

ELK VALLEY MINOR HOCKEY ASSOCIATION

Policy Handbook
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1. OBJECTIVE

The purpose of this policy handbook is to provide assistance and direction to those responsible for the operational needs of minor hockey teams in the Elk Valley Minor Hockey Association (EVMHA). The duties and responsibilities of elected executive members are outlined in the EVMHA Constitution and Bylaws. Policy changes are made with the Executive Board's approval to meet the association's needs annually if required.

2. STRUCTURE

EVMHA is a non-profit recreational sports society incorporated under the British Columbia Societies Act. EVMHA is responsible for all minor hockey activities within the boundaries established by BC Hockey. EVMHA is responsible to and receives its mandate from the East Kootenay Minor Hockey Association (EKMHA), which in turn receives its authority from Hockey Canada through BC Hockey.

Should a perceived conflict of interest arise, board members shall not be allowed to vote on issues that may directly affect their immediate family, business, employment, or team.

Volunteers staff the EVMHA. Although we pay our officials, neither member nor participant may receive a personal use benefit (cash or otherwise) without the executive's written consent. Volunteers can be reimbursed for costs associated with minor hockey expenditures. Reimbursement requires approval from the executive and receipts.

Hockey Canada sets divisions within minor hockey based on age (age is determined by the player's age as of midnight December 31 of that season). The divisions are U5 3-4 years old; U7 5-6 years old; U9 7-8 years old; U11 9-10 years old; U13 11-12 years old; U15 13-14 years old; U18 15-17 years old. All players will be placed on their respective teams at playing levels to commensurate with each player's age, skills, and experience. Every effort will be made to ensure this is achieved fairly. Requests to move players to a higher or lower division can be made. For more information, please see [Section 6 Player Movement](#).

All teams in EVMHA are either co-ed or female teams. Practice days and times vary from season to season, depending on registration numbers and ice availability. Each team belongs to one of four categories:

2.1. U5, U7 & U9

- These programs are designed for beginners aged 3-8 years old.
- These divisions do not belong to a league.
- These divisions play recreational hockey with an emphasis on having fun and acquiring basic hockey skills.

2.2. Recreational Hockey for U11, U13, U15, and U18

- Also known as house hockey or rec hockey.

- Recreational hockey is typically non-contact hockey designed for players of all skill levels.
- Starting in U11, all Elk Valley hockey teams begin league play.

2.3. Rep Hockey for U13, U15 and U18

- Each season, EVMHA works with Fernie Minor Hockey to create rep teams.
- Rep teams play at a higher level of competition.
- All rep teams are assigned to a league. Leagues can be based out of the East Kootenay Minor Hockey Association and/or the West Kootenay Minor Hockey Association.
- Rep teams can be considered for U13, U15, and U18.
 - Rep teams may compete for provincial championships (depending on their classification as per BC Hockey).

2.4. Female Hockey

- The EVMHA is dedicated to supporting females in hockey and does its best to accommodate female teams whenever possible.
- The formation of female teams depends on the number of registered participants and participant skill levels.
- If an all-female team can be formed at U11 to U18, then league play could be in the Rocky Mountain Female League (Alberta) or the EKMHA League (BC).
- Depending on registration and funding, EVMHA can offer an introductory level “skills and drills” program for all females. The focus will be on the fundamentals of hockey for developing female players with progression into participation on a team (female or integrated).
- Females can choose to register on a female team or an integrated team. Dual rostering is also an option; for more information, see [Section 6.5 Dual Rostering](#).
- Contact the EVMHA registrar or the EVMHA Female Coordinator for more information.

3. REGISTRATION

- Players and volunteers must register on the Hockey Canada Registry (HCR) to participate in EVMHA on-ice activities (practices, games, tournaments, etc.).
- A player is considered registered when:
 - An online registration form has been submitted, and the registration fee has been paid.
 - They are correctly registered and insured by the EVMHA Registrar with Hockey Canada and BC Hockey.
- Volunteers are considered registered when:
 - They have applied for a bench staff position online and are assigned to a team by the EVMHA Bench Staff Coordinator.
 - They are correctly registered and insured by the EVMHA Registrar with Hockey Canada and BC Hockey.
- Players must register in the age division set out in Hockey Canada guidelines.
- The EVMHA reserves the right to change registration fees from season to season.

- Registration will begin in May or June and remain open for a specific period as determined by the EVMHA executive each season.
 - o Dates for the registration period will be indicated on the website and our EVMHA social media pages. Previously registered players will also receive an email regarding deadlines.
- Any registration for the U7 division or older submitted after the registration period has closed will be considered late registration and will incur an additional \$100 fee.
- After the registration period closes, team rosters will be capped at 15 players per team for the U7/U9 divisions and 18 players (plus two goalies) per team for the U11 divisions and above.
- Late registrations may be accepted until September 1; however, late registration is not guaranteed. After roster capacity has been reached, players will be placed on a waitlist, and registration must be approved by the executive.
- Registration will close on September 1. After September 1st, registrations to U7 division and older will only be considered under the following circumstances:
 - o Players who have recently relocated to the Elk Valley.
 - o If a team requires players due to a short roster.
 - o If a player has a special circumstance that prevented them from registering on time, they must email the EVMHA Registrar with an explanation of the reason. The request will then be reviewed by the executive.
- Registration for the U5 division will be considered until February 1st at the discretion of the registrar in consultation with the head coach of the U5 team.
- Players trying out for the Raiders or the Cranbrook Bucks must first register with EVMHA and pay their pre-registration fee of \$50.00.
- If there are any questions about registration, contact the EVMHA Registrar.

3.1. Payment

- Registration fees must be paid by September 1st.
 - o Registration will be rescinded if fees are not paid by September 1st.
- Players cannot start the season until registration fees are paid in full.
- Families with more than two children registered in EVMHA will receive a half-price discount for subsequent children registered in the EVMHA. This discount will be applied to the lowest registration fee(s).
- Players who register before September 1st are eligible to make payment installments. Contact the EVMHA Treasurer for more information.
- Any non-sufficient funds (NSF) cheques must be made good within two weeks of notification, or registration will be rescinded. Any NSF charges will apply.

3.2. Fee Reductions For Registration

- If a player has missed part of the playing season due to late registration, a reduced registration fee can be applied if the lateness in registration is justified.
- Fee reductions can be found in
- *Table 1: Fee Reductions for Late Registrations.*

- Fee reductions will be considered under the following circumstances:
 - o For new players that have relocated to the area and are approved for late registration by the Association.
 - o For players returning to the EVMHA from a higher division (i.e., A, AA, AAA) after the season is already underway.
 - o Players whose season is delayed due to illness or injury.

Table 1: Fee Reductions for Late Registrations

Up to September 30	100% of registration fee due
During the month of October	15% reduction in registration fee
During the month of November	30% reduction in registration fee
During the month of December	50% reduction in registration fee

3.3. Registration Refunds

- The refund schedule can be found in *Table 2: Registration Refunds*
- If the EVMHA does not have enough players to complete a team, all players will be refunded 100% of their payments.
- If a player decides not to play hockey for the season after registering and their invoice has not been paid, they will be invoiced for 10% of the registration fee.
 - o This fee will be applied to any future seasons with EVMHA if not paid.
- Registration refunds will also be granted under the following circumstances:
 - o If an Elk Valley Minor Hockey team loses too many players throughout the season and the team cannot continue.
 - o Players who leave the EVMHA before the end of the season due to residential relocation.
 - A refund request must be submitted to the EVMHA treasurer.
 - The refund amount will be based on the date the written request is received.
 - o A player who becomes medically unfit or receives an injury that prevents them from participating in minor hockey for the rest of the season.
 - Reimbursement will be based on the date the injury occurred or the date a medical condition is noted by a physician.
 - To support a refund request due to medical conditions, the player must provide a medical certification by a licensed medical practitioner.
- Refunds will not be provided for players suspended or expelled from playing.
- Players who try out for a rep or competitive team and are unsuccessful will not be eligible for a registration refund if they choose to stop playing hockey with the EVMHA.

