person.
- 10.03.2.1.7 Qualification will be granted upon successful completion of the “Coach 1 – Intro to Coach” task and purchase of all course materials. The cost for this service will be set by BC Hockey.

**10.03.2.2****Coach 2 - Coach Level**

- 10.03.2.2.1 The maximum number of delegates will be 32 or a number approved by the BC Hockey Program Delivery Group Member. No Coach 2 - Coach Level courses will be conducted from December 15 - April 1 of the current season, unless approved by the BC Hockey Coach Coordinator.
- 10.03.2.2.2 A coach is eligible to attend the Coach 2 - Coach Level clinic if they are coaching a non-carded/ house team at the above U9 levels.
- 10.03.2.2.3 A coach is granted trained upon satisfying all modules and ice sessions of the course.
- 10.03.2.2.4 Where a coaching certificate has been refused by the Chief Executive Officer for not having proper Coach 2 - Coach Level certification the coach may request in writing special permission to continue as coach until the next available Coach Level clinic. Each request will be evaluated by the Coach Coordinator and Staff Resource based upon clinic availability during that season for the coach.
- 10.03.2.2.5 BC Hockey does not grant exemptions or equivalencies from qualification / certification Levels.
- 10.03.2.2.6 In exceptional circumstances individuals may request the option of completing the "Coach Level Task Activity" in lieu of attending the clinic. To qualify for this option the coach must:
- 10.03.2.2.6.1 Be currently coaching a member hockey team
- 10.03.2.2.6.2 Be unable to attend a locally scheduled clinic
- 10.03.2.2.6.3 Written support of the MHA President
- This option will be reviewed on an individual basis. The coach in question must submit a resume detailing their hockey and coaching experiences along with relevant educational background and the reasons surrounding items #2 and #3 (above). The decision will be made by the Coach Coordinator in cooperation with the Staff Resource Person.
- 10.03.2.2.7 Qualification will be granted upon successful completion of the "Coach 2 – Coach Level" task and purchase of all course materials. The cost for this service will be set by BC Hockey.

**10.03.2.3****Development 1**

- Development 1 Clinics will be made available to districts through the BC Hockey Delivery Group member working with the District Association. Pre-season dates and locations will be established and candidates will register and pay for clinics online.
- 10.03.2.3.1 A coach is granted "trained" status upon satisfying all modules and ice sessions by attendance at the course and 'certification' upon completing all Development 1 post tasks (Post Clinic Task, Making Ethical Decisions) and Practice Evaluation.
- 10.03.2.3.2 The maximum number of delegates will be 32 or a number approved by the BC Hockey Coach Coordinator.
- 10.03.2.3.3 No Development 1 Clinics will be conducted from December 1 - April 1 of the current season, unless approved by the BC Hockey Coach Coordinator.
- 10.03.2.3.4 A Coach is eligible to attend a Development 1 clinic if they are coaching a rep / carded team.
- 10.03.2.3.4.1 In exceptional circumstances individuals may request the option of completing the "Development 1 Task Activity" in lieu of attending the clinic. To qualify for this option the coach must:
- 10.03.2.3.4.1.1 Be currently coaching a member hockey team
- 10.03.2.3.4.1.2 Be unable to attend a locally scheduled Development 1 Clinic

- 10.03.2.3.4.1.3 Written support of the MHA President
- This option will be reviewed on an individual basis. The coach in question must submit a resume detailing their and coaching experiences along with relevant educational background and the reasons surrounding items #2 and #3 (above). The decision will be made by the Coach Coordinator in cooperation with the Staff Resource Person.
- Trained status will be granted upon successful completion of the “ Development 1 Task Activity” and purchase of all Development 1 materials. Certification will be granted upon completion of Trained status, MED and a practice evaluation. The cost for this service will be the same as Development 1 Clinic.
- 10.03.2.4 High Performance 1 (HP1) Certification**
- HP1 is a provincial event hosted or co-hosted by BC Hockey.
- 10.03.2.4.1 Applications are distributed by BC Hockey and completed by interested individuals
- 10.03.2.4.2 “Trained” status is granted upon satisfying all pre-seminar assignments, attendance at the course and upon completion of all HP1 tasks (written assignment).
- 10.03.2.4.3 Certification is granted upon successful completion of a field evaluation as well as the completion of Making Ethical Decisions, Conflict Management and Leading Drug Free Sport, all of which are available online on the Coaching Association of Canada’s website (The Locker).
- 10.03.2.4.4 The field evaluation will take place during either of the next two (2) hockey seasons. The coach will be evaluated as an active coach or assistant coach of a carded U15 or higher level hockey team.
- 10.03.2.4.5 Deferment of the field evaluation may be considered upon written request to BC Hockey Staff Resource Person
- 10.03.2.5 High Performance II Certification**
- High Performance II is a national clinic hosted or co-hosted by Hockey Canada.
- 10.3.2.5.1 Checking Clinic for Coaches Program
- Checking Clinics for Coaches will be offered during all Coach 2 - Coach Level Clinics, and online through Hockey University (HU – ONLINE Checking). Additionally, Associations may request the Instructional Stream Checking Clinic as a separate NCCP Specialty Clinic.
- 10.03.2.5.2 NCCP Policy for Clinics Held out of Province
- 10.03.2.5.2.1 Clinics being held in the Yukon
- 10.03.2.5.2.1.1 Clinics will be identical in length, content and delivery method as to those held in BC
- 10.03.2.5.2.1.2 Delegates pay the normal per participant fees as established by BC Hockey
- 10.03.2.5.2.1.3 The host pays for facilitator air, travel and accommodation in addition to standard host obligations (ice time, facility and equipment rental)
- 10.03.2.5.2.1.4 BC Hockey pays for facilitator miscellaneous travel costs, meals, honorarium as well as clinic delivery costs of materials, administration and certification.
- 10.03.2.5.2.2 Clinics being held in the USA
- 10.03.2.5.2.2.1 A member organization located in the USA is eligible to request a clinic using standard procedures.
- 10.03.2.5.2.3 Other out of province requests will be considered on an individual basis.

## 10.04

**CERTIFICATION PROCEDURES**

This document will serve as the rubric to determine what a coach requires to coach at any given level. Certification details are listed as appendices and can be determined using the chart below. Questions can be directed to [info@bchockey.net](mailto:info@bchockey.net).

## 10.04.1

**TEAM REQUIREMENTS**

Team Designation	Role	Courses Required	Certification Pathway & Regulation
U7	Head Coach	Coach 1 – Intro to Coach or previous Coach 2 – Coach Level Qualification prior to 2017-2018	Appendix A, Regulation 3.02
U7	Assistant Coach	Coach 1 – Intro to Coach or previous Coach 2 – Coach Level Qualification prior to 2017-2018	Appendix A, Regulation 3.02
U9	Head Coach	Coach 1 – Intro to Coach or previous Coach 2 – Coach Level Qualification prior to 2017-2018	Appendix A, Regulation 3.02
U9	Assistant Coach	Coach 1 – Intro to Coach or previous Coach 2 – Coach Level Qualification prior to 2017-2018	Appendix A, Regulation 3.02
U11	Head Coach	Coach 2 – Coach Level; Instructional Stream – Checking or HU – ONLINE Checking	Appendix A, D Regulation 3.02/3.03
U11	Assistant Coach	Coach 2 – Coach Level	Appendix A, D Regulation 3.02/3.03
U13 – recreational	Head Coach	Coach 2 – Coach Level; Instructional Stream – Checking or HU – ONLINE Checking	Appendix A, D Regulation 3.02/3.03
U13– recreational	Assistant Coach	Coach 2 – Coach Level	Appendix A, D Regulation 3.02/3.03
U13 carded	Head Coach	Development 1; Instructional Stream – Checking or HU – ONLINE Checking	Appendix B, D, E Regulation 3.01/3.03
U13- carded	Assistant Coach	Development 1	Appendix B, D, E Regulation 3.01/3.03
U15 – recreational	Head Coach	Coach 2 – Coach Level; Instructional Stream – Checking or HU – ONLINE Checking	Appendix A, D Regulation 3.02/3.03
U15 – recreational	Assistant Coach	Coach 2 – Coach Level	Appendix A, D Regulation 3.02/3.03
U15 carded	Head Coach	Development 1 or High Performance 1; Instructional Stream – Checking or HU – ONLINE Checking	Appendix B, D, E Regulation 3.01/3.03
U15 carded	Assistant Coach	Development 1	Appendix B, D, E Regulation 3.01/3.03
U15 AAA	Head Coach	High Performance 1; Instructional Stream – Checking or HU – ONLINE Checking	Appendix C, D, E Regulation 3.04/3.03
U15 AAA	Assistant Coach	Development 1	Appendix B, D, E Regulation 3.04

Team Designation	Role	Courses Required	Certification Pathway & Regulation
U18 – recreational	Head Coach	Coach 2 – Coach Level	Appendix A, Regulation 3.02
U18 – recreational	Assistant Coach	Coach 2 – Coach Level	Appendix A, Regulation 3.02
U18 - carded	Head Coach	Development 1 or High Performance 1	Appendix B, E Regulation 3.01
U18 - carded	Assistant Coach	Development 1	Appendix B, E Regulation 3.01
U18 AAA	Head Coach	High Performance 1	Appendix C, E Regulation 3.04
U18 AAA	Assistant Coach	Development 1	Appendix B, E Regulation 3.01
Female U18 AAA	Head Coach	High Performance 1	Appendix C, E Regulation 3.04
Female U18 AAA	Assistant Coach	Development 1	Appendix B, E Regulation 3.01
CSSHL – U15, U15 Prep, U16, U16 Prep	Head Coach	High Performance 1; Instructional Stream – Checking or HU – ONLINE Checking	Appendix C, D, E, Regulation 3.04/3.03
CSSHL – U15, U15 Prep, U16, U16 Prep	Assistant Coach	Development 1	Appendix B, D, E, Regulation 3.01
CSSHL – U17 Prep, U18 Prep, U18 Female Prep	Head Coach	High Performance 1	Appendix C, E, Regulation 3.04
CSSHL – U17 Prep, U18 Prep, U18 Female Prep	Assistant Coach	Development 1	Appendix B, E, Regulation 3.01
U21 – recreational	Head Coach	Coach 2 – Coach Level	Appendix A, Regulation 3.02
U21 – recreational	Assistant Coach	Coach 2 – Coach Level	Appendix A, Regulation 3.02
U21 – carded	Head Coach	Development 1 or High Performance 1	Appendix B, E, Regulation 3.01
U21 – carded	Assistant Coach	Development 1	Appendix B, E, Regulation 3.01
Junior B	Head Coach	Development 1	Appendix B, E Regulation 3.01
Junior B	Assistant Coach	Development 1	Appendix B, E Regulation 3.01
Junior A	Head Coach	High Performance 1	Appendix C, E Regulation 3.04
Junior A	Assistant Coach	Development 1	Appendix B, E Regulation 3.01

**10.04.2****COMMUNITY COACH STREAM AND INTRODUCTION TO COACH**

All BC Hockey recreational (non-carded) coaches are required to meet the following qualification standards:

**Divisions Below U11:**

Attend a Coach 1 clinic by December 15 of the current season or have achieved previous trained status at the Coach 2 – Coach Level (or equivalent) prior to the 2017-2018 season.

**Divisions U11 and Above:**

Attend a Coach 2 – Coach Level by December 15 of the current season or have achieved previous trained status at the Coach 2 – Coach Level (or equivalent).

PATHWAY FOR COACH 1 – INTRO TO COACH & COACH 2 – COACH LEVEL			
PATHWAY	ATTENDED	TRAINED	CERTIFICATION MAINTENANCE
All Years	Hockey University Modules 1-12 Clinic Attendance All in Class Tasks	Completion of Coach Workbook and Submission of Letter of Verification.	10 Professional Development Points – 5 Years
Certification is not required at Coach 2 and a coach can remain "Trained" indefinitely.			

NOTE: All delegate profiles on the Hockey Canada Registry (HCR) have updated nomenclature.

Current Clinic Name	Previously Known As	Previously Known As
Coach 1 – Intro to Coach	N/A	N/A

**10.04.2.1****Qualification Process:**

## 10.04.2.1.1

Delegate registers for online clinic through eHockey and completes the required Hockey University Modules.

## 10.04.2.1.2

Delegate attends four (4) hour in-person clinic between September – December 15

HCR Screenshot (Coach 1 – Intro to Coach)

QUALIFICATION	DEFAULT LEVEL	CITY	ATTENDED	PASSED	CERTIFIED	START DATE	ACTION
*COACH 1 - INTRO TO COACH	-	Shawnigan Lake	✓	✓		2017-02-19	<a href="#">Open</a>

Delegates whose HCR profile reads as above are eligible to coach for the upcoming season.

Current Clinic Name	Previously Known As	Previously Known As
Coach 2 – Coach Level	Coach – Hybrid	Coach Stream

**10.04.2.2****Qualification Process:**

10.04.2.2.1

Delegate registers for online clinic through eHockey and completes the required Hockey University Modules.

10.04.2.2.2

Delegate attends eight (8) hour in person clinic between September – December 15

10.04.2.2.3

Delegate completes post clinic work and has MHA official review and sign off on Coach 2 Coach Level verification form this must be completed and received by BC Hockey prior to March 31 of the current season.

HCR Screenshot (Coach 2 – Coach Level Trained)

QUALIFICATION	LEVEL	CARD NUMBER	ATTENDED	PASSED	CERTIFIED	EXPIRATION DATE	ACTIONS
*COACH 2 - COACH LEVEL	TRAINED		✓	✓			<a href="#">Open</a>

Delegates whose HCR profile reads as above are eligible to coach for the upcoming season.

**10.04.3****DEVELOPMENT 1**

All BC Hockey/Hockey Canada Coaches registered to teams above the recreational level (excluding those teams eligible for regional/national championships and all registered HCAS teams) must be trained or certified at the Development 1 or High Performance 1 level by December 1 of the current season.

PATHWAYS FOR DEVELOPMENT 1			
PATHWAY	TRAINED	CERTIFIED	CERTIFICATION MAINTENANCE
Pre – 2009	All Coaches in this pathway will be Development 1 Certified		Prior to January 1, 2021 all coaches within these pathways must complete the MED Competition Introductiononline evaluation + 20 Professional Development Points to maintain certified status
January 1, 2009 – June 30, 2014	All Coaches in this pathway will be Development 1 Certified		
July 1, 2014 – Present	Clinic Attendance	1. Written Evaluation (Workbook) 2. Field Evaluation (Practice) 3. MED Online Evaluation – Coaching Association of Canada	20 Professional Development Points

NOTE: All delegate profiles on the Hockey Canada Registry (HCR) have updated nomenclature.

Current Clinic Name	Previously Known As	Previously Known As
Development 1	Developmental	Intermediate

**10.04.3.1****Qualification Process:**

- 10.04.3.1.1 Delegate registers and attends the two-day Development 1 seminar (September – December 1)
- 10.04.3.1.2 Delegate completes post clinic workbook within two weeks of attending the clinic. Workbooks will not be accepted after December 15 of the current season.
- 10.04.3.1.3 If the workbook is found satisfactory, delegate will be contacted to arrange a practice evaluation facilitated by one of BC Hockey's trained evaluators
- 10.04.3.1.4 Upon successful completion of the practice evaluation the delegate will have their information entered in the CAC and Locker Database.
- 10.04.3.1.5 Delegate completes the online Making Ethical Decisions (MED) Online Evaluation Module within the CAC Locker.
- 10.04.3.1.6 Upon successful completion of all aforementioned components the delegate will be considered certified.

HCR Screen Shot (Development 1 - Trained) – only applicable to coaches who took the course this season.

SEASON	QUALIFICATION	LEVEL	CARD NUMBER	ATTENDED	PASSED	CERTIFIED	EXPIRATION DATE	ACTIONS
2015	*COACH - DEVELOPMENT 1	TRAINED		✓	✓			<a href="#">Open</a>

HCR Screen Shot (Development 1 – Certified) – only applicable to coaches who took the course prior to this season.

SEASON	QUALIFICATION	LEVEL	CARD NUMBER	ATTENDED	PASSED	CERTIFIED	EXPIRATION DATE	ACTIONS
2009	*COACH - DEVELOPMENT 1	TRAINED		✓	✓	✓		<a href="#">Open</a>

Delegates attending the clinic are considered trained for the current season. Delegates will lose their trained status if they do not successfully complete the written assignment (workbook timelines noted above), practice evaluation and MED in the current season. If a delegate loses their trained status they must retake the Development 1 course in order to coach at a level where Development 1 is required.

**10.04.4****HIGH PERFORMANCE 1**

All Head Coaches registered to teams leading to competition in Regional or National Championships (including all HCAS registered teams) must either be trained or certified at the High Performance 1 level by December 1 of the current season. All assistant coaches must be trained or certified at the at the Development 1 level by December 1 of the current season.

<b>PATHWAYS FOR HIGH PERFORMANCE 1</b>			
<b>PATHWAY</b>	<b>TRAINED</b>	<b>CERTIFIED</b>	<b>CERTIFICATION MAINTENANCE</b>
Pre 2010	Advanced 1 or HPI Clinic Attendance	1. Written Assignment 2. Field Evaluation (Game and Practice) 3. Theory 3	30 Professional Development Points – 5 Years
To certify in this pathway a coach is still required to complete the old Theory 3 which is now in the form of CAC Multi-Sport Modules			
<b>PATHWAY</b>	<b>TRAINED</b>	<b>CERTIFIED</b>	<b>CERTIFICATION MAINTENANCE</b>
2010 - 2012	HPI Clinic Attendance	1. Written Assignment 2. Field Evaluation (Game and Practice) 3. MED – Comp Dev Online Evaluation	30 Professional Development Points – 5 Years
<b>PATHWAY</b>	<b>TRAINED</b>	<b>CERTIFIED</b>	<b>CERTIFICATION MAINTENANCE</b>
2013 - Present	HPI Clinic Attendance	1. Written Assignment 2. Field Evaluation (Game and Practice) 3. MED –Online Evaluation 4. Leading Drug Free Sport Online Evaluation 5. Managing Conflict Online Evaluation	30 Professional Development Points – 5 Years

NOTE: All delegate profiles on the Hockey Canada Registry (HCR) have updated nomenclature.

<b>Current Clinic Name</b>	<b>Previously Known As</b>
High Performance 1	Advanced 1

**10.04.4.1****Qualification Process:**

10.04.4.1.1

Delegate registers and attends the High Performance 1 seminar

10.04.4.1.2

Delegate completes High Performance 1 Written assignment and submits it to the BC Hockey office by December 15 of the season that immediately follows the clinic they attend.

10.04.4.1.3

Upon successful completion of the Written Assignment the delegate will be contacted by BC Hockey to arrange the Field Evaluation.

10.04.4.1.4

Delegate will have until October 15 of the second year to have all aspects of the course completed. This includes the online portions of Making Ethical Decisions (Online Evaluation), Leading Drug Free Sport and Conflict Management.

HCR Screen Shot (High Performance 1 - Trained) – only applicable to coaches who took the course this season.

SEASON	QUALIFICATION	DEFAULT LEVEL	CITY	ATTENDED	PASSED	CERTIFIED	START DATE	ACTION
2014-2015	*COACH - HIGH PERFORMANCE 1	TRAINED	-	✓	✓		2014-07-15	<a href="#">Open</a>

HCR Screen Shot (Development 1 – Certified) – only applicable to coaches who took the course prior to this season.

SEASON	QUALIFICATION	LEVEL	CARD NUMBER	ATTENDED	PASSED	CERTIFIED	EXPIRATION DATE	ACTIONS
1990	*COACH - HIGH PERFORMANCE 1	TRAINED		✓	✓	✓		<a href="#">Open</a>

**10.04.5****INSTRUCTIONAL STREAM - CHECKING**

All Head Coaches of U11, U13 or U15 Teams must complete either the BC Hockey/Hockey Canada Instructional Stream Checking Clinic or HU – ONLINE Checking. Coaches will have until December 15 of the current season to complete the program.

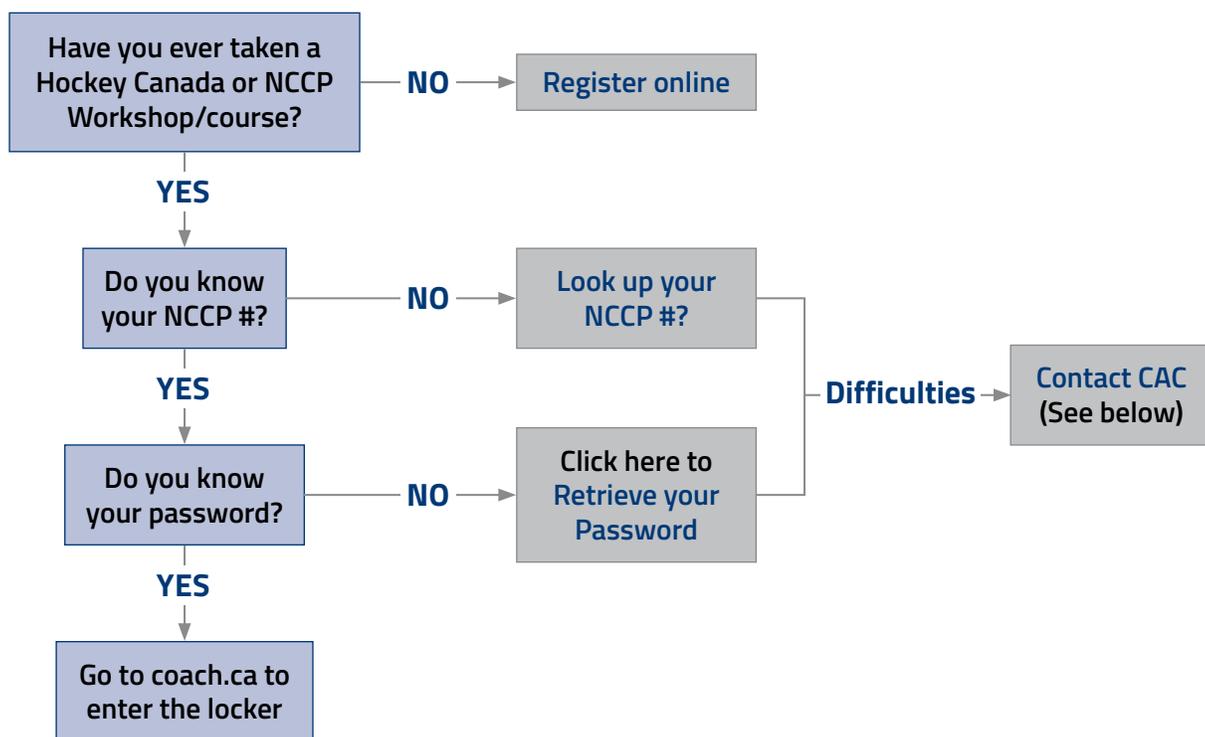
**NOTE:** It is recommended that all registered coaches complete the BC Hockey /Hockey Canada checking skills clinic.

**10.04.6****MAKING ETHICAL DECISIONS – DEVELOPMENT 1 AND HIGH PERFORMANCE 1**

The following will outline the correct process to complete the Making Ethical Decisions (MED) online evaluation. Completion is required to attain certification at the Development 1 and High Performance 1 level. The MED course is done through the Coaching Association of Canada website and requires additional log-in information and a completely unique NCCP number.

Coaches will take the MED Evaluation which best relates to the team in which they are coaching.

**General Pathway:**



**10.05 HIGH PERFORMANCE 1 – DEFICIENCIES**

**COACH RELOCATES, RESIGNS OR IS REMOVED**

- 10.05.1 When a Head Coach<sub>r</sub> is relocated for work, resigns from the team or is released for disciplinary reasons making their team not in compliance with BC Hockey regulations, the Association/Club may replace the discharged coach with a Certified Coach (minimum Development 1) or transfer responsibilities to the registered Assistant Coach with the approval of the Chief Executive Officer.
- 10.05.2 If the replacement or registered Assistant Coach is not High Performance 1 Certified the Association/Club may be required to do ensure the replacement coach completes the following at the discretion of the CEO:

**10.05.2.1 START OF SEASON: Teams not in compliance with an HP1 Certified Coach**

- 10.05.2.1.1 An MHA/Team that registers a Head Coach who is not in compliance with the HP1 Coach Certification regulation is required to complete the following by December 1 of the current season:
  - 10.05.2.1.1.1 Submit a request to BC Hockey indicating the coach’s name, the Division and Category of hockey coached and the rationale outlining why he/she is not in compliance.
  - 10.05.2.1.1.2 The Head Coach in question must complete the Development 1 Certification, as well as the online Respect in Sport – Activity Leader program.
  - 10.05.2.1.1.3 Submit a deposit to BC Hockey (amount determined by BC Hockey) in order to reserve and confirm attendance in the next available High Performance 1 seminar.

- 10.05.2.1.1.4 The Head Coach must complete the training and evaluations contained in the following Coaching Association of Canada Multisport modules (located at <https://thelocker.coach.ca>).
- Making Ethical Decisions
  - Leading Drug-Free Sport
  - Conflict Management
- 10.05.2.1.2 A Head Coach that does not complete the requirements noted above by December 1 will be removed and the team will default to the requirements outlined within the “Coach Relocates, Resigns or is Removed” outline in the next section.
- 10.05.2.2 DURING THE SEASON: Coach Relocates, Resigns, or is Removed from the Head Coach Position**
- 10.05.2.2.1 When a Head Coach is relocated for work, resigns from the team or is released by the MHA/ Team, placing the team into a non-compliant position with the High Performance 1 Certification requirements, the MHA/Team may replace the Head Coach position with a Coach that is Development 1 level certified (minimum) or transfer responsibilities to the registered Development 1 certified Assistant Coach.
- 10.05.2.2.2 The MHA must notify BC Hockey, indicating the new coach’s name, the Division and Category of hockey coached and the certification level of the coach.
- 10.05.2.2.3 If the replacement or registered Assistant Coach is not HP1 Certified, the MHA /Team may be required to complete the following (at the discretion of BC Hockey):
- 10.05.2.2.3.1 Have the Head Coach complete the Development 1 Certification, as well as the online Hockey Canada Safety Program and Respect in Sport – Activity Leader program.
- 10.05.2.2.3.2 BC Hockey may require a deposit and a HP1 seminar registration form completed in order to reserve and confirm attendance in the next available HP1 seminar offered.
- 10.05.2.2.3.3 Have the Head Coach complete the training and evaluations contained in the following Coaching Association of Canada Multisport modules (<https://thelocker.coach.ca>).
- Making Ethical Decisions
  - Leading Drug-Free Sport
  - Conflict Management
- 10.05.2.2.3.4 The coach is to complete all of the above within 45 days of appointment.
- 10.05.3 ‘Trained’ Coach**
- 10.05.3.1 A Head Coach who has attended the High Performance 1 seminar, but has yet to submit the written assignment is considered ‘Trained’. This coach has the ability to be a Head Coach in a Division where High Performance 1 is required for the season immediately following the attendance of the HP1 seminar.
- 10.05.3.2 The ‘Trained’ coach is ineligible to register as a Head Coach of a Team in the Divisions where HP1 is required in the subsequent season unless his/her written assignment has been submitted and marked with a passing grade. In this case the coach would be deemed eligible to be registered while awaiting the field evaluation to be completed during the season in which the exam is completed.

## 10.05.3.3

A coach that completes the HP1 training is eligible to register as a 'Trained' coach for the season immediately following the seminar completion. For any seasons beyond, the coach must be 'Certified' or have a note attached on his/her HCR record indicating 'Awaiting Field Evaluation'.

## 11.0 OFFICIATING POLICY

### 11.01 MANDATE – OFFICIATING ADVISORY AND PROGRAM DELIVERY GROUP

The mandate, key duties and other pertinent details with respect to the Officiating Advisory Group, the Minor Officiating Program Delivery Group, and the High-Performance Officiating Program Delivery Group are set out in the [Terms of Reference](#) for the Officiating Committee.

In fulfilling its mandate, the Officiating Advisory Group and the Officiating Coordinator / RIC liaise with the Hockey Development Committee, as well as other BC Hockey stakeholders, as set out in the governance chart excerpt.

### 11.02 GENERAL

- 11.02.1 **Purpose:** The objective of this Program shall be to provide; well qualified Officials for the game of hockey, within the areas of jurisdiction as outlined in Section 11.4.5. It shall also be the aim of this Program to promote good teamwork among the officials, to assist in implementing Hockey Canada's Long Term Athlete Development (LTAD) model and to maintain a high standard of collaboration with the Members, Officials, Players and Coaches of the various Teams and Leagues to whom the Officials shall make their services available. Additionally, the Hockey Canada Officiating Program (HCOP) offers participants of all ages an opportunity to be involved in the game beyond playing. By following the levels of development within the Hockey Canada Officiating Pathway. Officials can find fulfilment in their advancement while making the game safe, fair and fun.
- 11.02.2 **Jurisdiction:** The jurisdiction of the Officiating Program shall extend to all organized hockey played within the Society. All games played under the jurisdiction of BC Hockey shall be officiated by BC Hockey recognized Hockey Canada certified Officials.
- 11.02.3 **Dress and Equipment:** Officiating Participants should be professionally dressed at all times, both on and off the ice. BC Hockey officials should refrain from wearing apparel specific to a any Hockey Canada Member Team or Association (excluding the BC Hockey Branch or Hockey Canada logos), unless otherwise approved. On the ice officials must wear all applicable protective equipment and the Hockey Canada approved officiating uniform, which includes but is not exclusive to; BC Hockey (Member) jersey crest (left chest), Hockey Canada Patch (left shoulder) and Red arm bands when assigned as a Referee. Any other insignia on the uniform other than that of the manufacturer must be approved by BC Hockey. All equipment requirements can be found in the [Hockey Canada Officiating Manual – Duties Manual](#)
- 11.02.4 **Game Passes:** BC Hockey Officiating Minor Delivery Group Members, High-Performance Delivery Group Members, designated Officiating Coaches and Minor Mentors shall be issued a BC Hockey game pass annually.
- 11.02.5 **Certification Fees and Liability Insurance:** BC Hockey Officiating Coordinator / RIC, Officiating-Delivery Group Members and non-active officiating coaches / mentors shall be entitled to reimbursement of Hockey Canada Officiating Program (HCOP) registration / certification fees (including applicable taxes) up to the amount of Level 3. All of the above shall be required to pay the BC Hockey Participant Assessment Fee associated to their registration, without reimbursement.
- 11.02.6 **Annual Registration:** Annual registration / certification fees are non-refundable, upon completion of training or outside the parameters outlined at the time of registration and certification does not guarantee assignment(s).

- 11.02.7 **Official Status:** Registered (11.2.6) officials are classified as volunteers and not employees of BC Hockey or any Member of Hockey Canada. Officials may receive honoraria for volunteer services rendered and any honoraria in excess of \$500.00 annually may be considered taxable by the Canada Revenue Agency (CRA). However, it is responsibility of each individual official to declare any annual income for tax purposes. Honoraria received annual in association to official BC Hockey duties (e.g. clinic instructor, officiating coach etc.) will result in the issuing of a T4A, upon the meeting of the \$500.00 threshold.
- 11.02.8 **Officiating Program of Excellence (OPoE):** Minor officials are recommended for the BC Hockey OPoE by way of BC Hockey Officiating Delivery Group Member recommendation. The Male U16 BC Cup is the first stage of this program, followed by the Male U16 Team BC Provincial Camp. The Female OPoE includes the Female U18 Team BC Provincial Camp. The purpose of the OPoE is to prepare officials for advancement within BC Hockey's High-Performance Program. The top prospects may progress to the Hockey Canada Officiating Program of Excellence and then become eligible for selection for events such as the Canada Winter Games, World U17 Hockey Challenge and World Junior A Challenge. Officials may not be required to participate in the above events to be eligible for the Hockey Canada OPOE, Canada Winter Games, World U17 Hockey Challenge and World Junior A Challenge. The Officiating Coordinator / RIC will make recommendation to be approved by the Board of Directors.
- 11.03 SPECIFIC POLICIES**
- 11.03.1 **Provision of Information:** The Officiating Program shall provide information regarding officials to the Chief Executive Officer and other branch officials and to the League Presidents, Referees-in-Chief or Associations for League and Exhibition games, so that only registered Referees or Linespersons are assigned for games within the Membership.
- 11.03.2 **Non-Sanctioned Participation:** No referee or linesman shall be permitted to officiate in games outside the Society without a request in writing and approval of this Society. The following BC Hockey Policy will apply to BC Hockey officials who officiate in non-sanctioned hockey games.
- 11.03.2.1 All officials, including Referees and Linespersons, are representing Hockey Canada when they officiate Hockey Canada sanctioned games. It is expected, therefore that they will be strong supporters of Hockey Canada's LTAD model and will not generally engage in officiating non-Sanctioned minor or junior programming. If an official chooses to officiate non-sanctioned games, that participation may be taken into account in determining whether that official will be granted further assignments within Hockey Canada sanctioned programming for the remainder of that season.
- 11.03.2.2 The only non-sanctioned minor or junior activity a BC Hockey official may receive permission to officiate may be those described as benefit or charity games. The official must receive approval from the BC Hockey CEO prior to the game. Non-sanctioned activities shall automatically void all medical and liability insurance provided as part of BC Hockey and Hockey Canada membership.
- 11.03.2.3 Non-sanctioned activities shall automatically cancel all Insurance coverage provided as part of BC Hockey membership, except where otherwise indicated
- 11.03.2.4 Upon approval, officials who officiate non-sanctioned events shall remove or cover all references to BC Hockey and Hockey Canada (e.g. jersey crests) during the event, the inability to do so may result in discipline.
- 11.03.2.5 The responsibility for determining whether or not an event is sanctioned rests solely with the official.

## 11.04 HOCKEY CANADA OFFICIATING PATHWAY

### 11.04.1 LEVEL 1

Level 1 is the entry point for officials as they begin their officiating career at the Introductory and Recreational levels. To ensure opportunities are created to enter officiating early, yet help support younger officials, the HCOP has implemented a number of guidelines.

#### Prerequisites

- 11.04.1.1 Officials are encouraged to check with their local hockey association prior to registration to ensure space availability within the local program.
- 11.04.1.2 Officials must be a minimum of 12 years of age as of December 31 of the current season (calendar year).
- NOTE:** Local Hockey Associations may permit individuals wishing to start at 11 years of age (at their discretion) but these officials will be limited to U9 (cross-ice / half-ice) until they are 12 years old and will only receive 'trained' not 'certified status.
- 11.04.1.3 Level 1 officials must complete the Hockey University – Officiating 1/2 eHockey online modules, prior to registering for their first certification clinic.
- 11.04.1.4 Level 1 officials will be required to have the basic officiating equipment as outlined within the Hockey University – Officiating 1/2 eHockey online course.

#### Qualification

- 11.04.1.6 Level 1 Officials are eligible to officiate at levels of play that are one (1) age category below their current personal age category (e.g. 12-year old official may officiate at the U11 category and below).
- NOTE:** Local Hockey Associations may advance an official to a higher age group if they have shown a high level of skill, proficiency and maturity, upon recommendation to and approval from a BC Hockey Officiating Minor Delivery Group Member.
- 11.04.1.7 Officials at Level 1 should begin in the U9 category using the 1-official system and at Recreational categories using the 2-official system. If a local association utilizes the 3-official system at these early categories of play, it is recommended that Level 1 officials be assigned the role of a Linesperson and progress into the Referee role as determined by the local officiating development program.

#### Certification

- 11.04.1.8 Officials must register / re-certify annually with Hockey Canada via BC Hockey.
- 11.04.1.9 As part of the re-certification process, officials are required to attend a BC Hockey hosted clinic via classroom or virtual learning session as determined by BC hockey and complete or participate in a Hockey Canada curriculum assessment exercise.

