



North Vancouver Minor Hockey Association 2023/2024 Team Manual

Version 1.0
September 2023

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Welcome to North Vancouver Minor Hockey Association!

North Vancouver Minor Hockey Association (NVMHA) respectfully acknowledges that our members have the opportunity to live, learn, and play on the unceded territory of the Coast Salish Peoples, including the xʷməθkʷəy̓əm (Musqueam), səliłwətał (Tsleil-Waututh), and Skwxwú7mesh (Squamish) Nations.

We are grateful for this opportunity and honour the diverse indigenous peoples who have lived and worked on this land historically and presently.

NVMHA is committed to promoting, organizing, and delivering amateur ice hockey to the youth of North Vancouver.

It is our hope that this involvement will grow these generations into productive members of society who have developed a very high standard of sportsmanship, self-discipline, courage, perseverance, and citizenship both on and off the ice; who will in turn hand over the same values to the future generations.

We will not judge nor discriminate, but provide safe, supportive hockey programs where players are mentored and encouraged to achieve their best at whatever level they wish to play.

Our core values



Minor hockey structure

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 U7/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.



Contacts

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

U7/U9 Division Director	Jeff Maihara	u9@nvmha.com
U11 Division Director	Lesley Steane	u11@nvmha.com
U13 Division Director	Holly Castle	u13@nvmha.com
U15 Division Director	Kristine Kuss	u15@nvmha.com
U18/U21 Division Director	Stewart Reid	u18@nvmha.com
Risk Manager/Player Safety	Colin Melnyk	riskmanager@nvmha.com player@nvmha.com
Volunteer, Events & Communications Director	Cynthia Curll	vec@nvmha.com

Support staff

Registrar	Natasha Breland	registrar@nvmha.com
Ice Scheduler	Natasha Breland	ice@nvmha.com
Administrator/Equipment Manager	Don Woodman	admin@nvmha.com ; 604-505-2764

Operations

Director of Hockey Operations	James Wall	operations@nvmha.com
Assistant Director of Hockey Operations	Jon Thompson	opsassistant@nvmha.com
Player Development Lead	Mats Lindgren	
Goalie Development Lead	Vacant	

Officiating

Referee in Chief	Dylan Williams	referee@nvmha.com
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Appointed positions

Awards Coordinator	Don Woodman	awards@nvmha.com
Communications	President/VEC	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	Darla Johnston	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

Arena locations

Our hockey programming is scheduled at three arena locations in North Vancouver:

- Harry Jerome Community Centre
123 East 23rd Street
- Karen Magnussen Rec Centre
2300 Kirkstone Road
- Ice Sports North Shore
2411 Mount Seymour Parkway

Getting setup for success

The Manager's first point of contact for inquiries or issues is your Division Director. They will answer questions, forward inquiries, or escalate issues as appropriate (see [contacts](#) section).

Communications

NVMHA keeps the membership updated via our website, TeamSnap, email, and various meetings throughout the year.

TeamSnap

TeamSnap is the platform that all NVMHA teams and team members use to see their rosters and scheduled practices, games, and other events. NVMHA adds team rosters to TeamSnap, and each team is responsible for posting their practice and game schedules as well as any other events. Team members can then update their attendance for practices, games, and events and communicate with the team through messaging or email. TeamSnap is also the platform that drives NVMHA email communications.



Email (via TeamSnap)

Email is used to support a variety of communications to Association members and to teams:

- NVMHA sends regular email updates and announcements to the membership
- Division Directors communicate information and updates to team officials and team members in their divisions
- Individual teams use email to update team members on practices, games, events, and other information that supports the team in running smoothly

NVMHA website

The NVMHA Website is where you will find resources to guide you through the year as well as announcement on events and key timelines.

Meetings

NVMHA hosts various meetings throughout the season, either in-person or online via Zoom.

New manager orientation

Held at the beginning of the season after teams are formed, this meeting assists new managers in gaining an understanding of season startup responsibilities and navigating various platforms.

Manager and safety meeting

NVMHA hosts this meeting immediately following PCAHA Coach and Manager meetings to ensure team managers and safety persons are updated on new developments and have the information they need to support their teams for the season.

Coach meetings

The Director of Hockey Operations holds various meetings for coaches throughout the year on topics such as season start-up, skills development, goalie coaching, etc. to support coaches in running their teams and ensuring alignment with NVMHA hockey programming.

Social media

We enjoy sharing information about our association and celebrating the achievements of our teams and members via social media, and we encourage you to send us photos or tag the association in your posts.

- [Instagram](#) – @northvanMHA
- [Twitter/X](#) – @northvanMHA

Electronic gamesheets (Spordle)

[Spordle](#) (formerly known as HiSports) is a web-based scorekeeping application that links with PCAHA's scheduling, scoring, and standings system. All teams are required to use Spordle to verify rosters for games and for scorekeeping during home games. Managers can register for Spordle on the [PCAHA](#) website and access additional resources on the [BC Hockey E-Gamesheets](#) or [Spordle Help](#) sites or under [Resources > Manager Resources](#) on the NVMHA website.



Team officials, team support & certifications

All Team Officials and team support person(s) must complete the required certifications ([see certifications/requirements](#) section) before they can be rostered or step on the ice. Team Officials can check their current and expired certifications through their individual [Spordle Account](#).

Team officials

All teams must have a Coach, Manager, and Hockey Canada Safety Person (HCSP) rostered as Team Officials on their official Hockey Canada Roster (HCR) before the team practices or engages in any games or events.

Generally, teams have **a maximum of five Team Officials** on their official roster:

- 1 Head Coach
- 1 to 2 Assistant Coaches
- 1 Manager; and
- 1 HCSP

Teams may roster additional Assistant Coaches and/or HCSPs, with approval by NVMHA administration, at a cost of \$50 for each additional approved Team Official. Limitations apply.

