



PORT MOODY AMATEUR HOCKEY ASSOCIATION POLICY MANUAL

Updated September 2015

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The Policy Manual is a living document. When changes are made by the Board of Directors the cover page will indicate the date when this manual was last updated.

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1. ADMINISTRATION

1.1. Interpretation: Where policies contained within this PMAHA Policy Manual conflict with PCAHA Bylaws, Rules and Regulations, the latter shall take precedence. Where policies contained within the PMAHA Policy Manual conflict with other PMAHA policies not included in this manual (and excepting the PMAHA Constitution and Bylaws), the contents of this manual shall take precedence.

1.2. Website: PMAHA will maintain the website at www.PMAHA.com. It will be the responsibility of the President or designate(s) to make any changes or updates to the website.

1.2.1 Website Advertising Policy:

The purpose of this policy is to establish basic guidelines governing the sale of advertising to be posted on the PMAHA website.

All advertising placed on the website shall be approved by the Board prior to being launched on the website and shall be deemed to meet community standards appropriate to our members.

Third party advertising placed by our website provider will not be allowed.

The PMAHA Board retains the right to limit the amount of advertising supported by our website.

The PMAHA Board retains the right to grant “preferred status” to entities that either directly support minor hockey in our community or conduct business which is deemed to enhance the hockey experience for our members.

Advertising will be offered for sale based on a rate schedule established by the Board.

Advertising rights may be granted as part of any sponsorship agreement negotiated with PMAHA and approved by the Board.

All revenue generated by the sale of advertising on the webpage will be retained by the Association and allocated as deemed appropriate by the Board.

- 1.3. Media: The President or designate shall be responsible for all news releases from the association with the exception of individual game and tournament reports.

All comments with regards to the Association and any interaction with the news media concerning any business with the Association should be referred to the President for comment.

- 1.4. Letterhead: Blank Association letterhead will not be given out to anyone other than the President, Vice-Presidents, Treasurer, Registrar or Secretary of the Association. Any Board member requesting a letter to be sent on PMAHA letterhead will contact the Secretary. The reason for the request will be disclosed.

- 1.4.1 PMAHA letterhead shall not be photocopied by anyone or used for any purpose without the written permission of the President

- 1.4.2 PMAHA letterhead may not be used by any team or individual to solicit funds for their own purposes.

- 1.5. Addressing the Board of Directors: Members of the Association wishing to address the Board at one of their regularly scheduled Board Meetings, must contact the Secretary of the Association at least 48 hours prior to a meeting. Members will address the Board at the beginning of the scheduled meeting. Issues will be discussed under the appropriate agenda item.

- 1.6. Mail Out: Lists of Association member's names are the property of PMAHA and will NOT under any circumstances be released to any agency or person other than as required by law. PMAHA may use Association member's information for the purposes detailed in Section 10.7.

- 1.7. In-Camera Policy

In an effort to uphold the best interests of the Association and its members, the Board believes that specific issues should be dealt with by private discussions in "in-camera" sessions.

GUIDELINES

1. An approved motion for the Board to go 'in-camera' shall result in the exclusion of all persons except members of the Board.

2. All individuals, including Board members, who may be deemed to be in conflict of interest will be removed from the room during the in-camera discussion.
 3. While meeting “in-camera” the Board may request certain persons to appear for the purpose of providing information to the Board on the topic under discussion.
 4. The Board will revert to “in-camera” sessions when dealing with personal and private matters pertaining to:
 - a. Individual coaches
 - b. Individual team officials
 - c. Individual players
 - d. Individual members of the Association
 - e. Litigation involving the Board or Association
 - f. Other topics that a seventy-five (75%) percent of the Board members present feel should be held in private in order to serve the best interests of the association
 5. Discussions during an “in-camera” session are confidential and are not to be discussed outside of the in-camera session.
- 1.8. Agenda and Minutes – Each board member will submit a brief report 48 hours prior to each meeting. A Board member must submit to the Secretary, any items they wish included on the Agenda, including an estimated time requirement. Any items requiring additional discussion by the end of a Board meeting will be a priority action item at the next scheduled meeting. Minutes from each meeting will be distributed by the Secretary to the members of the Board.

2. REGISTRATION

- 2.1. PMAHA will make all reasonable efforts to ensure Players wishing to register and play hockey in Maple Ridge and Pitt Meadows shall be permitted to do so.
 - 2.1.1. No player shall be allowed on the ice until he/she is registered with the Association and proper documentation is filed with PMAHA, and approved by all relevant governing bodies.
 - 2.1.2. Coaches are not permitted to allow any player on the ice prior to receiving confirmation from PMAHA that the player has been properly registered with the Association.
- 2.2. The Board of Directors, at its discretion, may submit a zero tolerance letter (related to any previous violation of the Code of Conduct) to any player or parents of a player before registration is accepted.
- 2.3. Team size shall be based on registration numbers. The Association will endeavour to place seventeen (17) players on every team; fifteen (15) players and two (2) goalies. Only the Board of Directors can approve any change in team size and/or composition.
- 2.4. Association Fees: Registration fees shall be determined each year by the Board of Directors, after recommendation by the Finance Committee.
 - 2.4.1. PMAHA will charge those players in 'A' hockey an 'A' Level Player Fee that will cover the additional costs associated with playing at this level (i.e.: extra ice, referees, carding etc). These fees will be determined at the start of the season by the Finance Committee and approved by the Board. This player fee will be paid directly to the Association.
- 2.5. Refund / Cancellation Policy:
 - 2.5.1. Cancellations can be made at any time. Please be aware that refunds are based on the following:
 - 2.5.1.1. Cancellations received before:
 - August 15th - Refund less \$50 Administration Fee
 - September 30th - Refund less 25% of base registration fee
 - October 31st – Refund less 50% of base registration fee

- November 1st or later: NO REFUND – Exceptional circumstances may be reviewed at the discretion of the Board of Directors.
- 2.5.1.2. Refund/Cancellation requests must be accompanied by the PMAHA Cancellation Form stating the reasons for such a request.
 - 2.5.1.3. Requests for refund of the 'A' Program Evaluation Fee for any reason are only permitted prior to June 30th. Requests for refund of the 'A' Program Evaluation Fee submitted after June 30th will be considered under exceptional circumstances and may be reviewed at the discretion of the Board of Directors.
- 2.5.2. Method of registration for all current members of the Association will be listed on the PMAHA website and distributed through the newsletter.
 - 2.5.3. Priority Registration – Returning Players: Online registration for returning PMAHA players will be announced annually via email, newsletter and posted on the website. The closing deadline for priority registration will be May 31st of each year.
 - 2.5.3.1. Any players registered with PMAHA the previous year shall have access to priority registration.
 - 2.5.3.2. Players who are registered the previous season, but left due to injury or for medical reasons will be given priority registration so long as a doctor's note has been provided.
 - 2.5.3.3. Players placed on joint teams in a neighboring association because the division was full the previous season will be given priority registration.
 - 2.5.3.4. PMAHA players who played Junior, Major Midget or in a hockey academy program the previous season shall be allowed to register as a returning player in the current season.
 - 2.5.3.5. Players released from PMAHA to Junior, Major Midget or a hockey academy in the current season will be permitted to return by January 10th of the current hockey season, provided they are properly registered, the PMAHA coach is agreeable and a player will not be displaced. If accepted onto a PMAHA team, the player must immediately pay the registration fees due in order to be permitted onto the ice for practices or games. Registration rates will be as follows:

- Return date up to and including October 31 – full rate
- Return date on or after November 1 but before December 31 – 75 % of rate
- Return date on or after January 1 – 50% of rate

2.6. Open Registration: Dates for open registration will be determined by the Registrar.

2.6.1. PMAHA players who do not register using the priority registration will cease being members of the PMAHA. Any returning players after this date will be considered new players.

2.6.2. New Players will be placed on a waiting list in the order in which they have registered.

2.6.3. Player's privileges in PMAHA are rescinded with the refunding of registration fees. Players choosing to return will be considered new players and placed on the waitlist.

2.6.4. New players will be given priority if a sibling is already registered with PMAHA.

2.6.5. New players will be taken off waiting list in order as space is available.

2.6.6. New players and first time players/goalies registering with PMAHA may be reviewed by the President, Vice President of 'C' Hockey and the respective Division Manager before confirmation of acceptance for Peewee and above where a safety concern is identified.

2.7. Waiting List: A waiting list of prospective players will be maintained each year. The names shall be recorded by order in which they are received for various divisions.

2.8. Players shall be taken from the list in the order in which they are received. Goalies needed to fill team rosters may be exempt.

3. FINANCIAL

- 3.1. Registration rates for the next season will be announced prior to the Annual General Meeting.
- 3.2. All registration fees are due by August 31st of each year. Alternate arrangements for late payments may be arranged with the Treasurer.
- 3.3. The Juvenile team(s) final roster and paid registration is due by September 30th. Released athletes will receive a full refund of registration fees paid. Evaluation fees are non-refundable.
- 3.4. 'A' Program evaluation fees must be paid by August 1st. Athletes will not be permitted on the ice for 'A' Program evaluations if this fee is not paid in full by this date.
- 3.5. All returned cheques will be subject to a \$35.00 service charge.
- 3.6. Board members who incur expenses related to their position, must submit original receipts and a completed PMAHA Board of Directors Reimbursement Form to the Treasurer for reimbursement.
- 3.7. Any Association purchases valuing over \$1000 from a single vendor must receive a minimum of three quotes before selecting a vendor. These quotes must be submitted with the board member's respective budget to the Finance Committee.
- 3.8. The Finance Committee will present an Association budget for approval to the Board of Directors prior to the announcement of the Annual General Meeting. Board members requesting funds to be allocated within the budget will provide their budget and supporting documentation to the Finance Committee.
- 3.9. PMAHA does not refuse any athlete who cannot play the game of hockey due to financial hardship.
 - 3.9.1. PMAHA members are eligible for numerous external subsidy programs. The PMAHA Subsidy Committee is available to help those families facing financial hardship to access the subsidy programs available.
 - 3.9.2. Members exhausting all other avenues of financial assistance may be considered for special subsidy of their registration fees from PMAHA. HOCKEY PROGRAMS**

PMAHA is committed to providing both recreation and competition in our minor hockey programs. PMAHA believes that these are not mutually exclusive. By its nature, hockey is a competitive sport. It is also, however, a great opportunity to simply have fun playing a game. PMAHA believes that both of these objectives can be met throughout both our 'C' and 'A' programs.