- There will be no refunds for tryout fees unless tryouts are cancelled because there are not enough players.

Table 2: Registration Refunds

Up to September 30	90% of the fee will be refunded, less the insurance amount of \$50.00
During the month of October	75% of the fee will be refunded, less the insurance amount of \$50.00
During the month of November	50% of the fee will be refunded, less the insurance amount of \$50.00
Thereafter	None of the fee will be refunded

4. FINANCIAL ASSISTANCE

Financial assistance is available upon request. Any member requiring financial aid can apply by completing the player financial assistance application on the [EVMHA website](#).

5. Combined teams between EVMHA AND FMHA

EVMHA may combine with FMHA for the purpose of:

- Creating rep or competitive teams with players from both associations.
- Where registration numbers are insufficient to form separate teams, combined recreational teams may be established.
- All combined teams formed between EVMHA and FMHA shall be governed by the EVMHA and FMHA Policies for Combined Teams, which are subject to executive approval.

6. Player Movement

Any player movement throughout the season must be in accordance with East Kootenay, BC Hockey, Hockey Canada, and EVMHA guidelines.

EVMHA's philosophy is to promote, develop, and give opportunities to players who can play at a higher level of hockey. For example, should a player have the opportunity to play up with a junior team or rep team, the coach is expected to try and ensure the player has the opportunity to do so, provided proper

player movement procedures are followed and that the minor/house team will not be significantly affected.

6.1. Player movement to a Higher Division (Underage Players):

- Requests to move players to a higher division by completing the Player Movement Request Form on the [EVMHA website](#).
 - o Forms must be submitted to the EVMHA President by October 1st.
- The executive will arrange an evaluation if a player movement request is approved.
 - o The player's parents/guardians will be contacted with the details. See [Section 8 Evaluation Policy](#) for more information.
- Should a parent disagree with their child's placement, they may write to the EVMHA President to request an explanation of the evaluation results.

6.2. Player Movement to a Lower Division (Overage Players)

- Requests to move players to a lower division require the submission of an [EKMHA Overage Player Request Form](#) to the EVMHA President by October 1st.
 - o A form is not required for a U7 aged player to move to U5.
- Both the EVMHA and the EKMHA must approve overage requests.
- The executive will arrange an evaluation if a player movement request is approved.
 - o The player's parents/guardians will be contacted with the details. See [Section 8 Evaluation Policy](#) for more information.
- If approved, males can play one-year overage (O/A), and females can play two-year overage (O/A).
- Should a parent disagree with their child's placement, they may write to the EVMHA President to request an explanation of the evaluation results.

6.3. Player Relief

- If a team is short players for games or tournaments, they may combine and borrow players from other teams of the same division.
- Please see the team manager's handbook for more information.

6.4. Affiliated Players

- Affiliation requests should be emailed to the EVMHA Registrar and require the completion of an affiliation form found on the EVMHA website.
- All affiliated players require approval from the EVMHA President and EVMHA Registrar.
- Affiliation approval is dependent on player readiness and development:
 - o The head coaches will assess whether the player's attitude, skill level and development stage align with the expectations of the higher-level team.
- U9 players are allowed to affiliate to U11 teams starting in January, as per the EKMHA policy.
- Communication:
 - o Both head coaches must communicate with each other before approving any player movement.

- Any player movement decisions should be communicated to the parent or guardian of the affiliated player.
- An affiliated player's main priority should be their primary rostered team's league games and practices. If practice or game times conflict, the head coach of the primary team must agree to release the player to the higher-level team.
- The player's primary team may not unreasonably deny a player the opportunity to play as an affiliate.
- Frequency and Limitations:
 - The head coach of the affiliated team must ensure that all BC Hockey and Hockey Canada affiliation rules and regulations are followed.
 - The maximum number of games an affiliated player can play with their affiliated team is ten (10). Exhibition and/or tournament games, which are not part of the regular league or playoff games, are not included in the ten-game limit.
 - After the ten (10) game maximum is reached, the affiliated player cannot participate in any more games with their affiliated team until their primary team's season is completed. At that time, the number of games can be unlimited.
 - Players can only affiliate to one team.
- Conflict Resolution:
 - If the head coaches disagree about a player's movement, both coaches should try to resolve the issue amicably, keeping the player's best interests in mind. If the problem cannot be resolved, the decision may be escalated to the EVMHA Player Development Coordinator and the EVMHA President for final resolution.

6.5. Dual Rostering

- Female players can dual roster on two teams in the same division.
 - Females interested in dual rostering should complete the Dual Roster Consent Form by November 1 each season.
- Player's applying to dual roster must declare loyalty to one primary team. The primary team's practices and league games will take precedence over the secondary team.
- Female players who dual roster must pay a registration fee for their secondary team.
 - The executive will assess the secondary registration fee for dual rostering of female players on a case-by-case basis.
- Females considering dual rostering are allowed a trial period of four practices with their secondary team. After the four practices, players must await confirmation of their dual roster status before they can continue practicing with their secondary team.
- Approved players must communicate their availability to coaches for both their primary and secondary teams.

7. Team Selection Policy

The EVMHA makes its selections so that each player plays at a level compatible with their skill, ability, attitude, desire, and experience level for their age group.

7.1. Recreation Teams

- Will carry the number of players most suitable for the current registration.
- Where applicable, recreation teams will be formed with the objective of skill balanced rosters. In divisions where players are grouped by skill level, teams will first be formed based on ability grouping and then balanced as reasonably as possible within each group.

7.2. Rep or Competitive Teams

- The terms rep team or competitive teams refers to any team formed through an evaluation and selection process, where roster spots are earned based on assessed skill, ability, and team fit.
- These teams will consist of players evaluated and deemed capable of playing at that level and will carry the number of players most suitable for the current registration.
- The evaluation policy for tryouts can be found in [Section 8 Evaluation Policy](#) or on the [EVMHA website](#).

8. Evaluation Policy

- EVMHA’s evaluation policy applies to any participant being evaluated for tryouts or player movement.
- The tryout fee is non-refundable. It will go towards ice rental and compensation for the evaluators. Any remaining funds will go toward the rep or the competitive team.
- All participants will receive an evaluation schedule.
- If absent, participants must notify the Player Development Coordinator as soon as possible.
- Acceptable reasons for missing an evaluation include:
 - Medical reasons – must have a doctor’s note.
 - Deaths and family emergencies.
- Holidays are not acceptable reasons for missing tryouts.
- Only designated people are allowed to talk to the evaluators.
- During evaluations for tryouts, designated coaches will run the on-ice sessions. Practice plans will be established before practice with drills that demonstrate the type of skills being evaluated for the appropriate division.
- Players’ names will not be issued to evaluators.
 - Only the number and colour of the jersey will be recorded on evaluation forms.
- Evaluations will include 2-4 unbiased evaluators. Each evaluator will get one vote. Player assessments will be based on Hockey Canada skill evaluations.
- After every ice session, all evaluators will meet to discuss their findings.
- After completing the evaluations, players will receive an email providing their evaluation results.
- There will be no appeal process. All selections are final.
- If a parent has questions or concerns about the evaluation results, they may email the EVMHA Player Development Coordinator and request player feedback.
- Parents must always wait 24 hours after receiving evaluation results before contacting the EVMHA Player Development Coordinator.

9. Dressing Room Policies

9.1. The Two-Deep Method

- EVMHA requires the “Two Deep Method” at all times. This means that a lone personnel member should never be in the dressing room with players at any time.
- At all times, at least two adults (either team officials or designated parents) must be in the dressing room or immediately outside it.
- Players are never to be left unattended.
- If separate dressing rooms are required, both require appropriate adult supervision.
- For female hockey teams, it is recommended that two (2) female supervisors be with the players where possible. If not possible, one (1) male and one (1) female supervisor may be present; however, the male supervisor would not enter the dressing room but remain within hearing distance to protect supervisors or players.
- The safety person should avoid treating injuries out of sight of others and use the “Two Deep Method” supervision system at all times.
- Team personnel and players should not share accommodations, regardless of potential cost savings or other benefits. If sharing a room is unavoidable, the “Two Deep Method” should always be observed.
- Team personnel should avoid touching a player. The player's comfort level and dignity should always be the priority.

