



**NORTH VANCOUVER
MINOR HOCKEY ASSOCIATION**



Team Manual
2019/2020 Season

Please read this manual in consultation with the PCAHA Rule Book and the team information package provided to you by PCAHA



Scotiabank

HOCKEY CLUB



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A. NVMHA CONTACT LIST 2019-2020

Mailing address: **2411 Mount Seymour Parkway North Vancouver BC V7H 2Y9**

<u>NVMHA 2019/2020 Board of Directors</u>		
Executive		
President	Lawrence Smyth	president@nvmha.com
Vice President	Jillian Feist	vicepresident@nvmha.com
Treasurer	Stephanie Fraser	treasurer@nvmha.com
Secretary	Lucas Giles	secretary@nvmha.com

Directors		
Initiation Division Director	Jon Thompson	initiation@nvmha.com
Atom Division Director	Liliana Vargas	atom@nvmha.com
Peewee Division Director	Cynthia Curll	peewee@nvmha.com
Bantam Division Director	Donna Ryder	bantam@nvmha.com
Midget Division Director	Kristine Kuss	midget@nvmha.com
Risk Management & Player Safety	Colin Melnyk	riskmanager@nvmha.com player@nvmha.com

<u>NVMHA Support Staff</u>		
Officiating		
Referee In Chief	Dylan Williams	referee@nvmha.com

Operations		
Registrar	Fiona Kilburn	registrar@nvmha.com 604-356-9952
Executive Director of Hockey Operations	Dan Cioffi	operations@nvmha.com
Hockey Operations Coordinator	Whitney Juskiewicz	opscoordinator@nvmha.com
Ice Scheduler	Natasha Breland	ice@nvmha.com
Office and Administrator	Don Woodman	admin@nvmha.com 604-505-2764

Equipment Manager	Don Woodman	equipment@nvmha.com
Junior Coach Program	Don Woodman	admin@nvmha.com

Appointed Positions		
Tournament Coordinator	Help Needed	tournaments@nvmha.com
Marketing / Sponsorship Coordinator	Help Needed	sponsor@nvmha.com
Ombudsman Committee Chair	Rob Duffy	ombudsman@nvmha.com
Website Administrator	Registrar	webmaster@nvmha.com
Awards Committee Chair	Don Woodman	awards@nvmha.com
Communications	President / Registrar	communications@nvmha.com
Discipline Committee Chair	Jillian Feist	vicepresident@nvmha.com
Junior Coach Coordinator	Don Woodman	juniorcoach@nvmha.com
Photo Day Coordinator	Help Needed	photoday@nvmha.com
Skate-to Remember & Raffle Coordinator	Help Needed	
Special Events Coordinator	Help Needed	
Scholarship Committee Chair	Rob Duffy	scholarships@nvmha.com

B. WEBSITE

Our website address is www.nvmha.com. Please visit the website frequently as important information is regularly posted and significant resources are available online.

C. MINOR HOCKEY STRUCTURE IN CANADA

NVMHA is part of **Pacific Coast Amateur Hockey Association (PCAHA)** (*district*) www.pcaha.ca which in turn is part of **BC Hockey** (*provincial branch*) www.bchockey.net and **Hockey Canada** www.hockeycanada.com

Our Initiation and “C” teams participate in PCAHA’s Lions Gate League, with seven other associations located throughout North Vancouver, West Vancouver, Squamish, Whistler and the Sunshine Coast. Our “A” teams participate in PCAHA’s “A” Leagues throughout the PCAHA district.

D. TEAM OFFICIALS - COACHES, MANAGER AND HCSP RESPONSIBILITIES

The following positions are required by all teams for the official Hockey Canada Roster:

Head Coach

- The head coach has ultimate responsibility for all aspects of the team. Each team must have an assigned Head Coach.
- The head coach has final say in any decision.
- Each team must declare one head coach on their official roster. Teams can also roster additional “assistant” coaches. See Section L of this manual for an outline of coaching certification requirements.

Manager

- The Manager's primary function is communication and organization.
- The Manager is an integral part of the team and works very closely with the coach.
- The Manager is the liaison between the team and the league (Division Director, ice scheduler, registrar, league manager)
- The function of a team manager is vital to the efficient running of their team.

HCSP (Hockey Canada Safety Person)

- The HCSP is responsible for collecting and maintaining the teams (players and team officials) emergency contact and medical information
- The HCSP is an integral part of the team and works closely with the coaches and managers to ensure team safety
- The HCSP is required to be at all games and practices

A typical team has a maximum of five (x5) team officials on the official roster: (one only Head Coach and one only Manager plus Assistant Coaches and HCSP). Additional Assistant Coaches and HCSP can be rostered to a team as needed and by approval. Teams who wish to roster more than five team officials will be charge a \$50 fee for each additional official.

*(For Certifications Requirements please see **Section L**)*

On-ice Volunteers may also be rostered but are not permitted on the bench in games and not counted towards the five team official maximum. On-ice volunteers must meet certification requirements outlined in **Section L**.

Junior Coach Program

NVMHA offers a coach program for players to participate as junior coaches in various divisions and with teams to learn coaching techniques and assist coaches and earn volunteer hours in on-ice team practices (some restrictions apply). Players (Peewee and above) interested in participating in this program should contact Don Woodman at admin@nvmha.com

E. TEAM RESPONSIBILITIES

The first point of contact for any inquiries or issues is the Division Director. If they can't give you the answer you need, they will put you in touch with someone who can!

*(Please see **Section A** for Division Director Contacts)*

Schedules

League schedules are received from the division's PCAHA League Manager at the PCAHA hosted Coaches and Managers Meeting. You must bring a printed copy of your roster to the meeting in order to get your schedule.

Please forward your schedule to the Ice Scheduler (ice@nvmha.com) as soon as you receive it.

For Initiation, Novice and Atom "C" through Bantam "C" divisions, promptly forward your league schedule to the appropriate NVMHA Referee Assignor (refer to **Section J for the referee assignor contact list)**

Ice Times

Your team ice times are assigned for the full season, unless the ice scheduler informs you otherwise.

If you are unable to use your assigned time, you may do either of the following:

1. Trade with another team and advise the ice scheduler of the details of the trade
2. Inform the ice scheduler who will in turn offer the ice to another NVMHA team
3. Sometimes ices slots become available within NVMHA. When it becomes available, the ice scheduler will email all coaches and/or managers and ice will be allocated on first come first serve on email confirmation.

Please see the [Ice Information document](#) for information on ice cancellations.

