



NORTH VANCOUVER
MINOR HOCKEY ASSOCIATION

Team Manual

2022/2023 Season

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

Table of Contents

A.	NVMHA Contact List 2022-2023.....	1
B.	Minor Hockey Structure in Canada	2
C.	Team Officials	2
D.	Certifications	3
E.	Team Responsibilities	4
F.	Team Involvement.....	6
G.	Team Finances.....	8
H.	Skill Development Program	9
I.	Game Information, Reports & Records	10
J.	On-Ice Officials	12
K.	Uniform & Equipment Guidelines	13
L.	“A” Hockey	15
M.	Affiliate Players – “A” Teams.....	16
N.	Affiliate Players – Players Who Self-Release From “A” Tryouts.....	17
O.	Affiliate Players – “C” Teams	18
P.	Hockey Canada Insurance Program.....	18
Q.	Supplemental Insurance	20
R.	Tournament Applications	20
S.	Discipline	22
T.	Bullying, Harrassment, Abuse, Behaviour	22
U.	NVMHA Events	23
V.	Branded Apparel & Alternate Jerseys	24
W.	Marketing & Sponsorships	24

A. NVMHA CONTACT LIST 2022-2023

Mailing Address 2411 Mount Seymour Parkway North Vancouver BC V7H 2Y9

Website www.nvmha.com

NVMHA Board of Directors		
Executive		
President	Lawrence Smyth	president@nvmha.com
Vice President	Jillian Feist	vicepresident@nvmha.com
Treasurer	Stephanie Fraser	treasurer@nvmha.com
Secretary	Kathryn Stanton	secretary@nvmha.com
Directors		
U6/U7/U8/U9 Division Director	Jeff Maihara	u9@nvmha.com
U11 Division Director	Stewart Reid	u11@nvmha.com
U13 Division Director	Cynthia Curll	u13@nvmha.com
U15 Division Director	Kristine Kuss	u15@nvmha.com
U18/U21 Division Director	Donna Ryder	u18@nvmha.com
Risk Manager/Player Safety	Colin Melnyk	riskmanager@nvmha.com player@nvmha.com

NVMHA Support Staff		
Officiating		
Referee in Chief	Dylan Williams	referee@nvmha.com
Operations		
Director of Hockey Operations	James Wall	operations@nvmha.com
Assistant Director of Hockey Operations	Jon Thompson	opsassistant@nvmha.com
Registrar	Natasha Breland	registrar@nvmha.com
Ice Scheduler	Natasha Breland	ice@nvmha.com
Administrator/Equipment Manager	Don Woodman	admin@nvmha.com ; 604-505-2764

Appointed Positions		
Awards Coordinator	Don Woodman	awards@nvmha.com
Communications	President/Registrar	communications@nvmha.com
Discipline Committee Chair	Vice President	vicepresident@nvmha.com
Junior Coach Coordinator	Don Woodman	juniorcoach@nvmha.com
Ombudsperson	John Beck	ombudsman@nvmha.com
Photo Day Coordinator	Vacant	photoday@nvmha.com
Scholarship Committee Chair	Rob Duffy	scholarships@nvmha.com
Special Events Coordinator	Jane Schieman	events@nvmha.com
Sponsorship Coordinator	Kathryn Stanton	sponsor@nvmha.com
Tournament Coordinator	Vacant	tournaments@nvmha.com
Webmaster	Jon Thompson/ Registrar	webmaster@nvmha.com

B. MINOR HOCKEY STRUCTURE IN CANADA

NVMHA is part of [Pacific Coast Amateur Hockey Association](#) (PCAHA) (*district*), which in turn is part of [BC Hockey](#) (*provincial*) and [Hockey Canada](#) (*national*).

Our U6-U9 and “C” teams participate in PCAHA’s Lions Gate League, with seven other Minor Hockey Associations located in North Vancouver, West Vancouver, Squamish, Whistler, and the Sunshine Coast. Our “A” teams participate in PCAHA’s “A” Leagues throughout the PCAHA district.

C. TEAM OFFICIALS

TEAM OFFICIAL MAXIMUM

Typically, teams have a **maximum of five Team Officials** on their official roster: 1 Head Coach; up to 2 Assistant Coaches; 1 Manager; and 1 HCSP (*see Section D for Certifications*). Teams may roster additional Assistant Coaches and/or HCSPs with approval by NVMHA administration and at a cost of \$50 for each additional approved Team Official. Limitations apply.

Each team is **required** to have the following 3 positions on their official Hockey Canada Roster.

COACHES

- The Head Coach has ultimate responsibility for all aspects of the team and team decisions
- Teams can roster up to 2 Assistant Coaches in support of the Head Coach role

MANAGER

- The Manager's primary function is communication and organization; they are the liaison for the team with NVMHA (*Division Director, Ice Scheduler, Registrar*) and PCAHA (*League Manager*)
- The Manager is integral to the team and works closely with the Head Coach in running the team

HOCKEY CANADA SAFETY PERSON (HCSP)

- The HCSP is responsible for ensuring that emergency contact and medical information is collected for players and Team Officials and is required to be at all team games and practices
- The HCSP is an integral part of the team and works closely with the Coach and Manager to ensure team safety

ON-ICE HELPERS

On-Ice Helpers may assist Coaches in executing drills in a practice setting but are not permitted on the bench or to assist during games. On-Ice Helpers are not considered Team Officials, but they must be recorded on the Hockey Canada Roster for insurance purposes, and they must complete the required certification requirements prior to participation on the ice (*see Section D for Certifications*).

JUNIOR COACHES

NVMHA offers a junior coach program for players to participate with various divisions and teams to learn coaching techniques, assist coaches, and earn volunteer hours during on-ice team practices (*some restrictions apply*). Players (*U13 and above*) interested in participating in this program should contact the Junior Coach Coordinator (juniordoach@nvmha.com).