#### Role of the Level 1 Official

- 11.04.1.10 Level 1 Officials and their on-ice partners will be responsible for administering the rules of the game to ensure it is played in a fair, safe and fun manner for all participants at the Introductory and early Recreational categories of hockey.
- 11.04.1.11 Rule knowledge and proper execution of basic in-game procedures and duties are vital to the success of a Level 1 official.

- 11.04.1.12 In the 2-official system, a Level 1 official will share equal responsibilities and duties with their partner in administering the rules of the game.
- 11.04.1.13 In the 3-official system a Level 1 official will primarily focus on Linesperson duties and responsibilities, while learning about the duties of a Referee. At lower categories of Introductory hockey, a Level 1 may perform the duties of a Referee in the 3-official system at the discretion of their Local Hockey Association officiating program.
- 11.04.2 LEVEL 2**
- Level 2 enhances the development of officials in areas of core procedures and rule knowledge at all categories of Recreational and early categories of Competitive hockey.
- Prerequisites**
- 11.04.2.1 Officials may begin officiating at Level 2 provided they are a minimum 15 years of age as of December 31 of the current season (calendar year). Officials that have successfully officiated for a minimum of two (2) years at Level 1 and shown to have the skills and maturity to advance to Level 2 may do so with the approval of a BC Hockey Minor Officiating Delivery Group Member.
- NOTE:** Local Hockey Associations may advance an official to a higher age group if the official has shown a high level of skill, proficiency and maturity and the advancement is approved by a BC Hockey Minor Officiating Delivery Group Member.
- 11.04.2.2 Level 2 officials must complete Hockey University – Officiating 1/2 if they do not have previous Hockey Canada officiating experience.
- Qualification**
- 11.04.2.3 Officials will be eligible to officiate at levels of play that are at minimum one age group below their current age (e.g. 15 year old may officiate U15 and below)
- NOTE:** Local Hockey Associations may advance an official to a higher age group if they have shown a high level of skill, proficiency and maturity, upon recommendation to and approval from a BC Hockey Officiating Minor Delivery Group Member.
- 11.04.2.4 New Level 2 officials who are a minimum of 18 years old may be assigned at any hockey category they are considered capable of within the recreational categories of BC Hockey at the discretion of the officiating development program.
- Certification**
- 11.04.2.5 Officials must register and re-certify annually with Hockey Canada via BC Hockey.
- 11.04.2.6 As part of the re-certification process, officials are required to attend a BC Hockey hosted clinic via classroom or virtual learning session as determined by BC hockey and achieve a minimum score of **70%** on the National examination.
- Role of the Level 2 Official**
- 11.04.2.7 Level 2 Officials and their on-ice partners will be responsible for administering the rules of the game to ensure it is played in a fair, safe and fun manner for all participants at Recreational and some early levels of Competitive hockey.
- 11.04.2.8 Rule knowledge and proper execution of in-game procedures and duties are vital to the success of a Level 2 official.
- 11.04.2.9 In the 2-official system, a Level 2 official will share equal responsibilities and duties with their partner in administering the rules of the game.

11.04.2.10 In the 3-official system (and 4-official system, where applicable) a Level 2 official may focus developing their skills as a Referee at Recreational categories of hockey, while preparing to advance to more Competitive categories of play. As noted in 11.4 (b) ii (2), Level 2 officials may focus on the duties and responsibilities of a Linesperson at all Recreational categories and at the discretion of the Local Hockey Association progress to early Competitive categories, based upon their age and / or ability prior to receiving Level 3 approval.

### 11.04.3 LEVEL 3

Level 3 is designated for officials who have been recognized as being ready to move into the higher categories of Competitive and early categories of High-Performance hockey. The goal for Level 3 is to further develop officials in the areas of core procedures, rule knowledge and game management.

#### Prerequisites

11.04.3.1 Advancement to Level 3 is achieved through approval by a BC Hockey Officiating Delivery Group Member.

11.04.3.2 Local Hockey Associations are encouraged to provide recommendations to BC Hockey Officiating Delivery Group Members for Level 3 approval when they have been evaluated as ready.

11.04.3.3 Officials who feel they are ready may also request a Level 3 approval through their Local Hockey Association Referee in Chief and or BC Hockey Officiating Delivery Group Member.

11.04.3.4 Officials advancing or maintaining Level 3 certification will have very good skating and communication skills, be able to execute advanced procedures, positioning, penalty standards and game management.

#### Qualification

11.04.3.5 Ideally, officials should spend two (2) seasons developing at Level 2 before advancing to Level 3. However, regardless of the length of time an official has been a Level 2, they may receive approval to advance to Level 3 if their performance is exceeding the expectations of Level 2 and meeting the expectations of Level 3.

11.04.3.6 An official may advance to Level 3 upon the start of a new season or during an active season, upon approval from a BC Hockey Officiating Delivery Group Member.

11.04.3.7 Should an official advance from Level 2 to Level 3 during a season (this means currently registered as a Level 2), they will be required to achieve the minimum required score on the Level 3 exam prior to their advancement being finalized.

#### Certification

11.04.3.8 Officials must register and re-certify annually with Hockey Canada via BC Hockey.

11.04.3.9 As part of the re-certification process, officials are required to attend a BC Hockey hosted clinic via classroom or virtual learning session as determined by BC hockey and achieve a minimum score of **80%** on the Hockey Canada National examination.

#### Role of the Level 3 Official

11.04.3.10 Level 3 officials may be asked to assist in mentoring younger or less experienced officials as they progress through their own officiating careers.

11.04.3.11 Rule knowledge and proper execution of all in-game procedures and duties should be well understood at this level. Level 3 officials should be focusing on building their in-depth knowledge of the Hockey Canada Playing Rules, in particular the Casebook content.

11.04.3.12 Level 3 officials should be developing their skills at Competitive categories of hockey, while preparing to advance to early High-Performance categories of play.

#### **11.04.4 MEMBER HIGH-PERFORMANCE**

The Member High Performance (MHP) official is the top tier within the Member (BC Hockey) administered portion of the Hockey Canada Officiating Pathway. Entrance into this level is by invitation by the BC Hockey High-Performance Officiating Development Program and is reserved for officials who have successfully moved through the development levels of the pathway and are ready to move into the elite levels of High-Performance play.

##### **Prerequisites and Initial Advancement / Certification**

11.04.4.1 Advancement to MHP is achieved through invitation by the BC Hockey High-Performance Officiating Program.

11.04.4.2 Officials invited to the MGP group require great skating, communication and game management skills.

11.04.4.3 To initially advance to the MHP group requires completion of 15-20 hours of instruction at a BC Hockey MHP group development camp in accordance with Hockey Canada standards, which includes:

11.04.4.4.1 Classroom instruction

11.04.4.4.2 Workgroup study and development sessions

11.04.4.4.3 On-ice skating assessment

11.04.4.4.4 Off-ice skating assessment

11.04.4.4.5 Written Officiating examination (**85%**)

11.04.4.4.6 In-game evaluation (by a High-Performance Officiating Program)

##### **Qualification**

11.04.4.4 A current Level 3 official who demonstrates the ability to perform as a top-level official within competitive Minor categories may be advanced to the MHP group regardless of the length of time they have been active as an official within the Hockey Canada Officiating Program.

##### **Re-Certification**

11.04.4.5 To achieve MHP re-certification an official must:

11.04.4.5.1 Register annually with Hockey Canada via BC Hockey

11.04.4.5.2 Attend a re-certification clinic bi-annually (rule change years) via classroom or virtual learning sessions, as determined by BC Hockey.

11.04.4.5.3 Achieve a minimum score of **85%** on the National examination

11.04.4.5.4 Complete to standard, High-Performance Officiating program prescribed on and off-ice fitness assessments.

##### **Role of MHP Official**

11.04.4.6 MHP officials may be should be assisting in mentoring and development of younger or less experienced Level 1, 2 and 3 officials as they continue to progress through their own officiating careers.

11.04.4.7 MHP Officials should possess extensive rule knowledge and elite execution of all in-game officiating procedures, principles and duties at all levels of High-Performance competition within the jurisdiction of BC Hockey.

11.04.4.8 MHP Officials will be responsible for administering the rules of the game to ensure it is played in a fair and safe manner for all participants, while demonstrating behaviours that exemplify the qualities of leaders and ambassadors of the officiating program.

### 11.04.5 NATIONAL HIGH-PERFORMANCE

The National High-Performance (NHP) group is the assembly of the top officials within the HCOP. Officials selected as members of this group will have excelled within their Member programs and are working at the highest levels of play available. As part of the NHP. Group, officials are eligible for assignments at Hockey Canada National Championships and top-ranked officials may be eligible for International Ice Hockey Federation (IIHF) licensing and potentially international assignments.

#### Selection Process

11.04.5.1 Selection to the NHP group begins with a nomination from BC Hockey's Officiating Program to Hockey Canada's Officiating Program.

11.04.5.2 Nominations are reviewed by HCOP leadership to ensure all minimum qualifications and standards are met.

11.04.5.3 Nominated officials are then considered for potential invitation by Hockey Canada to attend the NHP certification seminar.

#### Qualifications & Considerations

11.04.5.4 Be a leaders within the BC Hockey Officiating Program

11.04.5.5 Be in top physical condition

11.04.5.6 Have above-average skating skills

11.04.5.7 Have strong communications skills on and off the ice

11.04.5.8 Have a proven track record of success in the game

11.04.5.9 Have excellent judgement and feel for the game

11.04.5.10 Have an exemptional knowledge of the Hockey Canada Playing rules.

#### Re-Certification

11.04.5.11 To achieve NHP re-certification an official must:

11.04.5.12 Register annually with BC Hockey

11.04.5.13 Participate annually in a Hockey Canada National webinar to maintain a continued relationship / connection point with all officials active within the NHP group.

11.04.5.14 Attend a re-certification clinic bi-annually (rule change years) via classroom or virtual learning sessions, as determined by BC Hockey.

11.04.5.15 Achieve a minimum score of **90%** on the National examination

11.04.5.16 Complete High-Performance Officiating program prescribed fitness assessments (on and off-ice).

**Role of NHP Official**

- 11.04.5.17 NHP are the top group within the HCOP and are expected to be leadership within the program by supporting officiating development.
- 11.04.5.18 NHP are expected to take a more senior role within the BC Hockey Officiating Development program.
- 11.04.5.19 NHP Officials will be responsible for administering the rules of the game to ensure it is played in a fair and safe manner for all participants, while demonstrating behaviours that exemplify the qualities of leaders and ambassadors of the officiating program.

## 11.04.6

## CATEGORIES OF PLAY

OFFICIATING MINIMUM REQUIREMENTS			
LEAGUE	REFEREE	LINESPERSON	SYSTEM
<b>HIGH PERFORMANCE</b>			
<b>USport</b>	Member HP	Member HP	4 Official System
<b>Junior A (BCHL)</b>	Member HP	Member HP	4 Official System
<b>Inter-Collegiate (BCIHL)</b>	Member HP	Member HP	4 Official System
<b>Junior B (PHJL/KIJHL/VIJHL)</b>	Member HP	Member HP	3 or 4 Official System
<b>Senior AAA</b>	Member HP	Member HP	3 or 4 Official System
<b>Senior AA</b>	Level 3	Level 3	3 or 4 Official System
<b>U18 AAA &amp; U18 Prep (HCAS)</b>	Level 3	Level 3	3 or 4 Official System
<b>ELITE MINOR</b>			
<b>U17 (AAA &amp; HCAS)</b>	Level 3	Level 2	3 or 4 Official System
<b>U16 (HCAS)</b>	Level 3	Level 2	3 or 4 Official System
<b>U15 (AAA &amp; HCAS)</b>	Level 3	Level 2	3 or 4 Official System
<b>COMPETITIVE MINOR (Body-Checking)</b>			
<b>U21 Competitive</b>	Level 3	Level 2	3 or 4 Official System
<b>U18 Competitive</b>	Level 3	Level 2	3 or 4 Official System
<b>U15 Competitive</b>	Level 2	Level 1	3 or 4 Official System
<b>RECREATIONAL MINOR (Non Body-Checking)</b>			
<b>U21 Recreational</b>	Level 2	Level 2	2 or 3 Official System
<b>U18 Recreational</b>	Level 2	Level 2	2 or 3 Official System
<b>U15 Recreational</b>	Level 1	Level 1	2 or 3 Official System
<b>U13 Competitive</b>	Level 1	Level 1	2 or 3 Official System
<b>DEVELOPMENTAL MINOR</b>			
<b>U13 Recreational</b>	Level 1	Level 1	2 or 3 Official System
<b>U11 Competitive &amp; Recreational</b>	Level 1	Level 1	2 or 3 Official System
<b>U9 (7-8 years)</b>	U9 Trained		1 Official System

## 11.05

## 11.05.1

## ADMINISTRATION

**Criminal Record Check (CRC):** All officials 18 years of age or older on or before December 31 of the current calendar year, must complete a Criminal Record Check (CRC) and Vulnerable Persons Check (VPC) prior to registering for the season in order to be deemed eligible to officiate. This includes officials that may be already registered for the current season that are entering Membership by way of an Inter-Branch Transfer (IBT).

- 11.05.2 **Inter-Branch Transfer (IBT):** Any official entering Membership by way of an Inter-Branch Transfer (IBT) from another Hockey Canada Member will be certified at the level they are transferring in with to start their first season within BC Hockey.
- 11.05.3 **Examination Re-writes:** Any official who fails to meet the minimum certification examination score for the level they are registering at will be provided a single re-write attempt, if their original score was within 10% of the prescribed minimum requirement. An administration fee of \$25.00 may apply for re-writes.
- 11.05.4 **Re-designation:** Any official who fails to meet the minimum examination requirement twice within the same certification period (season) will be re-designated at one (1) level below their attempted level, until the following season. Any time an official requires re-designation at a lower level of certification will be required to remain at that level until the following season.
- 11.05.5 **Certification Period:** HCOP clinics are to be complete by December 15, unless otherwise outlined by Hockey Canada or BC Hockey.
- 11.05.6 **Certification Expiry:** HCOP certification is valid from the date of certification until December 31 of the following calendar year, unless otherwise indicated by Hockey Canada or BC Hockey. If an official does not re-certify during the registration period of a season, their previous season's certification will expire as of December 31.
- 11.05.7 **Program Registration Refunds:** There shall be a fifty percent (50%) refund of registration fee to any participant who cancels their attendance more than 15 days prior to a BC Hockey sanctioned event and there shall be no refund for a Registration fee for any cancellation less than 15 days prior to the BC Hockey sanctioned event.
- 11.05.8 **Clinic Switches:** Delegates requesting to be changed from one officiating clinic to another may be charged an administration fee of \$25.00 (plus tax)
- 11.05.9 **Participant Assessment Fees:** It is mandatory for all BC Hockey officials to have Hockey Canada insurance and pay the associated BC Hockey participant assessment fee. The following sets out the criteria for payment of participant assessment fees: The participant assessment fee for the applicable year is payable by adding this in addition to the officials clinic registration fee, upon registration for the current season. Officials that are NOT registered as a player or team official with a Minor Hockey, Female Hockey, Junior Hockey, Senior Hockey or Hockey Canada sanctioned adult recreational team ARE REQUIRED TO PAY participant assessment fees. Officials that ARE registered as a player or team official with a one of the previously mentioned hockey teams will have already paid the participant assessment fee as a portion of their team registration and DO NOT NEED TO PAY these fees again upon registering as an Official.
- 11.05.10 **Low Attendance Clinics:** An in-person certification clinic with less than 15 participants is considered a 'low attendance clinic.'
- 11.05.10.1 Delivery of our a 'low attendance clinic' must receive approval from the Minor Officiating Delivery Group Member for the District in which the clinic is being hosted.
- 11.05.10.2 Members Associations hosting a 'low attendance clinic' will be responsible for all applicable logistical costs associated to the clinic including; instructor fees, travel, per diem, accommodation, facility and ice rental. Additionally, the Member hostin a 'low attendance clinic' will not be eligible to receive host grant funds and will be invoiced for the costs associated to the clinic.

- 11.05.11 **Clinic Host Grants:** A Member that is hosting an in-person HCOP certification clinic (excluding 'low attendance clinics') will be provided host grant funds to assist with logistical costs associated to delivering the clinic. When a Member qualifies for host granting, they will receive \$7.50 for every registered clinic attendee. Additionally, all instructor logistics (honoraria, travel, per diem, accommodation and parking) will be paid for by BC Hockey upon submission of expense reimbursement by the allocated instructor. Member Associations hosting an HCOP certification clinic that meet the minimum 15 participant attendance, are responsible for costs associated to the facility and ice.
- 11.05.12 Out of Province HCOP Certification Clinics**
- 11.05.12.1 HCOP Certification clinics held with Yukon Amateur Hockey Association qualify in the same manner as any other clinic hosted by a Member of BC Hockey.
- 11.05.12.2 BC Hockey Members within the USA are also subject to Policy 11.5.11
- 11.05.13 **Hockey Canada Accreditation and Training for USA certified officials:** This section outlines the process for BC Hockey Members within the USA to provide accreditation by way of 'Trained' status to USA certified officials seeking to officiate Hockey Canada sanctioned games within BC Hockey Member Leagues.
- 11.05.13.1 USA certified officials that receive 'Trained' accreditation will be delivered a modified curriculum but NOT receive certified status within Hockey Canada's Officiating Program. In order to receive full HCOP certification status, USA official will be required to attend and complete a standard Hockey Canada certification or re-certification clinic.
- 11.05.13.2 Only USA certified officials are permitted to complete this training and for the sole purpose of officiating Hockey Canada sanctioned games within BC Hockey Membership within the USA. If a USA official seeks to officiate games in Canada, they will be required to complete full HCOP certification. Additionally, BC Hockey Officials that receive full certification status at a HCOP clinic are not accredited to officiate game in the USA.
- 11.05.13.3 Training for USA officials through this program may be conducted in-person or via virtual delivery, led by a BC Hockey Officiating clinic Instructor.
- 11.05.13.4 To receive 'trained' status, USA officials will be required to attend the necessary instructional session and complete the provided examination.
- 11.05.13.5 USA officials 18-years of age or older must have the appropriate Criminal Record Check completed in accordance with USA Hockey.
- 11.05.13.6 USA officials may be charged individual registration fees or the USA based host MHA may have the option of being invoiced for the attendee group.
- 11.05.13.7 USA hosted clinics are subject to 11.5 (j) regarding 'low attendance clinics'
- 11.05.14 **Game Official Review Process (Minor Hockey) – Evaluation:** An official may request an in-game evaluation from BC Hockey's Officiating Program by way of their local Minor Hockey Association RIC or the Minor Officiating Delivery Group Member within their Direct due to the following rationales listed below. As procedure, the Official should put their request in writing and the Minor Officiating Delivery Group Member will review the request for action:
- 11.05.14.1 The Official feels they have been unfairly reassigned from a particular division or category of Minor hockey.
- 11.05.14.2 The Official feels they have been unfairly denied the opportunity to advance to a division or category of Minor Hockey above their current officiating credentials.

**11.05.15****Game Official Review Process (High-Performance) – Evaluation:**

11.05.15.1

BC Hockey High-Performance Officiating Delivery Group Members, HP Officiating Coaches / Supervisors or BC Hockey RIC will conduct in-game evaluations of officials within the High-Performance program regularly.

11.05.15.2

Unless it is clear that an official does not possess the ability to officiate at a specific level of hockey, a further evaluation will be conducted to determine if there is evident improvement.

11.05.15.3

Where an official has been re-assigned to a lower level because of poor evaluations or roster limitations, there will be no appeal. Before an official is considered for a return to a higher level, an evaluation should be conducted by a member of the HP Officiating Delivery Group at the lower designated level.

11.05.15.4

Officiating rosters within the High-Performance program may be reduced at certain points of the season (e.g. upon the start of the regular season, after December 31, upon the start of the playoffs and during the playoffs) based upon on-ice performance and the needs of particular leagues under the purview of the HP Officiating program. Officials that are not included within these reduced rosters may be designated on a 'standby basis,' to officiate selected games or on an emergency basis.

11.05.15.5

Leagues within the High-Performance program for the purposes of officiating development shall include the following:

11.05.15.5.1

Hockey Canada Accredited Schools (HCAS) U18 Prep [CSSHL]

11.05.15.5.2

BCEHL U18 AAA male and female programs

11.05.15.5.3

Junior B (PJHL, VIJHL, KIJHL and NWJHL)

11.5.15.5.4

Junior A (BCHL)

11.05.15.5.5

BC Intercollegiate Hockey League (BCIHL)

11.05.15.5.6

Senior AA or AAA Male and Female

11.05.15.5.7

U-Sport Male and Female (Canada West)

**11.05.16****Qualifications for BC Hockey Championships:**

11.05.16.1

BC Minor and Female Hockey Championship games, qualified officials who have regularly officiated minor hockey will be used, whenever possible. Recommendations for officials at BC Minor Hockey Championships shall be reviewed and submitted to the BC Hockey RIC for approval by the host association's District Minor Officiating Delivery Group Member (or Championship supervisor as designated by the Deliver Group Member).

11.05.16.2

In Junior B BC Hockey Championships (Cyclone Taylor Cup), Referees must be HCOP certified at a minimum Member High Performance Level and Linespersons must be HCOP minimum certified Level 3 officials, unless otherwise approved by the BC Hockey Referee in Chief, upon recommendation from the BC Hockey HP Officiating Coach.

11.05.16.3

In Junior A (Fred Page Cup) and Male Senior BC Hockey Championships, Referees and Linespersons must be HCOP certified at minimum Member High Performance, unless otherwise approved by the BC Referee in Chief, upon recommendation from the BC Hockey HP Officiating Coach.

**11.06****SUSPENSIONS / RULES**

- 11.06.1 The Chair of the Board or Chief Executive Officer (CEO) shall have the authority to suspend any on-ice official for 'conduct unbecoming of an official,' based upon their comportment on or off the ice. 'Conduct unbecoming of an official' may include but is not exclusive to; Excessive use of profanity or inappropriate language, detrimental comments towards other officials or members of Hockey Canada, discriminatory comments or actions [similar to Hockey Canada Rule 9.2 (f)] on or off the ice (including via social media) or any other behaviours deemed inappropriate or detrimental to the professional expectations of BC Hockey and Hockey Canada's officiating program.
- 11.06.2 The BC Hockey Referee in Chief or any Officiating Program Delivery Group Member shall have the authority to suspend any on-ice official, in accordance with the minimum prescribed suspension criteria, as outlined below. It is encouraged that discretion be used when evaluating an Official's first offence in any of these categories:
- 11.06.2.1 Failure to report for an assignment, without sufficient cause.
- 11.06.2.2 Failure to submit a required online Game Incident Report.
- 11.06.2.3 Tardiness.
- 11.06.2.4 Failure to maintain the standard of cleanliness and dress / attire prescribed by the Officiating Program, on and off the ice.
- 11.06.2.5 Knowingly accepting an assignment that includes a conflict of interest under the grounds of 'nepotism' without prior approval by an Officiating Delivery Group Member or BC Hockey Referee in Chief. In cases where an emergency replacement official may be required (e.g. injury, no-show or a game that went unassigned) any official available qualified official may be selected to officiate a game, to avoid cancellation or postponement. For the purposes of this definition 'nepotism' may include but not be exclusive to;
- 11.06.2.5.1 Officiating a player or team official who is an immediate member of their family.
- 11.06.2.5.2 Officiating a game within the same league that the official plays.
- 11.06.2.5.3 Officiating a game within the same league that the official coaches.
- 11.06.2.5.4 Intentional non-compliance with Hockey Canada rules or procedures, not including human error, inadvertent errors in application of rules or judgement.
- 11.06.3 The BC Hockey Referee in Chief or an Officiating Program Delivery Group Member shall have the authority to immediately and indefinitely suspend any Official for any the following reasons, for the purpose of further investigation:
- 11.06.3.1 Reporting for an assignment under the influence of alcohol and/or drugs (see Policy 4.06.01).
- 11.06.3.2 Initiating physical contact in the form of excessive force towards a player, coach, Team Official or spectator
- 11.06.3.3 Officiating while not certified, at a level above their current qualifications (without approval by the BC Hockey officiating program) or knowingly falsifying a game sheet or game incident report.
- 11.06.3.3.1 Officiating non-sanctioned games or events without prior BC Hockey approval.

## 11.06.3.3.2

Repeated or subsequent serious incidents under the reasons set out above.

Officiating Delivery Group Members should advise in writing to the BC Referee in Chief the determination of any incident under 11.6.3. Where the recommended discipline exceeds 60 days, the BC Hockey Referee in Chief shall advise the BC Hockey CEO for review and final determinations of discipline. The Chair of the Board will be consulted and advised, prior to the final notification of any suspension exceeding 60 days.

## 11.06.4

**HCOP Minimum Suspension Guidelines**

Warnings shall be issued in writing by the Officiating Delivery Group Member where applicable. It is reasonable for an initial warning to be issued upon the first offence of any situation under 11.6.2 and all subsequent offences should result in the prescribed minimum suspension outlined below. All Warnings are to be reported to BC Hockey Referee in Chief and the offending official's MHA President, RIC and game assigners.

As per the BC Hockey Regulations, the following **MINIMUM** suspension guidelines will be followed where an allegation is founded (substantiated):

OFFICIATING PROGRAM MINIMUM SUSPENSION GUIDELINES	MINIMUM SUSPENSION
<b>Policy 11.6.1</b>	
Conduct unbecoming of an official (not otherwise covered below)	Indefinite
Excessive use of profanity or inappropriate language	7 days
Detrimental comments towards Officials or Members of Hockey Canada	7 days
Discriminatory comments [e.g. Rule 11.4], including on social media	30 days
<b>Policy 11.6.2</b>	
Failure to report for an assignment / no-show	7 days
Failure to submit a Game Incident Report	7 days
Tardiness (late for assignment)	7 days
Cleanliness, inappropriate attire or non-approved uniform	7 days
Accepting assignment(s) with implications of nepotism, without approval	7 days
Non-compliance to Hockey Canada rules or procedures (excluding errors)	7 days
2nd offence of any of the above, in the same season	14 days
3rd or subsequent offences of any of the above, in the same season	Indefinite
<b>Policy 11.6.3</b>	
Reporting to an assignment while intoxicated by drugs or alcohol	Indefinite
Physical contact or excessive force with a player, coach or spectator	
Officiating while not certified	
Officiating at a category without appropriate qualification, without approval	
Officiating non-sanctioned games or events	

A sanction beyond the minimum prescribed suspension may be applied, when more severe consequences are deemed necessary. The intent of these guidelines is to provide consistent standards advise officials of the possible consequences for inappropriate actions or the neglect of their responsibilities.

An Official receiving a suspension under any officiating policy shall be prohibited from officiating until the expiration of the suspension. A suspension also prohibits the participant from playing in any games or acting in any other official capacity with a Team, League or Association within BC Hockey, until the conclusion of the suspension.

An Official who has a suspension that carries over past the final game of a season shall be permitted to attend an HCOP clinic for certification upon the start of the following season, for purposes of preparing for the subsequent season. However, while under suspension the official will be prohibited from upgrading to a higher level of certification within the officiating pathway while under suspension or participating in games until the suspension has been served in full. The application of suspensions that carry over from one season to the next will follow the guidelines within the annual BC Hockey suspension guidelines bulletin.

### 11.06.5

#### **Notification of Suspension**

The BC Hockey Referee in Chief, respective District President, suspended Official's MHA RIC and assigners, and the Official being suspended shall be notified of any HCOP suspension(s). The notification of an 'indefinite suspension' of an official and the subsequent decision shall require the same notification and distribution.

Officiating Suspensions must be documented within the HCR. Suspended Officials may be subject to the implementation of any additional District or League Rules / Procedures that are applied above and beyond the sanctions applied by BC Hockey.

**11.07**

## 11.07.1

**PROGRAM HONORARIA**

High-Performance Officiating Coaches may receive honoraria for scheduled supervisions

ABOVE MINOR SUPERVISORS	SUPERVISORY PLAN	HONORARIUM	PER DIEM	TRAVEL	ACCOUNT
	On-ice Supervision (with approval)	\$10.00 / Official	N/A	N/A	56620 Female HP  57070 Male HP
	On-line Supervision (as assigned)	\$30.00 / game	N/A	N/A	
	HP Supervisor Plan A (0-100 km)	\$37.00 / game	\$23.00	N/A	
	HP Supervisor Plan B (101-150km)	\$37.00	\$23.00	\$25.00	
	HP Supervisor Plan C (151-200km)	\$37.00	\$23.00	\$50.00	
	HP Supervisor Plan D (201-250km)	\$37.00	\$23.00	\$75.00	
	HP Supervisor Plan E (251-300km)	\$37.00	\$23.00	\$100.00	
	HP Supervisor Plan F (301-350km)	\$37.00	\$23.00	\$125.00	
	HP Supervisor Plan G (351-400km)	\$37.00	\$23.00	\$150.00	
	HP Supervisor Plan H (401-450km)	\$37.00	\$23.00	\$175.00	
	HP Supervisor Plan I (451-500km)	\$37.00	\$23.00	\$200.00	
	HP Supervisor (501KM)	Requires approval from BC Hockey RIC*			

## 11.07.2

Mentors receive the following for scheduled Mentorship assignments & BC Championships

MENTORS	GAMES	HONORARIA	ACCOUNT	PER DIEM	ACCOUNT	TRAVEL	ACCOUNT
	1	\$20.00	56930	N/A	56940	BC Hockey approved per KM rate	56960
	2	\$40.00		\$23.00			
	3	\$60.00		\$23.00			
	4	\$80.00		\$46.00			
	5	\$100.00		\$46.00			
	6+	\$100.00		\$69.00			

11.07.3

BC Hockey HCOP and Camp Instructors are provided honoraria as outlined:

BC HOCKEY INSTRUCTORS	HCOP CLINIC		HONORARIUM	ACCOUNT	
	In-Person Certification Clinic Instructor (1st year)		\$65.00	56670	
	On-ice Instructor for certification clinic (1st year)		\$35.00	56670	
	Virtual Clinic Instructor (re-certification)		\$75.00	56670	
	In-Person Clinic Instructor (re-certification)		\$75.00	56670	
	High Performance Clinic		\$50.00	56740	
	SUMMER OFFICIATING SCHOOL		HONORARIUM	ACCOUNT	
	SOS Lead Instructor		\$600.00	57160	
	SOS Instructor		\$400.00	57160	
	OPoE		HONORARIUM	FEMALE CAMP	MALE CAMP
	OPoE Instructors (Lead / Assistant)		\$500.00 / \$400.00	56820	56870
	BC Cup Instructors (Lead / Assistant)		\$75 / day	N/A	56930
	DEVELOPMENT SESSIONS		HONORARIUM	ACCOUNT	
	On-Ice session or special seminar		\$50.00	56970	

**11.08****GAME INCIDENTS REPORTS****Reportable Infractions:**

11.08.1

Game Ejections: Head Contact Rule 6.5 (c)

11.08.2

All Game Misconducts (Reminder: all major penalties have an automatic Game Misconduct)

11.08.3

All Match penalties

11.08.4

All Gross Misconduct penalties

11.08.5

All infractions under Section 11 'Maltreatment' (Rules 11.1 &amp; 11.2) resulting in:

11.08.5.1

Game Misconduct

11.08.5.2

Gross Misconduct

11.08.6

All infractions and **allegations** under Rule 11.4 - Discrimination

11.08.7

All infraction under Rule 11.5 - Physical Harassment of Officials

11.08.8

Violations of Rule 10.14 (Refusing to Start Play)

11.08.9

Any Unusual situations that should be brought to the attention of BC Hockey

All reports must be submitted using the online Game Incident Report (GIR) system and must be submitted no later than 8:00am on the morning following any incident(s). Officials will automatically receive an email receipt and attached PDF of their submitted GIR. If an electronic game sheet is not being used for a game, officials are encouraged to that a picture of the paper game sheet for reporting reference. Officials are also encouraged (when possible) to submit the online GIR immediately after the game if they have access to the internet from a smart phone to prevent an unnecessary delays in submission.

## 12.0 SCHOOLS PROGRAMMING POLICY

### 12.01 MANDATE AND KEY DUTIES – SCHOOLS PROGRAMMING COMMITTEE

The mandate, key duties and other pertinent details with respect to the Schools Programming Committee are set out in the Terms of Reference for the Schools Programming Committee.

The key duties of the Schools Programming Coordinator are set out in an Appendix to the Terms of Reference for the Schools Programming Committee.

In fulfilling its mandate, the Schools Programming Committee and the Schools Programming Coordinator liaise with the Hockey Development Committee, as well as other BC Hockey stakeholders, as set out in the governance chart excerpt.

### 12.02 HOCKEY CANADA ACCREDITED SCHOOLS

#### HCAS Definition / Purpose:

Hockey Canada's objective is to facilitate the integration of education-based hockey programs within the Hockey Canada programming model. This document is the policy to provide clarity in the application process, responsibilities and specific intricacies to Hockey Canada Regulations as they relate to Hockey Canada Accredited School (HCAS).

#### a) Current HCAS Regulations Hockey Canada Accredited Schools

- i. HCAS must comply with the Hockey Canada Regulations unless specifically addressed within this policy. Hockey Canada Regulation I specifically sets out criteria on Hockey Canada's Schools Programs
- ii. HCAS programs shall operate in accordance with the Bylaws and regulations of the Member in whose geographic region they are located.
- iii. HCAS programs shall handle appeals in accordance with their Member and Hockey Canada appeals processes.

#### b) Glossary of Terms:

This section provides definitions to terms used throughout this section of policy and provides clarification where needed.

- i. The definitions of Player, Team, Roster, Minor Hockey Association and Geographic Subdivision are those contained in the Hockey Canada Regulations.
- ii. **Applicant:** an entity that operates a for profit or not for profit Education First Hockey Program that has applied to a Member to become a HCAS.
- iii. **Academic Based Scholarship:** a financial award given to a student athlete based on their current academic performance and their placement on a certified standardized academic test (e.g. SSAT). The threshold for earning the scholarship and the value of this scholarship is determined by the institution.
- iv. **Education First Hockey Program:** a provincially recognized educational institution that (i) provides educational instruction in the same physical location with a student classroom environment throughout the School Year; (ii) is authorized by the Provincial Government to issue diplomas or certificates to students who meet the requisite academic standards; (iii) is committed to academic excellence; and (iv) offers hockey programming

- v. **Dual Registration:** the ability to register and play on a HCAS and a team registered with a Minor Hockey Association concurrently (applicable to Quebec and Ontario only).
- vi. **Financial Assistance:** a financial award given to a student athlete based on the financial need of the applying family. This valuation is determined by a third-party financial firm who makes recommendations to the institutions on the funds a family has available to dedicate to education, and the amount of aid required by the institution to make attendance feasible.
- vii. **Foundations Funding:** a financial award provided to a student athlete from an established charitable/institutional foundation based on criteria established by that foundations.
- viii. **Fundraising:** the accumulation of financial resources by an individual or the institution through a certified charitable exercise toward the goal of offsetting the costs associated with institutional programming for the student athletes.
- ix. **Fee Discounting:** the practice by which a HCAS reduces or waives its standard fees to enable an academically or athletically gifted student to attend the HCAS who otherwise could not afford to do so using his own resources and any available Academic Based Scholarships and Financial Assistance.
- x. **Hockey Canada Accredited School (HCAS):** an entity that provides an Education First Hockey Program to students within Grade 8-12 in the Divisions of Minor Hockey. A HCAS must:
  - 1. have its education programming connected with one (1) Recognized Educational Institution that has a physical premise for the student to attend curriculum approved classes within the Province where they reside, consistent with the school structure in that province (e.g. one (1) school for 7-8, one (1) school for 9-12 if split); or
  - 2. be a Recognized Educational Institution with a physical premise for students to attend classes; and
  - 3. comply with the required standards contained in this Policy.
- xi. **HCAS Quality Assessment:** a review conducted of HCAS to validate that their operations are in alignment with the Hockey Canada standards.
- xii. **IIHF Member National Association:** a Member National Association of the International Ice Hockey Federation.
- xiii. **Member:** Hockey Canada shall have only one (1) class of Members. Those Members are the duly constituted Provincial, Regional or Territorial Associations/Federations listed in Bylaw 9.1 that are responsible for the management of amateur hockey within their geographic region and *that shall have the responsibility for representing their constituents at Hockey Canada meetings.*
- xiv. **National Championships:** The Centennial Cup (National Junior A Championship), TELUS Cup and ESSO Cup (National Midget Championship)
- xv. **Practice Player:** an individual that is registered into all programming at a HCAS but is not registered to a HCAS Team or a Minor Hockey Association Team.
- xvi. **Prep:** is the top Category within HCAS programming.
- xvii. **Recognized Educational Institution:** in the Hockey Canada Regulations shall be defined, for the purposes of this policy, as an institution or school (both public and private) accredited by the Ministry of Education.