Make every effort to NEVER LEAVE A SHEET OF ICE EMPTY

Ice Usage

- **The ice your team has been assigned for practices or games cannot be used outside scheduled times.**
- **Do not go on the ice prior to or remain on the ice after your team's scheduled time.**
- **Practices: do not go on the ice or allow pucks and equipment on the ice while the ice machine is working or until the ice machine doors are closed and an on-ice team official is present.**
- **Games: do not go on the ice or allow pucks on the ice until the referees are present and permits players on the ice.**
- **Do not allow players to sit on the edge of the boards and keep the player, penalty box and access doors closed when the ice machine is working or the ice is not in use.**
- **Do not use ice that is not assigned or scheduled to your team. Follow the instructions of the arena staff.**

Playing Time

As per PCAHA rules, equal playing time shall be given to all players regardless of playing ability, in the Initiation, Novice, Atom “C” to Midget “C” and Atom “A” Division.

NVMHA has developed Coaching Boundaries for Rep Players document can be found on the NVMHA website under the *Coaches>Resources* section. Additional “fair play” resources are available from BC Hockey and Hockey Canada.

Off-ice Activities (refer to Section V)

All off-ice activities must be sanctioned by BC Hockey – this include team functions, dryland training, fundraising events etc.

Code of Conduct

The team Manager must ensure that all Head Coaches, Assistant Coaches, parents and players sign the applicable Code of Conduct form annually. Code of conduct forms are found on the Coach/Manager>Coach/Manager Resources page of the website.

Sportsmanship Starts in the Stands

Parents, Team officials, Spectators, etc. are to be signed off on **Sportsmanship Starts in the Stands** at the beginning of each season. Failure to comply might jeopardize participation in any minor hockey program. Information on this program will be distributed by your division director.

Team Rosters

Team Managers must forward rosters to the Division Director and Registrar as soon as possible after team selection (deadline is September 30 or sooner). The roster should include team division and number (i.e., Atom C1), player name and position, team official name, position and date of birth or HCR #. Team officials must include one Head Coach, Assistant Coaches, one Manager, HCSP and any on-ice volunteers. Please see **Section L** for certification requirements for team officials.

Atom Rep Team Player /Parent Signatures

The Registrar will provide each Atom rep team manager with a roster signature sheet well before the first league game (**approximately November 1**). Each player, their parent and each team official must sign the roster signature sheet. The team manager must:

1. Ensure all rostered players and team officials sign the team roster signature sheet
2. Ensure all affiliate players and their parent sign the roster sheet
3. Keep the original of the sheet in a safe place
4. Email a copy to the registrar and division director (colour pdf format if possible)
5. If the Atom rep team plays in a final four championship game the original roster sheet will be required to be presented to officials.

F. GETTING THE PARENTS INVOLVED

Parents’ Meeting – Share the Work

A parent’s meeting should be held as soon as possible after the team is formed to distribute the work of running a team. One of the benefits of involving parents is that it makes them feel part of the team while allowing the coaches and manager to concentrate on other responsibilities. Some roles require more time than others; each family is required to take on a volunteer role to assist with their player’s team.

Possible Parent Jobs

Duty	Description
On-Ice Helper	On-Ice helpers may assist the coaches in executing drills in a practice setting. Certification requirements must be met. Must be recorded on official roster.
Hockey Canada Safety Person	Bring NVMHA supplied first aid kit to all team functions as well as keep injury log and injury sheets to games. Maintains medical forms via EPACT program or with paper forms. Must take HCSP course.
Jerseys	PLAYERS NEVER TAKE JERSEYS HOME! One or two parents can take the job to make sure both sets of jerseys are brought to each game (in case an alternate color is required). <i>(also see Section M)</i>
Referee Payment	Home games only. Referee fees are provided to each team by NVMHA in the form of a cheque payable to the team official designated by the Head Coach or Manager Pay referees in CASH ONLY. Put exact change for each official in separate envelopes for each home game. It is an acceptable NVMHA policy to leave the referee fees in an envelope with the timekeeper. <i>(see Section K for fee structure)</i>
Timekeeper and Scorekeeper	The home team is required to provide a Timekeeper and score keepers in all divisions Managers should also assign one person to act as a scheduler for timekeepers and scorekeepers. This person will prepare a scorekeeper/timekeeper rotation schedule for home games. The scorekeeper may also verify games in HiSports. <i>(see Section J for an explanation of HiSports)</i>
Team Snap Coordinator	May assist manager managing communications and scheduling via Team Snap
Music	Game day music is available at KMA and HJ arenas.
Statistics	Useful information to help coaches identify areas of strength & opportunities i.e.: shots on net by player, face-offs won/lost, plus/minus, shots on own net (inside/outside perimeter), etc. This information should only be shared only with the Coaches and used for development purposes only.
Treasurer	Refer to Section F - Team Finances for details
Photo Day	NVMHA requires one to two representatives per team. Communicate schedule. Pick-up and distribute forms to team. Rep/s will assist the Association Photo Day coordinator on the day of event. (i.e., set up/clean up, team wrangler, etc.)
Skate-A-Thon/Fall Face off Raffle	NVMHA requires two representatives per team. Be part of committee to assist with the skateathon event on day of event - November 13. Raffle: The other to assist with raffle and tickets for team. Pick up and distribute tickets, collect money and deliver to Raffle Coordinator.
Tournaments	NVMHA Tournament: Teams taking part in NVMHA sponsored tournament must provide 4-6 volunteers to assist tournament director with office duties, 50/50, raffle table. Local/Away Tournaments: 2 volunteers minimum to assist with team snacks, coordination of hotels, travel, team meals, etc
Social	Arrange team parties, teambuilding activities and year end celebrations.
HiSports	Confirm home game data into HiSports database within 24 hours. <i>(see Section J for an explanation of HiSports)</i>

Duty	Description
Team Communication	Develops and maintains team page via NVMHA or Team Snap.
50/50 Ticket Sales	Coordinate sales and record keeping. (Note: A Class B gaming license is required).
Frolic Pub Nite	Coordinate team basket, wine donations for event and handing out tickets to sell
Team Apparel	Helps sort out team apparel. Brings team bag of extra spare equipment for games.

G. TEAM FINANCES

The manager usually delegates team finances to a team treasurer. They should work together to ensure finances are kept in order and communicated with parents. The team treasurer should keep accurate records of all transactions and keep all receipts. The status of team funds should be shared regularly with team parents.

Team Budget

At the beginning of the year, each team should set up a budget to cover its projected season expenses. Be sure to get consensus from all parents between embarking on fundraising campaigns and requesting lump sum contributions. The team budget should include skill development expenses.