Coaches

- Head Coach is responsible for all aspects of the team and team decisions
 - Liaises with the Director of Hockey Operations on player development, player movement, and any operations issues
 - Works closely with the Manager in running the team and with the Hockey Canada Safety Person to ensure team safety
- Assistant Coaches (*1 to 2*) can be rostered in support of the Head Coach role

Manager

- Responsible for overall team management, including communications and organization
 - Acts as a liaison for the team with NVMHA (*Division Director, Ice Scheduler, Registrar*) and PCAHA (*League Manager*)
 - Works closely with the Head Coach in running the team

Hockey Canada Safety Person (HCSP)

- Responsible for overall team safety
 - Attends all team games, practices, and events and ensures that emergency contact and medical information is collected for all players and Team Officials in case of a medical issue or emergency
 - Works closely with the Coaches and Manager to ensure team safety



Team support

Team support person(s) are not required but can be of great assistance to coaches in practices.

On-ice helpers

On-Ice Helpers assist coaches on the ice in executing player and goalie drills in a practice setting. It is important to note that they are not considered Team Officials, and therefore, they are not permitted on the bench or to assist during games.

Note: On-Ice Helpers must complete certification requirements and be recorded on the official HCR for insurance purposes prior to participating on the ice.

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*). U13 to U18 players who are interested in participating as junior coaches should contact the Junior Coach Coordinator (juniorecoach@nvmha.com).

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

Core certifications/requirements

All Team Officials and On-Ice Helpers must **complete the 3 core certifications/requirements** prior to participation (see [Resources > Certification Requirements](#) on the NVMHA website):

1) Criminal record check/police information check (CRC)

Coaches, Managers, HCSPs, and On-Ice Helpers

- Completion Deadline: Prior to participation on a team
- Link: [eCRC service](#) (Access Code: CC6EPWUV9R)
 - Send submission number to Registrar (registrar@nvmha.com) after completion

Note: You can also bring the [NVMHA Introduction Letter](#) to an RCMP detachment and forward the completed CRC to the Registrar

- Cost: No charge
- Renewal: Every 3 years

All applicant information is handled in the strictest confidence. Please direct questions to the Risk Manager/Player Safety (riskmanager@nvmha.com or player@nvmha.com).

2) Respect in Sport (RIS) for activity leaders

Coaches, Managers, HCSPs, and On-Ice Helpers

- Completion Deadline: Prior to participation on a team
- Link: [Respect in Sport](#)
 - 3-hour online course
- Cost: Reimbursed; send receipt and completion certificate to NVMHA Treasurer (treasurer@nvmha.com)
- Renewal: every 5 years



3) Concussion Awareness Training Tool Program (CATT)

Coaches, Managers, HCSPs, and On-Ice Helpers

- Completion Deadline: Prior to participation on a team
- Link: [CATT Course](#) (*Coaches Version*)
 - 40-minute online course
- Cost: No charge for BC Hockey members
- Renewal: Not required; does not expire

Coach certifications/requirements

Coaches must complete the **3 core certifications/requirements** prior to participation on a team and the **applicable coaching certification** (see below and [PCAHA rule book](#) for more info).

Failure to complete certifications/requirements may result in suspension, fine, disciplinary action and/or team disqualification from provincial playoffs.

Coach 1 certification

- Coaches: U7/U9
- Completion Deadline: December 15 (*online & in-person clinics*)
- Link: [Coach 1 Certification](#)
 - 1) **HU: Online Coach 1/2 Clinic** (*online*); and
 - 2) **Coach 1: Intro to Coach** (*in-person*)
 - Online clinic must be completed prior to registering for in-person clinic

Coach 2 certification

- Coaches: U11 "C", U11 "A", U13 to U18 "C"
- Completion Deadline: December 15 (*online & in-person clinics*) & March 31 (*post-course task*)
- Link: [Coach 2 Certification](#)
 - 1) **HU: Online Coach 1/2 Clinic** (*online*); and
 - 2) **Coach 2: Coach Level** (*in-person*)
 - Online clinic must be completed prior to registering for in-person clinic
 - 3) **Post Course Task**
 - Must be signed off by NVMHA President (president@nvmha.com) and Director of Hockey Operations (operations@nvmha.com), and submitted to BC Hockey by March 31
 - NVMHA will announce dates and times for post course sign-off in February

Development 1 certification

- Coaches: U13 to U21 "A"
- Completion Deadline: December 1
- Link: [Development 1 Certification](#)

Two-day in-person course, followed by submission of a written assignment, a field evaluation, and online ethics evaluation; visit [BC Hockey Coaching](#) for more information



Manager certifications/requirements

Managers must complete the **3 core certifications/requirements** prior to participation on a team. Managers may act in additional Team Official roles, other than as a coach, but must meet the requirements of any additional roles.

Hockey Canada Safety Person (HCSP) certifications/requirements

HCSPs must complete the **3 core certifications/requirements** and the **HCSP certification** prior to participation on a team.

Failure to have a registered HCSP Team Official may result in suspension, fine, disciplinary action and/or team disqualification from playoffs.

HCSP certification

- Completion Deadline: Prior to participation on a team
- Link: [HCSP Certification](#) (3-hour online course)
- Cost: Reimbursable by NVMHA after successful completion; send receipt and certificate of completion to NVMHA Treasurer (treasurer@nvmha.com)
- Renewal: Every three years

On-ice helper certifications/requirements

On-Ice Helpers must complete the **3 core certifications/requirements** prior to participation on a team.

Team responsibilities

Team rosters

Managers must complete the core certifications/requirements before receiving their team's Hockey Canada Registry (HCR) roster and their Participant Member ID for Spordle. Once received, Managers need to confirm that all participating players and Team Officials are registered on the HCR roster before their team competes in league play.

If a Team Official is not on the roster, they may not participate with the team until they have completed all certifications/requirements and the Registrar (registrar@nvmha.com) has confirmed that they are registered on the HCR roster.

Team meeting

Shortly after the team is formed, and ideally before the team's first game, a parent/guardian meeting should be held to set expectations of the players and the parents/guardians and to distribute the work of running the team. Other items to include in the meeting:

- Team budget; include financial commitments and timelines for payments
- Team volunteer positions and sign up sheet
- Collection of emergency contact and medical information through ePact



- Team Code of Conduct, Player Fair Play Code, and Sportsmanship Starts in the Stands
- Coach expectations for the team and team philosophy
- Overview of team's practice and home game times as well as arrival times
- Changeroom policy (2-persons at all times)

Code of conduct

Everyone on the team plays an important role in the success of the team's minor hockey experience. The atmosphere created in the arena has an impact on the player, team, and spectator experience and taking responsibility for creating a positive and fun playing environment starts with all of us.