Note: Junior Coaches, ages 13-16, are required to wear full gear on the ice

D. CERTIFICATIONS

Links to all certification courses are available under [Coach/Manager Info > Certification Requirements](#)

CORE CERTIFICATION REQUIREMENTS

All Team Officials and On-Ice Helpers **must complete the following 3 core certifications/requirements** prior to participation:

Police Information Check (PIC/CRC)

All Team Officials (*Coaches, Managers, HCSPs*) and On-Ice Helpers must have a current Police Information Check (PIC) or Criminal Records Check (CRC) prior to participating in one of these roles. PICs/CRCs are required to be completed every three years. All applicant information is handled with the strictest confidence. Please send completed PIC/CRCs to the Registrar (registrar@nvmha.com). Questions should be directed to the Risk Manager/Player Safety (riskmanager@nvmha.com or player@nvmha.com).

Respect in Sport (RIS) for Hockey Leaders

All Team Officials (*Coaches, Managers, HCSPs*) and On-Ice Helpers must have a current RIS prior to participating in one of these roles. Initial certification and recertification are available as online courses; renewal is required every 5 years

Note: NVMHA also recommends parents/guardians complete Respect in Sport for Parents

Concussion Awareness Training Tool Program (CATT)

All Team Officials (*Coaches, Managers, HCSPs*) and On-Ice Helpers must complete the Concussion Awareness Training Tool (CATT) program (Coaches Version) prior to participating in one of these roles. The CATT takes 30 minutes to complete; there is no charge for the program.

COACHING REQUIREMENTS

In addition to the above 3 core certification requirements, all Coaches must complete the proper coaching certification (*refer to PCAHA rule book for information on certifications/qualifications*). Failure to do so may result in suspension, fine, disciplinary action and/or team disqualification from provincial playoffs.

Coach 1 for all U6-U9 coaches. Must be completed by December 15. Coach 1 consists of an online component and an in-person clinic. The online component must be completed prior to registering for the in-person clinic.

Coach 2 for U11 “C” and “A” coaches and U13 to U18 “C” coaches. Must be completed by December 15. Coach 2 consists of an online component and an in-person clinic. The online component must be completed prior to registering for the in-person clinic. In addition, a post course task must be signed off by the NVMHA President and Director of Hockey Operations and submitted to BC Hockey by March 31. NVMHA will announce dates and times for post course sign off in February.

Development 1 is required for U13 to U21 “A” coaches. Must be completed by December 1. This is a two-day in person course. After completion of this course, coaches are required to submit a written assignment, have a field evaluation, and take an online ethics evaluation.

MANAGER REQUIREMENTS

Team Managers must meet the above 3 core certification requirements. Team Managers may act in other Team Official roles, other than as a coach, but must meet the requirements of those roles as well.

HOCKEY CANADA SAFETY PERSON (HCSP) REQUIREMENTS

In addition to the above 3 core certification requirements, all HCSPs must complete the HCSP certification prior to participating. HCSP certification is available as an online course; renewal is required every three years. Each team must have at least one certified HCSP person present at all games and team events. Failure to have a registered HCSP Team Official may result in suspension, fine, disciplinary action and/or team disqualification from playoffs.

ON-ICE HELPER REQUIREMENTS

On-Ice Helpers must meet the above 3 core certification requirements prior to participating.

E. TEAM RESPONSIBILITIES

The first point of contact for inquiries or issues is the Division Director. They will forward inquiries or escalate issues as appropriate (*see Section A for Director Contacts*).

TEAM ROSTERS

Managers must forward rosters to the Division Director and Registrar immediately after team selection (*September 30 or sooner*). Rosters should include team’s Division and Number (*i.e. U11 C1*), player names and positions, Team Official names, positions, and birthdates or HCR #s (*see Section D for Certifications*).

SCHEDULE

When Hockey Canada Rosters are confirmed, schedules will be provided by the PCAHA League Manager and posted to [PCAHA](https://www.pcaha.com); a copy should be **forwarded to the Ice Scheduler** (ice@nvmha.com) at that time.

ICE TIME & INFORMATION

Your team ice times are assigned for the full season unless the Ice Scheduler informs you otherwise. **Please make every effort to ensure the ice you are assigned is used.**

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

When additional ices slots become available, the Ice Scheduler will email all coaches and/or managers. Ice will be allocated at the ice schedulers discretion, on a first come, first served basis.

Ice Information (*Important Dates and Cancellations*) is available on the website under [Resources > Manager Resources](#).

The ice that is assigned to your team for practices or games cannot be used outside the scheduled times; please do not go on the ice prior to or remain on the ice after your team's scheduled time.

- | | |
|------------------|---|
| Practices | Players must wait until the ice machine doors are closed and an on-ice Team Official is present before going to the bench or on the ice; please do not allow any players, pucks, or equipment on the ice while the ice machine is working |
| Games | Players must wait until a Team Official is present and the On-Ice Officials (referees/Linespersons) are present and permit the players on the ice; please do not allow any players, pucks, or equipment on the ice until these conditions are met |

Do not allow players to sit on the edge of the boards and keep the player, penalty box and access doors closed while the ice machine is working, or ice is not in use. Please be respectful of arena staff and follow the instructions of staff and Team Officials.

PLAYING TIME

As per PCAHA rules, equal playing time shall be given to all players regardless of playing ability, in the U6-U9, U11 "C" through U18 "C", and U11 "A" Division.

NVMHA has developed a document on **Coaching Boundaries & Guidelines for Rep Players** that is available on the website under [Resources > Manager Resources](#).

Additional **Fair Play** resources are available from [BC Hockey](#) and [Hockey Canada](#).

OFF-ICE ACTIVITIES

All off-ice activities must be [sanctioned](#) by BC Hockey. This includes dryland training, video sessions, social or fundraising events, or any other team function (*see **Section P** for Special Event Sanctions*).

