



VANCOUVER ISLAND AMATEUR HOCKEY ASSOCIATION POLICY MANUAL

Sept 2024

To promote minor hockey in partnership with member associations and leagues stressing fun, respect, sportsmanship, fair competition, development, and safety for minor hockey players of all levels.

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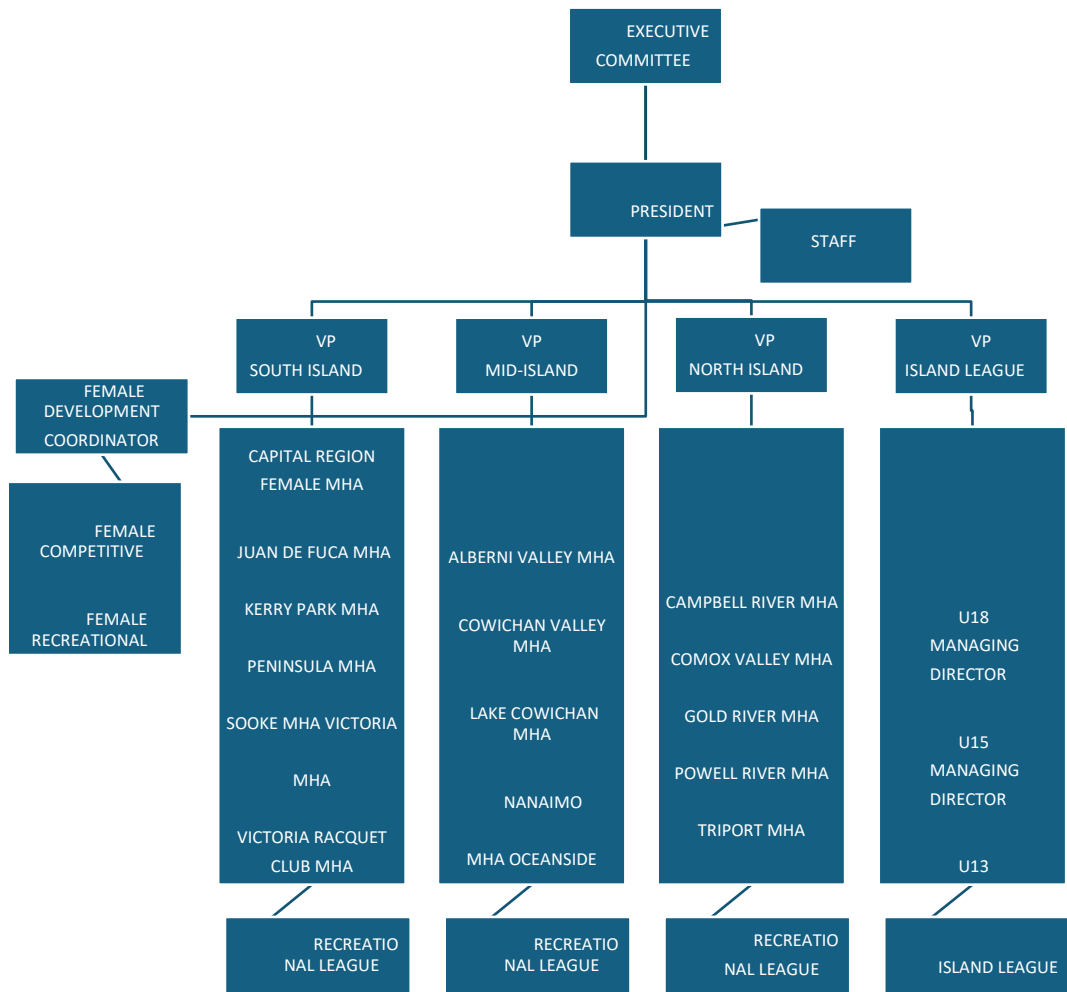
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1.01 ORGANIZATIONAL CHART



1.02 POLICY MANUAL

This Policy Manual is a representation of relevant policies and procedures from Hockey Canada (HC), BC Hockey and Vancouver Island Amateur Hockey Association (VIAHA) that are used to administer and guide the operations of the Executive Committee, membership and staff.

Procedure

The Executive Committee shall consider additions to the manual or amendments to policies as submitted by the membership.

Policy additions or amendments that are approved at the Executive Committee meeting shall be dated accordingly.

Any discrepancies in the VIAHA Policy Manual will be resolved by reference to the BC Hockey Policy Manual and/or its Regulations Manual.

The Executive Director shall be responsible for updating the policy manual upon approval by the Executive Committee.

1.03 EXECUTIVE COMMITTEE

The Executive Committee shall consist of the following positions:

- i. Officers of the Society;
- ii. President of each MHA (or their designate);
- iii. VIAHA Female Development Coordinator;
- iv. BC Hockey Minor Officiating Zone Lead (North) (non-voting);
- v. BC Hockey Minor Officiating Zone Lead (South) (non-voting);
- vi. VIAHA Executive Director (non-voting); and
- vii. VIAHA Director of Operations (non-voting).

Travel

Executive Committee travel shall have the prior approval of the President. Expenses will be reimbursed as set by the Executive Committee.

Conference Calls / Meetings

Conference calls and meetings shall have the prior approval of the Officers.

Nominations

A Nominating Committee shall be struck up to accept nominations for positions of the Officers. All nominations must be in the hands of the Nominating Committee chairperson no later than April 30 on the prescribed VIAHA nomination form. Names of all nominees shall be emailed to the membership at least 14 days prior to the Annual General Meeting.

Assignment of Duties

In addition to the regular duties of the Officers and Directors as outlined in the By-Laws and Regulations of the Society, the President may assign the following duties:

1. Appeal Committee;
2. Resolutions Committee;
3. Discipline Committee; and/or
4. Awards and Scholarships Committee.

Conflict of Interest

The VIAHA conflict of interest policy shall be as follows:

A conflict of interest arises when a member of the Executive Committee, VIAHA appointee or staff member is involved:

- i. As a member of another amateur hockey team, league, or association; and
- ii. Is receiving remuneration of any amount for any position on another amateur hockey team, league, or association and is called upon to decide on an issue that directly or indirectly affects the interests of such amateur hockey team, league or association.
- iii. In either case, the elected member, appointee and/or staff member shall provide the President, by June 15, with a disclosure form indicating their involvement, and their spouse's involvement, with the other hockey team, league or association. This involvement could be as an executive member, coach, manager, player or official.

When a conflict of interest arises during VIAHA meeting, the elected member, appointee and/or staff members shall:

- i. Immediately notify the Executive and Officers that a conflict of interest may exist: and
- ii. Not participate in the discussion if it is determined that a conflict of interest does exist. The VIAHA President reserves the right to ask the individual to step out of the meeting during the course of such discussion.

Attendance at Executive Meetings

Attendance for MHA representation at Executive meetings is mandatory. Should a MHA President be unable to attend, they must ensure that they send a representative who shall meet specific criteria. They must be a current voting member of their MHA Executive, according to their constitution, and cannot represent more than one association at a VIAHA Executive meeting.

1.04 FINANCES

The Executive Director shall prepare an annual operating budget for presentation to the Executive Committee at the final season regular Executive Committee meeting. If the annual operating budget is approved by the Executive Committee, then it shall be recommended the operating budget to the members of the Society who shall approve the operating budget at the Annual General Meeting. The operating budget will include the recommended annual administration fee to be assessed on each MHA.

Expense Accounts

The following expenses shall be reimbursed by VIAHA as follows.

- i. Transportation – Private automobile, rentals, airfare
 - Staff members shall be reimbursed as per the VIAHA Employment Policy
 - Executive members and appointed personnel shall be reimbursed as per BC Hockey's current per kilometer rate or most economical airfare, whichever is the lesser amount. Airfare must be supported by receipts
 - Parking charges will be paid at actual cost and must be supported by receipts

- All use of automobile rentals must have the prior authorization of the President. The most economical rental will be obtained including basic collision and third-party liability coverage

ii. Accommodation

- Hotel rooms will be reimbursed at actual cost and must be supported by receipts
- Should a spouse or other person accompany the VIAHA representative, reimbursement for accommodation will be limited to the expense that would have been incurred if that person had travelled alone

iii. Meals

- VIAHA Executive and appointed personnel shall be reimbursed as per BC Hockey's current meal allowance rates and/or day rate.

iv. Telephone / Fax Charges / Print Charges

- All claims for long-distance calls / fax transmissions relating to VIAHA business must be supported by the original telephone company billing or hotel account and an itemized explanation of the calls.
- The VIAHA office keeps all members regularly informed with pertinent bulletins and it should not be necessary to photocopy these mailings.

v. Expense Account Forms

- All requests for reimbursement shall be on the VIAHA Expense Claim Form. Expense claims are to be submitted monthly; accounts submitted more than one month late will not be reimbursed.

NSF Cheques

There shall be a charge of \$30.00 (thirty dollars) on all NSF cheques.

Advertising and Fundraising

Companies or individuals requesting VIAHA consideration of their product or fundraising ideas will be advised that VIAHA only endorses those promotions or products that are youth friendly.

Notwithstanding the above policy, VIAHA may institute specific promotional items to promote VIAHA and raise funds for VIAHA.

1.05 STANDING AND AD HOC COMMITTEES

Finance Committee

Comprised of the Officers of the Society and shall be responsible to the Executive Committee and membership for the finances of VIAHA.

Female Hockey Development

Comprised of member MHAs Female Development Coordinator (FDC) and chaired by the VIAHA FDC. The President will also appoint one Officer to sit on the committee. The committee will determine and make recommendations to the Executive Committee on all matters of female hockey development.

Appeals Committee

Comprised of at least one Officer who shall act as chair and at least two other members as appointed by the President. Duty shall be to hear appeals of decisions made by an Officer or member MHA. Prior to accepting an appointment to the Appeals Committee, the member is to declare any potential conflict of interest, should in the Presidents view there is a conflict that member is to be replaced by another member.

Discipline Committee

Appointed by the President when in his/her opinion a suspension of more than 60 days may be warranted. The committee shall investigate the matter and make recommendations to the President on the length of any pending suspension.

Resolution Committee

The Executive Committee will review the submitted resolutions and ensure that they are not contrary to Hockey Canada or BC Hockey By-Laws and Regulations. They shall also ensure that the wording is consistent with current VIAHA By-Laws and Regulations.

Awards/Scholarship Committee

Appointed by the President. Shall meet to review the award nominations and scholarship applications and make recommendations to the Officers on potential award recipients.

1.06 INVESTIGATIVE HEARINGS AND SUSPENSIONS

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

Procedure

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

- i. The individual shall be notified, through their association, league or team president, on the appropriate VIAHA notification form or letter.
- ii. The notification form or letter shall indicate the individual or incident under investigation, the reason for the investigation, the procedures for a telephone or in-person hearing, and a time frame for the investigation and decision.
- iii. The individual under investigation shall have the right to have both supporting documentation presented on their behalf and to have a support person/parent present during the hearing.
- iv. If the individual is to be shown the correspondence that resulted in the investigative hearing, then either a summary should be provided or any reference which could result in the complainant being identified shall be removed.
- v. Any hearings shall be conducted in accordance with VIAHA Regulation #16.
- vi. The Chair of the Committee shall maintain notes (not verbatim) of the investigative hearing and be prepared to submit them to the VIAHA office if there is an appeal of the decision.

- vii. If an in-person interview takes place, a third party, preferably a representative of the local hockey association/league shall be present.
- viii. The decision of the investigative hearing shall be communicated to the individual(s), through the association, league or team president, in writing stating the length of any suspension, the rationale and advising the individual of appeal opportunities.
- ix. Should the person under investigation fail to respond by the date outlined in the notification form or letter, the decision letter shall note this.
- x. Appeals shall be conducted in accordance with VIAHA By-Law #12.

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

1.07 AWARDS AND SCHOLARSHIPS

VIAHA presents awards to recognize members and volunteers who are dedicated to the development, governance and betterment of minor hockey. These awards are presented at the VIAHA Annual General Meeting.

The deadline to submit nominations to the VIAHA Executive Director is April 15 unless this date is extended by the VIAHA Officers.

Nominations are to be submitted in writing. All relevant information/documentation is to accompany the nomination.

All nominations will be reviewed by the VIAHA officers and the successful award winners will be announced at the VIAHA Annual General Meeting.

The awards presented are as follows.

MHA of the Year Banner

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

- i. Solid foundation of administration and organization. The constitution, by-laws and philosophy of the minor hockey program should be both in writing and in evidence;
- ii. Good skill development program with emphasis on teaching and special emphasis on development of skills at the U9 and U11 divisions with limited game and travel schedules;
- iii. Good communication network with coaches and other members of the association and VIAHA;
- iv. Good recreational league structure with limited game schedules and emphasis on fun and the development of skills;
- v. Good educational programs for coaches, referees and parents including follow-up evaluation programs;
- vi. Equal opportunity for all players to compete at their skill level;
- vii. Good program of sportsmanship and character development;
- viii. Programs that demonstrate a high level of competition and success in keeping with the philosophy of the association; and/or
- ix. Written evidence of planned future development of the association.

VIAHA President's Award

This award is presented to an individual, team or MHA that has brought honor to the amateur hockey fraternity through an outstanding humanitarian endeavor or has made a significant contribution to VIAHA during the preceding year.

VIAHA Coach of the Year Award

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

VIAHA Official of the Year Award

This award is presented to an official that exemplifies dedication and support to the MHA, VIAHA and the Hockey Canada Officiating Program. He/she should also contribute to minor hockey in ways other than just on-ice requirements. The candidate will demonstrate leadership and ability and participate in mentoring young officials. The nominee must be nominated by their carding association referee in chief (RIC) and supported by the applicable officiating coordinator. The nominee cannot be a former recipient of this award.

VIAHA Most Deserving Official of the Year Award

This award is presented to an official that has gone above and beyond. This official is rated on his/her own skills and what they put back into the Branch/Association (i.e. Supervisor, instructor, or administrator). The nominee must not be a former recipient of this award. Must be nominated by their carding association RIC and supported by the applicable RCM.

Youth Volunteer of the Year Award

This award is presented to a youth who has made an outstanding contribution to their hockey community or district over the preceding year or longer. Nominations shall be submitted in writing outlining the details of the endeavors.

Volunteer of the Year Award

This award is presented to a volunteer who has made an outstanding contribution to their hockey community or district over the preceding year or longer. Nominations shall be submitted in writing outlining the details of the endeavors.

VIAHA Scholarships

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

- i. South Island Zone MHAs include, Capital Region Female, Juan de Fuca, Kerry Park, Peninsula, Sooke, Victoria and Victoria Racquet Club;
- ii. Mid Island Zone MHAs include; Alberni Valley, Cowichan Valley, Lake Cowichan, Nanaimo and Oceanside; and
- iii. North Island Zone MHAs includes; Campbell River, Comox Valley, Gold River, Powell River and TriPort. The scholarship applications are located on the VIAHA website. Selections will be based on the following criteria;

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

Eligibility and disposition will be as follows;

- i. To be eligible, recipients must be players or game officials and be graduating from high school;
- ii. An applicant cannot receive more than one VIAHA scholarship;
- iii. Scholarship funds must be used for tuition at a post-secondary institution, technical trades school or another accredited institution;
- iv. Applicants must provide proof of enrolment and payment of tuition fees and upon receipt of such documentation, the VIAHA scholarship award will then be issued to the student;
- v. Scholarship winners will be announced at the VIAHA Annual General Meeting;
- vi. Winners may request an extension to their scholarship up to one (1) year, provided that such a request is put in writing to the Executive Director and approved by the VIAHA Officers; and
- vii. All applications become the property of VIAHA and will not be returned to the applicant.

1.08 ALCOHOL AND TOBACCO ADVERTISING

The display of alcohol, tobacco, cannabis, e-cigarettes, and smoke-less products (ie. vaporizers) advertising in minor hockey programs shall be prohibited.WEBSITE

1.09 WEBSITE

IAHA shall maintain a website, www.viaha.org. The website shall retain contact lists for the VIAHA Executive Committee, Managing Directors, Commissioners and BC Hockey Vancouver Island District personnel. The website shall provide up to date information on league schedules, league standings, VIAHA meeting minutes, VIAHA bulletins and forms, VIAHA by-laws, rules, regulations, and policies, as well as links to member and other hockey related websites. Other information that the Executive Committee deems necessary for the administration of hockey may be posted on the website.

The website shall be maintained by a webmaster selected by the VIAHA Officers.

The VIAHA Director of Hockey Operations will ensure schedules are posted on the website. Once the initial schedules are posted it will be the responsibility of the Managing Directors and Commissioners, under the guidance of the applicable VP, to maintain and update their applicable schedules, as necessary.

2.01 ARENA OUT OF BOUNDS AREA(S)

The following areas within an arena where hockey is being played are out of bounds unless the individual is invited to enter:

- i. On ice officials (referee) dressing room;
- ii. Penalty box and scorekeeper/timekeeper's area; and
- iii. The players' dressing rooms.

On ice officials may invite or request an individual to enter their room to have a discussion or pick up a game sheet.

During games, these areas are for the designated on ice and off ice officials, team officials and the players participating in the game itself. The penalty boxes and team benches are an extension of the ice surface. Scorekeepers and timekeepers are considered off ice officials and are an integral part of the game. They are not to be subjected to harassment or abuse by parents and/or spectators.

2.02 DOPING CONTROL

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

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

BC Hockey adopts the Canadian Anti-doping Program as approved by Hockey Canada through the Canadian Center for Ethics in Sport (CCES). Information on the current CCES policy can be obtained through www.cces.ca/banned-substances-and-methods

2.03 FEMALES PARTICIPATING IN HOCKEY

VIAHA supports the growth of female hockey and as such, encourages players where a female teams exist to participate on those teams. Where no female team exists, VIAHA supports residential transfers to MHAs which have female teams and participation on integrated teams.