PMAHA's goal is to provide an objective and challenging approach to hockey at every level for our 'C' and 'A' Programs. PMAHA's goal is to ensure that all athletes are challenged, yet still playing at a level where they are best suited to develop and truly enjoy the game of hockey. During the course of the evaluation process, PMAHA will prepare a comprehensive evaluation of each athlete. In support of the evaluation process, all PMAHA athletes will continue to be evaluated at the beginning, the middle and end of each season. One of the primary goals is to provide our athletes with the best opportunities to progressively develop their respective skill set, with the common goal of graduating athletes to the next level from year-to-year.

PMAHA will respect the Hockey Canada age guidelines for each division of hockey. Except for extraordinary circumstances, athletes will be placed within their applicable age group. Any athlete requesting the opportunity to be evaluated at a higher age level must provide a written request to the applicable program coordinator. Parents are reminded that these requests are not generally granted.

3.10. 'C' Program

Philosophy

PMAHA's 'C' program is designed to provide an opportunity for athletes of varying abilities to play the game of hockey and develop their skills to the level the athlete desires. PMAHA is committed to providing these athletes with a variety of 'skill development' sessions throughout the season. PMAHA strives to keep the costs of playing 'C' hockey as affordable as possible, while still providing a developmental hockey program.

4.1.1. Coaching

'C' Program teams are typically coached by volunteer parents within the association. These people are a very critical element of our association, and PMAHA values their contributions greatly.

4.1.1.1. Coach Selection Process

Individuals interested in becoming a coach within our 'C' Program are encouraged to apply via the application found on the PMAHA website.

- All applications will be reviewed by the Coaching Coordinator, Program coordinator and the VP of 'the relevant Division which will comprise the 'C' Coach Selection Committee.
- All applications will be considered, however preference will be given to those that have demonstrated a commitment to the goals and values of PMAHA.
- The 'C' Coach Selection Committee will select coaches from the applications reviewed, and submit recommendations to the Board of Directors for review and approval. PMAHA reserves the right to appoint coaches as needed.
- The Board will only overturn a recommendation from the Committee in situations where PMAHA becomes aware of significant information that conflicts with the image and values of the Association. This will require a two-thirds majority vote to overturn the recommendation.
- Upon Board approval, Head Coaches will be assigned a team by their respective division managers, and should begin planning their season.
- Coaches are officials of the Association and represent the Board of Directors as well as the Association. This appointment can be withdrawn at any time.

4.1.1.2. Coach Expectations

PMAHA coaches are expected at all times to be respectful, supportive and committed to our core values. They are to uphold the bylaws, policies and rules of PMAHA at all times. Coaches and other team officials must also familiarize themselves with Hockey Canada, BC Hockey and PCAHA rules and regulations. There is no excuse for not knowing the Bylaws, policies or rules and regulations. Coaches are role models for our young athletes, and must keep this in mind, regardless of the situation.

4.1.1.2.1. Once the team has been selected, the Coach must call a

team meeting prior to the team's first league game to introduce themselves to the athletes and parents and apprise the team and parents as to what to expect for the upcoming season.

4.1.1.2.2. Ensure two team officials remain in or near the dressing room at all times when their team's athletes are present.

4.1.1.2.3. Endeavour to improve the hockey skills of all PMAHA athletes and instill in them an attitude of good conduct and sportsmanship.

4.1.1.2.4. Ensure that appropriate fair play guidelines are adhered to as per PMAHA and PCAHA rules & regulations.

4.1.1.2.5. Attend coaching clinics; continually upgrade their Hockey Canada Coaching levels as required by PCAHA, BC Hockey and Hockey Canada.

4.1.1.2.6. Responsible for the team equipment and administer the Association's Policy with regard to the use of equipment.

4.1.1.2.7. Perform regular equipment checks of all athletes on their team.

4.1.1.2.8. Ensure uniforms are being treated and cared for appropriately.

4.1.1.2.9. Immediately report all suspensions to their Division Director and the VP of 'C' Hockey.

4.1.1.3. Qualifications

4.1.1.3.1. All coaches will be required to attain and maintain all certifications required by BC Hockey relevant to the level at which they are coaching.

4.1.1.3.2. Costs associated with acquiring these certifications are eligible for reimbursement from their respective team(s).

4.1.1.3.3. All Coaches are required to complete a Criminal Records

Check (with vulnerable sector check) every 2 seasons.

4.1.1.4. Dress Code

'C' Program Coaches are encouraged to wear an PMAHA approved jacket with clean pants or an PMAHA approved track suit (available exclusively from our preferred supplier) for all ice times.

4.1.1.5.

Team Communications

It is expected that Head Coaches conduct a parent meeting prior to the first league game of the current season. In this meeting, the Head Coach along with the manager and treasurer is expected to communicate the following:

- Team Budget (in an approved PMAHA format)
- Plans for the season (tournaments, team functions, etc.)
- Expectations for Athlete/Parent conduct (as per PMAHA code of conduct)

A suggested format for the team meeting will be available in the Resources section on the website.

All team officials should remain in contact and notify one another if they are unable to attend team functions.

Additionally, Head Coaches are expected to keep an open line of communication with their parent group at all times. Head Coaches are reminded that they are to behave in a professional, courteous manner at all times, even when others are not.

4.1.1.6. Team officials Selection

Head Coaches are encouraged to select up to three (3) Assistant Coaches, a team Manager, and an HCSP certified Safety Person. These can be from amongst the parent group of their team, or outside the team, if desired.

The Head Coach's proposals for these team officials must be submitted in advance and approved by their respective Division Manager, in consultation with the VP of their respective division. This approval must be received prior to communicating to the potential candidates.

4.1.2. Athlete Evaluation Process

PMAHA will conduct athlete evaluations within the month of September of the current season. These evaluations are designed to provide the information necessary to build teams that comply with PCAHA rules regarding 'C' team balancing.

Each season, the Director of program Development, coach coordinator and the VP of the division will determine the format for these evaluations. The program may vary from year to year depending on ice availability and scheduling.

The Director of program Development, along with the appointed coaches from each division will comprise the 'C' Athlete Evaluation Committee, and will work collaboratively to determine the skill level of each individual athlete. These skill level evaluations will be used to select athletes for placement on PMAHA 'C' teams.

4.1.3. Team Selection Process

Team selection for all 'C' teams will be completed on a 'Double-Blind' basis. This process is designed to eliminate bias, and should produce 'balanced' teams more efficiently.

The 'Double Blind' process:

- All athletes are evaluated in a consistent manner
- All athletes are 'ranked' in order of their aggregate score, a list of which is provided to all involved in the team selection process. Athlete's names will NOT be included in the printed list.
- Selector's names will be placed in a hat and drawn at random to determine draft order.
- Selectors choose from the list in a serpentine fashion (1st, 2nd, 3rd, 4th, 5th,

6th, 6th, 5th, 4th, 3rd, 2nd, 1st, and then back again) until all athletes have been placed onto a 'team'.

- Once complete, these 'teams' will be placed into a hat and drawn at random by each coach. This will be their 'team'.
- If the Head Coach's child is not assigned to his/her team, then a trade will take place between his/her team and the team containing his/her child. The athlete to be 'traded' will be of similar skill and rating. These trades are to be approved by the Director program Development and the VP of the division.
- Additionally, each team may need to 'trade' athletes to make sure there are equal numbers of assistant coaches available to each Head Coach. Only similarly skilled athletes may be traded. These trades are to be approved by the Director of program Development and the VP of the division.

4.1.4. Playing Guidelines

4.1.4.1. Fair Play

PMAHA 'C' Program Head Coaches are reminded that 'C' level hockey, although competitive in nature, is first and foremost a recreational program. All athletes on a team shall be provided with fair and equitable ice time. Coaches are not permitted to 'shorten their bench' or to 'bench' athletes, except in extraordinary circumstances.

Such circumstances could include, but are not limited to, progressive team discipline, excessive penalties and safety-related concerns. Head Coaches are reminded that they must keep their Division Manager apprised of any circumstances the Head Coach deems extraordinary.

4.1.4.2. Player Affiliation

4.1.4.2.1. Player affiliation must comply with PCAHA rules. Coaches are expected to familiarize themselves with these rules prior to requesting the use of affiliate players.

4.1.4.2.2. Affiliate Players shall not be brought up to the higher team without the permission of both Division Managers.

- 4.1.4.2.3. Division Managers will keep a record of all games played at the higher level by affiliate players to ensure they do not exceed the number of games authorized by PCAHA.
- 4.1.4.2.4. Coaches are expected to encourage affiliated players to accept any opportunity to participate at a higher level, provided there is not a direct conflict with the regular team.
- 4.1.4.2.5. Only rostered athletes of a particular team may participate in a practice.
- 4.1.4.2.6. Player Movement

Player movement refers to permanent movement from one roster to another. Player movement is common at the 'C' Level to accommodate team balancing as per PCAHA mandate.

- 4.1.4.3.1. All player movement must be approved through the Division Manager and the Vice President of 'C' Hockey. The President may be consulted in these matters.
- 4.1.4.3.2. PMAHA will endeavor to minimize the amount of player movement within the 'C' program.