- xviii. **School Year:** is the period of time that begins near September 1 and extends to around June 30 in which the academic programming of the HCAS begins and completes to comply with the Ministry of Education requirements of the Province where the HCAS is located.
- xix. **Varsity:** is the second Category within HCAS programming.
- xx. **Regional Championships:** Events run on a regional basis to determine regional champions (e.g. Western U15 Championship, Ontario U13 Championship).

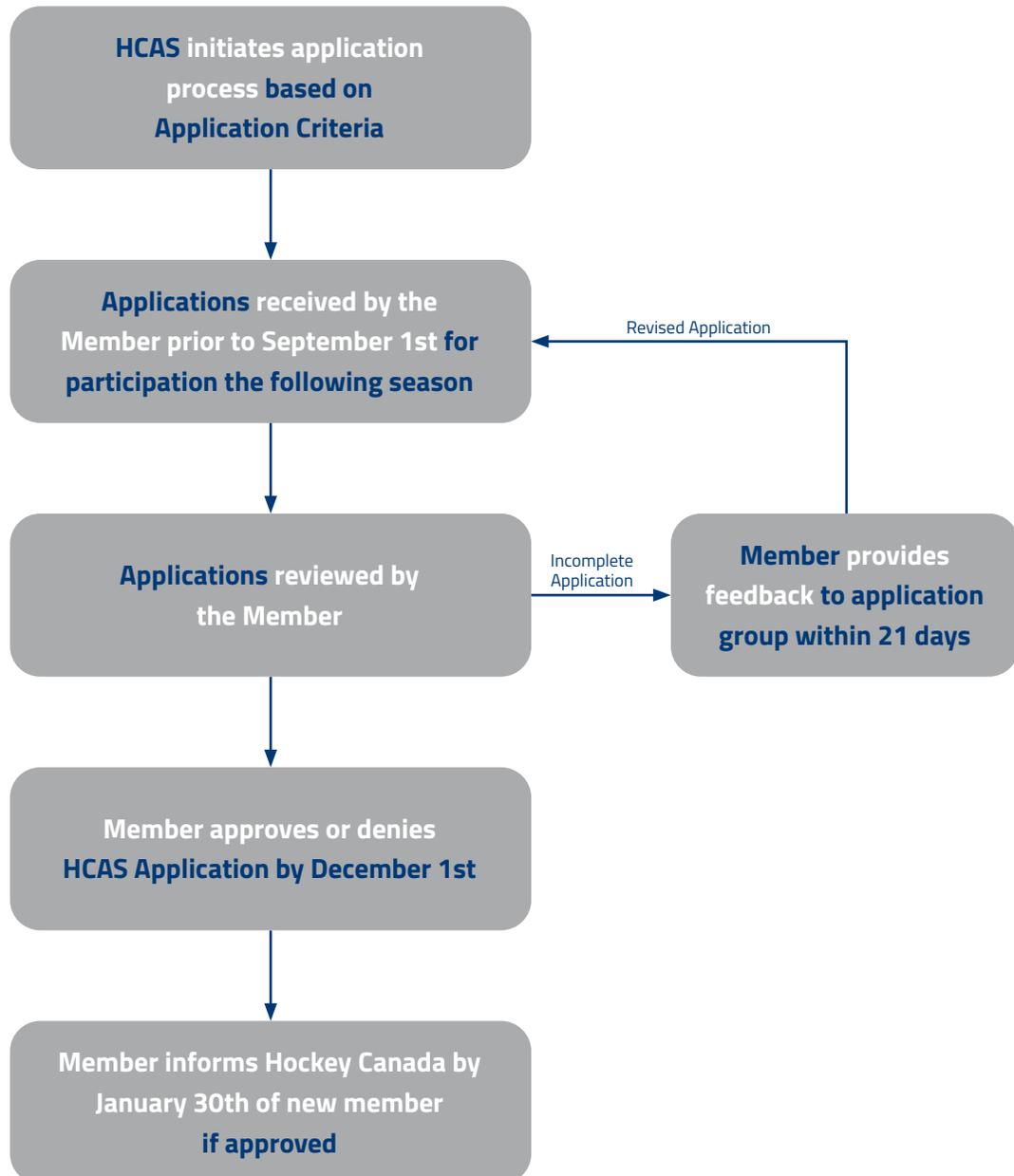
## 12.03

### HOCKEY CANADA ACCREDITED SCHOOL APPLICATION AND RENEWAL CRITERIA

- a) **Applicants seeking to be recognized as a HCAS must apply to the Member in the Geographic Subdivision within which they intend to operate, and provide the information described in section 12.03.**
- b) **A prospective HCAS in their application package must:**
  - i. Confirm that they will adhere to the HCAS operating mandate;
  - ii. demonstrate partnerships with school and/or school board;
  - iii. demonstrate a sound development plan, school and athletic schedule, appropriate staffing plan, and budget plans;
  - iv. demonstrate that it can support the current Hockey Canada programming in the Geographic Subdivision within which it intends to operate;
  - v. set out the ownership structure of the HCAS include identifying its:
    - 1. Owner;
    - 2. President;
    - 3. Secretary, and
    - 4. Designated signing officers for Player registration.
  - vi. align with the operational mandate as set out by Hockey Canada and its Member; and
  - vii. set out further details of the HCAS as they deem necessary or requested as outlined in Appendix A and B.
- c) **Application Process**
  - i. HCAS applicants wishing to:
    - 1. operate within the Hockey Canada system;
    - 2. organize a HCAS program; or
    - 3. work in partnership with a school, must submit an application to the Member within its Geographic Subdivision (see contact information page) within the timeframe described in section 12.03-e.
  - ii. Upon receipt, applications will be reviewed for completeness by the Member.
  - iii. The Applicant will be contacted within 21 days of application receipt to address any minor deficiencies or to clarify the application. The Applicant will be provided reasonable time to address the minor deficiencies or clarifications. For applications received between May 1 to August 20 the 21 day will begin on August 20.

- iv. The Applicant will receive a decision on their application from the Member on or before December 1.
- v. A newly approved HCAS will need to renew after its first year and the completion of the HCAS Quality Assessment. All further renewals are in accordance with section 12.03-f of this policy.

**d) Application Path**



**e) New Application**

- i. All applications for new HCAS and all supporting documentation in Appendix A and B must be received on or before September 1 of the current season for play in the following season.
- ii. A final decision shall come from the Member no later than December 1 for all new HCAS applications.
- iii. Members must provide a list of its HCAS for the upcoming season, including any newly admitted HCAS, to Hockey Canada no later than January 30 of each year.
- iv. New Applicant Fee Structure:
  1. \$7,500 application fee
  2. New applicants & existing HCAS where a new operator assumes ownership or the HCAS is relocated outside of the approved city or takes on a new education partner - \$5000 performance bond held in perpetuity by approving Member. The bond may be released by the Member if the school ceases to be a HCAS, and has no outstanding financial obligations to Hockey Canada or any of its Members, or to any third party who may make a claim against Hockey Canada or any of its Members to recover what it is owed by the HCAS.
  3. If a new applicant is unsuccessful with its application; any unused portion of the Application Fee and the \$5000 bond will be returned to the Applicant. The Member is required to provide an accounting of the used fees to the Applicant.
  4. Any newly approved HCAS shall be on a one (1) year probation period, during which time it must undergo and pass a HCAS Quality Assessment in order to be removed from probation. A HCAS that does not pass the HCAS Quality Assessment may be placed on probation for an additional year in order to rectify the concerns in the HCAS Quality Assessment.

**f) Request For Renewal**

- i. A HCAS program that is on probation must apply for renewal every year.
- ii. A HCAS that is not on probation applies for renewal every three (3) years as long as they maintain their HCAS status and are not placed on probation. If for any reason the school ceases to be a HCAS then it would be required to make a new application.
- iii. Request for Renewal must be received by the Member no later than October 1 of the current season for play in the following season.
- iv. A final decision shall come from the Member no later than December 1 for all HCAS renewal applications.
- v. The Applicant and the Member may extend the December 1 deadline upon mutual agreement to finalize any concerns either has in the renewal application with notification to Hockey Canada.
- vi. Members shall forward all approved HCAS renewal request to Hockey Canada by January 30.

**g) Program Application and Renewal Requirements**

- i. The Accredited School application plan must include the following items:
  1. Table of Contents
  2. Covering Letter
  3. Business Plan (three (3) year minimum), including the information described in section 12.06
  4. Management / Owners Resumes
  5. Background of Organization
  6. Objectives
  7. Mission Statement
  8. Keys to Success
  9. Company Structure
  10. Facilities
  11. Location
  12. Product and Description
  13. Marketing Plan
  14. Education Institution Agreement
  15. Athletic / Academic Delivery Model
  16. Athlete / Student Demographics
  17. Program Budget – Balance Sheet (proof of insurance and banking relationship)
  18. Appendices

**h) Application Approval**

- i. The Member to which the application is made, reasonably, will make the final decision on the application. Approval or denial of the application shall be based on:
  1. whether the applicant has complied with the terms of this Policy and, in particular, has met the application criteria described in section 12.03 hereof; and
  2. such other material considerations as the Member deems appropriate, provided that such considerations are not inconsistent with the purpose described in section 12.01 of this Policy.
- ii. The denial of any application shall be communicated in writing and shall include a detailed rationale for the denial.

**12.04****HOCKEY CANADA ACCREDITED SCHOOL ANNUAL FEES**

- a) HCAS Fee is \$2,000 annually (access to programming and to be used to support HCAS Quality Assessment)
- b) Team fees are \$500 per team, and cannot exceed \$500 (to be used to support HCAS Quality Assessment).
- c) Player registration and insurance fees based on Member rates.
- d) CSSHL operators will be invoiced officiating administrative fees;
  - i. U18 Prep assessment of \$500 per team
  - ii. All other categories assessment of \$350 per team

**12.05****HOCKEY CANADA ACCREDITED SCHOOL QUALITY ASSESSMENT**

- a) The HCAS Quality Assessment is conducted in any year that:
  - i. the HCAS is on probation;
  - ii. a HCAS has filed a renewal application; and
  - iii. the Member, acting reasonably, identifies significant concerns in a HCAS not on probation that, if proven, may cause that HCAS not to pass a HCAS Quality Assessment.
- b) Panel Composition
  - i. Individual with Education background
  - ii. Individual with Financial/Risk background
  - iii. Individual with industry expertise (HCAS Member)
  - iv. Individual with coaching and hockey expertise
  - v. Individual with expertise in mental health
- c) The HCAS shall provide the HCAS Quality Assessment panel with any information that the panel requests, in its absolute discretion, as part of the quality assessment process.
- d) HCAS Quality Assessment is set out in Appendix B.

**12.06****HOCKEY CANADA ACCREDITED SCHOOL TEAMS**

- a) HCAS will be required to submit as part of their application the number of Teams they are looking to operate and sanction as part of their business plan under 9.1.3.
- b) On an annual basis HCAS must submit the number of Teams as part of their renewal, that it will be operating in the upcoming season. Any additional Teams beyond those approved in the original HCAS application approved business plan or subsequent Member approvals will require approval of the Member in accordance with the timelines in section 12.03-f.

**12.07****AFFILIATION****a) Affiliation**

- i. Registered HCAS Players may Affiliate to higher Division or Category within the same HCAS.

- ii. Registered HCAS Players that are residents of the Member where the HCAS is located may Affiliate to Junior Hockey in accordance with Hockey Canada Regulation F and the Affiliation Regulations of the Member.
- iii. 14 years old and younger HCAS Registered Player may Affiliate from HCAS Registered Team to:
  1. a HCAS Team in the same HCAS (maximum 10 games in accordance with Hockey Canada Regulation F); or
  2. a Registered Team with a Minor Hockey Association in a higher Division and/or Category if the Player is a resident of the Geographic Subdivision the HCAS is located (maximum 10 games in accordance with Hockey Canada Regulation F).
- iv. A 15 year old HCAS Registered Player that is a resident of the Member where the HCAS is located may Affiliate from the HCAS Registered Team to two (2) of:
  1. Major Junior Team (residency is not applicable as long as on the 50 Player list) (maximum five (5) games in accordance with Hockey Canada Regulation F specifically F17);
  2. a Junior A or Junior B Team (maximum five (5) games in accordance with Hockey Canada Regulation F specifically F17);
  3. a HCAS Team in the same HCAS (maximum 10 games in accordance with Hockey Canada Regulation F); or
  4. a second HCAS Teams in the same HCAS (maximum 10 games each in accordance with Hockey Canada Regulation F).
- v. 16 years old and older HCAS Registered Player that is resident of the Member where the HCAS is located may Affiliate from the HCAS Registered Team to two (2) of:
  1. Major Junior Team (residency is not applicable as long as on the 50 Player list) (maximum 10 games in accordance with Hockey Canada Regulation F specifically F15);
  2. a Junior A Team (maximum 10 games in accordance with Hockey Canada Regulation F specifically F15)
  3. a Junior B Team (maximum 10 games in accordance with Hockey Canada Regulation F specifically F14);
  4. HCAS Team in the same HCAS (maximum 10 games in accordance with Hockey Canada Regulation F); or
  5. a second HCAS Teams in the same HCAS of a higher Division or Category (maximum 10 games each in accordance with Hockey Canada Regulation F).

**b) Practice Player**

- i. A Practice Player may Affiliate to HCAS Teams (maximum of 10 games for all HCAS Teams).
- ii. All Practice Players must be registered in the HCR.
- iii. Practice Players are included on the HCAS Team's affiliate players list and cannot exceed the maximum number of affiliates that a Team can have.

**c) Dual Registration**

Dual registration of HCAS Players is applicable only in Ontario and Quebec based on existing programming and must comply with the following guidelines:

- i. A Player that attends a sanctioned HCAS located in the Member where the Player is resident may be Registered with a Minor Hockey Association and a HCAS Team except for Teams that are eligible to compete for a Regional or National Championship. Such participation will be in accordance with the following rules:
  1. A Player is limited to a Maximum of 20 games with the HCAS.
  2. The Player is eligible to Affiliate to a Team in a higher Division or Category with the HCAS with all games counting towards the 20 game maximum for a Dual Registered Player.
  3. The Player is eligible, at the completion of the Players Minor Hockey Association Team's regular season and playoffs, to participate in an unlimited number of games with the HCAS as a registered Player or an Affiliate Player.
  4. The Player is only eligible to play as an Affiliate Player with a Minor Hockey Association Team or Junior Hockey in accordance with the Hockey Canada and Member Affiliation regulations once the HCAS Team the Player is Dual Registered with has completed its regular season and playoffs.

**12.08****INSURANCE**

- a) Hockey Canada insurance programs are in place to protect every player, coach, assistant coach, manager, Hockey Canada Safety Program personnel, official and volunteer involved in Hockey Canada sanctioned hockey activities.
- b) The insurance programs eliminate or minimize the potential financial burden our members may face in the event that they are injured in Hockey Canada programs.
- c) Hockey Canada sanctioned Teams are only permitted to play against other Hockey Canada / IIHF sanctioned teams.
- d) All out of country players entering an HCAS must obtain primary medical insurance coverage in Canada to be covered under the Hockey Canada Insurance Program.
- e) The Hockey Canada Insurance Program covers the HCAS player from September 1 to September 1 on any given year. HCAS players are covered during this time as long as their activity is sanctioned through the HCAS and the Member.

**12.09****COMPETITION**

- a) HCAS will be eligible to participate Hockey Canada sanctioned programming.
- b) HCAS that wish to participate in exhibition and tournament play must follow Member permission process.
- c) HCAS that wish to participate in a league within USA Hockey will need to request permission on an annual basis.
- d) HCAS Teams may participate in Member League and Provincial Playoffs at Member discretion except for categories that lead to a National / Regional Championships as per Hockey Canada Regulations.
- e) The HCAS may apply to host Member-sanctioned tournaments.

**12.10****FINANCIAL ASSISTANCE AND SCHOLARSHIPS**

- a) HCAS must submit as part of their application and whenever changes are made their internal policy and process for providing Financial Assistance or Academic Based Scholarships to students.
- b) HCAS are not to utilize Fee Discounting as a form of Financial Assistance and/or Academic Based Scholarships and/or scholarships.

**12.11****PROGRAM OF EXCELLENCE ELIGIBILITY**

- a) Player eligibility to Program of Excellence will be determined by the Canada Winter Games and POE eligibility requirements.

**12.12****TRANSITIONARY PERIOD**

- a) Members upon new applications may establish a transitionary period, on specific requirements in the HCAS Policy, that can extend for a period of one (1) year.

**12.13****BC HOCKEY REQUIREMENTS**

All registered HCAS programs are required to meet the following standards outlined in the previous sections of this policy, and the additional requirements listed below:

**a) Games and Training:**

All HCAS programs shall provide the following minimum programming standards:

- i. An average of five (5) hours of practice ice per week in a location within walking distance or minimal transportation (provided by the program) of the school
- ii. Minimum of 20 home games per team
- iii. Games and practices scheduled at a "home" arena within close proximity to the school
- iv. An average of five (5) hours of off-ice per week for all participants in a specialized training facility
- v. Professional transportation options to and from all activities

**b) HCAS Structure:**

The following are structural requirements of a HCAS:

- i. HCAS Staff / Board members may not serve on the Executive of the partner MHA
- ii. All HCAS staff are to provide criminal record checks
- iii. HCAS staff structure must include a dedicated senior position as the general manager or similar role
- iv. Each team registered by a HCAS must employ a dedicated coaching staff with the following credentials:

ROLE	QUALIFICATIONS
<b>Head Coach</b>	<b>High Performance 1 – Trained</b> Respect in Sport Criminal Record Check Concussion Awareness Training Tool (CATT)
<b>Assistant Coach</b>	<b>Development 1 – Trained</b> Respect in Sport Criminal Record Check Concussion Awareness Training Tool (CATT)
<b>Goalie Coach</b>	<b>Respect in Sport</b> Criminal Record Check Concussion Awareness Training Tool (CATT)

Office training staff must obtain minimum qualifications equivalent to an athletic therapist and / or strength and conditioning certification

- A HCAS must appoint program doctors, dentists and other medical personnel

### iii. Education:

The education component must include:

- Dedicated routine of schedule of events
- Dedicated tutors and education liaison
- All participants must attend the same school

### d) HCAS Registration

- i. Players participating on HCAS teams who are BC residents will be eligible to participate in BC Hockey High Performance programming in the District in which the player's parent(s) resides.
- ii. For the purposes of Affiliate Players, the HCAS programs will utilize the club system affiliation regulations of Hockey Canada.
- iii. HCAS Teams may make application to BC Hockey Chief Executive Officer to have an oversized roster at their lowest division. Applicants must include the following in their application.
  1. Number of additional players being requested
  2. Rationale for the request
- iv. Blanket permission may be granted by the BC Hockey Chief Executive Officer for exhibition games with teams within a District / League. All play with teams outside the home District/League by the HCAS teams shall require the approval of the BC Hockey Chief Executive Officer.

- v. The matter of the inclusion of HCAS player registration numbers in the BC Hockey “Category Formula” shall be addressed by the BC Hockey Board of Directors.
- vi. Teams and team officials shall be subject to all regulations regarding discipline.
- vii. HCAS registered Players whose residence (in accordance with BC Hockey/Hockey Canada Regulations) is located within the geographic subdivision of BC Hockey shall be eligible to affiliate to a Junior team.
- viii. HCAS registered players whose residence (in accordance with BC Hockey/Hockey Canada Regulations) is located within the geographic subdivision of a minor hockey association or a U18 AAA (Female or Male) team shall be eligible to affiliate to that association/team.
- ix. Players shall be subject to all paperwork required by IIHF / Hockey Canada transfer regulations. Transfer approvals will be governed by Hockey Canada and all correspondence regarding these approvals is to be forwarded directly to BC Hockey by the Accredited School.
- x. Player registration and team assignment of such players will be administered by BC Hockey via the HCR.
- xi. The receipt of required registration documentation by BC Hockey (i.e. confirmation of registration with the HCAS as well as all transfer documents) will constitute approval of the players to participate with HCS teams.
- xii. As per normal procedure, BC Hockey will deal with Hockey Canada on all other registration paperwork as required.
- xiii. Players over the age of 17 who are registered in the academic programs of a HCAS may register with that HCAS and participate in games played with teams from another HCAS, provided the player was registered with the HCAS program in the previous season.
- xiv. Canadian Sport School Hockey League (CSSHL) age classification chart:

CSSHL Classification	Age Bracket
U15	Open to Players 14 years of age and younger in the current playing season
U15 Prep	Open to Players 14 years of age and younger in the current playing season
U16 Prep	Open to Players 15 years of age and younger in the current playing season
U17 Prep	Open to Players 16 years of age and younger in the current playing season
U18 Prep	Open to Players 17 years of age and younger in the current playing season
U18 Female Prep	Open to Players 17 years of age and younger in the current playing season

The CSSHL allows up to five (5) over age players per team (U18 Male and Female)

#### e) District / League Items

The MHA will forward a request to their District / League should they wish to be granted blanket approval to participate in games within a District / League. Should the District/League endorse this request, the following parameters will apply:

- i. Written permission from the District/League must be filed with the BC Hockey office.
- ii. The HCAS teams shall be subject to all District/League governance relative to games played with District/League teams.

- iii. The District / League may utilize the HCR to determine the eligibility of HCAS players.
- iv. Only those players approved by BC Hockey by way of the HCR will be eligible to participate in District/League games.

**12.14****APPENDIX A****a) Components of Application**

- i. Table of Contents
- ii. Covering Letter
- iii. Business Plan (3 year minimum)
- iv. Management / Owners Resumes
- v. Background of Organization
- vi. Objectives
- vii. Mission Statement
- viii. Keys to Success
- ix. Company Structure
- x. Facilities
- xi. Location
- xii. Product and Description
- xiii. Marketing Plan
- xiv. Education Institution Agreement
- xv. Athletic / Academic Delivery Model
- xvi. Athlete / Student Demographics
- xvii. Program Budget – Balance Sheet
- xviii. Appendices

**b) ACADEMIC (Questions to consider)**

- i. What school and grades are the players attending?
- ii. Describe the facilities and the school board you are a part of.
- iii. What does a normal week's school schedule look like for the players?
- v. What are the program's academic expectations of the players?
- vi. What are the program's academic requirements of the player for acceptance?
- vii. What are the academic support systems in place for the players?
- viii. How many of missed days of school are expected in the school year?
- ix. Who is responsible for the player's academic results?
- x. How are the academic results communicated to the parents and players?

- xi. How will the players be held accountable for their academic results?
- xii. How are the players academics monitored?
- xiii. Who is responsible for the player's course planning, graduation planning and college applications?

**c) ATHLETIC HOCKEY (Questions to consider)**

- i. What is the organization's philosophy for player development?
- ii. Who are the coaches, trainers, medical staff and management of the organization?
- iii. What does a normal week and monthly schedule look like for on and off ice workouts?
- iv. Who is responsible for the mental training of the players and how is it done?
- v. Who is responsible for the monitoring of the players health and how is it done?
- vi. What coach certifications have your coaches completed?
- vii. Describe the yearly on ice hockey development plan.
- viii. Describe the yearly off ice hockey development plan.
- ix. Describe the facilities.
- x. Describe how many games are played and where.
- xi. Describe a normal weekly practice plan.
- xii. Describe the timeline for being on and off the ice during the course of the year.

**12.15**

**APPENDIX B**

**a) Selection of School**

**b) Pre-task document**

- i. Third-Party Accounting in renewal year.
- ii. Educational performance of Students while at HCAS (incline versus decline)

**c) On-site visit with the following components being evaluated:**

- i. Education and billeting
- ii. Watch a full practice - Ice session
- iii. Facilities and equipment

**d) Meet with the following people:**

- i. Primary Operator(s)
- ii. School Principal
- iii. Educational Advisor
- iv. Billet/dorm Coordinator
- v. School Counselor
- vi. Finance Personnel

- vii. Head Coaches
- viii. 4-5 Players (different teams)

**e) Post visit surveys:**

- i. HCAS Operator
- ii. Parents
- iii. Students

**f) Final report**

## 13.0 PROGRAM OF EXCELLENCE POLICY

### 13.01 FEMALE PROGRAM OF EXCELLENCE PROGRAM

#### 13.01.1 MANDATE AND KEY DUTIES – FEMALE PROGRAM OF EXCELLENCE COMMITTEE AND PROGRAM DELIVERY GROUP

The mandate, key duties and other pertinent details with respect to the Female Program of Excellence Committee and the Female Program of Excellence Program Delivery Group are set out in the Terms of Reference for the Female Program of Excellence Committee.

The key duties of the Female Program of Excellence Coordinator are set out in an Appendix to the Terms of Reference for the Female Program of Excellence Committee.

In fulfilling its mandate, the Female Program of Excellence Committee and the Female Program of Excellence Coordinator liaise with the Hockey Development Committee, as well as other BC Hockey stakeholders, as set out in the governance chart excerpt.

#### 13.01.2 BC HOCKEY PROGRAM OF EXCELLENCE PROGRAM PHILOSOPHY AND GOALS

**a) Philosophy: Through the preparation of projects, enhance the performance of BC Hockey athletes, coaches, referees and other team personnel in high level sporting events. Specifically, these projects are to identify and train individuals capable of competing at the Provincial and National Level**

**b) Goals:**

- i. To expose players and team personnel to on ice tactics and introduce basic concepts used by High Performance Hockey.
- ii. To expose players and team personnel to a high-performance sporting event.
- iii. To expose players and team personnel to competitive events that will simulate a performance environment similar to the National Competition.
- iv. To develop leaders that are better prepared to offer their expertise to identified players within the constraints of the program
- v. To foster an ongoing commitment to athletic development by supporting the principles of the Long-Term Player Development Model
- vi. To systematically identify individuals capable of performing at Provincial, National and International level.

#### 13.01.3 PROGRAM POLICIES

**a) Program Components**

- i. U14 Program
- ii. U16 program
- iii. U18 program

**a) Player Eligibility****i. Citizenship**

All participants in the BC Program of Excellence program must have Canadian Citizenship

**ii. Membership**

- All those participating in the BC Hockey Program of Excellence must be members of Hockey Canada or exceptions as indicated in the Hockey Canada Program of Excellence policy.
- Only members in good standing may participate.

**iii. Residence**

The BC Hockey Program of Excellence shall be open to those meeting BC Hockey residential qualifications as outlined in Hockey Canada Regulations or as directed by Hockey Canada program policy.

Players meeting the residency requirement above who attend a Residential school or a Hockey Canada Accredited School, as defined in Hockey Canada Regulations within BC Hockey's jurisdiction shall be eligible for the BC Hockey Program of Excellence.

Players attending Residential Schools or Hockey Canada Accredited Schools outside the jurisdiction of BC Hockey must meet the following criteria;

- The players permanent residence is deemed to be within BC Hockey's jurisdiction
- Players must have previously been a member of BC Hockey
- Players shall participate in all stages of the Program (if selected)
- Players are responsible for costs of travel to and from the Residential or Sports School, program fees, Insurance fees and BC Hockey Membership fees.
- Players shall attend the District stages in the District in which their parents reside.
- Players attending shall be an addition to the number allocated for each District Camp.
- The decision as to whether the player continues will be based on performance at the event. If there is no event for evaluation the decision will be made by the Program of Excellence Coordinator in consultation with the staff resource.
- Where there is question as to eligibility of a player or which District s/he shall participate, the decision shall be made in the best interests of the player. Decisions shall be made by the Program of Excellence Coordinator in consultation with the Chief Executive Officer.

NOTE: BC Hockey may be obligated to adhere to the residency and citizenship rules established for the competitions they enter. The Canada Winter Games, and the Under 18 Championships are events that are outside of the jurisdiction of BC Hockey and may result in differing player eligibility requirements.

**i. Suspensions**

A player, while serving suspension resulting from a Gross misconduct and / or match penalty, is prohibited from participating in any BC Hockey Program of Excellence event.

NOTE:

- BC Hockey Program of Excellence games are to be included in the determination of whether an individual has served a suspension.

- Program of Excellence camp scrimmages are not considered sanctioned games.
- Suspensions remaining at conclusion of Program of Excellence events are to be served during participation on club teams.
- BC Hockey clubs and / or leagues may request that BC Hockey honor their suspensions.

#### ii. Program Specific Eligibility

- Players under the age of 18 on or before December 31 of the given year are eligible for the BC Hockey U18 Program.

#### iii. Exemption Requests

From time to time players may request exemptions from a program step(s) due to personal, family or team situations. The process for consideration is;

- Submission of the exemption request and any support documents submitted to the BC Hockey office.
- Review of the request and a decision rendered by the Program of Excellence Coordinator in consultation with the Chief Executive Officer.
- The decision rendered is returned to the player.

#### iv. Financial

Participants must pay all applicable registration fees and/or team fees in full for each stage of the Program of Excellence. Any participant with outstanding fees will be deemed ineligible to participate in the program or within the confines of BC Hockey.

Any player(s) re-entering the Program of Excellence after a missed stage will be subject to the development fee of \$300.00 for each missed portion of the program (see below).

#### v. Refund Policy

Refunds will be as per BC Hockey Policy Manual (2.02 f)

“There shall be a 50% refund of a Registration Fee to any participant who cancels their attendance more than 15 days prior to a BC Hockey Sanction Event and there shall be no refund for a Registration Fee for any cancellation less than 15 days prior to the BC Hockey Sanctioned Event”

NOTE: In individual cases the Chief Executive Officer in consultation with the Program of Excellence Coordinator may approve an additional refund due to extenuating, documented circumstances. All applications for noted refund must be made by way of appeal of above policy. In the case of an injury, the player must provide a medical letter before a refund will be considered.

#### vi. Other

If any player(s) is unable to attend a stage of the Program of Excellence due to injury, or granted exemption, the player(s) in question will remain eligible for future stages of the program

### c) Removal of Participants from Program of Excellence

The following is the process for removal of participants from BC Hockey Program of Excellence. This section is supplied for the purpose of removal of a SELECTED participant. Participants not selected for a stage of a program are not removed from the program. As such this policy does not apply.

Although this process may be adapted for use in a wide spectrum of circumstances, such as disciplinary reasons, the most likely cause for removal is injury.

- i. A recommendation from the Program personnel is to be submitted in writing to the BC Hockey Staff Resource complete with background information (i.e. Medical information or an incident report).
- ii. The BC Hockey Staff Resource is to review the recommendation and support material with the BC Hockey Program of Excellence Coordinator (at this time further information may be required from Team Staff or support personnel)
- iii. The BC Hockey Staff Resource is to contact the family of the concerned party to inform them of the situation and to obtain any relevant information and submit the file to the Program of Excellence Coordinator for review.
- iv. Submitted file shall contain the following:
  - Written observations
  - Summary of facts
  - All relevant information
  - Any discrepancies
  - Note of unconfirmed information
- v. Once the file is determined to be complete and correct the BC Hockey Staff Resource will forward the recommendation to the Program of Excellence Coordinator for review with the Chief Executive Officer.
- vi. The Chief Executive Officer is to make the decision
- vii. BC Hockey informs the family of the decision both verbally and in writing
- viii. The decision is subject to the BC Hockey Bylaws

#### **d) Selection Processes**

- i. The Program of Excellence Coordinator may approve participation of a coaching staff member with consultation of the BC Hockey Staff Resource.
- ii. District / Zone Camp and District / Zone Team
  - The term "District" may be replaced by Zone for a particular program
  - The applicable Program of Excellence Delivery Group Member, in conjunction with the Coaching Staff, will be responsible for final player selections.

#### **13.01.4**

#### **APPEAL PROCEDURE**

There is no appeal for players not selected to program components with the exception of those provided through BC Hockey Bylaws.

#### **13.01.5**

#### **CONFIDENTIALITY**

All player information is private and confidential and for the express and sole use of the BC Hockey Program of Excellence and is not to be shared, sold, used or distributed to any person or organization outside the confines of BC Hockey for any reason whatsoever without the prior written consent of the BC Hockey Board of Directors, based on recommendation from the Chief Executive Officer.

**13.01.6****GENERAL**

BC Hockey High Performance Committee Members and Program of Excellence Delivery Group Members shall not be required to pay NCCP registration / certification fees.

**13.02****MALE PROGRAM OF EXCELLENCE PROGRAM****13.02.1****MANDATE AND KEY DUTIES – MALE PROGRAM OF EXCELLENCE ADVISORY GROUP AND PROGRAM DELIVERY GROUP**

The mandate, key duties and other pertinent details with respect to the Male Program of Excellence Advisory group and the Male Program of Excellence Program Delivery Group are set out in the [Terms of Reference](#) for the Male Program of Excellence Advisory group.

The key duties of the Male Program of Excellence Coordinator are set out in an Appendix to the Terms of Reference for the Male Program of Excellence Advisory group.

In fulfilling its mandate, the Male Program of Excellence Advisory group and the Male Program of Excellence Coordinator liaise with the Hockey Advisory group, as well as other BC Hockey stakeholders, as set out in the governance chart excerpt.

**13.02.2****BC HOCKEY PROGRAM OF EXCELLENCE PROGRAM PHILOSOPHY AND GOALS**

**a) Philosophy: Through the preparation of projects, enhance the performance of BC athletes, coaches, referees and other team personnel in high level sporting events. Specifically these projects are to identify and train individuals capable of competing at the Provincial and National Level**

**b) Goals:**

- i. To expose players and team personnel to on ice tactics and introduce basic concepts used by Program of Excellence Hockey.
- ii. To expose players and team personnel to a high performance sporting event.
- iii. To expose players and team personnel to competitive events that will simulate a performance environment similar to the National Competition.
- iv. To develop leaders that are better prepared to offer their expertise to identified players within the constraints of the program
- v. To foster an ongoing commitment to athletic development by supporting the principles of the Long Term Player Development Model
- vi. To systematically identify individuals capable of performing at Provincial, National and International level.

**13.02.3****PROGRAM OF EXCELLENCE PROGRAM POLICIES****a) Programs Components:**

- i. U-15 Introductory Program of Excellence
- ii. U-16 Program Regional Camp/ BC Cup/ Provincial Camp
- iii. U-17 Program in cooperation with Hockey Canada

**b) Player Eligibility****i. Citizenship**

- All participants in the BC High Performance program must have Canadian Citizenship

**ii. Membership**

- All those participating in the BC Hockey Program of Excellence must be members of Hockey Canada or exceptions as indicated in the Hockey Canada Program of Excellence policy.
- Only members in good standing may participate.