Female players may make an application, through a Dual Roster form, to play on both a recreational integrated team and a recreational female team. The player must declare their priority team on the Dual Roster form with the understanding that VIAHA league and playoff schedules will not be adjusted to accommodate dual rostered athletes.

Female players registering on a competitive team (integrated, female or U11 development) may not register on a second team (recreational or competitive) as per VIAHA regulations.

2.04 JERSEY COLORS

It will be the responsibility of the home team to change its jerseys if the colors of the competing teams' conflict. The decision on whether a conflict exists shall be left to the referee in charge of the game as per Hockey Canada rules and/or regulations.

2.05 NON-SANCTIONED LEAGUES/TEAM POLICY

Vancouver Island Amateur Hockey Association supports the Hockey Canada Long Term Athlete Development (LTAD) model. The LTAD model aims to optimize athlete development and performance and maintains fundamental safeguards that are inherent to Hockey Canada programs.

Within this policy, amateur hockey leagues that are in Canada and do not operate under the auspices and sanctioning of Hockey Canada are deemed non-sanctioned leagues. This currently does not include summer hockey league/teams, adult recreational hockey leagues/teams, high school hockey and/or hockey schools.

VIAHA respects the right of every individual to choose between participating in a Hockey Canada sanctioned league or a non-sanctioned league. The cutoff date to make this decision, set by Hockey Canada, is September 30 of the hockey season in question.

Within this policy, the word "participate" will mean to engage, knowingly or otherwise, in an activity within a non-sanctioned league. Such activity includes, without limitation, playing, managing, coaching officiating, or acting as a trainer.

Also, within this policy, the word "participation" in a non-sanctioned league will be considered to have occurred if the individual takes part in one game (including an exhibition, tournament, league or playoff game) after the cut of date.

Any player or team official within VIAHA district who participates in a non-sanctioned league or any hockey association which supports a non-sanctioned league after cutoff date (September 30) is subject to the following consequences:

2.05.A Loss of all privileges with VIAHA for the remainder of that hockey season;

2.05.B VIAHA shall provide clarification on participation in non-sanctioned league and will exercise its authority to ensure compliance; and

2.05.C Notwithstanding the consequences listed in (1) a player or team official may seek early reinstatement of their privileges through VIAHA Officers and BC Hockey following their procedure.

Non-sanctioned league participants may not be permitted to officiate High Performance, BCEHL, CSSHL, Junior and Senior Leagues but will be permitted to officiate minor games

2.06 NON-SANCTIONED EVENTS

VIAHA will follow Hockey Canada sanctioning guidelines and not permit its members to participate in non-sanctioned events.

This includes (but not limited to):

- 2.06.A Mini games between periods of higher level games;
- 2.06.B 7th man game opening appearances at higher level games; and
- 2.06.C Any team organized event(s) to attend a non-sanctioned activity.

Members who choose to participate in non-sanctioned events will do so at their own risk.

2.07 OVERAGE PLAYERS IN RECREATIONAL PROGRAMS

Carded Teams

Overage players are not eligible to participate in any league, exhibition, playoff or tournament game. Players must be eligible by age to participate on a Hockey Canada carded team.

Recreational Teams

VIAHA understands the responsibility local associations have in providing opportunities for all players to enjoy the game, however risk management measures must be considered prior to approving an overage player playing at a lower level.

VIAHA recommends MHAs consider the following prior to recommending an overage player:

- Athlete's physical size
- Health concerns or reasons (doctor's certificate may be required)
- Athlete's skill level
- Is there a team in proper age category
- Female player in integrated league

In all age levels, the over aged player is limited to a maximum of one (1) year older than the upper age limit of the lower division. This process is to be monitored by the District leagues.

When a player has been allowed to participate at the younger age level, a note should be attached to their registration form indicating both the placement and the reason. The procedures used for assigning overage players within an association must be written and communicated to the players/parents involved. Associations must apply due diligence in allowing overage players to participate. All approved overage players should be monitored throughout the season for game impact and penalty minutes. An overage player having a major impact to games or accumulating numerous penalties may be removed from the team, or reassigned to a team in his/her age appropriate classification. Refer to VIAHA Regulations section 5 for overage players.

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

2.08 REGISTERING OF A 2ND ISLAND LEAGUE TEAM

It is recommended that associations who plan to card a 2nd Island League team to compete in the Island League should have a minimum of 45 players (3 teams of 15) registered in recreational hockey in the division before declaring the 2nd Island League team.

MHAs are to keep in mind that if the 2nd team is not competitive within the Island League placement round then that team may not be scheduled in the League and those players are to be redistributed within the recreational league.

2.09 REGISTRATION OF PLAYERS: NON-CANADIAN CITIZENS

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

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

2.09.A The player must reside with his/her parent.

2.09.B The parent(s) of the player must possess a minimum of one of the following:

2.09.B.A Permanent resident status - parent must provide written proof;

2.09.B.B Documentation that permanent resident status has been applied for.

The parent must provide a permanent resident immigration file number and must indicate the consulate at which the application was filed;

2.09.B.C Temporary work permit; or

2.09.B.D Refugee status.

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

2.10 REGISTRATION OF PLAYERS: RESIDENTIAL QUALIFICATIONS

All minor hockey players must declare their residential qualifications prior to registration with a Minor Hockey Association and/or team in accordance with BC Hockey and Hockey Canada Regulations.

VIAHA will be responsible for the application of Hockey Canada and BC Hockey Regulations in the determination of a player's residential qualifications.

In situations involving minor hockey players who, by way of a residential move with their parent, are registering with a different minor hockey association than the association they registered with in the previous season, an Inter Association Transfer (IAT) form must be submitted via the Hockey Canada Registry (HCR).

In situations where players wish to be deemed by BC Hockey to be eligible to register for hockey programming in a place other than that where his/her parent is resident, BC Hockey will consider such application only under the following conditions:

- i. If information is provided indicating reasons why the player's residence should be determined to be in a place other than that of his/her parent (as defined in Hockey Canada Regulation F). Note: a court order with respect to custody and/or guardianship is required (i.e. a parental declaration of residence or guardianship is not sufficient to determine hockey eligibility).
- ii. If the player has chosen to live at a location other than where their parent resides and desires to be deemed eligible to participate in programming at the recreational category in the alternate location. Such application shall be forwarded to the BC Hockey District Operations Task Person.

2.11 RESIDENTIAL WAIVERS

1. VIAHA may grant a residential waiver to players under the following circumstances:
 - i. There are no competitive carded teams in the players' residential MHA;
 - ii. There is no recreational team, or the player is on a waitlist within their residential MHA;
 - iii. The player is female and there is no female team in the players' residential MHA;
 - iv. An MHA requests that a residential waiver be granted for other reasons not listed above; or
 - v. Tier 1 Host policy.

Residential waivers will not be approved by VIAHA unless the following criteria have been met:

- i. The residential MHA indicates in writing that they will not have a competitive carded team in category;
- ii. The residential MHA indicates in writing that they will not have a recreational team in category;

- iii. The player is on a waitlist for a recreational team; or
 - iv. The residential MHA indicates in writing that they will not have a female team in category; or
 - v. Players transferring pursuant to the T1 Host Policy.
2. Players who have been granted a residential waiver may register in an adjacent Minor Hockey Association.
3. Procedure for transfers will be:
- i. Transfer of players to tiered teams shall be process via Hockey Canada Registry no later than midnight November 15; and/or
 - ii. Transfers of players to recreational team shall require the approval of a committee of BC Hockey District Directors, District President and the BC Hockey Minor Chairperson.
4. An adjacent association is defined as an association with residential boundaries that physically contact those of the player's home association. Refer to BC Hockey policy manual for the list of adjacent associations.
5. In situations where no playing opportunity exists in any of the adjacent associations then contact VIAHA to determine options.
6. Players have a choice to register with any of the adjacent associations.
7. If a player registers with an adjacent association in accordance with this procedure, it does not limit the choice of other players from the same association. (ie. Players from the same association may register with separate adjacent associations) The player must complete the balance of the season in that association or return to their home Minor Hockey Association.
8. Upon registering a player to a team under this procedure, an association automatically assumes the registration numbers of the player's home association in that division per BC Hockey regulations.

NOTE

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

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

No member MHA shall contact a player or their parent outside the residential draw zone without first going through the players' home MHA and VIAHA.

2.12 T1 HOST MHA PROGRAM

Player Registrations and Transfers

Request forms are needed so that home associations are aware of who is leaving and the host association is aware of who is coming. Parents must submit the 'Player T1 Team Tryout Request Form' along with the fee to the appropriate T1 Host MHA in their area by the advertised registration deadline. Interested players must also be registered with their regular home MHA prior to an official T1 Host tryout. The host has the sole discretion on whether or not to accept a late registration and is expected to work with the players home MHA's on any late requests.

It will be the T1 Host MHA Registrar's responsibility to supply the VIAHA Executive Director and any applicable home MHA Registrars with an ongoing list of all the registered players from outside of their MHA in order to keep everyone updated on who has signed up.

*Home MHA's must communicate to the T1 Host MHA and VIAHA as soon as names are received if they do not plan support transfers.

If selected to a T1 Host Team, any player who lives outside of a T1 Host MHA boundary is subject to BC Hockey Policy 9.06. Their Hockey Canada profile will need to be transferred through the Hockey Canada Registry (HCR) into the T1 Host MHA on a one (1) year Residential Waiver – Other Transfer.

Residential Waiver transfers are valid for one (1) year only and players HCR profiles are automatically returned to their previous original home MHA at the end of each season.

VIAHA will not support transfers into a different Tier 1 team in following seasons. A full permanent change in residency must occur for this to happen. VIAHA also will not support Residential Waiver requests from one T1 'Host' to another T1 'Host'.

In the event a T2 or T3 MHA is unable to declare a competitive team due to the loss of players into the T1 Host program, the MHA President can send a request out to all other local MHA's in search of any interested players. Interested players must be able to finish tryouts in their own MHA first and every attempt will be made to help the MHA in need to find more with players as soon as possible. Interested players can attend the smaller MHA tryouts should time allow. Players leaving to help smaller MHAs will also go on one a (1) Residential Waiver and will be returned to their original MHA after the season is over.

Host Associations

T1 Host Teams are needed to up-keep our Districts level of competitiveness and host MHA's are determined fairly, based on geography and demographics. Should a T1 MHA not be available within range, using the same system BC Hockey uses, the closest MHA with the most male player numbers (between U13 and U18) will be selected as the T1 Host MHA for that area. Numbers can be reviewed at the end of each season. Selected MHA's can decline the T1 Host status should they not wish to up-hold. In addition, should a T1 host MHA be unable to declare a competitive team in a certain category - interested players can apply to the next adjacent T1 Host MHA. (i.e. U18 VRC players with no team in category would apply to tryout at Victoria MHA)

North	Tri-Port MHA Campbell River MHA Comox Valley MHA — Host Association Powell River MHA Gold River MHA
Mid	Alberni Valley MHA Oceanside MHA Nanaimo MHA — Host Association Cowichan Valley MHA Lake Cowichan MHA
CRD East	Peninsula MHA Victoria Racquet Club MHA — Host Association
CRD Mid	Victoria MHA — Host Association
CRD West	Kerry Park MHA Sooke MHA Juan de Fuca MHA — Host Association

*Interested Female players with Capital Region Female MHA would in this case register to tryout at the T1 Host MHA where they actually reside. (i.e. a Female Player from Sooke would attend JDF's T1 Tryout)

*Female players may try out for either a Tier 1 Zone team or a Female Regional "A" team - but not both simultaneously. Tryout and player selection dates preclude this as an option and a choice must be made by the player after the first weekend of any Female A tryouts.

Host Responsibilities and Tryouts

Players are only permitted to attend the one T1 Host Tryout in their draw zone. They are not entitled to tryout for multiple T1 teams in multiple zones.

T1 Host MHAs are permitted to hold Identification Camps prior to their official tryouts - as long as all interested participants register for these camps using the official 'Player T1 Team Tryout Request Form'.

Official T1 Host Tryouts may not start prior to August 17 and T1 Host MHA's should work with all other applicable T2 ,T3 home MHA's and try their best to avoid conflicts in tryout dates.

Tryout fees will be \$150.00 - and that cost should include any extra Identification Camps as well.

Again, interested players must also be registered with their regular home MHA prior to an official T1 Host tryout. Each registrant will be guaranteed four tryout times. Following these four tryouts, teams will be reduced to no more than 25 players. Additional tryout times can be used to determine final cuts however, all tryouts **MUST** be over by the end of the September Labor Day Long Weekend and home MHA's notified as to which players have been selected. *U18 players can be released as late as Sept 19.

Should a T1 Host MHA still want to evaluate a player after the September Labor Day Long Weekend deadline - they must make a request in writing to the players home MHA for approval.

It is expected that each host team will assign fair and unbiased evaluators and player selection will be based on objective criteria. Registrants should not be identified to the evaluators by name or MHA affiliation.

Players unable to participate in T1 Host tryouts must apply to the host MHA for an exemption, stipulating the reasons why they are unable to participate. Players and parents should be aware that Host T1 MHA's may reserve roster positions for players being released from Major/Minor & Junior Leagues.

As cuts are made, it is the T1 Host MHA Registrars responsibility to officially notify each home MHA with the names of players who have been released. In addition, they will also need to initiate a 'Residential Waiver – Other' transfer after a player has been selected. The players home MHA still will have discretion on whether to approve each transfer request on the HCR.

Released players will be returned to their Home MHA. Home MHAs are entitled to charge additional fees to the released players who are trying out for their carded teams.

Appeals

Players may apply to the T1 Host Association for reassessment of their try out. Reassessment need not include additional ice time. There is no appeal of the final determination of the host association.

Team Officials

Team officials will be appointed by the Host Association who will ensure that all have proper credentials before the start of evaluations. It is preferred, but not mandated, that non-parent Head Coaches be appointed.

Rosters

T1 teams will have a maximum roster of 18 skaters and two goaltenders. Teams may apply to VIAHA to roster fewer than 18 & 2 based on numbers and skill level.

League Schedule

T1 teams will participate in the usual placement games prior to commencement of Island League season play. All T1 Host Teams will be placed in playing Division 1 – unless the MHA requests to opt out and play down in a lower division for the regular season.

Team Budgets

Team Officials will meet with the parents after player selection to agree on additional practice ice, dryland, exhibition games, tournaments, travel, team functions, etc. Fundraising matters will also be determined at this meeting. The determination of costs for practices and league play are set by the MHA.

Team Colors

Team colors and logos will be determined by the T1 Host MHA.

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

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

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

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

NOTE

The intent of this policy is not to penalize teams who wish to card but are unable to because of no goaltender.

It should also be understood that the goaltender being picked up not be necessarily the best available goaltender in their District and does not allow an association to ignore an eligible goaltender from their own association because of questionable assumptions.

3.01 CAPITAL REGION FEMALE MHA (CRFMHA)

Capital Region Female MHA was formed in 2019 for the purpose of providing female only hockey programming in the Capital Regional District. The CRFMHA boundaries coincide with the boundaries of Capital Regional District and include those of Sooke MHA, Juan de Fuca MHA, Victoria MHA and Peninsula MHA. CRFMHA provides programming at both recreational and competitive levels for players from ages 5 through 20.

Competitive teams are carded at the “A” level. For competitive A team players from Kerry Park MHA, Cowichan Valley and Lake Cowichan MHA have the option of trying out for either CRFMHA “A” team or North Island “A” team.

Regarding recreational teams, CRFMHA will be responsible for:
Rostering female recreational teams from players within its boundaries and may roster multiple teams in each division. In cases where there is more than one CRFMHA team in a division the teams should be balanced according to skill level.

Regarding competitive teams, CRFMHA will:

- i. Card and host competitive female “A” team(s) in each of the divisions including U18, U15 and U13 (assuming there are adequate registrations);
- ii. Be responsible for financial oversight of its “A” teams;
- iii. Be assessed an administrative fee by VIAHA for each team to cover the District administrative costs, banners, scheduling meetings, coach meetings, conference calls and expenses related to the league which will be the same amount assessed to Island League integrated teams;
- iv. Assume responsibility for its “A” teams for payment of all game costs including ice and officials;
- v. Be responsible for recruitment and selection of team officials, including head coach, assistant coach and manager;
- vi. Be responsible for supervision, discipline and release of team officials;
- vii. Be responsible for team registration; and
- viii. Schedule player evaluation camps and be responsible for its player selection criteria.

