



# **POLICY AND PROCEDURE MANUAL**

**ABBOTSFORD MINOR HOCKEY ASSOCIATION**

## Table of Contents

<b>SECTION 1 - ABOUT ABBOTSFORD MINOR HOCKEY ASSOCIATION.....</b>	<b>8</b>
1.1 Purpose.....	8
1.2 Governing Bodies.....	8
1.3 Members.....	8
1.4 Mission Statement.....	8
1.5 Goals and Objectives.....	8
1.5.1 Player Development.....	9
1.5.2 Coaching Development.....	9
1.5.3 On-ice Official Development.....	9
1.5.4 Parents and Legal Guardians.....	9
1.5.5 Abbotsford Minor Hockey Association.....	9
1.6 Positions within AMHA.....	9
1.6.1 Board of Directors.....	9
1.6.2 Appointed Positions.....	9
1.6.3 Staff and Contract Positions.....	9
1.7 Governing Documents.....	10
1.7.1 Constitution and Bylaws.....	10
1.7.2 AMHA Policies and Procedure Manual.....	10
1.8 Member in Good Standing.....	10
1.9 General Play Structure.....	10
1.9.1 Divisions by age.....	10
1.9.2 Levels of Play.....	10
1.10 AMHA Office.....	11
<b>SECTION 2 - GENERAL OPERATING PROCEDURES.....</b>	<b>12</b>
2.1 Board of Directors.....	12
2.1.1 Code of Ethics.....	12
2.1.2 Conflict of Interest.....	12
2.1.3 Criminal Record Check.....	12
2.1.4 Attendance at regular monthly meetings.....	12
2.1.5 Disposition of Complaints and Disputes Involving Directors.....	12
2.2 Finance Policy.....	13
2.2.1 Association Business Expenses.....	13
2.2.2 Member Refund Policy.....	13
2.3 Communication within the AMHA.....	13
2.3.1 Process and Algorithm.....	13
2.4 Logo Usage Policy.....	14
2.4.1 Logo and Merchandise.....	14
2.4.2 Breach of Merchandise.....	15

2.4.3 Approved AMHA Hawks Logo.....	15
2.5 Association Corporate Partner/Sponsorship/Fundraising Policy.....	16
2.6 U7/U9 Program Guidelines.....	16
2.7 Recreational Program.....	17
2.8 Representative Program.....	18
2.9 Officiating Program.....	18
2.10 Coaching.....	18
2.10.1 Coaching Applications.....	18
2.10.2 Coach Selection (General).....	18
2.10.3 Coach Selection Committee.....	19
2.10.4 Coach Selection Process - Rep.....	19
2.10.5 Coach Selection Process - Recreational.....	19
2.10.6 Coaches and Team Officials.....	20
2.11 Team Official Reimbursement.....	21
2.12 Coach Remuneration.....	21
2.13 Volunteerism within the AMHA.....	21
<b>SECTION 3 - COMMUNICATION.....</b>	<b>23</b>
3.1 Publication and Media Policy.....	23
3.2 Team Communication Policy.....	23
3.3 Specific Recommendations for HCSP.....	23
3.4 Personal and Contact Information.....	24
3.5 Communication Guidelines for Parents/Legal Guardians/Supporters.....	24
3.5.1 Social Media Best Practices.....	24
3.5.2 Breach of Social Media.....	24
<b>SECTION 4 - REGISTRATION.....</b>	<b>25</b>
4.1 General Registration Information.....	25
4.2 Returning Registration.....	25
4.3 Sibling Registration.....	25
4.4 New Member Registration.....	25
4.5 New Members Transfer From Other Associations within B.C. and Canada.....	26
4.6 Players Born Outside of Canada Registration (Permanent Residents, Work.....	26
4.7 Late Registration.....	26
4.8 Waitlist.....	26
4.9 Re-entry of Above Minor and/or Sport School Players.....	26
4.10 Above Minor & Sport School Programs.....	27
4.11 Payment of Registration Fees.....	28
4.12 Registration Refund.....	28
4.13 Registration Refunds due to Injury or Serious Illness.....	28
4.14 Rep Tryout Refund.....	29
4.15 Financial Assistance.....	29

