



**POWELL RIVER**  
**MINOR HOCKEY ASSOCIATION**

PO Box 31  
Powell River BC  
V8A 4Z5

# **POLICY MANUAL**

To lead, develop and promote a positive hockey experience for every player at every level by creating a fun and safe environment in which our children can excel and enjoy our great Canadian game.

**HOCKEY FOR LIFE!**

*Amended June 2013*

## Child First – Winning Second

Striving to win (not winning!) is an inherent goal of all competitive sports. To not seek victory is dishonest – it destroys the essence of sport. Striving to win is important in helping attain the other objectives of children’s sport programs.

Through the striving for goals that are difficult to acquire children learn sportsmanship, gain leadership skills and develop initiative. When winning is kept in perspective child first, winning second sports programs produce children who enjoy movement, who strive for excellence, who have to risk error to learn and who grow with praise and constructive criticism. With proper leadership, sports programs produce children who accept responsibility, who accept others and most of all accept themselves. The philosophy of child first, winning second is easy to endorse for us adults but much more difficult to practice in the “Heat” of competition. It requires a deep commitment to this philosophy and sufficient self control to consistently behave accordingly. The challenge is not the endorsement of the child-first, winning-second philosophy but rather it’s implementation.

### Minor Hockey Executive Positions

- Past President
- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Coach Coordinator
- Referee in Chief (RIC)
- Training & Safety Director
- Rep Coordinator
- Ways & Means Coordinator
- Tournament Coordinator
- Ice Scheduler
- Equipment Manager
- Female Director
- Director at Large

Committees include; Discipline, Appeals, Finance, Tournament, Division Managers as well as committees formed for special events such as Fundraising activities etc.

**CALENDAR OF EVENTS**

This is simply a guide of possible events throughout the year. Actual dates will be set by PRMHA, VIAHA and BC Hockey. For additional information during the season watch the Minor Hockey bulletin board and web site: [www.powellriverminorhockey.com](http://www.powellriverminorhockey.com)

**MAY** PRMHA Annual General Meeting & Election of new Executive  
Rep Team Coach Selection  
Vancouver Island Amateur Hockey Association AGM

**JUNE** PRMHA Scholarship awarded  
Open Registration / Deadline for early registration rates  
BC Hockey Annual General Meeting

**AUGUST** Rep Tryouts

**SEPTEMBER** Rep Placement Games begin  
Referees Clinic  
Jerseys, socks and raffle tickets issued

**OCTOBER** Practices  
Exhibition Games  
Placement Games  
Regular House season begins

**NOVEMBER** Rep League Games begin

**DECEMBER** Winter Wonderland / Christmas break

**JANUARY** Minor Hockey Week

**FEBRUARY** Rep Playoffs  
Mail out registration for next season

**MARCH** House playoffs  
Provincial Championships  
Awards Night

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## 1. GENERAL INFORMATION

- 1.1. Powell River Minor Hockey Association (PRMHA) is a non-profit sport society incorporated under the BC Societies Act. PRMHA is governed by the rules of Hockey Canada, BC Hockey, Vancouver Island Amateur Hockey Association (VIAHA), the PRMHA Constitution Societies Act & Bylaws and the PRMHA Policy Manual.
- 1.2. The philosophy of minor hockey is to ensure that every minor age player, who desires, has a fair and reasonable opportunity to participate in a hockey program.

## 2. REGISTRATION AND FEES

- 2.1. At the end of each season the Association will email out, to returning members, early registration forms for the next season. Dates for open registration sessions will be determined by the Registrar.
- 2.2. No player will participate in minor hockey activities until full registration has been received. There may be a seventy-two (72) hour waiting period from the time of registration until the player is allowed on the ice. This allows time for the player to be insured through Hockey Canada and allows the Registrar time to notify the Division Manager of a new player.
- 2.3. Each player shall register into their age-appropriate division according to their age as of December 31<sup>st</sup> of the current year.
- 2.4. The following divisions will be established:
 

Pre-Novice	ages 4 and 5 years
Novice	ages 6 to 8 years
Atom	ages 9 and 10 years
Pee Wee	ages 11 and 12 years
Bantam	ages 13 and 14 years
Midget	ages 15 to 17 years - including juvenile age players with approval of the Coach Coordinator if numbers do not warrant a separate juvenile division.
Juvenile	ages 18 to 20 years
- 2.5. Should a player wish to participate in a division outside of their age group a request, stating all the reasons why the child should be moved, must be submitted in writing to the Coach Coordinator. Underage players may only be one year out of age category. Should the Coach Coordinator agree with the request he/she will complete the Underage Exemption (UA) or Overage Exemption (OA) form and submit to the VIAHA Executive Director for approval per VIAHA Handbook 5.17.
- 2.6. When considering applications from Juvenile age players to participate in the Midget Division preference will be given to players who have not been carded members of previous Midget Rep teams and/or have demonstrated they have a good discipline profile from past years in Minor Hockey. Accepted Juvenile players will be held to a higher standard of accountability in regards to any discipline issues that may arise.

- 2.7. The number of players registered and the ice time available will determine the total number of teams per division.

**FEES (see Appendix E)**

- 2.8. The Executive will set the registration fee for each season.
- 2.9. Fees will be based on, but not limited to, the following factors:
- Cost of ice time
  - Administrative costs for BC Hockey
  - Administrative costs incurred by Executive members; and on behalf of PRMHA
  - Cost of equipment (jerseys, goalie equipment, crests, pucks etc.)
  - Cost of Hockey Canada Insurance per player and official
  - Team costs (VIAHA, BC Hockey and Hockey Canada fees)
  - Cost of Referees for regular season play
  - Contributions to playoff travel fund
  - Cost of clinics for referees and coaches
  - Contribution to the PRMHA Financial Assistance Program
- 2.10. Early registration fees will be available; the deadline date for early registration fees will be determined by the Registrar. Completed registration forms with a minimum payment of ½ the applicable registration must be received by the early registration deadline with the balance payable by post-dated cheque, dated no later than August 15<sup>th</sup>.
- 2.11. All NSF cheques will be replaced, including NSF charge by certified cheque, cash or money order.
- 2.12. Registration will be rescinded if fees are not paid in full by August 31<sup>st</sup> of that season.
- 2.13. Families with three or more children registering in one season are required to pay full registration fees for the first two children registered. For any additional children registered, the following fees will apply: \$20.00 sock fee, \$45.00 administration fee, \$50.00 fundraising deposit. This does not apply to blended families.
- 2.14. Female Program \$50 fee for trial consisting of four practices if player continues this non-refundable fee will go towards registration.
- 2.15. Returning players will not be allowed to register for the next season until their minor hockey jersey and/or any other minor hockey equipment assigned to them has been returned.
- 2.16. Registration of players after the Christmas break shall require the approval of the Coach Coordinator. Pro-rated registration fees for the balance of the season will be applied.

**FINANCIAL ASSISTANCE**

- 2.17. The Challenge Fund is available for families seeking financial assistance for registration in PRMHA. Applicants are to fill out the application (available in appendix G of policy manual and on the PRMHA website) and follow directions on application form. Financial assistance may be provided at the discretion of the PRMHA executive.
- 2.18. Every effort will be made to ensure confidentiality. Names will be on a need to know basis only.
- 2.19. Assistance will be given for Novice thru Juvenile age players for recreational hockey. There will be no assistance for tryouts, rep fees, conditioning camps, tournaments or other special programs. No equipment or travel assistance will be allocated from this fund.
- 2.20. Funds will be allocated at the direction of the Executive Board.

### **REFUNDS**

- 2.21. Any registered player may receive a full refund if the Registrar is notified by August 1<sup>st</sup> of the current year.
- 2.22. Refunds will be granted to players who cease to play and submit a request in writing to the Registrar before December 15<sup>th</sup> of the current year.
- 2.23. After December 15<sup>th</sup> a refund can be granted at the executive's discretion for the following :
  - Medical reasons where a player is unable to play for more than 45 days
  - Moving out of the district
  - Special circumstances deemed acceptable by the executive
- 2.24. The refund amount will be the amount of registration less the Hockey Canada Insurance fee prorated to the nearest week that the letter has been received by the Registrar.

### **EQUIPMENT**

Effective December 1, 2008 all Coaches are required to wear an approved Helmet when on the ice for any minor hockey activity.

#### **Proper equipment for PLAYERS includes:**

- |                            |                                     |
|----------------------------|-------------------------------------|
| ➤ CSA Certified Helmet     | ➤ CSA Certified Full face protector |
| ➤ BNQ Certified Neck guard | ➤ Shoulder pads                     |
| ➤ Elbow pads               | ➤ Gloves                            |
| ➤ Athletic cup or Jill     | ➤ Pants                             |
| ➤ Shin guards              | ➤ Skates                            |
| ➤ Stick in good condition  |                                     |

Proper equipment for GOALTENDERS includes:

- |                            |                                     |
|----------------------------|-------------------------------------|
| ➤ CSA Certified Helmet     | ➤ CSA Certified Full face protector |
| ➤ BNQ Certified Neck guard | ➤ Chest protector                   |
| ➤ Blocker                  | ➤ Trapper                           |
| ➤ Athletic cup or Jill     | ➤ Pants                             |
| ➤ Goalie pads              | ➤ Skates                            |
| ➤ Stick in safe condition  |                                     |

- 3.1. All PRMHA equipment is to be signed out through the Equipment Manager.
- 3.2. Jerseys and goalie gear will be distributed to coaches once team selections have been completed.
- 3.3. PRMHA has a selection of goalie equipment available to teams and individual goalies to borrow for the season.
- 3.4. Pucks will be distributed to the coaches at the beginning of the season. Pylons and tutor shooters are available and can be signed out to teams by the Equipment Mgr.
- 3.5. PRMHA provides game jerseys for each player. This equipment is to be worn for PRMHA sanctioned or sponsored activities only. Sponsor name bars will be sewn on by the Association and are not to be moved or removed. Personal name bars, use of Velcro or tape, are not allowed due to jersey damage. Only letters issued by the Equipment Manager may be used. Per BC Hockey regulations no jersey may be worn in a game without an approved “Stop Sign” sewn onto the back.
- 3.6. All team jerseys must be laundered prior to return to the Equipment Manager at the end of the season.
- 3.7. Coaches and managers are responsible for all equipment issued to their team. They must ensure that it is properly used, maintained and returned at the end of the season.
- 3.8. Any damages or repairs that occur from neglect or misuse by the individual or team will be recovered from those responsible for the damages.
- 3.9. Subject to availability, PRMHA equipment may be used for Summer Hockey programs. A security deposit will be required and all equipment must be returned before the start of the season. Arrangements are to be made in advance with the Equipment Manger.
- 3.10. Rep teams will be issued one First Aid Kit for the season.
- 3.11. Recreation teams may sign a First Aid Kit out for away games and tournaments. A deposit may be required.