CRFMHA Boundary

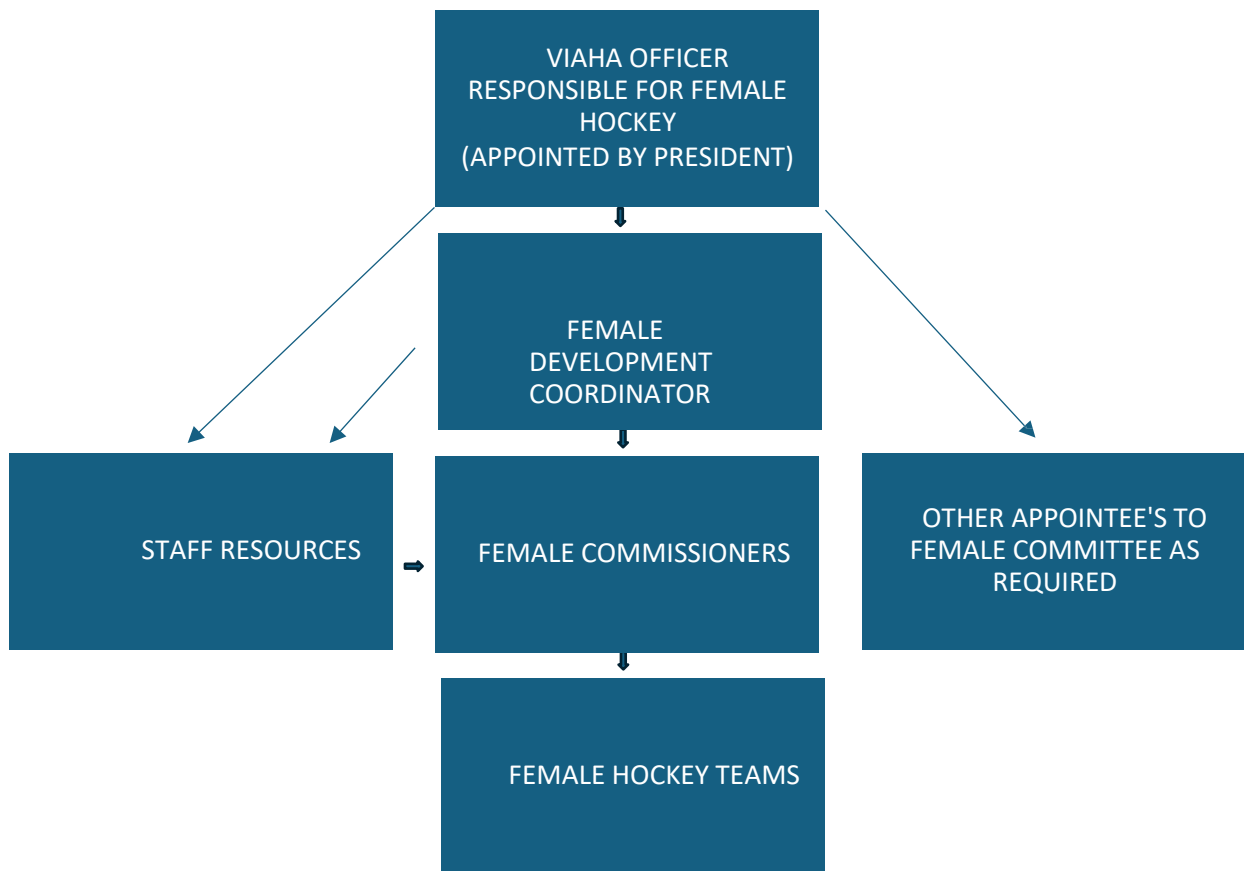
Includes the 13 municipalities comprising the Capital Regional District as well as the Juan de Fuca Electoral Areas of East Sooke and Willis Point and the First Nations communities within this geographic area.

Within the boundaries of CRFMHA, the City of Victoria, the District of Oak Bay, the Township of Esquimalt and the District of Saanich, shall also be a shared draw zone between VRCMHA, and first time registrants may be with either Association. Residents of this shared draw zone may transfer from Capital Regional Female Minor Hockey Association to VRCMHA up until the completion of the first year of U11 hockey. The

decision to transfer must be made prior to March 31st of the current playing season. After that time, a player may transfer from Capital Region Female Minor Hockey Association to VRCMHA with the written approval of both local association Presidents and the Vice President (South Island) and the District President. Should MHAs not agree on transfer requests, the VIAHA Officers shall make the decision. Their decision is final and not subject to appeal.

3.02 FEMALE ADVISORY COMMITTEE

Organizational Chart



Female Advisory Committee (FHC)

Shall consist of the VIAHA Female Hockey Development Coordinator (FHDC), VIAHA staff resource, female hockey commissioners and others as appointed by the VIAHA President. FHDC will chair the Committee.

Shall meet at the discretion of the Committee chair and approval of the President. Committee will oversee the day to day operations of all VIAHA female hockey. Will oversee the operations of both competitive and recreational leagues.

Female Hockey Development Coordinator (FHDC)

The FHDC shall be appointed annually by the VIAHA Executive Committee and may be re-appointed in subsequent years. They shall report to the Officer responsible for female hockey as appointed President.

Responsibilities are:

- i. Represent the female leagues on the Executive Committee;
- ii. Serve as Chair of the female competitive team staff selection committees;
- iii. Will be responsible for the coordination of league operations;
- iv. Submit a report annually to the Executive Committee;
- v. Investigate and issue suspension notices as required;
- vi. Refer to the applicable Officer responsible for female hockey on all protests and complaints;
- vii. Assist with female competitive budget considerations;
- viii. Monitor penalty minutes, notify teams of excessive penalties and on behalf of the President administer disciplinary action as deemed necessary;
- ix. Participate in end of season VIAHA North Island female competitive team official interviews;
- x. Shall have the authority to address situations that are not set out in the policy manual and shall report such situations to the President;
- xi. In conjunction with the VIAHA Director of Hockey Operations coordinate the league and playoff schedule;
- xii. Coordinate and oversee VIAHA North Island team selection / evaluation camps;
- xiii. Coordinate VIAHA North Island evaluators for team evaluation camps in conjunction with district high-performance coordinator/ evaluators and head coach;
- xiv. Monitor VIAHA North Island team operations and expenses;
- xv. Provide the President through the applicable Officer responsible for female hockey with regular reports and updates as required/ requested;
- xvi. Monitor and ensure all BC Hockey and Hockey Canada timelines and mandatory/important dates, rules and regulations are strictly adhered to;
- xvii. Where possible, the FHDC should not have a child participating in female competitive hockey; and
- xviii. Cannot be part of any member MHA Executive Committee, nor hold any position with any member association.

Commissioners

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

3.03 FEMALE DEVELOPMENT HOCKEY'S JOB DESCRIPTIONS

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

Job Descriptions

1. Female Hockey Development Coordinator (FHDC)

Duties

- Chair the VIAHA Female Hockey Development Committee
- Develop the agenda for the Female Hockey Development Committee meetings
- Promote female hockey events in the District
- Assist the MHA Female Hockey Development Coordinator in providing opportunities for female hockey in the District
- Promote the BC Hockey, female hockey long term athlete development model
- Assist the MHA Female Hockey Coordinator in identifying goals and objectives for their MHAs
- Attend female hockey events as required
- Provide resources for the Female Hockey Development Committee to promote and grow the female game
- Promote female coaching and officiating in the District

Qualifications

- Strong interest and personal commitment to female hockey, particularly at the minor level
- Knowledge of BC Hockey female programming opportunities for players, coaches, game officials
- Respect in sport certified and criminal record check
- Good communication, administrative and organizational skills
- History with female hockey coaching or playing

2. MHA Female Hockey Coordinator (within MHAs)

Duties

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

Qualifications

- Strong commitment to the development of female hockey
- Ability to work in conjunction with VIAHA FHDC, VIAHA Executive, and other MHAs

3.04 FEMALE RECREATIONAL LEAGUES

Rostering of Teams

MHAs from Kerry Park and North may roster female recreational hockey teams. If there are insufficient players to form a female team in any division the players may apply for a residential waiver under the “no team in category” provision in BC Hockey policies to play in an adjacent MHA. Recreational teams within the boundaries of Capital Region District may be hosted by Capital Region Female MHA. Minor Hockey Associations sharing their draw zone with Capital Region Female MHA will be permitted to roster female minor recreational teams.

Each team will provide the League Commissioner with a copy of the Hockey Canada Registry roster prior to participating in their first exhibition, league or tournament game. The team will provide the League Commissioner with a revised copy of the Hockey Canada Registry roster each time a player or team official is added or deleted from the roster.

League Play

Each MHA must provide the VIAHA Director of Hockey Operations with sufficient acceptable ice dates and times to allow scheduling of league play for the entire season. League play will not commence prior to the first weekend after Thanksgiving. There will be no league play scheduled on Remembrance Day weekend and three weekends over Christmas Break. There are no other blackout weekends during the season.

3.05 FEMALE REGIONAL A TEAMS – NORTH ISLAND

Number of Regional A Teams

Assuming there are sufficient registrations there will be one (1) competitive female A team carded with players from all MHAs from Kerry Park and north in each of the Divisions U18, U15 and U13.

No additional female A teams may be carded without the consent of the VIAHA Executive Committee.

Carding and Hosting of Regional A Teams

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

Regional A Team Ice Requirements

Due to the demographics of where players are drawn from on North Regional A teams practice times need to be such to allow for the players to travel and return home with

little to no disruption to schooling. Therefore, there will be no weekday morning practices.

Each Regional team should receive a minimum of two 1 hour 15 minutes practice slots per week (Monday-Thursday). To meet these requirements member associations will need to contribute practice ice based on the number of female registrants in their association.

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

3.06 FEMALE REGIONAL A TEAM PLAYER ELIGIBILITY – NORTH ISLAND

Age Qualification

No under-aged players will be permitted to be registered with a Female Regional team unless recommended by the Female Hockey Development Coordinator and an approved age exemption is received from the VIAHA Executive.

Residential Qualifications

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

3.07 FEMALE REGIONAL A TEAM PLAYER EVALUATION CAMPS AND SELECTION PROCESS – NORTH ISLAND

Evaluation Camps will be as follows:

- i. Camps will not be held prior to August 1 and are to be scheduled over two (2) weekends;
- ii. Player registration to attend an evaluation camp will close midnight June 30, however, VIAHA Officers may choose to accept registrations received after this date;
- iii. Evaluation registration forms will be posted on the VIAHA website no later than April 1 each year;
- iv. All players must register with their home minor hockey association as per registration policy for residential confirmation, tracking purposes and to preserve a place to play. Proof must be provided with their evaluation camp registration;
- v. Registration for each North Regional A team evaluation camp will be organized through VIAHA. Camps dates and locations will be posted on the VIAHA website;
- vi. Registration fees will cover expenses for North Regional A camps and will be paid directly to VIAHA;
- vii. Players, who are unable to attend the camp for valid reasons shall apply in writing to the Female Hockey Development Coordinator for permission to be evaluated post camp (VIAHA reserves the right to not grant permission); and
- viii. Players who attend the second weekend of North Regional A evaluation camp are not eligible for integrated competitive teams, unless approved by the VIAHA President.

Cancellation – Refunds

Refund requests received 30 days prior to the evaluation camp will, upon approval of the VIAHA Officers, be entitled to receive a 50% refund. Requests within 30 days shall not be entitled to a refund. All refunds are subject to an administration fee.

Players who are carded to the Female U18 AAA team will receive a full refund of any regional evaluation camp fees paid. Administration fee is waived in this circumstance.

Player Selection Process will be as follows:

- i. Teams shall consist of up to a maximum of twenty (20) players including two (2) goaltenders;
- ii. Players can only attend a female regional camp for the team within the draw zone in which she resides;
- iii. Players will be evaluated by independent evaluators, four evaluators preferred for each weekend with the same evaluators being used for all the ice sessions on a given weekend;
- iv. Player selection will be by the team officials with input from the evaluators and chaired by a member appointed by the Female Hockey Advisory Committee;
- v. Spots will be offered at the end of the first evaluation weekend; all players will receive a player interview;
- vi. Maximum of eleven (11) players including one goalie can be chosen by the Monday after the first evaluation camp weekend;
- vii. Maximum twenty (20) players selected after the second evaluation weekend; and
- viii. After the second evaluation weekend, if a team wishes to further evaluate a player, written permission must first be obtained from the Female Hockey Development Coordinator in conjunction with the player's MHA President.

Note – Player(s) not selected to a female regional team will have their rights returned to home MHA.

Refunds After Team Selection

Once a player has been carded to a female regional A team prorated refunds may be issued up to December 1 as follows.

1. If a player is injured before December 1 and is unable to play the duration of the season, then the player may be entitled to a prorated refund. A medical slip may be required. There will be no refunds if a player is injured after December 1 even though they may be unable to play the duration of the season.
2. Regardless of the date, there will be no refunds for a player who is removed from the team due to disciplinary reasons and/or if they decide to quit. Note – disciplinary reasons will include use of illegal or banned substances, repeated and/or serious violations to player code of conduct or any reason deemed to be in the best interest of team/player as determined by the VIAHA President and Female Hockey Development Coordinator. All refunds are subject to an administration fee.

3.08 FEMALE REGIONAL A TEAM OFFICIALS – NORTH ISLAND

Requirements

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

- i. All individuals wishing to apply for a position on a North Regional A team shall submit an application form to VIAHA by April 15th. For all new applicants their applications **MUST** be accompanied by their hockey resume;
- ii. Notwithstanding the specified dates, if a qualified team official application is received after the dates, the application shall be considered;
- iii. If no applicant is deemed suitable, the application process shall be extended;
- iv. Where possible all Female Regional team officials shall be non-parents. The VIAHA Executive Committee may approve an exemption;
- v. All teams will card a Hockey Canada Safety Person or Team Trainer with HCSP certification. HCSP are not permitted to participate on the bench during games or on the ice during practices unless they are a certified team trainer;
- vi. Managers will be registered as carded officials but will not be permitted to participate on the bench during games or on the ice during practices. Teams can register one manager; and
- vii. All team officials are to complete a criminal record check and disclosure form and submit them to the host MHA prior to the evaluation camp.

Selection

Team officials for North Regional A teams shall be recommended by the coach selection committee to the applicable VIAHA Officer overseeing female hockey and ratified by the VIAHA Executive Committee as follows.

The coach selection committee will consist of the Female Hockey Development Coordinator and two other persons appointed by the applicable VIAHA Officer.

Head Coach

Responsibilities

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

Qualifications

- NCCP Development 1 Certification level
- Respect in Sport (RIS)
- Current and cleared Criminal Record Check (CRC)
- Concussion Awareness Training Tool (CATT)
- Checking Clinic (HC)
- Making Ethical Decisions (MED)
- Strong hockey background in playing, coaching and evaluating
- Strong interest and commitment to high performance athlete development
- Ability to work with fellow team officials
- Committed to the development of female hockey
- Ability to communicate on-ice and off-ice requirements to players and parents
- References upon request

Assistant Coach**Responsibilities**

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

Qualifications

- Same qualifications as Head Coach, with exception of Checking Clinic

Team Manager**Responsibilities**

- The manager will be the first line of communication and contact for the parents. The manager may involve the coach if necessary
- Assist the Female Hockey Development Coordinator with coordination of evaluation camps
- Develop annual team budget in concert with coaching staff for VIAHA approval
- Present budget to team
- Coordinate travel, accommodation, and meals for team as required
- Obtain necessary equipment and supplies for team
- Coordinate team financial matters including player fees, sponsorship, advertising, etc.
- Complete all required monthly reports and updates as requested
- Submit team financial statements to the Female Hockey Development Coordinator
- Ensure the team abides by all BC Hockey, Hockey Canada and VIAHA rules, regulations and policies
- Ensure that all suspensions are served as required by BC Hockey rules and regulations

- Assist in the control and conduct of players before, during and after the game
- Ensure player/parent Code of Conduct are signed by all staff, players and parents
- In the case of paper game sheets, fax or email a copy of the game report to the Managing Director at the conclusion of the game and mail the original game sheets of all games played to the Managing Director within 24 hrs of completion of the game or completion of tournament
- Request permission to enter a tournament or play exhibition game(s) from the Managing Director
- Obtain game numbers from the Managing Director and Interdistrict Travel forms from the Director of Hockey Operations
- Ensure that there is a certified HCSP person for each game.
- Ensure that affiliate player use follows VIAHA, Hockey Canada and BC Hockey regulations and policies
- Track team's ice usage and expenses and coordinate team costs with female commissioner and VIAHA Executive Director

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

Qualifications

- Experience in competitive team management
- Good organizational and communication skills
- Experience with and able to prepare annual team budgets
- Access to electronic messaging systems to send and receive required correspondence
- Ability to receive all league correspondence and respond appropriately
- Respect in Sport (RIS)
- Current and cleared Criminal Record Check (CRC)
- Concussion Awareness Training Tool (CATT)
- Be available for team staff meetings and parent meetings
- Obtain game numbers from the Female Commissioner

Release of Team Officials

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

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

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

Hockey Canada Safety Program (HCSP)

All Hockey Canada carded teams must have an HCSP certified official carded by the beginning of the current season in accordance with BC Hockey regulations. Unless the team HCSP person has the necessary coach qualifications (s)he shall not be permitted on the bench during games unless otherwise qualified and approved by the Female Hockey Development Coordinator.

3.09 FEMALE REGIONAL A TEAM REGISTRATION – NORTH ISLAND

Minor Associations

Carding Associations – North Regional A teams shall be registered with BC Hockey by way of a minor hockey association within their respective region. Players on the team will be given a one (1) year residential waiver from their home MHA. The VIAHA Executive Committee will approve the host associations annually.

VIAHA Director of Hockey Operations will be the contact between the District and member associations. North Regional A teams shall not contact the MHAs directly, they must go through VIAHA.

Players' and team officials' cards must be approved by BC Hockey registrar prior to participating in any female regional team league, playoff, exhibition or tournament game.

Team Names

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

Player Fees

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

Registration/Carding Procedures

Each U13 and U15 Regional A team shall receive access to twenty (20) electronic player registration certificates via the Hockey Canada Registration system (HCR).

U18 Regional A teams shall receive access to twenty-five (25) player registration certificates. A team can only register twenty players at any one time, two of which must be goaltenders.

Prior to the first exhibition, league, tournament or playoff game, each Regional team must register all players and team officials on the HCR carding system.

In order to be eligible for the BC Hockey Female Championships, the team shall be required to have a minimum of fifteen (15) players on Hockey Canada registration certificates (at least one (1) of whom must be a goaltender) on or before October 15th of the current season. Teams must obtain approval from the VIAHA Executive Committee through the Female Hockey Coordinator should they not be able to card fifteen (15) players.