---

<b>SECTION 5 - TEAM OPERATION GUIDELINES.....</b>	<b>31</b>
5.1 Parent Meetings.....	31
5.2 Meeting Schedule.....	31
5.2.1 Start of Season Meeting.....	31
5.2.2 Mid-Season Meeting.....	31
5.2.3 End of Season Meeting.....	31
5.3 Team Rules and Expectations.....	31
5.3.1 Creation and submission.....	31
5.3.2 Philosophy and Guidelines.....	32
5.3.3 Enforcement and Limitations.....	32
5.4 Dressing Room Policy.....	32
5.4.1 Rule of Two.....	32
5.4.2 Prohibited Conduct.....	32
5.5 Team Budget and Finances.....	32
5.5.1 Creating a Team Budget.....	32
5.5.2 Budget Approval.....	33
5.5.3 Banking and Expenditures.....	33
5.5.4 Reporting.....	33
5.6 Jersey and Equipment Deposits.....	34
5.7 Fundraising Guidelines.....	34
5.7.1 General Principles.....	34
5.7.2 Licensing and Regulations.....	34
5.7.3 Donations and Sponsors.....	34
5.8 Picture Day.....	35
5.9 Ice Scheduling.....	35
<b>SECTION 6 - EQUIPMENT.....</b>	<b>36</b>
6.1 AMHA Equipment Purchases.....	36
6.2 Player Equipment.....	36
6.3 Goalie Equipment.....	36
6.4 Uniforms.....	36
<b>SECTION 7 - REPRESENTATIVE (REP) HOCKEY PROGRAM.....</b>	<b>37</b>
7.1 Program Scope.....	37
7.2 Representative (Rep) Hockey.....	37
7.2.1 Financial Responsibility & Commitment.....	37
7.2.2 Ambassadors of the Association.....	37
7.3 Number of Rep Teams.....	37
7.4 Rep Tryout Procedure.....	38
7.5 Player Eligibility and Requirements.....	38
7.5.1 General Eligibility.....	38
7.5.2 Special Circumstances (Absence).....	38
7.5.3 Earned Advancement Exception.....	38

7.5.4 New Players (Post-Release).....	38
7.6 Dress Code (Rep Players & Coaches).....	38
7.7 Player Movement and Team Composition.....	39
7.7.1 Refusal of Assignment.....	39
7.7.2 Injury Replacements.....	39
7.8 Affiliate Player (AP) Policy.....	39
7.8.1 Purpose.....	39
7.8.2 Affiliation Structure.....	39
7.8.3 Selection Timeline.....	39
7.8.4 Limits.....	39
7.8.5 Selection Procedure.....	40
7.8.6 U13 to U15 Safety (Body-checking).....	40
7.9 Operational Use of Affiliate Players.....	40
7.9.1 Priority.....	40
7.9.2 Conflict Resolution.....	40
7.9.3 Call-Up Procedure.....	40
7.9.4 Playing Time.....	41
7.10 Special Circumstances & Rules.....	41
7.10.1 Goalies.....	41
7.10.2 Game Limits.....	41
7.10.3 Director Intervention.....	41
<b>SECTION 8 - RECREATIONAL (REC) HOCKEY PROGRAM.....</b>	<b>41</b>
8.1 Introduction.....	42
8.2 Team Selection Process.....	42
8.3 Balancing Requirements.....	42
8.4 Expectations.....	42
<b>SECTION 9 - U7/U9 HOCKEY PROGRAM.....</b>	<b>43</b>
9.1 Introduction.....	43
9.2 Team Selection Process.....	43
9.3 Major/Minor.....	43
9.4 Player Movement Between Teams.....	43
<b>SECTION 10 - TOURNAMENTS.....</b>	<b>44</b>
10.1 AMHA Hosting Tournament Guidelines.....	44
10.1.1 Organization & Responsibility.....	44
10.1.2 Participation & Objectives.....	44
10.1.3 Competitive Balance.....	44
10.1.4 Planning.....	44
10.1.5 Financials & Fees.....	44
10.1.6 Budgeting.....	45
10.1.7 Volunteer Requirements.....	45
10.2 Away Tournament Guidelines.....	45