To support a safe and enjoyable season, all Team Officials, parents/guardians, and players are expected to support the Fair Play Code and complete and sign the corresponding Code of Conduct form at the beginning of each season.

Managers should ensure all Team Officials and parents/guardians **complete and sign** the [Team Code of Conduct](#) and all players complete and sign the [Player Fair Play Code](#). Copies of the completed forms should be kept for their team records (see [Resources > Manager Resources](#) on the NVMHA website). Additional information is also available on the [BC Hockey](#) website.

Sportsmanship Starts in the Stands

NVMHA promotes and encourages good citizenship and sportsmanship among its members and expects its members to conduct themselves in a respectful manner that promotes a safe, healthy, and enjoyable environment for all minor hockey participants.

Negative behavior from players, parents/guardians, coaches, and officials towards others participating in minor hockey continues to be experienced by minor hockey associations and their members. To stem this behavior, NVMHA in partnership with BC Hockey, follows established guidelines and policies and participates in the provincially supported program Sportsmanship Starts in the Stands.

To be a member in good standing within NVMHA, association members are expected to **participate and comply with** BC Hockey's [Sportsmanship Starts in the Stands](#) by reviewing their Resources for Parents and completing their Sportsmanship Starts in the Stands Parent Contract. Managers are asked to distribute the link to their team and request their participation. Non-compliance with the program could affect participation in minor hockey events.

Respect in Sport (parents/guardians)

Parents/guardians are strongly encouraged to complete the [Respect in Sport Parent Program](#). This is a one-hour online certification program that reinforces parent/guardian roles in youth sport activities. It encourages positive and effective communication, promotes participant safety, and provides insight into the various roles that other individuals, such as coaches and officials, play in youth sport activities.



Team activities

Many teams engage in additional activities such as dryland training, video sessions, social events, fundraising events, and other team functions that support team building and create a sense of fun outside of their regular on-ice activities.

All expenses incurred for these activities are borne by the team and should be built into the team's budget at the beginning of the season.

Insurance considerations

Team activities that fall outside of regular NVMHA hockey programming are considered special events for insurance purposes and must be [sanctioned](#) separately by BC Hockey. Managers and/or HCSPs are responsible for ensuring a sanction is in place for each activity prior to the start of the event (see [special event sanctions](#) section).

Event safety

In addition, the HCSP or a coach must be identified as the person responsible for team safety prior to each activity; 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.*)

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](#)

Team finances

The Manager usually delegates the team finances to the Team Treasurer. The Manager and Team Treasurer 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 parents/guardians.

Team budget

At the beginning of the season, each team sets up a budget to cover its projected season expenses, including skill development expenses. Be sure to get consensus from all parents/guardians before embarking on fundraising campaigns and requesting payments.



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. Managers must bring issues forward to their Division Director in a timely fashion.

Expenses:	<p>Development (<i>dry-land, additional goalie/player skills sessions, extra ice, etc.</i>);</p> <p>Tournaments (<i>reg fees, travel costs for non-parent coaches, team bus, etc.</i>);</p> <p>On-ice official fees (<i>exhibition games</i>)</p> <p>Social activities (<i>mid-year & year-end socials, thank-you gifts, etc.</i>);</p> <p>Apparel (<i>hoodies, jackets, warm-up gear, alternate jerseys, etc.</i>);</p> <p>Professional coach honorarium & "A" team fees (<i>required for all "A" teams</i>);</p> <p>Raffle basket & wine raffle donations (<i>required for all teams</i>)</p> <p><i>Note: All teams need to budget \$150 for NVMHA raffle baskets for tournaments/fundraisers and \$50 for the NVMHA social night wine raffle</i></p>
Less income:	<p>Fundraising (<i>Giants Night ticket sales, team fundraisers, 50/50 draws, etc.</i>)</p> <p>Skill Development Funding (see Skill development program section)</p> <p><i>Note: Gaming Licenses are required for all 50/50 or other gaming related fundraisers; must be obtained through NVMHA Treasurer</i></p>
Equals:	<p>Parent/Guardian Contribution</p> <p><i>Note: NVMHA can provide sample team budgets and tracking sheets</i></p>

On-ice official fees

NVMHA provides funds to each team for the payment of On-Ice Officials for league games and up to two exhibition games (see [on-ice officials: fees and payment sections](#)). 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.

Special events sanction for fundraisers

Fundraising events require a [BC Hockey Special Events Sanction](#) (see [special event sanctions](#) section).

Gaming licenses for fundraisers

Gaming related fundraising events, such as 50/50 draws, require a gaming license. Contact the NVMHA Treasurer (treasurer@nvmha.com) for details.



When you contact the NVMHA Treasurer, an NVMHA Board of Directors sponsor will be assigned to your team, and you will work with your NVMHA Board of Directors sponsor to setup a gaming license through the [BC Government Gaming License](#) site. Team licenses must be obtained under the team's name so that NVMHA's gaming revenue is not jeopardized.

Team involvement

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. There are required team support positions and optional team support positions, with some positions having more of a time commitment than others. Managers will need to determine which roles they need to have filled on their team and ask parent/guardians to sign up for these roles at the parent meeting or shortly thereafter. Each family is required to take on a volunteer support position to assist with their player's team.

Required team support positions

The following positions are required positions for each team.

Position	Description
Hockey Canada Safety Person	<p>Rostered position with team (<i>Team Official</i>); HCSP's are required to:</p> <ul style="list-style-type: none"> • Complete and maintain HCSP certification and the 3 core certifications/requirements for Team Officials (<i>see certifications/requirements section</i>) • Bring NVMHA supplied first aid kit to all team functions • Complete/keep injury logs and injury sheets as required • Maintain emergency and medical information via EPACT <p>Teams usually have 1-2 volunteers to support this role</p>
Team Treasurer	<p>Manage team finances and budget (<i>see team finances section</i>)</p>
Timekeeper & Scorekeeper	<p>Timekeeper and scorekeeper must be provided by the home team for each home game</p> <p>As these are official positions it is important that no alcohol is consumed prior to or while conducting these duties</p> <p>At each home game, timekeeper and scorekeeper:</p> <ul style="list-style-type: none"> • Run the time clock • Verify rosters/complete scorekeeping duties in Spordle • Verify games in Spordle within 24 hours (<i>see gamesheets section</i>) • Pay referees once game sheet is signed at conclusion of game <p>Teams usually have several timekeeper and scorekeeper volunteers as well as 1 volunteer who prepares a rotation schedule for the timekeeper and scorekeeper volunteers for home games</p>

Additional team support positions

The following are suggested supports for each team; not all positions are required on all teams.