The HCSP or coach must be identified as the person responsible for team safety; this includes ensuring that:

- All current public health orders and guidelines are followed, where applicable
- Attendees understand they must not attend the activity if they are feeling unwell and have any symptoms of illness
- Protocols for proper health hygiene are identified and followed (*e.g. hand sanitizing/washing, respiratory etiquette, water bottles/drinks not shared between players, etc.*)

- All applicable event protocols are followed, where applicable (*e.g. number of attendees is monitored, number of attendees does not exceed maximum permitted for event type*)

Comfort and safety of all team members should be taken into consideration when arranging activities.

Event Resources

- [Province-Wide Restrictions](#)
- [BC Centre for Disease Control – Safer Social Interactions](#)

CODE OF CONDUCT

The Manager must ensure that the Head Coach, Assistant Coaches, parents/guardians and players sign the applicable Code of Conduct form annually. **Player Fair Play Code** and **Team Code of Conduct** forms are available on the website under [Resources > Manager Resources](#).

SPORTSMANSHIP STARTS IN THE STANDS

Parents/guardians, spectators, Team Officials, etc. are to sign off on BC Hockey's [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.

U11 REP TEAM PLAYER SIGNATURES

The Registrar will provide each U11 Rep Manager with a roster signature sheet well before the first league game (*approximately November 1*). Each player, their parent/guardian and each Team Official must sign the roster signature sheet.

The Manager must:

1. Ensure all rostered players and Team Officials sign the team roster signature sheet
2. Ensure all Affiliate Players and their parent/guardian 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 U11 rep team plays in a final four championship game the original roster sheet will be required to be presented to officials

F. TEAM INVOLVEMENT

PARENT/GUARDIAN MEETING

A parent/guardian 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/guardians is that it makes them feel part of the team while allowing the Coaches and Managers to concentrate on other responsibilities. Some positions require more time than others; each family is required to take on a volunteer team support position to assist with their player's team.

REQUIRED TEAM SUPPORT POSITIONS

Duty	Description
Hockey Canada Safety Person	This is a rostered position with the team (Team Official). Bring NVMHA supplied first aid kit to all team functions; complete and keep injury logs and injury sheets as required; maintain medical forms via EPACT (<i>see Section C for Team Officials</i>). Required to complete HCSP course and keep HCSP certification up to date (<i>see Section D for Certifications</i>).
Timekeeper and Scorekeeper	Required for home games in all divisions; Timekeeper and Scorekeeper must be provided by home team. As these positions are official positions, it is important that no alcohol be consumed prior to or during the performance of these duties. Timekeeper and Scorekeeper are responsible for verifying games in HiSports within 24 hours (<i>see Section I for Game Information, Reports & Records</i>). Managers should assign a person to act as the Timekeeper/Scorekeeper scheduler; this person will prepare a rotation schedule for home games.
Team Treasurer	Manage team finances and budget (<i>see Section G for Team Finances</i>)

ADDITIONAL TEAM SUPPORT POSITIONS

Duty	Description
Jerseys	Bring both sets of jerseys to each game, as alternate color may be required (<i>see Section L for Uniform & Equipment Guidelines</i>); usually 1-2 volunteers
Music	Setup and run game day music for home games
On-Ice Officials Payment	Required for home games only; Provide cash payment for each On-Ice Official (<i>Referees/Linespersons</i>) for each home game (<i>see Section J for On-Ice Officials: Fees & Payment</i>).
On-Ice Helper	Assist coaches in executing drills in practice setting (<i>see Section D for Certifications</i>). All On-Ice Helpers must be recorded on the official roster.
Photo Day Rep	NVMHA requires 1-2 representatives per team to communicate schedule, pick-up and distribute forms to team, assist NVMHA Photo Day Coordinator on event day (<i>i.e. set up/clean up, team wrangler, etc.</i>)
Skate-A-Thon Rep	NVMHA requires 2 representatives per team to be part of the committee to assist with the skate-a-thon event on event day.
Social	Arrange team events, teambuilding activities, and year end celebrations.
Team Snap Coordinator	Assist Manager with communications and/or scheduling via Team Snap
Team Apparel	Help coordinate and purchase team apparel as approved by NVMHA (<i>see Section V for Branded Apparel & Alternate Jerseys</i>). Bring team bag of extra spare equipment for games.
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, etc. Local/Away Tournaments: Teams should have 2 volunteers to assist with coordinating team snacks, accommodations, travel, meals, etc.

G. TEAM FINANCES

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

TEAM BUDGET

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

NVMHA is not responsible for the collection of these fees. Any team member who does not pay their team fees in a timely fashion may be removed from the team by NVMHA. The Team Manager must bring forward any issues to their Division Director in a timely fashion.

Expenses: Extra ice purchased; dry-land sessions; tournament fees; coach tournament travel reimbursement; equipment; apparel; 50/50 supplies (*e.g. tickets, buckets, aprons*); team bus to away games; coaching and carding fees (*"A" teams only; see Section L for "A" Hockey*), etc.

Note: All teams need to budget \$150 for NVMHA tournament/fundraiser raffle basket donation and \$50 for NVMHA social night wine raffle donation

Less Revenues: Fundraising, 50/50 with Gaming License through NVMHA Treasurer and Board of Directors, skill development funding (*see Section H for Skill Development Program*), etc.

Equals: Parent/Guardian Contribution

Note: Sample team budgets and tracking sheets are available

ON-ICE OFFICIALS FEES

NVMHA provides funds to each team for the payment of On-Ice Officials for league games and up to two exhibition games (*see Section J for On-Ice Officials: Fees & Payment*). On-Ice Officials fees for additional exhibition games should be considered a team expense and be accounted for in the Team Budget.

FUNDRAISING

Fundraising is a great way to earn extra funds for teams to pay On-Ice Officials for exhibition games, apparel, tournament entry fees and related travel and accommodation expenses. It can also be a great way to have the team bond off the ice and for the players to have an opportunity to earn a share of their expenses. 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 parents/guardians contributed surplus funds, a distribution back to parents/guardians on a pro-rata basis may be made.