Expenses: Extra ice purchased; dry land sessions; tournament fees; coach travel reimbursement; cones, locks, tracksuits, etc.; 50/50 supplies (tickets, buckets, aprons); team bus to away games; etc.
 Less: Revenues - Fundraising, 50/50 process (with Gaming License)
 Equals: Parent Contribution

*(Refer to **Section M** for details regarding Rep Team Payment for Rep coaches)*

Sample team budgets and tracking sheets are available

Referee Fees

The funding provided by NVMHA to each team for referee fees is to be used only for payment of referees and only for league games (placement/balancing, regular season and playoffs). If your team has unused referee funds at the end of the season, the balance must be returned to the treasurer (via cheque payable to NVMHA). Unused referee funds are contributed by NVMHA to the scholarship fund. See **Section K** for details on approved referee fees.

Fundraising

Fundraising is a great way to earn extra funds for teams to pay officials for exhibition games, track suits, tournament entry fees and related travel and accommodation expenses. It is a great way to bond the team off the ice and the players have an opportunity to earn a share of their costs. Money left over at the end of the year can go towards a wind-up party or be donated to the NVMHA Scholarship fund. If the parents contributed the surplus funds, a distribution back to the parents on a pro-rata basis may be made.

Note: All fundraising events require a Special Events Sanction (see **Section V) for insurance purposes.**

Gaming Licenses - 50/50

If your team plans to run 50/50 draws, raffles or other fundraising endeavors that require licensing, please contact NVMHA Treasurer at treasurer@nvmha.com for details of the regulatory process to be followed. Team licenses must be obtained in the name of the team so that we do not jeopardize NVMHA's gaming revenue. Please visit the BC Provincial Government web page for more information: <https://www.gaming.gov.bc.ca/licences/>

H. SKILL DEVELOPMENT PROGRAM

At NVMHA we are striving to increase quality skill development opportunities in the most cost effective and efficient ways. We do this by offering goalie clinics, defenseman clinics and combined practice skill sessions throughout the season. In addition, we encourage teams to seek out on-ice skill development opportunities pertinent to both players and goalies. While our goal is to help fund some of these development opportunities the amount and timing is dependent on grant approval.

In order to ensure skill development funds are being used effectively, each team must now apply for skill development funding. Applications will be reviewed and approved on a case by case basis. Teams wishing to access skill development funds can do so by following the steps below.

NVMHA Skill Development Funding Program:

Goalie Development Program:

"A" teams (Atom to Midget): dedicated amount may be allocated from Association per team dependent on team budget specifically for goalie training. Teams can choose one of two options:

1. Support cost of goalie training instructor selected by team
2. Fund cost for association provided goalie coach at 6 selected team practices.

Both options requires application to Executive Director of Hockey Operations (EDHO) operations@nvmha.com for funding and instructor request.

"C" Teams: dedicated amount may be allocated from Association per team dependent on team budget specifically for goalie training. Teams may use the funding for an association provided goalie coach at 4 selected team practices. **Requires application to EDHO for funding and/or instructor request.**

Team/Player Skill Development:

"A" Teams: dedicated amount may be allocated from Association per team dependent on team budget specifically for team/player development. **Requires application to EDHO for funding.**

"C" Teams: dedicated amount may be allocated from Association per team for an association provided skills instructor (EDHO or other) for up to 5 sessions per team per season. **Requires application to EDHO for instructor.**

Initiation and Novice Teams- skills development program is provided by NVMHA at the direction of the Hockey Operations Coordinator opscoordinator@nvmha.com

Procedure

Our pool of skill development funding is allocated into the categories of goalie skills and team/player skills. To apply for funding from either pool:

1. Prepare a team budget for goalie and player skill development in the team's season plan-outside of subsidy
2. Apply to operations@nvmha.com via email using the subject line "Skill Development Funding Application". Application must include team name and level, contact name with contact information (including address) and a description of skill development activities (power skating, goalie training, shooting, skate mill etc.) separated into goalie training and player training, name of the service provider and dates and location of the proposed activities. Extra ice is excluded from the funding.
3. The Director of Hockey Operations will review all applications and respond to each team. Approved applications will be forwarded to the treasurer for payment.

NOTE: Funding varies from year to year and is not always guaranteed so teams should not expect the same amount every year.

Private Instructors

Private Instructors who are contracted to provide skill development programs for minor hockey associations are required to obtain Associate Member status with BC Hockey. Please contact the Registrar to ensure all skill development instructors are properly registered.

All team skill development activities require special event sanction approval. (See **Section V** for instructions for Special Event Sanctioning)

I. GAME NUMBERS

Games

When is it a Game?

A good rule to follow is, "If it looks like a game, it smells like a game, then, IT IS A GAME!"

"A game is a meeting of two teams playing for a specific length of time for the purposes of declaring a winner through the scoring of goals."

Games cannot be played without a game number. Game numbers are used throughout all divisions of minor hockey to ensure that all games are played under the appropriate rules and with the applicable insurance coverage.

Referees will not be assigned to a game unless game numbers have been obtained first. Game numbers can be obtained from PCAHA league managers ("A", Lions Gate 'C' League). See www.pcaha.ca for league manager contact information. Note there are special rules for international games.

Do not call a game a "scrimmage" or "joint practice" or some similar term. The intent of the game number rule is not to prevent teams that regularly practice together for a portion of their practice from a controlled scrimmage.

League policies limit the number of games each team may play.

Scheduled League Game Numbers

Team managers will receive schedules for league games from the PCAHA or their Lions Gate League Manager. All game numbers are assigned by the league managers and are shown on these schedules. The schedules are broken into placement/balancing rounds, regular season and playoffs.

Failing to Show for Game

Teams that fail to take the ice **within 15 minutes** of a scheduled game might forfeit the game and be **liable to a fine of up to \$500*** plus (if the aggrieved Association submits a written request for actual expense incurred) the cost of ice and official fees, and may be subject to suspension, unless a satisfactory reason is presented. Teams might be ordered to make up the game and incur the costs to do so. Note: in such circumstances, the referee and linesmen shall be paid.

****It is the policy of NVMHA to pass such fines and/or costs directly to the teams.***

J. GAME REPORTS AND RECORDS

Completing Game Reports

The team manager must manage the team roster and sign-in the line-up prior to game time, including the applicable game number(s). Line-ups and game numbers shall be made available for the referee to verify at the timekeeper's bench prior to the commencement of the warm-up.

No game can be played without a game number from the league manager. The referee must ensure that the names of players, team officials (maximum 5), off-ice officials and game officials are part of the pregame report.

Team Officials Maximum

A maximum of five team officials may be recorded on the official game report. These are generally the Coach, Assistant Coaches (2), Manager and the HCSP person. Extra team officials can be added by application to NVMHA to the roster for a fee of \$50 for every additional team official, however limitations will apply.