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

Affiliation

VIAHA Female Regional teams may affiliate players from within their approved draw zone. There shall be no "permanent affiliate" players allowed on Female Regional teams.

Affiliate players where at all possible should be from the same age category.

Registration of an affiliate player requires the written permission of the player's MHA. Teams may not use an affiliate player (except under emergency conditions) when the affiliate player's team is playing.

Affiliate players shall only be used as replacements for the following emergency conditions and through this procedure:

- i. Injuries;
- ii. School activities which supersede hockey;
- iii. Suspensions/disciplinary action;
- iv. Consent of an affiliate player's regular team must be obtained in writing prior to using the player in a game;
- v. A player's team may not unreasonably deny a player the opportunity to play as an affiliate; and
- vi. An affiliate player who has played the maximum number of games permitted under Hockey Canada rules and/or VIAHA policy may not be used as an affiliate unless her registered team has been eliminated from playoff competition. Players qualifying under this policy may be assessed a fee as prescribed by VIAHA.

Player Releases

Players may be released for the following reasons:

- i. Disciplinary problems;
- ii. Repeated and/or serious violations of the player code of conduct;
- iii. Use of drugs or alcohol;
- iv. Non-payment of player fees;
- v. Player requests to play at a higher division or return to Minor Hockey Association;
- vi. Safety or risk management concern to the player; or
- vii. Deemed by the Female Hockey Development Coordinator to be in the best interests of the team and/or player.

An application to remove a player from a team roster must be made in writing to the Female Hockey Development Coordinator, setting out reasons for the removal of the

player. The Female Hockey Development Coordinator and the applicable VIAHA Officer shall make the final decision regarding a player's removal.

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

3.10 FEMALE REGIONAL A TEAM FINANCES – NORTH ISLAND

Budget

VIAHA shall be responsible for oversight of the North Regional A team budgets. Teams must set up a bank account and must have at least two signing authorities, one of which must be the team's manager. Each team, through VIAHA, shall be responsible for collection of fees from players and reimbursement of excess fees if applicable.

In accordance with the following schedule each team shall submit team financial statements to the Female Hockey Development Coordinator and VIAHA Executive Director on or before the following.

1. Proposed annual budget September 30.
2. Year-end financial statement March 31.

VIAHA Female A Team Administration Fees

All female A teams shall be assessed a team administrative fee to cover the District administrative costs, banners, scheduling meetings, coach meetings, conference calls and expenses related to the league which will be the same amount assessed to Island League integrated teams.

North Regional A teams will be assessed another fee to cover the cost of jerseys, related equipment and player fees, and this amount will be set by the VIAHA Officers.

Hotels/Transportation

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

Game Finances

North Regional A teams shall be responsible for all costs associated with the games, including the officials. It will be the responsibility of the local MHA that supplies ice or officials to submit an invoice to VIAHA on a monthly basis for reimbursement of the cost of ice and game officials. The team will reimburse VIAHA.

Fundraising

Teams may fundraise and acquire local or regional/district sponsors. Any individual team sponsorship in excess of \$2,000 must be approved by the Officer responsible for female hockey.

Teams must ensure all licenses and local by-laws are met when participating in fundraising activities. Gaming events like (50/50 and raffle tickets) are acceptable providing current licensing requirements are met.

No advertising, name bars, or other patches may be applied to team jerseys without prior consent of the Female Hockey Development Coordinator after consultation with the VIAHA President.

All fundraising activities must be approved by the Officer responsible for female hockey.

Teams must abide by this fundraising/advertising policy over the season.

3.11 FEMALE REGIONAL A TEAM RULES AND REGULATIONS

Discipline and Suspensions

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

Zero Tolerance - Drugs, Alcohol and Tobacco

There is a zero tolerance for the use of alcohol, drugs and tobacco including vaporizers and cannabis during activities within VIAHA. All incidents will be investigated and dealt with on an individual basis.

The recommended minimum suspension for violation of this policy is 30 days from all participation within the league. A written report, from the Female Hockey Development Coordinator or Commissioner, must be forwarded to the VIAHA President outlining the circumstances within 7 days.

Hazing or Initiation

Female regional teams shall adhere to BC Hockey/Hockey Canada rules and regulations pertaining to hazing and/or initiation activities. Further reference may also be found in *Maltreatment, Bullying and Harassment Prevention Policy*.

Game Forfeiture

Teams may not declare a forfeit. Failure to meet all league commitments will result in disciplinary action, which may include fines and or suspensions as per VIAHA Regulations.

League Play

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

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

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

Exhibition Games and Tournaments

- i. Any team wishing to play an exhibition shall first obtain an exhibition game number from the female Commissioner.
- ii. Any team wishing to enter a tournament must make application to the Female Hockey Development Coordinator and the VIAHA Director of Hockey Operations for out of District travel as applicable. Once approved the Commissioner will assign game numbers.
- iii. All league commitments must be met prior to permission being granted.
- iv. All exhibition games and tournament costs will be paid by the team.
- v. Any team wishing to host a tournament shall first obtain written permission from the Female Hockey Development Coordinator.
- vi. Where possible the Female Advisory Committee will, with the assistance from the teams, organize one tournament each season within the District for each Division.

Rescheduling of League Games

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

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

Game Sheets (Not applicable if E-Gamesheet is used)

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

- i. The home team is responsible for supplying the game sheet and ensuring that it is properly completed.
- ii. The home team is responsible for emailing a copy of the paper game sheet to the female Commissioner within 72 hours of completing the game. Teams that do not adhere to this policy will be assessed a fine as per VIAHA Regulations. Clear copies of all exhibition and tournament games must be mailed to the Female Commissioner within 72 hours of the team returning home.

Game Reports (Not applicable if E-Gamesheet is used)

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

3.12 FEMALE REGIONAL A TEAM RULES OF PLAY**Rules of Play**

VIAHA regional teams are permitted to dress a maximum of twenty (20) players (including two goaltenders) and up to five (5) team officials, who are duly registered with BC Hockey, in accordance with the rules and regulations of BC Hockey and Hockey Canada.

Home Team Responsibilities

The home team shall be responsible for supplying:

- i. Warm-up and game pucks;
- ii. An approved game sheet;
- iii. Game officials;
- iv. A timekeeper;
- v. A scorekeeper; and
- vi. Penalty box personnel.

3.13 FEMALE REGIONAL A TEAM UNIFORMS AND DRESS CODE – NORTH ISLAND**Uniforms**

Team colors will be approved by the VIAHA Officers.

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

Dress Code

All players and team officials shall wear appropriate attire on game days or at public team/league functions. (Standard will be business equivalent) Baseball caps are not to be worn.

3.14 FEMALE REGIONAL A OFFICIATING

Officiating

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

3.15 FEMALE REGIONAL A DISTRICT PLAYOFFS AND CHAMPIONSHIPS

Female A Championships

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

Home ice advantage will alternate annually between North and South.

Travel

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

3.16 FEMALE REGIONAL A TEAM DEADLINE DATES FOR NORTH ISLAND

April 1	North Island Female A player applications posted
April 15	North Island Female A team official applications posed
June 30	North Island Female A player applications deadline
June 30	North Island Female A head coach selection
July/August	North Island Female A team officials acquire qualifications
August	North Island Female A player evaluation camps
Aug/Sept	North Island Female A coach and manager meetings
Sept 15	North Island Female A teams to forward their season plan to Female Hockey Development Coordinator
Dec 1	Final date for team officials to be certified in Development 1
Jan 15	Final date to add affiliate player

4.01 CERTIFICATION

All VIAHA bench staff shall meet the requirements set out in BC Hockey bylaws and regulations to coach and/or administer their team's category. *Refer to Certification Chart for Team Category*

It will be the local MHA's responsibility to ensure that coaches meet the certification requirements for their team's category within deadlines. Failure to do so will result in the coach being deemed ineligible for the remainder of the playing season.

Coaching deadlines are as follows:

- i. Carded coaches must be trained or certified at Development 1 or High Performance 1 by December 1 of current season;
- ii. Recreational coaches below U11 must attend a Coach 1 clinic by December 15 of current season or have achieved previous trained status at Coach 2 – Coach level (or equivalent) prior to 2017-2018;
- iii. Recreational coaches U11 and above must attend a Coach 2 – Coach level by December 15 of current season or have achieved previous trained status at the Coach 2 – Coach level (or equivalent); and
- iv. All head coaches of U11, U13 and U15 must complete the required checking clinic by December 15 of the current season.

All bench staff deadlines will align with coaching staff deadlines.

Please see certification guide chart on next page ...

CERTIFICATION CHART FOR TEAM CATEGORY

Team Category	Head Coach	Assistant Coach	Safety	Manager	On Ice Volunteer (18+ years)
U7 & U9	Coach 1 *Coach 2 RIS CATT CRC	Coach 1 *Coach 2 RIS CATT CRC	HCSP RIS CATT CRC	RIS CAT T CRC	RIS CRC
U11	Coach 2 HC RIS CATT CRC	Coach 2 RIS CATT CRC	HCSP RIS CATT CRC	RIS CAT T CRC	RIS CRC
U13, U15, U18 & U21 Recreational	Coach 2 HC RIS CATT CRC	Coach 2 RIS CATT CRC	HCSP RIS CATT CRC	RIS CAT T CRC	RIS CRC
U13, U15 & U18 Carded	Development 1 HC RIS CAT T MED CRC	Development 1 RIS CAT T MED CRC	HCSP RIS CATT CRC	RIS CAT T CRC	RIS CRC

Abbreviations

**Coach 2 – Coach level qualification prior to 2017-2018*

RIS – Respect in Sport (Activity version)

CATT – Concussion Awareness Training Tool

CRC – Criminal Record Check including Vulnerable Person Check for volunteers 18+ years

HCSP – Hockey Canada Safety Program

HC – Instructional Stream Checking or ONLINE Checking

MED – Making Ethical Decisions

4.02 NATIONAL COACHING CERTIFICATION PROGRAM (NCCP) CODE OF ETHICS AND COACHING ASSOCIATION OF CANADA (CAC) CODE OF CONDUCT

All VIAHA member association coaching staff will uphold the principles and behaviors outlined in the NCCP Code of Ethics and the Coaching Association of Canada (CAC) Code of Conduct.

NCCP Code of Conduct

NCCP Code of Ethics provides ethical standards that reflect the core values of the coaching profession in Canada, and guides coaches to make balanced decisions to achieve personal, participant and team goals.

Core Principles and Ethical Standards of Behavior include:

A) Leadership and Professionalism which considers the inherent power and authority that a coach holds;

B) Health and Safety which considers the mental, emotional, physical health and safety of all participants; and

C) Respect and Integrity which considers respect and integrity of all participants.

For each of these core principals there is an associated ethical standard of in-person and on-line behavior expected of coaches.

While the NCCP Code of Ethics provides a simplified version of core principals, the **CAC Code of Conduct** categorizes the 5 Ethical Principles that give behavior and expectation reference for coaches, including all team officials, on how to appropriately conduct themselves in their sport.

1. Physical safety and health of athletes

- Ensure that training or competition site is safe, at all times
- Be prepared to act quickly and appropriately in case of emergency
- Avoid placing athletes in situations presenting unnecessary risk or that are beyond their level
- Strive to preserve the present and future health and well-being of athletes

2. Coaching responsibly

- Make wise use of the authority of the position and make decisions in the interest of athletes
- Foster self-esteem among athletes
- Avoid deriving personal advantage for a situation or decision
- Know one's limitations in terms of knowledge and skills when making decisions, giving instructions, or taking action
- Honor commitments, word given, and agreed objectives
- Maintain confidentiality and privacy of personal information and use it appropriately

3. Integrity in relations with others

- Avoid situations that may affect objectivity or impartiality of coaching duties
- Abstain from all behaviors considered to be harassment or inappropriate relations with an athlete
- Always ensure decisions are taken equitably

4. Respect

- Ensure that everyone is treated equally, regardless of athletic potential, race, ancestry, place of origin, color, ethnic origin, citizenship, language, creed, religion, sex, sexual orientation, age, marital status, family status or disability
- Preserve the dignity of each person in interacting with others
- Respect the principles, rules, and policies in force

5. Honoring sport

- Strictly observe and ensure observance of all regulations
- Aim to compete fairly
- Maintain dignity in all circumstances and exercise self-control
- Respect officials and accept their decisions without questioning their integrity

Coaching Code of Conduct in Statements

Coaches play a critical role in the personal as well as athletic development of their athletes.

The Code of Conduct in statements uses principals and standards from NCCP Code of Ethics and CAC Code of Conduct to aid VIAHA coaches in achieving a level of behavior, which will allow their athletes to become well-rounded, self-confident, and productive human beings. Although this is directed toward coaching conduct, it equally applies to all bench staff, i.e. managers, trainers, equipment personnel, etc. It is assumed that these people act in cooperation with one another to construct a suitable environment for the athlete.

Coaches have a responsibility to:

- i. Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief, or economic status;
- ii. Direct comments or criticism at the performance rather than at the athlete;
- iii. Consistently display high personal standards and project a favorable image of their sport and coaching;
- iv. Refrain from public criticism of fellow coaches, athletes, officials, and volunteers;
- v. Abstain from the use of tobacco, vaporizers, alcohol and drugs while in the presence of her/his athletes;
- vi. Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site;
- vii. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties;

- viii. Ensure that the activity being undertaken is suitable for the age, experience, ability, and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment;
- ix. Communicate and co-operate with registered medical practitioners in the diagnoses, treatment, and management of their athletes' medical and psychological problems. Consider the athletes' future health and wellbeing as foremost when making decisions regarding an injured athletes' ability to continue playing or training;
- x. Recognize and accept when to refer athletes to other coaches or sport specialists;
- xi. Allow athletes' goals to take precedence over their own;
- xii. Regularly seek ways of increasing professional development and self-awareness;
- xiii. Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly;
- xiv. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules;
- xv. In the case of minors, communicate and co-operate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development; and
- xvi. Be aware of the many pressures placed on athletes as they strive to balance the physical, mental and emotional and spiritual aspects of their lives and conduct practices and games in a manner as to allow optimum success.

Coaches will:

- i. Ensure the safety of the athletes with whom they work;
- ii. At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests;
- iii. Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable; and
- iv. Never provide, advocate or condone the use tobacco, vaporizers, e-cigarettes, alcohol or drugs as well as any banned performance enhancing substances to their athletes.

4.03 BODY CHECKING VERSUS NON-BODY CHECKING

Within VIAHA there will be both body checking and non-body checking games. Recreational leagues and all levels of female hockey will play non-body checking games. Island League U13 will play non-body-checking games. Island League U15 and above will play body checking games.

Regardless of the latter, when a team that normally plays body checking games plays a team that does not, the game will be played as a non-body checking game, unless approved otherwise by the VIAHA Officers.

In those games where integrated teams play female teams the games will be non-body checking.

5.00 CROSS ICE

General

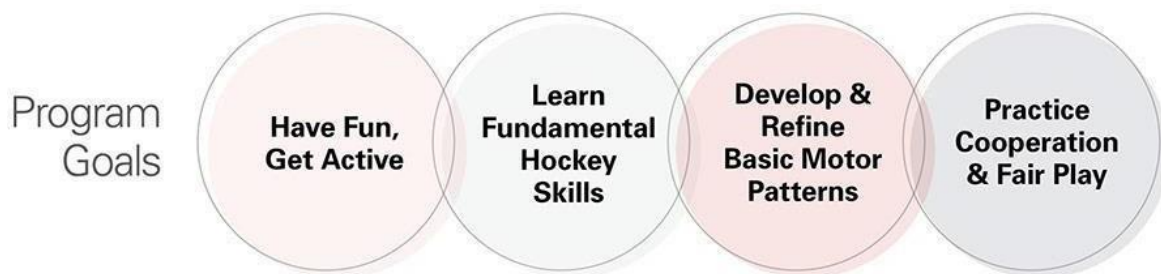
Commencing with the 2016-2017 season the BC Hockey Board of Directors mandated that all Minor Hockey Associations were required to operate the Hockey Canada Initiation Program and utilize cross- ice systems for participants U9 & below.

This means that all games/practices for all players under 9 years of age must take place on a cross/modified ice surface.

Hockey Canada Initiation and Cross-Ice Program Delivery

All games involving any team at the U6 & U7 division shall be played utilizing a cross-ice setup. All games in the U7 & U9 divisions shall be played utilizing a cross or half-ice set up. The standard gameplay area for cross ice hockey is 85' x 78'. The standard gameplay area for half-ice hockey is 100' x 85'.

The goal is to improve player development while ensuring an exciting, challenging, learned, fun environment for the players.



A standard NHL rink is 200 feet by 85 feet. Olympic ice is approx. 200 feet by 98 feet. Cross-Ice hockey is defined as playing hockey across the 85 (or 98) foot width of the ice surface, as compared to playing lengthways 100 x 85 ft. length of the ice surface. This smaller ice area has been deemed a developmental tool which is in use by many of the leading hockey nations in the world. It has been demonstrated to provide a more positive hockey experience by increasing puck possession time for each player, resulting in quicker development of individual technical skills, increased ice time, increased game tempo, increased player creativity as well as an improved "hockey sense", or understanding of the principles of the game.

This document provides the framework for U6 to U9 development and the Cross-Ice Hockey game for VIAHA teams and supersedes the VIAHA Rules and Regulations, at the direction from BC Hockey, received on July 21, 2016.