4.1.4.3. Dress Code

'C' program athletes are encouraged to wear PMAHA approved track suits (available exclusively from our preferred supplier) when traveling to/from the arena for both practices and games.

3.11. 'A' Program

Philosophy

The focus of the 'A' Program is to build competitive teams comprised of the athletes that have demonstrated the abilities to compete at this level. Athletes selected to compete at this level are expected to strive towards excellence (emotional, physical, behavioral, dedication) in all facets of their life.

Parents should be reminded that athletes in the 'A' Program are being evaluated in a highly competitive environment. All athletes should be prepared to perform at their highest levels from the beginning of 'A' evaluations and continuing throughout the season.

4.2.1. Coach Selection Process

4.2.1.1. It is the responsibility of the Coach Coordinator and the to recruit coaches for the 'A' program.

4.2.1.2. Coaches that do not have a child playing on the team that have been selected to coach may be eligible for a stipend to offset expenses related to coaching the team. These situations will be treated independently and the amount of this stipend will be determined by the President & Treasurer and approved by the Board of Directors.

PMAHA will fund a pre-determined amount per coach from general revenue, with any remaining amount being incorporated proportionately into the 'A' Program player fee applicable to athletes on that team. PMAHA will manage these payments to the coach.

4.2.1.3. The Coach Selection Committee will be comprised of the President, the VP of the division and up to three additional individuals at the discretion of the VP and approved by the President.

4.2.1.4. The Coach Selection Committee may choose to interview candidates at their discretion. It may be unnecessary to interview all candidates, therefore some applicants may not be granted an interview.

4.2.1.5. The Coach Selection Committee's mandate is to put forth one Head Coach candidate per team.

4.2.1.6. For non-parent coaches, the Coach Selection Committee will select candidates to present to the Board of Directors for endorsement.

4.2.1.7. Head Coaching candidates that are parents of athletes participating in the 'A' Program will be tentatively placed after their respective athlete has been assigned to a team as determined through the evaluation process. These appointments must be approved by the President, and the the VP of the division and the coach coordinator. These candidates must still be brought forward to the Board for endorsement.

- 4.2.1.8. The Board will only reject a recommendation from the Committee in situations where PMAHA becomes aware of significant information (related to the candidate) that conflicts with the image and values of the Association. This will require a two-thirds majority vote.
- 4.2.1.9. Upon appointment, Head Coaches will be expected to provide a comprehensive season plan to the VP of the division and the President.
- 4.2.2. Coach Expectations

PMAHA coaches are expected at all times to be respectful, supportive and committed to our core values. They are to uphold the bylaws, policies and rules of PMAHA at all times. Coaches and other team officials must also familiarize themselves with Hockey Canada, BC Hockey and PCAHA rules and regulations. There is no excuse for not knowing the rules and regulations. Coaches are role models for our young athletes, and must keep this in mind, regardless of the situation.

 - 4.2.2.1. Head Coaches are expected to keep an open line of communication with their parent group at all times. Head Coaches are reminded that they are to behave in a professional, courteous manner at all times, even when others are not.
 - 4.2.2.2. Prior to final releases, the Coach must call a team meeting to introduce themselves to the parents and apprise them as to what to expect for the upcoming season (time, travel and financial commitments)
 - 4.2.2.3. It is the coaches' responsibility to develop and implement their season plan to prepare athletes for a successful season.
 - 4.2.2.4. Ensure two team officials remain in or near the dressing room at all times when their team's athletes are present.
 - 4.2.2.5. Endeavour to improve the hockey skills of all PMAHA athletes and instill in them an attitude of good conduct and sportsmanship.

- 4.2.2.6. Ensure that appropriate fair play guidelines are adhered to as per PMAHA and PCAHA rules & regulations.
 - 4.2.2.7. Attend coaching clinics; continually upgrade their Hockey Canada Coaching levels as required by PCAHA, BC Hockey and Hockey Canada.
 - 4.2.2.8. During the season, to ensure the athletes' uniforms are being treated and cared for appropriately.
 - 4.2.2.9. Perform regular equipment checks of athlete and goalie gear.
 - 4.2.2.10. Immediately report all suspensions to the President
 - 4.2.2.11. Coaches are not permitted to manipulate their team's game plan and/or prepare athletes specifically for the benefit of hockey scouts and/or Junior team personnel that may be in attendance at a specific game(s).
- 4.2.3. Team Officials
- 4.2.3.1. Head Coaches are encouraged to select up to three (3) Assistant Coaches, a team Manager, and an HCSP certified Safety Person. These can be from amongst the parent group of their team, or outside the team, if desired. They are also required to complete a Criminal Records Check (with vulnerable sector check) as per PMAHA policy.
 - 4.2.3.2. The Head Coach's proposals for these team officials must be submitted in advance and approved by the Coaching Coordinator. This approval must be received prior to communicating to the potential candidates.
 - 4.2.3.3. Any team official related to an athlete shall not be appointed until the team roster is finalized. All team officials in the 'A' Program must be approved by the VP prior to appointment.
 - 4.2.3.4. All PMAHA coaches and team officials will be required to sign and adhere to the PMAHA Coach Code of Conduct or Team Official Code of Conduct at the start of each season.

4.2.4. Evaluation Format

The evaluation format for each division will be determined by the Program Coordinator, VP of the division, Coach Coordinator and The President.

An athlete who has registered and paid for 'A' evaluations, but misses any or all of the evaluation process will still be evaluated, but with no guarantee of the number of ice times.

4.2.5. Athlete Evaluations

4.2.5.1. All registered PMAHA athletes are welcome to attend the 'A' Program evaluation sessions providing that the athlete has paid the 'A' Program Evaluation Fee (as per section 3.4). Every athlete who aspires to play 'A' Program hockey must attend designated evaluation sessions regardless of what team he/she may have played for the previous year.

4.2.5.2. As part of the athlete's registration, the athlete must indicate their desired position of play (Forward, Defense, or Goalie). Any requests to change the desired position of play must be forwarded to the registrar and the President prior to August 15th of the current year.

Note: as of publication of this document Hockey Canada's registration system allows registrants to select Centre as a position. PMAHA does not recognize Centre as a position for evaluation purposes, and anyone registering as such will be treated as a Forward.

4.2.5.3. The 'A' Program Evaluation Committee will consist of designated external evaluators and the President. The 'A' Program Evaluation Committee shall be responsible in evaluating all athletes. The Committee may utilize an Administrative Assistant upon the approval of the President.

4.2.5.4. Prior to the beginning of evaluations, parents are encouraged to ensure they understand the time and financial commitments associated with 'A' hockey. The President may elect to hold a parent information meeting where this information will be presented. The purpose of this meeting is to give parents and athletes the opportunity to understand athlete expectations relative to time commitment, the financial commitment and to offer the opportunity for parents to remove their child prior to final team selection.

4.2.5.5. PMAHA has zero tolerance for fighting during evaluations. If any athletes engage in fighting, they can, at the discretion of the VP and The President, be dismissed altogether from the evaluations. At his/her discretion, the VP of the division can report the incident to the PMAHA Discipline Committee for further discipline if warranted. Any athlete(s) suspended will forfeit their respective 'A' Program Evaluation Fee(s).

4.2.6. 'A' Program Team Selection

On a season by season basis, with the advice from the VP of the division, the registrar and the President, the Board of Directors has the discretion over the number of 'A' teams based on the current registration numbers and overall level of development of the group of athletes available.

The 'A' Program Selection Committee will consist of approved evaluators, designated 'A' Program coaches, the VP of the division (or delegate), and the President.

The VP of the division and The President may at their discretion utilize external resources to help form teams or to offer advice regarding athletes.

On the advice of the 'A' Program Selection Committee, athletes can be moved up and/or down from the various 'A' teams depending on their demonstrated level of development during the evaluation sessions and prior to teams identifying their final team roster.

4.2.6.1. The following timelines must be followed during the team camp and release process:

- A1 team rosters must be completed by September 15th

- A2, must have their rosters completed by September 25th

4.2.6.2. Each team's Head Coach is responsible to propose the final athlete selections for their team to the VP of the division and The President prior to communicating the selections to the athletes. The VP of the division and The President will review the proposal and if approved, they will authorize the coach to conduct release interviews with the affected athletes. The interviews must only be conducted at a local facility.

Coaches requesting to release an athlete more than one level must request specific approval of the VP of the division and The President.

4.2.6.3. Parents wishing to have their child assigned to a lower team shall provide in writing, the reasons for requesting the move to the VP of the division for consideration. The VP of the division and the President will consider the request and will have the authority to approve or decline the request. Such requests may result in the athlete being moved to any other team in the 'A' Program, or possibly a release to the 'C' Program, at the discretion of the VP of the division and The President. There will be no consideration given to an athlete's team preference. Once this decision is made, it cannot be reversed. In exceptional circumstances, the VP of the division may bring a case forward to be reviewed by the Board of Directors.

4.2.7. Communication of Release

After the initial evaluation sessions, team camps for Atom through Midget will be announced via electronic communication. Subsequent releases will be done in person to give the athletes an opportunity to ask questions and receive constructive feedback.

4.2.8. Once selected, 'A' teams are considered to have their final roster for the year and athletes can only be moved or permanently removed from their roster upon approval by the President. Possible reasons for removing an athlete may include, but not limited to, team discipline or season ending injuries. Removals for discipline purposes may be referred to the Discipline Committee for further review.

An athlete may also be removed from a team if in default of payment of team funds. These situations must be referred to the VP of the division who will act as a mediator.

4.2.8.1. Any athletes injured during the season that are expected to return to play will have their roster spot secured until their Return to Play form has been authorized by a physician. In these situations, teams are to utilize the Affiliate Player rule as set out by PCAHA.