**4. PRE-NOVICE / NOVICE**

- 4.1. Every player starts out as a beginner and must be initiated to hockey. Thus, beginners and the NOVICE PROGRAM are the foundation of the entire hockey structure. The objectives of the Novice Program are to:



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

4.2. Beginners come in all ages but they usually range from four to ten years of age. They progress at different rates. Therefore, the emphasis is on ENJOYMENT and SKILL ACQUISITION.

4.3. When players acquire enough skills and on-ice experience that they can no longer be termed beginners, they need a different type of hockey program. Most will go on to a recreational program, although some of the more skilled players could go directly to a competitive program.

- The CHA Novice Program is followed.
- No statistics or league standings will be kept.
- COACHES – Require Coach Stream/Coach Hybrid certification.
- TRAINER – Minimum of one Safety Person per team with a valid HCSP ticket.
- All team officials including; coaches, trainer, helpers and manager must be qualified in the “Speak Out/Respect in Sport”.
- Pre-Novice / Novice have no requirements for officials.

## **5. RECREATIONAL HOCKEY PROGRAM (House League)**

5.1. Recreation hockey is the type of hockey played by the majority of amateur players. It's FUN HOCKEY for fitness, relaxation, and fellowship. The objectives of the RECREATIONAL program are to:

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

5.2. Recreational hockey is central to the entire amateur hockey structure. Many players coming out of the Novice program will go into the Recreational program. Furthermore, most Representative players spend time as Recreational players, both before and after their competitive days.

5.3. There will be no body checking in Recreational divisions.

- 5.4. Each home team will be responsible for providing a Timekeeper and Scorekeeper. The home team is the first team designated on the Ice schedule.
- 5.5. PLAY-OFFS – at the end of the season, a single round robin event involving all teams, based on the results 1<sup>st</sup> will play the 2<sup>nd</sup> place team.
- 5.6. UNUSED
- 5.7. ATOM
- PROGRAM – The CHA Atom Program is followed.
  - COACHES – Require Coach Stream/Coach Hybrid certification.
  - TRAINER – Minimum of one Safety Person per team with a valid HCSP ticket.
  - All team officials including; coaches, trainer, helpers and manager must be qualified in the “Speak Out/Respect in Sport”.
  - PRACTICES – There will be a 1 to 1 practice/game ratio.
  - Games will be 1 hour in duration.
- 5.8. PEE WEE
- PROGRAM – The CHA Pee Wee Program is followed.
  - COACHES – Require Coach Stream/Coach Hybrid certification.
  - TRAINER – Minimum of one Safety Person per team with a valid HCSP ticket.
  - All team officials including; coaches, trainer, helpers and manager must be qualified in the “Speak Out/Respect in Sport”.
  - PRACTICES – There will be a 1 to 1 practice/game ratio.
  - Games may be 1 hour or 1 hour 15 minutes in duration.
- 5.9. BANTAM
- PROGRAM – The CHA Bantam Program is followed.
  - COACHES – Require Coach Stream/Coach Hybrid certification.
  - TRAINER – Minimum of one Safety Person per team with a valid HCSP ticket.
  - All team officials including; coaches, trainer, helpers and manager must be qualified in the “Speak Out/Respect in Sport”.
  - PRACTICES – There will be a 1 to 3 practice/game ratio.
  - Games may be 1 hour 15 minutes or 1 hour 30 minutes in duration.
- 5.10. MIDGET
- PROGRAM – To encourage participation, this division provides games only.
  - Considering there may be 1<sup>st</sup> and 2<sup>nd</sup> year Midget players wanting to progress onto the Representative program in future seasons when there is sufficient interest an open drop in practice will be scheduled once a week. If practices are scheduled, coaches will follow the CHA Midget Program.
  - COACHES – Require Coach Stream/Coach Hybrid certification.

- TRAINER – Minimum of one Safety Person per team with a valid HCSP ticket.
- All team officials including; coaches, trainer, helpers and manager must be qualified in the “Speak Out/Respect in Sport”.
- Games will be 1 hour 30 minutes in duration.

### GAMES

The arena/rink (wall) clock shall always take precedence. Coaches/Managers must make sure that before the start of the game they know which clock is being used by the timekeepers as the wall clock and what time the ice rental period ends and the teams need to leave the ice. All games will be concluded two minutes before the end of the rental ice slot to allow the Players to shake hands before leaving the ice.

Timekeepers shall run the clock as follows:

1 hour Games:

Warm-up:	5 minutes	Running Time
1 <sup>st</sup> Period:	15 minutes	Running Time
2 <sup>nd</sup> Period:	15 minutes	Running Time
3 <sup>rd</sup> Period:	20 minutes	Running Time

1 hour 15 minute Games:

Warm-up:	5 minutes	Running Time
1 <sup>st</sup> Period:	15 minutes	Stop Time
2 <sup>nd</sup> Period:	20 minutes	Stop Time
3 <sup>rd</sup> Period:	20 minutes	Stop Time
(or the wall clock, less 2 minutes, whichever comes first)		

1 hour 30 minute Games:

Warm-up:	5 minutes	Running Time
1 <sup>st</sup> Period:	15 minutes	Stop Time
2 <sup>nd</sup> Period:	15 minutes	Stop Time
3 <sup>rd</sup> Period:	20 minutes	Stop Time
(or the wall clock, less 2 minutes, whichever comes first)		

### Game Sheets:

- Affiliate players (call ups) must be identified on game sheets by placing an “AP” beside their name.
- Over Age players must be identified on game sheets by placing an “OA” beside their name.

## **TEAM SELECTION**

- 5.11. Once the total registration for a division has been determined, the Coach Coordinator will get together with the Coaches and when appropriate the Division Manger to form teams. The aim must be to form balanced teams, hence a balanced league. Players are to be rated by as many coaches as possible from within the division prior to forming teams. Players are evaluated; first year players will be done separate from second year players and in the Midget division third year players, taking into account that the older player develops sooner. Once this is done the players, based on the evaluations, are placed into a hat – each coach picks a player until they have been distributed onto the number of teams being formed.

- 5.12. There will be some fine-tuning required, such as parents wanting to coach their child, brothers/sisters playing with brothers/sisters. This can be ironed out, if necessary, after the selection process. Teams will be assembled by the consensus of the coaches in a division involving the Coach Coordinator and when appropriate the Division Manager. Rep team affiliate players will be evenly distributed throughout the division.
- 5.13. Once play is commenced, it is recommended that one complete round robin series of exhibition games be completed at which time the Coach Coordinator, Division Manager and coaches would look at the standing and the results. The purpose of this meeting would be to adjust teams as necessary.
- 5.14. It will be the job of the Coach Coordinator, Division Manger and coaches to ensure that the league is balanced and when and if “power houses” emerge, to adjust accordingly.

### **PLAYER MOVEMENT**

- 5.15. Players will be able to play at equal skill and ability levels regardless of age. Unless the player has exceptional ability, beyond his/her age group, it is in the best interest of the player’s social, psychological and emotional development to play in his/her age category.
- 5.16. No player in PRMHA may play or practice with any division other than his/her own without permission from one of the following; Division Manager, Coach Coordinator, President or the Executive.
- 5.17. Any parent wishing their child moved to another division must write a letter to the Coach Coordinator, stating all the reasons why the child should be moved (see Section 2 REGISTRATION AND FEES).
- 5.18. Once a player has been accepted into a higher division he/she is entitled to all the privileges of that division. Once that player has played more than 5 games in the higher division they may not return to play in the lower division.
- 5.19. Affiliate Players (Call Ups) Recreational (House) Divisions:
  - Each season the Executive will determine if the use of Affiliate Players will be permitted in any recreational division.
  - House teams will be allowed to use call-ups if they have less than 10 skaters available. Goaltenders may be called up if a team’s regular goaltender is unavailable.
  - Teams may apply for permission to pick up players for out of town sanctioned tournaments to bring their numbers to 14 skaters and 1 goaltender.
  - Should the need arise for a house team to add players to their roster for an out of town sanctioned tournament they are required to submit a request, including the names of the players and the teams they are from, to the Coaching Coordinator for approval.
  - With the exception of the Atom Division, House teams may call up affiliate players from teams in the next lower division.
  - Novice/Initiation players shall not be used as affiliate players.

- Currently BC Hockey does not permit player movement between teams in the same division with the exception of female players.
- Affiliated players must be identified on game sheets by placing and “AP” beside their name.

## STATISTICS

- 5.20. League standings for House teams will be kept for Atom and up and posted regularly by the Divisional Manager. Write-ups may be submitted to the local newspaper.
- 5.21. Copies of the score sheets are to be left in the boxes provided in the coach’s room.
- 5.22. UNUSED

## **6. REPRESENTATIVE PROGRAM**

- 6.1. The Representative program is designed for players who have the desire and ability to play at a high level of competition and who are willing to invest a reasonable amount of time to on and off-ice training. The objectives of the Representative program are to:
  - achieve a degree of excellence, according to the player’s interest and potential
  - provide an opportunity for achievement in an enjoyable and self-fulfilling environment
  - provide an opportunity to progress to a higher level of competition
  - stimulate development both from an individual and overall sport point of view
- 6.2. This program emphasized IMPROVEMENT OF ALL BASIC SKILLS, PLUS TACTICAL and PSYCHOLOGICAL PREPARTION.
- 6.3. Representative (Rep) hockey is the culmination of player skills, attitude and desire coupled with the coaching experience, training and dedication to form a Powell River team to compete against the best players from other associations. The Rep teams play in a league that permits players to play against players of equal ability. It permits each player to improve his/her skills and character while playing at the next higher individual and team skill level.
- 6.4. PRMHA Rep teams are supervised by the Rep Coordinator, who is in turn answerable to the Executive.
- 6.5. All Representative teams will have a designated Head Coach with the required BC Hockey Coaching certification. All Assistant Coaches must also hold the required BC Hockey Coaching certification.
- 6.6. All Representative teams will have a designated Trainer with a valid HCSP ticket.
- 6.7. All Representative team officials including; Coaches, Trainer and Manager will have taken Speak Out/Respect in Sport.
- 6.8. Coaches of all Representative teams will provide equitable playing time for their players.

- 6.9. Rep Team Managers are encouraged to supply the local media with results and positive stories from their division.

