

## **Registration Policies**

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### **1. Participation**

No Player shall participate in any WVMH activities until he or she has been properly registered. A Player is registered when:

- 1) An online registration form has been completed and the appropriate fee has been paid or post-dated cheques have been received by the WVMHA.
- 2) Players must register in the age division set out in the Hockey Canada guidelines.
- 3) Players are properly registered and insured by the WVMHA Registrar with Hockey Canada and BC Hockey.

### **2. Annual Registration Deadline**

The deadline for registration will be set by the WVMHA from year to year and clearly indicated on the website and an email to all of last year's parents.

### **3. Late Registrations**

The WVMHA reserves the right to charge a late registration fee and can be changed from year to year. The late registration fee will be clearly detailed on the WVMHA website.

### **4. Registration Refunds**

Refunds will be subject to a \$25 processing fee and a pro-rated amount of the season and are subject to discretion by the WVMHA board of directors.

**Only properly registered and insured Players may be on the ice for practices, games or other activities of the WVMHA. No unregistered players are ever allowed on the ice for any reason.**

## **Parent Policies**

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All parents of players in the WVMHA must adhere to the following mandatory policies.

### **1. Parent Bond**

All families of players in the WVMHA must post a \$100 volunteer bond per child in the form of a postdated cheque for March 1<sup>st</sup> of each season, to be given to their team managers at the beginning of the season. This cheque will be held until such time that each parent has completed at least 4 volunteer shifts.

Volunteering shifts will include, timekeeping, scorekeeping, penalty box supervision, tournament organizing, 50/50 ticket selling, prize table organizing and ticket selling and any other hockey related duties that come up during the season that the manager needs help with. Those parents who do not complete their 4 shifts of volunteering will forfeit their \$100 bond.

## **2. Parent Meeting**

All parents of players in the WVMHA must attend a BC Hockey mandatory parent meeting at the beginning of the season usually in late September or early October. Parents who do not want to attend the parent meeting can take the Respect in Sport online course at their own cost and be exempt for a period of three years. Proof of course completion must be submitted to their manager.

Parents who do not take the Respect in Sport Course or attend the parent meeting will not be allowed to watch their children play hockey.

## **Fair Play Policy**

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- 1) Fair Play in the WVMHA ensures that each Player gets equal participation in game situations.
- 2) Fair Play is mandatory up to and including Atom hockey and for all non-carded teams in the WVMHA.
- 3) Coaches may only use discretion at the Atom level during banner tournaments.
- 4) Coaches at the Atom level and higher non-carded teams may use their discretion to ensure proper player behaviour and conduct and to encourage practice attendance.
- 5) Coaches at the Atom level and higher non-carded teams will never use Player skill as a determining factor when using discretion to the Fair Play Policy.
- 6) Carded teams at the Pee Wee, Bantam and Midget levels are considered to be competitive streams of hockey and Fair Play policies do not apply.
- 7) Any complaints regarding Fair Play should be made in writing to the President of WVMHA.

## **Player Movement Policy**

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Reviewed and Ratified, June, 2016

October 1st, 2006

### **Preamble:**

The executive of the WVMHA has undertaken a review of the current player movement policy in response to an increasing number of requests for player movement, within all levels, at the beginning of the season.

While it is sometimes in the best interest of the WVMHA to try and accommodate player/parent requests, this does make it harder on the coaching staff and the executive, as a review of each case must be undertaken. This in itself is time consuming and adds additional involvement at a time when our volunteers are trying to firm up numbers and decide where a team will play in the upcoming season.