**iii. Residence**

The BC Hockey Program of Excellence shall be open to those meeting BC Hockey residential qualifications as outlined in Hockey Canada Regulations or as directed by Hockey Canada program policy.

Players meeting the residency requirement above who attend a Residential school or a Hockey Canada Accredited School, as defined in Hockey Canada Regulations within BC Hockey's jurisdiction shall be eligible for the BC Hockey Program of Excellence.

Players attending Residential Schools or Hockey Canada Accredited Schools outside the jurisdiction of BC Hockey must meet the following criteria;

- The players permanent residence is deemed to be within BC Hockey's jurisdiction
- Players must have previously been a member of BC Hockey
- Players shall participate in all stages of the Program; Regional Camp, BC Cup (if selected), Provincial Camp (if selected)
- Players are responsible for costs of travel to and from the Residential or Sports School, program fees, insurance fees and BC Hockey Membership fees.
- Players shall attend the Regional Camp in the Region in which their parents reside.
- Players attending shall be an addition to the number allocated for each Regional Camp.
- There is no requirement for evaluation to attend a Regional Camp. The decision as to whether the player continues will be based on performance at the event. If there is no event for evaluation the decision will be made by the Program of Excellence Coordinator in consultation with the Staff Resource.
- Where there is question as to eligibility of a player or which District s/he shall participate, the decision shall be made in the best interests of the player. Decisions shall be made by the Program of Excellence Coordinator in consultation with the Chief Executive Officer.

NOTE: BC Hockey may be obligated to adhere to the residency and citizenship rules established for the competitions they enter. The Canada Winter Games and the Under-17 World Hockey Challenge are events that are outside of the jurisdiction of BC Hockey and may result in differing player eligibility requirements.

**iv. Suspensions**

A player, while serving suspension resulting from a Gross misconduct and / or match penalty, is prohibited from participating in any BC Hockey Program of Excellence event.

**NOTE:**

- BC Hockey Program of Excellence games are to be included in the determination of whether an individual has served a suspension.
- Program of Excellence camp scrimmages are not considered sanctioned games.
- Suspensions remaining at conclusion of High Performance events are to be served during participation on club teams.
- BC Hockey clubs and / or leagues may request that BC Hockey honor their suspensions.

**v. Financial**

Participants must pay all applicable registration fees and / or team fees in full for each stage of the Program of Excellence. Any participant with outstanding fees will be deemed ineligible to participate in the program or within the confines of BC Hockey.

Any player(s) re-entering the Program of Excellence after a missed stage will be subject to the development fee of \$100.00 for each missed portion of the program (see below).

**vi. Refund Policy**

Refunds will be as per BC Hockey Policy Manual 2.02 f)

“There shall be a 50% refund of a Registration Fee to any participant who cancels their attendance more than 15 days prior to a BC Hockey Sanction Event and there shall be no refund for a Registration Fee for any cancellation less than 15 days prior to the BC Hockey Sanctioned Event”

**NOTE:** In individual cases the Chief Executive Officer in consultation with the Program of Excellence Coordinator may approve an additional refund due to extenuating, documented circumstances. All applications for noted refund must be made by way of appeal of above policy. In the case of an injury, the player must provide a medical letter before a refund will be considered.

**vii. Other**

If any player(s) is unable to attend a stage of the Program of Excellence due to injury, ‘call-up’, or competition in the playoffs, the player(s) in question will remain eligible for future stages of the program as set out below:

- Regional Camp – if a player does not attend Regional Camp for any reason, the player shall not be eligible for BC Cup competition;
- Provincial Camp – if a player does not attend Provincial Camp for the aforementioned reasons, the player may be eligible to be evaluated prior to final selection of the Provincial Team based on his/her evaluation/standings during the current season.
- Upon final review, approval shall be made by the Male Program of Excellence Coordinator

Such player shall request to be deemed eligible by way of appeal. The appeal of the player(s) eligibility will be decided by the Male Program of Excellence Coordinator in consultation with the Chief Executive Officer.

**c) Removal of Participants from Program of Excellence**

The following is the process for removal of participants from BC Hockey Program of Excellence. Although this process may be adapted for use in a wide spectrum of circumstances, such as disciplinary reasons, the most likely cause for removal is injury.

- i. A recommendation from the Program personnel is to be submitted in writing to the BC Hockey Staff Resource complete with background information (i.e. Medical information or an incident report).
- ii. The BC Hockey Staff Resource is to review the recommendation and support material with the BC Hockey Program of Excellence Coordinator (at this time further information may be required from Team Staff or support personnel)
- iii. The BC Hockey Staff Resource is to contact the family of the concerned party to inform them of the situation and to obtain any relevant information and submit file to Program of Excellence Chairperson for review.
- iv. Submitted file shall contain the following:
  - Written observations
  - Summary of facts
  - All relevant information
  - Any discrepancies
  - Note of unconfirmed information
- v. Once the file is determined to be complete and correct the BC Hockey Staff Resource will forward the recommendation to the Program of Excellence Coordinator for review with the Chief Executive Officer.
- vi. The Chief Executive Officer is to make the decision.
- vii. BC Hockey informs the family of the decision both verbally and in writing
- viii. The decision is subject to the BC Hockey Bylaws

#### **d) Selection Processes**

##### **i. Coach / Manager Selection**

- Where possible, one (1) of the coaches shall have previous experience as a coach in the program.
- It is recommended that a coach / manager may be involved in the program no more than three (3) consecutive years; (Some exceptions may apply)
- A coach / manager may not be selected if his or her son or daughter is involved in the program that year\*
- Coaches shall be certified Developmental 1. High Performance 1 is recommended.
- The Program of Excellence Coordinator may approve participation of a coaching staff member with consultation of the BC Hockey Staff Resource.

##### **ii. Regional Camp and Regional Team**

- Any special fund-raising events, above items for resale, must receive prior approval from the Chief Executive Officer.
- Only players in attendance at the Regional Camp (including injured players), may be named to a District Team unless approved in advance by the Program of Excellence Coordinator

- The Program of Excellence Delivery Group Member in conjunction with the Coaching staff will be responsible for final player selections. These selections will reflect decisions that will best benefit the program
- A District Regional Team will consist of 20 players, including two (2) goaltenders unless otherwise specified.
- The Team must be selected at the conclusion of the camp
- If an additional staff member (trainer) is to be added to a Regional Team, that person must be approved by BC Hockey
- Managers shall be responsible for adhering to proposed budgets for the Regional Camp and submitting a financial statement within two (2) weeks of its conclusion

### iii. Provincial Competition

- Player sponsorships shall not exceed the costs to the player of attending the Provincial Competition. Sponsors shall not be associated with alcohol or tobacco products
- Teams will strive for equal ice time for all players
- Program of Excellence Delivery Group Member must have the approval of the Male Program of Excellence Coordinator in consultation with the Chief Executive Officer for any expenses involved in attending District Team practices
- The Program of Excellence Delivery Group Member in conjunction with support staff, will be responsible for ranking players and assessing coaches at the Provincial Competition
- Coaches shall submit their practice plans to the Male Program of Excellence Coordinator
- Managers must adhere to the proposed budget for team preparation and competition and submit a financial report within two (2) weeks of the conclusion of the Provincial Competition

#### 13.02.4

### APPEAL PROCEDURE

There is no appeal for players not selected to program components with the exception of those provided through BC Hockey Bylaws.

#### 13.02.5

### CONFIDENTIALITY

All player information is private and confidential and for the express and sole use of the BC Hockey Program of Excellence and is not to be shared, sold, used or distributed to any person or organization outside the confines of BC Hockey for any reason whatsoever without the prior written consent of the BC Hockey Board of Directors, based on recommendation from the Chief Executive Officer.

#### 13.02.6

### GENERAL

Carding Fees:

BC Hockey Program of Excellence Advisory Group Members and Program Delivery Group Members shall not be required to pay NCCP registration / certification fees.

## 14.0 AAA PROGRAM POLICY

### 14.01 FEMALE U18 AAA PROGRAM

#### 14.01.1.1 MANDATE AND KEY DUTIES – FEMALE U18 AAA COMMITTEE AND PROGRAM DELIVERY GROUP

The mandate, key duties and other pertinent details with respect to the Female U18 AAA Committee and the Female U18 AAA Program Delivery Group are set out in the **Terms of Reference**.

In fulfilling its mandate, the Female U18 AAA Committee and the Female U18 AAA Coordinator liaise with the Hockey Development Committee, as well as other BC Hockey stakeholders, as set out in the governance chart excerpt.

#### 14.01.2 ZONE BOUNDARIES

##### 14.01.2.1 FEMALE U18 AAA BOUNDARIES

The BC Hockey Executive Committee has approved five (5) draw zones. The zone boundaries and Minor Hockey Associations included in each of the respective zone areas established by BC Hockey are:

- a) **Kootenay Zone** including Beaver Valley, Boundary, Canal Flats, Castlegar, Cranbrook, Creston Valley, Elk Valley, Fernie, Golden, Grand Forks, Kaslo, Kimberley, Nakusp, Nelson, Greater Trail, Windermere Valley
- b) **North Zone** including Burns Lake, Chetwynd, Clearview, Dawson Creek, Fort Nelson, Fort St. James, Fort St. John, Fraser Lake, Hazelton, Houston, Hudson Hope, Kitimat, Mackenzie, McBride, Quesnel, Prince George, Prince Rupert, Smithers, Stewart, Stikine, Taylor, Terrace, Tumbler Ridge, Valemount, Vanderhoof, Williams Lake, Yukon, 100 Mile House
- c) **Okanagan Zone** including Chase, Clearwater, Kamloops, Kelowna, Lillooet, Logan Lake, Lumby, Merritt, Penticton, Princeton, Revelstoke, North Okanagan (Armstrong/Enderby), Salmon Arm, Sicamous, South Okanagan (Oliver, Osoyoos), Summerland, Thompson-Cariboo, Vernon, Winfield, West Kelowna
- d) **Island Zone** including Alberni Valley, Campbell River, Comox Valley, Cowichan Valley, Gold River, Juan de Fuca, Kerry Park, Lake Cowichan, Nanaimo, Oceanside, Peninsula, Powell River, Salt Spring Island, Sooke, Tri Ports (Port Alice, Port McNeill, Port Hardy), Victoria, Victoria Racquet Club, Capital Region Female
- e) **Vancouver Zone** including Abbotsford, Aldergrove Arbutus Club, Burnaby Minor, Burnaby Winter Club, Coquitlam, Chilliwack, Cloverdale, Hollyburn Country Club, Hope, Langley, Langley Female, Mission, New Westminister, North Delta, North Vancouver, North Shore Female, North Shore Winter Club, Port Coquitlam, Port Moody, Ridge Meadows, Richmond Jets, South Delta, Semiahmoo, Squamish, Sunshine Coast, Surrey, Vancouver, Vancouver Thunderbirds, West Vancouver, Whistler, Richmond Ravens, Vancouver Girls, Abbotsford Female, Meadow Ridge Female, Surrey Female, Tri Cities Female

**14.01.2.2 ZONE DRAW ADJUSTMENT**

The BC Hockey Board shall approve all adjustments to the BC Hockey U18 AAA draw zones.

**14.01.3 FINANCIAL****14.01.3.1 BUDGET****a) League Budget**

The League operating budget and team registration fees shall be established by June 15 of the calendar year.

Any expense items outside of the approved budget must be approved by the Female U18 AAA Program Coordinator in consultation with staff resource.

**b) Team Budgets**

- i. Each U18 AAA Team must:
  - Establish and submit a proposed budget by July 15 of the calendar year
  - Submit and update team budget, including tournament participation, by August 31 of the calendar year.
  - Provide a financial report within three (3) weeks of the conclusion of their season. Teams that do not meet this requirement will be subject to discipline, suspension or fine.
- ii. Each U18 AAA Team budget shall not include expenses for the following items:
  - Team Staff Honorarium
  - Team Trainer Honorarium
- iii. Female U18 AAA Teams will notify parents of any additional costs team such as: meals, skate sharpening or water bottles.
- iv. All team capital purchases shall require the pre-approval of the Female U18 AAA Program Coordinator. All teams must file a complete inventory list including items such as audio-visual equipment, dry land training equipment, and skate sharpeners. The list will be sent to BC Hockey on November 1 and March 1. All team capital purchases become the property of the BC Female U18 AAA league at the completion of the season.

**14.01.3.2 HOTELS/TRANSPORTATION**

- a) Transportation to all league regular season and playoff games outside of a team's zone and involving travel that are in excess of approximately 125 km shall travel by chartered bus. There will be no transportation provided for Lower Mainland teams to games played within the Lower Mainland.
- b) Accommodation and transportation for up to 20 players and a maximum of five (5) team officials who are traveling with the team will be provided by the league. Transportation outside of Districts must be arranged through commercial carrier. Any variance must be approved by the Female U18 AAA Program Coordinator. All hotel and transportation costs for league play must be pre- approved by the Female U18 AAA Program Coordinator and will be paid by the program.
  - i. Travel by chartered buses shall be provided for team officials and players only
  - ii. Parents or guardians of players may be permitted to travel on the bus, space allowing

- iii. Non-players under the age of 15 are not permitted to travel with the team
- c) The League will provide for a meal allowance for a maximum of five team officials for out of district games only. This will be calculated at per diem rates as established by BC Hockey and reviewed annually as per section 2.02 iii of the policy.
- d) Travel expenses incurred for any reason other than travel by charter bus with the U18 AAA team for league games will be the responsibility of the U18 AAA team.

**14.01.3.3****TEAM BANK ACCOUNTS**

Each U18 AAA Team will be assigned a bank account prior to the start of each season, with the following parameters:

- a) The Chief Executive Officer or Staff Designate will assign two (2) signing officers for each team
- b) All transactions and monies for the team must be accounted for in the assigned account
- c) The team signing officers will be required to complete a financial report. This report is to be filed with the BC Hockey office each month.
- d) Teams are not to open or use any other bank account in addition to the league supplied account. Team officials are not to use their personal accounts for any team funds.
- e) All gaming license applications are to be administered by the BC Hockey office. It should be noted that a successful gaming application will necessitate the use of a second, gaming specific, bank account for the team.

**14.01.3.4****FUNDRAISING**

No advertising, name bars (other than league supplied name bars) or other patches may be applied to team jerseys.

**14.01.3.5****HONORARIA****a) The League will provide a team staff honorarium with the following breakdown**

- Head Coach - \$15 000
- Assistant Coaches (2) - \$2500
- General Manager (1) - \$10 000
- Trainer (1) - \$3600
- Trainer Supplies - \$500.00
- Staff will have their meal expenses on the road covered on a per diem basis.
- BC Hockey will provide Female U18 AAA teams with funds to cover the costs of travel to practices and home games.

**b) Honorarium cheques will be held by BC Hockey should a team not have up to date accounting records.**

NOTE: Each Female U18 AAA Team shall be limited as follows with respect to the supplementation of the Head Coach and General Manager honorarium:

- Total amount of the supplementation honorarium to the head coach shall not exceed \$15,000.00

- Total amount of the supplementation honorarium to the general manager shall not exceed \$10,000.00
- Fees in addition to the BC Hockey player fee may not be assessed to the players or a team in order to supplement the head coach or general managers honorarium.

#### 14.01.4

### TEAM OFFICIALS

#### 14.01.4.1

### REQUIREMENTS

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

- a) All individuals wishing to apply for a head coach position on a Female U18 AAA Team shall submit an application to the appropriate general manager. For all new applicants, their applications MUST be accompanied by their hockey resume to be considered.
- b) If no applicant is deemed suitable, the application process shall be extended.
- c) All team officials shall be non-parents of players playing in the Female U18 AAA League. The BC Hockey Executive Committee may approve an exemption should no other applications be received upon the Branch Coordinator's recommendation.
- d) 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.
- e) 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.
- f) All team officials are to complete a criminal record check and disclosure form and submit them to BC Hockey prior to the identification camp.

#### 14.01.4.2

### SELECTION

The selection of new and returning Team Officials will be appointed by the Chief Executive Officer on recommendation by the Female U18 AAA Program Coordinator.

#### 14.01.4.3

### 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 more serious than an equivalent offence committed by a player.

**a) Team officials may be released from a U18 AAA team for the following reasons:**

- Failure to control conduct of players
- Disrespect for the rules and regulations of Hockey Canada and BC Hockey
- Failure to follow philosophy and/or philosophical values of BC Hockey and Female U18 AAA League
- Excessive penalties
- Use of alcohol or drugs during a league game or event
- Failure to meet team obligations

- Any infraction deemed by the Female U18 AAA Program Coordinator not to be in the best interests of the team
- If a situation is of sufficient seriousness, the Female U18 AAA Program Coordinator shall have the authority to suspend or release a team official from a team

**b) A decision to release a team official from a team roster may be appealed to the Chief Executive Officer of BC Hockey.**

#### 14.01.4.4

### COACHING CERTIFICATION

**a) Head Coach Requirements**

- i. Certified in High Performance 1
  - There is a deferral process in place for coaches who are working towards completing the course
- ii. Valid Criminal Record Check
- iii. Completed Respect in Sport
- iv. Completed Concussion Awareness Training Tool

**b) Assistant Coach Requirements**

- i. Trained in Development 1
- ii. Valid Criminal Record Check
- iii. Completed Respect in Sport
- iv. Completed Concussion Awareness Training Tool

#### 14.01.4.5

### RESPECT IN SPORT

All BC Hockey Female U18 AAA team officials must complete the Respect in Sport Certification clinic by December 1 of the current season.

#### 14.01.4.6

### HOCKEY CANADA SAFETY PROGRAM (HCSP)

All Hockey Canada carded teams must have an HCSP official carded by December 1 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 U18 AAA Program Coordinator NOTE: That the parent of any member of a team shall not be permitted on that team's bench during games.

#### 14.01.5

### TEAM REGISTRATION

#### 14.01.5.1

### LEAGUE REGISTRATION FEES

Fees shall be invoiced by BC Hockey directly to the individual players based on a per player fee. Member players of the league shall be responsible for any financial deficit incurred by league operations. Should sponsorship funding be secured by BC Hockey to cover operational costs of the league, rebates of these assessments will be distributed equally to league teams.

**14.01.5.2****TEAM NAMES**

- a) All Female U18 AAA team names must be approved by the Female U18 AAA Program Coordinator and BC Hockey Chief Executive Officer
- b) A Female U18 AAA team's approved name cannot be altered in any way, including the addition of sponsor names, without prior approval of the Female U18 AAA Program Coordinator.
- c) Application to change a team's name must be made in writing to the Female U18 AAA Program Coordinator.

**14.01.5.3****TEAM WEBSITES**

- a) U18 AAA team websites and social media accounts will not post team staff members that have not been approved on the Hockey Canada Registry (HCR).
- b) U18 AAA teams will adhere to the BC Hockey Social Media Guidelines – Teams.

**14.01.6****PLAYER REGISTRATION****14.01.6.1****PLAYER FEES**

- a) Player fees shall be prorated equally based on Female U18 AAA team registration fees.
- b) Player fees shall include transportation to out of district games and hotel accommodation.
- c) The players are responsible for their meal costs.
- d) Player fees shall be paid by credit card, electronic transfer, or money order/certified cheque upon request by team manager.
- e) If payment is not received within seven (7) days of receipt of invoice, the player shall not be eligible to participate with the team. In the case of a player joining the team after the season has commenced, payment of fees must be received within two (2) weeks of the player's first game.
- f) Female U18 AAA general managers shall coordinate the payment of all 20 player registration fees.
- g) A player's full registration fee will guarantee a position on a team's roster for the complete season.
- h) Players paying their player fee in installments shall be suspended from all games and practices if payment has not been made within seven (7) days of the payment due date. Such suspension shall remain in effect until payment has been received.
- i) Any shortfall of player registration fees (i.e., player quits and is not replaced) shall be borne by the remaining players.
- j) Players are responsible for any expenses incurred by their Female U18 AAA team during the season over and above the registration/player fee.

**14.01.6.2****REFUNDS**

Any shortfall of team registration fees will be borne by players. As such, refunds shall only be granted if a replacement player is found to fill the vacant roster spot.

- a) **Players Release Due to Health:** In the case where a player has encountered health issues that restrict participation, the player may apply for a refund, either in full or in part, of registration fees.

- b) **Players Voluntary Release:** Should a player choose to be released from the team on their own accord or upon their own choice (i.e., player decides to quit the team), the registration fee will not be refunded by BC Hockey. Should a player be released in order to sign with a junior team, the player may apply for a refund, either in full or in part, of registration fees.
- c) **Player Releases:** There shall be no refunds for any player who has been released for disciplinary reasons.
- d) **Player Suspensions:** Should a player be suspended by a U18 AAA team, or by the Female U18 AAA Program Coordinator relative to BC Hockey / Hockey Canada Regulations, the registration fee will not be refunded by BC Hockey.
- e) **Player Equipment:** Player equipment provided by the Female U18 AAA team is the property of BC Hockey. In the event a player has been permanently suspended or released from a Female U18 AAA Team, the equipment provided must be returned to the team. At the conclusion of the season, all players registered and in good standing with the zone Female U18 AAA team shall receive the equipment provided by the league.
- f) All player refunds will be at the discretion of the Female U18 AAA Program Coordinator and the BC Hockey Chief Executive Officer.
- g) Prorated refunds, where applicable above, will be based upon percentage of season completed at the time of the request.

#### 14.01.6.3

#### **REGISTRATION/CARDING PROCEDURES**

- a) Each team shall receive access to a maximum of 25 electronic Player Registration Certificates via the Hockey Canada Registration system (HCR). A team may register 20 players at any one (1) time, two (2) of which must be goaltenders. Prior to the first league, tournament or playoff game, the registering team manager must:
- b) In order to be eligible for the BC Hockey Female U18 AAA Championships, Regional and National playoffs the team shall be required to have registered seventeen players on Hockey Canada Registration Certificates (at least two (2) of whom must be goaltenders) on or before October 15 of the current season. Teams must obtain approval from the BC Hockey Board of Directors through the Female U18 AAA Program Coordinator should they not be able to card seventeen skaters.
- c) Membership for Female U18 AAA teams shall commence upon acceptance of the team's registration by the Chief Executive Officer of BC Hockey and shall expire annually on April 30.

#### 14.01.6.4

#### **AFFILIATION**

- a) BC Hockey U18 AAA teams may affiliate players from within their draw zones as set out by BC Hockey. U18 AAA Teams shall not affiliate any players from outside their draw zones in the event an adjacent zone does not register a team (i.e. there shall be no movement of players between zones for the purposes of affiliation in the event that a given zone does not have a U18 AAA team).
- b) There shall be no "permanent affiliate" players in Female U18 AAA
- c) An affiliate player registered with a Winter Club may affiliate as follows:
  - i. Eligibility for affiliation purposes is to be determined by the players residence within the zone

- d) Affiliate players must be approved by BC Hockey by way of the Hockey Canada Registry prior to participation. Participation of an affiliate player prior to such approval will be considered as use of an ineligible player by the team and will be subject to discipline in accordance with BC Hockey Regulations.
- e) Registration of an affiliate player requires the written permission of the player's carding MHA. Once an affiliate player's information is submitted electronically, a copy of the page must be printed and signed by both the player and the President or Secretary of the player's MHA.
- f) Affiliate players must be carded with a BC Hockey registered lower division / category team prior to being eligible to be included as an affiliate on a BC Hockey U18 AAA team's list.
- g) Teams may not call up Affiliate Players (except under emergency conditions) when the Affiliate Player's team is playing. Affiliate players shall only be used as emergency replacements for the following emergency conditions:
  - i. Injuries
  - ii. Suspensions/Disciplinary action (not including team imposed suspensions)
- h) The player's team may not unreasonably deny a player the opportunity to play as an Affiliate. Note: this provision applies to players affiliating from MHAs to Female U18 AAA teams, as well as players affiliating from Female U18 AAA teams to Junior clubs.
- j) Consent of an affiliate player's home association must be obtained prior to using the player in a game or practice.
- k) Affiliate players may play a maximum of 10 games (Regular Season and Playoff) as an affiliate to a Female U18 AAA Team in a given season. Once an Affiliate player's registered team is eliminated from playoff competition the player may participate as an affiliate for the balance of the season.
- l) Affiliate players who participate in more than three (3) games or practices must pay an affiliate player assessment of \$200.00. The fee will cover regular expense including one or more of: accommodations, travel, and ice.
- m) An Affiliate player who has played the maximum number of games permitted under HC rules and/or BC Hockey policy may not be used as an affiliate unless her registered team has been eliminated from playoff competition. Players qualifying under this policy shall be assessed a game fee to be determined by the Female U18 AAA Coordinator and Chief Executive Officer.

#### 14.01.6.5

#### PLAYER RELEASES

- a) Players shall not be released once they have been offered a place on a team except for the following reasons:
  - i. Disciplinary problems
  - ii. Use of drugs or alcohol
  - iii. Non-payment of player fees
  - iv. Player requests to play at a higher division or return to Minor Hockey Association.
  - v. Safety or risk management concern to the player
  - vi. Deemed by the Female U18 AAA Program Coordinator to be in the best interests of the team and / or player.

- b) Application to remove a player from a Female U18 AAA team roster must be made in writing to the Female U18 AAA Program Coordinator, setting out reasons for the removal of the player.
- c) If a player with disciplinary issues is being considered for removal from the team:
  - i. Written and/or verbal notice of disciplinary concerns and steps taken to address the problems must be documented by the player's U18 AAA team officials.
  - ii. The player and parent(s) must be made aware of the problems and given the opportunity to correct their behavior prior to submitting said application to the Female U18 AAA Program Coordinator.
- d) There shall be no refunds for any player who has been released for disciplinary reasons.

#### 14.01.7

### PLAYER ELIGIBILITY

#### 14.01.7.1

#### U18 AGED PLAYERS

All Female U18 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 U18 AAA team. A Female U18 AAA team shall be permitted to roster a maximum of three (3) underage players.

#### 14.01.7.2

#### RESIDENTIAL QUALIFICATIONS

The residential qualifications for Female U18 AAA teams shall be those adopted by BC Hockey and Hockey Canada

- a) Regarding Winter Club Players: A player registered with a Winter Club must try out for the Female U18 AAA team within the draw zone where their parents reside. If the player is not selected to the Female U18 AAA team, the player is eligible to return to the Winter Club.
- b) Regarding Academy Players: Players may try out for U18 AAA teams based on the residence of their parents and in accordance with Hockey Canada Regulations. Therefore, regardless of where a player registers with an academy, they may only try out in their "home" AAA zone.
- c) Participants that reside in a District that does not register a Female U18 AAA Team may register in another zone to participate on a Female U18 AAA Team. Such participants must declare their intent to try out for a team in another zone to the BC Hockey Chief Executive Officer and once declared may not try out for a team in any other zone.

#### 14.01.8

### EVALUATION CAMPS

#### 14.01.8.1

#### IDENTIFICATION AND EVALUATION CAMPS

- a) Identification Camps will be held over three (3) days in the late spring. U15 aged participants may attend the identification camp.
- b) All players must pre-register online with the BC Hockey prior to the camp. Failure to pre-register may affect eligibility to participate in the camp.
- c) Any player who is unable to attend any stage of the evaluation camp due to injury or for any other valid reason must pre-register online and will remain eligible for future evaluations. Approval must be obtained from the Female U18 AAA Program Coordinator.
- d) A nominal fee that will cover the cost of the camp and any additional evaluations will be charged and is to be paid online at time of pre-registration.

- e) No player shall participate in any identification or evaluation session unless the camp registration fee has been paid in full.
  - f) Practice jerseys will be provided and can be kept by players.
  - g) Three additional ice sessions may be scheduled to accommodate absentee players and to further assess and evaluate players.
  - h) BC Hockey will provide all Female U18 AAA teams with funds for exhibition games, if expenses associated with exhibition games exceed the funds provided, the additional expenses will be the responsibility of the players participating in the event.
  - i) A goaltender camp will be held prior to the main evaluation camp if the following occurs
    - 50 or less players registered and more than six (6) goalies
    - 51-60 players registered and more than seven (7) goalies
    - 61-70 players registered and more than nine (9) goalies
    - 71-80 players registered and more than 10 goalies
    - 81-90 players registered and more than 11 goalies
    - 91-100 players registered and more than 12 goalies
- \*If a goaltender is released from the goaltender camp 75% of the evaluation camp fee will be refunded.

#### 14.01.8.2

#### **CANCELLATION – REFUNDS**

The following refund policy applies to Evaluation Camp cancellations:

- a) 50% refund until 15 days prior to the start of Camp
- b) Refunds after 15 days from the start of Camp shall be approved by the Chief Executive Officer upon recommendation of the Female U18 AAA Program Coordinator.

#### 14.01.8.3

#### **PLAYER SELECTION PROCESS**

- a) Teams shall consist of up to a maximum of twenty (20) players including two (2) goaltenders
- b) Players can only attend a Female U18 AAA camp for the team(s) within the draw zone in which she resides.
- c) Players will be evaluated and selected by Team Officials with input by evaluators.
  - i. Minimum of 12 players including one (1) goalie chosen the day after the evaluation camp ends.
  - ii. 12 players selected by Aug. 30
  - iii. 20 players selected by Sept. 15
- d) 18 players, two (2) of which must be goaltenders, must be selected by September 15. Any alterations less than 18 must be approved by the Chief Executive Officer through recommendation of the Female U18 AAA Program Coordinator.
- e) After September 15, if a team wishes to further evaluate a player, written permission must first be obtained from the District Association in conjunction with the player's Minor Hockey Association President.

**14.01.9 RULES OF PLAY****14.01.9.1 RULES OF PLAY**

BC Hockey Female U18 AAA teams may dress 20 skaters (including two (2) 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.

**14.01.9.2 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

**14.01.10 RULES AND REGULATIONS****14.01.10.1 DISCIPLINE/SUSPENSIONS**

- a) The BC Hockey Female U18 AAA Program Coordinator shall be responsible for disciplinary action in accordance with BC Hockey / Hockey Canada regulations.
- b) 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 the responsibility of the team who caused the damage.
- c) All penalties and / or suspensions shall be in accordance with BC Hockey guidelines for Hockey Canada published rules. Automatic suspensions shall be applied as per BC Hockey 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 and BC Hockey rules.
- d) 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 may be subject to further disciplinary action by the Program Coordinator.
- e) 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.
- f) Any team official who incurs a Game Misconduct shall be suspended for the team's next game. A team official who incurs a Game Misconduct in the last 10 minutes of a game shall be suspended for the team's next two (2) games.
- g) Disciplinary action shall be taken should any team not obtain game numbers prior to playing any exhibition/tournament games.

**14.01.10.2****ZERO TOLERANCE - DRUGS, ALCOHOL AND TOBACCO**

There is a zero tolerance for the use of alcohol, drugs, tobacco, smoke-less products (e.g. vaporizers) and illegal activity during activities within BC Hockey. 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 must be forwarded to the Female U18 AAA Program Coordinator outlining the circumstances within seven (7) days.

**14.01.10.3****HAZING/INITIATION**

- a) All Hazing/Initiation incidents will be reported to the Female U18 AAA Program Coordinator
- b) All suspension shall be in line with Hockey Canada Regulations

**14.01.10.4****RECRUITING PRACTICES – TAMPERING**

No team official may invite a registered player of another district / association/ club to participate in any exhibition, tournament or league game, practice or team event without prior consent of the player's home association. Violation of this rule will result in disciplinary action.

**14.01.10.5****GAME FORFEIT**

Hockey Canada Forfeiture Rules (as set out in Section 5.6 of the Hockey Canada Policy Manual) shall apply to Female U18 AAA. Failure to meet league commitments may result in suspension(s).

**14.01.10.6****LEAGUE PLAY**

The number of scheduled league games shall be based on the number of Participating U18 AAA Teams.

The number of scheduled league games shall be based on the number of participating U18 Female AAA teams.

**a) Time of Game**

- Three (3) 20 minute stop time periods will be included in regulation playing time with a 12 minute intermission between each period.
- An eight (8) minute warm up will be used with no flood prior to the start of the first period.
- Teams will be required to provide two and a half (2.5) hour game time slots.

**b) Overtime**

- Overtime is played should the game remain tied after regulation play
- There will be a two (2) minute break prior to the start of the five (5) minute sudden victory overtime period
- The teams will not change ends to start overtime as per Rule 10.16 (a) (1)
- Overtime shall be played with each team at a numerical strength of three (3) skaters and one (1) goalie [3 on 3]
- If the game remains tied after the overtime period, it shall remain a tie
- In the event of a tie both teams will receive one (1) point each in the standings
- In the event there is a winner in overtime the winning team shall receive two (2) points and the losing team shall receive one (1) point in the standings

**c) Penalties in Overtime**

- When regulation time ends and the teams are five (5) on three (3):
  - Teams will start overtime five (5) on three (3)
  - Should player strength reach five (5) on four (4) by the next stoppage of play, player strength shall be adjusted to four (4) on three (3).
  - Should player strength reach five (5) on five (5) by the next stoppage of play, player strength shall be adjusted to three (3) on three (3).
- When Regulation time ends and the teams are five (5) on four (4) or four (4) on three (3):
  - Teams will start over time four (4) on three (3)
  - Should player strength reach four (4) on four (4) by the next stoppage, player strength shall be adjusted to three (3) on three (3).
- When Regulation time ends and the teams are four (4) on four (4):
  - Teams will start three (3) on three (3)
  - Should player strength reach four (4) on four (4) by the next stoppage, player strength shall be adjusted to three (3) on three (3).
- Teams shall never have less than three (3) skaters on the ice to start play.

**d) Faceoff Location Following a Penalty**

- When an infringement of a playing rule has been committed resulting in a time penalty (appearing on the scoreboard), the ensuing face-off shall take place at one of the face-off spots in the offending team's defensive zone except in the following four (4) circumstances:
  - When a penalty is assessed after a goal, the face-off will take place at Centre Ice
  - When a penalty is assessed at the end (or before the start) of a period, the face-off will take place at Centre Ice
  - When the defending team is to be penalized and that one (1) of the defensemen or both, or players on the point or any other player coming off the attacking team's bench goes deep into the attacking zone (the top of the face-off circles being the limit) during a gathering at a stoppage of play, the ensuing face-off will take place in the neutral zone at one of the face-off spots outside the offending team's zone
  - When the non-offending team clears the puck and icing is called, the ensuing face-off will take place at one of the face-off spots outside the zone of the team that iced the puck.
- Please note that when a time differential occurs because of multiple penalties, the ensuing face-off will take place in the shorthanded team's zone in the case of multiple penalties when no time differential occurs, the ensuing face-off will take place at the face-off spot nearest to where the stoppage of play occurred.
- Also, if there is a premature substitution of the non-offending team's goaltender, the back lineman will stop play and the ensuing face-off will still take place in the offending team's zone

**e) No Change Icing**

- A team that is in violation of the icing rule shall not be permitted to make any player substitutions prior to the ensuing face-off.
- Should either team elect to utilize their team time-out at this stoppage of play, the team in violation of the icing rule is still not permitted to make player substitutions.
- A team shall be permitted to make a player substitution when in violation of the icing rule:
  - In order to replace a goaltender who had been previously substituted for an extra attacker
  - In order to replace an injured player
  - When a penalty has been assessed, which affects the on-ice strength of either team.
- The determination of players on the ice will be made when the puck leaves the offending player's stick.