### TEAM COACH SELECTIONS

- 6.10. Prior to May 30<sup>th</sup> of each year, the Association will accept applications from prospective Representative Team coaches.
- 6.11. The Rep Coordinator upon recommendations from the Executive will establish and appoint a Coach Selection Committee for the purpose of interviewing and recommending coaching candidates for Representative teams to the Executive. The Selection Committee will have a minimum of 3 members, including the Rep Coordinator.
- 6.12. It will be the responsibility of the Training & Safety Director to ensure that all necessary reference and security checks, including criminal reference checks are completed before Representative team coaches are confirmed.
- 6.13. Criteria to be used in the representative coach selection process will include, but not be limited to the following:
- Proof of Certification
  - Proof of Safety/Trainer Certification
  - Letters of reference and previous evaluation forms
  - A record of coaching experience
  - Provision of a detailed outline and annual plan for the team and year in question
- 6.14. The same pre-determined questions will be asked of each candidate so the evaluation criteria will be consistent.
- 6.15. Once the recommendation for Rep and Atom Development Coaches has been made and accepted by the Executive, the Rep Coordinator, or his designate, will contact the successful and unsuccessful candidates for each respective team within 48 hours.
- 6.16. All representative team coaches must sign and adhere to the PRMHA Team Officials contract in Appendix A – 1. Failure to do so will result in said coaching privileges being forfeited.

### TRYOUTS

- 6.17. Rep tryouts will start the last week in August (the week prior to Labour Day). Tryouts will cover 1 - 2 weeks of ice time. A mandatory tryout registration date and time will be set and advertised as well as posted at the Complex and on the PRMHA web site. The tryout schedule will be available at tryout registration. Rep Tryout fee to be set by the Executive (see appendix E). 50% of tryout fees collected will be deposited into individual Rep team accounts and 50% will go into PRMHA accounts.

- 6.18. Players who have not previously played Rep hockey with Body Checking must attend a Body Checking clinic. The association will provide a Body Checking clinic during the Rep Tryout schedule.
- 6.19. The Rep Coordinator is authorized to establish a Selection Committee for each Division. The Selection Committee will consist of a minimum of 3 evaluators:
  - Coach Coordinator and/or Rep Coordinator
  - Other Coaches from the Association
  - Executive members
  - Other evaluators as approved by the Executive
- 6.20. The Rep Team Coach (with the Selection committee) will establish the selection criteria as well as outline the selection process and communicate this information to the players/members before tryouts commence. See appendix C – Player Selection Criteria
- 6.21. The Rep Team Coach will design the evaluation drills and assign individuals to run the drills so that the evaluators are free to evaluate players using the established criteria.
- 6.22. It is recommended that each tryout session should have as many evaluators as possible, three being the minimum. A Rep Selection Committee or Executive member will be assigned to each Rep team for the duration of the tryouts and team selection. Their role is to monitor and assist with player releases, selection, evaluations, appeals, meetings etc. They will report the team's progress to the Selection Committee.
- 6.23. Players will be informed by the Coach or his designate, in private with a minimum of 2 other Adults present, regarding which team they have been assigned to. In their sessions, the player should be advised of where they did or did not meet the selection criteria.
- 6.24. All teams must finalize their rosters by the date specified by BC Hockey.

#### **ATOM DEVELOPMENT TEAM**

*Falls under the Island Recreational League, please see the VIAHA Handbook.*

- 6.25. PRMHA's goal for this team is to develop as many Atom players as possible.
- 6.26. This team has been created to provide a base for our Rep teams and to provide an opportunity for the more skilled Atom players to play a more competitive level of hockey.
- 6.27. The team selection and operation will follow Representative Team procedures.
- 6.28. Atom Development players are permitted to affiliate with Pee Wee house teams.
- 6.29. The maximum number of games, including tournaments, will not exceed 44.

- 6.30. Player's ice time will be as fair and equitable as possible.
- 6.31. The team head coach must apply at the same time as Rep coaches, be approved by the PRMHA Executive, and be willing to work closely with the other recreational coaches for both practices and games.

#### REP INTERACTION WITH HOUSE LEAGUE

- 6.32. A carded Rep player is not allowed to play for a Recreational/House team.
- 6.33. Rep players returning to House League may be placed in a division higher; however this requires the approval of the President & BC Hockey.
- 6.34. Rep and Development teams, with executive approval, may practice with house teams in a higher division. Recreational rules will be used for any controlled scrimmages. Powell River Rep teams from different age categories may not play each other.

#### REP FEES

- 6.35. Rep fees are determined annually by the Executive. (see appendix E) Rep and Affiliate Player team fees are payable by November 1 of the current year. Delinquent fees will be subject to discipline action. Under the Affiliate Player fee an affiliate player can be listed on up to 5 Rep game sheets. Once they appear on a 6<sup>th</sup> Rep game sheet they will be required to pay the difference up to the full Rep fee.

#### TEAM APPAREL AND CRESTING

- 6.36. All team apparel must be PRMHA colours and the outer team apparel is to be approved each year by PRMHA Executive before being purchased.
- 6.37. Only PRMHA approved crests and names shall be displayed on any team apparel

#### TEAM TRAVEL FUNDING

- 6.38. Bank accounts should be used for Rep teams. All accounts should be opened 'In Trust' or in the name of the PRMHA Rep team with cheques signed by two adults, one whom must be the team manager. All funds, statements and cancelled cheques as well as receipts, invoices and other financial records are to be held in Trust for PRMHA by a Rep team. These documents should be kept safely and be made available upon request by the Treasurer or President. A receipt in writing should evidence all cash transactions. A Monthly financial statement must be submitted to the Treasurer or Rep Coordinator. The Executive can review the bank records of any Rep team. The team records must be provided to the Treasurer or Rep Coordinator within seven days of request, verbal or written.
- 6.39. Each Rep team will be advanced \$800.00 at the beginning of each season. The \$800.00 advance must be returned to PRMHA at the end of each season. Excess



funds in any representative/development team account at the end of the season must be returned to PRMHA and will be deposited into the PRMHA Provincial Travel Fund.

- 6.40. PRMHA will provide funds for Pee Wee, Bantam, and Midget representative teams participating in BC Hockey sanctioned Provincial Championship tournament as follows:

Vancouver Island	\$500.00
Lower Mainland	\$750.00
Okanagan/Mainland	\$1500.00
North Central	\$2000.00
West Kootenay	\$2500.00
North Western	\$2500.00
East Kootenay	\$2500.00
North East/Yukon	\$3000.00

- 6.41. All requests for financing must be made in writing to the PRMHA Executive.

## **7. INJURIES**

- 7.1. All players and team officials injured during on ice activities, whose injuries require medical attention, must return a completed Injury Report Form to PRMHA. The forms are available on the BC Hockey web site (bcaha.org).
- 7.2. Any player injured while participating in a PRMHA sanctioned activity and requiring medical attention for the injury must present written authorization from their doctor clearly stating the return to play date with any restrictions to full participation to their team coach prior to returning to play or practice.

## **8. FUND RAISING**

### **GENERAL**

- 8.1. Funds for the normal activities of the Association will be raised by:
- Registration fees as set annually by the Executive after a budget of estimated costs for the season have been established
  - Sponsorship fees, set by the Executive and solicited from sponsors
  - BC Direct Access grants
- 8.2. All fundraising activities must comply with BC Hockey sanctioning and the Gaming Policy and Enforcement Branch (GPEB) of the Ministry of the Attorney General.
- 8.3. The Treasurer will keep an accounting of the dispersal of all the above funds.
- 8.4. There will be an annual minor hockey raffle. Each player is required to participate in this fundraising event. A \$50.00 Raffle deposit fee will be collected from each player at time of registration.

SPONSORS

- 8.5. The Ways & Means coordinator will be responsible for procuring Association sponsors.
- 8.6. The levels of Sponsorship and yearly fees are as follows:
- |                                |          |
|--------------------------------|----------|
| ➤ Representative teams         | \$450.00 |
| ➤ Recreational teams           | \$300.00 |
| ➤ Tournament / Events Sponsors | \$150.00 |
| ➤ Rep Game Sponsors            | \$ 50.00 |
- (See Appendix E)
- 8.7. Sponsors are not to be approached for further funding unless approved by the Ways & Means Coordinator. Tournament Coordinators are also required to contact the Ways & Means Coordinator for approval prior to approaching Sponsors.

INDIVIDUAL TEAMS

- 8.8. Direct public support can be requested through activities such as hot dog sales, car washes, bottle drives, etc. provided that they are in good taste and approved by the Ways & Means Coordinator. Alcoholic beverages may not be used as prizes.
- 8.9. Team management is responsible for ensuring that the PRMHA guidelines and Municipal by-laws are followed.
- 8.10. PRMHA will not assume responsibility of any debts incurred through individual team fundraising activities.
- 8.11. Fund raising by individual teams will be permitted for the following:
- Tournament registration fees
  - Team travel costs; ferry, gas, hotel, rentals
  - Provincial championships, if applicable
  - Team expenses such as faxes, phone calls and correspondence
  - Additional team ice time
  - Fund raising for any other items not mentioned above must be approved by the Executive.
- 8.12. Allowable expenses from fundraised money may also include clothing; Jacket or Track Suit only with approval from the Executive (maximum 50% of total cost) – any other clothing is to be purchased with the cost to the player.
- 8.13. To ensure that all fundraising is coordinated and not repeated throughout the PRMHA, that excessive fundraising is not done, and that all sponsors receive appropriate advertising and representation, the Executive or Ways & Means Coordinator may request a team to submit in writing, the type of fundraiser and date held.

- 8.14. All fundraising requiring gaming licences including but not limited to raffles and 50/50 draws must be approved by the Ways & Means Coordinator and all licence applications shall be submitted by the Treasurer. All funds raised through 50/50, raffles and other gaming activities are to be used for team expenses.

### REPRESENTATIVE TEAMS

- 8.14. Rep teams will have a primary team sponsor as determined by the Ways & Means Coordinator. Rep teams will be permitted to recruit additional sponsors as outlined by the Executive. Rep teams require approval from the Ways & Means Coordinator prior to approaching any business. A list of businesses the Rep team plans to solicit for sponsorship must be submitted to the Ways & Means Coordinator for approval by October 15<sup>th</sup>.
- 8.15. Rep teams will be permitted to recruit additional co-sponsors with the approval of all parties involved. The team will be permitted to use the sponsor's name, in good faith, to recognize financial support from the sponsor.
- 8.16. The Primary Sponsor name bar will be predominately displayed on Home and Away Jerseys. The Primary Sponsor will always have first right of refusal on any additional sponsorship.  
The co-sponsors name can be:
- affixed to the shoulder or right side of the chest on Home and Away Jerseys
  - sewn onto Track Suits
  - affixed to Practice Jerseys
- 8.17. Rep team will be permitted to recruit game sponsors for scheduled VIHL League home games and Playoff home games. A maximum of 2 sponsors per game with the approval of both parties involved. It will be the responsibility of the Rep team to ensure the Game Sponsor(s) name is advertised prior to the game and announced during the game.
- 8.18. Additional sponsorship funds will be used to offset costs incurred by the team. Rep teams must submit an on-going list of sponsoring businesses to the Ways & Means Coordinator at the end of each month. Rep teams are to post a thank you notice in the paper at the end of the season listing all their sponsors.
- 8.19. Rep teams can apply to the Executive for permission to host one tournament per season as a fundraiser. Permission to host a Rep tournament will only be approved when all House division tournament dates have been confirmed and there is no conflict with House tournament plans. Tournament fees and tournament sponsor fees as set out by the executive are to be used (Appendix E).