1. Cross-Ice Playing Surface

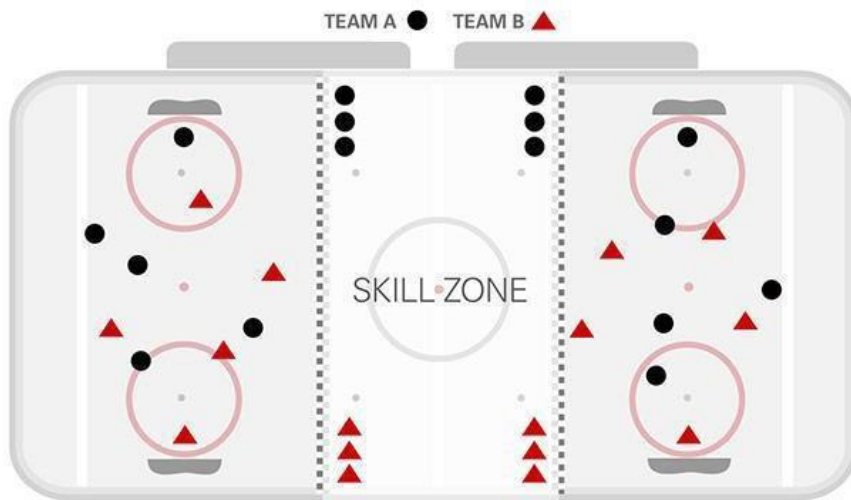
Cross-Ice hockey is used for all U6-U9 games (exhibition, jamboree and tournament). Exceptions for U9 are outlined in Section 11.

2. Dividing the Rink

For the cross-ice games, the rink is divided into three sections, with the games being played across the ice from the blue lines to end boards. The section of the ice between

the blue lines is used for skill development.

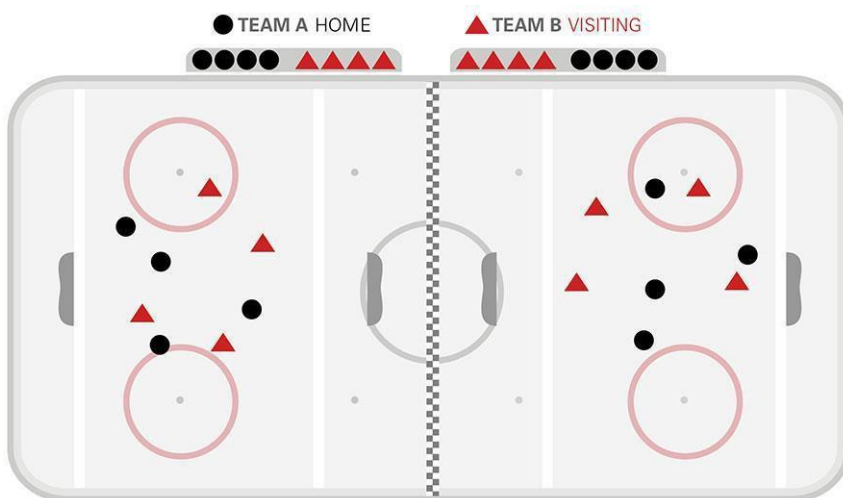
The rink may be divided through the use of movable boards, foam pads or cones, depending upon availability at each rink.



TWO TEAMS – Two Cross-Ice Games Model with Skill Zone

Half-ice games and other variances on a smaller ice surface are also an option.

For the half-ice games, the ice is divided into two sections across the center line. The rink may be divided through the use of movable boards, foam pads or cones, depending upon availability at each rink. Regular goal nets, small goal nets, devices limiting the size of the goal nets or cones defining the goal net area may be used.



TWO TEAMS – Two Half-Ice Games Model

3. Team Formation

Players are to be rostered to a division based on age. The suggested divisions are:

U6:	All players age 5 or under as of December 31 of the current season
U7:	All players age 6 as of December 31 of the current season
U8:	All players age 7 as of December 31 of the current season
U9:	All players age 8 as of December 31 of the current season

Associations should do their best to form teams with players within their own age group, (i.e. players age 7 on one roster, age 8 altogether on another etc.). Younger players can only be placed on an older roster if MHA's do not have enough players to form a team which could be the result in our smaller MHAs. The decision to place overage or underage players rests solely with the MHA taking into consideration player safety, skill level and team size. No player will progress to full ice hockey before age 9 so underage players may be in one division for two years.

U7 teams are formed no earlier than November 1. U8 & U9 teams are formed no earlier than October 15.

Registrars are encouraged to form single rosters for all players within a division to facilitate movement of players between teams for purposes of games, tournaments or jamborees. Smaller MHAs may choose to combine their U6 and U7 players or their U8 and U9 players if they do not have sufficient numbers in each age group to form viable teams.

4. On-Ice Team Size

When a regular ice surface is divided into two smaller playing areas for either cross-ice or half-ice games, if roster sizes permit, each team should be divided into two groups to allow for playing two games at the same time.

The ratio should be, U6 & U7 3 on 3 plus a goalie and U8 & U9 will be 4 on 4 plus a goalie for each shift. However, some flexibility is allowed to account for variability in roster sizes and attendance at any particular game. All levels can vary from 3 on 3, 4 on 4 or 5 on 5 but this is dependent on team size and in the agreement of both teams and Jamboree/Tournament organizers.

If both teams have a small roster and there are not enough players for 2 cross-ice games, then one cross-ice game may be played.

If one team has a large roster and the other team has a small roster, players can be mixed jamboree style in order to facilitate the playing of the game.

Teams should consider the roster size of their opponent when scheduling games as it will be preferable to match with a team of a similar roster size.

5. Games and When

U6 & U7 may play cross-ice games within their Association until Christmas. Inter-Association exhibition games may be played starting January 1.

U8 & U9 may play cross-ice games within their Association until November 30. Inter-Association games may be played starting December 1.

For Associations registering only one team within a division, you can organize inter-association play prior to December 1 with the approval of your area VIAHA VP. This consent is not arbitrarily withheld so the process would be to arrange the game and send all pertinent details to them for approval.

The maximum number of games played by a team in a season is:

- U6: is limited to play 25 games total - which includes games played within a maximum of 3 Jamborees/Tourneys per season
- U7: is limited to play 25 games total - which includes games played
- U8: is limited to play 40 games total - which includes games played within a maximum of 3 Jamborees/Tourneys per season
- U9: is limited to play 40 games total - which includes games played within a maximum of 3 Jamborees/Tourneys per season

6. Game Sheets & Game Numbers

VIAHA game sheets are to be used. The full roster for each team including team officials is to be listed on the game sheet. It is not necessary to indicate where the players played on each cross-ice surface only that they have been accounted as playing within the game time. If the game is being scheduled on the Hi Sport roster for the purposes of referee assignment an electronic game sheet may be used. Scores are not kept.

Game numbers are required for any game played. As there are no leagues in this age group the member of your Board who looks after Cross Ice will assign game numbers and can also be tasked with having game sheets sent to them at the end of the game. Since goals and penalties are not recorded the game sheet is basically a record of who was on the ice for any particular game in case it is needed at a later date.

For inter-association play both home and away teams should supply a game number and both should retain a copy of the game sheet.

Hosting a team from another District for an exhibition game or visiting team in another District for tournament or exhibition games will require an Interdistrict Travel Form. It should be completed in its entirety, including the endorsement of your President, and forwarded to the VIAHA Director of Hockey Operations a minimum of 10 days before the game date for pre-approval. The Interdistrict Travel Form can be found on our website (www.viaha.org) under Tournaments.

7. Referees

For U8 & U9 only one coach ("game coach") will be permitted on the ice of each of the cross-ice games. One referee per each cross-ice game is to be utilized to allow the on-ice officials to use the game(s) as a referee development tool. New referees, like players, would receive a gradual introduction to game situations.

If two referees are present, then the two referees shall referee the game and no "game coach" will be on the playing surface.

For U6 & U7 two coaches (one from each team) will be the "game coach" on the playing surface. No referees are to be assigned.

When a player violates the rules, the "game coach" or "referee" can stop the game by blowing the whistle and clarifying the reason for the stoppage in play with the player in question. No penalties are to be given. Based on the severity of the infraction, if necessary, the "game coach" or "referee" can remove a player from the game for a specified period with an emphasis to reintroduce the player after a short "time out" from playing.

If a player continuously violates the rules, the coach from the player's team or the referee may remove him or her for the remainder of the game and allow for a substitute player in his or her place.

8. Coaches

At least one coach for each team is required. If the set-up requires the coaches to be on the ice in the neutral zone, the coaches on the ice must wear their skates and helmet as a safety precaution. Coaches are encouraged to not participate in the games other than in a teaching capacity.

9. Time Clock

Running time will be used for a 1 hour game as follows:

- 5 minute warm-up
- 25 minute running time period
- 2 minute break
- 25 minute running time period (or time remaining in ice time less 2 minutes) No score is kept.

For a 1 hour 20 minute or 1 hour 30 minute game, running time will be used as follows:

- 5 minute warm-up
- 35 minute running time period
- 2 minute break
- 30 minute running time period (or time remaining in ice time less 2 minutes) No score is kept.

A one or a two minute buzzer is to be used. The clock should start at the same time for both cross-ice surfaces and run for the full one or two minutes, for ease of timekeeping. No score is kept and changes to players should be made if one side dominates the game. Timings may be adjusted slightly to allow for set-up of the playing surface(s) with equipment.

10. Playing Rules

All other VIAHA playing rules are to be followed.

11. Transition to Full Ice

Hockey Canada player pathway provides for two options for the transition to full ice play. MHAs within VIAHA may use either option at their discretion.

Option 1 allows for a full season of half-ice play. Under this option transition to full ice is accomplished through a combination of full ice practices and scrimmages over the final two months of the season. Up to three (3) full ice practices and three (3) full ice scrimmages are used to familiarize the graduating players on off sides, etc. and are permitted after February 1, for eight (8) year old players only. All games are still to be held on Cross Ice size surfaces.

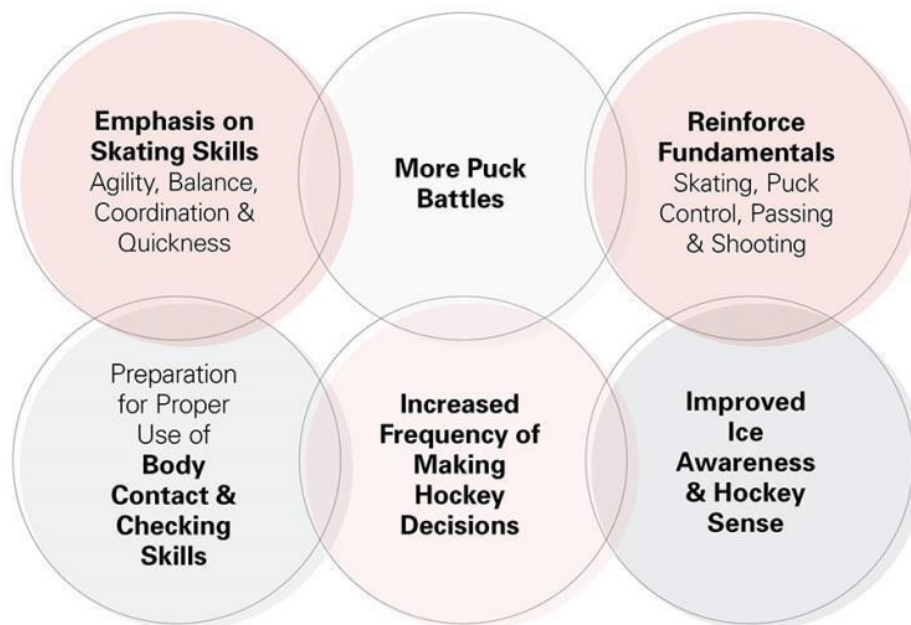
Option 2 permits full ice games after December 15 for eight (8) year old players only. To accommodate those MHAs that combine both seven (7) and eight (8) year olds on the same team there are two scenarios. For single-year age divisions seven (7) year old games will be played on half/cross ice all season and eight (8) year old games will be played on half/cross ice until January 15 and may transition after that date to full ice games. For mixed programming, where the two age groups are not easily separated, half/cross ice programming will be used up to December 15 with a transition to full ice after that date. It is understood that a seven (7) year old will repeat the same programming as an eight (8) year old the following season.

PHASE	Prep/Evaluation Phase & Development Phase	Regular Season Phase	End-of-Season Phase
DURATION	Up to 12 WEEKS prior to the start of the Regular Season phase	Up to 14 WEEKS after the completion of the Development phase	Up to 6 WEEKS after the conclusion of the Regular Season phase
ICE SET-UP	HALF-ICE GAMES	HALF-ICE GAMES	MAY PROGRESS TO FULL-ICE
BALANCE	45% OF THE SEASON	45% OF THE SEASON	10% OF THE SEASON
VOLUME	UP TO 12 WEEKS	UP TO 14 WEEKS	UP TO 6 WEEKS
PRACTICES	14 PRACTICE SESSIONS	34 PRACTICE SESSIONS	7 PRACTICE SESSIONS
GAMES	UP TO 6 GAMES	UP TO 22 GAMES	UP TO 12 GAMES
JAMBOREE/TOURNAMENTS	1 JAMBOREE	1 JAMBOREE/TOURNAMENT	1 JAMBOREE/TOURNAMENT

12. Benefits of the Program

Putting young players into a competitive environment too early will compromise their development; they need to be placed into competitive situations that suit their age-specific abilities. This is why Hockey Canada's [Long-Term Player Development Model](#) is so important.

Dividing the playing surface is a decision that has been made in consultation with experts in athlete development. It is important to understand the benefits of half-ice hockey and why Hockey Canada has a national policy ensuring U9 hockey is played in smaller, modified spaces.



What the player will experience in cross ice hockey

2X	Puck Touches Players are close to the play and can touch the puck more often, meaning opportunities to be engaged offensively are doubled.
6X	Shot Attempts Players are closer to the puck at all times and the puck is put towards the net much more often.
3X	Shots on Goal Players are much closer to the net, skate shorter distances and have increased opportunities to create offence.
2X	Pass Attempts Players pass and attempt to pass the puck more often – with and without the puck, they are closer to the game.
5X	Passes Received When passes are shorter (5 to 10 feet), accuracy improves and players have more success receiving the pass.

Coaches are encouraged to visit the Hockey Canada and BC Hockey websites for practice plans, drills and FAQ's.

6.01 CODES OF CONDUCT

VIAHA and Associations will have Code of Conduct for its respective membership's roles', and it is recommended these are signed for confirmation that they have been understood and agreed upon.

Parent Code of Conduct

It is the intention of this contract to promote fair play and respect for all participants within the Association. All parents must sign this pledge so their child is allowed to participate in hockey and must continue to observe the principles of Fair Play.

Fair Play Code

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not mine.
- I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
- I will make my child feel like a winner every time by offering praise for competing fairly and hard. I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
- I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.
- I will support all efforts to remove verbal and physical abuse from children's hockey games.
- I will respect and show appreciation for the volunteers who give their time to hockey.

I agree to abide by the principles of the Fair Play Code as set by Hockey Canada and supported by the Vancouver Island Amateur Hockey Association (VIAHA) and its member MHAs. I understand that failure to abide by these principles may/will result in disciplinary action as per VIAHA Bylaw #7.

I also agree to abide by the rules, regulations, and decisions as set by the Vancouver Island Amateur Hockey Association and my Minor Hockey Association.

Volunteer Code of Conduct

Volunteers have a responsibility to:

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

- x. Be aware of the role sports plays in everyone's lives and respect the pressures that may be placed on all participants including volunteers as they strive to balance the physical, mental, emotional, and spiritual aspects of their lives.
 - Ensure the safety of the people with whom they work.
 - Abide by the harassment policy of the sport.
 - Respect the dignity of others; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
 - Never advocate or condone the use of drugs or other banned performance enhancing substances.
 - Never provide underage participants with alcohol.

Athlete Code of Conduct

Athletes have a responsibility to:

- i. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief, or economic status.
- ii. Direct comments or criticism at the performance rather than the individual.
- iii. Consistently display high personal standards and project a favourable image of their sport. Specifically, athletes shall:
 - Refrain from public criticism of athletes, coaches, or officials.
 - Abstain from the use of tobacco products and discourage their use by other athletes.
 - Abstain from drinking alcoholic beverages, using performance enhancing or mind altering drugs.
 - Refrain from the use of profane, insulting, harassing or otherwise offensive language.
- iv. Follow the annual training, competitive programs, and rules of conduct as mutually agreed upon by Coaches and Athletes, recognizing the responsibilities of the Athletes to adhere to and complete.
- v. Participate in all team testing and satisfy all team program testing objectives.
- vi. Provide the Coaches with results of their strength and dry land training to enable the Coaches to monitor and assess improvement in their performance.
- vii. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment, and management of medical problems. Respect the concerns these medical people have when they are considering an athlete's future health and well-being and when they are making decisions regarding an athlete's ability to continue to play or train.

- viii. Regularly seek ways of increasing development and self-awareness.
- ix. Uphold the rules of the sport, the spirit of such rules and encourage other athletes to do the same.
- x. Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to act accordingly.
- xi. Be aware of the role sport plays in all athletes' lives and respect the pressures that may be placed on all athletes as they strive to balance physical, mental, emotional, and spiritual elements of their lives.

Athletes must:

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

Coaches Code of Conduct

Coaches have a responsibility to:

- i. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief, or economic status.
- ii. Direct comments or criticism at the performance rather than the athlete, official or volunteer.
- iii. Consistently display high personal standards and project a favorable image of their sport and coaching.
 - Refrain from public criticism of fellow coaches, athletes, officials, and volunteers especially when speaking to the media or recruiting athletes.
 - Abstain from the use of tobacco products and alcoholic beverages while in the presence of athletes and discourage their use by athletes.
 - Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
 - Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of duties.