Late Players

If a player is going to be late, include his name on the Game Report prior to the game so that he will be permitted to play.

Omitted Players

If a player was inadvertently omitted from the Game Report, the Referee shall permit the name to be added to the Game Report before the game has ended; providing such player was in uniform and on the ice or on his players' bench at the start of the game.

Captain and Alternate Captains

Each team may appoint a Captain and not more than three Alternate Captains. Only a captain or alternate captain who is on the ice shall have the privilege of asking the Referee for his interpretation of any rule during the progress of the game.

Prior to the start of the game, each team shall note on the Official Game Report the name and numbers of the captain and alternate captains. Use "C" for captains. Use "A" for alternate captain(s).

Affiliate Players

Affiliate (Atom, Peewee and above) players shall be clearly designated A/P on all game reports in which they play.

Finished Game Reports

Game results, game rosters, penalties and league standings are tracked through a custom designed database called HiSports. This database is maintained and hosted by the PCAHA and BC Hockey. The home team is responsible for verifying the game report information in HiSports within 24 hours of the completion of the game.

Managers can find out more information and register for HiSports on the PCAHA website; www.pcaha.ca

Keep a paper version of a Game Report available in case of technical disruption during games.

K. REFEREES

Games cannot be played without referees and referees cannot be assigned until a game number is provided.

Important PCAHA rules and information regarding officials is contained in Section I of the PCAHA rule book. Please review this information.

Ensuring Officials are Assigned for Your Games

NVMHA and PCAHA are using an official assigning system called **Assignr.com**.

Bantam “C” and lower games are assigned by NVMHA Assigners. Bantam “A” and higher games are assigned by PCAHA.

Division	Assigner	Email
Initiation/Novice to Atom “A” & “C”	Carolyn Stokes	refassignorcarolyn@gmail.com
Peewee “A” & “C” to Bantam “C”	Shirley Kwan	refassignorshirley@shaw.ca
Bantam “A” to Midget “A” & “C”	Samantha Plett	splett@pcaha.bc.ca
NVMHA RIC	Dylan Williams	referee@nvmha.com

Team managers will be given “observer” status in Assignr.com so they can log on and ensure their games are in the system and have officials assigned. **To obtain this “observer” status** please do the following:

- If you are a **manager of a Bantam “C” or lower team**, contact the appropriate assigner in the Table above (Carolyn or Shirley), provide your team name and number (i.e., Peewee C4) and ask the assigner to provide you with observer status.
- If you are a **manager of a Bantam “A” or higher team**, please contact the NVMHA RIC Dylan Williams and provide your team name and ask Dylan to provide you with observer status. Dylan’s contact information is - referee@nvmha.com - 778-322-1392

You will receive an email from Assignr.com that will explain how to login and set up your password. Once you have this it is straightforward to login and look at the games in the system.

Assignr.com and HiSports are linked and share the same schedule information however, the 2 systems will not update if games are conflicted. If your game(s) are not in Assignr.com, let your Assigner know immediately. The most common occurrence of this is re-scheduled games being missed.

Cancelled Games

If your game is cancelled for any reason, contact the appropriate assigner immediately. For Bantam “A” and higher games, teams will be assessed for the official’s fees if the team manager fails to notify the assigner or cancels a game with less than 24 hours’ notice.

Referee Fees

The Association pays for referees for all home placement/balancing, league and playoff games only.

Only two (x2) exhibition games for “C” teams will be paid by the Association

Each team will receive a cheque which should be sufficient to cover all league and balancing games.

Playoffs

If the funds received at the beginning of the season are not sufficient to cover playoff games, teams must contact the treasurer with a summary of what you received, how much has been paid out and how much will be required to get you through the playoffs. Contact the treasurer at treasurer@nvmha.com.

Paying the Referees and Linesmen

Put exact change for each official in an envelope for each game. It is acceptable NVMHA policy to leave the officials fees in an envelope with the timekeeper.

Referee/Linesman Allowance

Division	Referee	Linesman	Linesman
Novice (2 man)	n/a	\$18.00	\$18.00
Atom (2 man)	n/a	\$25.00	\$25.00
Atom (3 man)	\$25.00	\$18.00	\$18.00
Peewee (2 man)	n/a	\$32.00	\$32.00
Peewee (3 man)	\$32.00	\$20.00	\$20.00
Bantam (2 man)	n/a	\$42.00	\$42.00
Bantam (3 man)	\$42.00	\$30.00	\$30.00
Midget (2 man)	n/a	\$48.00	\$48.00
Midget (3 man)	\$48.00	\$33.00	\$33.00
Juvenile (2 man)	n/a	\$55.00	\$55.00
Juvenile (3 man)	\$55.00	\$37.00	\$37.00

In addition to the fees above, for the Peewee, Bantam, Midget and Juvenile division **only**, please note the following:

- Ice times of 2 hours and greater \$10.00 additional allowance for each official.
- Ice times of 2½ hours and greater \$13.00 additional allowance for each official

If an official does not show for the scheduled game:

- Bantam “C” divisions and below – notify Dylan Williams immediately at referee@nvmha.com
- Bantam “A” divisions and above (Refer to Section I of the PCAHA Rule Book for NO SHOW instructions)

Please note:

- If there are only 2 officials who show up – they both receive the referee rate.

No rates in excess of the above schedule may be paid for any game, and no “tipping” of officials is permitted.

L. CERTIFICATION OF TEAM OFFICIALS

Certifications information and links to all courses is at nvmha.com>coach manager>certifications

Coaching

All Coaches must have the proper certification by December 1. (*refer Section B of the PCAHA rule book*). Failure to do so will result in a suspension, fine, disciplinary action and/or team disqualification from provincial playoffs.

Coach 1 for all Initiation and Novice Teams. Must be completed by December 15. If a Coach has taken Coach 2 prior to 2016 they are not required to take Coach 1. Coach 1 consists of on-line and on-ice courses. The on-line course must be completed prior to registering for the on-ice portion.

Coach 2 Atom “C” to Midget “C” coaches– course must be taken by December 15. Consists of – online module if not completed in Coach 1, and in-person on-ice session and a post course task that must be signed off by NVMHA President and Executive Director of Hockey and then submitted to BC Hockey by March 31. NVMHA will announced dates and times for post course sign off in February.

Development 1 is required for Peewee “A” to Juvenile “A” Team Coaches. This is a two-day in person course. Must be completed by December 1.