4.2.9. Upon approval from the VP of the division and The President, the Midget "A1" team may save up to two active player cards until the latest release or de-carding date as set out by BC Hockey or PCAHA. These cards are intended to be used for returning athlete releases from Major Midget or Junior teams. The "A1" team may choose to sign other eligible athlete(s) as approved by the VP of the division and The President.

4.2.10. Athlete Placement Appeals

4.2.10.1. The evaluation process is designed to provide an opportunity for an athlete to be moved up or down within the program depending on their demonstrated abilities.

4.2.10.2. Appeals must be submitted in writing, utilizing the form provided on the PMAHA website, to the President within 48 hours of being notified of their team camp placement. It is the responsibility of the Athlete Placement Appeals Committee to fully investigate and respond, in writing, to the individual. The protest will be reviewed in a timely manner, and will be expected to be resolved within seven (7) days of submission. There will be no further recourse.

The Athlete Placement Appeals Committee shall consist of the VP of the division, The President and the Program Coordinator

4.2.11. 'A' Program Team Playing Expectations

4.2.11.1. Pee wee A1, Bantam A1, Midget A1 and Juvenile A1 coaches are provided with reasonable discretion on ice time allocated to their athletes. Athletes and parents are expected to understand that equal playing time in games is not guaranteed. Actual playing time can be influenced by such factors as game situations, excessive

penalty minutes, individual discipline, practice and game attendance, injuries and health concerns. Coaches will be held accountable with regards to their athletes' playing time.

- 4.2.11.2. Throughout Atom A1 and all A2, teams from all divisions the principle of fair and equitable playing time shall be enforced. Actual playing time can be influenced by such factors as excessive penalty minutes, individual discipline, practice and game attendance, injuries and health concerns. Coaches will be held accountable with regards to their athletes' playing time.
- 4.2.11.3. Coaches are provided the flexibility to use their lineup as they see fit for the last five minutes of any game. This is only to be utilized in competitive situations that may affect the outcome of a game. Coaches found to be consistently not utilizing an athlete in this portion of the game may result in referral to the VP of the division for disciplinary action.
- 4.2.11.4. Any athletes or parents having concerns around playing time are encouraged to respectfully set up a meeting with their Head Coach (through the Team Manager) to discuss their athlete's current role on the team and ways to improve their opportunities. Please allow for 24 hours to pass before sending your communication.
 - 4.2.11.4.1. PMAHA's commitment to parents is to provide a safe learning environment for the athlete but does not give the parent the right to question the coach's teaching style, line combinations or the position the child plays.
 - 4.2.11.4.2. If the athlete or parents are not satisfied with the outcome of the meeting, they may request a meeting with the VP of the division and the President.
- 4.2.11.5. Constant harassment or undermining of the coaches will not be tolerated and will be referred to the Discipline Committee for review that could result in disciplinary action.

4.2.12. Player Affiliation

- 4.2.12.1. Coaches are required to adhere to current PCAHA Rules and Regulations regarding player affiliation as per Section C – Player Registration.
- 4.2.12.2. An initial 'A' Level affiliation list must be filed with the PMAHA Registrar (through the VP of the division and The President) by October 15 of the current season. Athletes can be added until January 9 of the current hockey season.
- 4.2.12.3. Affiliate Players from 'C' teams will be drawn from athletes that participated in the 'A' Program evaluation process. Any Affiliate Player that did not participate in the 'A' Program evaluations must be approved by the VP and the President and will be required to pay an 'A' Program Affiliate Player Fee prior to joining any team in any practices and/or games. This fee will be equal to 50% of the 'A' Program Evaluation Fee of the current season.
- 4.2.12.4. All affiliate player requests must be approved by the VP of the division prior to being utilized in practices or games.
 - 4.2.12.4.1. Athletes cannot participate as a team affiliated player in a game until the PMAHA Registrar has provided the higher level team with an official roster with that athlete listed.
- 4.2.12.5. 'A' Level affiliated players are not to be contacted for participation with a higher level team without the prior written consent or phone communication from the VP of the division in consultation with the President.
 - 4.2.12.5.1. The VP of the division will consult with the head coach of the registered team and athlete's parents.
- 4.2.12.6. In the unlikely event that two (2) teams end up in the same flight, the President and Vice President will facilitate a process for the selection of Affiliate players.

4.2.12.7. Coaches are expected to encourage affiliated players to accept any opportunity to participate at a higher level, provided there is not a direct conflict with the regular team. In cases where game schedules conflict, the VP of the division and The President, in consultation with the athlete's current Head Coach, will make the final decision.

4.2.13. Player Movement

Player movement refers to permanent movement from one roster to another. These types of situations are uncommon and not encouraged and will only be utilized in exceptional circumstances.

4.2.13.1. All player movement must be approved by the Vice President of the division and the President and confirmed by the Registrar prior to the athlete participating in games with the new team.

4.2.13.2. Any vacancies that occur on a team may be filled by promoting an athlete from the team immediately below (ie. A2 athlete promoted to A1, C athlete promoted to A2, etc).

4.2.14. Dress Code

The purpose of the PMAHA dress code is to instill a feeling of pride and professionalism in belonging to an 'A' team and the Association. The Association strives to ensure a minimal cost to families.

4.2.14.1. Head Coaches are to ensure that athletes on their respective teams adhere to the Dress Code.

4.2.14.2. The PMAHA 'A' Program dress code for home and away games consists of:

- A collared dress shirt (to be tucked in) with tie
- Dress pants (preferably black)

- Dress shoes (preferably black)
- Athletes are encouraged to wear approved jackets available from the official PMAHA apparel supplier.
- Coaches are required to wear warm, business style 'pea coat' jackets or the approved jackets available from the official PMAHA apparel supplier.

4.2.14.3. No casual shoes, hoodies, or hats are permitted. All athletes and coaches are expected to follow the dress code. The dress code is to be adhered to before a team member leaves his home to travel to any game. An exception is allowed for extended travel time for tournament play. If coaches or athletes are found to be in violation of the dress code they may be subject to the following:

1st time offence - may warrant a verbal warning

2nd offence - may warrant a one game suspension

Subsequent offence(s) - may warrant the removal of the coach or athlete from the team.

4. ILLNESS OR INJURY PROCEDURES

There are countless situations and scenarios which could occur from very minor to very serious. As such, rules cannot be developed to cover every situation. Each situation will be considered on its own merits.

Any reference to an athlete returning to play implies compliance with the Hockey Canada Return to Play guidelines.

4.1. Illness/Injury During 'A' Evaluations

5.1.1. In the event that an athlete cannot participate in the scheduled 'A' evaluation process due to illness/injury, prior notice must be emailed to the VP of the division and The President for consideration. The athlete must sign in for the ice sessions that the illness/injury prevents him/her from competing in, accompanied by a Doctor's note, unless the severity of the injury makes it impossible to be present.

5.1.2. During the evaluation process, it will be incumbent upon the affected athlete and parents to maintain communication regarding the illness/injury with the VP of the

division and The President. After having been provided with sufficient information, the VP of the division and The President, in consultation with the Program coordinator, must make decisions in the best interest of both the athlete and PMAHA.

5.1.3. In the event of an illness/injury during the 'A' evaluation process which prevents an athlete from participating in a minimum of four ice sessions, and where the athlete has been cleared to return to play before the roster deadline as stipulated in Section 4.2.6.1, athletes will be evaluated by the 'A' coaches, the VP, the President and the Program Coordinator as a committee.

5.1.3.1. The 'A' coaches, the VP the President and the Program Coordinator as a committee will decide what level the athlete will safely be capable of playing upon the athlete's return.

5.1.4. Coaches may request approval from the VP of the division and The President to add an ill/injured athlete to their roster if they are not cleared to play by the roster deadline as stipulated in Section 4.2.6.1. In circumstances where coaches may not be familiar with an athlete, the VP of the division and The President may make recommendations in this regard.

5.1.4.1. This roster position may only be reserved until December 1 of the current season, at which time an athlete from the lower level team may be promoted to fill that position.

5.1.4.2. The reserved roster position will then be held for the injured athlete on a lower level team until January 1. Athletes not returning by January 1 will be considered to have a season-ending injury and will be ineligible to play on any team roster.

4.2. Illness/Injury During the Season

Hockey is a physical sport and injuries can occur throughout the season. PMAHA endeavours to provide the opportunity for all athletes to return to play.

5.2.1. Where athletes are injured during the season, their roster spot will be held until the athlete is cleared to return to play or the illness/injury is determined to be season-ending.

5.2.2. In most cases, athletes will return to their team once cleared to play. During that

time, coaches are expected to use affiliate players as per PMAHA Affiliate Player policy Sections 4.1.4.2 and 4.2.12.

5.2.3. Coaches cannot request the permanent addition of an athlete from another team until it has been determined that the illness/injury to their rostered athlete is season-ending.

5.2.3.1. Where injuries are determined to be season-ending by a physician, athletes must submit a completed Player Cancellation Form and will be ineligible to play for the balance of the season under any circumstances. The vacant roster position may then be filled by another player as approved by the VP of the division and the President.

4.3. Injured Athletes

5.3.1. The team's HCSP must report all injuries immediately to the Division Manager and the PMAHA Risk Manager. Injury Report forms need to be completed by the injured players at all times. These forms must be sent in to BC Hockey within ninety (90) days.

5.3.2. Any athlete who has been knocked unconscious or who has experienced a black out, no matter how long in duration, shall be immediately removed from the ice for the remainder of the ice time. The athlete shall not be allowed to return to hockey until he/she is examined and cleared by a medical doctor.

5.3.3. Any athlete taken from the ice by ambulance, or any athlete who suffers from any injury, whether hockey related or not, in any manner that prevents them from playing hockey, shall not return to playing hockey without medical clearance (Hockey Canada Return to Play) from his/her medical doctor allowing their participation.

5.3.4. Any injured athlete cleared by a medical doctor to return to practice, with or without contact, must wear full gear when on the ice.