9.2. Cell Phones and Recording Devices

- Smartphones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras, are not permitted in the locker rooms. If phones or other mobile devices must be used, they should be taken outside the locker room.

9.3. Parents

- Starting in U11, parents are not allowed to enter the dressing room unless necessary.
- If a player needs assistance with their equipment, is injured, or has a disability that warrants assistance, parents should contact their coaches so arrangements can be made accordingly.
- Parents of U5, U7, and U9 players are allowed in the dressing rooms. Parents are encouraged to teach their players to dress independently as young as possible.
- In circumstances where parents are allowed in the dressing room, coaches may ask parents to leave before and after the game so that they may address their players.
- Coaches may designate one or two parents to help with dressing room supervision when necessary.
- The Two-Deep method should always be followed.

9.4. Dressing Room Policies

- Hockey Canada dressing room policies should be followed at all times. It is the team's responsibility to ensure that these guidelines are followed.

- To summarize:
 - o Hockey Canada requires all participants to wear ‘minimum attire’ at all times in a dressing room. This means participants should arrive at the rink wearing a base layer (e.g., shorts and t-shirt, compression shorts and shirt or sports bra).
 - o In open-concept showers, all athletes are encouraged to always wear “minimum attire”, including swimwear.
 - o When necessary, a participant should use an appropriate private space to change into a swimsuit or base layer.
 - o Coaches and team staff should only engage in pre- and post-game talks when all athletes are present in the dressing room.
- Click [here](#) to read the complete Hockey Canada Dressing Room policy.

10. Fundraising Policies

10.1. Team Fundraising

EVMHA encourages all teams to participate in fundraising activities each season. Teams may choose to fundraise to help offset tournament registration costs. This is considered the most appropriate fundraising goal. The following guidelines apply to all fundraising efforts:

- Rostered EVMHA teams wishing to fundraise must inform the fundraising coordinator of their intent by November 30th to allow equal access to fundraising opportunities. Teams formed after this date will be dealt with on a case-by-case basis.
- It should be clear at a parent meeting that you are fundraising as a team, and this must also be clear to the people supporting any fundraiser. Players do not accumulate dollars towards “individual accounts” through team fundraising efforts.
- You may only use the EVMHA as the organization for the fundraiser if the proceeds go to the whole organization. The specific team and the purpose of fundraising should be clear.
- When fundraising, teams must remember they are representing the EVMHA. They should behave according to the EVMHA Codes of Conduct.
- Only quality items should be considered when choosing fundraising items.
- No **monetary** donations (business or personal) shall be sought at the team level without permission from the EVMHA executive.
- Teams offering **service for donation** must be approved by the fundraising coordinator to ensure parity among teams who have declared intent to fundraise. This could include (but not limited to):
 - o Business donation of bottles
 - o Concession/Security
 - o Christmas Parties
- Once a team has determined that it would like to raise money, a written request must be submitted to the fundraising coordinator for approval before the start of any activities. (the request should include information on the fundraiser, anticipated income, and intended expenses). Dependent on the scenario, team requests may be brought to the EVMHA executive for approval.

- All fundraising activities may require a Special Events Sanction, which is available from the [BC Hockey Website](#). Once teams are approved, a copy of the special sanction must be provided to the fundraising coordinator.
- Any team wishing to conduct a fundraising activity that requires a gaming license must obtain prior approval from the EVMHA Executive. Approval will only be granted under special circumstances. Teams must contact the Fundraising Coordinator and the Treasurer for further information and guidance before proceeding.
- Possible fundraising events could include:
 - Bottle Drive
 - Hot Dog Sale
 - Car Wash

10.2. EVMHA Fundraising

- The EVMHA will conduct fundraising activities each season to help offset operational costs and maintain affordable registration fees for all families. Funds raised support programs, equipment, ice costs, development initiatives, and other Association expenses.
- The EVMHA views fundraising as a shared responsibility. All registered players and families are expected to participate in Association-wide fundraising initiatives.

10.3. Home Tournaments

- The EVMHA ice coordinator will provide team managers with a date for their home tournament.
 - See [Section 12, Ice Coordinator Policies](#) for more information.
- The EVMHA tournament form must be filled out to be sent to the ice coordinator and referee coordinator for approval prior to the sending out a schedule.
- A minimum of one tournament coordinator from each tournament must attend a tournament meeting with the EVMHA treasurer and fundraising coordinator to ensure compliance with BC gaming rules.
- An adult designated representative from the hosting team(s) must be present in the arena(s) at all times during the tournament and their contact information must be provided to the arena staff.
- Tournaments must be managed in a fiscally responsible manner.
- The tournament fees for attending teams should be set at a level that matches the anticipated expenses of the tournament as outlined by a tournament budget worksheet provided by the EVMHA.
 - This ensures that the income generated from team fees is sufficient to cover the costs of hosting the tournament, including venue rental, equipment, officials, and other related expenses and that the EVMHA and its teams are not profiting at the expense of other associations.
- Each hosting team is required to pay the association a flat fee of \$750 to cover the tournament's administrative, in addition to any funds over the team's tournament income limit.

- Tournament Income Limit:
 - o Each hosting team can keep a maximum tournament income of \$2000 from the tournament. Any income exceeding \$2000 must be returned to the association to cover operational costs.
- Community donations are available for tournament raffle tables.
 - o Every season, the EVMHA Fundraiser contacts local businesses for donations. The donations are divided equally among teams hosting tournaments and can be used for your raffle table or other tournament expenses.
 - o The EVMHA can advance each tournament \$400.00 to buy raffle table items if necessary. Contact the EVMHA Fundraising Coordinator for more information.
- The EVMHA allows teams to accept donations from parents or guardians who wish to contribute to a specific home tournament. However, any private donations must benefit the entire tournament, not just one specific team.
- Tournament income will be split evenly between the hosting teams and can be used in the following ways:
 - o Host a year-end party
 - o For extra ice sessions (ice rental, ref fees).
 - o To purchase bench staff year-end gifts.
 - o To purchase player year-end gifts.
 - o For team bonding activities.
 - This can include team activities while away at tournaments or at home (swimming, gym rental etc.).
 - This may require a Special Sanction.
 - o Costs associated with going to Provincials.
 - Teams planning to fundraise money for provincials must use their tournament income in their provincial fundraising budget.
 - See [10.5 Provincial Teams Fundraising Policy](#)
 - o Refunds for tournament fees
 - Parents cannot be refunded more money than what they have spent.
 - Refunds are allowed up to a maximum of \$100.00 per player.

10.4. Gifts/Bonuses/Donations

- Except for private donations for home tournaments, no member can accept gifts/bonuses/donations from businesses, vendors, or suppliers for personal use without prior approval from the EVMHA executive board.

10.5. Provincial Teams Fundraising Policy

- Teams attending the BC Hockey Provincial Championships can use fundraised dollars collected through individual team fundraising and approved provincial fundraisers. If more than one team attends, all provincial fundraisers will be done together. The dollars

will be split according to the expenses of the destination. All players must participate and work equally towards the same goals.