**f) Puck Out of Play**

- When any player (excluding the goaltender), with both skates inside his their defending zone shoots or bats the puck (with stick, hand or skate) directly (not-deflected) outside the playing surface, except where there is no glass, the resulting face off shall ensue without the offending team being able to make a line change or player substitution
- When the puck is shot directly into the players' bench, this rule shall not apply. However, should the puck be shot from the defending zone over the glass behind the players' bench, no line change or substitution shall be permitted. This rule shall also include situations where the puck is considered to be shot outside the playing surface from the defending zone and striking any overhead obstructions above the regular playing area such as; scoreboard, rafters, banners or roof etc.
- The Goaltender shall still be penalized with a minor penalty for delay of game as per Hockey Canada Rule 10.11 d) for shooting the puck out of the playing surface. Further, should a player delay the game deliberately by shooting, batting or throwing the puck out of playing surface, they shall be assessed a minor penalty under Hockey Canada Rule 10.11 b).

Any additional unapproved transportation, accommodation, game or practice ice, or officiating costs involved shall be the responsibility of the U18 Female AAA team. All such costs are to be invoiced directly to the team.

League paid practices will end for all U18 Female AAA teams at the conclusion of the U18 Female AAA team's scheduled league play or once eliminated from Championship series, whichever occurs first.

**14.01.10.7****GAME PROTESTS**

There shall be no game protests for league play in the Female U18 AAA League except for the use of an ineligible player. Game protests during regular season shall be transmitted in writing to the Female U18 AAA Program Coordinator within 72 hours of completion of the game in question. Use of illegal / ineligible players shall result in forfeiture of the points and possible disciplinary action.

**14.01.10.8****EXHIBITION GAMES AND TOURNAMENTS**

- a) Any team wishing to play an exhibition game or enter a tournament shall first obtain permission from the Female U18 Program Coordinator and then obtain an Exhibition / Tournament Game number from the Female U18 AAA Program Coordinator. All league commitments must be met prior to permission being granted.
- b) All exhibition games and tournament costs will be paid by the team.
- c) Players are not required to attend tournaments and may not be disciplined for such decision.
- d) A rostered player who is not able to attend a tournament for any reason shall not be charged a tournament fee or any related expenses. Replacement affiliate players shall be assessed a pro- rate tournament fee and expense.
- e) No tournament game shall be substituted for any scheduled league game.

**TOURNAMENT REGULATIONS**

- i. Teams may not commit to any tournament prior to the team's roster being finalized for the season.
- ii. Once team rosters have been finalized, team Coaches, players and parents/guardians may choose what tournament to attend in the season.
- iii. Teams must submit to the Female U18 AAA Program Coordinator a Tournament Intent Request for all out of province competitions. This request must outline which tournaments, dates and a draft budget for the season.
- iv. Teams must not make participation in out of province tournament mandatory. Players may opt out of attending and incurring the expenses.

**14.01.10.9****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 U18 AAA Program Coordinator. 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.

**14.01.10.10****GAME REPORTS**

- a) The home team is responsible for supplying the game report ensuring that it is properly completed and submitting it to the office.
- b) All Affiliate Players (AP) shall be designated as such on the game sheet beside the player's name.
- c) Game statistics are to be entered into the BC Hockey Female U18 AAA site by a non-parent team official.
- d) In order to ensure no sanctions will be applied to your team:
  - i. The game sheet must be uploaded and complete by midnight of the game day.
  - ii. The data entered into the system must be exactly as the official game sheet.
- e) The Female U18 AAA Program Coordinator shall have the authority to issue a fine in the amount of \$100.00 to any team that did not enter the stats within the above timelines or if the team entered inaccurate information.

**14.01.10.11 TIE BREAKING PROCEDURE – LEAGUE STANDINGS**

In the event of any ties in final league standings, the following tie breaker format shall apply for the determination of playoff positions:

- a) If two (2) or more teams are tied, standings will be determined by ranking the teams on the basis of most wins in regular season play.
- b) If the standings determined in step a) contain any further ties, those teams whose standing was not determined in step a) will have the following format applied, with all games played by the tied teams against each other being considered (i.e. If three (3) teams are still tied, then all games played involving any two (2) of the three (3) tied teams will be used in breaking the tie) teams will be ranked by highest winning percentage in these games.
  - i. Teams will be ranked by highest winning percentage in these games
  - ii. Any teams still tied will be ranked by most goals-for in these games
  - iii. Any teams still tied will be ranked by least goals against in these games
  - iv. Any teams still tied will be ranked by the least penalty minutes in these games

NOTE: For section b), games involving all of the tied teams will continue to be used in each of steps ii., iii. and iv. even if one (1) or more of the tied teams receives a placing after a step is applied (i.e. if three (3) teams are tied and one (1) team receives a ranking after step i. is applied, then games among all three (3) teams will still be used in step ii. and beyond).

**14.1.11 OFFICIATING****14.01.11.1 OFFICIATING**

District Above Minor Assigners will assign all games. Female U18 AAA games shall be officiated by a combination of Junior and high performance level Minor Hockey officials. Officials will be identified and approved by the respective Above Minor Officiating Coordinators in consultation with the BC Hockey Referee-In-Chief.

- a) On-ice official fees for league and playoff games shall be paid by the League as follows:
  - Three-official System:
    - Referee: \$80.00
    - Linesperson: \$55.00
  - Two-official System: \$80.00 each
- b) It is the responsibility of the home team to pay the officials.
- c) Should there be fewer than three (3) on-ice officials in attendance at any game; the home team manager is to notify the league manager at the conclusion of the game.
- d) Expenses for on-ice official fees for exhibition games will be paid by the individual teams.

**14.01.11.2 OFFICIATING NO SHOWS**

Should fewer than the required number of officials appear for any game, then the procedures outlined below shall be followed in accordance with hockey Canada Rules:

- a) If, for whatever reason, the Referee or Linesperson appointed are prevented from appearing, the Managers or Coaches of the two (2) competing teams shall agree on a Referee and one (1) or two (2) Linesperson

- b) If they are unable to agree, they shall appoint a player from each team who shall act as officials
- c) If the regularly appointed officials appear during the process of the game, they shall replace the temporary officials immediately
- d) If a Linesperson appointed is unable to act at the last minute, or if through sickness or accident they are unable to finish the game, the Referee in Charge shall have the power to appoint another individual in their place if they feel it necessary.
- e) If, owing to illness or accident, the Referee is unable to continue to officiate when working with two (2) Linespersons, they will continue the game as a two (2) official system

**14.01.12****BILLETING****14.01.12.1****BILLETING OF PLAYERS**

Players are responsible for locating billets as well as any billeting expenses.

- a) Billeting is to be arranged between the player's parents and the host billet family
- b) No team officials are to serve as a billet
- c) Teams must report all billeting arrangements to the Female U18 AAA Program Coordinator upon request

**14.01.13****TEAM UNIFORMS / DRESS CODE****14.01.13.1****UNIFORMS**

BC Hockey has approved league colours, which shall be worn by all U18 Female AAA teams. 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 colour.

No advertising, sponsor names or logos, name bars, or other patches may be applied to team jerseys, without prior consent of the Female U18 AAA Program Coordinator after consultation with the Chief Executive Officer.

Players are required to wear league-supplied equipment including but not limited to jerseys, socks, pants, gloves, helmets and cages.

"Players including goal tenders, shall wear required protective equipment, including CSA-certified helmets and facial protectors and BNQ certified throat protectors in all games, practices, warm-ups and while sitting on the players' bench or penalty box."

**14.01.13.2****DRESS CODE**

All players and team officials shall wear appropriate attire on game days or when in public during league functions. (Standard will be business equivalent) Baseball caps are not to be worn.

**14.01.14****LEAGUE ALL-STAR SELECTIONS****14.01.14.1****END OF SEASON LEAGUE ALL STAR TEAM**

Each team shall nominate the top three (3) forwards, two (2) defensemen and one (1) goaltender from an opposing team. Each team shall submit their completed All Star Player Ranking form to BC Hockey by March 30.

**14.01.15****FEMALE U18 AAA CHAMPIONSHIPS****14.01.15.1****FEMALE U18 AAA CHAMPIONSHIPS**

The Female U18 AAA Championships shall adopt the BC Hockey Championship policies, procedures and format with the following variations:

- a) The Female U18 AAA Championship shall consist of a Survivor Series, Semi-Final series and a Final Series.
- b) The top five (5) teams as determined by league final standings shall be eligible for the Female U18 AAA Championship.
- c) The Female U18 AAA Championship Format will be as follows
  - i. Survivor Series:
    - Fourth vs. Fifth (series to be hosted by the higher placing team)
    - Teams placing first, second, and third get byes into the Semi-Finals
  - ii. Semi-Finals:
    - First Place vs. Survivor Series winner (series to be hosted by the higher placed team)
    - Second Place vs Third Ranked Team (series to be hosted by the higher placed team)
  - iii. Finals:
    - Winners of the Semi Final series will advance to the Final series.
    - The Final series will be hosted by the higher placing team per league standings.
- d) All Female U18 AAA Championship Playoffs will consist of a best two (2) out of three (3) games series as follows:
  - Game One (1): Friday evening
  - Game Two (2): Saturday afternoon or evening
  - Game Three (3): Sunday (preferably afternoon)
  - Series will be held on a specific weekend as determined by BC Hockey
- e) The higher placing team shall have the home team dressing room and bench for Game one.
  - The teams will then alternate home and away jerseys, dressing rooms and benches for each subsequent game the higher placing team shall provide the timekeeper and scorekeeper.
- f) All games must end with a winner. No ties are permitted. In the event a game ends in a tie, the following overtime format shall be applied:
  - In a tied game at the end of regulation time, there will be a two (2) minute rest and then a 10 minute stop-time sudden victory period.
  - If still tied at the end of the first overtime period, there will be a 15 minute flood and then another 20 minute stop time sudden victory period.
  - If still tied, teams will repeat (ii) until a winner is declared.
- g) The BC Hockey Female U18 AAA Champion shall be the BC Hockey representative at the Hockey Canada Pacific Regional and National U18 Championship.

- h) The BC Hockey Board shall have the authority to change the venue of a series if deemed advisable.
- i) The most valuable player announcements or awards shall not be announced or presented at any of the Female U18 AAA Championship Series.

#### **14.01.15.2 FEMALE U18 AAA COACH OF THE YEAR AWARD**

At the end of each season the Female U18 AAA Program Coordinator, in consultation with Chief Executive Officer shall select an individual for the Female U18 AAA Coach of the Year Award.

#### **14.01.15.3 TRAVEL**

All travel and accommodation expenses for games outside of a team's District during the Championships shall be provided.

The team representing BC Hockey at the Pacific Regional Championships and National Championships will be responsible for all travel, hotel and meal expenses incurred while attending those events.

#### **14.01.15.4 FINAL DATE TO WITHDRAW FROM BC HOCKEY CHAMPIONSHIPS**

The final date to withdraw from the BC Hockey Female U18 AAA Championships is December 31.

#### **14.01.16 EDUCATION ADVISOR**

##### **14.01.16.1 EDUCATION ADVISOR**

Teams are strongly encouraged to enlist the services of an educational advisor to assist players with their academic studies and liaise with parents when necessary.

##### **14.01.16.2 ROLE OF THE EDUCATION ADVISOR**

The purpose of the Education Advisor is to assist the players in achieving their education potential while playing on a Female U18 AAA team.

##### **LEAGUE ACADEMIC ADVISOR**

An academic advisor will be assigned by BC Hockey to provide services to all Female U18 AAA teams. Services will include:

- A minimum of one (1) presentation to each team regarding U Sports and NCAA options.
- Compiling a scouting package for players to distribute to interested coaches and aid in recruiting.
- Aide on questions relating to ACT, SATs and academic needs for ACAC, U Sports and NCAA options.
- The Advisor will receive an honorarium from BC Hockey for work with the league and will have the ability to work one-on-one basis with players at their expense.

**14.01.17****IMPORTANT DATES**

<b>Spring</b>	Spring Identification Camps commence
<b>September 1</b>	Practice ice will begin to be paid by BC Hockey
<b>September 15</b>	Minimum of 17 players including two (2) goaltenders must be selected at which time all remaining minor hockey players must be released to their home Minor Hockey Association.
<b>September 15</b>	Team rosters due to the BC Hockey office
<b>September 15</b>	Equipment fitting sessions to be completed
<b>September 16</b>	Player head shots due to the BC Hockey office
<b>September 18</b>	All selected players to send in their signed and completed Refund Policy and Payment forms.
<b>September 30</b>	Deadline for a Goaltender Residential Waiver
<b>September 30</b>	Deadline for Team Budgets and Inventory
<b>January 10</b>	All registered players will become permanent
<b>January 15</b>	Final date for addition to affiliate list
<b>February 10</b>	Final date to make any changes to team rosters (HCR system will convert to "read only.")

**14.02****U18 AAA PROGRAM****14.02.1.1****MANDATE AND KEY DUTIES – U18 AAA COMMITTEE AND PROGRAM DELIVERY GROUP**

The mandate, key duties and other pertinent details with respect to the U18 AAA Committee and the U18 AAA Program Delivery Group are set out in the [Terms of Reference](#)

In fulfilling its mandate, the U18 AAA Committee and the U18 AAA Program Coordinator liaise with the Hockey Development Committee, as well as other BC Hockey stakeholders, as set out in the governance chart excerpt.

**14.02.2****ZONE BOUNDARIES****14.02.2.1****U18 AAA BOUNDARIES**

The BC Hockey Board of Directors has approved 13 draw zones. U18 AAA teams eligible to compete in the BC Hockey U18 AAA League. The zone boundaries and Minor Hockey Associations included in each of the respective zone areas established by BC Hockey are:

- a) **Kootenay Zone** including Beaver Valley, Boundary, Castlegar, Cranbrook, Creston Valley, Elkford, Fernie, Golden, Grand Forks, Invermere, Kaslo, Kimberley, Midway, Nakusp, Nelson, Greater Trail, Windermere Valley, Elk Valley
- b) **North Central Zone** including Mackenzie, McBride, Quesnel, Prince George, Valemount, Williams Lake,
- c) **North East Zone** including Chetwynd, Clearview, Dawson Creek, Fort Nelson, Fort St. John, Hudson Hope, Taylor, Tumbler Ridge, Yukon
- d) **North West Zone** including Burns Lake, Fort St. James, Fraser Lake, Hazelton, Houston, Kitimat, Prince Rupert, Smithers, Stewart, Stikine, Terrace, Vanderhoof

- e) **North Okanagan Zone** including Ashcroft, Chase, Clearwater, Kamloops, Lillooet, Logan Lake, Merritt, Revelstoke, North Okanagan (Armstrong/Enderby), Salmon Arm, Sicamous, 100 Mile House, Thompson-Cariboo
- f) **South Okanagan Zone** including Kelowna, Lumby, Penticton, Princeton, South Okanagan (Oliver, Osoyoos), Summerland, Vernon, Winfield, West Kelowna
- g) **North Island Zone** including Campbell River, Comox Valley, Cowichan Valley North, Gold River, Lake Cowichan, Nanaimo, Oceanside, Port Alberni, Powell River, Salt Spring Island, Tri Ports (Port Alice, Port McNeill, Port Hardy)
- h) **South Island Zone** including Cowichan Valley South, Juan de Fuca, Peninsula, Sooke, Victoria, Victoria Racquet Club, Kerry Park
- i) **Vancouver Centre Zone** including Arbutus Club, Richmond Jets, South Delta, Vancouver, Vancouver Thunderbirds
- j) **Vancouver North East Zone** including Burnaby Minor East, Coquitlam, Port Coquitlam, Port Moody, Ridge Meadows, New Westminster
- k) **Vancouver North West Zone** including Burnaby Minor West, Burnaby Winter Club, Hollyburn Country Club, North Vancouver, North Shore Winter Club, Squamish, Sunshine Coast, West Vancouver, Whistler
- l) **Vancouver South East Zone** including Abbotsford, Aldergrove, Hope, Chilliwack, Langley, Mission
- m) **Vancouver South West Zone** including Cloverdale, Semiahmoo, Surrey, North Delta

**NOTE:**

- Burnaby Minor East will include Postal Codes (V5B, V5A, V5E, V3N and V3J)
- Burnaby Minor West will include Postal Codes (V5C, V5G, V5H and V5J)
- Cowichan Valley North will include residency North of the Cowichan River and South Lake Cowichan
- Cowichan Valley South will include residency South of the Cowichan River

#### 14.02.2.2 **ZONE DRAW ADJUSTMENT**

The BC Hockey Board of Directors shall approve all adjustments to the BC Hockey U18 AAA draw zones.

#### 14.02.2.3 **ZONE BOUNDARY CHANGE**

The North Central Zone shall include the boundary of the North West and North East Yukon Zones.

#### 14.02.2.4 **U18 AAA TEAM APPLICATION**

The BC Hockey Board of Directors shall only approve one (1) team in each of the above zones.

**14.02.3****FINANCIAL****14.02.3.1****BUDGET****a) League Budget**

The League operating budget and team registration fees shall be established by June 15 of the calendar year.

Any expense items outside of the approved budget must be approved by the U18 AAA Coordinator.

**b) Team Budgets**

- i. Each U18 AAA Team must:
  - Establish and submit a proposed budget by June 15 of the calendar year.
  - Provide a financial report within three (3) weeks of the conclusion of their season. Teams that do not meet this requirement will be subject to discipline, suspension or fine.
- i. Each U18 AAA Team budget shall not include expenses for the following items:
  - Team Staff Honorarium
  - Team Trainer Honorarium
- ii. U18 AAA teams will notify parents of any additional costs team such as: meals, skate sharpening or water bottles.
- iii. All team capital purchases shall require the pre-approval of the U18 AAA Program Coordinator. All teams must file a complete inventory list including items such as audio visual equipment, dry land training equipment, and skate sharpeners. The list will be sent to BC Hockey on November 1 and March 1. All team capital purchases become the property of BC Hockey.

**14.02.3.3****HOTELS/TRANSPORTATION**

- a) Transportation to all league regular season and playoff games outside of a team's zone and involving travel that are in excess of approximately 125 km shall travel by chartered bus. There will be no transportation provided for Lower Mainland teams to games played within the Lower Mainland Zones.
- b) Accommodation and transportation for up to 20 players and a maximum of five (5) team officials who are traveling with the team will be provided by the league. Transportation outside of Districts must be arranged through commercial carrier. Any variance must be approved by U18 AAA Program Coordinator. All hotel and transportation costs for league play must be pre-approved by the U18 AAA Program Coordinator and will be paid by league.
  - i. Travel by chartered buses shall be provided for team officials and players only
  - ii. Parents or guardians of players may be permitted to travel on the bus, space allowing
  - iii. Non-players under the age of 15 are not permitted to travel with the team
- c) The League will provide for a meal allowance for a maximum of five team officials for out of district games only. This will be calculated at per diem rates as established by BC Hockey and reviewed annually as per section 2.02 iii of the policy.
- d) Travel expenses incurred for any reason other than travel by charter bus with the U18 AAA team for league games will be the responsibility of the U18 AAA team.

**14.02.3.4****TEAM BANK ACCOUNTS**

Each U18 AAA Team will be assigned a bank account prior to the start of each season, with the following parameters:

- a) The Chief Executive Officer or Staff Designate will assign two (2) signing officers for each team
- b) All transactions and monies for the team must be accounted for in the assigned account
- c) The team signing officers will be required to complete a financial report. This report is to be filed with the BC Hockey office each month
- d) Teams are not to open or use any other bank account in addition to the league supplied account. Team officials are not to use their personal accounts for any team funds.
- e) All gaming license applications are to be administered by the BC Hockey office. It should be noted that a successful gaming application will necessitate the use of a second, gaming specific, bank account for the team.

**14.02.3.5****FUNDRAISING**

No advertising, name bars (other than league supplied name bars) or other patches may be applied to team jerseys without prior consent of the Chief Executive Officer.

**14.02.3.6****HONORARIA****a) The League will provide a team staff honorarium with the following breakdown**

- i. Head Coach - \$15,000.00
- ii. Assistant Coach (2) - \$2,500.00
- iii. General Manager - \$10,000.00
- iv. Trainer - \$3,600.00
- v. Trainer Supplies - \$500.00
  - Staff will have their meal expenses on the road covered on a per diem basis.
  - BC Hockey will provide U18 AAA teams with funds to cover the costs of travel to practices and home games.

**b. Honorarium cheques will be held by BC Hockey should a team not have up to date accounting records.**

NOTE: Each U18 AAA Team shall be limited as follows with respect to the supplementation of the Head Coach and General Manager honorarium:

- Total amount of the supplementation honorarium to the head coach shall not exceed \$15,000.00
- Total amount of the supplementation honorarium to the general manager shall not exceed \$10,000.00
- Fees in addition to the BC Hockey player fee may not be assessed to the players or a team in order to supplement the head coach or general managers honorarium.

NOTE: Any request to deviate from the above noted policy shall be submitted to the U18 AAA Coordinator and Chief Executive Officer for consideration.

The U18 AAA Program Coordinator and Chief Executive Officer hold the authority to make adjustments to honorarium amounts.

#### 14.02.4

### TEAM OFFICIALS

#### 14.02.4.1

### REQUIREMENTS

All coaching staff must share the philosophical values of the representative zone and that of BC Hockey:

- a) All individuals wishing to apply shall submit an application to the General Manager of the team they wish to participate.
- b) Notwithstanding the above dates, if a qualified U18 AAA team official application is received after the above dates, the application shall be considered.
- c) Returning team officials shall be given preference over new applicants unless it has been determined that to do so would not be in the best interest of BC Hockey.
- d) If no applicant is deemed suitable, the application process shall be extended to June 30.
- e) All coaches shall be non-parents.
- f) Managers are not permitted to participate on the bench during games or on the ice during practices.
- g) All team officials to complete criminal record check prior to being selected.
- h) All team staff will sign the BC U18 AAA League Code of Conduct.

#### 14.02.4.2

### SELECTION

New and returning Team Officials will be appointed by the Chief Executive Officer on recommendation by the U18 AAA Program Coordinator.

#### 14.02.4.3

### 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 more serious than an equivalent offence committed by a player.

**a) Team officials may be released from a U18 AAA team for the following reasons:**

- Failure to control conduct of players
- Disrespect for the rules and regulations of Hockey Canada and BC Hockey
- Failure to follow philosophy and/or philosophical values of BC Hockey and the U18 AAA League
- Excessive penalties
- Use of alcohol or drugs during a league game or event
- Failure to meet team obligations
- Any infraction deemed by the U18 AAA Program Coordinator not to be in the best interests of the team

- Failure to adhere to the BC U18 AAA League Code of Conduct.

The Chief Executive Officer shall have the authority to release a team official based on the recommendations for the U18 AAA Program Coordinator.

**b) A decision to release a team official from a team roster may be appealed to the Chief Executive Officer of BC Hockey**

#### 14.02.4.4

### COACHING CERTIFICATION

**a) Head Coach Requirements**

- i. Certified in High Performance 1
  - There is a deferral process in place for coaches who are working towards completing the course
- ii. Valid Criminal Record Check
- iii. Completed Respect in Sport
- iv. Completed Concussion Awareness Training Tool

**b) Assistant Coach Requirements**

- i. Trained in Development 1
- ii. Valid Criminal Record Check
- iii. Completed Respect in Sport
- iv. Completed Concussion Awareness Training Tool

#### 14.02.4.5

### RESPECT IN SPORT

All BC Hockey U18 AAA team officials must complete the Respect in Sport to be considered for any position within the U18 AAA.

#### 14.02.4.6

### HOCKEY CANADA SAFETY PROGRAM (HCSP)

All Hockey Canada carded teams must have an HCSP official carded by December 1 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 U18 AAA Program Coordinator. Note that the parent of any member team shall not be permitted on that team's bench during games.

#### 12.02.5

### TEAM REGISTRATION

#### 14.02.05.01

### LEAGUE REGISTRATION FEES

Each BC Hockey U18 AAA team shall be assessed an equal fee to cover the operating costs of the league. To facilitate administration at the team level, these fees shall be invoiced by BC Hockey directly to the individual players based on registration of 20 players (including two (2) goaltenders). Each team will be responsible for the payment of the total invoice, regardless of the number of players carried on their roster. Member players of the league shall be responsible for any financial deficit incurred by league operations. Should sponsorship funding be secured by BC Hockey to cover operational costs of the league, rebates of these assessments will be distributed equally to league teams.

**14.02.5.2****TEAM NAMES**

- a) All U18 AAA team names must be approved by the U18 AAA Program Coordinator and Chief Executive Officer.
- b) A U18 AAA team's approved name cannot be altered in any way, including the addition of sponsor names, without prior approval of the U18 AAA Program Coordinator.
- c) Application to change a team's name must be made in writing to the U18 AAA Program Coordinator.

**14.02.5.3****TEAM WEBSITES**

- a) U18 AAA team websites and social media accounts will not post team staff members that have not been approved on the Hockey Canada Registry (HCR).
- b) U18 AAA teams will adhere to the BC Hockey Social Media Guidelines – Teams.

**14.02.5.4****LEAGUE WEBCAST**

- a) All U18 AAA teams will be required to webcast their home games through the League approved provider.
- b) If a game is not webcast the team will be issued a \$200.00 fine. The fine will not be issued if a circumstance outside the control of the team prevented the game from being broadcasted.
- c) The U18 AAA team will be responsible for the equipment that is provided to broadcast their games.

**14.02.6****PLAYER REGISTRATION****14.02.6.1****PLAYER FEES**

- a) Player fees shall be prorated equally based on U18 AAA team registration fees.
- b) Player fees shall include transportation to out of district games and hotel accommodation.
- c) The players are responsible for their meal costs.
- d) Player fees shall be paid by credit card, electronic transfer, or money order/certified cheque upon request by team manager.
- e) If payment is not received within seven (7) days of receipt of invoice, the player shall not be eligible to participate with the team. In the case of a player joining the team after the season has commenced, payment of fees must be received within two (2) weeks of the player's first game.
- f) U18 AAA general managers shall coordinate the payment of all 20 player registration fees.

- g) A player's full registration fee will guarantee a position on a team's roster for the complete season.
- h) Players paying their player fee in installments shall be suspended from all games and practices if payment has not been made within seven (7) days of the payment due date. Such suspension shall remain in effect until payment has been received.
- i) Any shortfall of player registration fees (i.e., player quits and is not replaced) shall be borne by the remaining players.
- j) Players are responsible for any expenses incurred by their U18 AAA team during the season over and above the registration/player fee.

#### 14.02.6.2

#### REFUNDS

Any shortfall of team registration fees will be borne by players. As such, refunds shall only be granted if a replacement player is found to fill the vacant roster spot.

- a) **Players Release Due to Health:** In the case where a player has encountered health issues that restrict participation, the player may apply for a refund, either in full or in part, of registration fees.
- b) **Players Voluntary Release:** Should a player choose to be released from the team on their own accord or upon their own choice (i.e., player decides to quit the team), the registration fee will not be refunded by BC Hockey. Should a player be released in order to sign with a junior team, the player may apply for a refund, either in full or in part, of registration fees.
- c) **Player Releases:** There shall be no refunds for any player who has been released for disciplinary reasons.
- d) **Player Suspensions:** Should a player be suspended by a U18 AAA team, or by the U18 AAA Program Coordinator relative to BC Hockey / Hockey Canada Regulations, the registration fee will not be refunded by BC Hockey.
- e) **Player Equipment:** Player equipment provided by the U18 AAA team is the property of BC Hockey. In the event a player has been permanently suspended or released from a U18 AAA League Team, the equipment provided must be returned to the team. At the conclusion of the season, all players registered and in good standing with the zone U18 AAA league team shall receive the equipment provided by the league.
- f) All player refunds will be at the discretion of the U18 AAA Program Coordinator and the Chief Executive Officer.
- g) Pro-rated refunds, where applicable above, will be based upon percentage of season completed at time of the request.

#### 14.02.6.3

#### REGISTRATION/CARDING PROCEDURES

- a) Each team shall receive access to a maximum of 25 electronic Player Registration certificates via the BC Hockey Online Carding system. Prior to the first league, tournament or playoff game, the registering team manager must:
  - i. Register all players and team officials on the BC Hockey carding system
  - ii. All players are required to complete registration, which includes acknowledgement of the refund policy. No player shall participate with a team until said registration has been completed.

- b) Participation of a player or team official prior to carding on the BC Hockey carding system will result in loss of points and/or discipline in accordance with BC Hockey Regulations.
- c) A team shall carry a full roster of 20 players, two (2) of which must be goaltenders.
- d) Notwithstanding the preceding paragraph, in order to be eligible for the BC Hockey U18 AAA Championships, in accordance with Hockey Canada Regulations, to meet eligibility requirements to compete in Regional and National playoffs, the teams shall be required to have registered not less than 15 players on Hockey Canada Registration Certificates (at least two (2) of whom must be goaltenders) on or before February 10 of the current season.

#### 14.02.6.4

#### AFFILIATION

- a) BC Hockey U18 AAA teams may affiliate players from within their draw zones as set out by BC Hockey. U18 AAA Teams shall not affiliate any players from outside their draw zones in the event an adjacent zone does not register a team (i.e. there shall be no movement of players between zones for the purposes of affiliation in the event that a given zone does not have a U18 AAA team).
- b) There shall be no "permanent affiliate" players in the U18 AAA.
- c) An affiliate player registered with a Winter Club may affiliate as follows:
  - i. Eligibility for affiliation purposes is to be determined by the players residence within the zone
- d) Affiliate players must be approved by BC Hockey by way of the Hockey Canada Registry prior to participation. Participation of an affiliate player prior to such approval will be considered as use of an ineligible player by the team and will be subject to discipline in accordance with BC Hockey Regulations.
- e) Registration of an affiliate player requires the written permission of the player's carding MHA. Once an affiliate player's information is submitted electronically, a copy of the page must be printed and signed by both the player and the President or Secretary of the player's MHA.
- f) Affiliate players must be carded with a BC Hockey registered lower division/category team prior to being eligible to be included as an affiliate on a BC Hockey U18 AAA team's list.
- g) Players registered on recreational ("house" or "C") teams, may affiliate to a U18 AAA team.
- h) Teams may not call up Affiliate Players (except under emergency conditions) when the Affiliate Player's team is playing. Affiliate players shall only be used as emergency replacements for the following emergency conditions:
  - i. Injuries
  - ii. Suspensions/Disciplinary action (not including team-imposed suspensions)
- i) The player's team may not unreasonably deny a player the opportunity to play as an Affiliate. NOTE: This provision applies to players affiliating from MHAs to U18 AAA teams, as well as players affiliating from U18 AAA teams to Junior clubs.
- j) Consent of an affiliate player's home association must be obtained prior to using the player in a game or practice.
- k) Affiliate players may play a maximum of 10 games (Regular Season and Playoff) as an affiliate to a U18 AAA Team in a given season. Once an Affiliate player's registered team is eliminated from playoff competition the player may participate as an affiliate for the balance of the season.

- l) Affiliate players who participate in more than three (3) games or practices must pay an affiliate player assessment of \$200.00. The fee will cover regular expense including one (1) or more of: accommodations, travel, and ice.
- m) An Affiliate player who has played the maximum number of games permitted under Hockey Canada rules and/or BC Hockey policy may not be used as an affiliate unless their registered team has been eliminated from playoff competition. Players qualifying under this policy shall be assessed a game fee to be determined by the BC Hockey AAA Program Coordinator and Chief Executive Officer.
- n) U18 AAA League players shall not affiliate to a U21 team.

#### 14.02.6.5

#### PLAYER RELEASES

- a) Players shall not be released once they have been offered a place on a team except for the following reasons:
  - i. Disciplinary problems
  - ii. Use of drugs or alcohol
  - iii. Non-payment of player fees
  - iv. Player requests to play at a higher division or return to Minor Hockey Association.
  - v. Safety or risk management concern to the player
  - vi. Deemed by the U18 AAA Program Coordinator to be in the best interests of the team and/or player
- b) Application to remove a player from a U18 AAA team roster must be made in writing to the U18 AAA Program Coordinator, setting out reasons for the removal of the player.
- c) If a player with disciplinary issues is being considered for removal from the team:
  - i. Written and/or verbal notice of disciplinary concerns and steps taken to address the problems must be documented by the player's U18 AAA team officials.
  - ii. The player and parent(s) must be made aware of the problems and given the opportunity to correct their behaviour prior to submitting said application to the U18 AAA Program Coordinator
- d) There shall be no refunds for any player who has been released for disciplinary reasons.

#### 14.02.7

#### PLAYER ELIGIBILITY

##### 14.02.7.1

#### U18 AGED PLAYERS

All U18 aged players (15, 16 or 17 years old within the calendar year) residentially eligible to register and play minor hockey in BC Hockey are eligible to try out for their BC Hockey U18 AAA team.

##### 14.02.7.2

#### UNDER-AGED PLAYERS

No under-aged players will be permitted to be rostered on, or carded with, a U18 AAA team unless deemed an exemplary player in accordance with BC Hockey Policy 9.

##### 14.02.7.3

#### RESIDENTIAL QUALIFICATIONS

The residential qualifications for U18 teams shall be those adopted by BC Hockey and Hockey Canada.

NOTE 1: A player is only eligible to try out for the U18 AAA team where their parents reside.

NOTE 2: Winter Club players: A player registered with a Winter Club must try out for the U18 AAA team where their parents reside. If the player is not selected to a U18 AAA team, the player is eligible to return to the Winter Club.

NOTE 3: Sports School Players: Players may try out for U18 AAA teams based on the residence of their parents and in accordance with Hockey Canada Regulations. Therefore, regardless of where a player registers with a Sport School, they may only try out in their "home" AAA zone.

#### 14.02.7.4

### U18 AAA RESIDENTIAL WAIVER

#### Player / Goaltender

- a) A U18 AAA team may apply for a goaltender residential waiver to the U18 AAA Program Coordinator. A player who has been released from their residential U18 AAA team may be issued a residential waiver prior to September 30.
- b) There is no appeal if a player is not selected to a U18 AAA team
- c) Infractions to the Player Residential Waiver will result in discipline to the team staff
- d) All residential waivers shall be returned at the end of the playing season

#### 14.02.8

### PLAYER SELECTION PROCESS

#### 14.02.8.01

### SPRING IDENTIFICATION CAMPS

- a) Camps are to be held over three (3) days during the first two (2) weeks of May.
- b) All players must pre-register online with BC Hockey prior to the Identification camp. Failure to pre-register may affect eligibility to participate in the camp.
- c) Players may only attend U18 AAA camps in the area in which they reside.
- d) A player who receives a residential waiver in the previous season is eligible to submit a request to attend the Home Zone's Spring Identification Camp or the team they were carded with on January 10 in the previous season. The player must submit the request to the U18 AAA Program Coordinator prior to March 30.
- e) Any player who is unable to attend any stage of the Identification Camp due to injury or for any other valid reason must pre-register online and will remain eligible for future evaluations. Approval must be obtained from the U18 AAA Program Coordinator.
- f) A nominal fee that will cover the cost of the camp and any additional evaluations will be charged and is to be paid online at time of pre-registration.
- g) No player shall participate in any evaluation session unless the Identification Camp registration fee has been paid in full.
- h) Practice jerseys will be provided and can be kept by players.
- i) Three (3) additional ice sessions may be scheduled to accommodate absentee players and to further assess and evaluate players.

BC Hockey will provide all U18 AAA teams with funds for exhibition games, if expenses associated with exhibition games exceed the funds provided, the additional expenses will be the responsibility of the players participating in the event.

- j) A goaltender camp will be held prior to the main evaluation camp if the following occurs

- 50 or less players registered and more than 6 goalies
- 51-60 players registered and more than 7 goalies
- 61-70 players registered and more than 9 goalies
- 71-80 players registered and more than 10 goalies
- 81-90 players registered and more than 11 goalies
- 91-100 players registered and more than 12 goalies

\*If a goaltender is released from the goaltender camp 75% of the evaluation camp fee will be refunded.