Position	Description
Jerseys	Bring both jersey sets to games, in case alternate colour is required (see equipment & apparel section); usually 1-2 volunteers
Music	Setup and run game day music for home games
On-Ice Officials Payment	Provide cash payment for each On-Ice Official (<i>Referees/Linespersons</i>) for each home game (see on-ice officials: fees and payment sections)
On-Ice Helper	On-Ice Helpers are required to complete and maintain the 3 core certifications/requirements (see certifications/requirements section) and be recorded on the team's official roster Once recorded on the official roster, On-Ice Helpers assist coaches in executing on-ice drills in practice settings and with putting away in-rink training aids (i.e., dividers, nets, etc.) in their designated locations after use at Harry Jerome Arena and Canlan Ice Sports North Shore
Photo Day Rep	Works with NVMHA Photo Day Coordinator to communicate the photo day schedule, pickup and distribute forms to team, assist on event day (i.e. <i>set up/clean up, team wrangler, etc.</i>), and pickup and distribute photos to team
Social Events	Arrange team events, teambuilding activities, and year-end event
TeamSnap Coordinator	Assist Manager with communications and/or adding schedules to Team Snap
Team Equipment & Apparel	Bring team bag of extra spare equipment for games; For U7/U9: Assist with putting away in-rink training aids (i.e., dividers, nets, etc.) in their designated locations after use at Harry Jerome Arena and Canlan Ice Sports North Shore; Coordinate and purchase NVMHA approved team apparel (see branded apparel & alternate jerseys section)
Tournaments	NVMHA Tournament: Teams taking part in NVMHA sponsored tournament are to 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.

Ice allocation

At the beginning of the season, teams are allocated ice for practices and home game times; these ice times are for the full season unless otherwise specified by the Ice Scheduler. **Please make every effort to ensure the ice the team has been assigned is used.**

Once ice schedules have been received, Managers should update TeamSnap to reflect team ice times and notify their teams. Please review the Ice Information (see [Resources > Manager Resources](#) on the NVMHA website) for more information on contacting the Ice Scheduler, ice cancellations, booking extra ice, and important dates.

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.

Unused ice

If the team is unable to use an assigned time, teams may:

- Trade with another team and advise Ice Scheduler (ice@nvmha.com) of trade details; or
- Inform Ice Scheduler (ice@nvmha.com), who will then offer the ice to another NVMHA team

When additional ices slots become available, the Ice Scheduler will email coaches and/or managers. Ice is allocated at the Ice Scheduler's discretion, on a first come, first served basis.

Ice & arena rules

- Players must wait for a Team Official to be present before going onto the player's bench before practice/games or while ice machine is operating
- Players must sit or stand beside the player's bench while the ice machine is operating; they are not allowed to sit on the boards
- Water bottles and other equipment should be kept in their designated area on the player's bench while the ice machine is operating; they are not permitted on the boards
- Players cannot be on the ice while the ice machine is operating without a Team Official or On-Ice Official present
- Doors to the player's bench, penalty box, and other access sites should remain closed while the ice machine is working
- Writing on the boards or glass is not permitted; Canlan Ice Sports North Shore has installed clear arena images to draw plays/drills and North Vancouver Recreation Centres will be installing clear arena images to draw plays/drills
- Respectful conversation and actions with arena staff and On-Ice Officials is expected from all Association members; please follow the instructions of arena staff and On-Ice Officials
- Dressing rooms should be cleaned-up (free of debris and garbage) after use
- For Harry Jerome Arena: the doors closest to the ice machine are alarmed; ensure that teams (*home and visiting*) are aware of this and do not attempt to enter or exit through these doors



Games

Game schedules

When Hockey Canada Rosters are confirmed, League Managers post initial game schedules to the [PCAHA](#) site. Schedules are broken into placement/balancing rounds, regular season, and playoffs. Updates will be posted at additional times throughout the season. Each time schedules are posted, Managers need to ensure TeamSnap is updated and team members are notified.

Conflict games

As soon as schedules are posted, Managers need to review games and resolve conflicts (games that are scheduled on the same day and within 3 hours of the end of the first game and the start of the second game).

When a game conflict is identified, Managers:

- Contact Ice Scheduler (ice@nvmha.com) for alternative game time(s)
- Confirm coach availability for alternative game time(s) provided by Ice Scheduler
- Contact Manager from opposing team, provide alternate game time(s), and obtain agreement on new game time
- Confirm agreed upon game time with Ice Scheduler (ice@nvmha.com)
- Inform PCAHA League Manager of new game time and copy Manager from opposing team
- Update schedule in TeamSnap and send notification to team members
- Notify NVMHA Ref Assignor, where applicable

Game numbers

Game numbers are assigned by PCAHA League Managers and included with game schedules when posted to the [PCAHA](#) site. They are used throughout all minor hockey divisions to ensure games are played under appropriate rules and with applicable insurance coverage. League policies limit the number of games each team may play.

Games cannot be played without a game number, and On-Ice Officials will not be assigned to a game unless game numbers have been obtained. Game numbers can be obtained from [PCAHA](#) League Managers ("A", Lions Gate 'C' League).

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 should not be called *scrimmages*, *joint practices*, or another 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.

Note: There are special rules for international games (see [PCAHA rule book](#) and [PCAHA tournaments](#)).