- Provincial fundraising intends to assist with the team and players' incurred expenses while representing EVMHA.
- Any letters requesting business donations must be done in partnership with the EVMHA Fundraising Coordinator. Letters will have the EVMHA letterhead and include all team names. Financial requests for support from businesses must be discussed with the fundraising coordinator to ensure the teams are not exhausting businesses with requests.
- Teams will submit a cost breakdown of expenses for approval to the President, Vice President, Treasurer, and Fundraising Coordinator before disbursing any funds.
- Funds from provincial fundraising are to be allocated according to the following priorities, and the submitted budget must consider these numbers. Expense priorities will be:
 1. Accommodations (at a per-player/bench staff rate based on local hotel rates).
 2. Provincial banquet for players/bench staff.
 3. The team banner(s).
 4. Travel (at a per-player/bench staff rate).
 5. One team dinner (at a per player/bench staff rate of \$40.00, alcohol not included).
 6. Bench staff appreciation gifts (up to \$100.00 per bench staff).
 7. A per diem meal allowance (at a per player/bench staff rate of \$50.00 per day)
- Fundraising dollars or sponsorship dollars cannot be used for purchases such as team attire, matching hockey bags etc.
- The EVMHA recognizes that participation in provincial championships may create financial strain for families. Those needing additional financial support to ensure participation may contact their team manager, who may contact the association on their behalf to increase the reimbursement allotment.
- Provincial teams may request financial assistance for team travel from the EVMHA. The team must submit a letter requesting funds to the EVMHA treasurer.
- The Association is prepared to contribute to the provincial team's fundraising efforts in consideration of the EVMHA's reserves, given that the team has not met their fundraising goal. The decision to assist provincial teams will be based on the EVMHA's financial state, the number of EVMHA teams attending provincials, the distance required for travel, and the team's fundraising efforts. The financial contribution will be based on the distance required for travel and made per player/bench staff. If approved and the association's reserves are viable, this money will be distributed as follows, depending on the location of the Championships:
 1. Lower Mainland, Vancouver Island or Northern BC– A maximum of \$150 per player/bench staff to any team participating in provincials in these locations.
 2. Okanagan or Sunshine Coast – A maximum of \$75 per player/bench staff to any team participating in provincials in these locations.
 3. Kootenays – A maximum of \$50 per player/bench staff to any team participating in provincials in these locations.

11. Yearend Banquet / Team Activity Funding Policy

The EVMHA will allocate and administer yearend activity funds for registered players. The intent is to ensure all teams have equitable access to support for a yearend banquet or, if no banquet is held, an appropriate yearend team activity.

11.1. Annual Allocation

- The Association will budget \$15 per registered player each season.
- These funds are designated exclusively for:
 - o A yearend banquet or
 - o A yearend team activity if no banquet is held and the team qualifies under Section 11.2.
- The amount accessible to each team will be based on the number of actively registered players.

11.2. Access to Funds

- Teams are eligible to access the \$15 per player allocation if:
 - o Tournament proceeds available to the team for yearend activities are less than the \$15 per registered player allotment and
 - o The team attempted to host a tournament but was unable to do so due to:
 - Insufficient registrants, or
 - Lack of available ice time.
- Teams are not eligible to access the Association allocated funds if:
 - o The team chooses not to host a tournament that would normally generate proceeds for yearend activities.
 - o The team has existing tournament proceeds available to support yearend activities.

11.3. Use of Funds

- Funds set aside by the association must be used solely for yearend banquets or team activities.
- Any unspent funds do not carry over to the following season.
- Receipts or proof of expenses are required for reimbursement.

11.4. Administration

- The Treasurer or designated executive member will manage the distribution of funds.
- Teams must submit a request for access to the treasurer via email by March 1st of the calendar year, confirming eligibility under Section 11.2.
- The Association reserves the right to verify circumstances related to tournament hosting attempts.

12. EVMHA Scholarships

The Elk Valley Minor Hockey Association (EVMHA) is pleased to offer a \$500 scholarship to support the educational and athletic pursuits of players from the communities of Sparwood, Elkford, and Fernie. The scholarship aims to reward players who have shown a commitment to their education and contribution to the EVMHA community.

Scholarship Details:

- Amount: \$500 per community (Sparwood, Elkford, Fernie)
- Number of Scholarships: 1 per community annually
- Eligibility: The scholarship is available to EVMHA players who meet the following criteria.

Eligibility Criteria:

1. Participation: The applicant must have been registered with the EVMHA.
2. Academic Standing: The applicant must be in good academic standing, with a minimum average of 60%.

How to Apply:

1. Application Form: Complete and submit the official EVMHA Scholarship Application, found on the EVMHA website.
2. Personal Statement: Include a 500-word personal statement that outlines:
 - Your educational goals and academic achievements.
 - Your hockey experience and why the sport is important to you.
 - Describe how you have given back to minor hockey, such as:
 - Volunteering as a coach, assistant coach, on ice helper or helping with events.
 - Assisting with team fundraising, running practices, or supporting younger players.
 - Acting as a referee or official.
 - Any other contributions made to the EVMHA or the broader hockey community.
3. Reference Letter: Submit one letter of recommendation from a coach, teacher, or community leader who can speak to your character, athleticism, and commitment to your education.
4. Transcript: Provide a copy of your most recent academic transcript or report card.

Deadline & Notification:

- Applicants are required to submit the completed application form, personal statement, reference letter, and transcript to the EVMHA Special Event Coordinator (events@evmha.ca) by May 1st of each year.
- Notification: Successful candidates will be notified at their graduation ceremonies.

General Terms:

- Incomplete applications will not be considered.
- Recipients may collect their scholarships after they provide proof of acceptance to the EVMHA treasurer of Post-Secondary School. The scholarship can be held in trust for up to three (3) years after graduation.
- The EVMHA reserves the right to request additional documentation or information as part of the review process.
- For any questions please contact the EVMHA Special Event Coordinator.

Scholarship recipients shall be selected by an EVMHA Scholarship Subcommittee. The Subcommittee shall:

- Be chaired by the EVMHA Special Events Coordinator.
 - In the event of a conflict of interest the President or Vice President may step in as chair.
- Include a minimum of two (2) additional EVMHA members appointed by the Board of Directors.
 - Be composed of individuals who do not have a direct conflict of interest with any applicants.
- Review all eligible applications.
- Evaluate applicants based on the criteria outlined in the scholarship description (e.g., sportsmanship, leadership, volunteerism, commitment to hockey, academic effort, community involvement, etc.).

The Subcommittee will select the candidate(s) they determine to be the most deserving based on the established criteria and the quality of the applications received. Their decision is final.

This scholarship is designed to recognize the hard work, dedication, and contributions of young athletes actively involved in the EVMHA community. We encourage all applicants to demonstrate how they've balanced their love for hockey with their academic goals, while also giving back to the sport and the community.

13. ICE COORDINATOR POLICIES

- Only the ice coordinator can book ice for EVMHA at the arenas in Elkford and Sparwood.
- Each team is allowed to book four exhibition games. Fees associated with any additional exhibition games (five or more) will be the team's responsibility.
 - The rules are slightly different for U7 and U9; see [Section 21 Exhibition Games](#).
- No practices will be rescheduled: i.e., due to picture day, STAT holidays, or Christmas Break.
- Sparwood Arena has a 60-day cancellation policy. Elkford Arena has a 30-day cancellation policy with a 15% booking charge (even if it is cancelled before the 30 days). Teams may be responsible for covering any fees associated with late cancellations.
- Any league games booked on our ice by any other association (i.e., double header league games) must be paid in full before the game can start. This includes all referee fees and ice. EVMHA managers participating in such games are responsible for ensuring payment has been made beforehand.
- Home Tournaments:
 - At the beginning of the season, each team will receive the dates for their home tournament. Ice will be booked in Sparwood and Elkford. The ice coordinator should be informed by October 15th if the tournament requires more or less ice or if the team needs a different weekend.
 - If the tournament needs to be cancelled, the team manager must inform the ice coordinator before the 60- and 30-day cancellation periods. If the ice coordinator is not informed, the team will be responsible for the fees associated with the ice booked.
 - The tournament organizer(s) are responsible for informing the arena (Sparwood and Elkford), ice coordinator, and webmaster of their tournament schedule.