10.2.1 General Compliance.....	45
10.2.2 Required Arrangements.....	45
10.2.3 Air Travel Policy.....	45
10.3 Non-Parent Paid Coaches at Tournaments.....	46
10.3.1 Expense Guidelines.....	46
<b>SECTION 11 - SAFE SPORT, DISCIPLINE AND DISPUTE RESOLUTION.....</b>	<b>47</b>
11.1 Introduction & Purpose.....	47
11.1.1 Commitment to Safety.....	47
11.1.2 Alignment with Governing Bodies.....	47
11.1.3 Scope and Application.....	47
11.2 Definitions.....	47
11.2.1 Maltreatment, Bullying & Harassment.....	47
11.2.2 Key Roles.....	48
11.3 Codes of Conduct.....	48
11.4 Reporting & Duty to Report.....	49
11.4.1 Reporting Child Abuse.....	49
11.4.2 Reporting Policy Violations.....	49
11.5 Managing Conflicts & Discipline Process (Informal & Team Level).....	49
11.5.1 Informal Resolution.....	49
11.5.2 The 24-Hour Cooling Off Period.....	49
11.5.3 Lines of Communication for Parents/Members.....	49
11.5.4 Lines of Communication for Teams/Team Officials.....	50
11.5.5 Complaints Regarding On-Ice Officials.....	51
11.5.6 Team-Level Discipline.....	51
11.6 Formal Discipline & Investigation Process.....	51
11.6.1 Intake & Investigation.....	52
11.6.2 Disciplinary Committee / Panel.....	52
11.6.3 Immediate Suspension.....	52
11.7 Sanctions & Remedies.....	52
11.7.1 Progressive Discipline.....	52
11.7.2 Types of Sanctions.....	52
11.7.3 Factors for Sanctioning.....	52
11.8 Dispute Resolution & Appeals.....	53
11.8.1 Appeal Request.....	53
11.8.2 Appeal Process.....	53
11.8.3 False/Vindictive Complaints.....	53
<b>Appendix A - Sample Team Meeting Agenda.....</b>	<b>54</b>
<b>Appendix B - Sample Team Rules and Expectations.....</b>	<b>55</b>
<b>Appendix C - Sample Team Budget (Recreation).....</b>	<b>57</b>
<b>Appendix D – Affiliate Player (AP) Commitment Agreement.....</b>	<b>59</b>
<b>Appendix E - Tournament Chair Checklist.....</b>	<b>60</b>

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**Appendix F - Codes of Conduct..... 62**  
**Appendix G - Policy Amendments..... 66**

## SECTION 1 - ABOUT ABBOTSFORD MINOR HOCKEY ASSOCIATION

### 1.1 Purpose

The Abbotsford Minor Hockey Association (AMHA) is a non-profit society incorporated under the [British Columbia Societies Act](#). The purpose of the AMHA as stated in the [Constitution](#) is:

- To promote, govern, and improve organized minor hockey in the Abbotsford area.
- To encourage and foster general community spirit among its members, supporters and teams.
- To maintain and expand an interest in the game of hockey.
- To have and exercise a general care, supervision and direction over the playing interest of its teams and players.
- To control and operate minor hockey within the Abbotsford area.
- To promote Fun and Fair Play.