Note: All fundraising events require a [BC Hockey Special Events Sanction](#) ([see Section P for Special Event Sanctios](#))

GAMING LICENSES

If your team plans to run 50/50 draws, raffles or other fundraising endeavors that require licensing, please contact NVMHA Treasurer (treasurer@nvmha.com) for details of the regulatory process to be

followed. In addition, all gaming licenses require an NVMHA Board of Directors sponsor. Team licenses must be obtained in the name of the team so that we do not jeopardize NVMHA's gaming revenue. Once you have contacted the NVMHA Treasurer and an NVMHA Board of Directors sponsor has been assigned to your team, you will work with your NVMHA Board of Directors sponsor to setup a gaming license through the [BC Provincial Government](#) web page.

H. SKILL DEVELOPMENT PROGRAM

NVMHA continues to strive 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 gaming grant approval, so it may not be feasible to fund development opportunities each year.

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

GOALIE SKILL DEVELOPMENT

1. **"A" Teams (U11 to U18)** – Goalie-specific training funding may be provided by NVMHA, dependent on funding availability:
 - a. Cost of goalie training instructor selected by team and approved by NVMHA; **or**
 - b. Cost for NVMHA provided goalie coach at up to 6 team practices

Note: Requires submission of an application to the Director of Hockey Operations (see Procedure to Access Skill Development Funding below)
2. **"C" Teams** – Skills development is provided by NVMHA at the direction of the Director of Hockey Operations and in conjunction with the Goalie Development Lead.

Additional goalie-specific training funding may be provided by NVMHA, dependent on funding availability. There is no guarantee that additional funding will be provided.

Note: Requires submission of an application to the Director of Hockey Operations (see Procedure to Access Skill Development Funding below)

TEAM/PLAYER SKILL DEVELOPMENT

1. **"A" Teams (U11 to U18)** – Team or player-specific training funding may be allocated from the NVMHA, dependent on funding availability.

Note: Requires submission of an application to the Director of Hockey Operations (see Procedure to Access Skill Development Funding below)
2. **"C" Teams** – Skills development is provided by NVMHA at the direction of the Director of Hockey Operations and in conjunction with the Player Development Lead.

Additional team or player-specific training funding may be provided by NVMHA, dependent on funding availability. There is no guarantee that additional funding will be provided.

Note: Requires submission of an application to the Director of Hockey Operations (see Procedure to Access Skill Development Funding below)

U6-U9 SKILL DEVELOPMENT

Skills development is provided by NVMHA at the direction of the Director of Hockey Operations.

PROCEDURE TO ACCESS SKILL DEVELOPMENT FUNDING

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. Submit an application to the Director of Hockey Operations (operations@nvmha.com).
Application must include:
 - Team name and level
 - Contact name with phone and email information
 - Description of skill development activities (*power skating, goalie training, shooting, skate mill, etc.*) separated by goalie training and player training
 - Name of service provider
 - Dates and location of the proposed activities

Note: Extra ice is excluded from funding

3. The Director of Hockey Operations will review all applications and respond to each team. Approved applications will be forwarded to the NVMHA Treasurer. Approved funding will be in the form of a reimbursement to the team after a receipt/invoice for the approved development is provided to the NVMHA Treasurer (treasurer@nvmha.com)

Note: Funding varies from year to year and is not guaranteed; teams should not expect funding every year

PRIVATE INSTRUCTORS

All external development coaching must be **approved in advance by the Director of Hockey Operations**.

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 NVMHA Registrar to ensure all skill development instructors are properly registered.

Note: All team skill development activities require a [BC Hockey Special Events Sanction](#) (see [Section P](#) for Special Event Sanctions)

I. GAME INFORMATION, REPORTS & RECORDS

GAME NUMBERS

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

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

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.

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 to use a portion of their practice for a controlled scrimmage.

On-Ice Officials 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).

Note: There are special rules for international games. Refer to the PCAHA rule book and to the [PCAHA Tournament site](#) for more information

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). Game reports and game numbers shall be made available for an On-Ice Official to verify at the Timekeeper's bench prior to the commencement of the warm-up. An On-Ice Official must ensure that the names of players, Team Officials, off-ice officials, and game officials are part of the game report.

Game results, game rosters, penalties and league standings are tracked through HiSports. HiSports 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 more information and register for HiSports on the [PCAHA](#) website. HiSports Help is also available on the website under [Resources > Manager Resources](#).

Teams may want to keep a paper version of a Game Report available in case of technical disruption during games.

- Team Officials** A maximum of 5 Team Officials may be recorded on the official game report.
- Late Players** If a player is going to be late, their name should be included on the Game Report (HiSports) prior to the game so that they are permitted to play.
- Omitted Players** If a player is inadvertently omitted from the Game Report (HiSports), an On-Ice Official may permit the player to be added to the Game Report (HiSports) before the end of the game provided the player was in uniform and on the ice or on their players' bench at the start of the game.
- Captains** Each team may appoint one Captain and no more than 3 Alternate Captains. Only a Captain or Alternate Captain on the ice shall have the privilege of asking an On-Ice Official for their interpretation of any rule during the progress of a game.
Prior to the start of a game, each team shall note the Captain and Alternate Captains on the official Game Report (HiSports). Use "C" to denote Captain and "A" to denote Alternate Captain on all formats of the game report.
- Affiliate Players** Affiliate Players (*U11 and above*) shall be clearly designated on the official Game Report (HiSports) in which they play. Use "A/P" to denote Affiliate Player on all formats of the game report.

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 Minor Hockey Association submits a written request for actual expense incurred)* the cost of ice and On-Ice Official fees. Teams may also be subject to suspension, unless a satisfactory reason is presented, and be ordered to make up the game and incur the costs to do so. In such circumstances, the On-Ice Officials shall be paid.

Note: NVMHA does not pay team/player fines and will pass any fines and/or costs directly to the teams

J. ON-ICE OFFICIALS

Games cannot be played without On-Ice Officials (*Referees/Linespersons*), and On-Ice Officials cannot be assigned until a game number is provided (*refer to **PCAHA rule book** for important rules and info regarding Referees and Linespersons*).