14. COACH SELECTION

The EVMHA chooses coaches through the Coach Selection Committee. All coaches must receive prior approval from the EVMHA coach selection committee. Additionally, all coaches must submit applications using the [EVMHA Website](#). The process for selecting EVMHA bench staff is outlined below:

- A coach selection committee will be formed and include up to five (5) members. The bench staff coordinator will chair and oversee the selection of the committee members. The committee will consist of at least two (2) EVMHA board executives and at least two (2) other qualified members. If qualified board members are unavailable, the committee may include other qualified individuals from the community. The EVMHA board executive must approve the Coach Selection Committee. The president shall be one of the five members or designate a representative on their behalf.
- Upon receiving the coach applications, the Bench Staff Coordinator will organize a meeting for coach selections. The utmost care will be given to avoid conflicts of interest when appointing committee members. A new committee may be assigned to deal with a specific team if a conflict arises. The same committee will remain intact while reviewing applicants competing for the same position.
- The selection process will be based on the following:
 - Experience in EVMHA.
 - Experience in coaching minor hockey.
 - Experience working with children.
 - Community involvement.
 - Proper certification or the commitment to attain accreditation by December 1st of that season.
 - Education, training, and references.
- If an interview occurs, the committee must discuss the qualities the association is looking for in a coach. This may differ from division to division.
 - A set of written questions will be used to ensure a fair and equitable playing field for all applicants. If spontaneous questions arise, care should be taken to ensure all facts and issues are appropriately presented to avoid placing a candidate in an uncomfortable or disadvantaged position.
- The bench staff coordinator will chair and conduct the selection process. If the bench staff coordinator must be removed from the coach selection committee for a particular group of applicants, the next senior member of the board will chair the committee. This individual will then undertake the duties of the bench staff coordinator for that particular group of applicants. Only those present during the review process will be involved in the selection process. The successful coach candidate will be derived from the review process, committee discussions, and an open vote. A majority decision is required in each instance.
- The bench staff coordinator or designate will contact all applicants, successful or not. The chair of this committee will be prepared to answer questions the unsuccessful candidates may have.

- All applicants must be informed about the reasons for being chosen or not. The successful applicant must first be contacted to ensure they will accept the job. Only after this has been ascertained will the other applicants be contacted.
- Procedures and questions outlined in the BC Hockey Guide to Coach Selection will be followed as closely as possible. Strategies and questions will be discussed with the coach selection committee before the interviews if required.
- Under no circumstances shall any member of the coach selection committee have a child in the division for which the coach is being selected.
- The bench staff coordinator may hold an official team position but must meet all coach selection requirements as any other coach. If applying for a coach position, they will step aside for any decisions made for the application of the team they have applied for.
- Coaches and on-ice helpers chosen by the EVMHA Coaching Committee should be on the ice as much as possible, actively supporting player development and working together to create a positive, effective learning environment for everyone.
- Should a head coach have any questions or concerns with their bench staff, they should contact the EVMHA Bench Staff Coordinator.
- If a bench staff member is no longer fulfilling their duties, please let the EVMHA Bench Staff Coordinator know so we can remove them from the roster.

15. DUTIES AND RESPONSIBILITIES OF COACHING STAFF

The EVMHA requires a high standard of conduct from its coaching staff in dealing with players, parents, coaches, referees, and officials. The coaching staff is an integral part of the EVMHA and is expected to support the executive's decisions and abide by the EVMHA policies. The following is a list of items the association expects from coaches:

- Coaching at all levels should consist of teaching and improving the hockey skills of individual players and promoting teamwork and sportsmanship.
- It is the philosophy of the EVMHA that all participants on recreation teams receive equal ice time. Ice time lost due to disciplinary action, injuries, and suspensions does not apply. To the greatest extent possible, equal ice time should be given to players on competitive (rep/carded) teams at the coach's discretion, encouraging the development of all play.
- The coach is to ensure that each player is adequately protected, and parents are advised of the necessity for players to wear properly fitting and approved equipment.
- Team captain and alternates should shake hands with the opposing coaches and officials at the beginning of the game. Both teams shake hands at the end of the game.
- The coaching staff must have a controlled attitude towards officials. Lack of self-control will not be accepted by the EVMHA and may initiate a review and possible dismissal.
- Ice times provided must be used or returned to the ice coordinator. Repeated failure to use allotted ice may result in losing that ice slot. Should coaches trade ice times, the ice coordinator must be notified to establish responsibility for ice usage.
- Coaches are responsible for checking Spordle for suspensions and informing the players involved. Failure to do so could mean forfeiture of that game, future games, and further

disciplinary actions. Therefore, strict attention should be paid to Spordle to ensure that suspended players are correctly recorded.

- This also includes injured players, overage players, and affiliated players.
- Note: No suspended player can be on the bench with their team or any other team, nor can they act as an official or minor official until the suspension has been served.
- For more information on Spordle, see [Section 23](#).
- The maximum suspension from play that the coaching staff can impose on a player for disciplinary purposes is one game. The president and bench staff coordinator must be advised of all such suspensions. Suspensions of more than one game must have the approval of the Discipline Committee.
- Any coaching staff member who blatantly refuses to follow EVMHA Policies can be suspended from coaching indefinitely upon review and recommendation from the Discipline Committee.
- Coaches are responsible for ensuring that a qualified HCSP is available.
- The coach or a team designate ensures that dressing rooms are left clean and ready for the next team.
- Coaches should ensure they do not put themselves in compromising situations with a player. Follow all protocols of Respect in Sport.
- All coaching staff must complete their required coaching certifications by December 1st of the current season.
- Coaches must provide the parents and players with their team expectations. This should include what player commitments will be for the season.
- While on the road, players will be reminded of the team's expectations and curfews. Parents should ensure that players display appropriate behaviour and that the team's expectations are followed.
- Ensure all equipment is put away properly after every practice.
- Ensure all association goaltender equipment, sticks, bags, pylons, and sweaters are returned to the equipment manager at the end of the playing season/game.

16. DUTIES AND RESPONSIBILITIES OF TEAM MANAGERS

The team manager is appointed by the bench staff coordinator. The manager works with the coach and assistant coaches to appoint parents to other positions. The manager is the first line of communication between parents, the bench staff, and the EVMHA. The manager is responsible for calling team meetings and the season's organization. The manager's duties include, but are not limited to:

- Team managers must host a team meeting by November 15 of each season. Attendance and meeting minutes should be submitted to the EVMHA risk manager.
- Prepare a schedule and organize volunteers required for all team game activities.
- Assist the coach with arranging and scheduling games.
- Starting in U11, team managers must attend a scheduling meeting hosted by EKMHA.
 - The meeting's location, time and date will be provided at the start of each season.
 - Team managers are eligible for reimbursement when travel is required for this meeting.
 - Reimbursement will be based on the number of kilometres travelled and the mileage rate for B.C. as defined by Revenue Canada.

- Proof of travel is required for reimbursement.
- Ensure game reports have been submitted using the Spordle application. If not, the team risks suspension and fines.
- Ensure, with the coach, that players are informed of their suspensions and when they can return to team activities.
- Ensure that each player/family, team official, referee coordinator, president, ice coordinator, and webmaster receives a game and practice schedule. All changes to the team schedule must be made known to the above parties.
- Ensure all team players and officials are appropriately registered or "carded" through the registrar.
- Ensure that all the rules and policies of the association are carried out and that any deviations from these are reported to the EVMHA president.
- Ensure that all major penalties and suspensions are reported immediately to the EVMHA president, the EKMHA president, and the EKMHA district director.
- Team managers are responsible for tracking and recording all team finances.
- All team managers must complete their required certifications by December 1st of the current season.
- Team managers must attend a Bench Staff Meeting hosted by the EVMHA at the start of each season.
- More detailed information is available for team managers in the Team Manager Handbook.

17. DUTIES AND RESPONSIBILITIES OF HOCKEY CANADA SAFETY PERSON

The primary responsibility of the Hockey Canada Safety Person (HCSP) is to ensure safety is a priority during all hockey-related activities, both on and off the ice. You must play a leadership role in enhancing the safety of players and all others involved with amateur hockey. The following are some responsibilities of the HCSP:

- Implement an effective risk management program with your team to prevent injuries and accidents before they happen.
- Take a proactive role in identifying, minimizing, or eliminating risks during all activities and erring on the side of caution if ever in doubt.
- Promoting and reflecting the values of fair play and instilling these values in all participants and others involved in amateur hockey.
- Regularly check facilities and players' equipment to ensure proper fit, protective quality, and maintenance.
- Advise players and parents regarding purchasing protective gear.
 - All equipment must be CSA/BNQ approved.
- Ensure each player completes a Medical History Form, signed by their parent/guardian before October 15th or the first game played. They should be easily accessible for all team activities.
- Maintaining accurate medical history files on all players and bringing them to all games.