Therefore, the following policy will be put forward to the executive for consideration:

### **Player Movement Policy (2008)**

- 1) All player movement must be in accordance with Hockey Canada, BC Hockey, and the EKMHA rules.
- 2) The President of the WVMHA shall appoint a Player Movement Committee, at the beginning of each season, if and when required. This committee shall consist of an executive member and two independent evaluators. The independent evaluators may be appointed from within or outside the WVMHA.
- 3) No movement shall be considered from Initiation to Novice or Novice to Atoms. This has been mandated by BC Hockey to be in compliance with the cross-ice hockey format. All players shall be assigned to their age appropriate group. However, in the case of beginner hockey players, or if parents feel their child is not ready to advance, movement downward from Bantam to Pee Wee, Pee Wee to Atom, Atom to Novice, or from Novice to Initiation will be considered if a written request is received from the parents within (14) days of the first practice.
- 4) No move of more than one division will be considered or allowed.
- 5) Parents who feel that their child should play in a higher division must apply in writing to the executive within fourteen (14) days following the first practice of the season. The request will be answered by a letter or email that will acknowledge the receipt of the request and include an application form which is to be filled out by the parents. The application requires the parents to justify the request for movement. If the official application is not supplied to the executive, by October 1<sup>st</sup> of the current season, then the request will not be forwarded to the Player Movement Committee, and the child will have to stay within the age appropriate division for that season.
- 6) A decision will be made within fourteen (14) days after receiving the official application. The player will practice in his or her age division while the application is considered.
- 7) The Player Movement Committee will confer with the coaches of the two affected teams and consider the following when making their decisions: a) safety issues, b) team numbers, c) benefits to both leaving and receiving teams, and d) skill levels.
- 8) The recommendation of the committee will be forwarded to the executive for final approval. If a player is successful in his or her application for movement, this decision will expire at the end of the season and said player would register in his or her age division the following year. A successful application only applies to the current season and does not guarantee that all future applications for movement will be accepted.

- 9) Any executive or committee member who applies to have their child moved to a new division is unable to vote on the issue.
- 10) There is no appeal committee, all decisions of the Executive are final. This ensures that all teams are ready for league or tournament play by October 31<sup>st</sup> of the current season.
- 11) Under special circumstances a coach may apply in writing to the executive to allow short term player movements. This would only occur if a small number of players from one group were needed to supplement another team. (i.e. For a weekend tournament or game). The application must include a release from the coach of the team of which the players are being borrowed. Coaches may not apply to have players, temporarily, moved from Atoms and below to Peewee and above.

## **Extra Practice Policy**

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### **Pre-amble:**

Sometimes Players from one level jump onto the ice with another team's practice. This often happens when a parent of more than one Player is coaching and invite their child to come out to their other child's practice. This can cause unfair circumstances within the WVMHA with regards to ice time for fees paid.

***No Players in the WVMHA may practice with another level of hockey without the written consent from the President. The President will adhere to the following guidelines:***

- 1) Only players of a level or team may practice at that level's or team's normally scheduled weekday practices. Players may not practice during the week with more than one team. The exceptions to this would be as follows:
  - A) When players are going to play up with another level for a game or tournament and the coaches would like to incorporate them into practices the week before the event.
  - B) Goalies are needed to fill in for absent goalies, or where the coaches would prefer to have a second goalie on the ice and only one is available at that level.
  - C) Players are on the ice in an assistant coaching role at a level below them.
  - D) A coach asks for a player under special circumstances.
  - E) Weekend extra practices where all kids of a level are notified that they can practice with another level.

## **Carded/Rep Team Selection Policy**

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### **Initiation & Novice**

Rep teams are not to exist at the Initiation and Novice levels. A temporary Rep team can be formed for a weekend tournament if the level of that tournament warrants doing so, only with the approval of the minor hockey board. The players not participating in that tournament must be given consideration to play in some other games or tournament without the participation of the Rep team players to compensate for their missing games.

### **Atom**

There are times where having Rep teams at the Atom level make sense. Examples include large skill gaps amongst the players or having to play each other in EKMHA league games and banner (this has caused major stress amongst the parent groups in the past).

There are also times where it does not make sense for having a Rep team at the Atom level. Examples would include not having enough goalies or coaches or having a very small skill gap amongst the players at that level.

If the Atom level of the WVMHA has enough players for two teams and they would like to form a Rep team, there must be a parental vote held and the results of that vote must be a majority in favor of doing so. Consideration should also be given to what other teams in the EKMHA are doing at that level.

### **Pee-Wee/Bantam/Midget**

If a team decides to 'card' careful consideration must be given to quality/competitiveness of team, discussion and majority consensus of parents and players involved, and if a selection of team is required the remaining players, at that particular level, must have a place to play.