### **9. REFEREES**

- 9.1. Referee fees shall be negotiated at the start of each season by the Referee in Chief (RIC) and the PRMHA Executive.
- 9.2. If games are cancelled without reasonable notification to the official's assignor (24 hours) the officials assigned, who show for the game, will be paid.

- 9.3. Division Managers will notify the RIC of officials who are late or do not show up.

See Appendix B – Officials Code of Conduct and Standards

See Appendix A-5 – Officials Contract

GAMES – Subject to the recommendations of the RIC

- 9.4. ATOM – at least a two person system, one of the officials should be a minimum level II official.
- 9.5. PEE WEE – at least a two person system, preferably one official should be an adult. If the officials are also players they should be from one division higher.
- 9.6. BANTAM – at least a two person system, preferably one official should be an adult. If the officials are also players they should be from one division higher.
- 9.7. MIDGET – should have a three person system, these officials should be adults.
- 9.8. REP – should have a three person system, minimum level 2

COMPLAINTS

- 9.9. This is not intended for coaches or others who do not like the way a referee or linesman called a particular game, nor is it for questioning interpretations of judgment calls.
- 9.10. When a serious concern arises contact the RIC. (Please take 24 hours to “Cool Off” if required)
- 9.11. Once a complaint is received by the RIC he/she will decide to either refer the matter to the next higher authority or deal with it themselves. Either way an incident report is to be completed and forwarded to the Vice President.

**10. TOURNAMENTS**

- 10.1. Minor Hockey Tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play and fun.
- 10.2. All tournament arrangements must be in accordance with CHA, BCHA and PRMHA rules and regulations including age division guidelines.
- 10.3. The host Recreation Division or team of any tournament shall be responsible for all costs including ice rentals and Referees. The entry fee will be set by the PRMHA Executive and may include amounts to offset special programs of the association. (See Appendix E)
- 10.4. Within 30 days of the completion of the tournament, the Tournament Coordinator must submit to the Association Treasurer a financial statement outlining all revenues

- and expenses. A final report must be submitted to the PRMHA Tournament Coordinator no later than 1 month after the tournament.
- 10.5. Teams may enter only officially sanctioned tournaments. Recreational teams may not attend body-checking tournaments.
  - 10.6. Teams are required to apply to the Safety Training Director for permission to travel to a sanctioned tournament. A minimum of 30 days in advance of departure teams are required to complete the Tournament/Exhibition Game Travel Form available on the PRMHA web site (or Appendix F) and email the completed form with their team roster to the Safety Training Director.
  - 10.7. Representative teams not participating B.C. Hockey Championships and recreational League teams are entitled to apply to the Executive for a one time travel assistance Grant of \$200.00 per season to defray the costs of an out of town tournament or exhibition games. The travel assistance grant must be applied for with their Permission to Travel request at least 30 days prior to the tournament dates.
  - 10.8. Teams are required to arrange rescheduling of any games during the away period with the Ice Scheduler a minimum of 2 weeks prior to the tournament.
  - 10.9. A binder outlining the numbers of teams permitted per tournament, policies, complex rules, financial statement templates and other pertinent information to be used for each tournament and will be provided to each tournament chair. Any changes require Tournament Coordinator approval.

## **11. PUBLICITY**

- 11.1. It is important that PRMHA maintain a high profile in Powell River and that the PRMHA always strive to establish Minor Hockey as a positive, enjoyable, healthy recreation for young people in the community. This section provides guidelines for promoting hockey as a challenging, fun sport, for recognizing the achievements of hockey teams, players, the Association and acknowledging the tremendous contribution sponsors make to our game.
- 11.2. All items regarding PRMHA released to the local media shall be positive in content. Every attempt shall be made to continually publicize all aspects of hockey and to acknowledge all sponsors.
- 11.3. Rep team managers shall be encouraged to supply the local media with the results and positive stories from their division.
- 11.4. Any member of the Association supplying the local media with articles insulting players, coaches, Referees, detrimental to hockey or derogatory in regards to the PRMHA shall be dealt with immediately by the Discipline Committee.
- 11.5. PRMHA will work closely with local government and municipal agencies, other sports and recreation associations, promoting sports and working towards better sporting facilities.

- 11.6. From time to time, the PRMHA will circulate newsletters to members informing them of Executive decisions and PRMHA happenings.

## **12. APPOINTED VOLUNTEERS**

- 12.1. PRMHA will screen volunteers, players and officials on an ongoing basis.
- 12.2. The initial screening process includes, but is not limited to the completion of an application, interview to determine aptitude and knowledge, reference checks, and an acceptable criminal record check.
- 12.3. Ongoing screening includes, but is not limited to observing players, parents, coaches, and officials at practices and games for negative emotional or psychological interaction; and spot checks with players to find out how they are being treated by other players, coaches, officials and parents.
- 12.4. All players and volunteers will sign the appropriate Code of Conduct (see Appendix A) form prior to participating in the PRMHA. These forms will be attached to the registration or application form.
- 12.5. The PRMHA will provide proper training, supervision and evaluation.

### **12.6. DIVISION MANAGER**

The Division Manager is responsible to the Coach Coordinator for ensuring that teams in their division operate efficiently and in accordance with PRMHA policy and procedures.

#### The Division Manager shall:

- Ensure that teams are kept evenly balanced and players are given fair ice time
- Monitor players picked up to ensure the rotation of players is fair and does not conflict with regular house games (per 5.20).
- Act on complaints immediately; investigate and resolve the problem or refer to the next higher level
- Ensure that all appropriate team officials have successfully completed the following; Speak Out/Respect in Sport, Criminal Record Check, HCSP/Trainers Course, NCCP (Coaching) Courses.
- Ensure Hockey Canada Injury reports and claims are completed appropriately
- Where required, maintain statistics for the division
- Distribute information to Coaches in their division

### **12.7. COACH / ASSISTANT COACH**

- The Coach/Assistant Coach is responsible for ensuring that their team operates efficiently and in accordance with PRMHA policy and procedures.
- The Coach/Assistant Coach(s) are responsible for ensuring their team uses the dressing room assigned. Team Officials are responsible for the condition the dressing room is left in and ensuring the dressing room has been checked after the last player leaves.
- Recreational team coaches will allot equitable ice time to all players assigned to their team, regardless of ability.
- Representative coaches shall make every effort, within the competitive nature of representative hockey, to ensure all players receive fair ice time

- Coaches will conduct themselves in a sportsmanlike manner consistent with the aims of the Association and consequently set a good example for the players for whom they are responsible
- Ensure that all players are adequately protected with the proper protective equipment while they are on the ice or on the bench
- Ensure that each of the players is covered by Hockey Canada Insurance
- In case of an injury, that proper medical aid is obtained as quickly as possible.
- Ensure that all hockey equipment assigned to their team, from the Association, is cared for properly
- Ensure that team manager is assigned to be responsible for all administrative matters such as, but not limited to; team rosters, ensuring sufficient Timekeepers and Scorekeepers and parent meetings, the first of which must be held once team rosters are finalized
- Player discipline will be the prerogative of the Coach, with a maximum 1 game suspension. Such occurrences will be reported to the Coach Coordinator or Rep Coordinator as appropriate. For those occurrences where more than 1 game suspension is considered warranted, team coaches will refer the matter to the Discipline Committee
- Coaches are responsible for checking game sheets for suspensions to participants. Suspensions are automatic and coaches are to advise their players.
- Ensure that dressing rooms are left clean and ready for the next team
- Ensure that their team has a certified Safety/Trainers
- Submit a list to the Equipment Manger containing their player names and allotted jersey number.
- Along with the Division Manager, act on all complaints or problems as soon after occurrence as possible.
- Submit completed Criminal Record Check forms to the Division Manager
- Attend one Speak Out/Respect in Sport session
- Successfully complete the appropriate NCCP Courses

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#### 12.8. SAFETY PERSON / TRAINER

The team safety person must attend a HCSP course. The safety person is responsible for ensuring that their team operates safely.

The safety person will operate as per the guidelines outlined by Hockey Canada.

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#### 12.9. TEAM MANAGER

The team manager is responsible to the team head coach and Division Manager for ensuring that their team operates efficiently and in accordance with PRMHA Policy and procedures.

The Team Manager will:

- Work with the Division Manager to communicate team information
- Contact players and parents regarding schedule changes and special events
- Submit tournament applications as necessary

- Submit completed permission to travel with team roster to the PRMHA Registrar for out of town tournaments
- Organize team fundraising
- Organize team travel arrangements
- Rep teams; establish Rep team bank account, maintain revenue and expense record keeping and submit a monthly financial statement to the Treasurer or President

### **13. DISCIPLINE**

- 13.1. Hockey is to be played on the ice, not in hallways, dressing rooms, warm rooms or spectator areas. Abuse or damage of arena property or equipment (home or away) may result in the suspension of the team or player(s) involved until the responsibility of the cost of the incurred damage is determined and/or resolved to the satisfaction of the Executive.
- 13.2. Profane language in dressing rooms, hallways, player benches, penalty box or on the ice will not be tolerated, and may result in disciplinary action.
- 13.3. Fighting anywhere in an arena complex before, during, or after a game may result in severe disciplinary action by the PRMHA Discipline Committee.
- 13.4. Referees are not to be approached before, during or after a game by any individual other than the RIC.
- 13.5. A coach may suspend, for discipline, any player for up to one game. When appropriate the Coach Coordinator and Vice President may also delegate this authority to the Division Manager. Serious infractions should be referred immediately to the Vice President for disciplinary proceedings. The disciplinary hearing must be held within seven days of the date of Report to the Vice President or President.
- 13.6. In the event that a player is suspended, the player's name and infraction will be reported immediately (no later than 24 hours) to the Division Manger. The player and coach will be advised of the disciplinary action to be taken.

### **PENALTIES**

- 13.7. "Game Misconducts" will not automatically warrant additional suspensions unless they occur in the last 10 minutes of the game, in which case the player will sit out the next game. If a player receives a "10 Minute Misconduct" in the last 10 minutes of the game, it shall be reported to PRMHA Vice-President. If the player develops a pattern of these types of penalties the PRMHA Vice-President or Discipline committee may impose further action against the player.
  - 1<sup>st</sup> major penalty – 1 game suspension
  - 2<sup>nd</sup> major penalty – 3 game suspensions
  - 3<sup>rd</sup> major penalty – Players actions will be "reviewed" by the PRMHA Vice-President or Discipline committee and further actions will be taken against the player up to and including a "season suspension".