ASSIGNMENTS

NVMHA and PCAHA are using [HiSports](#) to assign On-Ice Officials to games (*refer to [PCAHA website](#)*).

U15 “C” and lower games are assigned by NVMHA Assignors; U15 “A” and higher are assigned by PCAHA.

Division	Assignor	Contact
U6-U9 and U11 “A” & “C”	Dylan Williams	referee@nvmha.com
U13 “A” & “C” to U15 “C”	Dylan Williams	referee@nvmha.com
U15 “A” to U18 “A” & “C”	Nicholas Van Dyk	nvandyk@pcaha.ca / 778.772.5011
NVMHA Referee-In-Chief	Dylan Williams	referee@nvmha.com

Cancelled Games If a game is cancelled, contact the appropriate Assignor immediately. For U15 “A” and higher, teams will be assessed the On-Ice Official’s fees if the Manager fails to notify the Assignor or cancels a game with less than 24 hours’ notice.

FEES

NVMHA provides funds to each team for payment of On-Ice Official fees. The funds are provided in the form of a cheque, payable to the Team Official designated by the Head Coach or Manager. These are only to be used for payment of On-Ice Officials (*Referees/Linespersons*) for home league games (*placement/balancing, regular season, and playoffs*).

Note: Up to 2 home exhibition games for “C” teams will be paid by NVMHA

If a team has unused On-Ice Officials funds at the end of the season, the balance **must be returned** to the NVMHA Treasurer, via cheque, payable to NVMHA. Unused On-Ice Officials funds are contributed by NVMHA to the scholarship fund.

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

PAYMENT

On-Ice Officials are to be **paid in cash only**. Separate envelopes with exact amounts for each On-Ice Official are required for each home game. It is an acceptable NVMHA policy to leave the On-Ice Officials fees in an envelope with the Timekeeper at the start of the game. The Timekeeper will provide the On-Ice Officials with their payment at the conclusion of the game.

For games with a duration of 90 minutes or less, the **On-Ice Official Allowance** is as follows:

Division	3-Official System		2-Official System
	Referee	Each Linesperson	Each Referee
U9 (and below)	\$20.00	n/a	n/a
U11 ("C")	\$40.00	\$31.00	\$40.00
U11 ("A")	\$42.00	\$33.00	\$42.00
U13 ("C")	\$45.00	\$35.00	\$45.00
U13 ("A")	\$50.00	\$37.00	\$50.00
U15 ("C")	\$52.00	\$39.00	\$52.00
U15 ("A")	\$55.00	\$41.00	\$55.00
U18 ("C")	\$58.00	\$43.00	\$58.00
U18 ("A")	\$65.00	\$47.00	\$65.00
U21	\$70.00	\$50.00	\$70.00

For any game exceeding 90 minutes, an additional \$5 per official will be added for each additional 15 minutes of game time (rounded up).

If an On-Ice Official does not show for a scheduled game:

- U15 "C" Divisions and below must notify the Referee in Chief (referee@nvmha.com) immediately.
- U15 "A" Divisions and above (*refer to PCAHA Rule Book for information on no show*)

Note: When 3 On-Ice Officials are assigned to a game but fewer than the assigned number show up, those in attendance will be paid the single referee expense allowance per the corresponding 2-Official System rate

No rates greater than the above allowances may be paid for any game; "tipping" of On-Ice Officials is not permitted.

K. UNIFORM & EQUIPMENT GUIDELINES

NVMHA supplies the following items to its teams:

- Pucks and first aid kits
- Uniform apparel, including home/away jerseys and socks; socks for "A" players will only be provided every second year
- Uniform apparel, including pant shells and practice jerseys (*"A" teams only*)
- Coloured pinnies (*optional*)
- Shared goalie equipment (*optional for goalies that do not have their own*)

The NVMHA equipment locker is located at Advanced Storage Centre, 219 MacKay Road, Door #45 (*southwest of Capilano Mall*). Locker opening dates and times are posted on the website under [Resources > Manager Resources](#) and under the website Announcements section.

If there are issues with any of the items (*e.g. socks or jerseys do not fit*) or any of the optional items are required, please contact the Equipment Manager (admin@nvmha.com).

The Team Manager must distribute NVMHA uniform apparel, record uniform assignments, and collect uniform apparel deposits from each player or designate a person for this task. Deposits should be made via post-dated cheque (*dated March 15*), or by e-transfer, and held by the Team Treasurer until all NVMHA uniform apparel is returned clean and in good condition at the end of the season. Deposit values are listed below:

Team	Uniform Apparel Deposit
U6-U9 <ul style="list-style-type: none"> Game jerseys/pinnies 	N/C
"C" Hockey – U11, U13, U15, U18, U21 <ul style="list-style-type: none"> Game jerseys/pinnies 	\$150.00
"A" Hockey – U11, U13, U15, U18, U21 <ul style="list-style-type: none"> Game jerseys/practice jerseys/pant shells 	\$250.00

Jerseys will be brought to and from the arena in the NVMHA-issued jersey bags or in player-supplied, sealable, plastic garment bags; they are not to be stored inside hockey bags. Uniform apparel must be regularly washed and dried.

Replacement costs for missing, lost, neglected, or unusually damaged uniform apparel will be recovered from the uniform apparel deposit and can be charged back to the Coach or team at NVMHA's discretion.

APPROVED HOME GAME JERSEY COLOUR

The approved jersey colour for NVMHA **home games** is **white**. Rep teams coordinate their colours at game time with the opposing team.

Note: In the event of a colour conflict, the home team switches colours (refer to PCAHA rule book)

NVMHA BLUE HELMETS

NVMHA has a standardized equipment policy for "A" team players, which includes blue helmets. The intent is to have all NVMHA "A" team players look the same and be recognizable as NVMHA players. All "A" rostered players are required to wear blue helmets.

U6-U9 EQUIPMENT

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.