- iv. Ensure that the activity being undertaken is suitable for the age, experience, ability, and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- v. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment, and management of their athletes' medical and psychological problems. Consider the athletes' future health and well-being as foremost when making decisions regarding an injured athlete's ability to continue playing or training.
- vi. Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence.
- vii. Regularly seek ways of increasing professional development and self-awareness.
- viii. Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
- ix. In the case of minors, communicate and cooperate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
- x. Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional, and spiritual aspects of their lives and conduct practices and games in a manner to allow for optimum success.

Coaches must:

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

Officials Code of Conduct

Officials have a responsibility to:

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

Officials must:

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

6.02 CONSUMPTION OF ALCOHOL, DRUGS, TOBACCO, OR ILLEGAL ACTIVITY

VIAHA will align with BC Hockey's policy which prohibits the use of tobacco, cannabis, alcohol, drugs and banned/restricted substances during VIAHA sanctioned events. VIAHA will uphold all societal laws in which members operate regarding consumption of alcohol, drugs, tobacco and/or illegal activities.

During VIAHA sanctioned activities, the use of alcohol, tobacco, cannabis and smokeless products (ie. vaporizers) are prohibited by participants, coaches, leaders and supervisors. It is also prohibited to be used for the purpose of hazing, initiation or when it is forced upon another person.

For those that violate this policy, they may receive a severe suspension.

Alcohol, Drugs and Tobacco Including Smokeless Products are Prohibited.

- i. By all participants, coaches/leaders during VIAHA sanctioned events.
- ii. At the players' bench, in dressing rooms or in public, non-licensed areas.
- iii. In buses or cars when traveling to and from a sanctioned event.
- iv. By adults in a position of supervisory responsibility of a minor team.
- v. If used for the purposes of hazing, initiation or when it is forced on another person.

6.03 ZERO TOLERANCE POLICY

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

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

Expectations and Procedures

1. Expectations for Associations:
 - i. All coaches, players and parents must sign and submit their acceptance of the applicable code of Conduct.
 - ii. Teams, under the direction of the coach, shall develop team rules that are reasonable, fair, and consistent. These rules will not contravene and may be superseded by rules of the governing bodies. These rules shall be registered with the Association.
 - iii. The policies and procedures of the governing bodies shall be observed.
 - iv. The coach has a duty to report.
 - v. The coach participates co-operatively in disciplinary proceedings when required.
2. Legal context of alcohol and controlled substances. All associations and volunteers are to review the Controlled Drugs Act and the Liquor Control and Licensing Act.

3. Should an incident of non-compliance occur the following procedure will apply:
 - i. The coach informs the parent of the incident and asks direction from the parent on the removal of the player from the coach's care.
 - ii. The coach has the authority to remove a player from team activities.
 - iii. Regardless of removal from activity, the coach continues supervisory duties until the player is released from the coach's care by the parent or guardian.
 - iv. The coach informs the authorities should the incident warrant criminal investigation.
 - v. The coach forwards this documentation for filing/action with the Association.
 - vi. The coach ensures that reports and specific circumstances are kept within the parent and Association-constituted process. At no time are any proceedings made public.
 - vii. One or more members of the coaching staff shall meet, as soon as practical, with the player and a parent to review the reasons for the removal from activity.
 - viii. Suspension of the athlete is at the direction of the Association.
 - ix. If the decision is to seek suspension, the coaching staff, as soon as practical, informs the player and a parent and refers the matter to the Association. Should this happen, the process follows the suspension procedure of the Association.

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

BC Hockey Protocol

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

- i. The incident involves international, inter-Branch or inter-district play.
- ii. The situation may bring embarrassment or public attention to VIAHA or BC Hockey members.
- iii. The incident is such that it may affect the well-being of other members.
- iv. The incident is precedent-setting in some fashion.
- v. The incident may require action by the BC Hockey or higher authority.

Crisis Counselling

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

It is recommended that MHAs have their own procedures in place to deal with catastrophic incidents that affect their membership.

Adult Alcohol Guidelines

Further to the latter, VIAHA does realize there are certain situations when the responsible use of alcohol by adults who are NOT in a supervision, coaching or leadership role at VIAHA sanctioned events may be acceptable within responsible parameters.

Supervisory Responsibility

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

Ultimately, coaches assume the role of parent/guardian when travelling with teams and must make every reasonable effort to provide adequate supervision of the players. It is imperative that the rules and player expectations are clearly defined, discussed, and presented to all participants including the parents and players prior to departing for a road trip. When parents travel with the team, it is imperative that the coach meet with the parents to ensure that their sons and daughters adhere to all team rules including use of drugs and alcohol, smoking, curfew, etc. It is important that this discussion take place prior to departure and not after an incident occurs on the road. Supervision ratio should be based on the age and physical limitations of the players. Although the coach assumes full responsibility for the members of the team, it is reasonable to assume that he/she will require "free time" and in his/her absence, a pre-assigned member of the supervisory staff will be appointed to assume the leadership role for players to ensure that policies and procedures as previously agreed upon are adhered to by all participants. All bench staff are required to have valid criminal record checks but VIAHA also recommends that associations have a screening process (which may include criminal record checks) for parents who may take on supervisor or leadership role during a VIAHA sanctioned activity.

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

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

If players are staying in a hotel/motel, coaches (or bench staff) should pre-assign players to rooms. Bench staff and players will not share accommodation. People of different genders should not share rooms. No one other than the occupants of a given room will be permitted in the room unless the door is left open for visual access to outsiders. No guests outside of the team members will be permitted in the rooms at any time. Guests must only be met in common areas including hotel lobbies, restaurants, etc. Team and small group meetings should be held in common areas such as a conference room. No sexual contact will be permitted by players who are minors while travelling with the team.

6.04 SOCIAL MEDIA

VIAHA identifies the standard of behavior, which is expected of all VIAHA members, including minor hockey associations, including but not limited to; players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, team managers, trainers and administrators involved in VIAHA activities and events.

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

As VIAHA members it is expected that any negative or inappropriate posts on social media will be reported to the applicable MHA to be dealt with according to their association's social media policy. If the issue is not resolvable at MHA level, then the MHA can refer it to VIAHA.

The purpose of this policy is to provide guidelines for the positive use of social media for VIAHA members.

Image Guidelines

1. Content on social media should portray a positive image of the participant, team, association, league and VIAHA.
2. All members who have or moderate a social media account must conduct themselves in a positive and professional manner that reflects as a healthy influence within their community.

Communication Guidelines

1. Social media may be used to promote hockey events (e.g. practices, games, tournaments etc.)
2. Complimentary posts may highlight team play, good sportsmanship, achievements in hockey, school, or the community.
3. Inappropriate comments, pictures, racial slurs, threats against teammates, officials or opposing teams are prohibited. Social media may not be used to bully, harass, promote negative influences or criminal behavior.
4. All confidential information or personal contact information will not be posted.
5. Do not disclose personal information of others.

Violations Of This Policy May Include But Are Not Limited To

1. Posts that divulge confidential information.
2. Posts that divulge injury information.

3. Posts that are demeaning, inappropriate or have derogatory comments on color, ethnic origin, religion, gender or sexual orientation, or any Human Rights Code violations noted in the Provincial and Federal Government Human Rights code.
4. Posts of images, video or comments that display drug or alcohol abuse, public intoxication, sexual exploitation and other illegal or unethical behavior.
5. Posts that have negative or derogatory comments regarding a VIAHA activity and/or including a member(s) ie. an official. Continuous of this behavior may be considered cyber bullying and dealt with under Maltreatment, Bullying and Harassment, Protection and Prevention policy and/or reported to the local authorities and subject to a criminal investigation.

DISCIPLINE

In the event there is a violation of this policy the VIAHA President, Vice President or his/her designate, may impose suspension(s) as per By-Law #7. Appeals may be considered as per By-Law #12.

7.01 GAME OFFICIALS GENERAL AND TERMS OF REFERENCE

General

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

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

Terms of Reference

Minor Officiating Program Delivery Group

The Minor Officiating Program Delivery Group is responsible to oversee the delivery of the Hockey Canada Officiating Program (HCOP) components at the expected level for officials involved in minor hockey. As well, the Minor Officiating Program Delivery Group members discipline officials where required and assist Associations with officiating enhancements.

Key Duties

The Minor Officiating Program Delivery Group will perform the following key duties:

- i. Organize program delivery components;
- ii. Maintain program materials inventory;
- iii. Identify, schedule and monitor instructional personnel;
- iv. Organize the training of instructional personnel;
- v. Assist with guiding local implementation;
- vi. Attend District events to represent program;
- vii. Relay operational issues to Program Committee;
- viii. District workshop operation (if required);
- ix. Promotion at district and local level;
- x. Communication at the district and local level;
- xi. Discipline officials (as required);
- xii. Provide supervision for BC Hockey Minor Championships; and
- xiii. Assignment of officials for BC Hockey Leagues and Regional events

Composition

The Minor Officiating Program Delivery Group will be composed of:

- i. Co-Chairs – Officiating Coordinator/RIC and Minor Development Facilitator
- ii. Delivery Group Members will be appointed as:
 - Officiating Lead(s) - Lower Mainland
 - Officiating Lead(s) - Vancouver Island
 - Officiating Lead(s) – Okanagan
 - Officiating Lead - North West
 - Officiating Lead - North Central
 - Officiating Lead - North East/Yukon
 - Officiating Lead - Kootenay

It is the responsibility of the Minor Officiating Program Chairs to recommend Delivery Group Members.

7.02 JOB DESCRIPTIONS

Officiating Delivery

Group Mandate

The Officiating Delivery Group provides technical information, general oversight and monitoring of the delivery of the Hockey Canada Officiating Program and is responsible for the development of new technical components of the program as well as administrative and operational standards of the program.

Key Duties

The Officiating Delivery Group will perform the following key duties:

- i. Construct uniform operational standards;
- ii. Establish and implement strategies for the recruitment and retention of officials;
- iii. Establish and implement strategies for the incorporation of Long Term Player Development (LTPD) within the officiating program;
- iv. Assist with constructing program budget;
- v. Design program components;
- vi. Build administrative components of program;
- vii. Recommend policy and regulations;
- viii. Assist in the development of program promotion design;
- ix. Assist in the development of program communication design;
- x. Design Branch workshops;
- xi. Act as a liaison between Operations and Policy; and
- xii. Liaise with national programs.

Association Referee in Chief

Assignments

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

High Performance Officials

- Encourage top officials to become involved in the High Performance Program
- Recommend officials for consideration in the High Performance Program to Officiating Coordinator

Communication

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

arise Discipline

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

Evaluation

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

Hockey Canada Officiating Program

- To recommend official for upgrade, submit completed evaluation form together with official's card (duly signed on back by MHA RIC) to OC
- Officials being considered for upgrade from Level 2 to 3 must be evaluated at a HC carded U15 or above game by MHA RIC, OC or HCOP Instructor will provide follow-up evaluations and decision on upgrade request
- OC shall make recommendations for Level 3 upgrades to BC Hockey Referee In Chief
- ONLY AN OC or Above Minor Officiating Coach shall recommend Level 3 upgrades

Recruitment

- Actively recruit prospective officials

Risk Management

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

Rule Application / Interpretation

- Provide rule interpretation for all executive and supervisory staffs within Minor Hockey Association
- Contact the Officiating Coordinator for any rule interpretation or clarification

Supervision

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

Reporting

- Reports to the Association Executive
- Reports to the Officiating Coordinator on any disciplinary matters

Qualifications

- Knowledge of the rules
- Good communication and organizational skills

- Have a current valid CRC/VPC registered with BC Hockey
- Currently certified at Level 2 or above in HCOP

7.03 HOCKEY CANADA OFFICIATING PROGRAM (HCOP) AND CRIMINAL RECORD CHECKS (CRC)

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

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

7.04 DRESS AND EQUIPMENT

A member of the officiating program, in the course of duty as an official, shall be neat and clean in appearance and is to be properly dressed at all times. The District's officiating coordinators and local referee in chiefs have the authority to establish official dress codes on the way to and from games.

On ice official dress shall include the official referee sweater with Branch crest(s), black trousers, polished skates and clean white laces, whistle(s), necessary protectors including CSA approved helmets (preferably black in color), to which a CSA approved visor must be securely attached and not altered in any way, and a measuring device.

The official referee and linesman sweater are to be black and white. Referees shall wear red armbands.

7.04 ASSIGNMENT AND FEES

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

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

For Island League playoff semi-final and final games only the officiating coordinators (OC) will assign all referees and the host MHA will assign the linesmen. The local RICs will supply the officiating coordinators with the names of officials they recommend for these games. Where practicable the OC will assign neutral officials.

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

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

7.05 2-3-4 OFFICIAL SYSTEMS

COMPETITIVE MINOR (Body Checking)

U21 Competitive	Level 3	2 3 or 4 Official System
U18 Competitive	Level 3	2 3 or 4 Official System
U15 Competitive	Level 2	2 3 or 4 Official System

RECREATIONAL MINOR (Non-Body Checking)

U21 Recreational	Level 2	2 or 3 Official System
U18 Recreational	Level 2	2 or 3 Official System
U15 Recreational	Level 1	2 or 3 Official System
U13 Competitive	Level 1	2 or 3 Official System

DEVELOPMENTAL MINOR

U13 Recreational	Level 1	2 or 3 Official System
U11 Competitive & Recreational	Level 1	2 or 3 Official System
U9 (7-8 years) U9	Trained	1 Official System

7.06 PRE AND POST GAME PROTOCOLS

Pre-Game

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

In most arenas players are not permitted on the ice before the game officials. They should be ready to step on the ice at the very beginning of the time slot. If necessary,

nets should be put in place by the linesmen as soon as they have completed their laps to allow the teams to commence warm-ups.

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

Post-Game

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

All officials should PRINT and sign their names on the game sheet. If a game incident report will be required the referee may ask the timekeeper to add his email address to the distribution list for the electronic game sheet. The penalties for both teams should be checked to verify they are correct. The amount of time remaining on the game clock, if any, should be printed in a prominent location on the game sheet. The off-ice officials should be thanked for their time and effort.

7.07 REFEREE WRITE UP PROCEDURES

Referees are required to report all violations of the rules, other than minor penalties, to BC Hockey by way of a Game Incident Report *The report is to be submitted by 8:30 am on the day following the reportable offense.* This includes all Major Penalties, Game Misconduct Penalties, Gross Misconduct Penalties, Match Penalties and Refusal to start Play. This report is submitted through the referee's e-hockey profile. If the "League" is correct in the team section the report will be directed to the appropriate person.

7.09 DISCIPLINE

Officiating Coordinators will be responsible for the discipline of officials after consultation with the RIC for the home association of the official. OC's will follow BC Hockey protocols in the discipline of officials and will be responsible for notifying the Branch Referee-In-Chief of all warnings and suspensions. All indefinite suspensions will be reported to the BC Hockey President.

BC Hockey minimum suspension guidelines are as follows when an allegation is founded (substantiated)

Policy 11.06.1

- Conduct unbecoming of an official (not otherwise covered below) - Indefinite
- Excessive use of profanity or inappropriate language - 7 days
- Detrimental comments towards Officials or Members of Hockey Canada - 7 days

- Discriminatory comments [e.g. Rule 11.4], including on social media - 30 days

Policy 11.06.2

- Failure to report for an assignment / no-show - 7 days
- Failure to submit a Game Incident Report - 7 days
- Tardiness (late for assignment) - 7 days
- Cleanliness, inappropriate attire or non-approved uniform - 7 days
- Accepting assignment(s) with implications of nepotism, without approval - 7 days
- Non-compliance to HC rules or procedures (excluding errors) - 7 days
- 2nd offense of any of the above, in the same season - 14 days
- 3rd or subsequent offenses of any of the above, in the same season - Indefinite

Policy 11.06.3

- Reporting to an assignment while intoxicated by drugs or alcohol - Indefinite
- Physical contact or excessive force with a player, coach or spectator- Indefinite
- Officiating while not certified- Indefinite
- Officiating at a category without appropriate qualification, without approval- Indefinite
- Officiating non-sanctioned games or events- Indefinite

7.10 BC HOCKEY SUSPENSIONS

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

- **Player/Team Official Suspensions:** A player or team official who receives a suspension as a result of a Match penalty, Gross Misconduct, or other penalties outlined in the BC Hockey Suspension Guidelines bulletin shall be prohibited from playing or participating in games as well as from acting as an official or in any other official capacity with a team, league, or association within BC Hockey during the term of the suspension.
- **BC Hockey Policy 11.06** An official [referee] receiving a suspension under BC Hockey Policy 11.06 shall be prohibited from officiating until the expiration of the suspension, plus playing in any games and acting in any other official capacity with a team, league, or association within BC Hockey.
- **Other Suspensions:** A player or team official suspended by BC Hockey or under a suspension imposed by a Team, League, or Association that has been honored by BC Hockey shall be prohibited from playing in any games, acting as an official [referee], and acting in any other official capacity with a team, league, or association within BC Hockey.

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

7.11 RECOGNITION

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

The VIAHA Officers will also present a “Most Deserving Official Award to an official who has gone above and beyond. The Official is rated on his/her own officiating skills and what they put back into the Branch/Association. (i.e. supervisor, instructor or administrator.

Nominations for “Official of The Year” and “Most Deserving Official” will be forwarded by the referee in chiefs (RIC) through the officiating coordinators (OC) to the Officers.