- 1<sup>st</sup> Match Penalty or Gross Misconduct – Automatically suspended for an amount of time or # of games as determined by the BC Hockey District Director
- 2<sup>nd</sup> Match Penalty or Gross Misconduct – Player will face a minimum of the BC Hockey District Directors ruling and could also be suspended for up to a season by the PRMHA Vice-President or Discipline committee.

Juvenile age players playing in the Midget Division receiving a Major penalty, a Match penalty or a Gross Misconduct will be suspended indefinitely pending an investigation by the VIAHA VP North Island as well as the BC Hockey District Director and also the PRMHA Vice-President and/or Discipline committee. It should be noted that the above guidelines are “minimum” and may be increased if the situation warrants.

- 13.8. Player and Coach or Team Officials suspensions received within PRMHA are also effective when traveling and apply to all tournaments and exhibition game activities.
- 13.9. Disciplines handed out at the end of the season and not completed will carry over to the beginning of the following season.
- 13.10. Reports of undesirable behaviour by parents or other observers deemed to have merit by the President or designate shall be dealt with at a Discipline committee meeting.
- 13.11. Recreational players receiving their third penalty in one game will be given a game ejection. If a player receives 3 game ejections, an additional 3 game suspension will result, and any further game ejection will result in additional disciplinary action from the disciplinary committee.
- 13.12. For the purposes of recreational tournaments, anyone receiving a major penalty for fighting will be given a tournament suspension.

#### **14. COMPLAINTS, PROTESTS, APPEALS**

- 14.1. If an incident occurs, and the claimant (Parent, Player etc.) decides to raise a complaint, they contact their Coach, Team Manager, Division Manager, Rep Coordinator or Coach Coordinator, whoever is applicable. Note\* Please respect the “Cooling off” period if applicable.
- 14.2. When a problem arises contact the Coach or Team Manger. (Please take 24 hours to “Cool Off” if required)
- 14.3. Once a complaint is received by Coach / Team Manager they decide to either refer the matter to the next higher authority or deal with it themselves. Either way an incident report is to be completed and forwarded to the Vice President.
- 14.4. When the Division Manger, Rep Coordinator or Coach Coordinator receive a complaint they will decide if they can investigate and resolve the problem or if it must go to the Discipline Committee and advise the Vice President.
- 14.5. When the Discipline Committee receives a report they will make a decision on the matter and inform the parties involved of the decision and their right of appeal.

- 14.6. Appeals of any PRMHA policy, procedure or decision must be made in writing to the executive or appropriate committee. Until a decision is made on the appeal, the original directive will be followed.

## 15. HARASSMENT / BULLYING POLICY

- 15.1. Harassment in sport is a serious issue that needs to be addressed by everyone in the amateur sport system, from administrators, to coaches, to athletes, to volunteers. PRMHA believes strongly that individuals involved with our organization should be able to participate in an environment that is safe and harassment free.
- 15.2. Harassment may be any behaviour, comments, conducts, or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offence or humiliation to another person or group, including, but not limited to:
- Written or verbal abuse or threats
  - Physical assault
  - Unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.
  - Displaying sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti
  - Practical jokes which cause awkwardness or embarrassment, endangering a person's safety, or negatively affecting performance
  - Hazing or initiation rites
  - Leering or other suggestive or obscene gestures
  - Intimidation
  - Condescension, paternalism, or patronizing behaviour which undermines self respect or adversely affects performance or working conditions
  - Conduct, comments, gestures or contact of a sexual nature that is likely to cause offence or humiliation or that might, on reasonable ground, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement
  - False accusation of harassment motivated by malice or mischief, and meant to cause others harm, is considered harassment
  - Sexual harassment
- 15.3. Bullying involves a person expressing their power through the humiliation of another person. Bullies are typically cruel, demeaning and hostile towards the targets of their bullying. The issue of bullying is not addressed by the law; however, bullying behaviour is similar to harassment in that it is defined as hurtful interpersonal mistreatment of a person. Bullying can be broken down into four types; physical (hit or kick victims; take/damage personal property), verbal (name calling; insults; constant teasing), relational (try to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (engage in bullying as well as provoke bullies to attack by taunting them). The following is a non exhaustive list of tactics used by bullies to control their targets:
- Unwarranted yelling and screaming directed at the target
  - Continually criticizing the target's abilities

- Blaming the target of the bullying for mistakes
- Making unreasonable demands related to performance
- Repeated insults or put downs of the target
- Repeated threats to remove or restrict opportunities or privileges
- Denying or discounting the targets accomplishments
- Threats of and actual physical violence

#### COMPLAINT PROCEDURE

- 15.4. Immediately inform the harassing individual that his/her behaviour is not welcome.
- 15.5. If you are unsure whether the offending action is considered harassment, discuss the situation in confidence with a coach, division manager or member of the executive.
- 15.6. Any person who experiences or witnesses harassment or abuse or who believes that harassment or abuse has occurred, is encouraged to make it known that the behaviour is unwelcome, offensive, illegal and contrary to this policy.
- 15.7. If confronting the person responsible for harassment or abuse is not possible, or if after confrontation the unwanted behaviour continues, any person who has experienced or witnessed such harassment or abuse, or who believes such harassment or abuse has occurred, should report the matter to an official of PRMHA. For the purposes of this policy, an official is any person in an executive or appointed volunteer position with PRMHA.
- 15.8. In all reported instances, a prompt, thorough, fair investigation will take place giving careful consideration to protect the rights and dignity of all people involved. In doing so, confidentiality cannot always be guaranteed.
- 15.9. Once an incident has been reported, the role of an official of PRMHA is to serve in a neutral, unbiased capacity in receiving such an incident report; to advise the parents or guardians of such an incident, if the person who has experienced harassment or abuse is a minor; and to assist in an informal resolution of the complaint, where appropriate.
- 15.10. If an official of PRMHA considers that they are unable to act in this capacity, the complaint will be referred to another elected or appointed official who is able and willing to assist in reaching informal resolution of the complaint.
- 15.11. If informal resolution of any complaint is appropriate or possible, and if the person who has experienced, witnessed, or who believes harassment or abuse has occurred, decides to pursue a formal complaint, an official from PRMHA who receives such a complaint will provide a copy to the executive and will refer further actions to BC Hockey and to the BC Hockey Harassment Complaint Procedure.
- 15.12. PRMHA recognizes the sensitive and serious nature of harassment and abuse, and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, PRMHA will do so to the appropriate authorities.
- 15.13. Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous will be subject to discipline.

#### **16. FINANCE**

- 16.1. Signing officers for PRMHA will be the President, Secretary and Treasurer. Two signatures shall be required on any cheque.
- 16.2. All administration expenses/purchases must receive prior approval from the Executive
- 16.3. All accounts payable, whether administrative or incurred by a committee, must have a receipt submitted to cover the same.
- 16.4. All functions under the umbrella of PRMHA must have a Financial Statement, including all receipts, bills incurred and monies submitted to the Treasurer within 72 hours of completion.
- 16.5. Any PRMHA member who must travel out of town to become certified in accordance with BC Hockey regulations will have their registration paid for by the Association. The Association will also cover costs incurred to travel to these clinics to a maximum of \$200.00 per person. The incurred costs will only be reimbursed to individuals upon submission of all receipts to the Treasurer.
- 16.6. PRMHA Referees who participate in Summer Officiating Schools will be eligible for up to a maximum of \$200/person from the association to assist with registration and travel costs. Recipients of Awards that include attendance at a Summer Officiating School will not be eligible in the same season. The incurred cost will only be reimbursed upon submission of receipts to the Treasurer.
- 16.7. Any member PRMHA requires to complete a clinic will be reimbursed the clinic fee.

## **17. AWARDS AND SCHOLARSHIPS**

*Len Evans Memorial Scholarship* – established with the requirement that the principal can only be invested and must not be touched; any interest earned can be used to support PRMHA programs.

Donated in memory of Len Evans, a promising young Powell River Minor Hockey player, who was tragically killed in a car accident in 1984.

Amount: \$1000.00

### Criteria:

- Must be a Powell River Minor Hockey player or graduate, male or female, with a minimum of three years in the Association
- Must graduate from grade twelve
- Must go onto post secondary studies
- Must have proof of registration to a post-secondary learning institute
- May be deferred for up to twelve months
- Grades and teacher comments will be taken into consideration
- Preference will be given to players who have exhibited sportsmanship and dedication throughout their minor hockey careers.
- Must apply in letter form

### **OFFICIALS AWARDS**

To be chosen by the local RIC and Vancouver Island RCM

Jack Hildebrand Plaque – Rookie Official of the Year

Given for outstanding dedication and commitment to excellence in officiating minor games in Powell River. Recipient receives a keeper plaque.

Criteria:

- Must show dedication and participation to officiating
- Must attend 75% of the Officials meetings
- Must show enthusiasm, improvement and knowledge of all aspects of officiating

Mike Fraser Plaque – Junior Official of the Year

Given for outstanding dedication and commitment to excellence in officiating minor hockey games in Powell River. Recipient receives a keeper plaque and a trip to the Officials Summer School.

Criteria:

- Must show dedication and participation to officiating
- Must attend 75% of the Officials meetings
- Must show enthusiasm, improvement and knowledge of all aspects of officiating
- Must show a high skill level of the rules of the game and on ice ability to advance to level II and the senior division  
An official can win this award more than once but can only attend the summer school once.

Luke Bombardir Plaque – Senior Official of the Year

Given for outstanding dedication and commitment to excellence in officiating minor hockey games in Powell River. Recipient receives a keeper plaque.

Criteria:

- Must show dedication and participation to officiating
- Must attend 50% of the Officials meetings or participate in the shadow or buddy-mentor system
- Must show enthusiasm, improvement and knowledge of all aspects of officiating
- Must have officiated in both levels (Rep and House) of minor hockey  
An official can win this award more than once.

Bill Dodsworth Memorial Plaque

Donated by the Firefighters of Powell River and given in honour of the late Bill Dodsworth who was a past Referee-in-chief of Powell River Minor Hockey and who gave many hours of dedicated service to the Association. Recipient receives a keeper plaque.

Criteria:

- Must show dedication and participation to officiating
- Must have been a long time (minimum of four years) official, assignor or referee-in-chief
- Must have worked with both levels (Rep and House) of minor hockey  
An individual can only receive this award once

**INDIVIDUAL AWARDS**

Powell River Minor Hockey also recognized certain individuals for their commitment and dedication to the Association as players, coaches and volunteers. These individuals are chosen by the Executive Board but can be nominated by any member of the Association who is in good standing.