SHARED GOALIE EQUIPMENT

Managers should ensure that goalies and their parents/guardians have the following instructions made available to them if they will be using shared NVMHA goalie gear:

- Wash or sanitize hands before handling shared gear
- Wear a base layer between yourself and your equipment; by doing this, a barrier is created that will help wick away moisture from you and your gear
- Dry out the gear after each practice or game; it is the single most important measure to take to prevent harmful bacteria growth and subsequent odors
 - Leave gear out in the open so it dries thoroughly; place all equipment in a warm, well-ventilated area to air out and dry

Note: The use of a drying rack is especially helpful because it allows for better air circulation around the gear; a hockey drying rack will dry your gear and kill the bacteria that develops during use

L. “A” HOCKEY

U11 “A” TO U18 “A” TEAM FEES

The following “A” team fees apply and should be accounted for in team budgets:

U11 “A”	\$375 per player
U13 “A”	\$395 per player
U15 “A”	\$425 per player
U18 “A”	\$435 per player

“A” team fees cover:

- Carding fees
- Extra ice and more expensive home game ice during prime time
- Additional On-Ice Officials fees
- Gym apparel (gym shirt), every second year, unless it is a player’s first year in “A”
- Newer and better-quality uniforms, including “A” team socks every second year
- Additional team pucks
- Additional team skills

“A” PROFESSIONAL COACH HONORARIUMS (NON-PARENT/GUARDIAN)

The professional coach program was implemented in 2008 to attract higher quality coaching for NVMHA “A” teams. The honorarium paid to professional coaches is collected from fees charged to the players (*parents/guardians*) of the team that 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 honorarium can be to a maximum of \$12,000 for the highest level “A” team in a division or to a maximum of \$9,500 per team for all other “A” teams in the division. The Head Coach honorarium will be as recommended by the Director of Hockey Operations, approved by the Board of Directors, and based on qualifications, coaching, playing experience, and any additional expectations established by the Board of Directors.

In addition, professional coach honorariums may be extended to 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 honorarium for the Head Coach and Assistant Coaches shall not exceed \$17,000 for the highest level “A” team in a division or \$12,500 per team for all other “A” teams in the division.

“A” TEAM PAYMENT

Each “A” team is responsible for:

1. Collecting “A” team fees from all team members as outlined above
2. Collecting “A” coach honorarium payments from all team members as outlined above
3. Submitting a team cheque, payable to NVMHA, to cover applicable fees and coach honorariums to the NVMHA Treasurer no later than October 15
Note: NVMHA will make payment to the coaches on the team’s behalf
4. Referring any special circumstances to the NVMHA Treasurer (treasurer@nvmha.com)

M. AFFILIATE PLAYERS – “A” TEAMS

All Affiliate Players (A/P) need to be consulted for permission prior to being rostered (*refer to **PCAHA rule book** for information on Affiliate Players*).

IMPORTANT DATES

- January 10
 - Final Day to add or remove a regular player from a “C” or “A” roster
- January 15
 - Final date to register a U11 “A” Affiliate Players
 - Final date to add or change U13 – U21 Affiliate Players

GENERAL CRITERIA FOR AFFILIATION

- Teams are expected to affiliate most players from within the pool of players who are rostered on “A” teams or participated in “A” tryouts (*see **Section N** for Affiliate Players - Players who Self-Release from “A” Tryouts*)
- Coaches/Managers are expected to obtain permission from a player’s Head Coach and parents/guardians before affiliation
- Affiliate Players are responsible to their own team first and the higher-level team second, when game conflicts arise, unless approved by Head Coach from both teams

U11 “A” AFFILIATE PLAYERS

U11 “A” teams may draw up to 8 Affiliate Players from a lower level U11 “C” or lower flight U11 “A” team (*refer to **PCAHA rule book** for information on Affiliate Players*). U11 Atom “A” Affiliate Players must be rostered on the team prior to playing in a game. In addition, they must sign the U11 “A” team roster sheet and to be eligible to play. Affiliate Player requests should be made to the Registrar (registrar@nvmha.com) and Division Director before January 15th.

The Affiliate Player may not play more than five league or playoff games as an 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 play in five games. The deadline to roster Affiliate Players is January 15th.

U13 “A” TO U21 “A” AFFILIATE PLAYERS

U13 “A” to U21 “A” teams may affiliate up to 19 players, of which at least two must be goalies, for temporary inclusion on the playing roster (*refer to **PCAHA rule book** for information on Affiliate Players*). Affiliate Players must come from a lower division or category within NVMHA. Affiliate Player requests should be made in bulk to the Registrar (registrar@nvmha.com) and Division Director before January 15th.

AFFILIATE PLAYER PROCEDURE

1. Head Coach or Manager notifies the player, the player’s parents/guardians, and the players’ Head Coach, requesting permission to affiliate the player to the higher division team
 - Permission from the players’ Head Coach and parents/guardians must be obtained prior to using the Affiliate Player in competition

Affiliate Players are responsible to their own team first and cannot be called up to play when there is a schedule conflict between the teams without first obtaining explicit permission from the Head Coach of the Affiliate Player’s originating team
2. Manager sends all Affiliate Player requests to the Registrar (registrar@nvmha.com) and Division Director once permission from all Head Coaches and parents/guardians are obtained

AFFILIATE PLAYER 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 affiliate an unlimited number of times thereafter. Affiliate Players must be registered on 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 Player plays; however, it is the responsibility of the affiliate team and player to manage the number of games played and ensure the maximum games is not exceeded.

N. AFFILIATE PLAYERS – PLAYERS WHO SELF-RELEASE FROM “A” TRYOUTS

Decisions are made as to the numbers, sizes and composition of both “A” and “C” teams based on the number of players who registered. Players who participate in “A” tryouts and then leave the “A” program can cause significant difficulties for 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 affiliate, practice, or be 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 affiliate 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 an “A” team will not be permitted to affiliate 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 “C” balancing guidelines
- During phase two of “A” tryouts, any player who self-releases from an “A” working group to a lower working group and completes the “A” try out process will be eligible to affiliate to an “A” team

A1-DECLARATION “A” TRY-OUT

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

O. AFFILIATE PLAYERS – “C” TEAMS

“C” teams do not roster Affiliate Players; they are granted permission to play on a game-by-game basis (*refer to PCAHA rule book for information on Affiliate Players*). “C” teams may draw Affiliate Players from “C” teams in lower divisions within the same Minor Hockey Association subject to:

- The team must have 12 or fewer skaters for a game or have 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
- U9 players may only be drawn as an Affiliate Player to a U11 “C” team and are restricted to three league, playoff, or tournament games

P. 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/guardians 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

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/Player Safety (riskmanager@nvmha.com or player@nvmha.com).