- k) Players will be evaluated and selected by Team Officials with input by Program of Excellence Delivery Group Members.
- l) Player Identification:
  - i. A minimum of 11 skaters to a maximum of 18 skaters and two (2) goaltenders must be identified and offered a position on the team by May 15.
  - ii. A team's commitment must include a minimum of 11 players from their Home Zone.
  - iii. The list of identified players shall be registered via the HCR on June 1.
  - iv. Male U18 AAA teams are required to submit a standard U18 AAA Player Ranking Form of players after their Spring Identification Camp.
- m) A player is eligible to attend the Prospects Camp under the following circumstances:
  - i. The player attended their Home Zone and did not receive a commitment.
  - ii. The player's home residence is greater than 800km from their Spring Camp location. The player will be required to pay the Spring Camp fee. The player's Home Zone Team will have first right of refusal to commit to a player who opts out from attending the Spring Camp.
- n) Teams shall have no contact with players who did not attend their Spring Camp until the Prospect Camp.

#### 14.02.8.2

#### PROSPECT CAMP

- a) Players who do not receive a commitment from Spring Camp and are entering their 16 or 17 year old season, are eligible to attend the Prospect Camp.
- b) The Prospects Camp will invite a maximum of 96 forwards, 48 defenseman and 24 goalies to form eight (8) teams.
- c) Should the request to participate exceed the maximums allowed, the U18 AAA Program Coordinator will consult with Teams and Evaluation Staff to determine player invites. Invitations will be distributed three (3) days prior to the start of the Prospects Camp.
- d) A registration fee that will cover the cost of the camp will be charged and is to be paid online at time of pre-registration.
- e) Players attending the Prospect Camp will be required to submit a list of teams that the player is willing to register with during the up-coming season.
- f) Teams are eligible to submit requests to interview players during the Camp.
- g) Teams are eligible to submit a Residential U18 AAA Waiver request for a player from 2:00 pm

on day two (2) of the camp until 30 minutes after the final ice session on the final day of Camp. A Residential U18 AAA Waiver, if accepted by the player, entitles the team to:

- i. Roster the player on the HCR
  - ii. Invite the player to attend the team's evaluation process
- h) Players who do not receive a Residential U18 AAA Waiver request during the Prospect Camp are eligible to attend a team's evaluation process. The Residential U18 AAA Waiver must be received prior to September 15.
- i) A player who accepts a Residential Waiver to participate in a team's evaluation process and is subsequently released prior to the September 15 roster deadline, is eligible to accept a roster card from any other U18 AAA team.

### 14.02.8.3

#### EVALUATION CAMPS

- a) Ice sessions and exhibition games will be held at the discretion of the Team
- b) Costs over and above funds provided by BC Hockey are to be paid by the players taking part in the Evaluation process.
- c) If a player does not attend a Spring Identification Camp and a Try Out Exemption has not been granted, they are not eligible to participate in a team's Evaluation Process.
- d) If a player does not attend the Prospect Camp the following requirements must be met by the player to be eligible to participate in a team's evaluation process:
  - i. The player's home zone team must release the player from attending their evaluation process.
- e) A registration fee will be charged to players who take part in a team's evaluation process who do not attend the Prospects Camp.

### 14.02.8.4

#### TEAM STRUCTURE

- a) Teams will consist of twenty players including two (2) goaltenders.
- b) A minimum of 20 players including two (2) goaltenders must be selected by September 15 at which time all remaining minor hockey players must be released to their home Minor Hockey Association.
- c) Players registered on September 15 may only be released for the purpose of creating a roster spot for a player returning from Junior.
- d) In situations where a player returns from Junior and their residential home zone has exhausted their 25 player certificates, placement of that player on another U18 AAA roster will be determined by the CEO in consultation with the U18 AAA Program Coordinator.
- e) After September 15, if a team wishes to further evaluate a player, written permission must first be obtained from a player's Minor Hockey Association President.
- f) Once a player has been released, written consent must be obtained from the player's home Minor Hockey Association prior to inviting the player to attend further evaluation.

**14.02.8.5****CANCELLATION – REFUNDS**

The following refund policy applies to Identification Camp cancellations:

- a) 50% refund up until 15 days prior to the start of the Identification Camp
- b) Refunds as stated above shall be approved by the Chief Executive Officer upon recommendation of the U18 AAA Program Coordinator.

**14.02.9****RULES OF PLAY****14.02.9.1****RULES OF PLAY**

BC Hockey U18 AAA League teams shall be composed of 20 players (including two (2) goaltenders) and up to five (5) team officials who are duly registered with BC Amateur Hockey Association in accordance with the rules and regulations of BC Hockey and Hockey Canada. Membership for such teams shall commence upon acceptance of the team's registration by the Chief Executive Officer of the BC Hockey and shall expire as of the following August 31.

**14.02.9.2****HOME TEAM RESPONSIBILITIES**

The home team shall be responsible for the following for each game:

- Warm-up and game pucks
- Official league gamesheet
- A qualified timekeeper
- A qualified scorekeeper
- Shots-on-goal statistics for each team to be included on the official gamesheet

**14.2.10****RULES AND REGULATIONS****14.02.10.1****DISCIPLINE/SUSPENSIONS**

- a) BC Hockey shall administer the U18 AAA League and be responsible for all disciplinary action.
- b) Team officials shall be responsible for supervising and controlling the conduct of their players before, during or after each game. Failure by team officials to control the conduct of their players (e.g. dressing room/hotel vandalism, theft, bench brawls, lobby and parking lot altercations, etc.) may result in suspension and / or other disciplinary action of the team official and/or player(s). In addition, the cost of any damages shall be assessed against the team.
- c) All penalties and/or suspensions shall be in accordance with U18 AAA League Policy and/or Hockey Canada published rules. Automatic / Minimum suspensions shall be applied as per BC Hockey 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 and BC Hockey rules, whether or not notification is given
- d) Excessive penalty minutes by individual players including a combination of major penalties such as Gross Misconduct/Match penalties, Misconducts, and Game Misconduct penalties shall result in suspension(s) and/or disciplinary action as determined by the U18 AAA Program Coordinator.
- e) Any team official who incurs a Game Misconduct outside of the last 10 minutes of the game shall be suspended for the team's next games. A team official who incurs a Game Misconduct in the last 10 minutes of a game shall be suspended for the team's next two (2) games.

- f) Exhibition games are not considered league, tournament or playoff games for the purpose of serving suspensions.

**14.02.10.2****ZERO TOLERANCE - DRUGS, ALCOHOL AND TOBACCO PRODUCTS**

There is a zero tolerance for the use of alcohol, drugs, tobacco, smoke-less products (e.g. vaporizers) and illegal activity during activities within BC Hockey. 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 must be forwarded to the U18 AAA Program Coordinator outlining the circumstances within seven (7) days.

**14.02.10.3****HAZING/INITIATION**

- a) All Hazing/Initiation incidents will be reported to the U18 AAA Program Coordinator  
b) All suspension shall be in line with Hockey Canada Regulations

**14.02.10.4****RECRUITING PRACTICES - TAMPERING**

No team official may invite a registered player of another association/club to participate in any exhibition, tournament or league game, practice or team event without prior consent of the player's home association. Violation of this rule will result in disciplinary action.

**14.02.10.5****GAME FORFEIT**

Hockey Canada Forfeiture Rules (as set out in Section 5.6 of the Hockey Canada Policy Manual) shall apply to U18 AAA. Failure to meet league commitments may result in suspension(s).

**14.02.10.6****LEAGUE PLAY**

The number of scheduled league games shall be based on the number of participating U18 AAA teams.

**a) Time of Game**

- Three (3) 20 minute stop time periods will be included in regulation playing time with a 12 minute intermission between each period.
- An eight (8) minute warm up will be used with no flood prior to the start of the first period.
- Teams will be required to provide two and a half (2.5) hour game time slots.

**b) Overtime**

- Overtime is played should the game remain tied after regulation play
- There will be a two (2) minute break prior to the start of the five (5) minute sudden victory overtime period
- The teams will not change ends to start overtime as per Rule 10.16 (a) (1)
- Overtime shall be played with each team at a numerical strength of three (3) skaters and one (1) goalie [3 on 3]
- If the game remains tied after the overtime period, it shall remain a tie
- In the event of a tie both teams will receive one (1) point each in the standings
- In the event there is a winner in overtime the winning team shall receive two (2) points and the losing team shall receive one (1) point in the standings

**c) Penalties in Overtime**

- When regulation time ends and the teams are five (5) on three (3):
  - Teams will start overtime five (5) on three (3)
  - Should player strength reach five (5) on four (4) by the next stoppage of play, player strength shall be adjusted to four (4) on three (3).
  - Should player strength reach five (5) on five (5) by the next stoppage of play, player strength shall be adjusted to three (3) on three (3).
- When Regulation time ends and the teams are five (5) on four (4) or four (4) on three (3):
  - Teams will start over time four (4) on three (3)
  - Should player strength reach four (4) on four (4) by the next stoppage, player strength shall be adjusted to three (3) on three (3).
- When Regulation time ends and the teams are four (4) on four (4):
  - Teams will start three (3) on three (3)
  - Should player strength reach four (4) on four (4) by the next stoppage, player strength shall be adjusted to three (3) on three (3).
- Teams shall never have less than three (3) skaters on the ice to start play.

**d) Faceoff Location Following a Penalty**

- When an infringement of a playing rule has been committed resulting in a time penalty (appearing on the scoreboard), the ensuing face-off shall take place at one of the face-off spots in the offending team's defensive zone except in the following four (4) circumstances:
  - When a penalty is assessed after a goal, the face-off will take place at Centre Ice
  - When a penalty is assessed at the end (or before the start) of a period, the face-off will take place at Centre Ice
  - When the defending team is to be penalized and that one (1) of the defensemen or both, or players on the point or any other player coming off the attacking team's bench goes deep into the attacking zone (the top of the face-off circles being the limit) during a gathering at a stoppage of play, the ensuing face-off will take place in the neutral zone at one of the face-off spots outside the offending team's zone
  - When the non-offending team clears the puck and icing is called, the ensuing face-off will take place at one of the face-off spots outside the zone of the team that iced the puck.
- Please note that when a time differential occurs because of multiple penalties, the ensuing face-off will take place in the shorthanded team's zone in the case of multiple penalties when no time differential occurs, the ensuing face-off will take place at the face-off spot nearest to where the stoppage of play occurred.
- Also, if there is a premature substitution of the non-offending team's goaltender, the back lineman will stop play and the ensuing face-off will still take place in the offending team's zone

**e) No Change Icing**

- A team that is in violation of the icing rule shall not be permitted to make any player substitutions prior to the ensuing face-off.
- Should either team elect to utilize their team time-out at this stoppage of play, the team in violation of the icing rule is still not permitted to make player substitutions.
- A team shall be permitted to make a player substitution when in violation of the icing rule:
  - In order to replace a goaltender who had been previously substituted for an extra attacker
  - In order to replace an injured player
  - When a penalty has been assessed, which affects the on-ice strength of either team.
- The determination of players on the ice will be made when the puck leaves the offending player's stick.

**f) Puck Out of Play**

- When any player (excluding the goaltender), with both skates inside his defending zone shoots or bats the puck (with stick, hand or skate) directly (not-deflected) outside the playing surface, except where there is no glass, the resulting face off shall ensue without the offending team being able to make a line change or player substitution
- When the puck is shot directly into the players' bench, this rule shall not apply. However, should the puck be shot from the defending zone over the glass behind the players' bench, no line change or substitution shall be permitted. This rule shall also include situations where the puck is considered to be shot outside the playing surface from the defending zone and striking any overhead obstructions above the regular playing area such as; scoreboard, rafters, banners or roof etc.
- The Goaltender shall still be penalized with a minor penalty for delay of game as per Hockey Canada Rule 10.11 d) for shooting the puck out of the playing surface. Further, should a player delay the game deliberately by shooting, batting or throwing the puck out of playing surface, they shall be assessed a minor penalty under Hockey Canada Rule 10.11 b).

**14.02.10.7****GAME PROTESTS**

There shall be no game protests for league play in the U18 AAA League except for the playing of an ineligible player. Game protests during regular season shall be transmitted in writing to the U18 AAA Program Coordinator within 72 hours of completion of the game in question.

**14.02.10.8****EXHIBITION GAMES AND TOURNAMENTS**

- a) Any team wishing to play an exhibition game or enter a tournament shall first obtain permission from the U18 AAA Program Coordinator and then obtain an Exhibition/Tournament Game number from the U18 AAA Program Coordinator. All league commitments must be met prior to permission being granted.
- b) All exhibition games and tournament costs will be paid by the team.
- c) Players are not required to attend tournaments and may not be disciplined for such decision.
- d) A rostered player who is not able to attend a tournament for any reason shall not be charged a tournament fee or any related expenses. Replacement affiliate players shall be assessed a pro-rate tournament fee and expense.

- e) No tournament game shall be substituted for any scheduled league game.

#### **TOURNAMENT REGULATIONS**

- i. Teams must submit to the U18 AAA Program Coordinator a Tournament Intent Request for all out of province competitions. This request must outline which tournaments, dates and a draft budget for the season.
- ii. Teams must not make participation in out of province tournament mandatory. Players may opt out of attending and incurring the expenses.

#### **14.02.10.9**

#### **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 U18 AAA Program Coordinator. Permission will not be granted unless the date(s) and time(s) of the rescheduled game(s) have first been obtained, which date(s) and time(s) are mutually agreed on by both teams.

#### **14.02.10.10**

#### **GAME REPORTS**

- a) The home team is responsible for supplying the game report ensuring that it is properly completed, and submitting it to the office.
- b) All affiliate players (AP) shall be designated as such on the game sheet beside the player's name.
- c) Game statistics are to be entered into the BC Hockey AAA Leagues site by a non-parent team official.
- d) In order to ensure no sanctions will be applied to your team:
  - i. The game sheet must be uploaded and complete by midnight of the game day.
  - ii. The data entered into the system must be exactly as the official game sheet.
- e) The U18 AAA Program Coordinator shall have the authority to issue a fine in the amount of \$100.00 to any team that did not enter the stats within the above timelines or if the team entered inaccurate information.

#### **14.02.10.11**

#### **TIE BREAKING PROCEDURE – LEAGUE STANDINGS**

In the event of any ties in final league standings, the following tie breaker format shall apply for the determination of playoff positions:

- a) If two (2) or more teams are tied, standings will be determined by ranking the teams on the basis of most wins in regular season play.
- b) If the standings determined in step a) contain any further ties, those teams whose standing was not determined in step a) will have the following format applied, with all games played by the tied teams against each other being considered (i.e. If three (3) teams are still tied, then all games played involving any two (2) of the three (3) tied teams will be used in breaking the tie): teams will be ranked by highest winning percentage in these games
  - i. Teams will be ranked by highest winning percentage in these games
  - ii. Any teams still tied will be ranked by most goals-for in these games
  - iii. Any teams still tied will be ranked by least goals against in these games
  - iv. Any teams still tied will be ranked by the least penalty minutes in these games

NOTE: For section b), games involving all of the tied teams will continue to be used in each of steps ii., iii. and iv. even if one or more of the tied teams receives a placing after a step is applied (i.e. if three (3) teams are tied and one (1) team receives a ranking after step i. is applied, then games among all three (3) teams will still be used in step ii. and beyond).

## 14.02.11

### OFFICIATING

#### 14.02.11.1

### OFFICIATING

District Above Minor Assigners will assign all games. U18 AAA games shall be officiated by a combination of Junior and high performance level Minor Hockey officials. Officials will be identified and approved by the respective Above Minor Officiating Coordinators in consultation with the BC Hockey Referee-In-Chief.

- a) On-ice official fees for league and playoff games shall be paid by the League as follows:
  - Three-official System:
    - Referee: \$80.00
    - Linesperson: \$55.00
  - Two-official System: \$80.00 each
- b) It is the responsibility of the home team to pay the officials.
- c) Should there be fewer than three (3) on-ice officials in attendance at any game; the home team manager is to notify the league manager at the conclusion of the game.
- d) Expenses for on-ice official fees for exhibition games will be paid by the individual teams.

#### 14.02.11.2

### OFFICIATING NO SHOWS

Should fewer than the required number of officials appear for any game, then the procedures outlined below shall be followed in accordance with hockey Canada Rules:

- a) If, for whatever reason, the Referee or Linesperson appointed are prevented from appearing, the Managers or Coaches of the two (2) competing teams shall agree on a Referee and one (1) or two (2) Linesperson
- b) If they are unable to agree, they shall appoint a player from each team who shall act as officials
- c) If the regularly appointed officials appear during the process of the game, they shall replace the temporary officials immediately
- d) If a Linesperson appointed is unable to act at the last minute, or if through sickness or accident they are unable to finish the game, the Referee in Charge shall have the power to appoint another individual in their place if they feel it necessary.
- e) If, owing to illness or accident, the Referee is unable to continue to officiate when working with two (2) Linespersons, they will continue the game as a two (2) official system

**14.02.12 BILLETING****14.02.12.1 BILLETING OF PLAYERS**

- a) All billeting procedures shall be in accordance with Hockey Canada's guidelines.
- b) No team official is to serve as a billet.
- c) Teams must report all billeting arrangements to the U18 AAA Program Coordinator
- d) Each team shall provide a billet coordinator to oversee all affairs
- e) Billeting fees shall not exceed \$600.00 a month

**14.02.13 TEAM UNIFORMS / DRESS CODE****14.02.13.01 UNIFORMS**

BC Hockey has approved league colours, which shall be worn by all U18 AAA teams. 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 colour.

No advertising, sponsor names or logos, name bars, or other patches may be applied to team jerseys, without prior consent of the U18 AAA Program Coordinator after consultation with the Chief Executive Officer.

Players are required to wear league-supplied equipment including but not limited to jerseys, socks, pants, gloves, helmets and cages.

"Players including goal tenders, shall wear required protective equipment, including CSA-certified helmets and facial protectors and BNQ certified throat protectors in all games, practices, warm-ups and while sitting on the players' bench or penalty box."

**14.02.13.2 DRESS CODE**

All players shall wear a shirt and tie, slacks, mock turtleneck, tracksuit or team jersey on game days or when in public during league functions. Baseball caps are not to be worn.

**14.02.14 LEAGUE ALL-STAR SELECTIONS****14.02.14.01 END OF SEASON LEAGUE ALL STAR TEAM**

Each team shall nominate the top three (3) forwards, two (2) defensemen and one (1) goaltender from an opposing team. Each team shall submit their completed All Star Player Ranking form to BC Hockey by March 30.

**14.02.14.02 U18 AAA COACH OF THE YEAR AWARD**

At the end of each season the Male U18 AAA Program Coordinator, in consultation with the Chief Executive Officer shall select an individual for the U18 AAA Player of the Year Award.

**14.02.15 U18 LEAGUE CHAMPIONSHIPS****14.02.15.1 U18 LEAGUE CHAMPIONSHIPS**

The U18 League Championships shall adopt the BC Hockey Championship policies, procedures and format with the following variations:

- a) The U18 League Championship shall consist of a Quarter-Final series, Semi-Final series and a Final Series.

- b) The top eight (8) teams as determined by league final standings shall be eligible for the U18 League Championship.
- c) The U18 League Championship Format will be as follows:
  - i. **Quarter-Finals:**
    - First vs. Eight (series to be hosted by the higher placing team)
    - Second vs. Seventh (series to be hosted by the higher placing team)
    - Third vs. Sixth (series to be hosted by the higher placing team)
    - Fourth vs. fifth (series to be hosted by the higher placing team)
  - ii. **Semi-Finals:**
    - Highest placing remaining team vs. Lowest placing remaining team (series to be hosted by the higher placed team)
    - Second highest placing remaining team vs Lowest placing remaining team (series to be hosted by the higher placed team)
  - iii. **Finals:**
    - Winners of the Semi Final series will advance to the Final series.
    - The Final series will be hosted by the higher placing team per league standings.
- d) All U18 League Championship Playoffs will consist of a best two (2) out of three (3) games series as follows:
  - Game One (1):Friday evening
  - Game Two (2):Saturday afternoon or evening
  - Game Three (3):Sunday (preferably afternoon)
  - Series will be held on a specific weekend as determined by BC Hockey
- e) The higher placing team shall have the home team dressing room and bench for Game one.
  - The teams will then alternate home and away jerseys, dressing rooms and benches for each subsequent game the higher placing team shall provide the timekeeper and scorekeeper.
- f) All games must end with a winner. No ties are permitted. In the event a game ends in a tie, the following overtime format shall be applied:
  - In a tied game at the end of regulation time, there will be a two (2) minute rest and then a 10 minute stop-time sudden victory period.
  - If still tied at the end of the first overtime period, there will be a 15 minute flood and then another 20 minute stop time sudden victory period.
  - If still tied, teams will repeat (ii) until a winner is declared.
- g) The BC Hockey U18 League Champion shall be the BC Hockey representative at the Hockey Canada Pacific Regional and National U18 Club Championship.
- h) The Chief Executive Officer shall have the authority to change the venue of a series if deemed advisable.
- i) The most valuable player announcements or awards shall not be announced or presented at any of the U18 Zone AAA Championship Series.

**14.02.15.2****TRAVEL**

All travel and accommodation expenses for games outside of a team's District during the Championships shall be provided.

The team representing BC Hockey at the Pacific Regional Championships and National Championships will be responsible for all travel, hotel and meal expenses incurred while attending those events.

**14.12.15.3****FINAL DATE TO WITHDRAW**

The final date to withdraw from the BC Hockey U18 AAA Championship is January 15.

**14.02.16****EDUCATION ADVISOR****14.02.16.1****EDUCATION ADVISOR**

It is suggested that each team in the BC Hockey U18 League make appropriate arrangements to provide an education advisor.

**14.02.16.2****ROLE OF THE EDUCATION ADVISOR**

The role of the education advisor is to provide guidance and/or assistance with respect to their education.

**14.02.17****IMPORTANT DATES**

<b>September 1</b>	Practice ice will begin to be paid by BC Hockey
<b>September 15</b>	20 players including two (2) goaltenders must be selected at which time all remaining minor hockey players must be released to their home Minor Hockey Association.
<b>September 15</b>	Team rosters due to the BC Hockey office
<b>September 15</b>	Equipment fitting sessions to be completed
<b>September 21</b>	Player head shots due to the BC Hockey office
<b>September 21</b>	All selected players to send in their signed and completed Refund Policy and Payment forms
<b>September 30</b>	Deadline for a Goaltender Residential Waiver
<b>January 10</b>	All registered players will become permanent
<b>January 15</b>	Final date for addition to affiliate list
<b>February 10</b>	Final date to make any changes to team rosters (HCR system will convert to "read only")

**14.03****U17 AAA PROGRAM****14.03.1.1****MANDATE AND KEY DUTIES - U17 AAA COMMITTEE AND PROGRAM DELIVERY GROUP**

The mandate, key duties and other pertinent details with respect to the U17 AAA Committee and the **U17** AAA Program Delivery Group are set out in the [Terms of Reference](#).

In fulfilling its mandate, the U17 AAA Committee and the U17 AAA Program Coordinator liaise with the Hockey Development Committee, as well as other BC Hockey stakeholders, as set out in the governance chart excerpt.

**14.03.2****ZONE BOUNDARIES****14.03.2.1****U17 AAA BOUNDARIES**

The BC Hockey Board of Directors has approved 13 draw zones. U17 AAA teams eligible to compete in the BC Hockey **U17** League. The zone boundaries and Minor Hockey Associations included in each of the respective zone areas established by BC Hockey are:

- a) **Kootenay Zone** including Beaver Valley, Boundary, Castlegar, Cranbrook, Creston Valley, Elkford, Fernie, Golden, Grand Forks, Invermere, Kaslo, Kimberley, Midway, Nakusp, Nelson, Greater Trail, Windermere Valley, Elk Valley
- b) **North Central Zone** including Mackenzie, McBride, Quesnel, Prince George, Valemount, Williams Lake,
- c) **North East Zone** including Chetwynd, Clearview, Dawson Creek, Fort Nelson, Fort St. John, Hudson Hope, Taylor, Tumbler Ridge, Yukon
- d) **North West Zone** including Burns Lake, Fort St. James, Fraser Lake, Hazelton, Houston, Kitimat, Prince Rupert, Smithers, Stewart, Stikine, Terrace, Vanderhoof
- e) **North Okanagan Zone** including Ashcroft, Chase, Clearwater, Kamloops, Lillooet, Logan Lake, Merritt, Revelstoke, North Okanagan (Armstrong/Enderby), Salmon Arm, Sicamous, Thompson-Cariboo, 100 Mile House
- f) **South Okanagan Zone** including Kelowna, Lumby, Penticton, Princeton, South Okanagan (Oliver, Osoyoos), Summerland, Vernon, Winfield, West Kelowna
- g) **North Island Zone** including Campbell River, Comox Valley, Cowichan Valley North, Gold River, Lake Cowichan, Nanaimo, Oceanside, Port Alberni, Powell River, Salt Spring Island, Tri Ports (Port Alice, Port McNeill, Port Hardy)
- h) **South Island Zone** including Cowichan Valley South, Juan de Fuca, Kerry Park, Peninsula, Sooke, Victoria, Victoria Racquet Club
- i) **Vancouver Centre Zone** including Arbutus Club, Richmond Jets, South Delta, Vancouver, Vancouver Thunderbirds
- j) **Vancouver North East Zone** including Burnaby Minor East, Coquitlam, Port Coquitlam, Port Moody, Ridge Meadows, New Westminster
- k) **Vancouver North West Zone** including Burnaby Minor West, Burnaby Winter Club, Hollyburn Country Club, North Vancouver, North Shore Winter Club, Squamish, Sunshine Coast, West Vancouver, Whistler
- l) **Vancouver South East Zone** including Abbotsford, Aldergrove, Hope, Chilliwack, Langley, Mission
- m) **Vancouver South West Zone** including Cloverdale, Semiahmoo, Surrey, North Delta

**NOTE:**

- Burnaby Minor East will include Postal Codes (V5B, V5A, V5E, V3N and V3J)
- Burnaby Minor West will include Postal Codes (V5C, V5G, V5H and V5J)
- Cowichan Valley North will include residency North of the Cowichan River and South Lake Cowichan
- Cowichan Valley South will include residency South of the Cowichan River

- Kootenay Zone participant will be eligible to participate in the Prospects Camp for consideration to accept a roster spot to a U16 AAA program

#### 14.03.2.2 **ZONE DRAW ADJUSTMENT**

The BC Hockey Board of Directors shall approve all adjustments to the BC Hockey **U17** AAA draw zones.

#### 14.03.2.3 **ZONE BOUNDARY CHANGE**

The North Central Zone shall include the boundary of the North West and North East Yukon Zones.

#### 14.03.2.4 **U17 AAA TEAM APPLICATION**

The BC Hockey Board of Directors shall only approve one (1) team in each of the above zones

### 14.03.3 **FINANCIAL**

#### 14.03.3.1 **BUDGET**

##### **a) League Budget**

The League operating budget and team registration fees shall be established by June 15 of the calendar year.

Any expense items outside of the approved budget must be approved by the U17 AAA Program Coordinator.

##### **b) Team Budgets**

- Each **U17** AAA Team must:
  - Establish and submit a proposed budget by August 15 of the calendar year
  - Provide a financial report within three (3) weeks of the conclusion of their season.
  - Teams that do not meet this requirement will be subject to discipline, suspension or fine.
- Each **U17** AAA Team budget shall not include expenses for the following items:
  - Team Staff Honorarium
  - Team Trainer Honorarium
- U17 AAA teams will notify parents of any additional costs team such as: meals, skate sharpening or water bottles.
- All team capital purchases shall require the pre-approval of the U17 AAA Program Coordinator. All teams must file a complete inventory list including items such as audio-visual equipment, dry land training equipment, and skate sharpeners. The list will be sent to BC Hockey on November 1 and April 1. All team capital purchases become the property of BC Hockey.

**14.03.3.2****HOTELS/TRANSPORTATION**

- a) Transportation to all league regular season and playoff games outside of a team's zone and involving travel that are in excess of approximately 125 km shall travel by chartered bus. There will be no transportation provided for Lower Mainland teams to games played within the Lower Mainland Zones.
- b) Accommodation and transportation for up to 19 players and a maximum of five (5) team officials who are traveling with the team will be provided by the league. Transportation outside of Districts must be arranged through commercial carrier. Any variance must be approved by U17 AAA Program Coordinator. All hotel and transportation costs for league play must be pre-approved by the U17 AAA Program Coordinator and will be paid by league.
  - i. Travel by chartered buses shall be provided for team officials and players only
  - ii. Parents or guardians of players may be permitted to travel on the bus, space allowing
  - iii. Non-players under the age of 15 are not permitted to travel with the team
- c) The League will provide for a meal allowance up a maximum of five (5) team officials for out of district games only. This will be calculated at per diem rates as established by BC Hockey and reviewed annually as per section 2.02 iii of the policy.
- d) Travel expenses incurred for any reason other than travel by charter bus with the U17 AAA team for league games will be the responsibility of the U17 AAA team.

**14.03.3.3****TEAM BANK ACCOUNTS**

Each U17 AAA Team will be assigned a bank account prior to the start of each season, with the following parameters:

- a) The Chief Executive Officer or Staff Designate will assign two (2) signing officers for each team
- b) All transactions and monies for the team must be accounted for in the assigned account
- c) The team signing officers will be required to complete a financial report. This report is to be filed with the BC Hockey office each month
- d) Teams are not to open or use any other bank account in addition to the league supplied account. Team officials are not to use their personal accounts for any team funds.
- e) All gaming license applications are to be administered by the BC Hockey office. It should be noted that a successful gaming application will necessitate the use of a second, gaming specific, bank account for the team.

**14.03.3.4****FUNDRAISING**

No advertising, name bars (other than league supplied name bars) or other patches may be applied to team jerseys without prior consent of the Chief Executive Officer.

**14.03.3.5****HONORARIA**

- a) The League will provide a team staff honorarium with the following breakdown
  - i. Head Coach - \$15,000.00
  - ii. Assistant Coach (2) - \$2,500.00
  - iii. General Manager - \$10,000.00
  - iv. Trainer - \$3,600.00

- v. Trainer Supplies - \$500.00
  - Staff will have their meal expenses on the road covered on a per diem basis.
  - BC Hockey will provide U17 AAA teams with funds to cover the costs of travel to practices and home games.
- c) Honorarium cheques will be held by BC Hockey should a team not have up to date accounting records.

NOTE: Each U17 AAA Team shall be limited as follows with respect to the supplementation of the Head Coach and General Manager honorarium:

- Total amount of the supplementation honorarium to the head coach shall not exceed \$15,000.00
- Total amount of the supplementation honorarium to the general manager shall not exceed \$10,000.00
- Fees in addition to the BC Hockey player fee may not be assessed to the players or a team in order to supplement the head coach or general managers honorarium.

NOTE: Any request to deviate from the above noted policy shall be submitted to the U17 AAA Program Coordinator and Chief Executive Officer for consideration. The U17 AAA Program Coordinator and Chief Executive Officer hold the authority to make adjustments to honorarium amounts.

#### 14.03.4

#### TEAM OFFICIALS

##### 14.03.4.1

#### REQUIREMENTS

All coaching staff must share the philosophical values of the representative zone and that of BC Hockey:

- a) All individuals wishing to apply shall submit an application to the General Manager of the team they wish to participate.
- b) Notwithstanding the above dates, if a qualified **U17** AAA team official application is received after the above dates, the application shall be considered.
- c) Returning team officials shall be given preference over new applicants unless it has been determined that to do so would not be in the best interest of BC Hockey.
- d) If no applicant is deemed suitable, the application process shall be extended to June 30.
- e) All coaches shall be non-parents.
- f) General Managers are not permitted to participate on the bench during games or on the ice during practices.
- g) All team officials must complete a criminal record check prior to being selected.
- h) All team staff will sign the BC U17 AAA League Code of Conduct.

##### 14.03.4.2

#### SELECTION

New and returning Team Officials will be appointed by the Chief Executive Officer on recommendation by the **U17** AAA Program Coordinator and the BC Hockey staff resource.

**14.03.4.3****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 more serious than an equivalent offence committed by a player.

- a) Team officials may be released from a U17 AAA team for the following reasons:
- Failure to control conduct of players
  - Disrespect for the rules and regulations of Hockey Canada and BC Hockey
  - Failure to follow philosophy and/or philosophical values of BC Hockey and the **U17** League
  - Excessive penalties
  - Use of alcohol or drugs during a league game or event
  - Failure to meet team obligations
  - Any infraction deemed by the **U17** AAA Program Coordinator not to be in the best interests of the team
  - Failure to adhere to the **U17** League Code of Conduct.

The Chief Executive Officer shall have the authority to release a team official based on the recommendations for the **U17** AAA Program Coordinator.

- b) A decision to release a team official from a team roster may be appealed to the Chief Executive Officer of BC Hockey

**14.03.4.4****COACHING CERTIFICATION**

- a) Head Coach Requirements
- i. Certified in High Performance 1
    - There is a deferral process in place for coaches who are working towards completing the course
  - ii. Valid Criminal Record Check
  - iii. Completed Respect in Sport
  - iv. Completed Concussion Awareness Training Tool
- b) Assistant Coach Requirements
- i. Trained in Development 1
  - ii. Valid Criminal Record Check
  - iii. Completed Respect in Sport
  - iv. Completed Concussion Awareness Training Tool

**14.03.4.5****RESPECT IN SPORT**

All BC Hockey **U17** AAA team officials must complete the Respect in Sport to be considered for any position within the **U17** AAA.

**14.03.4.6 HOCKEY CANADA SAFETY PROGRAM (HCSP)**

All Hockey Canada carded teams must have an HCSP official carded by December 1 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 **U17** AAA Program Coordinator. Note that the parent of any member team shall not be permitted on that team's bench during games.

**14.03.5 TEAM REGISTRATION****14.03.5.1 LEAGUE REGISTRATION FEES**

Each BC Hockey U17 AAA team shall be assessed an equal fee to cover the operating costs of the league. To facilitate administration at the team level, these fees shall be invoiced by BC Hockey directly to the individual players based on registration of 19 players (including two (2) goaltenders). Each team will be responsible for the payment of the total invoice, regardless of the number of players carried on their roster. Member players of the league shall be responsible for any financial deficit incurred by league operations. Should sponsorship funding be secured by BC Hockey to cover operational costs of the league, rebates of these assessments will be distributed equally to league teams.

**14.03.5.2 TEAM NAMES**

- a) All U17 AAA team names must be approved by the **U17** AAA Program Coordinator and Chief Executive Officer.
- b) A **U17** AAA team's approved name cannot be altered in any way, including the addition of sponsor names, without prior approval of the **U17** AAA Program Coordinator.

**14.03.5.3 TEAM WEBSITES**

- a) **U17** AAA team websites and social media accounts will not post team staff members that have not been approved on the Hockey Canada Registry (HCR).
- b) **U17** AAA teams will adhere to the BC Hockey Social Media Guidelines – Teams.

**14.03.5.4 LEAGUE WEBCAST**

- a) All U17 AAA teams will be required to webcast their home games through the League approved provider.
- b) If a game is not webcast the team will be issued a \$200.00 fine. The fine will not be issued if a circumstance outside the control of the team prevented the game from being broadcasted.
- c) The **U17** AAA team will be responsible for the equipment that is provided to broadcast their games.

**14.03.6 PLAYER REGISTRATION****14.03.06.01 PLAYER FEES**

- a) Player fees shall be prorated equally based on **U17** AAA team registration fees.
- b) Player fees shall include transportation to out of district games and hotel accommodation.
- c) The players are responsible for their meal costs.
- d) Player fees shall be paid by credit card, electronic transfer or certified cheque.