For more information and visit www.nvmha.com>coach/manager>certifications

On-Ice Helpers

On-Ice helpers may assist the coaches in executing drills in a practice setting. Certification includes a current Police Information Check (CRC), Concussion Awareness Training Tool (CATT) and Respect in Sport (RIS) for Hockey Leaders. On-ice helpers are not permitted to assist during games, however they must be recorded on the Hockey Canada Roster for insurance purposes.

Hockey Canada Safety Program (HCSP)

Each team must have one accredited HCSP official. HCSP certification expires after three years in August. Certification must be completed by December 1. Failure to have an HCSP-certified team official registered on or before **December 1** shall result in the team being declared ineligible for any playoff competition and in the case of “C” teams, fines and/or disciplinary action. HCSP is taken as an on-line course. Visit www.bchockey.net to register

Respect in Sport (RIS)

Each team official (coaches, managers, on ice volunteers and HCSP) must have current RIS for Coaches and Team Officials certification by **December 1**. RIS is taken as an on-line course and expires every five years on July 31. Recertification is available as an on-line course. More information and a link to register are posted on the Coaches>Certifications section of the NVMHA website.

NVMHA strongly encourages parents to complete Respect in Sport for Parents.

Concussion Awareness Training Tool Program (CATT)

All coaches and team officials are mandated by BC Hockey to complete the Concussion Awareness Training Tool (CATT) course as part of their certification process. The course is free and takes 30 minutes to complete.

Coaches and Team Officials – the CATT course is a mandatory requirement prior to season start.

Team Official and Volunteer Screening (Criminal Records Check)

Criminal Records Check must be completed every three years and the NVMHA Volunteer Disclosure Statement must be completed annually (except when a PIC is done) by **all team officials and volunteers** that are 18 years and older. Visit the Risk Management and Safety Section of the Coaches or Managers page of the NVMHA website for CRC completion instructions

BC Hockey mandates that all team officials and volunteers must complete the Police Information Check before stepping on the ice.

All applicant information is handled with the strictest confidence. Please send completed CRC's to registrar@nvmha.com Please contact riskmanager@nvmha.com with any questions.

M. EQUIPMENT

NVMHA supplies home and away jerseys, socks, pucks and first aid kits, to each team for distribution. Pinnies are also available to those Teams wishing to use them. Goalie equipment is available for those goalies that do not have their own. If the socks or jerseys do not fit, or you need pinnies, pucks, or first aid kits, please contact the equipment manager, Don Woodman at: equipment@nvmha.com . Equipment locker openings are posted to the team equipment and goalie gear section of our NVMHA website.

The NVMHA equipment locker is located at Advanced Storage Centre at (219 MacKay Road) just southwest of the Capilano Mall. Locker opening dates and times are posted on the NVMHA website – manager>equipment and on the website calendar.

APPROVED JERSEY COLOUR FOR NVMHA “C” TEAM HOME GAMES IS: WHITE

In the event of a colour conflict, the home team switches colours. (Refer to Section B of the PCAHA rule book)

Each team must designate a person(s) to properly care for the Jerseys to ensure they are not lost or ruined! Players are not permitted to take their jerseys home. Teams in Bantam “A” and above electing to have the players be responsible for their own jerseys must hold a deposit of up to \$175.00 per player (see below).

Jerseys are to be stored and brought to and from games in a NVMHA supplied team garment bag or an appropriate player supplied garment bag. Unusually damaged or lost jersey replacement costs will be recovered from the player, coach or team at NVMHA’s discretion.

Pant shells and practice jerseys are the property of NVMHA and must be returned upon the completion of the season. Missing or excessively damaged pant shells or practice jerseys will be charged back to player, coach or the team at NVMHA’s discretion.

Process for teams allowing players to hold jerseys:

1. Team notifies equipment manager of intention to distribute jersey's to players
2. Team manager collects a post-dated cheque dated March 15 in the amount of \$100 for “C” and \$175 for “A” from each family.
3. Team manager records the team name and player’s home and away jersey number (and pant shell if applicable) on each post-dated cheque
4. Team manager holds post-dated cheques until the cleaned jerseys are returned and if the jerseys and pant shells are returned, destroys the cheque. If the jerseys and pant shells are not returned the team manager forwards the cheque to the equipment manager for processing;

Team Socks

Players on “A” Teams will receive a new pair of blue and white NVMHA socks every second year as well as gym apparel-either shirts/shorts or shirts, unless it is their first year of “A” and they will get a new pair of blue and white at the start of each season. Those Players, playing “C” Hockey will receive a new pair of blue and white socks every year. (Initiation players will receive blue or white, alternating each year) NVMHA socks should not be worn at practices. For players requiring replacement socks due to damage and sizing please contact the equipment manager.

Initiation and Novice Division Teams

NVMHA supplies rink dividers, junior nets and rink boards at the various rinks. This equipment needs to be cared for and stored in its designated areas after each use to not interfere with rink operations at these facilities.

Please contact the Equipment Manager – equipment@nvmha.com for all equipment inquiries

N. “A” HOCKEY

Team Fees for Atom “A” to Midget “A” Teams

Team managers please note the following “A” team carding fees:

Atom “A” -	\$375 per player
Peewee “A” -	\$395 per player
Bantam “A” -	\$425 per player
Midget “A” -	\$435 per player

How to pay your “A” team fee?

1. Collect the NVMHA “A” team carding fees from all team members as outlined above and deposit to your team bank account.
2. Write one team cheque payable to NVMHA for the applicable team fee. Submit it to the treasurer no later than November 1.
3. Refer any special member circumstances to the Treasurer at treasurer@nvmha.com

What is the “A” team fee for?

- extra ice
- more expensive home game ice during prime time
- additional referee fees
- gym apparel every second year
- “A” team socks every second year
- newer and better quality uniforms,
- additional team pucks,
- additional team skills

Professional “A” Coaches (Non-Parent only)

The professional Coach program was implemented in 2008 to attract higher quality coaching for NVMHA “A” teams. The stipend paid to the coaches is collected from fees charged to the player (Parent) of the team the coaches lead. The coaches are interviewed, selected, contracted and managed by the NVMHA administration.

As approved by the Board of Directors, the Head Coach rate per “A” team can be up to a maximum of \$7,500 based on qualification and experience and as recommended by the Executive Director of Hockey Operations and approved by the Board of Directors.

In addition, professional coach fees may include payment of assistant coaches. These amounts are predetermined at the beginning of the season and are distributed in accordance with the guidelines and policies of the professional coach program. The combined fee of head coach and assistant coach(s) shall not exceed \$7,500 per team.

Individual “A” teams are required to forward the coaches stipend payment to the treasurer, by November 1st. The Treasurer will make payment to the coaches on the team’s behalf.