INJURY REPORTS

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 In the event of an accident occurring, the HCSP shall provide the players (*parents/guardians*) with the Injury Report Form.

The 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 incident to the attention of the Division Director and Risk Manager/Player Safety (riskmanager@nvmha.com or player@nvmha.com) – via mail to 2411 Mt. Seymour Parkway, North Vancouver BC V7H 2Y9 or via e-mail
2. To [BC Hockey](http://www.bchockey.com) within 90 days of the incident

SANCTIONED ON-ICE HOCKEY ACTIVITIES

On-ice activities that are part of a Hockey Canada member association/team program (*practices and games*) will be sanctioned.

When an NVMHA submits insurance to Hockey Canada, all arenas that NVMHA purchases ice at and all ice during the season is covered under that umbrella if a few rules are followed:

1. All coaches are required to wear a helmet on the ice; if coaches are not wearing helmets, the activity is not sanctioned, and the players are not insured
2. Only rostered NVMHA players are on the ice; other teams within NVMHA can also be on the ice
3. Only rostered Team Officials are permitted on the ice; they must be rostered as such within NVMHA in the current season
4. A game number must be obtained from the PCAHA League Manager for all exhibition games; the game number covers both teams on the ice
5. If ice is booked at another facility where NVMHA does not purchase ice (*e.g. Burnaby 8 Rinks*), the team is not covered and must provide their own insurance; check with the Ice Scheduler if you are unsure if the arena is approved

6. A game number must be obtained from the PCAHA League Manager for any intermission games, or similar events, that are arranged with the Vancouver Canucks, Vancouver Giants, North Van Wolf Pack, or other organization; if a game number is not obtained, the event is not sanctioned, and the players are not insured

Note: Parents and guardians or any other family members (including siblings) that are not rostered as Team Officials, On-Ice Helpers, or Junior Coaches are not covered under any circumstances and are not permitted on NVMHA scheduled ice; this includes "Parent/Guardian vs Player" games

If your team buys **extra ice time, outside 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/activity.

SPECIAL EVENT SANCTIONS

Activities, other than those above, are only covered if specifically authorized by BC Hockey. A [BC Hockey Special Events Sanction](#) for off-ice activities such as dry land training, video sessions, social activities, and fundraising activities can be obtained by application to BC Hockey. BC Hockey will not sanction events involving alcohol or high-risk activities.

Applications may take up to 10 days for a response, so please ensure that adequate time is provided for the application to be processed prior to the activity. Once the application is approved or denied by BC Hockey, a response will be provided to the applicant and the Minor Hockey Association President.

Note: Do not proceed with the activity until approval and sanctioning are in place

Consult the Hockey Canada Special Event Sanctioning Guidelines to see if your event can be sanctioned for insurance or contact the NVMHA President (president@nvmha.com) or the Risk Manager/Player Safety (riskmanager@nvmha.com or player@nvmha.com) to enquire whether or not the team activity is covered by insurance.

Q. SUPPLEMENTAL INSURANCE

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

R. TOURNAMENT APPLICATIONS

Teams in all divisions and categories may enter tournaments in the Lower Mainland, around BC, across Canada, and in the USA. There is an approval process in place to ensure teams are sanctioned (*insured*) to travel and participate in these tournaments.

APPROVAL PROCESS – TOURNAMENTS WITHIN PCAHA DISTRICT

1. Send request to your PCAHA League Manager, via email, and include:
 - **Tournament Permission Letter**, reviewed and signed by NVMHA President, available on the website under [Resources > Manager Resources](#)
 - Tournament date and location
 - Tournament host sanction number
2. PCAHA League Manager will issue a **Tournament Permission Number (TPN)** upon approval

APPROVAL PROCESS – TOURNAMENTS AND EXHIBITION GAMES OUTSIDE PCAHA DISTRICT AND WITHIN BRITISH COLUMBIA

1. Send request to your PCAHA League Manager in one scanned package, via email, that includes:
 - **BC Hockey Interdistrict Travel/Exhibition Game Form**, reviewed and signed by NVMHA President, available on BC Hockey or PCAHA websites
 - **Tournament Permission Letter**, signed by NVMHA President, reviewed and signed by NVMHA President, available on the website under [Resources > Manager Resources](#)
 - Proof that tournament is sanctioned; provide **sanction number** from tournament listing
 - **HCR roster**; obtain from Registrar (registrar@nvmha.com)
 - For exhibition games, a copy of the opposing team's governing body registered roster
2. PCAHA League Manager will issue a Tournament Permission Number (TPN) upon approval and apply on your team's behalf for the appropriate District & BC Hockey approvals
3. Your letter and permission number providing District & BC Hockey approval for your team to participate will be emailed to you

APPROVAL PROCESS – TOURNAMENTS AND EXHIBITION GAMES OUTSIDE PCAHA DISTRICT AND BRITISH COLUMBIA AND WITHIN CANADA OR USA

1. Send request to your PCAHA League Manager in one scanned package, via email, that includes:
 - **BC Hockey Out of Province & USA Hockey Tournament Travel/Exhibition Game Form**, reviewed and signed by NVMHA President, available on BC Hockey or PCAHA websites
 - **Tournament Permission Letter**, reviewed and signed by NVMHA President, available on the website under [Resources > Manager Resources](#)
 - Proof that tournament is sanctioned; provide **sanction number** from tournament listing
 - **HCR roster**; obtain from Registrar (registrar@nvmha.com)
 - For exhibition games, a copy of the opposing team's governing body registered roster
2. PCAHA League Manager will issue a Tournament Permission Number (TPN) or Exhibition game number upon approval and apply on your team's behalf for the appropriate District & BC Hockey approvals
3. Your letter and permission number providing District & BC Hockey approval for your team to participate will be emailed to you

S. DISCIPLINE

PCAHA and BC Hockey regulations regarding suspensions for players and Team Officials are very strict. Please review the PCAHA rule book and BC Hockey Suspension Guidelines, available on the website under [Resources > Manager Resources](#), 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. Players are also unable to participate as a coach or On-Ice Official (Referee/Linesperson) 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.