Game checklist

As a Manager, you will have overall responsibility for pre-game preparation and game organization. Following is a checklist of Pre-Game, Game, and Post-Game activities:

Pre-game

- ✓ Secure affiliate players, if necessary
- ✓ Ensure scorekeeper/timekeeper have been assigned (*home games only*)
- ✓ Ensure Gamesheet roster matches players who have been dressed or will be arriving late; remove missing players and suspended players from the roster

At the game

- ✓ Check the referee dressing room 15 minutes before your game and contact the NVMHA Ref Assignor or PCAHA Ref Assignor immediately if no refs are present
- ✓ Ensure scorekeeper/timekeeper have payments for On-Ice Officials (*home games only*)
- ✓ Ensure jersey colours do not conflict

Post-game

- ✓ Ensure dressing rooms are left clean
- ✓ Verify and submit Gamesheet via Spordle

Gamesheets

The Manager reviews the team roster in Spordle and signs in the line-up for the associated game number prior to game time. Gamesheets are also to be made available for an On-Ice Official to verify prior to the commencement of the warm-up. This verification is to ensure that team rosters, including players and Team Officials, have been confirmed by each team, that timekeeper/scorekeeper information has been entered, and that the on-ice officials are correct.

The home team scorekeeper uses Spordle to track all game information during the game and verifies all Gamesheet information in Spordle within 24 hours of the completion of the game (*see [getting setup for success](#) section for Spordle resources*). Scorekeepers may also keep a paper version of the Gamesheet, in case of a technical interruption before the Gamesheet is verified.

Team officials

A maximum of 5 Team Officials may be recorded on the Gamesheet; only recorded Team Officials are permitted on the player's bench.

Late players

If it is known that a player will be late, they should be included on the Gamesheet roster prior to the start of the game so they are permitted to play.



Omitted players

If a player is inadvertently omitted from the Gamesheet, an On-Ice Official may permit the player to be added to the Gamesheet 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 ("C") and no more than 3 Alternate Captains ("A"); all Captains and Alternate Captains must be recorded on the Gamesheet prior to the start of the game. Only a Captain or Alternate Captain on the ice will have the privilege of asking an On-Ice Official for their interpretation of any rule during the progress of a game.

Affiliate players

Affiliate Players (*U11 and above*) must be clearly designated on the Gamesheet as "AP".

Failure to show

Every effort should be made to start games on schedule. Teams that fail to take the ice **within 15 minutes** of a scheduled game may be **liable for 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 must be paid.

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

Clock Instructions

There are currently 3 different clocks used across each of our 3 home arenas (see [Resources > Manager Resources](#), *Arena Resources on the NVMHA website*).

Penalties & game misconducts

PCAHA and BC Hockey regulations regarding suspensions for players and Team Officials are very strict (see [PCAHA rule book](#) and *BC Hockey Suspension Guidelines under Resources > Manager Resources on the NVMHA website*). If you have any questions, please contact your League Manager.

Remember: If in doubt, sit the player out.

It is the responsibility of the Head Coach and Manager to ensure suspended players do not play in games. A player is considered to have played in a game if their name appears on a game sheet, so ensure that any suspended player has their name removed from the gamesheet.



Manager instructions

- 1) After each game, check the score sheet and note all serious penalties
 - If a serious penalty is incurred, verify the gamesheet immediately to ensure recorded penalty was correct, including name of player, period, time and length of penalty, and infraction
 - Any errors must be reported to the referee before the gamesheet is submitted so that the information can be corrected by the referee
- 2) Stay updated on current suspension guidelines and keep a record of all serious penalties incurred by players and Team Officials on your team, including players on your team that incur penalties while playing as APs for another 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 will apply as if the penalties had been correctly recorded.

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.

Note: 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.

Playing time

As per PCAHA rules, equal playing time will be given to all players regardless of playing ability, in the U7/U9, U11 "C" through U18 "C", and U11 "A" Division.

Teams should also review [Coaching Boundaries & Guidelines for Rep Players](#) available on the NVMHA website as well as Fair Play resources available from [BC Hockey](#) and [Hockey Canada](#).

On-ice officials

On-Ice Officials (*Referees/Linespersons*) are required to be present at all games. Games cannot be played without On-Ice Officials, and a game number is required before On-Ice Officials can be assigned to a game (see [PCAHA rule book](#), *Referees and Linespersons*).



Assignments

NVMHA and PCAHA use [Spordle](#) to assign On-Ice Officials to games. U15 “C” games and below are assigned by NVMHA Assignors; U15 “A” and higher are assigned by PCAHA Ref Assignors.

Division	Assignor	Contact
U7/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

Fees

NVMHA provides funds, via cheque, to each team for payment of On-Ice Official fees. The Head Coach or Manager requests funds from the NVMHA Treasurer (treasurer@nvmha.com); please provide full name and mailing address of Team Official that is to receive the team's cheque.

Fees provided by NVMHA are only to be used for payment of On-Ice Officials 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

Insufficient funds

If funds received at the beginning of the season are not sufficient to cover all home playoff games, teams should 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 through to the end of playoffs.

Unused funds

Teams are expected to track disbursement of fees and return any unused funds at the end of the season. Return unused funds to the NVMHA Treasurer (treasurer@nvmha.com), via cheque, payable to NVMHA; these funds are then designated for the NVMHA scholarship fund.

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. If this penalty is assessed, it is to be covered by team fees and not by funds provided by NVMHA.

Payments

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. On-Ice Officials fees should be given to the Timekeeper/Scorekeeper at the start of the game. The Timekeeper/Scorekeeper will provide the On-Ice Officials with their payment at the conclusion of the game.

Note: On-Ice Officials can refuse to sign the Gamesheet if not paid



If you are using a 3-Official System, and one does not show, you are to pay the two officials at the Referee rate. If it is a 2-Official System, and only one shows up, they should only receive one payment at the Referee rate.

An On-Ice Official may not officiate a game by themselves. In this case, linespersons will be appointed by the one On-Ice Official or by the coaches. Typically, the team captains or another player from each team with officiating experience will be appointed as linespersons.

On-ice official allowance

For games with a duration of 90 minutes or less, the 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).

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

No show for on-ice officials

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

- Notify the Referee in Chief (referee@nvmha.com) immediately for U15 "C" and below
- Complete the online [No Show Report](#) for U15 "A" and above (see [PCAHA rule book](#), No Show)

If none of the appointed On-Ice Officials show for the game, the Managers or Coaches of the two competing clubs must agree on one Referee and one or two Linesmen. If they are unable to agree, they must appoint a player from each team who will act as officials (see [PCAHA rule book](#), No Show).