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

7.12 GAME OFFICIAL'S EXPECTATIONS, CODE OF ETHICS AND CODE OF CONDUCT

BC Hockey Expectations of Officials

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

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

Points to consider:

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

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

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

H.C.O.P. Official's Code of Ethics

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

I will:

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

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

BC Hockey's Officiating Code of Conduct

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

Officials have a responsibility to:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political beliefs, or economic status.
2. Direct comments or criticism at the performance rather than the individual if this is part of your role.
3. Consistently display high personal standards and project a favorable image of the sport and officiating.
 - a. Refrain from public criticism of fellow officials.
 - b. Abstain from the use of tobacco products while in the presence of his/her officials and discourage their use by officials.
 - c. Abstain from drinking alcoholic beverages when working with officials.
 - d. Refrain from the use of profane, insulting, harassing, or otherwise offensive language in the conduct of his/her duties.
4. Educate and ensure high standards of risk management are maintained.
5. Treat all other hockey participants with due respect and encourage all officials to maintain a high.

Officials must:

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

All VIAHA officials will have read and understood the BC Hockey Expectations of Officials, H.C.O.P. Officials Code of Ethics and BC Hockey's Officiating Code of Conduct.

7.13 RESOURCES


1. Game Officials Travel Claim Forms
www.viaha.org Resources –
Officiating
2. Instructional video for Online Game Incident
Reporting
<https://www.youtube.com/watch?v=GEGniCuEQcl>

7.14 GAME OFFICIAL COMPENSATION RATES

Island League <i>Based on 110-120 minutes - +\$5 for 135 minute game</i>				
Division	Referee 2OS	Referee 3OS	Referee 4OS	Linesperson
U13	\$60	\$55	\$50	\$40
U15	\$70	\$65	\$60	\$50
U18	\$75	\$70	\$65	\$55
U21	\$80	\$75	\$70	\$55

Recreational Leagues <i>Based on 80-90 minutes</i>				
Division	Referee 2OS	Referee 3OS	Referee 4OS	Linesperson
U11	\$40	\$33	X	\$26
U13	\$45	\$40	X	\$30
U15	\$52	\$48	\$45	\$34
U18/U21	\$58	\$52	\$48	\$38

7.15 ISLAND LEAGUE CLAIM FORM



VANCOUVER ISLAND AMATEUR HOCKEY ASSOCIATION
 • Game Officials Travel Claim •
2.5 HOUR GAMES ONLY

ALL CLAIMS MUST BE COMPLETED IN FULL, SIGNED AND SUBMITTED BY MARCH 15TH *PLEASE PRINT

Name of Official: _____ Phone: _____

Address: _____ City: _____ Postal Code: _____

Email: _____

Division	3 Official System		4 Official System	
	Referee	Linesman	Referee	Linesman
U13	\$60.00	\$45.00/\$45.00	\$55.00/\$55.00	\$40.00/\$40.00
U15	\$70.00	\$55.00/\$55.00	\$65.00/\$65.00	\$55.00/\$55.00
U18	\$80.00	\$60.00/\$60.00	\$70.00/\$70.00	\$60.00/\$60.00

Assignments:

DATE	GM #	Division	Ref	Line	4 Man	3 Man

DATE	GM #	Division	Ref	Line	4 Man	3 Man

↑ Enter the Date, Game Number PLUS an X under if you were a Referee/Linesman or Game Was 4 Man or 3 Man

Fee Calculation:

Division	# of Games As Referee	# of Games As Linesman	Amount
U13			\$
U15			\$
U18			\$
Total Officiating Fees			\$

Automobile Travel:

Date	Division	Game Number	From / To	\$ As Per Chart
				\$
				\$
				\$
				\$
Total Mileage				\$

Meals

Number Of	Explanation	Amount
	Lunch @ \$10.00	\$
	Dinner @ \$17.00	\$
Note: Meals Only Paid For Out of Town Officials: Total Meals		\$

Ferry/Miscellaneous:

Date	Division	Game Number	From / To	\$ As Per Chart
				\$
				\$
				\$
Total Miscellaneous				\$
TOTAL CLAIM				\$

SUBMIT CLAIMS BY MARCH 15TH TO:
 David Beatty, Director of VIKHA Hockey Operations at:
 Scan and email to dbeatty@vikha.org or Fax to 250-751-4852
 If mailing: 2801 Suite 1 McCullough Road
 Nanaimo BC, V9S 4B1

Signature above implies that the above claim is complete and correct. ↑

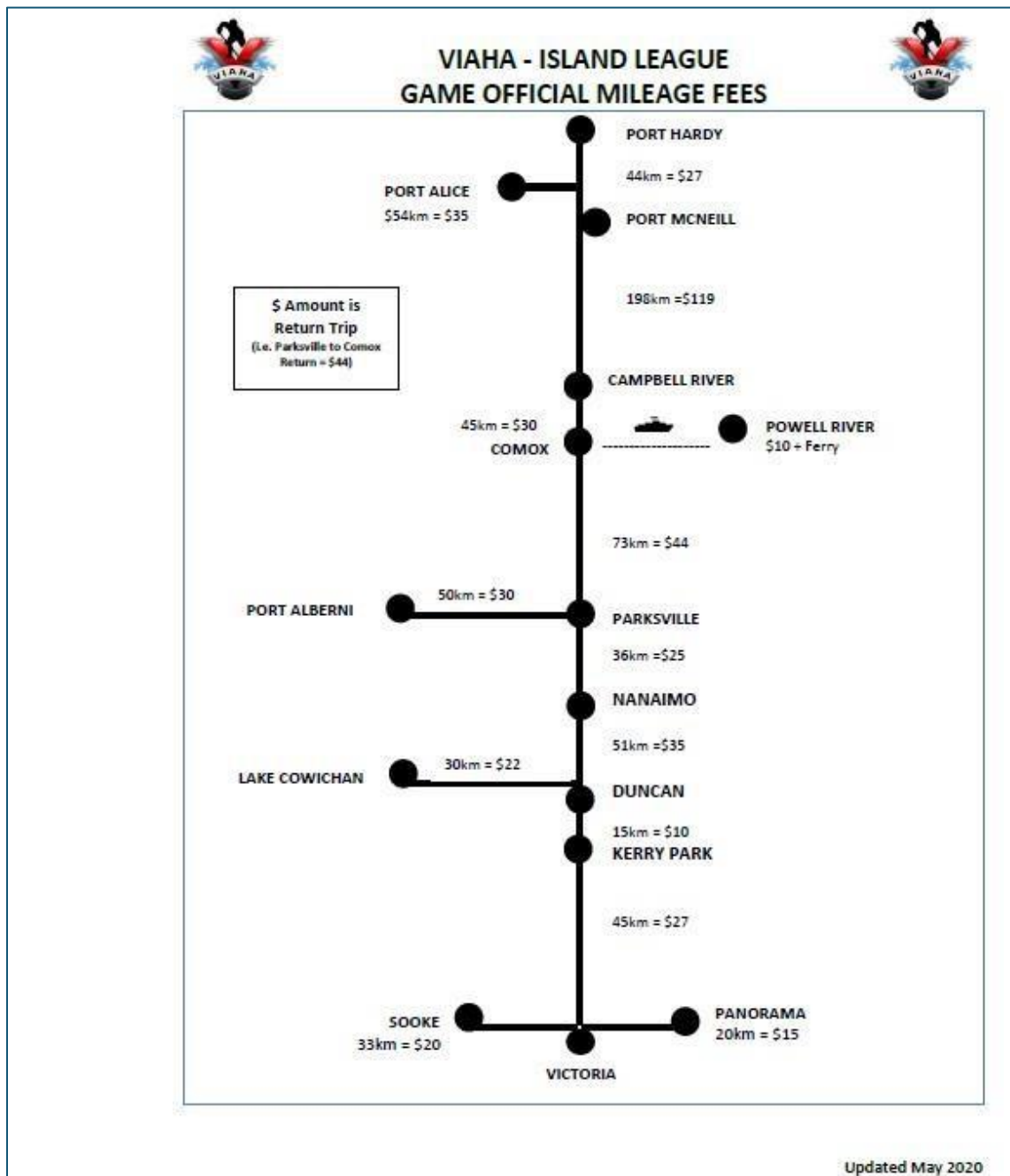
PAID BY CHEQUE #:

OFFICE USE ONLY

APPROVED BY:

Form 1001 2022

7.16 GAME OFFICIALS' MILEAGE FEES



8.01 CRIMINAL RECORD CHECKS RESOURCES

VIAHA and its members will commit to maintain a high standard of service for all its members and will require Criminal Record Checks (CRC) and Vulnerable Persons Checks (VPC) of employees and volunteers to prevent the appointment of unsuitable candidates to our Association.

Policy

VIAHA requires all persons 18 years of age and older applying for employment or volunteer positions to complete a CRC and VPC.

The application for the CRC and VPC is due upon initial appointment, or upon the individual reaching the age of 18, and maintaining the position is contingent upon the results of the checks coming back satisfactory to VIAHA. Failure to provide a CRC and VPC will prevent the individual from obtaining or continuing in that position.

A CRC must be renewed as follows:

1. Every five (5) years in the case of current VIAHA directors and employees; and
2. Every three (3) years for all other positions, including volunteer positions.

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

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

Guidelines

A CRC and VPC consist of a criminal record name check performed by municipal police, local RCMP detachment or an online application available through the Ministry of Justice's Criminal Records Review Program. Process for online application will be provided.

Individuals applying for positions, other than permanent staff positions and director positions with VIAHA, shall pay for their own CRCs.

When filling out the CRC and VPC, the applicant must authorize the municipal police or RCMP to disclose all information regarding his/her CRC to VIAHA at Suite E, 2301 McCullough Road, Nanaimo, BC V9S 4M9 to the attention of the Executive Director. Note - the Executive Director may appoint a designate in administration of this policy.

The CRC and VPC will either indicate that the individual does not have a criminal record, or that a criminal record may, or may not exist. If the CRC indicates that the individual may, or may not have a criminal record, the individual will be required to attend the police detachment and have fingerprints taken to satisfactorily complete their

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

The VIAHA Executive Director is responsible for reviewing CRCs and VPCs. Any information received will be stored in a secured and confidential electronic file and kept independent from all other files.

A satisfactory CRC is either:

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

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

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

If the VIAHA Executive Director determines that the individual poses a risk and is not an appropriate candidate for the position, the Executive Director will immediately notify the individual of their decision. The individual does not have the right to appeal this decision.

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

8.02 PLAYER EQUIPMENT CHECKLIST

EQUIPMENT	INSPECT	BASIC THINGS TO LOOK FOR
Pants	Condition	No tears, loose threads &/or dangling belts/straps. Inside zippers done up and working.
Stick		Plug is in butt end of the stick (top). Blade has no sharp edges, breakages.
Helmet	Condition	Must have visible CSA label, snug chin strap, ear guards, be tape free & not painted.
Facemask	Condition	No metal bars broken on cages. Tight screws and if replacements, not too big. Straps snug with stretch in elastic. Clips in place. No cracks on plastic. Watch for rust at wire seams.
Gloves	Condition	High enough so covers wrist. Firm fingers, thumb and back padding. Palms soft and pliable. No holes near fingers or in palm larger than a quarter. No loose threads.
Neck Guard	Condition	Fits snug enough around neck. Must have BNQ certification, be free of fabric cuts. Velcro strap not worn and in good working order. Must not be altered in any way. Rips or tears should be sewn. No tape wrapped around neck guard.

8.03 HELMET POLICY – MINOR HOCKEY PRACTICES / EVENTS

All minor hockey coaches are to wear a CSA approved helmet during BC Hockey on-ice sanctioned events. The chin strap of the helmet shall be securely fastened under the chin in accordance to HC Official Playing Rules with respect to protective equipment.

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

Exemption to this policy may be requested on the basis that the wearing of a helmet would interfere with the observance of a religious custom, as follows:

8.03.A Application for such exemption must be made in writing to the BC Hockey Chief Executive Officer; and

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

8.04 DRESSING ROOM POLICY

Rule of Two

To best ensure safety for all participants, all minor hockey programs sanctioned by Hockey Canada and its Members are required to implement the 'Rule of Two' for all dressing rooms. The 'Rule of Two' requires two trained and screened adults to be present in the dressing room or immediately outside the dressing room with the door propped open to monitor the environment and ensure it is free of any discrimination, harassment, bullying, or other forms of maltreatment. The Rule of Two remains in place when showers are in use.

Prohibition on Violent Activities in Dressing Rooms

Violent conduct of any kind (including locker room boxing) bullying, or hazing is not permitted.

Prohibition on Recording in Dressing Rooms or Dressing Environments

Cell phones, video, photo, and/or voice recording devices are not permitted in the dressing room.

8.05 INJURED PLAYER RETURN TO PLAY

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

Team officials should not permit a player to play or practice after they are injured without a medical certificate of clearance following illness or injury that has prevented the player from participating in regularly scheduled practices or games. The medical certificate will be from a medical practitioner and must authorize the player's return to active participation and be presented to a team or association official.

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

8.06 PLAYER DRIVING POLICY

No player with an 'N' driver's license shall drive teammates to an out-of-town game. It is recommended that players with an 'N' driver license be accompanied by a person with a valid driver license when attending an out-of-town game. This is a risk management issue. This does not apply to the U21 division players.

8.07 MALTREATMENT, BULLYING AND HARASSMENT, PROTECTION AND PREVENTION POLICY

VIAHA is committed to contributing to the physical, psychological, social and spiritual health of individuals of varying abilities, backgrounds and interests. VIAHA firmly believes that only when sport environments are safe and inclusive can these values be realized.

Participants in VIAHA's programming should have the reasonable expectation that VIAHA will provide an environment that is safe, accessible, inclusive and is free from all forms of maltreatment, bullying and harassment.

Purpose and Scope

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

1. To provide a safe environment for participants in VIAHA's programming;
2. To promote a commitment to eliminating maltreatment, bullying and harassment for all participants through education, awareness and prevention; and
3. To establish principles and guidelines, as well as appropriate responses to instances of maltreatment, bullying and harassment.

This policy applies to all behaviors prohibited by this policy, provided the violation of the policy occurs in any one or a combination of the following situations:

1. During any hockey activities which are sanctioned by VIAHA;
2. When the participant who is alleged to have violated this policy was engaging in VIAHA hockey activities; and/or
3. When the participants involved interacted due to their mutual involvement in hockey.

Definitions

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

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

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

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

Grooming constitutes deliberate conduct by a participant to sexualize a relationship

with a minor participant that involves the gradual blurring of boundaries and normalization of inappropriate and sexually abusive behavior.

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

Minor means an individual who is under 19 years of age.

Participant means any player, coach, manager, volunteer, doctor, trainer, administrator, director or any other individual who is registered or affiliated with a club, team, association, league, sports school, sports school with residence, or any similar entity registered with VIAHA.

Power Imbalance means a relationship where, based on the totality of the circumstances, a participant has a duty of care with respect to another participant or has supervisory, evaluative, or other authority over that participant.

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

Forms of Maltreatment

Maltreatment can include the following types of behavior.

1. Psychological Maltreatment occurs when any participant, including a participant in a position of power, repeatedly or severely attacks another participant's self-esteem through use of language, gestures or other behavior that is degrading, isolating, humiliating, terrorizing, rejecting, or corrupting. This can be done in person or through technology.

Psychological Maltreatment includes, without limitation:

- i. Verbal acts, such as verbally assaulting or attacking someone. Examples of prohibited verbal acts include: unwarranted personal criticisms; body shaming; derogatory and/or discriminatory comments related to one's identity; comments

- that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumors or false statements about someone to diminish the person's reputation; and using confidential sport and non-sport information inappropriately.

- ii. Non-assaultive physical acts, which are physically aggressive behaviors without physical contact. Examples of prohibited non-assaultive physical acts include: throwing objects at or in the presence of others without striking another; and hitting, striking or punching objects in the presence of others.

- iii. Acts that deny attention or support. These are acts of commission or omission

that deny attention, which include: ignoring psychological needs or socially isolating a person repeatedly or for an extended period of time; abandonment of a participant as punishment for poor performance; and arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same.

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

2. Physical Maltreatment occurs when any participant, including a participant in a position of power, physically hurts or by any means deliberately creates a significant risk of physical harm to another participant.

Physical Maltreatment includes, without limitation:

- i. Contact behaviors, such as: punching, kicking, beating, striking, strangling, slapping another, or deliberately striking another with objects.
- ii. Non-contact behaviors, including: isolating a person in a confined space; forcing a person to assume a painful stance or position for no legitimate athletic purpose; the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to a participant under the legal drinking age; providing illegal drugs or non-prescribed medications to a participant; encouraging or knowingly permitting a player to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional; and encouraging a player to perform a skill for which they are known to not be developmentally ready.

3. Neglect Includes, without limitation: not providing a player recovery time and/or treatment for a sport injury; not being aware of and not considering a participant's physical or intellectual disability; not considering supervision of a player during travel, training or competition; not considering the welfare of a player when prescribing dieting or other weight control methods; disregarding the use of performance-enhancing drugs by a player; failing to ensure safety of equipment or environment; allowing a participant to disregard sport's rules, regulations and standards; and subjecting participants to the risk of maltreatment.

4. Sexual Maltreatment, which is a form of sexual violence, includes any act targeting a participant's sexuality, gender identity, or gender expression that is committed, threatened or attempted against a participant, and includes but is not limited to the criminal code offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism, and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber-harassment, cyber-stalking of a sexual nature, and engaging in grooming.

5. Aiding and Abetting is any act taken with the purpose of facilitating, promoting or encouraging the commission of maltreatment by another participant. Aiding and Abetting includes, without limitation, knowingly:

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

Maltreatment (including maltreatment of a minor participant and aiding and abetting) in any form may lead to criminal liability under the criminal code, as well as to sanctions in accordance with this policy.

Forms of Bullying

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

There are many forms of bullying including:

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

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

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

Bullying in any form can lead to criminal liability under the criminal code, and in certain circumstances may also constitute maltreatment.