5.3.5. Only rostered athletes of a particular team may participate in a game or practice. In exceptional circumstances, the VP of the division must approve the request for a non-rostered athlete to participate in a practice.

5.3.6. If athletes are not participating, they must wear a helmet, neck guard and gloves in order to be on the bench.

5. TEAM MANAGEMENT

5.1. Team Managers: Full duties and responsibilities are detailed in the Manager's Manual.

6.1.1. At the request of the Registrar, the team manager is required to review and confirm the accuracy of the team roster provided by the Registrar.

6.1.2. Maintain a current and accurate Referee Payment Record (available on the PMAHA website) to support payment of referees for games. This must be submitted with home game sheets to the Treasurer by March 30th of the current season.

6.1.3. Ensure each team official has completed a Criminal Record Check (with vulnerable sector check) prior to December 1st.

6.1.4. Immediately report all suspensions to their Division Manager and the pertinent Vice President of Hockey.

5.2. Team Accounts: Association teams will open a team account with a minimum of two unrelated signing authorities only at a chartered bank or credit union. With the exclusion of the team manager, no registered team official or their partner/spouse is permitted to be a signing authority on a team account.

6.2.1. Team funds are the property of the player's parents. Any parent wishing to know the status or balance of a team account will be given the information within fourteen (14) calendar days from the date of request.

6.2.2. Team account statements will be provided to the parents and PMAHA as follows:

- By October 31 (Approved Budget)
- By January 15 (Mid-Season Budget)
- Within fourteen (14) calendar days from the end of the team's season (Year-End Financial Statement).

6.2.3. Should any money be left in the team account at the end of the season, it should be dispersed equally amongst player's parents or donated to PMAHA. At the end of the season the bank account needs to be closed.

- 5.3. Team Fundraising:
 - 6.3.1. Parents who choose not to participate in the fundraising events should have the option to pay their share by donation.
 - 6.3.2. Without prior consent from PMAHA, no team shall solicit funds or merchandise from a PMAHA sponsor.
 - 6.3.3. Teams soliciting donations shall do so in the name of their team and shall not request funds in the name of the Association.
 - 6.3.4. Teams will not engage in any fundraising activity that does not represent a positive image of Port Moody Amateur Hockey Association.
- 5.4. Gaming Licenses: Teams must apply for a gaming license using their individual team name and season Teams shall NOT apply under the name Port Moody Amateur Hockey Association. Any team found to have done so will be subject to a \$500 fine payable to PMAHA, along with a potential referral to the discipline committee. Each team must supply a copy of their approved gaming license to the Division Manager prior to sales for the event.
 - 6.4.1. The money raised must be used in accordance with the policies set out for its use by the Government of British Columbia.
 - 6.4.2. NO applications for Class "A" Licenses will be permitted.
 - 6.4.3. 50/50 Funds and Raffles: Assuming the proper licensing has been obtained, teams may run a 50/50 draw or raffle(s) at their home games. Proceeds from these draws will go directly into the team account.
- 5.5. All reimbursements for team official clinics will be incorporated into each individual team's budget.
 - 6.5.1. Respect in Sport, Hockey Canada Safety Person and all coach clinics will be reimbursed by the association.
- 5.6. PMAHA will provide each team with funds from the Association for the payment of the referees for all of their home games. This includes balancing, placement, league and playoff games only. All funds paid out must be tracked on the "Referee Payment Record Sheet", available on the PMAHA website.
 - 6.6.1. Each team will be responsible for the payment of referees for any exhibition games.

- 6.6.2. Each team must submit their "Referee Payment Record Sheet" to the Treasurer once all funds have been used. Copies of all home game sheets must be attached as a requirement of PMAHA's yearly audit.
- 6.6.3. The Association will reimburse each team for any balance owing once the required paperwork has been received. The deadline for submitting this paperwork is March 25th.
- 6.6.4. Any team owing funds back to the Association must submit their paperwork and payment no later than March 25th.
- 5.7. Authorization: Under no circumstances whatsoever will a PMAHA team play an exhibition, league, playoff or tournament game without a game number assigned by PCAHA.
 - 6.7.1. Teams traveling outside the PCAHA will ensure that they also obtain the necessary permission as per PCAHA and BC Hockey policies.
 - 6.7.2. Game sheets shall be submitted to PCAHA League Managers within 24 hours. Teams shall be held responsible for any fines levied for late submission of game sheets.
- 5.8. Teams may not attend tournaments without their head coach, except under extenuating circumstances, which must be approved by the relevant program's Vice President.
- 5.9. Officiating Complaints: Head Coaches who have substantial concerns regarding the officiating in any game can forward a letter detailing their concerns directly to the PMAHA President.
 - 6.9.1. If the President finds merit in the concerns brought forth, the following will be required in order to proceed:
 - provide a legible copy of the game sheet
 - complete and sign a written statement detailing their concern
 - obtain written statements from any witnesses present
 - forward the game report and statements to the President
 - 6.9.2. Concerns regarding officials are to be communicated to the PMAHA President and RIC only. Members shall not contact any official in any manner to express their concerns under any circumstances.

- 5.10. Parent/Player Games: There will be no parent/player games permitted.
- 5.11. Individual teams are responsible for their own security of their dressing rooms at all times in all facilities. PMAHA will not be responsible for any lost, stolen or damaged property. PMAHA recommends team staff carry a lock to ensure security of the dressing room.
- 5.12. Practices: Teams shall not go on the ice until the start of their allotted practice times nor shall they remain on the ice once their allotted practice time is completed. PMAHA insurance only covers coaches and players during their scheduled ice times.
- 6.12.1. No player or coach will go on the ice or sit on the boards while the Zamboni is on the ice, with the exception of coaches who may push the nets to the edge of the ice surface after the first pass of the Zamboni.
- 6.12.2. No player shall go on the ice unless there is a team official on the ice with them.
- 6.12.3. No player shall go on the ice without full protective equipment.
- 6.12.4. PMAHA game uniforms are not to be worn during practice.
- 6.12.5. All doors to the ice surface must be closed and secured during the practice to avoid injuries that may occur.
- 6.12.6. Coaches are reminded that the ice surface is to be completely vacated by the designated end of their practice time. Please ensure all players, pucks and other coaching equipment have been removed from the playing surface by this time. Violations of this cause difficulty for arena operators and may result in charges being levied which will be passed on to offending teams.
- 6.12.7. Coaches should ensure that the ice surface doors are closed and secured at the conclusion of the practice once all players have left the ice surface.
- 6.12.8. Any registered player who wishes to assist a team in a younger age group is encouraged to apply to the President to be registered as an on-ice helper.
- 5.13. Tournament Parameters: PMAHA has instituted tournament parameters for all teams to follow. Please see Appendix 2 for the full policy.

EQUIPMENT

- 7.1. No equipment or uniforms allocated to teams are to be used for non-PMAHA functions.

All teams will wear only uniforms approved by PMAHA for game use.

- 7.2. Each player will submit a Jersey deposit cheque in the amount of \$200.00, post-dated to March 31 of the following calendar year. The team manager or designate will collect jersey deposit cheques once all players are placed on to their initial teams or groups. The team manager or designate will submit all cheques by October 15 to the Equipment Manager with the completed Team Jersey Form. Any player that does not provide a jersey deposit cheque will be removed from participating in any hockey activity by the VP until a cheque is received.
- 7.3. Each player will be responsible to keep and maintain their uniform(s) throughout the season. **ABSOLUTELY NO HEMMING OR ALTERING OF THE JERSEYS IS PERMITTED AND NOTHING IS TO BE SEWN ON THE JERSEYS.** Failure to return the uniform(s) in good condition by a date set each season by the Equipment Manager will result in the deposit cheque being cashed. If returned in good condition within the time allowed, the deposit cheque will be destroyed.

8. PMAHA IDENTITY AND APPAREL

- 8.1. Association Identity

- 8.1.1. All PMAHA teams will be referred to as 'Rustlers'. In the H1-4 Program, all PMAHA teams will be referred to as 'Jr. Rustlers'.

- 8.2. PMAHA Logo

- 8.2.1. PMAHA Logo – The official logo of PMAHA shall be as follows:



- 8.2.2. This Logo is to be incorporated into all PMAHA communications, uniforms and

apparel, unless an exception has been requested from, and provided by, the Board of Directors.

8.3. Panthers Name/Logo

8.3.1. On an annual basis, PMAHA will provide our approved supplier(s) with various designs incorporating the 'Panthers' name. These are the only versions of the Panthers name that may appear on apparel being offered in the current season. Current approved designs can be found in Appendix 1 of this section.

8.4. Use of Logo

8.4.1. All use of any approved PMAHA/ logo must be approved by the Board of Directors.

8.4.2. Any team found to have purchased apparel or other items through a non-approved supplier that utilizes any PMAHA/Rustlers logo, past or present, shall be subject to a \$500 fine and a referral to the discipline committee.

8.4.3. Anyone found to have defaced any PMAHA/Rustlers logo in any fashion shall be referred to the Discipline committee for review and possible disciplinary action.

8.5. Approved Suppliers

8.5.1. On an ongoing basis, PMAHA will accept proposals from potential suppliers to become an approved supplier. Each proposal will be considered on its own merits. PMAHA will endeavour to create long-lasting relationships with local businesses.

8.5.2. PMAHA believes in supporting businesses in our community.

8.5.3. Approved suppliers will be selected in a manner consistent with the core values of PMAHA.

8.6. Apparel Designs

8.6.1. All association apparel offered through our approved supplier shall be approved by the Apparel Committee.

8.6.2. The Apparel Committee is to make every effort to ensure these designs will be available for multiple seasons, providing continuity for the program. The recommended availability time-frame is three seasons.