In the Pre Novice and Novice division, individual medals will be presented to each player during the awards night ceremony. For Atom, Pee wee, Bantam, Midget and female divisions, each team will present 3 stars, to be chosen by coaches and submitted to awards night coordinator prior to awards night, date to be determined by the board. Coaches are requested to consider their choices for the 3 stars in a manner that makes an effort not to duplicate award recipients within the current year.

*Sokolowski Award*

Chosen by Midget House & Rep Coaches

Donated by the Powell River RCMP Detachment in memory of Cst Doug Sokolowski. This award is given to any Powell River Minor Hockey Graduating Midget player who has demonstrated the most sportsmanship, desire for fair play and respect in the minor hockey program. Recipient receives a keeper plaque.

*Dustin Clark Memorial Trophy* – Junior Coach of the Year

Donated by the Powell River Regals Hockey club in memory of Dustin Clark, a 5 year old Initiation player who died tragically in 2000. Given to a Junior coach who best demonstrates dedication, sportsmanship and leadership qualities. Recipient receives a keeper plaque.

An individual can only receive this award once.

*Harvey Small Award* – Coach of the Year

Presented to the House League coach who best demonstrates the dedication, sportsmanship and leadership qualities exemplified by Harvey Small. Recipient receives a keeper plaque.

An individual can only receive this award once.

*Frank Sutton Memorial Award* – Volunteer of the Year

Donated by the Powell River Regals Hockey Club, this award is given to the Volunteer of the Year and is emblematic of dedicated service to the promotion of minor hockey in Powell River. Recipient receives a keeper plaque.

*Dennis Clancy Memorial Trophy* – Spirit of the Game Award

Chosen by Atom House & Atom Development Coaches

Donated by the Clancy family in honour of Dennis and awarded annually to an Atom House or Atom Development player who best exemplifies the “Spirit of the Game”.

*Brandon Kremsater Memorial Plaque* – Pee Wee Rep Player of the Year

Chosen by Pee Wee Rep Team Officials

Donated by the Kremsater family in honour of Brandon and awarded annually to the Pee Wee Rep player who demonstrates sportsmanship, dedication and all around hockey ability and academic achievement. Recipient receives a keeper plaque.

*Gary Lupul Memorial Plaque* – Bantam Rep Player of the Year

Chosen by Bantam Rep Team Officials

Donated by Jeff Sauve in honour of Gary Lupul and awarded annually to a Bantam Rep player who demonstrates sportsmanship, dedication, all around hockey ability and academic achievement.

Don Smisko Memorial Award- Midget Rep Player of the year

Chosen by Midget Rep Team officials. Awarded annually to a Midget Rep player who demonstrates sportsmanship, dedication, all around hockey ability.

\*\* This award may not be presented to a Midget Rep player who is being awarded the Sokolowski award within the current year, \*\*

Pee Wee House Player of the year

Donated by Rick Hopper and chosen by pee wee house coaches and division manager. Awarded annually to a Pee wee house player who demonstrates sportsmanship, dedication and all around hockey ability.

Bantam House Player of the year

Donated by Brad Bombardir and chosen by Bantam house coaches and division manager. Awarded annually to a

Midget House Player of the year

Donated by Powell River Kings

**Honorary Life Membership**

The highest honour the Association can bestow on any individual is an honorary life membership in the PRMHA. This is done by nomination at the Annual General Meeting and is voted on by the membership. It is given for outstanding service to the Association for a minimum of ten years. Recipient receives a keeper plaque and full voting privileges forever in the Association.

See Appendix D for a list of Award recipients.

**POWELL RIVER MINOR HOCKEY ASSOCIATION**  
**TEAM OFFICIALS CONTRACT**

It is the intention of this contract to promote fair play and respect for all participants within the Association. As team officials within the Powell River Minor Hockey Association our focus is to ensure that all players on the team develop their hockey, personal and social skills. We recognize that our assignment is multifaceted and includes working with players, team staff, parents, referees, league executives and local executives and that we must set the standard as role models in displaying the Fair Play principles for the players, parents, and spectators. We accept responsibility for the supervision and actions of our players at all times on the road. SAFETY, RESPECT and FUN are our goals. All team officials must sign this contract before being allowed to participate in hockey and must continue to observe the principles of Fair Play. The principles are: **Respect the Rules. Respect the Opponents. Respect the Officials and their decisions. Maintain your self control at all time.**

**FAIR PLAY CODE**

- I will be organized and prepared for all practices and games and optimize the use of all scheduled ice times.
- I will teach my athletes to play fairly and respect the rules, officials, opponents and teammates.
- I will ensure that all athletes receive equal instruction, discipline, support and fair playing time.
- I will not be openly critical of any player on our team, opposing teams, officials or other coaches.
- I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves. I will treat all players fairly and with respect and dignity at all times. I will not be abusive or speak degradingly to anyone.
- I will not use foul or abusive language at anytime around the rinks or when interacting with our players, parents or officials.
- I agree to treat the referees with respect at all time, on and off the ice.
- I will make sure that equipment and facilities are safe and match the athlete's ages and abilities.
- I will remember that players need a coach they can respect. I will be generous with praise and set a good example. I will emphasize respect, self discipline, teamwork and FUN while attempting to instill a love for the game within our players.
- I fully understand that our system is designed to serve the players' needs, not those of the parents or coaching staff.
- I will try to teach our players to work hard to win but not to win at all costs.
- I agree to abstain from the use of alcohol while supervising our players, at home and on the road.
- I agree to openly discuss matters pertaining to the team with league and local executives.
- School takes precedence over hockey. I will work with my players and their parents to maintain a positive school attitude and effort.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will report any incidents of 'hazing' or 'initiation ritual' to the Powell River and BC Amateur Hockey Association.

*(Top) Please keep for your reference*

*(Bottom) Remove and return to PRMHA*

I agree to abide by the principles of the FAIR PLAY CODE as set by the Canadian Hockey Association and the Powell River Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions as set by the Powell River Minor Hockey Association.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TEAM POSITION

\_\_\_\_\_  
WITNESSED BY (Please sign and print your name)



**POWELL RIVER MINOR HOCKEY ASSOCIATION**  
**PLAYER CONTRACT**

It is the intention of this contract to promote fair play and respect for all participants within the Association. All players must read through and sign this contract stating that they will observe the principles of the Fair Play Code at all times before being allowed to participate in hockey. The Principles are: **Respect the Rules. Respect the Opponents. Respect the Officials and their decisions. Maintain your self control at all time.**

**FAIR PLAY CODE**

- I will play hockey because I want to, not because anyone else wants me to.
- I will play by the rules of hockey and in the spirit of the Game.
- I will participate in every game and practice unless I am sick or injured. If I must miss a game or practice I will notify my coach or manager as soon as possible.
- I will control my temper – fighting or ‘mouthing-off’ is not acceptable conduct. I will refrain from using profane, racist or sexist language while engaged in any PRMHA functions. Abusive or foul language directed towards teammates, coaches, parents, opponents or referees will not be tolerated and will result in disciplinary action.
- I will respect my opponents.
- I will do my best to be a true team player. I will not be critical of teammates and never discuss teammate’s abilities except to encourage good team play.
- I will not use alcohol or drugs (excepting Doctor prescribed medications). I will not gamble and I will not use tobacco products.
- I will remember that winning isn’t everything but striving to win is part of doing my best and that having fun, improving my skills and making new friends are also important.
- I will acknowledge all good plays and performances – those of my team as well as my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- I will abide by the Team Dress Code as specified by the coach and I will dress appropriately on all road trips as well as before and after all home games.
- School will take precedence over hockey. I will maintain satisfactory work habits and effort at school.
- I will not bang my stick on the boards and I will not ‘Hot-dog’ after scoring a goal. I will share the success of a goal with my line mates first. When scored upon, I will support my goalie and commit to working harder to help him/her.
- I will be responsible for my own equipment and will make sure it is complete, safe and in good working condition and I will have my own water bottle for all games and practices.
- I will not participate or condone any ‘hazing’ or ‘initiation’ activities as I will be immediately suspended from my team as these actions must be reported to the BCAHA for further disciplinary action.
- I will remember that I am representing my team, Powell River Minor Hockey Association, my league and the town of Powell River. I will behave properly at all times at the arena, in public places and especially ‘on the road’.

*(Top) Please keep for your reference*

*(Bottom) Remove and return with your completed registration form*

I agree to abide by the principles of the FAIR PLAY CODE as set by the Canadian Hockey Association and the Powell River Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions as set by the Powell River Minor Hockey Association.

\_\_\_\_\_  
 PRINT PLAYERS NAME

\_\_\_\_\_  
 PLAYERS SIGNATURE

\_\_\_\_\_  
 DATE

**POWELL RIVER MINOR HOCKEY ASSOCIATION**  
**PARENT CONTRACT**

It is the intention of this contract to promote fair play and respect for all participants within the Association. The expectation is for parents/guardians to sign this pledge agreeing to abide by the following guidelines and to ensure that friends/relatives who accompany them to the rink will also abide by these guidelines before their child participates in hockey and for them to continue to observe the principles of Fair Play. The Principles are: **Respect the Rules. Respect the Opponents. Respect the Officials and their decisions. Maintain your self control at all time.**

**FAIR PLAY CODE**

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not mine.
- I will ensure my child regularly attends ALL practices and games. I will ensure the coach or manager is contacted if my child is unable to attend.
- I will not enter the dressing room before or after games and practices unless given approval by a team official.
- I will not go behind or near the player’s bench during games or practices unless called by a team official.
- I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- I will teach my child that doing one’s best is as important as winning so that my child will never feel defeated by the outcome of the game.
- I will make my child feel like a winner every time by offering praise for competing fairly and hard.
- I will never ridicule or yell at my child for making a mistake or losing a game. I will not criticize, embarrass or heckle any players, including the opposition.
- I will remember that children learn by example and I will recognize and applaud good plays and performances by both my child’s team and their opposition.
- I will not criticize or question the referee’s judgment or honesty in public. I recognize officials are being developed in the same manner as the players.
- I will support all efforts to remove verbal and physical abuse from children’s hockey games and I will refrain from the use of abusive or foul language at any time in the rinks.
- I will leave the coaching to the coaching staff. I will not encourage my child to play the game in a manner inconsistent with team strategies or plans.
- I will communicate any and all concerns to the team manager first. He/she will then discuss the issue with the coach. If necessary, the team manager will arrange a meeting with the coaching staff and the parents.
- School takes precedence over hockey. I will work in conjunction with the coaching staff to maintain a positive school attitude and performance by my child.
- I realize my child will be suspended for involvement in any ‘hazing’ or ‘initiation rituals’ of teammates. This behavior will be referred to both the Powell River and B.C. Amateur Hockey Associations for final disciplinary action.
- I will respect and show appreciation for the volunteers who give their time to hockey for my child.