### **Carding Process**

If coaches of the Pee-Wee team or higher levels wish to form a carded/rep team, they must get approval from Board of WVMHA and form a selection committee of knowledgeable hockey people to assist in the selection of the team during a tryout process. The coaching staff must also follow the selection process approved by WVMHA.

WVMHA Registrar must be notified within a reasonable time to fill out proper paperwork and registration of particular team including players and staff.

### **Selection Process**

#### **1) Notifying Players**

All players that are eligible to tryout for 'carded' or rep team should be permitted and notified of tryout times.

## **2) Parent Meeting**

A parent/player meeting should be held prior to tryouts outlining coaching staff's expectations and the selection process. Program goals, direction of program, year plan, and expense breakdown should be discussed within a reasonable time.

## **3) Tryout Ice Times**

At least 2-3 practices/games to identify player's ability. There must be 2-3 impartial, non-parent evaluators with reasonable hockey experience involved in selection process to provide feedback to coaching staff. Evaluators must be present at all ice-times. Tryouts involving practices must be held in Invermere or transportation provided to players not able to commute for tryout purposes.

Evaluators reserve the right to remain anonymous during selection process.

## **Player Selection**

Evaluations on each individual player are to be completed on the WVMHA Evaluation Forms. These forms are to be kept by the coaching co-ordinator after the team selection is completed.

The coaching staff of the team has the final decision on player selections, but if there are any discrepancies in the team from the evaluations presented to them, they must present their reasoning to the coach selection committee in the form a brief written report on selection decisions/process with breakdown of reasoning behind players not being selected (be able to express a valid reason if selection questioned at a later time).

Brief 'Exit Interviews' must be offered to enlighten unsuccessful players as to how they may be more successful in the future (parents may be involved).

Absentee players from evaluations can appeal to the board for a tryout.

## **EKMHA & BC Hockey Adherence Policy**

### **Game Sheets & Penalty Reporting**

All teams that play in the EKMHA leagues, must submit their game sheets and penalty reports to EKMHA by the end of each month. Any sheets not submitted on time will result in the WVMHA potentially being fined. These fines will be paid for by the team that did not submit their reports on time

### **Inter District & Exhibition Game Permits**

BC Hockey requires all teams to submit an Inter District & Exhibition Game Permit for all non-league games played during the season. Failure to do so will result in fines from BC

Hockey and numerous offenses can result in the suspension of our entire association from playing games. Any fines incurred by the WVMHA will be paid for by the offending team.

### **Coaching Certifications**

To be on the ice for practice an assistant coach must have at least the RCMP Criminal Record Check and their Respect in Sport Course and Concussion Awareness Training Tool completed. To be on the bench during games, any coach must have all of the above and either be signed up for their appropriate coaching certification course or have completed such course. Designated managers or team safety officials may also be on the bench if required and approved by the Registrar of WVMHA.

EKMHA will be fining associations who have unqualified coaches on the bench. Any fines incurred by WVMHA will be paid for by the teams involved.

## **Extra Ice Time Policy**

The WVMHA has to book ice times in advance for the season to be certain that we have the ice available for games and tournaments when we need it. This reserving in advance can often lead to having ice times that no one team can book games during and become available for use on weekends for extra practices or skills development times.

The following procedures are to be followed for the use of these ice times:

- 1) Team practices come first.
- 2) Skills sessions come second. Coaches must be on the ice with the kids at all times and the skills sessions must be open to all players of multiple levels within reason. Example would be a skills session with Pee Wee, Atom, and Novice Players or Initiation & Novice.
- 3) All extra ice times must be cleared with the Ice Co-ordinator.

## **WVMHA Expenditures Policy**

No member of the WVMHA will approve expenditures other than routine BC Hockey fees, EKMHA fees, ice time fees, referee costs, accounting bills, website bills, or other such annual normal recurring expenses without approval of the board.

Budgets should be set for the Equipment Manager, Referee in Chief and the Coach Co-ordinator each year.

Any jamborees or special events need to submit a budget of expected revenues and expenses to be approved by the board before proceeding.

No manager or coach will be permitted to bill items to the name of WVMHA for any reason without permission from the board.