Dress Code for “A” Teams

“A” coaches will ultimately decide dress code for their teams when arriving at and departing from games in conjunction with NVMHA apparel guidelines and policies. Each team in all divisions streamlined to wear dress shirt, tie, dress pants, black socks, suit jacket/NVMHA jacket. Most importantly, teams should always show a consistent uniformity and look presentable.

Please note: No players are to arrive/depart games wearing hats.

NVMHA Blue Helmets

NVMHA has standardized equipment policy for “A” Division (“A” team) players which includes blue helmets. The ultimate goal is to have all NVMHA “A” Division players look the same and be recognizable as NVMHA players. All “A” rostered players are required to wear blue helmets.

O. AFFILIATE PLAYERS

(Refer to PCAHA Rules & Regulations Section C items 22 through 31)

All Affiliate Players (A/P) need to be consulted for permission prior to being rostered.

Important dates:

Final date to register an Atom "A" Affiliate Player is January 15th

Final date to add or change Peewee – Juvenile Affiliate Players is January 15th

Final Day to add or remove a regular player from a "C" or "A" roster is January 10th

Affiliation General Criteria

- Teams are expected to affiliate the majority of players from within the pool of players who are rostered on "A" teams or participated in "A" tryouts.
- Please review the policy (below) for players who self-release from "A" tryouts to determine eligibility.
- Coaches/Managers are expected to obtain permission from a player's head coach and parents before affiliation.
- Affiliated players are responsible to their own team first and the higher level team second in times of conflicts, unless approved by both teams coaches.

Atom "A" Affiliate Players – applies to Atom "A" teams only – *(Refer to PCAHA rule book Section C item 22 to 27)*

Atom "A" teams may draw up to 8 affiliate players from a lower level Atom "C" or lower flight Atom "A" team. Atom "A" affiliate players must be rostered on the team prior to playing in a game. In addition, they must sign the Atom "A" team roster sheet and to be eligible to play. Please email the registrar and your division director with requests to roster affiliate players. The affiliate player may not play more than five league or playoff games as a affiliate player. If more than five games are played the player will become an official member of that team. (Coaches and players will be disciplined if it is found to be a manipulation of the rules). Exception is goaltenders where the goaltender must actually play in five games. The deadline to roster affiliate players is January 15th.

Peewee "A" to Midget "A" Team Affiliate Players (A/P) – *(Refer to PCAHA rule book Section C item 25 to 31)*

"A" teams, Peewee and above may affiliate up to 19 players, of which at least two must be goalies, for temporary inclusion on the playing roster. Affiliate players must come from a lower division or category within NVMHA. Affiliate player request should be made in bulk to the Registrar - registrar@nvmha.com before January 15th.

Process

Head Coach or Manager must notify the player and the players' coach to request permission to affiliate to the higher division team. Permission from the players' coach must be obtained prior to using the affiliate player in competition. The Player and their parents must also be consulted prior to affiliation. **A/P's are responsible to their own team first and cannot be called up to play when there is a schedule conflict between the teams without the explicit permission from the A/P's originating team coach first.**

Once permission from the player's coach and parents are obtained, **please send all affiliate player requests to the registrar - registrar@nvmha.com and division director**

Limitations

Affiliate players are permitted a maximum of 10 league or playoff games with the higher level team.

Exception to this rule is if the affiliate player's team completes its regular season and playoffs before the affiliate team then the affiliate player may thereafter affiliate an unlimited number of times.

Affiliate players need to be registered onto a team's Hockey Canada Roster (HCR) as affiliate players to be eligible to play. Generally, HiSports tracks the number of games that an affiliate plays, however it is the responsibility of the affiliate team and player to manage the number of games played.

P. NVMHA AFFILIATION POLICY - PLAYERS WHO SELF-RELEASE FROM "A" TRYOUTS

Decisions are made as to the numbers, sizes and composition of "A" teams (and also of "C" teams) based on the number of players who have registered. Players who participate in "A" tryouts, then leave the "A" program, can cause significant difficulties to both the "A" and "C" programs. As a result, the following restrictions have been imposed to minimize these situations:

Non-Declaration "A" try out

- Any player who self-releases to the "C" program and leaves the NVMHA "A" Try outs after commencement of Phase 2 will not be entitled to AP, practice or called up to any "A" team equal or higher to the one they were assigned to for that phase. They will still be able to AP and/or practice with any team below the group they self-released from.
- Similarly, any player who self-releases to the "C" program more than seven days after selected to a "A" team may not be entitled to AP or practice with any other "A" team in any division for the remainder of the season. The player will be assigned to a "C" team in accordance to the "C" balancing guidelines and will not have ability to request what teams they are placed on.
- During phase two of "A" tryouts, any player who self-releases from an "A" WG to a lower WG and completes the "A" try out process will be eligible to AP an "A" team.

A1-Declaration "A" try out

- Players who wish to only play at the A1 level and are released at any phase may self-release and go directly to the "C" program.
- The player who self-releases to "C" hockey in their own division only may not affiliate or practice with any A1 team in any division for remainder of the season.
- Players who self-release to "C" hockey will permitted to affiliate or practice with an A2 to A3 team for the current season.
- Decisions to self-release to "C" hockey must be made prior to September 30th.
- Try out fees are non-refundable once "A" tryouts have commenced

Q. USE OF AFFILIATE PLAYERS - ATOM “C” TO MIDGET “C”

(Refer to PCAHA Rule Book Section C item 30)

“C” teams do not roster affiliate players. They are granted permission to play on a game by game basis.

“C” teams may draw affiliate players from “C” teams in lower divisions within the same association subject to:

- The team must have 12 or fewer skaters for a game or has no goaltender available for a game.
- Teams may only apply for permission to affiliate a player to bring their roster size up to 13 players and one goalie.
- **Permission to use an affiliate player must be obtained from the PCAHA league manager prior to the game.**
- Hockey 4 players may only be drawn as an affiliate to an Atom “C” team are restricted to three league, playoff or tournament games

R. BRANDED CLOTHING & APPAREL

NVMHA is happy to provide many options of team gear from Hoodies, Hats, Shorts, Track Suits, Winter Jackets ect.

North Vancouver Minor Hockey Association is proud to partner with “Larry’s Sports Shop” and “TimeOut Source for Sports” for all official NVMHA Apparel and fanwear.

To place an order please visit:

<https://northvancouverminorhockey.itemorder.com/sale>

If you have any questions, please contact:

Steve McIntyre

604-987-6630

sales@myhockeystore.com

The approved apparel provider has been provided with NVMHA specific logo and color options for use in this apparel program creating a stronger uniformed brand presence throughout the association. Teams will have the option to personalize items with player names and numbers.