*(Top) Please keep for your reference*

*(Bottom) Remove and return with your child’s completed registration form*

I agree to abide by the principles of the FAIR PLAY CODE as set by the Canadian Hockey Association and the Powell River Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions as set by the Powell River Minor Hockey Association.

\_\_\_\_\_  
PRINT PARENT/GUARDIAN NAME

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

**POWELL RIVER MINOR HOCKEY ASSOCIATION**  
**SPORTS ADMINISTRATOR’S CONTRACT**

It is the intention of this contract to promote fair play and respect for all participants within the Association. All sport administrators must sign this contract before being allowed to participate in hockey and must continue to observe the principles of the Fair Play Code.

The principles are: **Respect the Rules. Respect the Opponents. Respect the Officials and their decisions. Maintain your self control at all time.**

**FAIR PLAY CODE**

- I will do my best to see that all players are given the same chance to participate to the best of his/her ability, regardless of gender, ability, ethnic background or race.
- I will discourage any sport program from being primarily an entertainment for the spectator.
- I will work in co-operation with all members of the Association – Executive, coaches, players and parents – for the benefit of the game.
- I will maintain the confidentiality of all Board business and meetings.
- I will be open to discussion and contact with all members of the Association and handle any conflicts with dignity and respect.
- I will be open to constructive criticism and show respect and consideration for different points of view.
- I will ensure that all equipment and facilities are safe and match the ages and abilities of the athletes who are using them.
- I will make sure that the age and maturing level of all participants are considered in program development, rule enforcement and scheduling.
- I will remember that play is done for its own sake and make sure that winning is kept in perspective.
- I will distribute and promote the fair play codes of all members of the Association.
- I will ensure coaches are capable of promoting air play as well as the development of good technical skills and I will encourage them to become certified.
- I will endeavor to help remove all verbal and physical abuse from the game of hockey.
- I will do my best to learn the financial status of PRMHA and endeavor to ensure that all monies are spent within budgetary restraints.
- I will remember that I am representing the Powell River Minor Hockey Association and I will conduct myself properly at all times at the arena and on the road.

*(Top) Please keep for your reference*

*(Bottom) Remove and return to PRMHA*

I agree to abide by the principles of the FAIR PLAY CODE as set by the Canadian Hockey Association and the Powell River Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions as set by the Powell River Minor Hockey Association.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
WITNESSED BY (Please sign and print your name)

**POWELL RIVER MINOR HOCKEY ASSOCIATION**  
**REFEREES CONTRACT**

It is the intention of this contract to promote fair play and respect for all participants within the Association. All Referees must sign this contract before being allowed to participate in hockey and must continue to observe the principles of the Fair Play Code.

**FAIR PLAY CODE**

- I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- I will avoid or put an end to any situation that threatens the safety of the players.
- I will maintain a healthy atmosphere and environment for competition.
- I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators.
- I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
- I will handle all conflicts firmly but with dignity.
- I accept my role as a teacher and role model for fair play, especially with young participants.
- I will be open to discussion and contact with the players before and after the game.
- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will obtain proper training and continue to upgrade my officiating skills
- I will work in cooperation with coaches for the benefit of the game.

*(Top) Please keep for your reference*

*(Bottom) Remove and return to PRMHA*

I agree to abide by the principles of the FAIR PLAY CODE as set by the Canadian Hockey Association and the Powell River Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions as set by the Powell River Minor Hockey Association.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
WITNESSED BY (Please sign and print your name)

**POWELL RIVER MINOR HOCKEY ASSOCIATION**  
**TRAINER/SAFETY PERSON CONTRACT**

It is the intention of this contract to promote fair play and respect for all participants within the Association. All Trainers/Safety Persons must sign this contract before being allowed to participate in hockey and must continue to observe the principles of the Fair Play Code.

**FAIR PLAY CODE**

- I will strive to enhance the safety of all hockey participants at all times
- I will use only those techniques, which I am qualified to administer
- I will always err on the side of caution and should never practice any behavior, which may ultimately harm a participant or worsen an injury
- I will strive to promote the values of Fair Play, integrity and friendship in hockey and should never condone, encourage, engage in or defend unsportsmanlike conduct including the use of performance enhancing substances
- I will never intentionally mislead or lie about my qualifications, education or professional affiliations
- I will strive to achieve the highest level of competence and should continue to educate myself to update and improve upon basic skills
- I will never practice, condone, defend or permit discrimination on the basis of race, colour, sex, age, religion or ethnic origin
- I will respect all participant information as confidential. Such information will not be disclosed to any person without the consent of the participant and their parents or guardians, except where required by law or in the event of an emergency.

*(Top) Please keep for your reference*

*(Bottom) Remove and return to PRMHA*

I agree to abide by the principles of the FAIR PLAY CODE as set by the Canadian Hockey Association and the Powell River Minor Hockey Association.  
I also agree to abide by the rules, regulations and decisions as set by the Powell River Minor Hockey Association.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
WITNESSED BY (Please sign and print your name)

**PRMHA REFEREES CODE OF CONDUCT AND STANDARDS**1. Code of Conduct

As officials in a sport that is extremely competitive and emotionally intense, it is essential that officials conduct themselves appropriately. An official's character and judgement are frequently criticized and scrutinized. It is imperative that officials display behaviour that will reflect only a positive image.

(A) Attitude

Minor hockey is very important to the players, coaches and parents. Therefore, every assignment should be treated with the same effort and respect. Officials should always maintain a positive frame of mind. Calls should never be made in anger. At no time should any official (on or off the ice) engage in conflicts with coaches, players, parents or spectators. Belligerence will not be tolerated.

(B) Professionalism

As a hockey official, professionalism is the cornerstone of success. Officials should exercise self-restraint when confronted with difficult situations, and demonstrate patience, tolerance and firmness. Officials should treat each other with respect. They should never criticize the performance of another official, on or off the ice. There are systems put in place to deal with performance issues.

(C) Rule Knowledge

Officials should know the rules of the game in order to provide the best possible service to everyone involved. They should convey confidence in all decisions. If in doubt, officials are encourage to seek advice/assistance form more experienced officials.

(D) Teamwork

Officials must function effectively as a team. They should discuss techniques and possible scenarios before a game. Communication on the ice should be through signals and voice. Support for all decision should be evident on the ice.

2. Code of Discipline(A) Late for a Game

1 <sup>st</sup> Offence	Warning. Official will be reminded of the responsibility to fellow referees and the players (RIC)
2 <sup>nd</sup> Offence	7 day 'no call' list (RIC)
3 <sup>rd</sup> Offence	14 day 'no call' list (Review Committee). Further assignments may be re-evaluated (RIC)
4 <sup>th</sup> Offence	End of season suspension (Review Committee and RCM). Official will be given no further assignments

(B) Absent for a Game

1 <sup>st</sup> Offence	7 day 'no call' list (RIC)
2 <sup>nd</sup> Offence	14 day 'no call' list (Review Committee). Further assignments may be re-evaluated (RIC)
3 <sup>rd</sup> Offence	End of season suspension (Review Committee and RCM). Official will be given no further assignments.

Recommendation: The Referee Administration group recommends that a **Review/Discipline Committee** be formed to handle any matters pertaining to discipline for the referees. The committee should be comprised of the President of PRMHA, the Referee in Chief (RIC), one other member of the executive and one senior member of the referees group. The composition of this committee would ensure impartiality, equality, integrity, confidentiality and consistency when handling any disciplinary matters. The committee would review each case as required to determine if the recommended discipline is suitable.

Any disciplinary action would be date stamped according to the guideline above, and would be levied by PRMHA President on behalf of the RIC and the Review Committee. Any 'end of season' suspensions would involve, and be levied by the North Island League RCM under the BC Hockey rules (see Officiating Program, Suspensions, Rule 7.13 and 7.19).

### 3. Game Assignment

#### (A) Promptness

It is each official's responsibility to ensure they are in the rink no later than 30 minutes prior to the scheduled start of the game.

If, for some reason, an official is running late and will be arriving after the 30-minute deadline, it is the official's responsibility to contact either the RIC, the assignor and/or the other game officials to advise them of the situation.

#### (B) Cancellations

Once an official accepts game assignments from the assignor, it becomes the responsibility of that official to find a replacement of equal or higher qualification, should the original official find that he/she cannot fulfill an assignment. If the official is unsure of a replacement official's capability, contact the assignor or the RIC for verification.

When an official accepts an assignment from another official, it is the recipient's responsibility to contact the assignor with the change. This will ensure confirmation of the date, time, rink, level of play and guarantee the assignor's records are kept accurate for the purpose of game cancellations, payment, supervision and future assignment.

#### (C) Availability

If an official knows of upcoming dates that he/she will not be available, those officials are asked to submit those dates to the assignor with a minimum of 2 weeks lead time. This means providing a list of days and times (dark days) you are **not available** to accept game assignment. If no list of 'dark days' is received by the assignor, the 'default position' will be that the official **is** available for game assignment.

#### **Notes:**

Officials should only accept Minor Hockey assignments from the designated assignor. If a team official contacts on official regarding any minor hockey game, refer them to the assignor.

As a general rule, officials should only work 2 games in a row, then have a minimum 4 hour break before skating again on the same day.

#### 4. Dress Code

Officiating is a very high profile occupation. It is important to make a positive impression on others. A professional appearance will assist officials in gaining the respect and confidence of everyone involved in the game, on and off the ice. With this in mind, the following outlines the acceptable dress code for PRMHA:

(A) All Rep Games

- Shirt and tie, or shirt and sweater
- Casual or dress pants
- Appropriate footwear
- No team jackets
- No ball caps
- No running shoes or sneakers

(B) All Other Levels of Hockey

- Sweater or casual shirt (no t-shirts)
- Shirts must be tucked in
- Casual pants or jeans-clean, and in good repair.
- Clean footwear

(C) Notes

- Skate laces must be white
- Ensure jersey and pants are in good repair
- Ensure equipment bags are in good repair and are closed while walking through the arena

Officials who do not adhere to the dress code will be reminded of their responsibility to look professional and may have further assignments re-evaluated.