- Receive a basic first aid kit from the equipment manager and ensure it is available for all team activities. Include the Hockey Canada Insurance Form found on the [EVMHA website](#) under forms and information.
- Be aware of emergency procedures at home and away arenas, keeping the phone numbers for ambulances and other emergency services handy.
- Receive a doctor’s certificate from the player stating that they can resume hockey activities after missed games due to severe illness or injury.
- Implement an effective Emergency Action Plan with your team and practice it regularly to ensure all involved understand their roles.
- Recognizing life-threatening and significant injuries. If the HCSP suspects an injury requiring a player to leave the game, the parent or parent designate must be notified. All incidents should be documented, and if the player requires medical or dental treatment, the Hockey Canada Injury Report Form must accompany the player to the doctor for their signature.
- Manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary.
- If a player is injured and a parent/guardian is unavailable, the HCSP must ensure that at least two responsible adults accompany the player to the hospital. The player’s [Medical Information Sheet](#) and a [Hockey Canada Injury Report Form](#) must accompany the player to the hospital. The Hockey Canada Injury Form must be completed by the attending physician and filed promptly with the EVMHHA registrar. The HCSP must also ensure that the parent or guardian is advised of the accident.
- EVMHA encourages all HCSPs to obtain a certification with a recognized first aid program, but it is not required.
- All HCSPs must complete their required certifications by December 1st of the current season.
- Return the first aid kits to the equipment manager at the end of the season.

18. MEDICAL AND FIRST AID POLICIES

- At least one team member must have completed the HCSP Course.
- The EVMHA equipment manager supplies all first aid kits. Team management will review the contents of it before the start of the season. The equipment manager will make any necessary replacements upon request.
- Recommended first aid kit supplies: 1 good quality scissors, one bag of Ziplocs bags for ice/snow packs, one tensor bandage to be used for wrapping on ice/snow packs, one Ziploc bag with 3" x 3" gauze pads, one roll adhesive tape, one triangular bandage (sling), one bag of latex gloves, one box of Band-Aids, twenty index cards (as per BC Hockey/Hockey Canada minimum standard).
- Each player/parent must fill out a [Player Medical Information Sheet](#) with the following information: Player’s full name, date of birth, medical number, and other pertinent medical history information, i.e., allergies, existing medical conditions, etc. These forms should be stored with the first aid kit and Hockey Canada Accident Claim Forms.
- Any additional supplies can be purchased and reimbursed upon prior approval of the equipment manager.

19. DUTIES AND RESPONSIBILITIES OF TEAM PARENTS

Team Managers can delegate specific jobs to team parents to help with the organization and running of the team. This can include (but is not limited to):

- Make arrangements for team fundraising as per the association's guidelines.
- Carry out all team obligations regarding association tournaments, ticket sales, etc.
- Organize team events such as pizza parties and sporting events.
- Team parents are encouraged to complete the Respect in Sport-Parent Program offered by BC Hockey/Hockey Canada.
- Scheduling timekeepers and scorekeepers for home games.
- Hotel Bookings.

20. CERTIFICATION AND REIMBURSEMENT

- All coaches, HCSPs, team managers, on-ice helpers, and officials must have appropriate BC Hockey and Hockey Canada certifications.
- The coaches selection committee will approve all coaches, team managers, safety persons, and on-ice helpers.
- EVMHA will reimburse fees for certifications required by our EVMHA volunteers and officials. Course reimbursement will be issued at the end of the season if:
 - The volunteer or official has fulfilled their duties throughout the entire season.
 - A request for reimbursement has been made by emailing the Bench Staff Coordinator the appropriate receipts.
 - Receipts must be submitted as attachments to emails.
- Coaches requesting to take courses but are not actively coaching must pay their own expenses.
- Failure to produce the appropriate receipt will result in no reimbursement.
- Any courses above and beyond what is required for the season will not be reimbursed.
- EVMHA will pay for all Hockey Canada insurance costs of team officials.

21. ATTENDING TOURNAMENTS

Minor Hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play and fun. Guidelines are as follows and will be strictly adhered to. Any exceptions require approval from the EVMHA president before the tournament date.

- All tournament arrangements must be in accordance with all Hockey Canada, BC Hockey, EKMHA, and EVMHA rules and regulations.
- Tournaments (and related expenses) are optional for all families.
- Tournament fees should be paid using player payments or money earned through individual team fundraising (see [Section 10 Fundraising Policies](#)).

- For more information on paying for tournaments, please see the Team Manager’s Handbook available on the EVMHA website.
- Teams may enter only sanctioned tournaments.
- At all times, good manners and sportsmanship are to be displayed by players, coaching staff, and parents.
- Appropriate travel documentation and travel permits must be obtained before attending tournaments.
 - Please see the team manager manual for information on how to acquire travel permits.
- Travel insurance and extended medical coverage to suit the situation should be obtained if necessary.
- Coaches or managers are allowed to make tournament deals such as reciprocating participation.
- Parents or guardians are responsible for their children while they are not participating in games. Coaches will remind players of team expectations and curfews, and the players are responsible for adhering to them.
- Player and team management suspensions are in effect when travelling and apply to all tournament, exhibition, and league play activities.
- The EVMHA recommends that no player is permitted to drive themselves to any sanctioned ice time. EVMHA will not be responsible for players who do not have parental supervision while attending minor hockey events.

22. EXHIBITION GAMES

Exhibition games are additional games played by teams that are not league games nor games played at tournaments. EVMHA will cover the costs for up to four (4) exhibition games a season. Teams must pay additional fees if they exceed their four (4) game limit.

22.1. U7 and U9

- U7 and U9 teams do not belong to a league. Instead, the EVMHA works with surrounding minor hockey associations to organize a series of exhibition games.
 - These games do not count against the allowable four exhibition games per season.
 - Team managers must attend a scheduling meeting with the other associations to determine a game schedule. The EVMHA Half-Ice Coordinator will arrange this meeting.
 - The EVMHA determines the game format and rules.
- Appropriate travel permits must be obtained before attending exhibition games.
 - Please see the team manager manual for information on how to acquire travel permits.

22.2. U11, U13, U15, and U18

- Player and team management suspensions are in effect when travelling and apply to all tournament, exhibition, and league play activities.

- The EVMHA recommends that players not drive themselves to any sanctioned ice time. EVMHA will not be responsible for players who do not have parental supervision while attending minor hockey events.
- Appropriate travel permits must be obtained before attending exhibition games.
 - o Please see the team manager manual for information on how to acquire travel permits.

23. LEAGUE GAMES

Once players reach U11, EVMHA teams begin league play. Most teams play in the East Kootenay Minor Hockey League, with occasional participation in West Kootenay leagues.

23.1. Important Information about league games:

- League rules and policies will be distributed to team managers each season at the league scheduling meeting.
- League games should always take priority over exhibition and tournament play.
- Failure to reschedule cancelled league games will result in a substantial fine (upwards of \$1000.00). Managers struggling to reschedule league games should contact the EVMHA president for support.

24. SPORDLE

Starting in U11, BC Hockey requires teams to submit electronic game sheets using the Spordle application. The Spordle application can be accessed on any tablet or device. If necessary, EVMHA has tablets available for use. Contact the EVMHA president for more information. Tutorials for Spordle are available on the [BC Hockey Website](#). Failure to submit the e-game sheet to Spordle within 48 hours of your game will result in a fine for your team.

24.1. Major Penalties

- Any major penalties or suspensions must be reported immediately to the EVMHA President, the EKMHA President, and the EKMHA District Director.
- If major penalties happen while playing in the East Kootenay, all EKMHA rules for suspension will apply.
- If major penalties happen while playing outside of the East Kootenay, Hockey Canada rules will apply or the rules of the host tournament.