NVMHA TRADEMARKS, LOGOS and BRANDS CANNOT BE USED ON CLOTHING, LITERATURE OR ADVERTISING WITHOUT THE EXPLICIT WRITTEN PERMISSION OF NVMHA – For guidelines on their use please contact president@nvmha.com for more information.

S. SPECIAL EVENTS

Skate-a-Thon (Skate to Remember) – is scheduled annually on or around Remembrance Day – This year it is November 11, at Ice Sports. Initiation and Atom team participate in this annual minor hockey tradition and fundraiser for NVMHA. Your team will be provided with further details closer to the time.

NVMHA Face-Off Raffle - Annual fundraiser for NVMHA traditionally for Initiation and Atom Divisions. It has been extended to all NVMHA Divisions. Raffle Tickets to be distributed to teams the first weeks of November. There are prizes for top sellers in each division.

Photo Day – Photo Day is held annually – date, times and location will be communicated by your division director.

Tournaments – NVMHA hosts the following tournaments annually

- Bantam “C” Tournament -Thanksgiving long weekend.
- Atom “C” and Pee wee “C” Tournaments - Christmas Break
- Initiation/Novice Jamboree – End of Season

NVMHA teams within the appropriate levels of the tournament are expected to participate in the tournament and provide volunteer time and raffle donations. NVMHA teams will receive a share of the tournament proceeds in acknowledgement of their contributions. For further information, contact the Tournament Director tournaments@nvmha.com

Marketing / Sponsorship – contact the NVMHA Sponsorship Coordinator at sponsor@nvmha.com

NVMHA Frolic Pub Nite – is a NVMHA fundraiser held in mid-January. It is a great NVMHA fundraiser for parents and the community. All teams are to donate 2 bottles of wine – min value of \$20 each. In addition- “A” teams are to donate a Silent Auction Basket valued at minimum \$100 and Initiation teams to donate a door /raffle prize. Each team will have a representative and information on event to come out via Division Directors in December.

T. DISCIPLINE

PCAHA and BC Hockey regulations regarding suspensions for players and officials are very strict. Please review the PCAHA rule book and BC Hockey suspension guidelines for further details. If you have any questions, please contact your League Manager. **REMEMBER: IF IN DOUBT SIT THE PLAYER OUT**

Penalty and Suspension Carry overs

Players who play as affiliates or call-ups for a higher category team in the same or a higher division (including junior team affiliates) who receive penalties with suspensions need to serve out the prescribed suspension before being able to play for any team.

The suspension must be served in the league, division or team where it was awarded. The player also cannot participate as a coach or on-ice official (referee) in any capacity until the suspension is served. Be aware of the rules, there are no reminders.

Instructions to Team Managers

1. After each game, check the score sheet and note all serious penalties.
2. Keep a record of all serious penalties incurred by players and team officials on your team.
3. If a penalty carries with it an automatic **Game Misconduct** penalty (such as penalties for fighting or checking from behind) and the **Game Misconduct** has not been correctly listed on the score sheet by the scorekeeper, any automatic suspensions will still apply.
4. If there is any doubt about the suspension implications of penalties appearing on the score sheet, contact your league manager for clarification. Permitting a suspended player to participate will result in loss of points and other consequences.

Scorekeeper Omission

If the scorekeeper fails to note any **Game Misconduct** on the game report, all suspensions shall apply as if the penalties had been correctly recorded.

U. BULLYING, HARRASSMENT, ABUSE, BEHAVIOUR

Bullying, Harassment and Abuse

BC Hockey has a renewed focus on Bullying, Harassment and Abuse and NVMHA is fully supportive of BC Hockey's policies and recommendations. Please watch for evidence of any bullying actions – in the dressing room, on the bench, in the arena lobby or on the Internet (e.g. Facebook). Please refer to the NVMHA Bullying Policy in the 'Policies and Procedures' section of the NVMHA website for further information or contact NVMHA Player Safety at player@nvmha.com

DO NOT LET BULLYING, HARRASSMENT and ABUSE GO UNNOTICED

Behavior

In recent years an upswing in negative behavior from players, parents, coaches and officials towards those who are participating in minor hockey has been experienced by NVMHA and other minor hockey associations. In an effort to stem this behavior NVMHA, in partnership with BC Hockey, follows guidelines and policies and participates in the provincially supported program **Sportsmanship Starts in the Stand** initiative. Please embrace and comply with this program as a tool to make the minor hockey experience enjoyable for all.

To be a member in good standing within NVMHA, everyone is required to participate and comply with **Sportsmanship Starts in the Stands** and will be required to attend scheduled meetings or review the information provided and report their compliance. Non-compliance could affect participation in any minor hockey event.

Code of Conduct

NVMHA supports ongoing promotion of respectful behaviour, sportsmanship and positivity in the stands. The atmosphere created in the rink can have a big impact on everyone's experience. We all need to reinforce that being supportive, encouraging and providing inspiration starts with all of us.

See the www.nvmha.com or www.bchockey.net websites for further information to participate.

Team officials will also have their respective teams fill out a hard copy of the BC Hockey Code of Conduct for parents and players for their team records. The managers will also have a Team Code of Conduct signature sheet where all parents, grandparents and extended family members, who will be attending games on a regular basis, will sign the form under the player name and be reminded and/or educated them of the NVMHA/BC Hockey Code of Conduct. They will support the Fair Play Code and contribute to a positive and fun playing environment for the players and teams. The on-line forms can be found on the managers>resources and on the forms sections of the NVMHA website.

Locker Room Policy

BC Hockey requires that all Minor Hockey Associations, Leagues and Teams have a documented locker room policy that ensures: rules for supervising and monitoring locker rooms and changing areas; guidelines for parents to be in the locker rooms; prohibited conduct, including at least all forms of abuse and misconduct prohibited by BC Hockey; rules regarding the use of mobile electronic devices and prohibiting the use of a device's recording capabilities. See NVMHA Locker Room Policy [nvmha.com>about>policies](http://nvmha.com/about/policies)

V. HOCKEY CANADA INSURANCE PROGRAM

Hockey Canada Insurance applies to events that are Hockey Canada/BC HOCKEY sanctioned events (league games, tournaments, practices, training camps, sanctioned fundraisers) when playing member teams only. It applies to all coaches, managers, trainers, players, provided they are registered and rostered on the official team roster submitted to BC HOCKEY.

Hockey Canada Insurance augments provincial medical insurance and employee (and dependent) medical insurance plans held by player's parents for major medical and Dental. Claims must be submitted within 90 days for medical and 30 days for dental. Treatment must occur within 52 weeks of the date of the accident.