T. BULLYING, HARRASSMENT, ABUSE, BEHAVIOUR

BULLYING, HARASSMENT AND ABUSE

BC Hockey has a renewed focus on Bullying, Harassment and Abuse and NVMHA supports their policies and recommendations. It is important to watch for evidence of any of these actions in the dressing room, on the bench, in the arena, or on the internet (e.g. social media platforms).

For further info, refer to the **NVMHA Bullying Policy** on the website under [About > Policies](#) or contact Risk Manager/Player Safety (riskmanager@nvmha.com or player@nvmha.com).

****Do not let bullying, harassment, or abuse go unnoticed****

BEHAVIOR

Negative behavior from players, parents/guardians, coaches, and officials towards others participating in minor hockey has been experienced by Minor Hockey Associations. 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 Stands](#) initiative.

To be a member in good standing within NVMHA, **everyone is required to participate and comply** with [Sportsmanship Starts in the Stands](#) by reviewing and completing the module provided and reporting their compliance. Non-compliance could affect attendance and participation in any minor hockey event.

Please embrace this program as a tool to make the minor hockey experience enjoyable for all.

CODE OF CONDUCT

NVMHA supports ongoing promotion of respectful behaviour, sportsmanship, and positivity. The atmosphere created in the arena has an impact on everyone's experience and taking responsibility for being supportive and encouraging starts with all of us.

Team Officials will have players fill out a hard copy of the BC Hockey Code of Conduct (*Player Fair Play Code*) for the team records. The Manager will also have the Team Code of Conduct signed by all parents/guardians and family members who will be attending games on a regular basis. They will be reminded and/or educated of the NVMHA/BC Hockey Code of Conduct and will be expected to support the Fair Play Code and contribute to a positive and fun playing environment for the players and teams. The Player Fair Play Code and Team Code of Conduct forms are available on the website under [Resources > Manager Resources](#).

Additional information is also available on the [BC Hockey](#) website.

DRESSING ROOM POLICY

BC Hockey requires that all Minor Hockey Associations, Leagues and Teams have a documented dressing room policy that ensures:

- Rules for supervising and monitoring locker rooms and changing areas;
- Guidelines for parents/guardians to be in the dressing rooms;
- Prohibited conduct, including at least all forms of abuse and misconduct prohibited by BC Hockey;
- Rules prohibiting the use of mobile electronic devices.

The **Dressing Room Policy** is available on the website under [About > Policies](#).

U. NVMHA EVENTS

SKATE-A-THON (SKATE TO REMEMBER)

This event is scheduled annually on or around Remembrance Day at Ice Sports North Shore. U6-U11 teams participate in this annual minor hockey tradition and NVMHA fundraiser. Your team will be provided with additional details closer to the time.

PHOTO DAY

Individual player and team photo day that is held annually, generally in late November or early December. Date, times, and location will be posted on the NVMHA website and communicated by your Division Director.

TOURNAMENTS

NVMHA hosts the following tournaments annually:

- U15 “C” and U18 “C” Ice Breaker Tournament – Thanksgiving Weekend
- U11 “C” and U13 “C” Winter Classic Tournament – Holiday Break
- U6 to U9 Jamboree – End of Season

NVMHA teams within the appropriate levels of the tournament are encouraged to participate and provide volunteer time. Questions can be directed to Tournament Director (tournaments@nvmha.com).

NVMHA SOCIAL NIGHT

This NVMHA fundraiser, generally held in late January, is a great opportunity to socialize and raise funds to support our recreational and rep level hockey programs. Additional information will be posted on the NVMHA website and communicated by your Division Director.

All **teams are to budget \$150** for NVMHA raffle basket donations that will be used for either tournament raffle baskets or the Social Night raffle baskets **as well as \$50** for the wine raffle donation.

V. BRANDED APPAREL & ALTERNATE JERSEYS

NVMHA trademarks, logos, and brands cannot be used on clothing, literature, or advertising without the explicit written permission of NVMHA. Please refer to the NVMHA Brand Identity Policy and Processes under [Resources > Manager Resources](#).

BRANDED APPAREL

NVMHA is proud to partner with **Larry’s Sports Shop** and **TimeOut Source for Sports** for all official NVMHA apparel and fanwear, from hoodies and hats to winter jackets and bags. Purchase of NVMHA apparel and fanwear through other non-approved suppliers is strictly prohibited.

Our approved apparel provider has been provided with the NVMHA specific logo and color options for use in this apparel program creating a stronger uniformed brand presence throughout NVMHA. Teams will have the option to personalize items with player names and numbers. Information on ordering is available on the website under [Coach/Manager Info > Team Apparel](#).

ALTERNATE JERSEY

NVMHA has developed an approved alternate jersey that can be used for exhibition games, tournaments, and public appearances. Acquisition and use of alternate jerseys requires approval by the Board of Directors as per NVMHA Brand Identity Policy and Processes under [Resources > Manager Resources](#).

W. MARKETING & SPONSORSHIPS

As a not-for-profit association we rely on the generous support of sponsors; we would not be able to run such a successful program without their support. As family members, and business owners in our hockey community, we would like to extend our invitation to sponsor NVMHA and/or one of our teams.

If your team is aware of someone in our hockey community that is interested in sponsoring NVMHA and/or one of our teams, please contact the NVMHA Sponsorship Coordinator (sponsor@nvmha.com).