25. EQUIPMENT

25.1. Goaltending Gear

- EVMHA will provide goaltender gear for all teams up to and including U11.
- Goaltender reimbursement requests are not accepted.

25.2. Pucks, Pylons, On-ice/Off-ice Equipment

- All teams will be responsible for their team pucks supplied by EVMHA. They must be returned at the end of the season. Any missing pucks (over 20% loss) will be charged back to the team.
- Practice equipment must be returned to the lockers neatly and relocked after all ice sessions. Any damage to equipment must be reported to the equipment manager immediately so that it can be fixed or replaced. Continued negligence and misuse of the equipment will result in the equipment no longer being available for use.

25.3. Jerseys

- The EVMHA provides teams with game jerseys.
- Each EVMHA team is required to assign a minimum of one (1) Jersey Parent for the season. The Jersey Parent will be responsible for the care, transport, and management of the team's game jerseys.
- Responsibilities of the jersey parent(s) include:
 - Transporting jerseys to and from all scheduled games and tournaments.
 - Washing, drying and caring for the jerseys.
 - Reporting any lost or damaged jerseys to the team manager.
- Name bars, C's, and A's may be sewn onto the team jerseys.
- Jerseys must be returned clean and in good condition within two weeks of the end of the season.
- If not returned, fees associated with jersey replacement cost will be charged to the player. If not paid fees may be added to the player's registration fees the following season. The family will be considered not in good standing with the association until all debts are paid or jerseys are returned.
- An EVMHA Jersey Care and Maintenance Form is available on the [EVMHA Website](#).
- Contact the EVMHA equipment manager for information on team socks and name bars.

26. SOCIAL MEDIA

EVMHA recognizes the value of social media and the importance of social networking. Parents, players, bench staff, volunteers and officials should conduct themselves respectfully on the ice, off the ice and using social media. All of BC Hockey's social media policies can be found in the BC Hockey Policy Handbook. When using social media, EVMHA members should follow these guidelines:

- Avoid posting private information about yourself, your team or anyone else.
- Keep all posts accurate, enthusiastic and respectful.
 - Social media should portray a positive image of the participant, team, EVMHA, EKMHA and BC Hockey.
- Inappropriate comments, pictures, videos, racial slurs or threats are prohibited.
 - EVMHA has a zero-tolerance for bullying; this includes cyberbullying.
- Follow the 24-hour rule. If you see something online that upsets you, wait 24 hours before addressing the issue.

- We recognize that sometimes it is better to address social media as soon as possible. If you feel someone has posted something that should be dealt with urgently, reach out to your coach or team manager to help you.

Any complaints or concerns regarding social media should be dealt with at the team level. Coaches and managers should work with their team members to develop positive social media habits. If coaches or managers cannot resolve an issue, or if there are any reports of cyberbullying, the EVMHA president should be informed. Any member who has violated the EVMHA social media guidelines may be subject to a hearing by a disciplinary committee as per the EVMHA Bylaws.

27. FILING A COMPLAINT OR CONCERN

The EVMHA policy establishes a clear, respectful, and consistent process for raising and resolving complaints or concerns in accordance with Elk Valley, BC Hockey and Hockey Canada principles (and Universal Code of Conduct to Prevent and Address Maltreatment in Sport). The intent is to encourage open communication, resolve issues at the appropriate level, and ensure the safety and well-being of all participants.

This policy applies to all complaints or concerns, including but not limited to:

- Coaching decisions or conduct
- Player behaviour
- Parent, guardian, or spectator behaviour
- Officials
- Team operations
- Safety or welfare concerns
- Any matter impacting the team or Association environment

27.1. Safety Concerns

Safety concerns are an exception to the 24-hour rule.

- Any concern involving player safety, injury risk, or immediate danger should be reported immediately.
- Safety concerns must be brought directly to the Team Manager, as they are typically best positioned to act quickly.
- The Team Manager may immediately involve the Team Safety Person, Head Coach, or Association officials as required.

27.2. Non-safety related concern's

Except for safety-related matters, all individuals must observe the 24-hour rule.

- No complaints or concerns may be raised within 24 hours of a game, practice, or incident.

- This cooling-off period allows time for reflection and promotes productive dialogue.

All non-safety related concerns must first be brought to the team manager. If the team manager has a real or perceived conflict of interest, the concern may be raised with another member of the team bench staff, in the following order:

1. Head Coach
2. Assistant Coach
3. Team Safety Person

Every reasonable effort must be made to resolve concerns at the team level. Bench staff are expected to work collaboratively to address concerns in accordance with Elk Valley, BC Hockey and Hockey Canada policies. Many concerns can be resolved through clarification, discussion, or informal mediation. If a concern cannot be resolved at the team level, it may be escalated.

- The concern should be brought to the Association President (or designate).
- Concerns must be submitted in writing via email.
- The President may involve additional board members, discipline committees, or external governing bodies as appropriate.

Teams may choose to appoint a Team Liaison (a volunteer parent) to serve as an additional communication resource for families. Parents who do not feel comfortable approaching bench staff directly may bring forward concerns through the Team Liaison. The appointment of a Team Liaison is optional and may be discussed and determined at the team meeting at the start of the season.

27.3. Officials (Referees and Linesmen) Complaints

Complaints or concerns regarding Referees and Linesmen must follow a specific process.

- All complaints regarding officials must be submitted in writing to the Joint EVMHA/FMHA Referee Coordinator.
- This process is intended to address serious concerns related to conduct, professionalism, or safety.
- This process is not intended for concerns related solely to judgment calls or dissatisfaction with how a particular game was officiated.

Concerns deemed to be serious will be reviewed and addressed by the Joint Referee Coordinator, with assistance from:

- The Elk Valley Referee-in-Chief, and/or
- Representation from both the EVMHA and FMHA Boards, as appropriate.

Concerns involving officials should still respect the 24-hour rule unless the matter involves an immediate safety concern.

28. FAIR PLAY

- EVMHA expects coaches and team officials to ensure EVMHA players receive fair ice time during games and practices, including banner tournaments and provincials.
- This means that, regardless of an individual's skill level, all players should be provided an equitable opportunity to develop and contribute to their team's success.
- Coaches should ensure that all players receive exposure to as many tactical and situational aspects of the game as possible. This includes, but is not limited to:
 - o Penalty killing/power-plays.
 - o Important face-off situations.
 - o Over-time/shoot-outs.
- Hockey is a dynamic, fast-paced game with various factors beyond the coach's control. As such, the EVMHA recognizes that providing equitable ice time for every player is not always possible. Some of these factors include (but are not limited to):
 - o Player fatigue and injuries.
 - o Penalties.
 - o Illnesses or absences.
 - o When gameplay results in extended time spent in the defensive zone, delaying shift change.
 - o Equipment failure
- Coaches are permitted to restrict player ice time when a player has displayed behaviour contrary to EVMHA expectations and the player code of conduct.
- Ice time may also be restricted if a player's conduct undermines the team's ability to compete effectively.
- Examples of behaviour which may warrant a disciplinary ice-time reduction include (but are not limited to):
 - o Bullying on or off the ice.
 - o Excessive/inappropriate penalties.
 - o Disrespectful behaviour or language directed towards bench staff, game officials or teammates.
 - o Unsportsmanlike behaviour.
 - o Violence or other behaviours likely to cause injury to another player/participant.
- If a player's ice time is reduced for disciplinary reasons, coaches must ensure the player understands why and the positive behaviour modifications that will prevent it from happening again.
- Repeated behaviour resulting in ice-time restrictions should be discussed with the player's parent or guardian.
- Parents concerned about their player's ice time are encouraged to discuss the situation with their coaches. Parents should always follow the 24-hour rule before approaching bench staff with their concerns.