8.6.3. Any person or team wishing to purchase items that are outside of our approved

products may submit, to the Apparel Committee, their proposed item and design for approval. If approved by the Apparel Committee, the item will be offered as an approved item/design for use by all members of PMAHA. All design/setup costs will be the responsibility of the applicant, but rights to the design will remain with PMAHA.

8.7. Team Apparel Policy

8.7.1. The primary objective of this policy is to promote unity throughout our hockey programs. We will endeavour to provide products that are competitively priced, and of good quality.

8.7.2. All PMAHA teams wishing to purchase team apparel of any kind are required to choose from our approved products, and purchase through our approved supplier(s). Teams violating this policy will be subject to the actions as set out in section 8.4.2 above.

8.8. Third Jersey

8.8.1. On an annual basis, PMAHA will provide our approved supplier with an approved Third Jersey design.

8.8.2. Teams choosing to purchase these third jerseys do so on the understanding that they can only be worn for that current season, and become a souvenir for the players as they cannot be worn in future seasons.

8.8.3. This design is to remain consistent with the colour scheme registered with PCAHA.

8.8.4. The third jersey may be worn for either home or away games, providing the colour does not conflict with the opposing team's uniforms.

9. RISK MANAGEMENT

Team officials are responsible to ensure the safety of their athletes at all times. This section identifies the procedures that PMAHA would like all team officials to follow. Common sense is to prevail when situations arise that are not specifically detailed in this Section. Please forward any concerns to the PMAHA Risk Manager.

9.1. Facilities

9.1.1. Team officials are expected to ensure their practices and games are held in a safe environment.

- 9.1.2. Damage discovered within any facility is to be reported to the arena attendant. Team officials or members of PMAHA should not attempt repairs to facilities due to possible legal ramifications.
 - 9.1.3. Coaches, referees, team officials or any member of PMAHA that discovers anything they feel is unsafe and could place any person at risk shall immediately report it to the arena attendant and the Association Risk Manager.
- 9.2. Equipment
- 9.2.1. Every team Head Coach shall perform an initial equipment check and monitor their athlete's equipment on an ongoing basis. The Risk Manager will provide a checklist and equipment fit guidelines which coaches will be required to sign off and verify that this has been completed. Team officials are expected to notify parents of any deficiencies throughout the season.
 - 9.2.2. The Head Coach and team HCSP shall ensure that all required protective equipment is worn by the athletes, whether in a game or a practice.
 - 9.2.3. BNQ certified neck guards are to be worn at all times whether in a game or in a practice. Any athlete not wearing this protective equipment is to be sent back to retrieve the equipment and shall not be allowed on the bench or ice surface without it.
 - 9.2.4. CSA certified helmets must be worn at all times while on the bench or on the ice surface by all athletes.
 - 9.2.5. Team officials must wear CSA certified helmets at all times while on the ice.
 - 9.2.6. PMAHA strongly encourages each athlete to use their own water bottles for both practices and games. Sharing of water bottles is discouraged.
- 9.3. A first aid kit is required by each team for their use and kept on the bench during practices and games. Every season, each team is required to purchase a first aid kit from the Association at a cost established by the Risk Manager.
- 9.4. The only people permitted to be in the scorekeeper/timekeeper/penalty box are the ones listed on the game sheet. If they are not listed on the game sheet, please ask them to watch the game with the other spectators. Any person found not to abide by this request will be referred to the respective VP and subject to disciplinary action.
- 9.4.1. Wherever possible, please use adults for scorekeeping. The game sheet is an official

document and there have been occasions where they had to be submitted as evidence in a court of law.

9.4.2. Volunteer scorekeeper/timekeepers should be reminded that they are a game official and must behave in an impartial manner.

9.4.2.1. Scorekeepers/timekeepers shall not communicate with any players, team officials or referees, excepting the requirements of their role as a game official.

9.4.2.2. No one, of any age, is allowed to be in the penalty box except penalized athletes. If the athletes are too young to open the gate themselves, the scorekeeper or timekeeper may go in just long enough to open and close the gate, but they may not stay there.

9.5. Locker Room Monitoring

PMAHA is proud to provide female and male players an opportunity to play together. It is the belief of PMAHA that these situations can be easily addressed through the use of common sense and respect for individual privacy.

9.5.1. At the end of each ice time, a responsible adult or one of the team officials must survey the dressing room after the last person has left. The dressing room must be free of paper, tape or other debris.

9.5.2. These guidelines are recommended in order that team unity be maintained, yet provide privacy for the players within the minority gender.

9.5.3. Dressing Room

Players should be supervised at all times. A lone team official should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together; which is called the “Two Deep Method” of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision. Please refer to the BC Hockey Co-ed Dressing Room Policy.

9.5.4. Injury Treatment

The safety person should avoid treating injuries out of sight of others. Use the “Two Deep Method” (two (2) adults) supervision system.

9.5.5. Road Trips

Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the “Two Deep Method” rule is observed at all times.

9.5.6. Physical Contact

Team personnel should avoid touching a player. Use the “Two Deep Method” (two (2) personnel, or two (2) players) supervision system. The comfort level and dignity of the player should always be the priority. Limit touching to “safe areas” such as hand to shoulder.

9.5.7. Isolated Spaces

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single team official (use the Two Deep Method supervision system).

9.5.8. Sport and Training Facilities

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or team official (use the Two Deep Method).

9.6. Parents in Locker Rooms

9.6.1. PMAHA discourages parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player’s disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

9.6.2. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room. In general, parents should not enter the dressing room if the players undress to less than shorts and t shirts.

9.7. Co-Ed Dressing Room Policy

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

9.8. Smart Phones and Other Mobile Recording Devices

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

9.9. Recognition and prevention of abuse policy

This Policy sets out the principles and practices of the Port Moody Amateur Hockey Association with regard to abusive behavior towards participants.

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

maltreatment.

9.9.2. Definitions

9.9.2.1. Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youths is an abuse of power or authority and/or a breach of trust. Within British Columbia a person is considered a child up to the age of nineteen years of age.

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

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

9.9.2.4. Neglect is chronic inattention to the necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe, non-intervention when team members are persistently harassing another player, or road trips that are not properly supervised.

9.9.2.5. Sexual Abuse is when a young person is used by an older child, adolescent or adult for his or her own sexual stimulation or gratification. There are two categories:

9.9.2.5.1. Contact

- forced to touch another person's sexual areas
- touched or fondled in sexual areas

- kissed or held in a sexual manner
- forced to perform oral sex
- vaginal or anal intercourse
- vaginal or anal penetration with an object or finger
- sexually oriented hazing

9.9.2.5.2. Non-Contact

- obscene remarks on phone, computer or in notes
- voyeurism
- shown pornography
- forced to watch sexual acts
- sexually intrusive questions and comments
- forced to pose for sexual photographs or videos
- forced to self-masturbate or forced to watch others masturbate

9.9.3. Duty to Report

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

The Province of British Columbia has mandatory reporting laws regarding the abuse and neglect of children and youth. Consequently it is the policy of the PMAHA that any PMAHA member, director, volunteer, participant, team official, on ice official, parent and guardian who has reasonable grounds to suspect that a participant is or may be or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment.

In British Columbia a person is considered to be a child until he/she has reached the age of nineteen. The local child protection agency and/or the local police detachment may request the local association to deal with the matter reported.

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

HARASSMENT AND ABUSE DIFFERENCES AND SIMILARITIES

	Abuse	Harassment
Types	Emotional, physical, sexual, lack of care	Emotional, physical, sexual; may be motivated by racial or other forms of prejudice
Victim	Any person under the age of majority as determined by the	Person of any age; may be male or female
	Provincial Child Protection Acts, may be male or female	
Offender	Any person who has power or authority over victim and/or breaches trust; may be male or female	May be peer or person with power or authority over adult victim; may be male or female
Investigation	External to the organization, referred to child welfare or police who may in some instances refer back to organization	Most often internal unless referred to police in cases of suspected physical or sexual assault or criminal harassment (stalking)

Follow-up Actions	Determined by Provincial Child Protection Acts and Criminal Code; civil suits may also occur	Determined by organizations harassment policies, Criminal Code, labour tribunals, civil action and/or Provincial Human Rights Tribunals; may be used concurrently or alone
Philosophy	The victim is not to blame; offenders are responsible for their behavior	The victim is not to blame; offenders are responsible for their behavior

9.9.4. Harassment Policy

This policy sets out the principles and practices of the Port Moody Amateur Hockey Association regarding harassment.

9.9.4.1. Relationship to Recognition and Prevention of Abuse Policy

Some behaviours, which might be described as harassment when directed towards an adult, may constitute abuse when directed towards a child or youth by any person with power or authority over the person being harassed. PMAHA's Recognition and Prevention of Abuse Policy covers such behaviours. Together, the two policies address the entire spectrum of abusive and harassing behaviours.

9.9.4.2. It is the policy of the PMAHA that harassment in all its forms will not be tolerated during the course of any PMAHA activity or program. Accordingly, all PMAHA members (directors, staff, volunteers, team and on ice officials), parents and guardians are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing behaviour, responding promptly and informally to minor incidents of harassment and following local and national policy guidelines for reporting or responding to more serious complaints of harassment. Players and other participants are expected to refrain from harassing behavior and are encouraged to report incidents of harassment.

9.9.4.3. Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which

create a hostile or intimidating environment for work or sport activities, or which negatively affect performance or work conditions. Any of the different forms of harassment may be based on the grounds prohibited in human rights legislation, such as race, ethnicity, sex, sexual orientation and religion. Harassment may occur between peers (e.g.: player to player in the same age group, parent to official, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position (e.g.: coach to player, sports administrator to employee).