Skill development program

NVMHA continues to identify quality skill development opportunities in the most cost effective and efficient ways. This is achieved through 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 assist in funding 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 years 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

"A" teams (U11 to U18)

Goalie-specific training funding may be provided by NVMHA, dependent on funding availability:

- Cost of goalie training instructor selected by team and approved by NVMHA; **or**
- 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](#))*

"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](#))*

Team/player skill development

"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](#))*

"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](#))

U7/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 for the season that does not include any 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

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

Private instructor contracts

External development 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 Registrar (registrar@nvmha.com) to ensure your skill development instructor is registered.

Note: All team skill development activities require a [BC Hockey Special Events Sanction](#) (see [special event sanctions](#) section)



Equipment & apparel

Team equipment & apparel

NVMHA supplies the following equipment and apparel to its teams:

- Pucks
- First aid kits
- Jerseys (*home and away sets*)
- Socks (*"A" players will only be provided with socks every second year*)
- Pant shells (*"A" teams only*)
- Practice jerseys (*"A" teams only*)
- Coloured pinnies (*optional by request*)
- Shared goalie equipment (*optional by request*)

The Manager, or Manager's designate, is responsible for collecting and distributing apparel, recording apparel assignments, and collecting deposits from each player.

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 online (see [Resources > Manager Resources](#) and [Announcements](#) on the NVMHA website). If there are issues with any items (*e.g. socks or jerseys do not fit*), or if any optional items are required, please contact the Equipment Manager (equipment@nvmha.com).

Apparel deposit

Each player must submit an apparel deposit via post-dated cheque (*dated March 15*) or by etransfer. Deposits are held by the Team Treasurer until all NVMHA apparel is returned clean and in good condition at the end of the season.

Team	Apparel Items	Apparel Deposit
U7 & U9	<ul style="list-style-type: none"> • Game jerseys/pinnies 	N/C
U11 to U21 (C)	<ul style="list-style-type: none"> • Game jerseys/pinnies 	\$150.00
U11 to U21 (A)	<ul style="list-style-type: none"> • Game jerseys/practice jerseys/pant shells 	\$250.00

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

Apparel care & transport

All NVMHA apparel must be regularly washed and dried.

Jerseys must 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.



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 (see [PCAHA rule book](#))

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. **“A” rostered players are required to wear blue helmets.**

Shared goalie equipment

Managers should ensure goalies and their parents/guardians have the following instructions 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
- Dry out 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 helpful as it allows for better air circulation around the gear

Arena equipment (U7 & U9)

NVMHA supplies rink dividers, junior nets, and rink boards at Harry Jerome Arena and Canlan Ice Sports North Shore. 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. Teams are responsible for designating volunteers to ensure this equipment is put away in their designated locations.

“A” hockey

Assessed fees (U11 to U18)

“A” team fees

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

Team	“A” Team Fees
U11 (A)	\$375.00 per player
U13 (A)	\$395.00 per player
U15 (A)	\$425.00 per player
U18 (A)	\$435.00 per player



"A" team fees cover:

- Carding fees
- Extra ice and increased ice costs for home games 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" team 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 must 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.

Payment of assessed fees

For each "A" team, the Manager coordinates with the Team Treasurer to:

- 1) Collect applicable assessed fees from team members as outlined above
- 2) Submit team cheque, payable to NVMHA, to cover applicable assessed fees to NVMHA Treasurer (treasurer@nvmha.com) no later than October 15

Note: NVMHA will make payment to coaches on each team's behalf

- 3) Refer any special circumstances to the NVMHA Treasurer (treasurer@nvmha.com)

Impact of self-release in try-outs

Decisions are made as to the numbers, sizes and composition of both "A" and "C" teams based on the number of players who registered. Decisions to self-release to the "C" program must be made prior to September 30th.



Players who participate in “A” tryouts and then leave the “A” program can cause significant challenges in both the “A” and “C” hockey programming. As a result, the following restrictions have been imposed to minimize these situations.

Non-declaration “A” try-out

- Any player that leaves “A” try-outs after commencement of Phase 2 and self-releases to the “C” program 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 7 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 with “C” balancing guidelines

A1-declaration “A” try-out

- Any player who only wishes to play at the A1 level and is released at any phase may self-release and go directly to the “C” program
- Any 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
- Any player who self-releases to the “C” program will be permitted to affiliate and practice with “A” teams, other than “A1”, for the remainder of the season

Affiliate players

All Affiliate Players (APs) need to be consulted for permission prior to being rostered (see [PCAHA rule book](#), *Affiliate Players*).

Important dates

Deadline	Description
January 10	Final date to add or remove a regular player from a “C” or “A” roster
January 15	Final date to register a U11 “A” Affiliate Player; Final date to add or change a U13 – U21 Affiliate Player

General criteria

- Coaches/Managers are expected to obtain permission from a player’s Head Coach and parents/guardians before affiliation
- APs are responsible to their own team first and the higher-level team second; APs cannot be called up to play when there is a schedule conflict between the two teams without first obtaining **explicit permission from the Head Coach of the APs originating team**



“A” team affiliate players

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 [impact of self-release form try-outs](#) section)

Procedure

- 1) Head Coach or Manager of higher-level team requests permission from the player, player’s parents/guardians, and Head Coach of the lower-level team to affiliate the player
- 2) Once permission obtained from all Head Coaches and parents/guardians, Manager sends all AP requests to the Registrar (registrar@nvmha.com) and Division Director

Note: All AP requests must be sent to the Registrar and Division Director by January 15

- 3) Head Coach or Manager of higher-level team must obtain permission from Head Coach of lower-level team prior to each game AP is requested to play (see [general criteria](#) section)

Limitations

APs are permitted a maximum of 10 league or playoff games with the higher-level team. Exceptions are granted when an AP’s team has completed both its regular season and playoff games before the affiliate team; APs may affiliate an unlimited number of times thereafter.

Generally, Spordle tracks the number of games that an AP 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.

U11 affiliate players

U11 “A” teams may draw up to 8 Affiliate Players from a lower level U11 “C” or lower flight U11 “A” team (see [PCAHA rule book](#), *Affiliate Players*). APs must be registered on the higher-level team’s Hockey Canada Roster (HCR) as an AP to be eligible to play for that team.