**PLAYER SELECTION CRITERIA**

Criteria will be based on, but not limited to, the following:

**PHYSICAL**

- Size – not a major factor
- Strength – important in 1x1 battles
- Fitness – needs to be in good physical condition

**TECHNICAL SKILLS**

- Skating, acceleration, quickness, agility, foot speed, mobility
- Passing and receiving
- Puck handling in traffic
- Shooting, quick release, accurate shot
- Checking, angulations, control, respect

**MENTAL**

- Game sense
- Self control, disciplined
- Confidence, loves to challenge
- Highly motivated, intense, desire
- Coach able, listens to instructions
- Courage, first to puck, can take a hit
- Team player

**GOALTENDERS**

- Focused on play
- Reads the attack
- Handles the puck effectively
- Quick controlled lateral movement
- Challenges shooters

**All players need to have a great attitude with great work ethics**

Appendix D**POWELL RIVER MINOR HOCKEY AWARD RECIPIENTS**

## OFFICIALS AWARDS

Jack Hildebrand Plaque

1999	Yvan Garneau and Trent Knorr
2000	Bryan Craigen
2001	Jerry Stroomer and Brett Craigen
2002	Arlen MacLaine
2003	Brandon Luff and Josh Schweitzer
2004	Donald Cannon and Jodi Mastrodonato
2005	Mitch Green
2006	Devan Holley
2007	Brett Martin
2008	Tristan Kinahan
2009	Curtis Csuk
2010	Bradley Ford
2011	Connor Ford
2012	Jeremy Hopper

Mike Fraser Plaque

1995	Alan Fougere, Jr
1996	Tyler Fraser
1997	George Belyea
1998	Trent Cusator
1999	Tom Mitchell
2000	Stacey deWynter
2001	Justin Brisotto
2002	Trent Knorr
2003	Ryan Foster
2004	Brandon Luff
2005	Matt Dunn
2006	Mitch Green
2007	Chris English
2008	Brad Mueller
2009	Braedon Behan
2010	Eric Scott
2011	Zach Brach
2012	Brady Casparie & Bradley Ford

Luke Bombadir Plaque

1999	Cliff Milne
2000	Kevin Parkin
2001	Al Fourgere, Sr
2002	Mike Fraser
2003	Jerry Stroomer
2004	Chuck Metzner
2005	Chuck Metzner
2006	Ed Spreeuw
2007	Mike Fraser
2008	Ed Spreeuw
2009	Dave Csuk
2010	Jodi Mastrodonato

2011	Bob Nicol
2012	Dean Piccinin

Bill Dodsworth Memorial Plaque

1999	Mike Fraser
2000	Luke Bombadir
2001	Gord DeWynter
2002	Cliff Milne
2003	Randy Thomas
2004	Ryan Cairns
2005	Not awarded
2006	Not awarded
2007	Chuck Metzner
2008	Not awarded
2009	Not awarded
2010	Not awarded
2011	Not awarded
2012	Not awarded

**INDIVIDUAL AWARDS**Sokolowski Award

1980	Rod Jamieson
1981	John Vanderkemp
1982	Mike Kanigan
1983	Kent Lewis
1984	Richard Hannah
1985	David Mackie
1986	Steve Hunter
1987	Dean Merrick
1988	Kyle Smith
1989	Not awarded
1990	Mike Bryce
1991	Not awarded
1992	Not awarded
1993	John Harris, Jr
1994	Aaron Bennett
1995	Ken Parsons
1996	Kevin Poulin
1997	Jesse McDonald
1998	Mark Muzylowski
1999	Not awarded
2000	Allan Fougere, Jr
2001	Dean Langham
2002	Eric Green
2003	Ryan Cairns
2004	Matt De Wynter
2005	Ryan Foster
2006	Mark MacKamey and Eric Albertson
2007	Jordan Lundgren
2008	Markus Westby
2009	Mark Meyer
2010	Kyle Luff
2011	Brett Martin
2012	Alex Mastrodonato & Eric Scott

Dustin Clark Memorial Trophy

2000	Dion Ball
2001	Dave Csuk
2002	Harvey Fairgray
2003	Keith Luff
2004	Wayne Adams
2005	Rob Webb
2006	Verne Kinley
2007	Greg Piccinin
2008	David Madden
2009	Warren Behan
2010	Don Behan
2011	Steve McNeil
2012	Randy Casparie

Harvey Small Award

1983	Mark Anderson
1984	Gene Messier
1985	Roy Vizzutti
1986	Ernie Danyluk
1987	Not awarded
1988	Zane Grey
1989	Jim Parson
1990	Rick MacNeal
1991	Steve Hunter
1992	Ken McDonald
1993	Larry Cole
1994	Rick Biller
1995	John Catcher
1996	Dave Reilly
1997	Jim Betteridge
1998	Ed Westgate
1999	Darrin Strueby
2000	Rob Foster & Wayne Obermeyer
2001	Brian Hasselback
2002	Norm Phillip
2003	Kevin Vodola & Darryl Paquette
2004	Louis Perreault
2005	Mickey Adam
2006	Ken Holley
2007	Bob Henderson
2008	Sam Sansalone
2009	Claude Patenaude
2010	Rick Hopper
2011	Mickey Adam
2012	Steve Ashworth

Frank Sutton Memorial Award

1992	Darrel LeClair & Mike Fraser
1993	Hank Goodridge & Greg Cooke
1994	John Harris, Sr & Roger Gosselin
1995	Marianne Smisko
1996	Sarah Bush
1997	Gary Kremsater
1998	Sharon Cairns
1999	Don Smisko
2000	Martin Ostensen
2001	Joanne McGowan
2002	Wendy Gallagher
2003	Laura Passek
2004	Cindy Willich
2005	Judi Lacey
2006	Leslie and Louis Perreault
2007	Mark Scott
2008	Leslie Perreault
2009	Dawn and Dave Markland
2010	Dave Mastrodonato
2011	Sonia Csuk
2012	Anna Cristante

Dennis Clancy Memorial Trophy

2002	Marcus Westby
2003	Daniel McMaster
2004	Drew Jewra
2005	Paige Metzner
2006	Spencer Stapleton
2007	Clayton Hackett
2008	Jayden Saban
2009	Cameron Behan
2010	Ethan Schmunk
2011	Cullen Buholzer & Caleb Parkhouse
2012	Cameron Stevenson

Brandon Kremsater Memorial Plaque

2003	Mark Meyer
2004	Kelly Tribbeck
2005	Ross Thompson
2006	Ryan Fairgray
2007	Eric Scott
2008	Austin McLaren
2009	Nico Sansalone
2010	Chase Krompocker
2011	James Southcott
2012	Bryson Cecconi

Gary Lupul Memorial Plaque

2008	Ryan Fairgray
2009	Eric Scott
2010	Rylan Ball
2011	Nico Sansalone
2012	Hunter Findlater

Rick Hopper Pee Wee House Player of the Year Award

2011	Calli-Ann Abbott
2012	Daniel Schweitzer

Brad Bombardir Bantam House Player of the Year Award

2011	Chase Krompocker
2012	Zachary Brach

Powell River Kings Midget House Player of the Year Award

2011	Brody Boese
2012	Richard Tattersall

Honorary Life Membership

Hubert (Bert) Long – (deceased)  
Richard Vernon  
Mike Fraser  
Robert (Bob) Crawford  
Sharon Cairns

**PRMHA FEES****REGISTRATION**

Early Registration fees:

Pre-Novice:	\$185.00
Novice:	\$355.00
Atom and Up:	\$410.00
Female Program	\$185.00

Registration fees:

Pre-Novice:	\$235.00
Novice:	\$405.00
Atom & Up:	\$460.00
Female Program	\$235.00

**\*\*Note\*\*** There will be no late registration fee for pre-novice or any other first time player registering with PRMHA.

**\*\*Goal Tenders** with their own equipment registered in divisions: Pee Wee, Bantam and Midget will receive a \$100.00 rebate.

**REP TEAM FEES:**

Tryout Fees	\$50.00
Rep fees	\$150.00
Affiliate Player Fee	\$80.00 (Please refer to 6.35)

**REP TEAM SPONSORSHIP FEES**

- Sponsor name patch affixed to Home and Away Jersey; shoulder or right side of chest - \$300.00 plus cost of sponsor name patch
- Sponsor name sewn onto Team Track Suits - \$250.00 plus cost of embroidering
- Sponsor name bar sewn onto Team Practice Jerseys - Cost of practice jerseys and sponsor name bars
- Game Sponsors Maximum two sponsors per game - \$50.00 per game

**SPONSORS**

The level of Sponsorship and yearly fees are as follows:

- Representative teams \$450.00
- Recreational teams \$300.00
- Tournament / Events Sponsors \$150.00
- Rep Game Sponsors \$50.00

**TOURNAMENT FEES**

Pre-Novice	\$600.00	Pee Wee	\$750.00
Novice	\$650.00	Bantam	\$850.00
Atom	\$700.00	Midget	\$850.00
		Rep	\$850.00

Tournament Sponsor fee \$150.00

Maximum 3 Sponsors/Tournament (please refer to 8.7)



**Tournament/Exhibition Game Travel Form**

Association: **Powell River Minor Hockey**

President: **Mr. Patrick Devereaux**

Team Name: \_\_\_\_\_ Coach(s): \_\_\_\_\_

Division: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Please check the appropriate type of event and complete the information:

Tournament

Exhibition Game

**TOURNAMENT/EXHIBITION GAME SANCTION**

Permit Number (if applicable) \_\_\_\_\_

Association Name: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Number of Games: \_\_\_\_\_

**IMPORTANT:** The following conditions shall be met or disciplinary action may result.

1. Local league and play-off commitments have been met.
2. The event is sanctioned.
3. All opposing teams are appropriately registered members of a HC/BCAHA recognized organization.
4. All original game sheets will be mailed to the undersigned immediately upon the team's Return
5. Team Manager must email ice scheduler minimum two weeks prior to travel.

**PLEASE NOTE: A TEAM ROSTER OF THE PLAYERS WHO WILL BE TRAVELLING MUST BE ATTACHED TO THIS APPLICATION.**

\_\_\_\_\_  
Powell River Minor Hockey Association President

\_\_\_\_\_  
Travel #06/07

\_\_\_\_\_  
Date





PO Box 31, Powell River, BC, V8A 4Z5

**POWELL RIVER MINOR HOCKEY ASSOCIATION  
CHALLENGE FUND APPLICATION**

**The Powell River Minor Hockey Challenge fund is available to qualified applicants. The fund was established to help children at a financial disadvantage to participate in minor hockey in Powell River. Approval of funding is solely at the discretion of the Executive of Powell River Minor Hockey.**

Please complete all sections of the application form.

PRMHA Challenge Fund will only cover the PRMHA registration fee, less the admin fees.

Assistance is not available for the fundraising fee or any Rep/Dev hockey fees

In order to be considered for funding, this application must be accompanied by a letter of recommendation from a community leader, such as a school principal, a counselor, doctor, pastor, etc, or an executive member of Powell River Minor Hockey. The community leader should be in a position to identify and assess the economic barriers of the applicant.

SECTION 1

APPLICANT INFORMATION:

Childs name : \_\_\_\_\_

Birth date: \_\_\_\_\_ Division: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

SECTION 2

RECOMMENDATION:

Name of community leader: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

\*Application must include letter of recommendation from community leader, verifying the applicant's economic barrier to participating in minor hockey.

Upon completion, please submit to the treasurer, registrar or president of Powell River Minor Hockey, or mail to: PRMHA, Box 31, Powell River, BC, V8A-4Z5