The following is a non-exhaustive list of examples of harassment:

- Unwelcome jokes, innuendo or teasing about a person's body, looks, race, sexual orientation, etc.
- Condescending, patronizing, threatening or punishing actions which undermine self esteem
- Practical jokes that cause awkwardness or embarrassment or may endanger a person's safety
- Any form of hazing
- Unwanted or unnecessary physical contact including touching, patting, pinching
- Unwanted conduct, comments, gestures or invitations of a sexual nature which are likely to cause offence or humiliation, or which might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or on any opportunity for training or advancement
- Sexual assault or physical assault

9.9.4.4. It is important to note that the last three behaviours described in the above list, when directed toward a child or youth, constitute abuse under child protection legislation. This may also be true of other behaviours, for example, certain hazing practices. In such cases, the duty to report provisions of the RECOGNITION AND PREVENTION OF ABUSE POLICY come into effect.

9.9.4.5. Response and Remedies

Harassment of all kinds has been tolerated for too long in hockey, being tacitly accepted as part of the culture of the game and used by individuals who would not condone such conduct outside of the hockey environment. It is the position of the PMAHA that harassment can be tolerated no longer. Harassment is unacceptable and harmful. The PMAHA recognizes the serious negative impact of all types of harassment on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.

At the same time the PMAHA recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum of behaviours and the response to harassment must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment. The process of investigation and settlement of any complaint of harassment must be fair to all parties, allowing adequate opportunity for the presentation of a defense to the charges.

Most incidents of harassment (e.g.: inappropriate jokes) should be corrected promptly and informally, taking a constructive approach and the aim of bringing about a change in negative attitudes and behaviour. More serious incidents (e.g.: a course of repeated taunting, any form of sexual or physical assault) should be dealt with according to the relevant policy guidelines. Complaints should be handled in a timely, sensitive, responsible and confidential manner. There should be no tolerance of reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint should be confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.

Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous will be subject to discipline.

9.10. PMAHA Privacy Policy

Hockey Canada has developed this Privacy Policy for implementation beginning January 1,

2004. This Policy describes the way that Hockey Canada, its Branches and Associations collect, use, retain, safeguard, disclose and dispose of the personal information of prospective members, members, and others including players, coaches, referees, managers and volunteers.

This Policy describes the way that Port Moody Amateur Hockey Association 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. PMAHA 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 PMAHA web site.

9.10.1. Accountability

9.10.1.1. PMAHA has designated the Director responsible for Risk Management to act as its Privacy Officer, whose responsibilities will include those of the implementation and monitoring of the PMAHA Privacy Policy. The Privacy Officer will be responsible for PMAHA compliance with 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 PMAHA Board of Directors. The Privacy Officer may at his/her discretion enlist assistance from other staff/Board members and/or volunteers within the organization. This will not in any manner mitigate his/her responsibility for Privacy issues.

9.10.1.2. The PMAHA Privacy Officer will ensure that PMAHA 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 that handle information on behalf of PMAHA shall be contractually obligated to adhere to the standards of PMAHA.

9.10.1.3. PMAHA will implement internal policies which will facilitate adherence to this Privacy Policy including but not limited to the following:

- Security measures at all levels designed to protect personal

information in our possession.

- Implementing procedures designed to respond to complaints and/or inquiries.
- Staff/volunteer training in all facets of information management, including awareness of the PMAHA Privacy Policy and policies and procedures developed in accordance with the Policy.

9.10.2. Identifying Purposes, Type of Information Collected and Website

9.10.2.1. PMAHA 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 PMAHA compliance and/or adherence to the legislation in question shall be readily available and transparent. To obtain further information, contact the “Branch/Association” Privacy Officer.

9.10.2.2. PMAHA collects personal information from prospective members, members, coaches, referees, managers and volunteers for the purposes of conducting Hockey Programming. Specifically:

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

- E-mail addresses may be collected for the purposes of facilitating membership communication related to upcoming events and programs.
- Information about skill levels, ability, emergency contacts and health to ensure our activities are carried out in a safe and secure environment.
- Personal information collected for the purposes of hockey registrations may also be used for hockey specific research purposes including but not necessarily limited to hockey demographic type research.

9.10.2.3. Affiliates: Hockey Canada and its Branches and/or Associations have numerous organizations which offer hockey programs under their auspices. These include, but are not necessarily limited to the Canadian Hockey League, Canadian Inter-University Sport and provincial and local Branches, Associations, and leagues. Hockey Canada, its Branches and/or Associations may disclose the personal information described in paragraph 9.10.2.2 to all of these organizations in order to facilitate Hockey Programming and ensure compliance with rules and regulations.

9.10.3. PMAHA will endeavour through associations/leagues to advise potential registration candidates of the purpose for the collection of the data requested at the time of registration or by reference to our web site at www.hockeycanada.ca, or the local Association/Branch web site. We will further endeavour to ensure that all collectors of the personal information are familiar with the potential use of the personal data. All personal data collected by PMAHA shall be maintained in either our office(s) and/or with our Privacy Officer.

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

9.10.5. PMAHA may also use information about an individual who accesses secure areas of www.hockeycanada.ca, or other member Branch/Association web sites. Information you are asked to provide during your use of our web site may include your name, address, email address, age, sex [and the other types of personal information listed in paragraph 9.10.2.2]. All such personal information will be

treated within the same parameters as other personal information collected by PMAHA through other means. It is always your choice to provide information in certain fields although failure to complete certain sections may inhibit your ability to fully access all areas of the web site. Our web site also collects non-identifiable information about users such as the users IP address, the sections of the web site visited and the information downloaded. PMAHA may use this non-identifiable information and disclose it to service providers, for system administration purposes and to improve the web site.

9.11. Consent

9.11.1. PMAHA will use the personal information for the uses specified above in Section 9.10.2 and in Sections 9.11.2 and 9.11.3 below. By consenting to provide your information to PMAHA, you are deemed to consent to our use of the information for the purposes of Hockey Programming listed in Section 9.10.2 of this Privacy Policy and to disclosure of the information to other associated organizations for the same purpose.

9.11.2. In addition to using personal information for Hockey Programming purposes, PMAHA 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 PMAHA branches, leagues and associations and other third parties who PMAHA believes provide services or goods that may be of interest to you. PMAHA and any such third parties may contact you to with promotions [or to provide further hockey specific communications and association/league Branch information updates]. PMAHA 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 the Privacy Officer.

9.11.3. PMAHA 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, PMAHA will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

9.11.4. 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 PMAHA. 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.

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

9.12. Limiting Collection

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

9.12.2. PMAHA 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.

9.12.3. PMAHA will not use any form of deception in gaining personal information from its members.

9.13. Limiting Use, Disclosure and Retention

9.13.1. Subject to applicable legislation, PMAHA shall limit use of personal information it collects to purposes that we have disclosed in Sections 9.10.2 Identifying Purposes and 9.11 Consent.

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

9.13.2.1. We will normally maintain registration data for a three-year period after an individual has left our programs in the event that an individual chooses to return to our programs after leaving.

9.13.2.2. Parental/family information will be normally maintained for a similar three-year period after a member has left our programs.

9.13.3. Affiliates: PMAHA has numerous organizations that offer hockey programs under the auspices of PMAHA. PMAHA may from time to time share information with these Branches, associations, and leagues in order to facilitate Hockey Programming and ensure compliance with rules and regulations.

9.13.4. PMAHA may from time to time enlist the services of third party vendors in order to provide hockey programs, technical and support services. Prior to enlisting the services of these firms we will contractually commit them to treat your personal

information consistent with the Privacy Policy of PMAHA.

9.13.5. PMAHA 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. PMAHA will ensure that we contractually obligate the other party to treat this information in a manner consistent with our Privacy Policy.

9.13.6. PMAHA 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.

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

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

9.14. Accuracy

9.14.1. PMAHA 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.

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

9.15. Safeguards

9.15.1. 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.

9.15.2. 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.

9.15.3. 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.

9.16. Openness

9.16.1. PMAHA publicly discloses the methods by which we handle your personal information. This information is readily available through our Privacy Policy or upon request by contacting the PMAHA Privacy Officer. The information available includes:

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

9.17. Individual Access

9.17.1. Subject to applicable legislation, upon request by the individual concerned PMAHA shall disclose whether or not it actually holds personal information on an individual. We shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.

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

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

9.17.4. Any inaccurate information that is brought to our attention shall be corrected by

PMAHA as quickly as possible and any pertinent third parties shall be apprised of the corrections in due course.

9.18. Challenging Compliance

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

9.18.2. Upon receipt of a complaint, PMAHA shall make available the complaint procedures which will be simple and easy to access.

9.18.3. PMAHA shall investigate all complaints. If the complaint is deemed justified PMAHA 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.

9.18.4. All complaints shall be addressed to the PMAHA Privacy Officer.

10. ICE ALLOTMENT

10.1. Coach and Player Development Sessions: As a guiding principle, PMAHA is committed to developing our coaches and players to be the best they can be. As such, the Association shall allocate ice for the development of coaches and players. These sessions are to be instructed by the Skill Development Team established by the Program Directors and President. The focus of these sessions is to be development of hockey fundamentals, not game strategy.

10.2. The Skill Development Team may also offer additional sessions on a user-pay basis.

10.3. Referee Development: Times shall be allotted to the Referee in Chief each year to be utilized in the development of the ice officials within the Association. The number of hours shall be determined each season based on the availability of ice.

10.4. Team Ice Rentals: All extra ice rentals by teams must go through the Ice Coordinator and invoicing will be done by the Treasurer, who will determine terms of payment.

10.5. No "extra" ice shall be sold or allotted to any team until all registered teams are secured their own regular ice times.

10.6. Ice Usage Policy: As the need for adjustments to the ice usage policy happen frequently, the current season ice usage policy will be posted on the PMAHA website in the "Resources" section.

11. DISCIPLINE

11.1. Any verbal conflict between the players, players and coach, players and other officials is to be disciplined by the coach.