Forms of Harassment

Harassment can occur in person, virtually, in writing, or through a third party.

Harassment may occur between peers (e.g. player to player of the same age group,

parent to official, coach to coach) or where a power imbalance is present, as between a coach and a player.

Harassment can be generally defined as engaging in a course of vexatious comments or behaviors against a person that is known or ought reasonably to be known to be unwelcome, and includes, without limitation, abuse of power, harassment based on protected grounds of discrimination under human rights legislation and sexual harassment. Harassing behavior can involve comments, conduct or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive. It may also include behavior which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense or humiliation to another participant or group.

Harassing behavior includes, but is not limited to:

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

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

Harassment may include:

- i. Abuse of Power can constitute harassment as follows;
 - When submission to any conduct is made (either implicitly or explicitly) a condition of employment/volunteering/participating;
 - When rejection of such conduct is used as a basis for any decision; or
 - When such conduct has the purpose or the effect of interfering with a participant's work/sport performance or creating an intimidating, offensive or hostile environment; and/or
- ii. Sexual Harassment can be defined as engaging in a course of vexatious comment or conduct against a participant because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the participant making the solicitation or advance is

in a position to confer, grant or deny a benefit or advancement to the recipient and the participant knows or ought reasonably to know that the solicitation or advance is unwelcome. In sexual harassment, power is derived from targeting another's gender, sexuality, sexual orientation, or some other physical or psychological vulnerability related to sexuality.

It can include but is not limited to:

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

It is important to note that some of the behaviors listed above, when directed towards a minor participant, may also constitute abuse under child protection legislation. This may also be true of other behaviors, for example, certain hazing practices and some forms of bullying identified in *Forms of Bullying* section. In such cases, the duty to report which arises under the provisions of the applicable provincial or territorial legislation and under this policy is applicable.

All forms of harassment listed above may also constitute maltreatment.

Reporting Child Abuse

Duty to Report

Child abuse is any form of physical, emotional, and/or sexual mistreatment or lack of care that causes injury or emotional damage to a minor. Child abuse is a pervasive social problem requiring vigilance, sensitivity and care. VIAHA is committed to help reduce and prevent the abuse and maltreatment of participants. VIAHA realizes that participants working closely with minors are in a unique position to detect abusive situations. Therefore, these participants have a heightened reporting responsibility to ensure the safety of minors under their supervision.

Included under the umbrella of child abuse is child exploitation.

Child exploitation includes but is not limited to:

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

Every province and territory in Canada has mandatory reporting laws regarding the abuse, exploitation, and neglect of children. Consequently, any participant engaged in a VIAHA sanctioned activity, who has reasonable grounds to suspect that a minor is or may be suffering or may have suffered from any form of child abuse, has a legal obligation to immediately report the suspicion and the information on which it is based to

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

Reporting Maltreatment, Bullying and Harassment

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

All participants have a duty to report any form of maltreatment, bullying or harassment as soon as practical under the circumstances. The obligation to report is an ongoing one and is not satisfied by making an initial report. The obligation includes reporting, on a timely basis, all relevant information of which the participant becomes aware. As noted elsewhere in this policy, participants may have a corresponding duty to report the offending behavior to law enforcement depending on the nature of the maltreatment, bullying or harassment.

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

A participant who is aware of maltreatment, bullying, or harassment but does not report it (as required by this policy) will be subject to sanction where appropriate.

Investigations

VIAHA is committed to investigating all reports of maltreatment, bullying or harassment involving participants. The investigation will adhere to all principles of natural justice, providing procedural and substantive due process for all parties to the investigation. Note that VIAHA, BC Hockey and/or Hockey Canada may be unable to investigate the conduct of a participant in instances where law enforcement are conducting a parallel investigation.

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

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

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

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

Reprisal taken against any complainant will not be tolerated. A participant engaged in reprisal or retaliation will be subject to the sanctions listed in this policy.

Responses, Sanctions and Remedies

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

At the same time, VIAHA recognizes that not all incidents of maltreatment, bullying and harassment are equally serious in nature and in their consequences. Maltreatment, bullying and harassment cover a wide spectrum of behaviors, and the response to those forms of behavior must be equally broad in range, appropriate to the behavior in question, and capable of providing a constructive remedy. The process of investigation and resolution of any complaint of maltreatment, bullying or harassment must be fair to all parties, allowing adequate opportunity for the presentation of a response to all allegations by the respondent.

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

If maltreatment, bullying or harassment are proven, one or more of the following sanctions may be imposed:

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

Factors relevant to determining appropriate sanctions include, without limitation:

- i. The severity of the maltreatment, bullying, or harassment and whether it constitutes criminal behavior;
- ii. The nature and the duration of the offender's relationship with the victim, including whether there is a power imbalance between the two parties;
- iii. The offender's prior history and any pattern of inappropriate behavior or maltreatment;
- iv. The ages of the individuals involved;
- v. Whether the offender poses an ongoing and/or potential threat to the safety of other participants;
- vi. The offender's voluntary admission of the offense(s), acceptance of responsibility, and/or cooperation with the investigation
- vii. Real or perceived impact of the incident on the victim, VIAHA, or the hockey community;
- viii. Circumstances specific to the offender being sanctioned;
- ix. Whether, given the facts and circumstances that have been established, continued participation in the hockey community is appropriate;
- x. An offender who is in a position of trust, intimate contact or high-impact decision making may face more serious sanctions; and
- xi. Other mitigating or aggravating circumstances.

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

Presumptive sanctions are in place for certain violations of this policy.

The following sanctions are presumed to be fair and appropriate for the listed violations, but the offender affected may rebut these presumptions or VIAHA, BC Hockey, and/or Hockey Canada may provide more severe sanctions where appropriate:

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

A false accusation of maltreatment, bullying or harassment can be devastating to the participant who is being accused, both personally and professionally. Any complainant making a complaint which is found to be clearly unfounded, false, malicious, or frivolous, therefore, will be in breach of this policy, and may be subject to consequences within VIAHA, BC Hockey, and/or Hockey Canada and may also be referred to third party authorities.

Complaint Procedure

Complaints that are in violation of this policy should be filed firstly with the Complainant's MHA and follow due process. If the Complainant construes there may bias within the MHA, or the allegation is one of such severity with high consequence then the Complainant has a choice to file their complaint with VIAHA's Executive Director or with Safe Sport's Independent Third Party (ITP). Note –ITP follows a mandate for which complaints are accepted and investigated. Complaints that do not fall within their mandate will be returned to VIAHA.

The Executive Director may work collaboratively with other resource people within VIAHA to deal with complaints that are informal and considered to be a less severe violation of the policy. The Executive Director, including resource people, will review and discuss the complaint with confidentiality and use their discretion on how to proceed to resolve the matter. If determined that more facts are required, the Executive Director will notify the Complainant that they will conduct a fact collection by way of interviews with the Complainant, the Respondent and any others who may have relevant information about the complaint. Once all the interviews have been conducted and facts collected, then the Executive Director and VIAHA President will determine if there was a violation of the policy, and if so, what the sanctioning measures may be imposed. If deemed there is no violation of the policy then the matter will be dismissed. In either instance, the Complainant and the Respondent will be notified of a decision. Formal complaints will constitute a severe violation of the policy and must be submitted in written form to the VIAHA Executive Director. The complaint will clearly state the violation of the policy and detail the allegations and person(s) involved. Upon receipt of the formal complaint, the Executive Director and VIAHA President will determine if they can resolve the matter within VIAHA resources, or if it should go to Safe Sport's ITP. If the complaint is referred to ITP the Complainant will be informed of this process. In all complaints, VIAHA will reserve the right to seek legal advice.

If an informal or a formal complaint have allegations of criminal intent or behavior under the Criminal Code of Canada then the local authorities will be contacted to administer the investigation.

8.08 INSURANCE AND RISK MANAGEMENT

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

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

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

9.01 PRIVACY POLICY

Purpose of Policy

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

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

Accountability

VIAHA will appoint a staff/volunteer person (the "Privacy Officer") whose responsibilities will include those of the implementation and monitoring of the VIAHA Privacy Policy. The Privacy Officer will be responsible for "VIAHA/Association" with respect to privacy principles. This person will also be responsible for responding to access requests in accordance with this Policy. The Privacy Officer will report to the President or designate and the ultimate responsibility for privacy issues will rest with the VIAHA Executive Committee. The Privacy Officer may at his/her discretion enlist assistance from other

staff/board members and/or volunteers within the organization. This will not in any manner mitigate his/her responsibility for privacy issues.

The Privacy Officer will be appointed annually by the VIAHA President. Their identity will be fully disclosed and publicly accessible to VIAHA members and the public in general.

The VIAHA Privacy Officer will ensure that VIAHA manages all personal information in its possession in accordance with this Policy including that which may be transferred to a third party. (Third party organizations who handle information on behalf of VIAHA shall be contractually obligated to adhere to the standards of the "District/Association").

VIAHA will implement internal policies, which will facilitate adherence to this Privacy Policy including:

- i. Security measures at all levels designed to protect personal information in our possession;
- ii. Implementing procedures designed to respond to complaints and/or inquiries; and/or
- iii. Staff/volunteer training in all facets of information management, including awareness of the "District/Association" Privacy Policy and policies and procedures developed in accordance with the Policy.

Identifying Purposes, Type of Information Collected and Website

VIAHA shall only collect the information reasonably necessary to conduct hockey programming. Access to our Privacy policies and procedures will be readily available. Similarly, the process by which challenges may be made to VIAHA compliance and/or adherence to the legislation in question shall be readily available and transparent. To obtain further information, contact the VIAHA Privacy Officer.

VIAHA collects personal information from prospective members, members, coaches, referees, managers, and volunteers for the purposes of conducting hockey programming.

Specifically:

- i. A player's name, address and date of birth are collected to determine that the player's geographical, division of play and level of play information are consistent with Hockey Canada/VIAHA regulations;
- ii. Historical information concerning past teams played for is collected to determine if any of the VIAHA transfer regulations may apply;
- iii. Information concerning an individual's skill level and development and feedback on programs is collected to measure the success of our programs in order that we may better plan future programs;
- iv. Information as to a player's parents' name, address, telephone numbers and email addresses may be collected to facilitate emergency contact information as well as to ensure compliance with the VIAHA residency regulations;
- v. Educational information may be collected to ensure the entire VIAHA residency regulations have been adhered to;
- vi. E-mail addresses may be collected for the purposes of facilitating

- membership communication related to upcoming events and programs;
- vii. Information about skill levels, ability, emergency contacts and health to ensure our activities are carried out in a safe and secure environment;
- viii. Personal information collected for the purposes of hockey registrations may also be used for hockey specific research purposes including but not necessarily limited to hockey demographic type research;
- ix. Affiliates. VIAHA has numerous organizations, which offer hockey programs under their auspices. These include, but are not necessarily limited to, the Canadian Hockey League, Vancouver Canucks, Canadian Inter-University Sport, Hockey Canada, BC Hockey and provincial and local, associations, and leagues.

Hockey Canada, its Branches and/or Associations may disclose the personal information described above to all these organizations to facilitate Hockey Programming and ensure compliance with rules and regulations.

VIAHA will endeavor through associations/leagues to advise potential registration candidates of the purpose for the collection of the data requested at the time of registration or by reference to our website at www.viaha.org or the local Association website. We will further endeavor to ensure that all collectors of the personal information are familiar with the potential use of the personal data. All personal data collected by VIAHA shall be maintained in either our office and/or with Privacy Officer.

VIAHA will request individual permission for the use of any personal data collected which is extraneous to that which has been identified above, unless said usage is authorized by law.

VIAHA may also use information about an individual who accesses secure areas of www.viaha.org or other member Association websites. Information you are asked to provide during your use of our web site may include your name, address, e-mail address, age, gender [and the other types of personal information listed above). All such personal information will be treated within the same parameters as other personal information collected by VIAHA through other means. It is always your choice to provide information in certain fields although failure to complete certain sections may inhibit your ability to fully access all areas of the website. Our website also collects non-identifiable information about users such as the users IP address, the sections of the website visited, and the information downloaded. VIAHA may use this non-identifiable information and disclose it to service providers, for system administration purposes and to improve the website.

Consent

VIAHA will use the personal information for the uses specified above in this document. By consenting to provide your information to VIAHA, you are deemed to consent to our use of the information for the purposes of hockey programming listed in this Privacy Policy and to disclosure of the information to other associated organizations for the same purpose.

In addition to using personal information for hockey programming purposes, VIAHA may from time to time wish to use member name, address and contact information for the purposes of providing promotional opportunities, including by providing the information to the VIAHA leagues and associations and other third parties who VIAHA believes provide services or goods that may be of interest to you. VIAHA and any such third parties may contact you with promotions [or to provide further hockey specific communications and association/league VIAHA information updates]. VIAHA will provide an opportunity for the member to consent to these opportunities during the registration process. If you consent but later wish to opt out of this use of information later, you may do so by contacting VIAHA.

VIAHA recognizes that hockey by its nature is a contact sport and injuries are, to a certain extent, inherent in the game. We believe medical records, medical history and medical forms of the individual may be of assistance in an emergency situation, and therefore we may request them. While our members and prospective members are under no obligation whatsoever to supply this information and may refuse to do so without penalty, VIAHA will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

If at any time you wish to withdraw your consent to the use of your information for any purposes, you may do so by contacting the Privacy Officer for VIAHA. We will do our best to accommodate your request in a timely fashion without diminishing the services we provide to you. We will explain to you the impact of your withdrawal on any services we provide to you.

VIAHA may collect personal information without consent where reasonable to do so and where permitted by law.

Limiting Collection

All information shall be collected fairly and lawfully within the criteria as set forth in our Privacy Policy.

VIAHA shall not indiscriminately collect information. The amount and type of information we collect shall be limited to that which is required to fulfill our identified purposes. VIAHA will not use any form of deception in gaining personal information from its members.

Limiting Use, Disclosure and Retention

Subject to applicable legislation, VIAHA shall limit use of personal information it collects to purposes that we have disclosed in *Identifying Purposes* and *Consent*.

VIAHA shall maintain documents for certain periods of time dependent upon necessity. More specifically:

- I. We will normally maintain registration data for a three-year period after an individual has left our programs in the event an individual chooses to return to our programs after leaving;
- II. Parental/family information will be normally maintained for a similar three-year period after a member has left our programs; and/or

- III. Affiliates. VIAHA has numerous organizations that offer hockey programs under the auspices of “VIAHA/Association”. As explained above, VIAHA may from time to time share information with these VIAHAs, associations, and leagues in to facilitate hockey programming and ensure compliance with rules and regulations.

VIAHA may from time to time enlist the services of third-party vendors, to provide hockey programs, technical and support services. Prior to enlisting the services of these firms, we will contractually commit them to treat your personal information consistent with the Privacy Policy of “VIAHA/Association”.

VIAHA may at some point be involved in the sale, merger, transfer, or reorganization of its activities. We may disclose personal information to the other party in such a transaction. VIAHA will ensure that we contractually obligate the other party to treat this information in a manner consistent with our Privacy Policy.

VIAHA may disclose your personal information to a government authority that has asserted its lawful authority to obtain the information or where the association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as permitted by applicable law.

VIAHA may at its discretion release personal information for the purposes of collecting debts that may be owed to VIAHA.

Certain documents may be subject to legislated retention periods either federally or provincially and these will be respected at all times by VIAHA.

Accuracy

VIAHA shall strive to ensure to the extent it can that the information entrusted to us is maintained in an accurate manner. We shall try to maintain the interests of the individual and attempt to ensure that decisions are not made for or about an individual based on personal information that is flawed.

VIAHA shall only update information in the event of a renewal, registration, and/or an update.

Safeguards

Security safeguards have been implemented to ensure your personal information is protected from theft as well as unauthorized access, disclosure, copying, use or modification thereof.

The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed.

Methods of protection and safeguards to be employed shall include but in no way be necessarily limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption.

Openness

VIAHA publicly discloses the methods by which we handle your personal information. This information is readily available through our Privacy Policy on our website or upon request by contacting the VIAHA office at 250-751-8811.

The information available includes:

- i. The name, address, email and phone number of the VIAHA Privacy Officer; and
- ii. A description of the type of personal information held by VIAHA and our general uses thereof. This includes registration information, including name, date of birth, address, past teams played on, medical information and e-mail addresses. As well as, information used for scouting, potential sponsorship opportunities, donors, alumni, and information retained for the purposes of the VIAHA business contacts.
- iii. Information that may be made available to related organizations, VIAHA, its member associations, leagues, and/or third-party service providers, in accordance with the provisions of this Privacy Policy.

Individual Access

Subject to applicable legislation, upon request by the individual concerned VIAHA shall disclose whether it actually holds personal information on an individual. We shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.

VIAHA may request sufficient information to confirm your identity before releasing your personal information to you.

Subject to applicable legislation, VIAHA shall endeavor to provide this information within 30 days of receipt of the information requested and only charge nominal fees for the purpose of offsetting its expenses incurred in supplying the requested information. This information shall be provided in an understandable format at the time you make a request.

Any inaccurate information that is brought to our attention shall be corrected by VIAHA as quickly as possible and any pertinent third parties shall be apprised of the corrections in due course.

Challenging Compliance

VIAHA has in place procedures for the resolution of grievances in the administration of its Privacy Policy.

Upon receipt of a complaint VIAHA shall make available the complaint procedures that

will be simple and easy to access.

VIAHA shall investigate all complaints. If the complaint is deemed justified VIAHA shall take the appropriate steps to ensure that compliance is achieved and will make changes to its policies to allow for compliance in the future.

All complaints shall be addressed to the VIAHA Privacy Officer.