29. ATHLETE'S CODE OF CONDUCT

In personal development, as well as athletic development, the athlete plays a critical role. They must understand and respect their relationship and the commitment required as a team member. The athlete must also recognize that to achieve success, they should understand the values and goals of BC Hockey. Thus, how an athlete regards their sport often depends upon their level of behaviour and ability to understand team concepts. The following code of conduct has been developed to aid the athlete in achieving a level of behaviour that will allow the athlete to become a well-rounded, self-confident and productive human being. Players should remember they are ambassadors for EVMHA, their community, and their families and should govern themselves accordingly on the road, in their community, and in any hockey arena.

Athletes have a responsibility to:

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief, or economic status.
- Direct comments or criticism towards the performance rather than the individual.
- Consistently display high personal standards and project a favourable image of their sport.
- Refrain from public criticism of athletes, coaches, or officials.
- Abstain from the use of tobacco products.
- Abstain from drinking alcoholic beverages or using performance-enhancing or mind-altering drugs.
- Refrain from profane, insulting, harassing, or otherwise offensive language.
- Follow the annual training, competitive programs, and rules of conduct as mutually agreed upon by coaches and athletes.
- Participate in all team testing and satisfy all team program testing objectives.
- Provide the coaches with the results of their strength and dry land training.
- Communicate and cooperate with registered medical practitioners in diagnosing, treating, and managing medical problems. Respect their concerns for the athlete's health and well-being when making decisions regarding their ability to play or train.
- Regularly seek ways of increasing your athletic development and self-awareness.
- Uphold the sport's rules and the spirit of such rules and encourage other athletes to do the same.
- Treat opponents and officials with respect both in victory and defeat. Encourage other athletes to act accordingly.
- Be aware of the role sports play in all athletes' lives and respect the pressures that may be placed on yourself and other athletes as you strive to balance the physical, mental, emotional, and spiritual elements of your lives.

Athletes must:

- Report any individuals who may request sexual favours or threats of reprisal for rejection.
- Participate in a manner that ensures the safety of athletes, coaches, and officials also participating in the game.

- Respect other athletes' dignity: Verbal or physical behaviours that constitute harassment or abuse are unacceptable.
- Never advocate or condone the use of drugs or other banned performance-enhancing substances.
- Never use or condone the use of alcohol.

30. COACHING CODE OF CONDUCT

The athlete/coach relationship is a privileged one. Coaches play a critical role in their athletes' personal and athletic development. They must understand and respect the inherent power imbalance in this relationship and be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sports organization are channelled. Thus, how an athlete regards their sport often depends on the coach's behaviour. The following code of conduct has been developed to aid coaches in achieving a level of behaviour that will allow their athletes to become well-rounded, self-confident, and productive human beings. Although this code is directed toward coaching conduct, it equally applies to other members of the "Team Leadership Staff," i.e., managers, trainers, equipment personnel, etc. It is assumed that these people act in cooperation with one another to construct a suitable environment for the athlete.

Coaches have a responsibility to:

- Treat everyone fair within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief, or economic status.
- Direct comments or criticism towards the performance rather than the athlete.
- Consistently display high personal standards and project a favourable 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 while in the presence of their athletes.
- Abstain from drinking alcoholic beverages when working with athletes.
- Discourage alcohol use during athletic events or victory celebrations at the playing site.
- Refrain from profane, insulting, harassing, or otherwise offensive language in the conduct of their duties.
- Ensure that the activity suits the athletes' age, experience, ability, and fitness level. Educate athletes about their responsibilities in contributing to a safe environment.
- Communicate and cooperate with registered medical practitioners in diagnosing, treating, and managing their athletes' medical and psychological problems. Consider the athletes' future health and well-being when deciding on an injured athlete's ability to continue playing or training.
- Recognize and accept when to refer athletes to other coaches or sports specialists. Allow athletes' goals to take precedence over their own.
- Regularly seek ways of increasing professional development and self-awareness.
- Treat opponents and officials with respect 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.

- In the case of minors, communicate and cooperate with the athletes' parents or legal guardians, involving them in management decisions about their child's development.
- Be aware of the many pressures placed on athletes as they strive to balance their physical, mental, emotional, and spiritual aspects and conduct practices and games to allow optimum success.

Coaches must:

- Ensure the safety of the athletes with whom they work.
- At no time become intimately and sexually involved with their athletes. This includes requests for sexual favours or the threat of reprisal for rejecting such requests.
- Respect athlete's dignity: verbal or physical behaviour that constitutes harassment or abuse is unacceptable.
- Never advocate or condone the use of drugs or other banned performance-enhancing substances.
- Never provide under-age athletes with alcohol, nor encourage its use.

31. OFFICIATING CODE OF CONDUCT

The officiating program plays an integral role in the sport of hockey. Officials must recognize their impact on the game, its participants, and their fellow officials. Program leaders must acknowledge the need to instill the highest values and their effects on aspiring officials. The following Officiating code of conduct has been developed to aid the officiating program in achieving a level of behaviour that will allow all officials to become self-confident and productive human beings.

Officials have a responsibility to:

- Treat everyone fair within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief, or economic status.
- If this is part of your role, direct comments or criticism of the performance rather than the individual.
- Consistently display high personal standards and project a favourable image of their sport and officiating.
- Refrain from public criticism of participants and fellow officials.
- Abstain from the use of tobacco products while in the presence of their officials.
- Abstain from drinking alcoholic beverages when officiating and working with officials.
- Refrain from profane, insulting, harassing, or otherwise offensive language in the conduct of their duties.
- Educate and ensure high standards of risk management are maintained.
- Treat all other hockey participants with 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 or sexually involved with other officials. This includes requests for sexual favours or the threat of reprisal for rejecting such requests.
- Respect participants' dignity: verbal or physical behaviour that constitutes harassment or abuse is unacceptable.
- Never advocate or condone the use of drugs or other banned substances.
- Never provide underage participants with alcohol, nor encourage its use.

32. VOLUNTEER'S CODE OF CONDUCT

Volunteers play a critical role in sports organizations' operations and activities. Through their responsibilities, the volunteer receives rewards such as personal development, recognition, feedback, a tie to family and community, and the personal satisfaction of helping others. In return, the volunteer is expected to conduct their efforts in a manner that will allow the values and goals of the sports organization to be achieved. Thus, how a participant regards their sport often depends on the volunteer's leadership. The following code of conduct has been developed to assist volunteers in achieving a level of behaviour that will allow sports participants to become well-rounded, self-confident, and productive human beings.

Volunteers have a responsibility to:

- Treat everyone fair within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief, or economic status.
- Direct comments or criticism of the performance rather than the person.
- Consistently display high personal standards and project a favourable image of their sport and volunteering.
 - o Refrain from public criticism of fellow volunteers, athletes, and officials.
 - o Abstain from the use of tobacco products while in the presence of children.
 - o Abstain from drinking alcoholic beverages when performing your volunteer duties.
 - o Discourage alcohol use during athletic events or other activities at the playing site.
 - o Refrain from profane, insulting, harassing, or otherwise offensive language in the conduct of their duties.
- Through proper risk management, ensure that the activity undertaken by both volunteers and participants is suitable for the individual's age, experience, ability, and fitness level.
- Take the initiative to learn, respect, communicate and adhere to the rules and regulations established for the sport.
- Regularly seek ways of increasing professional development and self-awareness.
- Treat members of other sports 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.
- Attend to your volunteer duties, as directed, promptly.
- In the case of minors, communicate and cooperate with the parents or legal guardians, involving them in management decisions about their child's development.

- Be aware of the role sport plays in everyone's lives and respect the pressures that may be placed on all participants, including volunteers, as they strive to balance their lives physically, mentally, emotionally, and spiritually.

Volunteers must:

- Ensure the safety of the people with whom they work.
- Abide by the sexual abuse policy of your sport.
- Respect the dignity of others; verbal or physical behaviour that constitutes harassment or abuse is unacceptable.
- Never advocate or condone the use of drugs or other banned performance-enhancing substances.
- Never provide underage participants with alcohol.

33. WEBSITES OF REFERENCE

More information can be accessed using the following websites:

1. [EVMHA Website](#)
2. [BC Hockey Website](#)
3. [Hockey Canada Website](#)
4. [East Kootenay Minor Hockey Association Website](#)