11.2. Disciplinary actions to be administered by a team coach include:

- Meeting with the athlete, the athlete's parents and a second team official to discuss the team's concerns and develop a resolution to the situation. These conversations should be properly documented (signed by all parties present) and forwarded to the respective VP.
- Any discipline actions to be exercised by the team must receive prior approval from the respective President.

11.3. All PCAHA suspensions will be reviewed by the VP and the President for consideration of supplementary discipline.

11.4. Disciplinary action taken by any member of PMAHA can in no way reduce action taken by BC Hockey or PCAHA.

11.5. All members of PMAHA are expected to at all times to conduct themselves in a courteous manner, exhibiting fair play and a genuine concern for improving the status of hockey and furthering the best interests of the PMAHA.

(3) All PMAHA members and team officials are responsible to uphold the association's Code of Conduct. Any complaints or violations regarding conduct by a member or a team official shall follow the reporting procedure set out by the Board. Complaint made to team officials, then Division Manager, and then the Vice President of the division (as deemed appropriate). The Vice President will have authority to administer up to a maximum three game suspension or may choose to refer the matter to the Discipline Committee for further investigation.

11.6.1. An incident report will be created by the person hearing the complaint and a copy of the report will be sent to the Risk Manager.

11.6. Where disciplinary actions are to be administered by the Discipline Committee pursuant to the PMAHA Policies, the Discipline Committee shall be chaired by the Risk Manager and will comprise of the Vice President, the President, the Coach Coordinator, members of the Board of Directors, and members at large.

- 11.7. The Discipline Committee has the mandate to, in a timely manner, investigate, interview and recommend appropriate disciplinary action (if warranted) on allegations of conduct in violation of the PMAHA Code of Conduct.
- 11.8. All members have the right to appeal to the Appeals Committee for any disciplinary action taken by PMAHA.
- 11.8.1. Appeals may only be filed for decisions made by the Discipline Committee.
- 11.8.2. All appeals must be filed within three (3) days of notification.
- 11.8.3. The President will chair and organize the Appeals Committee.
- 11.8.4. The Appeals Committee will meet within seven (7) days of notification of appeal.
- 11.8.5. The Appeals Committee will render a decision within three (3) days of the first meeting. In extraordinary investigations, the Appeals Committee may request an extension to render a final decision.
- 11.8.6. The Appeals Committee is empowered to uphold, increase, reduce or discard the initial suspension administered by the Discipline Committee.
- 11.9. Any member who threatens coaches, team officials or any member of the Board of Directors with legal action or other forms of legal recourse will be immediately suspended pending a full investigation. In cases regarding player safety, this may also result in the suspension of the athlete. These circumstances will be referred to the Leadership Committee for review. Final results could lead to the termination of membership (member and/or athlete) with PMAHA. In the event of termination, no monies will be refunded.
- 11.10. Hazing or Initiation
- All instances of hazing, initiation, racism, harassment and/or bullying are taken extremely seriously by PMAHA. There is a zero tolerance policy within PMAHA for such acts. PMAHA strictly follows PCAHA, BC Hockey and Hockey Canada policies on these topics. All reports of such activity or occurrences will be investigated by the Discipline Committee. All findings will be reported to the President. Discipline assessed can be up to and including a full season suspension for individuals or full teams if necessary. If such a case occurs, no monies will be refunded.

12. TOURNAMENTS

- 12.1. The Presidents and Tournament Coordinator will determine which Association Tournaments will be held for the upcoming season.
- 12.2. The Tournament Coordinator, along with the Director in charge of fundraising will establish the tournament committees for their respective levels.
- 12.3. The Tournament Chair will submit a proposed budget for their respective tournament to the Board of Directors for approval.
- 12.4. The Tournament Chair will submit to the Board of Directors a reconciled financial statement no later than 21 days after the event.
- 12.5. Notwithstanding 12.1 – 12.4, the Tournament Coordinator and the Tournament Chair will be responsible for, but not limited to, the following items:
 - The tournament format
 - Participating team selection
 - Tournament fundraising, sponsorship and donations in coordination with the Fundraising and Sponsorship Committee
 - Venue Selection
 - Selection of referee assignor(s) and referee assigning
 - All lines of communication regarding the tournaments to all governing bodies (i.e.: PCAHA, BC Hockey)
 - All sanctioning and applications (local and international)
 - All team registrations
 - Tournament awards and expenditures
 - Any changes to game times that may occur during the event. This includes rescheduling of all officials and any change in officials in any game for justifiable reasons.

13. SCHOLARSHIPS

13.1. Each year PMAHA is pleased to offer two scholarships in the amount of \$1000 each.

14. AWARDS

14.1. PCAHA & F.V.N. League, Playoff and Championship Banners

14.1.1 These banners are the property of the Association and shall be turned in by teams to the President along with a current roster of team officials and players.

14.1.2 Individual players and team official's names will be printed on the banners at the expense of the team.

14.1.3 The banners will be hung prominently at Port Moody Ice Arenas

14.2 PMAHA will endeavour to host an Awards Night towards the end of each season. Award categories will be determined by the Board of Directors and provided to coaches and parents to nominate players for each award.

15. VOLUNTEERS

Port Moody Amateur Hockey Association is run by an elected group of volunteers to ensure the activities and operations of the Association move forward as smoothly as possible. In order to achieve this, the membership must also contribute their time and efforts for each season to be successful. Therefore, the following team volunteer policy is in effect:

Volunteer Requirement:

- Each team must commit to a minimum of:
 - ✓ Two committee positions, OR
 - ✓ One committee position PLUS 10 hrs of *Association volunteering* as per the sign up, OR
 - ✓ 20 hrs of *Association volunteering* as per the sign up
- Teams must sign up for at least half of the required hours prior to the first referee cheque being issued. All teams must have signed up for their full commitment of hours before the second half/playoff cheque is prepared for the team.
- Volunteer shift exchanges are permitted if your original sign up conflicts with a team event. Another shift must be selected if one is cancelled.

- Volunteers will be contacted to confirm the team they are contributing their hours for.
- Each no show for a confirmed shift will result in a \$100 reduction (per occurrence) in referee fee reimbursement for that team.
- Shifts are confirmed on a first come, first served basis. There is no excuse for any team waiting until the last minute to fulfil their requirement and not having ideal shift times or positions available. Any teams not fulfilling their requirement will be assigned to shifts that are not filled.

Since this policy is in effect for all teams of the Association, the following positions are **not** considered to fulfil any of the volunteer requirements for each team:

- Elected members of the Board of Directors
- Team officials, such as coaching staff, safety person or team manager, or any other team-assigned position

Coaches and managers are strongly encouraged to ensure those families not committing to a team official position be the first to sign up for committee positions and volunteer shifts to fulfil your team's requirements.

Appendix 1

Approved PMAHA Logo designs for the 2015-2016 season are:

New items may be produced with these logos (through authorized supplier(s) only):



Approved Suppliers:

- UrStore 183 6th Avenue W. Vancouver, BC 604-568-8575, <http://urstore.ca/sports/ca/british-columbia/port-moody/port-moody-amateur-hockey> - Account rep – Derek Mayson

- The Hockey Shop

10280 City Parkway Surrey, BC V3T 4C2

Phone: 604-589-8299 Email: sales@thehockeyshop.com -

<http://www.thehockeyshop.com/contact#sthash.ilhaOP94.dpuf>

Any other representations of the name Panthers, Port Moody, PMAHA, or any other items designed to indicate Port Moody Amateur Hockey must be submitted to the Apparel Committee prior to their use. Failure to request permission will result in an automatic denial.

8.4. Use of Logo

8.4.1. All use of any approved PMAHA logo must be approved by the Board of Directors.

8.4.2. Any team found to have purchased apparel or other items through a non-approved supplier that utilizes any PMAHA logo, past or present, shall be subject to a \$500 fine and a referral to the discipline committee.

8.4.3. Anyone found to have defaced any PMAHA logo in any fashion shall be referred to the Discipline committee for review and possible disciplinary action.

8.5. Approved Suppliers

8.5.1. On an ongoing basis, PMAHA will accept proposals from potential suppliers to become an approved supplier. Each proposal will be considered on its own merits. PMAHA will endeavour to create long-lasting relationships with local businesses.

8.5.2. PMAHA believes in supporting businesses in our community.

8.5.3. Approved suppliers will be selected in a manner consistent with the core values of PMAHA.

8.6. Apparel Designs

8.6.1. All association apparel offered through our approved supplier shall be approved by the Apparel Committee.

8.6.2. The Apparel Committee is to make every effort to ensure these designs will be available for

multiple seasons, providing continuity for the program. The recommended availability time-frame is three seasons.

8.6.3. Any person or team wishing to purchase items that are outside of our approved products may submit, to the Apparel Committee, their proposed item and design for approval. If approved by the Apparel Committee, the item will be offered as an approved item/design for use by all members of PMAHA. All design/setup costs will be the responsibility of the applicant, but rights to the design will remain with PMAHA.

8.6.4 No other logo shall appear on any products unless approval from the Apparel committee has been given

8.7. Team Apparel Policy

8.7.1. The primary objective of this policy is to promote unity throughout our hockey programs. We will endeavour to provide products that are competitively priced, and of good quality.

8.7.2. All PMAHA teams wishing to purchase team apparel of any kind are required to choose from our approved products, and purchase through our approved supplier(s). Teams violating this policy will be subject to the actions as set out in

Appendix 2

TOURNAMENT APPROVAL PARAMETERS

Definitions:

LOCAL TOURNAMENT: Anything inside the Lower Mainland

TRAVEL TOURNAMENT: Outside the Lower Mainland but within reasonable driving distance but where a hotel stay is required (for example, the Okanagan, Washington or Oregon, Vancouver Island, etc.)

LONG-DISTANCE TRAVEL: Any tournament outside the travel boundary listed above in Travel Tournament. Most likely involves a flight and longer hotel stays, etc.