The Affiliate Player may not play more than 5 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 5 games.

U13 to U21 affiliate players

U13 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 (see [PCAHA rule book](#), *Affiliate Players*). APs must come from a lower division or category within NVMHA and be registered on the higher-level team’s Hockey Canada Roster (HCR) as an AP to be eligible to play for that team.



“C” team affiliate players

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

- 1) The team having 12 or fewer skaters for a game or no goaltender available for a game

Note: Teams may only apply for permission to affiliate a player to bring their roster size up to 13 players and one goalie.

- 2) PCAHA League Manager providing permission to use an AP prior to the game

U9 players may only be drawn as an Affiliate Player to a U11 “C” team and are restricted to 3 league, playoff or tournament games.

Goalies

If a “C” team does not have an available goalie, they can request permission from the PCAHA League Manager to use a “C” goalie from another team in the same division.

U7 & U9 team affiliate players

U7 and U9 teams do not roster APs; they are granted permission to play on a game-by-game basis (see [PCAHA rule book](#), *Affiliate Players*). U9 teams may draw APs from other U9 teams and/or from U7 teams within the Association, and U7 teams may draw APs from other U7 teams within the Association.

U7 and U9 players are not able to participate as an AP unless the following conditions are met:

- 1) Affiliating team can only apply for permission to draw APs to bring its playing roster for the game in question up to:
 - minimum roster number required by any tournament event if this is more than their original roster size as registered with PCAHA; or
 - number to match their opponent's roster size in an exhibition game

Note: League play parameters regarding roster size and affiliate player allowances for official league games are to be included in each respective league's operating procedures as submitted annually to the PCAHA Executive Committee

- 2) PCAHA League Manager has provided permission to use the player as an AP prior to the game being played

Limitations

APs are restricted a maximum of 3 league, tournament/jamboree, and exhibition games as an AP, or if a player has not played any league, playoff, tournament/jamboree, or exhibition games as an Affiliate Player, they may participate in 1 sanctioned tournament/jamboree.

Any player playing more than the above number of games will be deemed an ineligible player and the team officials responsible will be subject to disciplinary action.



Tournaments

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

Send request to your PCAHA League Manager, via email, and include:

- **Tournament Permission Letter** (see [Resources > Manager Resources](#) on the NVMHA website), reviewed and signed by NVMHA President (president@nvmha.com)
- Tournament date and location
- Tournament host sanction number

PCAHA League Manager will issue a **Tournament Permission Number (TPN)** upon approval

Tournaments/exhibition games outside PCAHA district & within BC

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 (president@nvmha.com), available on [BC Hockey](#) or [PCAHA](#) websites
- **Tournament Permission Letter** (see [Resources > Manager Resources](#) on the NVMHA website), reviewed and signed by NVMHA President
- 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

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.

Note: Your letter and permission number providing District & BC Hockey approval for your team to participate will be emailed to you

Tournaments/exhibition games outside PCAHA district/BC & within Canada/USA

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 (president@nvmha.com), available on [BC Hockey](#) or [PCAHA](#) websites
- **Tournament Permission Letter** (see [Resources > Manager Resources](#) on the NVMHA website), reviewed and signed by NVMHA President (president@nvmha.com)
- 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



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.

Note: Your letter and permission number providing District & BC Hockey approval for your team to participate will be emailed to you

Safety first!

We care about our members and want to ensure a safe and healthy environment both on and off the ice.

Bullying, harassment & abuse

BC Hockey has a renewed focus on the recognition and prevention of 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

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](#).

Risk management

Safety program

The Hockey Canada Safety Program (HCSP) is a development initiative of Hockey Canada and is a great introduction to team safety, injury recognition and important information for HCSPs. From the Fair Play Code and Code of Ethics to Safety at the Rink, Injury Management, and the Emergency Action Plan, this program provides information to support team health, wellness, injury recognition, and return to play procedures.



Team managers should work closely with their HCSP to ensure they have proper procedures in place in the event of an injury.

Medical information (ePact)

Each player must provide medical and emergency contact information to NVMHA, via [ePact](#), during the registration process. 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).

When an injury occurs

Processing injury reports

HCSP's must have the two-page Hockey Canada Injury Report Forms with them at all games and practices. In the event of an accident, regardless of the seriousness, the Hockey Canada Injury Report Form must be completed and submitted according to the instructions below.

- 1) HCSP completes Injury Report Form and provides it to the player's parents/guardians
- 2) Attending physician/dentist completes page 2 of the Injury Report Form

Note: It is recommended that the form accompany the player as they seek/receive medical and/or dental treatment and that it is completed at the initial visit

- 3) Once completed, the Injury Report Form must be submitted to:
 - 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
 - [BC Hockey](#) within 90 days of the incident

The above process applies to all situations, including those where no corresponding monetary claim will be submitted.

Return to play

Upon return from an injury, the player cannot participate in any hockey activity -whether on or off the ice or whether they have collected on insurance or not - without a note giving them approval to return to hockey from their attending medical practitioner (physician, physiotherapist, or chiropractor). The note should be filed with the Injury Report Form.



Hockey Canada insurance

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. **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.

Supplemental insurance

NVMHA players are covered by PCAHA's supplemental insurance. This includes Enhanced Catastrophic Injury Insurance and Out-of-Province Travel Medical Insurance (*see [PCAHA rule book](#)*).

Hockey Canada safety resources

Hockey Canada offers a wide range of [resources](#) pertaining to player safety, including:

- Hockey Canada Injury Report Form
- Hockey Canada Return to Play Form
- Speak Out & Bullying
- Insurance
- Safety Resources
- Safety Forms
- Action & Information Bulletins

Sanctioned events & special events sanctions

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) Coaches are wearing helmets while on the ice; if coaches do not wear helmets on the ice, the activity is not sanctioned, and players are not insured
- 2) Only currently rostered NVMHA players are on the ice; other teams within NVMHA can be on the ice
- 3) Only currently rostered NVMHA Team Officials and team support persons (On-Ice Helpers) are on the ice



- 4) For exhibition games: a game number has been obtained from the PCAHA League Manager prior to stepping onto the ice; the game number covers both teams on the ice
- 5) For intermission games, or similar events, arranged with Vancouver Canucks, Vancouver Giants, North Van Wolf Pack, or other organizations: a game number has been obtained from the PCAHA League Manager; if a game number is not obtained, the event is not sanctioned, and the players are not insured

If your team buys **extra ice time, outside the ice offered to you by NVMHA**, you must advise the Ice Scheduler (ice@nvmha.com) 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.