Player Medical Information Form

Each player must provide medical and emergency contact information to NVMHA during the registration process via ePACT. ePACT is an on-line tool that provides easy access to player and team official emergency and medical information. The intent of ePact is to have this essential medical information available for medical professionals in the unlikely event they attend to a player due to an accident. Once teams are selected and team officials are assigned. The registrar sends the team information to ePACT for upload. Designated team officials will receive notification and access to their team records via ePACT. Please be patient there are 50+ teams and more than 300 team officials to process. Information will be accessible by the first league game.

For questions regarding ePACT please contact the Risk Manager riskmanager@nvmha.com

Injury Report Forms

HCSP's must have the two page Hockey Canada Injury Report Forms with them at all games/practices. In the event of an accident occurring, regardless of the seriousness, the Hockey Canada Injury Report Form must be completed and submitted according to the instructions below. This applies to all situations including those where no corresponding monetary claim will be submitted.

Process for Injury Reporting

In the event of an accident occurring, the HCSP shall provide the players (parents) with the Injury Report Form. This form should accompany the player as they seek/receive medical and/or dental treatment. The attending physician/dentist shall complete page 2 of the form and it is recommended this be completed at the initial visit.

Once completed, the injury report forms must be filed with:

1. NVMHA within 30 days of the incident occurring to the attention of your Division Director and Risk Manager – by mail to 2411 Mt. Seymour Parkway, North Vancouver BC V7H 2Y9 or via e-mail to riskmanager@nvmha.com
2. To BC HOCKEY within 90 days of the incident.

Sanctioned On-Ice Hockey Activities

On-ice activities which are part of a Hockey Canada member association/team program (practices and games) will be sanctioned. Other activities are covered only if specifically authorized by the BC HOCKEY. Effective December, 2008, all coaches are required to wear a helmet on the ice. If coaches are not wearing helmets, the activity is not sanctioned and therefore the players are not insured.

If your team buys extra ice time (outside of the ice offered to you by NVMHA) you must advise the ice scheduler and receive approval before that ice session becomes a “sanctioned” ice time. Without this approval the players and team are not covered by the Hockey Canada Insurance Program and the team officials accept liability for the event.

When an association submits insurance to Hockey Canada we have to name all rinks that NVMHA purchase ice at and all ice during the season is covered under that umbrella as long as a few rules are followed.

1. That only rostered NVMHA players are on the ice, this can mean other teams within NVMHA can also be on the ice but your 3 or 18 year-old sibling or other family members cannot.
2. Only rostered team officials are permitted on the ice. They must be rostered as such within the association in the current season. Rostered team officials include head coaches, assistant coaches, manager, HCSP and on-ice helpers.
3. If team decides to play an exhibition game then they must attain a game # from their perspective league manager. This would cover both teams that are on the ice.
4. If ice is booked at another facility where NVMHA does not purchase ice (i.e., Burnaby 8 Rinks) the team is not covered and must provide their own insurance. Please check with the Ice Scheduler if you are unsure if the rink is approved.

NOTE: Parents vs. kids games are not covered under any circumstances and are not permitted on NVMHA scheduled ice.

For intermission games at the Vancouver Giants, Vancouver Canucks, North Van Wolfpack or any other similar events, obtain a game number from the League Manager (Lions Gate League or “A” Leagues) for the game in order to sanction the event.

Special Event Sanction

Special sanction for off-ice events such as dry land training, social and fundraising activities can be obtained by application to the BC HOCKEY. Please visit <https://www.bchockey.net/applicationforms/specialeventsanction.aspx> to submit your special event sanction request. Approval can take 8-10 business days. BC Hockey will not sanction events involving alcohol. Once approved or denied by BC HOCKEY, the form will be returned to the applicant and the association President.

DO NOT PROCEED WITH YOUR EVENT UNTIL YOU HAVE APPROVAL AND SANCTIONING IN PLACE

Please consult the Hockey Canada Special Event Sanctioning Guidelines to see if your event can be sanctioned for insurance or contact the association President president@nvmha.com or the Risk Manager riskmanager@nvmha.com to enquire whether or not your team's activity is covered by insurance.

W. SUPPLEMENTAL INSURANCE

NVMHA players are covered by PCAHA's supplemental insurance. This includes Enhanced Catastrophic Injury Insurance and Out-of-Province Travel Medical Insurance. Please see the PCAHA Rule Book for further details.



X. TOURNAMENT APPLICATION APPROVAL

Teams in all divisions and categories may want to enter in tournaments in the Lower Mainland, around the province of BC and the North American continent. There is a required approval process to follow so teams are sanctioned (insured) to travel and participate in these tournaments.

For Tournaments within PCAHA District

Request should be directed to your PCAHA league manager via email and include:

- [President's Tournament Permission Letter](#) from MHA President (PTPL) available on the NVMHA website
- Include tournament date and location
- Include tournament host sanction number

Upon approval PCAHA will issue a **Tournament Permission Number (TPN)**.

For Tournaments Outside the PCAHA District, but within British Columbia

1. Receive permission from PCAHA League Manager (see above)
2. Request permission from BC Hockey by:
 - a. Complete the BC Hockey [Interdistrict Travel / Exhibition Game Form](#) available at [bchockey.net>administration>forms](http://bchockey.net/administration/forms) or pcaha.ca/forms
 - b. Provide a letter of permission from MHA president- [President's Tournament Permission Letter](#) (PTPL)
 - c. Provide tournament permission number (TPN) from PCAHA League Manager
 - d. Provide proof that the tournament is sanctioned via sanction number- found on all tournament listings.
 - e. HCR roster- obtain from registrar
 - f. For exhibition games, a copy of the opposing team's governing body registered roster
3. Email the above information to League Manager/District Association (PCAHA) for approval.

For Tournaments and Exhibition games Outside the PCAHA District and British Columbia, but within Canada or USA

1. Receive permission from PCAHA League Manager (see above)
2. Request permission from BC Hockey by:
 - g. Complete the BC Hockey [Out of Province & USA Hockey Tournament Travel / Exhibition Game Form](#) available at [bchockey.net>administration>forms](http://bchockey.net/administration/forms) or pcaha.ca/forms
 - h. Provide a letter of permission from MHA president- [President's Tournament Permission Letter](#) (PTPL)
 - i. Provide tournament permission number (TPN) from PCAHA League Manager
 - j. Provide proof that the tournament is sanctioned via sanction number- found on all tournament listings.
 - k. HCR roster- obtain from registrar
 - l. For exhibition games, a copy of the opposing team's governing body registered roster
3. Email the above information to League Manager/District Association (PCAHA) for approval.