### 1.2 Governing Bodies

The AMHA is a member of the Pacific Coast Amateur Hockey Association (PCAHA), BC Hockey, and Hockey Canada. These governing bodies provide a regulatory framework under which minor hockey is played.

### 1.3 Members

All parents or legal guardians of registered players playing within the AMHA are members of the AMHA. Additionally, persons who are not parents or legal guardians, but who volunteer their time with AMHA are considered contributing members. Please refer to the [AMHA Bylaws](#) Section 2 for further definitions of members.

### 1.4 Mission Statement

The Abbotsford Minor Hockey Association is committed to providing a fun, safe, and positive experience for young athletes in a minor hockey setting. We promote good citizenship, fair play, sportsmanship, and respect. The association recognizes that experiences by young players in minor hockey may affect future attitudes, morals, social development, and community involvement. We will foster a positive team environment that helps build confidence, encourages player development, and assists in growth as individuals. Abbotsford Minor Hockey Association must lead by example. It is the obligation of all volunteers within the organization to set an example of honesty, integrity, fairness, and trustworthiness for young athletes.

### 1.5 Goals and Objectives

AMHA's objective is to work together to improve and enjoy a common passion, hockey. Effort, pride, and commitment, in spirit and deed, from players, coaches, families, and the AMHA Board of Directors will help achieve our objective.

### **1.5.1 Player Development**

Provide instruction and leadership that maximizes athletic potential of all players in a positive and enjoyable atmosphere while promoting personal growth through team development on and off the ice.

### **1.5.2 Coaching Development**

Provide a hockey program that promotes the coaches' talents in leadership, youth development, and hockey instruction, while providing ongoing education for coaches in a defined and structured program.

### **1.5.3 On-ice Official Development**

Provide clinics for those who wish to become referees/linespersons. Ensure that as children in a learning process, they can develop the skills and desire to continue as Officials without undue criticism from Coaches, parents, and players.

### **1.5.4 Parents and Legal Guardians**

Offer an enjoyable program that includes the involvement of the parents in key positions of volunteerism. Involvement that provides the positive energy needed to help strengthen and direct our program to higher levels.

### **1.5.5 Abbotsford Minor Hockey Association**

Provide the stewardship, facilities, and financial foundation to direct the efforts of players, coaches, and parents into a proud, ethical, and cohesive unit.

## **1.6 Positions within AMHA**

### **1.6.1 Board of Directors**

The AMHA is governed by a Board of Directors who are elected at the Annual General Meetings of the AMHA in addition to the immediate Past President. [AMHA Bylaws](#) outline further details related to the Board's composition, length of terms, and election procedures.

### **1.6.2 Appointed Positions**

Each year the Board of Directors appoints persons to take on specific responsibilities within the organization. Appointed positions report to elected Directors as agreed upon following the first regular monthly meeting.

### **1.6.3 Staff and Contract Positions**

The board has the discretion to employ staff and contractors for specific roles as required.

## 1.7 Governing Documents

### 1.7.1 Constitution and Bylaws

The AMHA is governed by its [Constitution and Bylaws](#) pursuant to the [BC Societies Act](#), and the Policies as approved by the Board of Directors. The documents are available on the AMHA website.

### 1.7.2 AMHA Policies and Procedure Manual

Please read this manual and remember it is a guide, written and assembled by volunteers of the AMHA. It is intended to represent the outline of what the Board of Directors feel is best for our children and the program we have built to serve these children. Try to understand the intent of these policies and rules and use common sense when interpreting this document. Most questions you may have can be answered by your Division Manager. The final interpretation however, rests in the hands of the Directors. Please refer to the [AMHA website](#) for the latest updates.

## 1.8 Member in Good Standing

All members are in “good standing” unless suspended pending an investigation or actively serving a disciplinary suspension.

- a. Members may refer to ordinary, contributing, and life members as referenced by Section 2 of the AMHA bylaws.
- b. Members in good standing for the purpose of these Policies is different from “Membership Standing” as per Section 2.16 of the [AMHA Bylaws](#).