- e) If payment is not received within seven (7) days of receipt of invoice, the player shall not be eligible to participate with the team. In the case of a player joining the team after the season has commenced, payment of fees must be received within two (2) weeks of the player's first game.
- f) **U17 AAA** General Managers shall coordinate the payment of all 19 player registration fees.
- g) A player's full registration fee will guarantee a position on a team's roster for the complete season.
- h) Players paying their player fee in installments shall be suspended from all games and practices if payment has not been made within seven (7) days of the payment due date. Such suspension shall remain in effect until payment has been received.
- i) Any shortfall of player registration fees (i.e. player quits and is not replaced) shall be borne by the remaining players.
- j) Players are responsible for any expenses incurred by their U17 AAA team during the season over and above the registration/player fee.

#### 14.03.6.1

#### REFUNDS

Any shortfall of team registration fees will be borne by players. As such, refunds shall only be granted if a replacement player is found to fill the vacant roster spot.

- a) **Players Release Due to Health:** In the case where a player has encountered health issues that restrict participation, the player may apply for a refund, either in full or in part, of registration fees.
- b) **Players Voluntary Release:** Should a player choose to be released from the team on their own accord or upon their own choice (i.e., player decides to quit the team), the registration fee will not be refunded by BC Hockey. Should a player be released in order to sign with a junior team, the player may apply for a refund, either in full or in part, of registration fees.
- c) **Player Releases:** There shall be no refunds for any player who has been released for disciplinary reasons.
- d) **Player Suspensions:** Should a player be suspended by a U17 AAA team, or by the U17 AAA Program Coordinator relative to BC Hockey / Hockey Canada Regulations, the registration fee will not be refunded by BC Hockey.
- e) **Player Equipment:** Player equipment provided by the U17 AAA team is the property of BC Hockey. In the event a player has been permanently suspended or released from a U17 AAA League Team, the equipment provided must be returned to the team. At the conclusion of the season, all players registered and in good standing with the zone U17 AAA league team shall receive the equipment provided by the league.
- f) All player refunds will be at the discretion of the U17 AAA Program Coordinator and the Chief Executive Officer.
- g) Pro-rated refunds, where applicable above, will be based upon percentage of season completed at time of the request.

#### 14.03.6.2

#### REGISTRATION/CARDING PROCEDURES

- a) Each team shall receive access to a maximum of 25 electronic Player Registration certificates via the BC Hockey Online Carding system. Prior to the first league, tournament or playoff game, the registering team manager must:

- i. Register all players and team officials on the BC Hockey carding system
  - ii. All players are required to complete registration, which includes acknowledgement of the refund policy. No player shall participate with a team until said registration is completed.
  - iii. U17 AAA teams are eligible to make applications to the U17 AAA Program Coordinator for the return of a player registration certificate.
- b) Participation of a player or team official prior to carding on the BC Hockey carding system will result in loss of points and / or discipline in accordance with BC Hockey Regulations.
  - c) A team shall carry a full roster of 19 players, two (2) of which must be goaltenders.
  - d) Notwithstanding the preceding paragraph, in order to be eligible for the U17 AAA Championships, in accordance with Hockey Canada Regulations, to meet eligibility requirements to compete in Regional and National playoffs, the teams shall be required to have registered not less than 15 players on Hockey Canada Registration Certificates (at least two (2) of whom must be goaltenders) on or before February 10 of the current season.

### 14.03.6.3

#### AFFILIATION

- a) BC Hockey U17 AAA teams may affiliate players from within their draw zones as set out by BC Hockey. U17 AAA Teams shall not affiliate any players from outside their draw zones in the event an adjacent zone does not register a team (i.e. there shall be no movement of players between zones for the purposes of affiliation in the event that a given zone does not have a AAA team).
- b) There shall be no "permanent affiliate" players in the U17 AAA.
- c) An affiliate player registered with a Winter Club may affiliate as follows:
  - i. Eligibility for affiliation purposes is to be determined by the players residence within the zone
- d) Affiliate players must be approved by BC Hockey by way of the Hockey Canada Registry prior to participation. Participation of an affiliate player prior to such approval will be considered as use of an ineligible player by the team and will be subject to discipline in accordance with BC Hockey Regulations.
- e) Registration of an affiliate player requires the written permission of the player's carding MHA. Once an affiliate player's information is submitted electronically, a copy of the page must be printed and signed by both the player and the President or Secretary of the player's MHA.
- f) Affiliate players must be carded with a BC Hockey registered lower division/category team prior to being eligible to be included as an affiliate on a U17 AAA team's list.
- g) Players registered on recreational ("house" or "C") teams, may affiliate to a U17 AAA team.
- h) Teams may not call up Affiliate Players (except under emergency conditions) when the Affiliate Player's team is playing. Affiliate players shall only be used as emergency replacements for the following emergency conditions:
  - i. Injuries
  - ii. Suspensions/Disciplinary action (not including team imposed suspensions)
- i) The player's team may not unreasonably deny a player the opportunity to play as an Affiliate. NOTE: This provision applies to players affiliating from MHAs to U17 AAA teams, as well as players affiliating from U17 AAA teams to Junior clubs.

- j) Consent of an affiliate player's home association must be obtained prior to using the player in a game or practice.
- k) Affiliate players may play a maximum of 10 games (Regular Season and Playoff) as an affiliate to an U17 AAA Team in a given season. Once an Affiliate player's registered team is eliminated from playoff competition the player may participate as an affiliate for the balance of the season.
- l) Affiliate players who participate in more than three (3) games or practices must pay an affiliate player assessment of \$200.00. The fee will cover regular expense including one or more of: accommodations, travel, and ice.
- m) An affiliate player who has played the maximum number of games permitted under Hockey Canada rules and/or BC Hockey policy may not be used as an affiliate unless their registered team has been eliminated from playoff competition. Players qualifying under this policy shall be assessed a game fee to be determined by the U17 AAA Program Coordinator and Chief Executive Officer.
- n) U17 AAA League players shall not affiliate to a U21 team.

#### 14.03.6.4

#### **PLAYER RELEASES**

- a) Players shall not be released once they have been offered a place on a team except for the following reasons:
  - i. Disciplinary problems
  - ii. Use of drugs or alcohol
  - iii. Non-payment of player fees
  - iv. Player requests to play at a higher division or return to Minor Hockey Association.
  - v. Safety or risk management concern to the player
  - vi. Deemed by the U17 AAA Program Coordinator to be in the best interests of the team and/or player
- b) Application to remove a player from a U17 AAA team roster must be made in writing to the U17 AAA Program Coordinator, setting out reasons for the removal of the player.
- c) If a player with disciplinary issues is being considered for removal from the team:
  - i. Written and / or verbal notice of disciplinary concerns and steps taken to address the problems must be documented by the player's U17 AAA team officials.
  - ii. The player and parent(s) must be made aware of the problems and given the opportunity to correct their behavior prior to submitting said application to the U17 AAA Program Coordinator
- d) There shall be no refunds for any player who has been released for disciplinary reasons.

#### 14.03.7

#### **PLAYER ELIGIBILITY**

##### 14.03.7.1

#### **U17 AGED PLAYERS**

All U17 aged players (15, or 16 years old within the calendar year) residentially eligible to register and play minor hockey in BC Hockey are eligible to try out for their BC Hockey U17 AAA team.

**14.03.7.1****UNDER-AGED PLAYERS**

No under-aged players will be permitted to be rostered on, or carded with, a U17 AAA team.

**14.03.7.2****RESIDENTIAL QUALIFICATIONS**

The residential qualifications for U17 teams shall be those adopted by BC Hockey and Hockey Canada.

NOTE 1: A player is only eligible to try out for the U17 AAA team where their parents reside.

NOTE 2: Winter Club players: A player registered with a Winter Club must try out for the U17 AAA team where their parents reside. If the player is not selected to a U17 AAA team, the player is eligible to return to the Winter Club.

NOTE 3: Sports School Players: Players may try out for U17 AAA teams based on the residence of their parents and in accordance with Hockey Canada Regulations. Therefore, regardless of where a player registers with a Sport School, they may only try out in their "home" AAA zone

**14.03.7.3****U17 AAA RESIDENTIAL WAIVER****Player / Goaltender**

- a) A U17 AAA team may apply for a goaltender residential waiver to the U17 AAA Program Coordinator. A player who has been released from their residential U17 AAA team may be issued a residential waiver prior to September 30.
- b) There is no appeal if a player is not selected to a U17 AAA team
- c) Infractions to the Player Residential Waiver will result in discipline to the team staff
- d) All residential waivers shall be returned at the end of the playing season

**14.03.8****PLAYER SELECTION PROCESS****14.03.8.1****SPRING IDENTIFICATION CAMPS**

- a) Camps are to be held over three (3) days during the first two (2) weeks of May as part of the U18 AAA try out weekend.
- b) All players must pre-register online with BC Hockey prior to the Identification camp. Failure to pre-register may affect eligibility to participate in the camp.
- c) Players may only attend U17 AAA camps in the area in which they reside.
- d) Any player who is unable to attend any stage of the Identification Camp due to injury or for any other valid reason must pre-register online and will remain eligible for future evaluations. Approval must be obtained from the U17 AAA Program Coordinator.
- e) A nominal fee that will cover the cost of the camp and any additional evaluations will be charged and is to be paid online at time of pre-registration.
- f) No player shall participate in any evaluation session unless the Identification Camp registration fee has been paid in full.
- g) Practice jerseys will be provided and can be kept by players.
- h) Three (3) additional ice sessions may be scheduled to accommodate absentee players and to further assess and evaluate players.

- i) BC Hockey will provide all U17 AAA teams with funds for exhibition games, if expenses associated with exhibition games exceed the funds provided, the additional expenses will be the responsibility of the players participating in the event.
- j) A goaltender camp will be held prior to the main evaluation camp if the following occurs
  - 50 or less players registered and more than 6 goalies
  - 51-60 players registered and more than 7 goalies
  - 61-70 players registered and more than 9 goalies
  - 71-80 players registered and more than 10 goalies
  - 81-90 players registered and more than 11 goalies
  - 91-100 players registered and more than 12 goalies

\*If a goaltender is released from the goaltender camp 75% of the evaluation camp fee will be refunded.
- k) Players will be evaluated and selected by Team Officials with input by independent evaluators.
- l) Player Identification:
  - i. A minimum of 11 skaters to a maximum of 17 skaters and two (2) goaltenders must be identified and offered a position on the team by June 1.
  - ii. The list of identified players shall be registered via the HCR on June 1.
  - iii. U17 players are not eligible to participate in the Prospects Camp.

**14.03.8.1****EVALUATION PROCESS**

- a) Ice sessions and exhibition games will be held at the discretion of the Team
- b) Costs over and above funds provided by BC Hockey are to be paid by the players taking part in the Evaluation process.
- c) If a player does not attend a Spring Identification Camp and a Try Out Exemption has not been granted, they are not eligible to participate in a team's Evaluation Process.
- d) A registration fee will be charged to players who take part in a team's evaluation process who do not attend the Prospects Camp.

**14.03.8.2****TEAM STRUCTURE**

- a) Teams will consist of 19 players including two (2) goaltenders.
- b) A minimum of 19 players including two (2) goaltenders must be selected by September 22 at which time all remaining minor hockey players must be released to their home Minor Hockey Association.
- c) U17 AAA Teams will have a maximum of seven (7) 16 year old athletes rostered
- d) Players registered on September 22 may only be released for the purpose of creating a roster spot for a player returning from Junior or U18.
- e) In situations where a player returns from Junior and their residential home zone has exhausted their 25 player certificates, placement of that player on another U17 AAA roster will be determined by the CEO in consultation with the U17 AAA Program Coordinator.

- f) After September 22, if a team wishes to further evaluate a player, written permission must first be obtained from a player's Minor Hockey Association President.
- g) Once a player has been released, written consent must be obtained from the player's home Minor Hockey Association prior to inviting the player to attend further evaluation.

**14.03.8.3****CANCELLATION – REFUNDS**

The following refund policy applies to Identification Camp cancellations:

- a) 50% refund up until 15 days prior to the start of the Identification Camp
- b) Refunds as stated above shall be approved by the Chief Executive Officer upon recommendation of the U17 AAA Program Coordinator.

**14.03.9****RULES OF PLAY****14.03.9.1****RULES OF PLAY**

BC Hockey U17 AAA League teams shall be composed of 19 players (including two (2) 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. Membership for such teams shall commence upon acceptance of the team's registration by the Chief Executive Officer of the BC Hockey and shall expire as of the following August 31.

**14.03.9.1****HOME TEAM RESPONSIBILITIES**

The home team shall be responsible for the following for each game:

- Warm-up and game pucks
- Official league gamesheet
- A qualified timekeeper
- A qualified scorekeeper
- Shots-on-goal statistics for each team to be included on the official gamesheet

**14.03.10****RULES AND REGULATIONS****14.03.10.1****DISCIPLINE/SUSPENSIONS**

- a) BC Hockey shall administer the U17 AAA League and be responsible for all disciplinary action.
- b) Team officials shall be responsible for supervising and controlling the conduct of their players before, during or after each game. Failure by team officials to control the conduct of their players (e.g. dressing room/hotel vandalism, theft, bench brawls, lobby and parking lot altercations, etc.) may result in suspension and/or other disciplinary action of the team official and/or player(s). In addition, the cost of any damages shall be assessed against the team.
- c) All penalties and / or suspensions shall be in accordance with U17 AAA League Policy and/ or Hockey Canada published rules. Automatic / Minimum suspensions shall be applied as per BC Hockey 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 and BC Hockey rules, whether or not notification is given

- d) Excessive penalty minutes by individual players including a combination of major penalties such as Gross Misconduct/Match penalties, Misconducts, and Game Misconduct penalties shall result in suspension(s) and/or disciplinary action as determined by the **U17** AAA Program Coordinator.
- e) Any team official who incurs a Game Misconduct outside of the last 10 minutes of the game shall be suspended for the team's next games. A team official who incurs a Game Misconduct in the last 10 minutes of a game shall be suspended for the team's next two (2) games.
- f) Exhibition games are not considered league, tournament or playoff games for the purpose of serving suspensions.

**14.03.10.1****ZERO TOLERANCE - DRUGS, ALCOHOL AND TOBACCO PRODUCTS**

There is a zero tolerance for the use of alcohol, drugs, tobacco, smoke-less products (e.g. vaporizers) and illegal activity during activities within BC Hockey. 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 must be forwarded to the **U17** AAA Program Coordinator outlining the circumstances within seven (7) days.

**14.03.10.2****HAZING/INITIATION**

- a) All Hazing/Initiation incidents will be reported to the **U17** AAA Program Coordinator
- b) All suspension shall be in line with Hockey Canada Regulations

**14.03.10.3****RECRUITING PRACTICES - TAMPERING**

No team official may invite a registered player of another association/club to participate in any exhibition, tournament or league game, practice or team event without prior consent of the player's home association. Violation of this rule will result in disciplinary action.

**14.03.10.4****GAME FORFEIT**

Hockey Canada Forfeiture Rules (as set out in Section 5.6 of the Hockey Canada Policy Manual) shall apply to **U17** AAA. Failure to meet league commitments may result in suspension(s).

**14.03.10.5****LEAGUE PLAY**

The number of scheduled league games shall be based on the number of participating U17 AAA teams.

**a) Time of Game**

- Three (3) 20 minute stop time periods will be included in regulation playing time with a 12 minute intermission between each period.
- An eight (8) minute warm up will be used with no flood prior to the start of the first period.
- Teams will be required to provide two and a quarter (2.25) hour game time slots.

**b) Overtime**

- Overtime is played should the game remain tied after regulation play.
- There will be a two (2) minute break prior to the start of the five (5) minute sudden victory overtime period.
- The teams will not change ends to start overtime as per Rule 10.16 (a) (1).

- Overtime shall be played with each team at a numerical strength of three (3) skaters and one (1) goalie [3 on 3]
- If the game remains tied after the overtime period, it shall remain a tie.
- In the event of a tie both teams will receive one (1) point each in the standings
- In the event there is a winner in overtime the winning team shall receive two (2) points and the losing team shall receive one (1) point in the standings.

#### **c) Penalties in Overtime**

- When regulation time ends and the teams are five (5) on three (3):
  - Teams will start overtime five (5) on three (3)
  - Should player strength reach five (5) on four (4) by the next stoppage of play, player strength shall be adjusted to four (4) on three (3).
  - Should player strength reach five (5) on five (5) by the next stoppage of play, player strength shall be adjusted to three (3) on three (3).
- When Regulation time ends and the teams are five (5) on four (4) or four (4) on three (3):
  - Teams will start over time four (4) on three (3)
  - Should player strength reach four (4) on four (4) by the next stoppage, player strength shall be adjusted to three (3) on three (3).
- When Regulation time ends and the teams are four (4) on four (4):
  - Teams will start three (3) on three (3)
  - Should player strength reach four (4) on four (4) by the next stoppage, player strength shall be adjusted to three (3) on three (3).
- Teams shall never have less than three (3) skaters on the ice to start play.

#### **d) Faceoff Location Following a Penalty**

- When an infringement of a playing rule has been committed resulting in a time penalty (appearing on the scoreboard), the ensuing face-off shall take place at one (1) of the face-off spots in the offending team's defensive zone except in the following four (4) circumstances:
  - When a penalty is assessed after a goal, the face-off will take place at Centre Ice
  - When a penalty is assessed at the end (or before the start) of a period, the face-off will take place at Centre Ice
  - When the defending team is to be penalized and that one of the defensemen or both, or players on the point or any other player coming off the attacking team's bench goes deep into the attacking zone (the top of the face-off circles being the limit) during a gathering at a stoppage of play, the ensuing face-off will take place in the neutral zone at one of the face-off spots outside the offending team's zone
  - When the non-offending team clears the puck and icing is called, the ensuing face-off will take place at one of the face-off spots outside the zone of the team that iced the puck.

- Please note that when a time differential occurs because of multiple penalties, the ensuing face-off will take place in the shorthanded team's zone in the case of multiple penalties when no time differential occurs, the ensuing face-off will take place at the face-off spot nearest to where the stoppage of play occurred.

**e) Also, if there is a premature substitution of the non-offending team's goaltender, the back lineman will stop play and the ensuing face-off will still take place in the offending team's zone**

**f) No Change Icing**

- A team that is in violation of the icing rule shall not be permitted to make any player substitutions prior to the ensuing face-off.
- Should either team elect to utilize their team time-out at this stoppage of play, the team in violation of the icing rule is still not permitted to make player substitutions.
- A team shall be permitted to make a player substitution when in violation of the icing rule:
  - In order to replace a goaltender who had been previously substituted for an extra attacker
  - In order to replace an injured player
  - When a penalty has been assessed, which affects the on-ice strength of either team.
- The determination of players on the ice will be made when the puck leaves the offending player's stick.

**g) Puck Out of Play**

- When any player (excluding the goaltender), with both skates inside his defending zone shoots or bats the puck (with stick, hand or skate) directly (not-deflected) outside the playing surface, except where there is no glass, the resulting face off shall ensue without the offending team being able to make a line change or player substitution
- When the puck is shot directly into the players' bench, this rule shall not apply. However, should the puck be shot from the defending zone over the glass behind the players' bench, no line change or substitution shall be permitted. This rule shall also include situations where the puck is considered to be shot outside the playing surface from the defending zone and striking any overhead obstructions above the regular playing area such as; scoreboard, rafters, banners or roof etc.
- The Goaltender shall still be penalized with a minor penalty for delay of game as per Hockey Canada Rule 10.11 d) for shooting the puck out of the playing surface. Further, should a player delay the game deliberately by shooting, batting or throwing the puck out of playing surface, they shall be assessed a minor penalty under Hockey Canada Rule 10.11 b).

**14.03.10.6**

**GAME PROTESTS**

There shall be no game protests for league play in the **U17** AAA League except for the playing of an ineligible player. Game protests during regular season shall be transmitted in writing to the **U17** AAA Program Coordinator within 72 hours of completion of the game in question.

**14.03.10.7****EXHIBITION GAMES AND TOURNAMENTS**

- a) Any team wishing to play an exhibition game or enter a tournament shall first obtain permission from the **U17** AAA Program Coordinator and then obtain an Exhibition/Tournament Game number from the **U17** AAA Program Coordinator. All league commitments must be met prior to permission being granted.
- b) All exhibition games and tournament costs will be paid by the team.
- c) Players are not required to attend tournaments and may not be disciplined for such decision.
- d) A rostered player who is not able to attend a tournament for any reason shall not be charged a tournament fee or any related expenses. Replacement affiliate players shall be assessed a pro-rate tournament fee and expense
- e) No tournament game shall be substituted for any scheduled league game.

**TOURNAMENT REGULATIONS**

- i. Teams must submit to the U17 AAA Program Coordinator a Tournament Intent Request for all out of province competitions. This request must outline which tournaments, dates and a draft budget for the season.
- ii. Teams must not make participation in out of province tournament mandatory. Players may opt out of attending and incurring the expenses.

**14.03.10.8****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 **U17** AAA Program Coordinator. Permission will not be granted unless the date(s) and time(s) of the rescheduled game(s) have first been obtained, which date(s) and time(s) are mutually agreed on by both teams.

**14.03.10.9****GAME REPORTS**

- a) The home team is responsible for supplying the game report ensuring that it is properly completed and submitting it to the BC Hockey office.
- b) All affiliate players (AP) shall be designated as such on the game sheet beside the player's name.
- c) Game statistics are to be entered into the League Website by a non-parent team official.
- d) In order to ensure no sanctions will be applied to your team:
  - i. The game sheet must be uploaded and complete by midnight of the game day.
  - ii. The data entered into the system must be exactly as the official game sheet.
- e) The **U17** AAA Program Coordinator shall have the authority to issue a fine in the amount of \$100.00 to any team that did not enter the stats within the above timelines or if the team entered inaccurate information.

**14.03.10.10****TIE BREAKING PROCEDURE – LEAGUE STANDINGS**

In the event of any ties in final league standings, the following tie breaker format shall apply for the determination of playoff positions:

- a) If two (2) or more teams are tied, standings will be determined by ranking the teams on the basis of most wins in regular season play.

- b) If the standings determined in step a) contain any further ties, those teams whose standing was not determined in step a) will have the following format applied, with all games played by the tied teams against each other being considered (i.e. If three (3) teams are still tied, then all games played involving any two (2) of the three (3) tied teams will be used in breaking the tie): teams will be ranked by highest winning percentage in these games
- i. Teams will be ranked by highest winning percentage in these games
  - ii. Any teams still tied will be ranked by most goals-for in these games
  - iii. Any teams still tied will be ranked by least goals against in these games
  - iv. Any teams still tied will be ranked by the least penalty minutes in these games

NOTE: For section b), games involving all of the tied teams will continue to be used in each of steps ii., iii. and iv. even if one (1) or more of the tied teams receives a placing after a step is applied (i.e. if three (3) teams are tied and one (1) team receives a ranking after step i. is applied, then games among all three (3) teams will still be used in step ii. and beyond).

### 14.03.11

#### OFFICIATING

#### 14.03.11.1

#### OFFICIATING

The BC Hockey Officiating Program will assign all games. **U17 AAA** games shall be officiated by a combination of Junior and High Performance Level officials. Officials will be identified and approved by the respective Above Minor Coordinator in consultation with the BC Hockey Referee-In-Chief.

- a) On-ice official fees for league and playoff games shall be paid by the League as follows:
- Three Official System:
    - Referee: \$60.00
    - Linesperson: \$35.00
  - Two Official System: \$60.00 each
- b) It is the responsibility of the home team to pay the officials.
- c) Should there be fewer than three (3) on-ice officials in attendance at any game; the home team manager is to notify the **U17 AAA** Program Coordinator at the conclusion of the game.
- d) Expenses for on-ice official fees for exhibition games will be paid by the individual teams.

#### 14.03.11.1

#### OFFICIATING NO SHOWS

Should fewer than the required number of officials appear for any game, then the procedures outlined below shall be followed in accordance with Hockey Canada Rules:

- a) If, for whatever reason, the Referee or Linesperson appointed are prevented from appearing, the General Managers or Coaches of the two (2) competing teams shall agree on a Referee and one (1) or two (2) Linesperson.
- b) If they are unable to agree, they shall appoint a player from each team who shall act as officials.
- c) If the regularly appointed officials appear during the progress of the game, they shall replace the temporary officials immediately.

- d) If a Linesperson appointed is unable to act at the last minute, or if through sickness or accident they are unable to finish the game, the Referee in charge shall have the power to appoint another in their place if they feel it necessary.
- e) If, owing to illness or accident, the Referee is unable to continue to officiate when working with two (2) Linesperson, one (1) of the Linesperson shall perform such duties as devolved upon the Referee. The Linesperson shall be selected by the Referee, or if necessary, by the Managers or Coaches of competing teams.

**14.03.12****BILLETING****14.03.1.1****BILLETING OF PLAYERS**

- a) All billeting procedures shall be in accordance with Hockey Canada's guidelines.
- b) No team official is to serve as a billet.
- c) Teams must report all billeting arrangements to the **U17** AAA Program Coordinator
- d) Each team shall provide a billet coordinator to oversee all affairs
- e) Billeting fees shall not exceed \$600.00 a month

**14.03.13****TEAM UNIFORMS / DRESS CODE****14.03.13.1****UNIFORMS**

BC Hockey has approved league colours, which shall be worn by all **U17** AAA teams. 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 colour.

No advertising, sponsor names or logos, name bars, or other patches may be applied to team jerseys, without prior consent of the **U17** AAA Program Coordinator after consultation with the Chief Executive Officer.

Players are required to wear league-supplied equipment including but not limited to jerseys, socks, pants, gloves, helmets and cages.

"Players including goaltenders, shall wear required protective equipment, including CSA-certified helmets and facial protectors and BNQ certified throat protectors in all games, practices, warm-ups and while sitting on the players' bench or penalty box."

**14.03.13.2****DRESS CODE**

All players shall wear a shirt and tie, slacks, mock turtleneck, tracksuit or team jersey on game days or when in public during league functions. Baseball caps are not to be worn.

**14.03.14****LEAGUE ALL-STAR SELECTIONS****14.03.14.1****END OF SEASON LEAGUE ALL STAR TEAM**

Each team shall nominate the top three (3) forwards, two (2) defensemen and one (1) goaltender from an opposing team. Each team shall submit their completed All Star Player Ranking form to BC Hockey by March 15.

**14.03.1.2****U17 AAA COACH OF THE YEAR AWARD**

At the end of each season the U17 AAA Program Coordinator, in consultation with the Chief Executive Officer shall select an individual for the U17 AAA Coach of the Year Award.

**14.03.1.3 U17 AAA PLAYER OF THE YEAR AWARD**

At the end of each season the U17 AAA Program Coordinator, in consultation with the Chief Executive Officer shall select an individual for the U17 AAA Player of the Year Award.

**14.03.15 U17 LEAGUE CHAMPIONSHIPS****14.03.15.1 U17 LEAGUE CHAMPIONSHIPS**

The **U17** League Championships shall adopt the BC Hockey Championship policies, procedures and format with the following variations:

- a) The **U17** League Championship shall consist of a Quarter-Final series, Semi-Final series and a Final Series.
- b) The top eight (8) teams as determined by league final standings shall be eligible for the **U17** League Championship.
- c) The **U17** League Championship Format will be as follows:
  - i. **Quarter-Finals:**
    - First vs. Eight (series to be hosted by the higher placing team)
    - Second vs. Seventh (series to be hosted by the higher placing team)
    - Third vs. Sixth (series to be hosted by the higher placing team)
    - Fourth vs. fifth (series to be hosted by the higher placing team)
  - ii. **Semi-Finals:**
    - Highest placing remaining team vs. Lowest placing remaining team (series to be hosted by the higher placed team)
    - Second highest placing remaining team vs Lowest placing remaining team (series to be hosted by the higher placed team)
  - iii. **Finals:**
    - Winners of the Semi Final series will advance to the Final series.
    - The Final series will be hosted by the higher placing team per league standings.
- d) All **U17** League Championship Playoffs will consist of a best two (2) out of three (3) games series as follows:
  - Game One (1):Friday evening
  - Game Two (2):Saturday afternoon or evening
  - Game Three (3):Sunday (preferably afternoon)
  - Series will be held on a specific weekend as determined by BC Hockey
- e) The higher placing team shall have the home team dressing room and bench for Game one.
  - The teams will then alternate home and away jerseys, dressing rooms and benches for each subsequent game the higher placing team shall provide the timekeeper and scorekeeper.
- f) All games must end with a winner. No ties are permitted. In the event a game ends in a tie, the following overtime format shall be applied:

- In a tied game at the end of regulation time, there will be a two (2) minute rest and then a 10 minute stop-time sudden victory period.
  - If still tied at the end of the first overtime period, there will be a 15 minute flood and then another 20 minute stop time sudden victory period.
  - If still tied, teams will repeat (ii) until a winner is declared.
- g) The **U17** League Champion shall be the BC Hockey representative at the Hockey Canada Pacific Regional and National U18 Championship.
- h) The Chief Executive Officer shall have the authority to change the venue of a series if deemed advisable.
- i) The most valuable player announcements or awards shall not be announced or presented at any of the U17 Zone AAA Championship Series.

**14.03.15.2****TRAVEL**

All travel and accommodation expenses for games outside of a team's District during the Championships shall be provided.

**14.03.15.3****FINAL DATE TO WITHDRAW**

The final date to withdraw from the BC Hockey **U17** Championship is January 15.

**14.03.16****EDUCATION ADVISOR****14.03.16.1****EDUCATION ADVISOR**

It is suggested that each team in the U16 League make appropriate arrangements to provide an education advisor.

**14.03.16.2****ROLE OF THE EDUCATION ADVISOR**

The role of the education advisor is to provide guidance and/or assistance with respect to their education.

**14.03.17****IMPORTANT DATES**

<b>September 1</b>	Practice ice will begin to be paid by BC Hockey
<b>September 22</b>	19 players including two (2) goaltenders must be selected at which time all remaining minor hockey players must be released to their home Minor Hockey Association.
<b>September 22</b>	Team rosters due to the BC Hockey office
<b>September 22</b>	Equipment fitting sessions to be completed
<b>September 30</b>	Player head shots due to the BC Hockey office
<b>September 22</b>	All selected players to send in their signed and completed Refund Policy and Payment forms
<b>September 30</b>	Deadline for a Goaltender Residential Waiver
<b>January 10</b>	All registered players will become permanent
<b>January 15</b>	Final date for addition to affiliate list
<b>February 10</b>	Final date to make any changes to team rosters (HCR system will convert to "read only")

**14.04****U15 AAA PROGRAM****14.04.1.1****MANDATE AND KEY DUTIES – ZONE ADVISORY GROUP AND PROGRAM DELIVERY GROUP**

The mandate, key duties and other pertinent details with respect to the U15 AAA Committee and the U15 AAA Program Delivery Group are set out in the [Terms of Reference](#).

In fulfilling its mandate, the U15 AAA Committee and the U15 AAA Program Coordinator will liaise with BC Hockey stakeholders, as set out in the governance chart excerpt.

**14.04.2****ZONE BOUNDARIES****14.04.2.1****U15 AAA BOUNDARIES**

The BC Hockey Board of Directors has approved 13 draw zones. U15 AAA teams eligible to compete in the BC Hockey U15 AAA League. The zone boundaries and Minor Hockey Associations included in each of the respective zone areas established by BC Hockey are:

- a) **Kootenay Zone** including Beaver Valley, Boundary, Castlegar, Cranbrook, Creston Valley, Elkford, Fernie, Golden, Grand Forks, Invermere, Kaslo, Kimberley, Midway, Nakusp, Nelson, Greater Trail, Windermere Valley, Elk Valley
- b) **North Central Zone** including Mackenzie, McBride, Quesnel, Prince George, Valemount, Williams Lake,
- c) **North East Zone** including Chetwynd, Clearview, Dawson Creek, Fort Nelson, Fort St. John, Hudson Hope, Taylor, Tumbler Ridge, Yukon
- d) **North West Zone** including Burns Lake, Fort St. James, Fraser Lake, Hazelton, Houston, Kitimat, Prince Rupert, Smithers, Stikine, Stewart, Terrace, Vanderhoof
- e) **North Okanagan Zone** including Ashcroft, Chase, Clearwater, Kamloops, Lillooet, Logan Lake, Merritt, Revelstoke, North Okanagan (Armstrong/Enderby), Salmon Arm, Sicamous, Thompson-Cariboo, 100 Mile House
- f) **South Okanagan Zone** including Kelowna, Lumby, Penticton, Princeton, South Okanagan (Oliver, Osoyoos), Summerland, Vernon, Winfield, West Kelowna
- g) **North Island Zone** including Campbell River, Comox Valley, Cowichan Valley North, Gold River, Lake Cowichan, Nanaimo, Oceanside, Port Alberni, Powell River, Salt Spring Island, Tri Ports (Port Alice, Port McNeill, Port Hardy)
- h) **South Island Zone** including Cowichan Valley South, Juan de Fuca, Kerry Park, Peninsula, Sooke, Victoria, Victoria Racquet Club
- i) **Vancouver Centre Zone** including Arbutus Club, Richmond Jets, South Delta, Vancouver, Vancouver Thunderbirds
- j) **Vancouver North East Zone** including Burnaby Minor East, Coquitlam, Port Coquitlam, Port Moody, Ridge Meadows, New Westminster
- k) **Vancouver North West Zone** including Burnaby Minor West, Burnaby Winter Club, Hollyburn Country Club, North Vancouver, North Shore Winter Club, Squamish, Sunshine Coast, West Vancouver, Whistler
- l) **Vancouver South East Zone** including Abbotsford, Aldergrove, Hope, Chilliwack, Langley, Mission
- m) **Vancouver South West Zone** including Cloverdale, Semiahmoo, Surrey, North Delta

**NOTE:**

- Burnaby Minor East will include Postal Codes (V5B, V5A, V5E, V3N and V3J)
- Burnaby Minor West will include Postal Codes (V5C, V5G, V5H and V5J)
- Cowichan Valley North will include residency North of the Cowichan River and South Lake Cowichan
- Cowichan Valley South will include residency South of the Cowichan River
- Kootenay Zone participants will be eligible to participate in one (1) of the Draw Zones who are operating a U15 AAA program.

**14.04.2.2 ZONE DRAW ADJUSTMENT**

The BC Hockey Board of Directors shall approve all adjustments to the BC Hockey U15 AAA draw zones.

**14.04.2.3 ZONE BOUNDARY CHANGE**

The North Central Zone shall include the boundary of the North West and North East Yukon Zones.

**14.04.2.4 U15 AAA TEAM APPLICATION**

The BC Hockey Board of Directors shall only approve one (1) team in each of the above zones

**14.04.3 FINANCIAL****14.04.3.1 BUDGET****a) League Budget**

The League operating budget and team registration fees shall be established by June 15 of the calendar year.

Any expense items outside of the approved budget must be approved by the U15 AAA Program Coordinator.

**b) Team Budgets**

- i. Each U15 AAA Team must:
  - Establish and submit a proposed budget by June 15 of the calendar year
  - Provide a financial report within three (3) weeks of the conclusion of their season. Teams that do not meet this requirement will be subject to discipline, suspension or fine.
- ii. Each U15 AAA Team budget shall not include expenses for the following items:
  - Team Staff Honorarium
  - Team Trainer Honorarium
- iii. U15 AAA teams will notify parents of any additional costs team such as: meals, skate sharpening or water bottles.