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 (ice@nvmha.com) if you are unsure if the arena is approved.

Note: Parents/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

Special events 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.

Volunteer commitment program

New this season, NVMHA introduced a Volunteer Commitment Program.

Volunteers are essential to the success of our Association in helping to deliver safe and supportive hockey programs. Volunteering provides many personal rewards and helps create a sense of community – the foundation on which we are built.



The Volunteer Commitment Program encourages all Association members to get involved and provides more visible opportunities for members to contribute. There are many ways that members can volunteer, and as it is recognized that many members have multiple commitments, flexible options have been provided for completing the requirements: a minimum of 4 association shifts or one full-time position for each player registered in the Association. Alternatively, families can opt-out at the time of registration and make a one-time payment in lieu of volunteering.

Families/guardians are responsible for signing up and meeting the program requirements. Completion of program requirements does not exempt members from volunteering at the team level (e.g. scorekeeper, timekeeper, jersey duty, etc.) as Association members are expected to be active members of their teams.

We appreciate everything our volunteers can do to help make the season as great as it can be for all our players and their families.

Visit our website for more information on the [Volunteer Commitment Program](#)

Events & fundraisers

As a community association, we believe it is important to find opportunities to create connections and a sense of community. We look for a variety of ways to connect our members and have outlined a few of our mainstay events below.

Social night

One of our largest events of the year is our Social Night, which brings members together for a night of food, drinks, silent auction, and more!

This fundraiser 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 should include \$150 in their budget** for NVMHA raffle basket donations that will be used for either tournament or Social Night raffle baskets **as well as \$50** for the wine raffle donation. Our tournament and social night volunteers use these contributions to build raffle baskets and wine raffles for these functions.

Halloween and hockey (U7 & U9)

This event will be held at the end of October. Additional details will be posted on the NVMHA website and communicated with your team closer to the event date.



Santa skate (U7)

A great opportunity for our youngest members to get out on the ice together and celebrate the first half of the hockey season. This event is held at Ice Sports North Shore (ISNS) in December and includes a skate with Santa!

Additional details will be posted on the NVMHA website and communicated with your team closer to the event date.

Photo day

Individual player and team photo day, held annually in late November or early December. We also take this opportunity to gather food and donations and support a local food bank.

Date, times, and location for the photo day are posted on the NVMHA website, communicated to teams by the Division Director, and communicated to members via email.

Tournaments

NVMHA hosts the following annual tournaments and jamborees:

- **Ice Breaker Tournament** (U15 "C" & U18 "C")
Thanksgiving weekend
- **Winter Classic Tournament** (U11 "C" & U13 "C")
During the holiday break
- **Jamboree** (U7 & U9)
End of season wrap-up in February or March

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

Branded apparel & alternate jerseys

NVMHA trademarks, logos, and brands may not be used on clothing, literature, or advertising without the explicit written permission of NVMHA (see [Resources > Manager Resources](#), *Brand Identity Policy and Processes on the NVMHA website*).

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 jackets to hats and bags (see [Resources > Team Apparel](#) on the NVMHA website).

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



The purchase of NVMHA apparel and fanwear through other non-approved suppliers is strictly prohibited.

Alternate jerseys

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

Marketing & sponsorships

As a not-for-profit association, we rely on the generous support of sponsors, and NVMHA would not be able to run such a successful minor hockey 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).

NVMHA helpful links

Following is a list of links that have been used throughout this document for ease of reference.

- [BC Hockey](#)
 - [Special Event Sanction](#)
 - [Sportsmanship Starts in the Stands](#)
- Certifications
 - [CATT](#)
 - [Coaching](#)
 - [HCSP](#)
 - [Respect in Sport \(Activity Leaders\)](#)
 - [Respect in Sport \(Parents\)](#)
- [Criminal Record Check](#)
- [ePact](#)
- [Gaming License \(BC Government\)](#)
- [Hockey Canada](#)
 - [Safety Resources](#)
- [North Vancouver Minor Hockey Association](#)
 - [Contacts](#)
 - [Manager Resources](#)
 - [Policies](#)
 - [Volunteer Commitment Program](#)



- [Pacific Coast Amateur Hockey Association](#)
 - [On-Ice Official No Show Report](#)
 - [Rule Book](#)
 - [Tournaments](#)
- Spordle (*previously HiSports*)
 - [Spordle Play](#) (*team account; manage game lineups, scorekeeping for games, etc.*)
 - [Spordle Account](#) (*individual account; access to view current certifications*)
- [TeamSnap](#)

Hockey terminology

Acronyms and hockey-specific terms are used prolifically in hockey. To support you in navigating the hockey world, we created a chart to help you interpret anything that may come your way.

A Hockey	Rep Hockey
AGM	Annual General Meeting
AP	Affiliate Player
C Hockey	House Hockey
CATT	Concussion Awareness Training Tool
CRC	Criminal Record Check (<i>see PIC</i>)
DD	Division Director
DHO	Director of Hockey Operations
ePact	Online tool to record emergency and medical information for players and team officials
HCR	Hockey Canada Roster
HCSP	Hockey Canada Safety Person
HiSports	<i>see Spordle</i>
LGL	Lions Gate League
MHA	Minor Hockey Association
NVMHA	North Vancouver Minor Hockey Association
PCAHA	Pacific Coast Amateur Hockey Association
PIC	Police Information Check (<i>see CRC</i>)
RIC	Referee in Chief
RIS	Respect in Sport
Spordle	Web-based scheduling, scorekeeping, and standings application
U9	Under 9 (<i>previously Hockey 1 to 4</i>)
U11	Under 11 (<i>previously Atom</i>)
U13	Under 13 (<i>previously Pee Wee</i>)
U15	Under 15 (<i>previously Bantam</i>)
U18	Under 18 (<i>previously Midget</i>)
U21	Under 21 (<i>previously Juvenile</i>)