- iv. All team capital purchases shall require the pre-approval of the U15 AAA Program Coordinator. All teams must file a complete inventory list including items such as audio-visual equipment, dry land training equipment, and skate sharpeners. The list will be sent to BC Hockey on November 1 and March 1. All team capital purchases become the property of BC Hockey.

#### 14.04.3.2

#### **HOTELS/TRANSPORTATION**

- a) Transportation to all league regular season and playoff games outside of a team's zone and involving travel that are in excess of approximately 125 km shall travel by chartered bus. There will be no transportation provided for Lower Mainland teams to games played within the Lower Mainland Zones.
- b) Accommodation and transportation for up to 19 players and a maximum of five (5) team officials who are traveling with the team will be provided by the league. Transportation outside of Districts must be arranged through commercial carrier. Any variance must be approved by U15 AAA Program Coordinator. All hotel and transportation costs for league play must be pre-approved by the U15 AAA Program Coordinator and will be paid by league.
  - i. Travel by chartered buses shall be provided for team officials and players only
  - ii. Parents or guardians of players may be permitted to travel on the bus, space allowing
  - iii. Non-players under the age of 15 are not permitted to travel with the team
- c) The League will provide for a meal allowance up a maximum of five team officials for out of district games only. This will be calculated at per diem rates as established by BC Hockey and reviewed annually as per section 2.02 iii of the policy.
- d) Travel expenses incurred for any reason other than travel by charter bus with the U15 AAA team for league games will be the responsibility of the U15 AAA team.

#### 14.04.3.3

#### **TEAM BANK ACCOUNTS**

Each U15 AAA Team will be assigned a bank account prior to the start of each season, with the following parameters:

- a) The Chief Executive Officer or Staff Designate will assign two (2) signing officers for each team
- b) All transactions and monies for the team must be accounted for in the assigned account
- c) The team signing officers will be required to complete a financial report. This report is to be filed with the BC Hockey office each month.
- d) Teams are not to open or use any other bank account in addition to the league supplied account. Team officials are not to use their personal accounts for any team funds.
- e) All gaming license applications are to be administered by the BC Hockey office. It should be noted that a successful gaming application will necessitate the use of a second, gaming specific, bank account for the team.

#### 14.04.3.4

#### **FUNDRAISING**

No advertising, name bars (other than league supplied name bars) or other patches may be applied to team jerseys without prior consent of the Chief Executive Officer.

**14.04.3.5****HONORARIA**

- a) The League will provide a team staff honorarium with the following breakdown
  - i. Head Coach - \$15,000.00
  - ii. Assistant Coach (2) - \$2,500.00
  - iii. General Manager - \$10,000.00
  - iv. Trainer - \$3,600.00
  - v. Trainer Supplies - \$500.00
    - Staff will have their meal expenses on the road covered on a per diem basis.
    - BC Hockey will provide U15 AAA teams with funds to cover the costs of travel to practices and home games.
- d. Honorarium cheques will be held by BC Hockey should a team not have up to date accounting records.

NOTE: Each U15 AAA Team shall be limited as follows with respect to the supplementation of the Head Coach and General Manager honorarium:

- Total amount of the supplementation honorarium to the head coach shall not exceed \$15,000.00
- Total amount of the supplementation honorarium to the general manager shall not exceed \$10,000.00
- Fees in addition to the BC Hockey player fee may not be assessed to the players or a team in order to supplement the head coach or general managers honorarium.

NOTE: Any request to deviate from the above noted policy shall be submitted to the U15 AAA Program Coordinator and Chief Executive Officer for consideration. The U15 AAA Program Coordinator and Chief Executive Officer hold the authority to make adjustments to honorarium amounts.

**14.04.4****TEAM OFFICIALS****14.04.4.1****REQUIREMENTS**

All coaching staff must share the philosophical values of the representative zone and that of BC Hockey:

- a) All individuals wishing to apply shall submit an application to the General Manager of the team they wish to participate.
- b) Notwithstanding the above dates, if a qualified U15 AAA team official application is received after the above dates, the application shall be considered.
- c) Returning team officials shall be given preference over new applicants unless it has been determined that to do so would not be in the best interest of BC Hockey.
- d) If no applicant is deemed suitable, the application process shall be extended to June 30th.
- e) All coaches shall be non-parents.
- f) Managers are not permitted to participate on the bench during games or on the ice during practices.

g) All team officials to complete criminal record check prior to being selected.

h) All team staff will sign the BC U15 AAA League Code of Conduct.

#### 14.04.4.2

### SELECTION

New and returning Team Officials will be appointed by the Chief Executive Officer on recommendation by the U15 AAA Program Coordinator and the BC Hockey staff resource.

#### 14.04.4.3

### 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 more serious than an equivalent offence committed by a player.

#### a) Team officials may be released from a U15 AAA team for the following reasons:

- Failure to control conduct of players
- Disrespect for the rules and regulations of Hockey Canada and BC Hockey
- Failure to follow philosophy and/or philosophical values of BC Hockey and the U15 AAA League
- Excessive penalties
- Use of alcohol or drugs during a league game or event
- Failure to meet team obligations
- Any infraction deemed by the U15 AAA Program Coordinator not to be in the best interests of the team
- Failure to adhere to the BC U15 AAA League Code of Conduct.

The Chief Executive Officer shall have the authority to release a team official based on the recommendations for the U15 AAA Program Coordinator.

#### b) A decision to release a team official from a team roster may be appealed to the Chief Executive Officer of BC Hockey.

#### 14.04.4.4

### COACHING CERTIFICATION

#### a) Head Coach Requirements

- i. Certified in High Performance 1
  - There is a deferral process in place for coaches who are working towards completing the course
- ii. Valid Criminal Record Check
- iii. Completed Respect in Sport
- iv. Completed Concussion Awareness Training Tool

**b) Assistant Coach Requirements**

- i. Trained in Development 1
- ii. Valid Criminal Record Check
- iii. Completed Respect in Sport
- iv. Completed Concussion Awareness Training Tool

**14.04.4.5****RESPECT IN SPORT**

All BC Hockey U15 AAA team officials must complete the Respect in Sport to be considered for any position within the U15 AAA.

**14.04.4.6****HOCKEY CANADA SAFETY PROGRAM (HCSP)**

All Hockey Canada carded teams must have an HCSP official carded by December 1 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 U15 AAA Program Coordinator. Note that the parent of any member team shall not be permitted on that team's bench during games.

**14.04.5****TEAM REGISTRATION****14.04.5.1****LEAGUE REGISTRATION FEES**

Each BC Hockey U15 AAA team shall be assessed a fee to cover the operating costs of the league. To facilitate administration at the team level, these fees shall be invoiced by BC Hockey directly to the individual players based on registration of 19 players (including two (2) goaltenders). Each team will be responsible for the payment of the total invoice, regardless of the number of players carried on their roster. Member players of the league shall be responsible for any financial deficit incurred by league operations. Should sponsorship funding be secured by BC Hockey to cover operational costs of the league, rebates of these assessments will be distributed equally to league teams.

**14.04.5.2****TEAM NAMES**

- a) All U15 AAA team names must be approved by the U15 AAA Program Coordinator and Chief Executive Officer.
- b) A U15 AAA team's approved name cannot be altered in any way, including the addition of sponsor names, without prior approval of the U15 AAA Program Coordinator.

**14.04.5.3****TEAM WEBSITES**

- a) U15 AAA team websites and social media accounts will not post team staff members that have not been approved on the Hockey Canada Registry (HCR).
- b) U15 AAA teams will adhere to the BC Hockey Social Media Guidelines – Teams.

**14.04.5.4****LEAGUE WEBCAST**

- a) All U15 AAA teams will be required to webcast their home games through the League approved provider.
- b) If a game is not webcast the team will be issued a \$200.00 fine. The fine will not be issued if a circumstance outside the control of the team prevented the game from being broadcasted.
- c) The U15 AAA team will be responsible for the equipment that is provided to broadcast their games. If the broadcast equipment is damaged, the U15 AAA team will pay the repair cost.

**14.04.6****PLAYER REGISTRATION****14.04.6.1****PLAYER FEES**

- a) Player fees shall be based on U15 AAA team registration fees.
- b) Player fees shall include transportation to out of district games and hotel accommodation.
- c) The players are responsible for their meal costs.
- d) Player fees shall be paid by credit card, electronic transfer, or certified cheque upon request by team manager.
- e) If payment is not received within seven (7) days of receipt of invoice, the player shall not be eligible to participate with the team. In the case of a player joining the team after the season has commenced, payment of fees must be received within two (2) weeks of the player's first game.
- f) U15 AAA Team managers shall coordinate the payment of all 19 player registration fees.
- g) A player's full registration fee will guarantee a position on a team's roster for the complete season.
- h) Players paying their player fee in installments shall be suspended from all games and practices if payment has not been made within seven (7) days of the payment due date. Such suspension shall remain in effect until payment has been received.
- i) Any shortfall of player registration fees (i.e. player quits and is not replaced) shall be borne by the remaining players.
- j) Players are responsible for any expenses incurred by their U15 AAA team during the season over and above the registration/player fee.

**14.04.6.2****REFUNDS**

Any shortfall of team registration fees will be borne by players. As such, refunds shall only be granted if a replacement player is found to fill the vacant roster spot.

- a) **Players Release Due to Health:** In the case where a player has encountered health issues that restrict participation, the player may apply for a refund, either in full or in part, of registration fees.
- b) **Players Voluntary Release:** Should a player choose to be released from the team on their own accord or upon their own choice (i.e., player decides to quit the team), the registration fee will not be refunded by BC Hockey. Should a player be released in order to sign with a junior team, the player may apply for a refund, either in full or in part, of registration fees.
- c) **Player Releases:** There shall be no refunds for any player who has been released for disciplinary reasons.

- d) Player Suspensions: Should a player be suspended by a U15 AAA team, or by the BC U15 AAA relative to BC Hockey / Hockey Canada Regulations, the registration fee will not be refunded by BC Hockey.
- e) Player Equipment: Player equipment provided by the U15 AAA team is the property of BC Hockey. In the event a player has been permanently suspended or released from a U15 AAA League Team, the equipment provided must be returned to the team. At the conclusion of the season, all players registered and in good standing with the zone U15 AAA league team shall receive the equipment provided by the league.
- f) All player refunds will be at the discretion of the U15 AAA Program Coordinator and the Chief Executive Officer.
- g) Pro-rated refunds, where applicable above, will be based upon percentage of season completed at time of the request.

#### 14.04.6.3

#### REGISTRATION/CARDING PROCEDURES

- a) Each team shall receive access to a maximum of 25 electronic Player Registration certificates via the BC Hockey Online Carding system. Prior to the first league, tournament or playoff game, the registering team manager must:
  - i. Register all players and team officials on the BC Hockey carding system.
  - ii. All players are required to complete registration, which includes acknowledgement of the refund policy. No player shall participate with a team until said registration is completed.
  - iii. U15 AAA teams are eligible to make applications to the U15 AAA Program Coordinator for the return of a player registration certificate
- b) Participation of a player or team official prior to carding on the BC Hockey carding system will result in loss of points and / or discipline in accordance with BC Hockey Regulations.
- c) A team shall carry a full roster of 19 players, two (2) of which must be goaltenders.
- d) Notwithstanding the preceding paragraph, in order to be eligible for the BC Hockey U15 AAA Championships, in accordance with Hockey Canada Regulations, to meet eligibility requirements to compete in Regional and National playoffs, the teams shall be required to have registered not less than 15 players on Hockey Canada Registration Certificates (at least two (2) of whom must be goaltenders) on or before February 10 of the current season.

#### 14.04.6.4

#### AFFILIATION

- a) BC Hockey U15 AAA teams may affiliate players from within their draw zones as set out by BC Hockey. U15 AAA Teams shall not affiliate any players from outside their draw zones in the event an adjacent zone does not register a team (i.e., there shall be no movement of players between zones for the purposes of affiliation in the event that a given zone does not have a U15 AAA team).
- b) There shall be no "permanent affiliate" players in the U15 AAA.
- c) An affiliate player registered with a Winter Club may affiliate as follows:
  - i. Eligibility for affiliation purposes is to be determined by the players residence within the zone.
- d) Affiliate players must be approved by BC Hockey by way of the Hockey Canada Registry prior to participation. Participation of an affiliate player prior to such approval will be considered as

use of an ineligible player by the team and will be subject to discipline in accordance with BC Hockey Regulations.

- e) Registration of an affiliate player requires the written permission of the player's carding MHA. Once an affiliate player's information is submitted electronically, a copy of the page must be printed and signed by both the player and the President or Secretary of the player's MHA.
- f) Affiliate players must be carded with a BC Hockey registered lower division/category team prior to being eligible to be included as an affiliate on a BC Hockey U15 AAA team's list.
- g) Players registered on recreational ("house" or "C") teams, may affiliate to a U15 AAA League U15 AAA team.
- h) Teams may not call up Affiliate Players (except under emergency conditions) when the Affiliate Player's team is playing. Affiliate players shall only be used as emergency replacements for the following emergency conditions:
  - i. Injuries
  - ii. Suspensions/Disciplinary action (not including team imposed suspensions)
  - i) The player's team may not unreasonably deny a player the opportunity to play as an Affiliate.

**NOTE:** This provision applies to players affiliating from MHAs to U15 AAA teams, as well as players affiliating from U15 AAA teams to Junior clubs.

- j) Consent of an affiliate player's home association must be obtained prior to using the player in a game or practice.
- o) Affiliate players may play a maximum of 10 games (Regular Season and Playoff) as an affiliate to a U15 AAA Team in a given season. Once an Affiliate player's registered team is eliminated from playoff competition the player may participate as an affiliate for the balance of the season.
- p) Affiliate players who participate in more than three games or practices must pay an affiliate player assessment of \$200.00. The fee will cover regular expense including one or more of: accommodations, travel, and ice.
- q) An Affiliate player who has played the maximum number of games permitted under Hockey Canada rules and/or BC Hockey policy may not be used as an affiliate unless his registered team has been eliminated from playoff competition. Players qualifying under this policy shall be assessed a game fee to be determined by the BC Hockey U15 AAA Program Coordinator and Chief Executive Officer.

#### 14.04.6.5

#### PLAYER RELEASES

- a) Players shall not be released once they have been offered a place on a team except for the following reasons:
  - i. Disciplinary problems
  - ii. Use of drugs or alcohol
  - iii. Non-payment of player fees
  - iv. Player requests to play at a higher division or return to Minor Hockey Association.
  - v. Safety or risk management concern to the player

- vi. Deemed by the U15 AAA Program Coordinator to be in the best interests of the team and/or player.
- b) Application to remove a player from a U15 AAA team roster must be made in writing to the U15 AAA Program Coordinator, setting out reasons for the removal of the player.
- c) If a player with disciplinary issues is being considered for removal from the team:
  - i. Written and/or verbal notice of disciplinary concerns and steps taken to address the problems must be documented by the player's U15 AAA team officials.
  - ii. The player and parent(s) must be made aware of the problems and given the opportunity to correct his/her behavior prior to submitting said application to the U15 AAA Program Coordinator
- d) There shall be no refunds for any player who has been released for disciplinary reasons.

#### **14.04.7 PLAYER ELIGIBILITY**

##### **14.04.7.1 U15 AGED PLAYERS**

All U15 aged players (13 or 14 years old within the calendar year) residentially eligible to register and play minor hockey in BC Hockey are eligible to try out for their BC Hockey U15 AAA team.

##### **14.04.7.2 UNDER AGED PLAYERS**

No under-aged players will be permitted to be rostered on, or carded with, a U15 AAA team.

##### **14.04.7.3 RESIDENTIAL QUALIFICATIONS**

The residential qualifications for U15 teams shall be those adopted by BC Hockey and Hockey Canada.

NOTE 1: A player is only eligible to try out for the U15 AAA team where their parents reside.

NOTE 2: Winter Club players: A player registered with a Winter Club must try out for the U15 AAA team where their parents reside. If the player is not selected to a U15 AAA team, the player is eligible to return to the Winter Club.

NOTE 3: Sports School Players: Players may try out for U15 AAA teams based on the residence of their parents and in accordance with Hockey Canada Regulations. Therefore, regardless of where a player registers with a Sport School, they may only try out in their "home" AAA zone.

##### **14.04.7.4 ZONE U15 AAA RESIDENTIAL WAIVER**

###### **Player / Goaltender**

- a) A U15 AAA team may apply for a goaltender or player residential waiver to the U15 AAA Program Coordinator. A player who has been released from their residential U15 AAA program may be issued a residential waiver prior to September 30.
- b) There is no appeal if a player is not selected to a U15 AAA team
- c) Infractions to the Player Residential Waiver will result in discipline to the team staff.
- d) All residential waivers shall be returned at the end of the playing season.

**14.04.8****PLAYER SELECTION PROCESS****14.04.8.1****SPRING IDENTIFICATION CAMPS**

- a) Camps are to be held over three (3) days after the conclusion of the BC Hockey Championships and prior to May 1.
- b) All players must pre-register online with BC Hockey prior to the Identification camp. Failure to pre-register may affect eligibility to participate in the camp.
- c) Players may only attend a U15 AAA camp in the area in which they reside.
- d) The Camp must include a Checking Clinic prior to on-ice activities for first year U15 aged players.
- e) Any player who is unable to attend any stage of the Identification Camp due to injury or for any other valid reason must pre-register online and will remain eligible for future evaluations. Approval must be obtained from the U15 AAA Program Coordinator.
- f) A nominal fee that will cover the cost of the camp and any additional evaluations will be charged and is to be paid online at time of pre-registration.
- g) No player shall participate in any evaluation session unless the Identification Camp registration fee has been paid in full.
- h) Practice jerseys will be provided and can be kept by players.
- i) Three additional ice sessions may be scheduled to accommodate absentee players and to further assess and evaluate players.
- j) A goaltender camp will be held prior to the main evaluation camp if the following occurs
  - 50 or less players registered and more than 6 goalies
  - 51-60 players registered and more than 7 goalies
  - 61-70 players registered and more than 9 goalies
  - 71-80 players registered and more than 10 goalies
  - 81-90 players registered and more than 11 goalies
  - 91-100 players registered and more than 12 goalies

\*If a goaltender is released from the goaltender camp 75% of the evaluation camp fee will be refunded.
- k) Players will be evaluated and selected by Team Officials with input by High Performance Delivery Group Members.
- l) Player Identification:
  - i. A minimum of 11 skaters to a maximum of 17 skaters and two (2) goaltenders must be identified and offered a position on the team by May 1.
  - ii. The list of identified players shall be registered via the HCR on June 1.

**14.04.8.3****EVALUATION PROCESS**

- a) Ice sessions and exhibition games will be held at the discretion of the team.
- b) Costs over and above funds provided by BC Hockey are to be paid by the players taking part in the Evaluation process.
- c) If a player does not attend a Spring Identification Camp and a Try Out Exemption has not been granted, they are not eligible to participate in a team's Evaluation Process.

**14.04.8.4****TEAM STRUCTURE**

- a) Teams will consist of nineteen players including two (2) goaltenders.
- b) A minimum of 19 players including two (2) goaltenders must be selected by August 31 at which time all remaining minor hockey players must be released to their home Minor Hockey Association.
- c) After September 1, if a team wishes to further evaluate a player, approval must be granted by the CEO.
- d) Once a player has been released, written consent must be obtained from the player's home Minor Hockey Association prior to inviting the player to attend further evaluation.

**14.04.8.5****CANCELLATION – REFUNDS**

The following refund policy applies to Identification Camp cancellations:

- a) 50% refund up until 15 days prior to the start of the Identification Camp
- b) Refunds as stated above shall be approved by the Chief Executive Officer upon recommendation of the U15 AAA Program Coordinator.

**14.04.9.1****RULES OF PLAY**

BC Hockey U15 AAA League teams shall be composed of 19 players (including two (2) goaltenders) and up to five (5) team officials who are duly registered with BC Amateur Hockey Association in accordance with the rules and regulations of BC Hockey and Hockey Canada. Membership for such teams shall commence upon acceptance of the team's registration by the Chief Executive Officer of the BC Hockey and shall expire as of the following August 31.

**HOME TEAM RESPONSIBILITIES**

The home team shall be responsible for the following for each game:

- Warm-up and game pucks
- Official league game sheet
  - To be submitted to the statistician at the conclusion of the game(s)
- A qualified timekeeper
- A qualified scorekeeper
- Shots-on-goal statistics for each team to be included on the official game sheet

**14.04.10 RULES AND REGULATIONS****14.04.10.1 DISCIPLINE/SUSPENSIONS**

- a) BC Hockey shall administer the U15 AAA League and be responsible for all disciplinary action.
- b) Team officials shall be responsible for supervising and controlling the conduct of their players before, during or after each game. Failure by team officials to control the conduct of their players (e.g., dressing room/hotel vandalism, theft, bench brawls, lobby and parking lot altercations, etc.) may result in suspension and/or other disciplinary action of the team official and/or player(s). In addition, the cost of any damages shall be assessed against the team.
- c) All penalties and/or suspensions shall be in accordance with U15 AAA League Policy and/or Hockey Canada published rules. Automatic / Minimum suspensions shall be applied as per BC Hockey 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 and BC Hockey rules, whether or not notification is given.
- d) Excessive penalty minutes by individual players including a combination of major penalties such as Gross Misconduct / Match penalties, Misconducts and Game Misconduct penalties shall result in suspension(s) and/or disciplinary action as determined by the U15 AAA Program Coordinator.
- e) Exhibition games are not considered league, tournament or playoff games for the purpose of serving suspensions.

**14.04.10.2 ZERO TOLERANCE - DRUGS, ALCOHOL TOBACCO PRODUCTS AND ILLEGAL ACTIVITY**

There is a zero tolerance for the use of alcohol, drugs, tobacco, smoke-less products (e.g. vaporizers) and illegal activity during activities within BC Hockey. 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 must be forwarded to the U15 AAA Program Coordinator outlining the circumstances within seven (7) days.

**14.04.10.3 HAZING/INITIATION**

- a) All Hazing/Initiation incidents will be reported to the U15 AAA Program Coordinator
- b) All suspension shall be in line with Hockey Canada Regulations

**14.04.10.4 RECRUITING PRACTICES - TAMPERING**

No team official may invite a registered player of another association / club to participate in any exhibition, tournament or league game, practice or team event without prior consent of the player's home association. Violation of this rule will result in disciplinary action.

**14.04.10.5 GAME FORFEIT**

Hockey Canada Forfeiture Rules (as set out in Section 5.6 of the Hockey Canada Policy Manual) shall apply to U15 AAA. Failure to meet league commitments may result in suspension(s).

**14.04.10.6 LEAGUE PLAY**

The number of scheduled league games shall be based on the number of participating U15 AAA teams.

**a) Time of Game**

- Three (3) 20 minute stop time periods will be included in regulation playing time with a 20 minute intermission between each period.
- An eight (8) minute warm up will be used with no flood prior to the start of the first period.
- Teams will be required to provide two and a half (2.5) hour game time slots.

**b) Overtime**

- Overtime is played should the game remain tied after regulation play.
- There will be a two (2) minute break prior to the start of the five (5) minute sudden victory overtime period.
- The teams will not change ends to start overtime as per Rule 10.16 (a) (1).
- Overtime shall be played with each team at a numerical strength of three (3) skaters and one (1) goalie [3 on 3]
- If the game remains tied after the overtime period, it shall remain a tie.
- In the event of a tie both teams will receive one (1) point each in the standings
- In the event there is a winner in overtime the winning team shall receive two (2) points and the losing team shall receive one (1) point in the standings.

**c) Penalties in Overtime**

- When regulation time ends, and the teams are five (5) on three (3):
  - Teams will start overtime five (5) on three (3)
  - Should player strength reach five (5) on four (4) by the next stoppage of play, player strength shall be adjusted to four (4) on three (3).
  - Should player strength reach five (5) on five (5) by the next stoppage of play, player strength shall be adjusted to three (3) on three (3).
- When Regulation time ends, and the teams are five (5) on four (4) or four (4) on three (3):
  - Teams will start over time four (4) on three (3)
  - Should player strength reach four (4) on four (4) by the next stoppage, player strength shall be adjusted to three (3) on three (3).
- When Regulation time ends, and the teams are four (4) on four (4):
  - Teams will start three (3) on three (3)
  - Should player strength reach four (4) on four (4) by the next stoppage, player strength shall be adjusted to three (3) on three (3).
- Teams shall never have less than three (3) skaters on the ice to start play.

**d) No Change Icing**

- A team that is in violation of the icing rule shall not be permitted to make any player substitutions prior to the ensuing face-off.
- Should either team elect to utilize their team time-out at this stoppage of play, the team in violation of the icing rule is still not permitted to make player substitutions.

- A team shall be permitted to make a player substitution when in violation of the icing rule:
  - In order to replace a goaltender who had been previously substituted for an extra attacker
  - In order to replace an injured player
  - When a penalty has been assessed, which affects the on-ice strength of either team.
- The determination of players on the ice will be made when the puck leaves the offending player's stick.

**e) Puck Out of Play**

- When any player (excluding the goaltender), with both skates inside his defending zone shoots or bats the puck (with stick, hand or skate) directly (not deflected) outside the playing surface, except where there is no glass, the resulting face off shall ensue without the offending team being able to make a line change or player substitution.
- When the puck is shot directly into the players' bench, this rule shall not apply. However, should the puck be shot from the defending zone over the glass behind the players' bench, no line change or substitution shall be permitted. This rule shall also include situations where the puck is considered to be shot outside the playing surface from the defending zone and striking any overhead obstructions above the regular playing area such as; scoreboard, rafters, banners or roof etc.
- The Goaltender shall still be penalized with a minor penalty for delay of game as per Hockey Canada Rule 10.11 d) for shooting the puck out of the playing surface. Further, should a player delay the game deliberately by shooting, batting or throwing the puck out of playing surface, they shall be assessed a minor penalty under Hockey Canada Rule 10.11 b).

**14.04.10.7**

**GAME PROTESTS**

There shall be no game protests for league play in the U15 AAA League except for the playing of an ineligible player. Game protests during regular season shall be transmitted in writing to the U15 AAA Program Coordinator within 72 hours of completion of the game in question.

**14.04.10.8**

**EXHIBITION GAMES AND TOURNAMENTS**

- a) Any team wishing to play an exhibition game or enter a tournament shall first obtain permission from the U15 AAA Program Coordinator and then obtain an Exhibition / Tournament Game number from the U15 AAA Program Coordinator. All league commitments must be met prior to permission being granted.
- b) All exhibition games and tournament costs will be paid by the team.
- c) Players are not required to attend tournaments and may not be disciplined for such decision.
- d) A rostered player who is not able to attend a tournament for any reason shall not be charged a tournament fee or any related expenses. Replacement affiliate players shall be assessed a pro-rate tournament fee and expense.
- e) No tournament game shall be substituted for any scheduled league game.

**TOURNAMENT REGULATIONS**

- i. Teams must submit to the U15 AAA Program Coordinator a Tournament Intent Request for all out of province competitions. This request must outline which tournaments, dates and a draft budget for the season.
- ii. Teams must not make participation in out of province tournament mandatory. Players may opt out of attending and incurring the expenses.

**14.04.10.9****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 U15 AAA Program Coordinator. Permission will not be granted unless the date(s) and time(s) of the rescheduled game(s) have first been obtained, which date(s) and time(s) are mutually agreed on by both teams.

**14.04.10.10****GAME REPORTS**

- a) The home team is responsible for supplying the game report ensuring that it is properly completed, and submitting it to the office. The home team shall also ensure that additional blank game reports are available at the timekeeper's bench.
- b) All affiliate players (AP) shall be designated as such on the game sheet beside the player's name.
- c) Game statistics are to be entered into the BC Hockey U15 AAA website by a non-parent team official.
- d) In order to ensure no sanctions will be applied to your team:
  - i. The game sheet must be uploaded and complete by midnight of the game day.
  - ii. The data entered into the system must be exactly as the official game sheet.
- e) To ensure accuracy, a BC Hockey Staff Resource Person will compare Official Game Sheets to the data entered every Monday by 10 am. Any discrepancy noted from the teams team's data entry to the game sheet will be reported to the U15 AAA Program Coordinator for a final decision.
- f) The U15 AAA Program Coordinator shall have the authority to issue a fine in the amount of \$100.00 to any team that did not enter the stats within the above timelines or if the team entered inaccurate information.

**14.04.10.11****TIE BREAKING PROCEDURE – LEAGUE STANDINGS**

In the event of any ties in final league standings, the following tie breaker format shall apply for the determination of playoff positions:

- a) If two (2) or more teams are tied, standings will be determined by ranking the teams based on most wins in regular season play.
- b) If the standings determined in step a) contain any further ties, those teams whose standing was not determined in step a) will have the following format applied, with all games played by the tied teams against each other being considered (i.e. If three (3) teams are still tied, then all games played involving any two (2) of the three (3) tied teams will be used in breaking the tie): teams will be ranked by highest winning percentage in these games

- i. Teams will be ranked by highest winning percentage in these games
- ii. Any teams still tied will be ranked by most goals-for in these games
- iii. Any teams still tied will be ranked by least goals against in these games
- iv. Any teams still tied will be ranked by the least penalty minutes in these games

NOTE: For section b), games involving all of the tied teams will continue to be used in each of steps ii., iii. and iv. even if one (1) or more of the tied teams receives a placing after a step is applied (i.e., if three (3) teams are tied and one (1) team receives a ranking after step i. is applied, then games among all three (3) teams will still be used in step ii. and beyond).

#### 14.04.11

### OFFICIATING

#### 14.04.11.1

### OFFICIATING

District Above Minor Assigners will assign all games. U15 AAA games shall be officiated by a combination of Junior and high-performance level Minor Hockey officials. Officials will be identified and approved by the respective Above Minor Officiating Coordinators in consultation with the BC Hockey Referee-In-Chief.

- a) On-ice official fees for league and playoff games shall be paid by the League as follows:
  - Three Official System:
    - Referee: \$55.00
    - Linesperson: \$35.00
  - Two- Official System: \$55.00 each
- b) It is the responsibility of the home team to pay the officials.
- c) Should there be fewer than three (3) on-ice officials in attendance at any game; the home team manager is to notify the league manager at the conclusion of the game.
- d) Expenses for on-ice official fees for exhibition games will be paid by the individual teams.

#### 14.04.11.2

### OFFICIATING NO SHOWS

Should fewer than the required number of officials appear for any game, then the procedures outlined below shall be followed in accordance with Hockey Canada Rules:

- a) If, for whatever reason, the Referee or Linesperson appointed are prevented from appearing, the Managers or Coaches of the two (2) competing teams shall agree on a Referee and one (1) or two (2) Linesperson.
- b) If they are unable to agree, they shall appoint a player from each team who shall act as officials.
- c) If the regularly appointed officials appear during the progress of the game, they shall replace the temporary officials immediately.
- d) If a Linesperson appointed is unable to act at the last minute, or if through sickness or accident they are unable to finish the game, the Referee in charge shall have the power to appoint another in their place if they feels it necessary.

- e) If, owing to illness or accident, the Referee is unable to continue to officiate when working with two (2) Linesperson, one (1) of the Linesperson shall perform such duties as devolved upon the Referee. The Linesperson shall be selected by the Referee, or if necessary, by the Managers or Coaches of competing teams.

#### **14.04.12**

### **BILLETING**

#### **14.04.12.1**

### **BILLETING OF PLAYERS**

- a) All billeting procedures shall be in accordance with Hockey Canada's guidelines.
- b) No team official is to serve as a billet.
- c) Teams must report all billeting arrangements to the U15 AAA Program Coordinator
- d) Each team shall provide a billet coordinator to oversee all affairs
- e) Billeting fees shall not exceed \$600.00 a month

#### **14.04.13**

### **TEAM UNIFORMS / DRESS CODE**

#### **14.04.13.1**

### **UNIFORMS**

BC Hockey has approved league colours, which shall be worn by all U15 AAA teams. 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 colour.

No advertising, sponsor names or logos, name bars, or other patches may be applied to team jerseys, without prior consent of the U15 AAA Program Coordinator after consultation with the Chief Executive Officer.

Players are required to wear league-supplied equipment including but not limited to jerseys, socks, pants, gloves, helmets and cages.

"Players including goal tenders, shall wear required protective equipment, including CSA-certified helmets and facial protectors and BNQ certified throat protectors in all games, practices, warm-ups and while sitting on the players' bench or penalty box."

#### **14.04.13.2**

### **DRESS CODE**

All players shall wear a shirt and tie, slacks, mock turtleneck, tracksuit or team jersey on game days or when in public during league functions. Baseball caps are not to be worn.

#### **14.04.14**

### **LEAGUE ALL-STAR SELECTIONS**

#### **14.04.14.1**

### **END OF SEASON LEAGUE ALL STAR TEAM**

Each team shall nominate the top three (3) forwards, two (2) defensemen and one (1) goaltender from an opposing team. Each team shall submit their completed All Star Player Ranking form to BC Hockey by March 30.

#### **14.04.14.2**

### **U15 AAA COACH OF THE YEAR AWARD**

At the end of each season the U15 AAA Program Coordinator, in consultation with the Chief Executive Officer shall select an individual for the U15 AAA Coach of the Year Award.

#### **14.04.14.3**

### **U15 AAA PLAYER OF THE YEAR AWARD**

At the end of each season the U15 AAA Program Coordinator, in consultation with the Chief Executive Officer shall select an individual for the U15 AAA Player of the Year Award.

**14.04.15****U15 AAA LEAGUE CHAMPIONSHIPS****14.04.15.1****U15 AAA LEAGUE CHAMPIONSHIPS**

The U15 AAA League Championships shall adopt the BC Hockey Championship policies, procedures and format with the following variations:

- a) The U15 AAA Championship shall consist of a round robin and single elimination tournament format
- b) All U15 AAA teams shall be eligible to participate for the U15 AAA League Championship
- c) The U15 AAA League Championship will be determined by January 15 of the current season
- d) The schedule along with home and away team designations will be determined prior to the event
  - i. The home team shall provide the timekeeper and scorekeeper.
- e) The Chief Executive Officer shall have the authority to change the venue of a series if deemed advisable.
- f) The most valuable player announcements or awards shall not be announced or presented at any of the U15 Zone AAA Championship Series.

**TRAVEL**

All travel and accommodation expenses for games outside of a team's District during the Championships shall be provided.

The team representing BC Hockey at the Pacific Regional Championships and National Championships will be responsible for all travel, hotel and meal expenses incurred while attending those events.

**14.04.15.2****FINAL DATE TO WITHDRAW**

The final date to withdraw from the BC Hockey U15 AAA Championship is January 15.

**14.04.16****EDUCATION ADVISOR****14.04.16.1****EDUCATION ADVISOR**

It is suggested that each team in the BC Hockey U15 AAA League make appropriate arrangements to provide an education advisor.

**14.04.16.2.1****ROLE OF THE EDUCATION ADVISOR**

The role of the education advisor is to provide guidance and/or assistance with respect to their education.

**14.04.17****IMPORTANT DATES**

<b>August 31</b>	19 players including two (2) goaltenders must be selected at which time all remaining minor hockey players must be released to their home Minor Hockey Association.
<b>August 31</b>	Team rosters due to the BC Hockey office
<b>August 31</b>	All selected players to send in their signed and completed Refund Policy and Payment forms
<b>September 1</b>	Practice ice will begin to be paid by BC Hockey
<b>September 10</b>	Equipment fitting sessions to be completed
<b>September 10</b>	Player head shots due to the BC Hockey office
<b>September 30</b>	Deadline for a Goaltender Residential Waiver
<b>January 10</b>	All registered players will become permanent
<b>January 15</b>	Final date for addition to affiliate list
<b>February 10</b>	Final date to make any changes to team rosters (HCR system will convert to "read only")



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