## 1.9 General Play Structure

All players will be placed on teams according to the player’s age, skill level, and experience. Every effort will be made to ensure this is achieved as fairly as possible.

### 1.9.1 Divisions by age

Age “Divisions” within Minor Hockey are set by Hockey Canada and are as follows (age is set at the player’s age as of December 31st):

- U7 - 6 years old and under
- U9 - 8 years old and under
- U11 - 10 years old and under
- U13 - 12 years old and under
- U15 - 14 years old and under
- U18 - 17 years old and under
- U21 - 20 years old and under

### 1.9.2 Levels of Play

All teams in AMHA may participate at one of the following three (3) playing levels:

- a. Representative (Rep) Teams - Players will play in a league formed by PCAHA. These teams may also compete for the PCAHA Zone and Provincial Championships at the end of each season. U11 Rep teams will play in a league formed by PCAHA in connection with other Associations.
- b. Recreational (Rec) Teams - Players who are not electing to play on or selected to play on a Rep Team will play in the Recreational League formed by PCAHA and AMHA.
- c. U7/U9 (Rec) - A structured development program for players 8 years of age and younger. This includes the U7 and U9 Divisions.
- d. Accelerator Program - A structured development program for players who are new to hockey. This program focuses more on development than gameplay.

### **1.10 AMHA Office**

Mailing Address:

P.O. Box 114, Abbotsford, B.C. V2T 6Z5

Phone: 604-832-8295

## **SECTION 2 - GENERAL OPERATING PROCEDURES**

### **2.1 Board of Directors**

#### **2.1.1 Code of Ethics**

The AMHA Board of Directors has developed a Code of Ethics which all members of the Board are expected to follow.

#### **2.1.2 Conflict of Interest**

The AMHA Board of Directors has developed a conflict of interest policy that governs all board decisions. Board members will abide by this policy at all times.

#### **2.1.3 Criminal Record Check**

Any member on the AMHA Board of Directors who has signing authority for any AMHA bank accounts will be required to have a criminal record check done.

#### **2.1.4 Attendance at regular monthly meetings**

- a. The AMHA Board of Directors typically meets on the second Tuesday of every month, 12 meetings annually to conduct Association business. Elected members of the AMHA Board of Directors are expected to attend a minimum of 9 of the 12 regular monthly meetings and not be absent for more than 2 consecutive meetings without reasonable excuse. Failure to meet these attendance requirements may result in a formal or informal reprimand by the President or the Board of Directors, suspension from Board of Directors deliberations, a request for the board member's resignation or expulsion from the Board of Directors.
- b. Written notice of absence including the explanation for the absence must be forwarded to the President and/or Secretary in advance of the meeting.

#### **2.1.5 Disposition of Complaints and Disputes Involving Directors**

- a. The Board of Directors shall review any complaints that a Director has violated any provision of the Bylaws, Policies, or Code of Conduct.
- b. If the allegations are founded, the Board of Directors may defer the matter to the Chair of the Discipline Committee to review the complaint.
- c. The review of such complaints or disputes shall include an opportunity for the members concerned to present their positions. Board of Director members who originate or are the subject of such complaints or disputes must declare their conflict and absent themselves from such meetings.
- d. Every attempt should be made to resolve such matters expeditiously and fairly.
- e. The recommendations regarding resolution of such matters shall be brought to the Board of Directors for approval within one (1) month of the complaint being filed.
- f. Such action may include formal or informal reprimand by the President or the Board of Directors, suspension from Board of Director deliberations, a request for the board member's resignation or expulsion from the Board of Directors.

- g. The ruling of the Board of Directors shall be final. Should the Executive member refuse to abide by the ruling they may appeal for judicial review at their own expense.

## 2.2 Finance Policy

### 2.2.1 Association Business Expenses

- a. Association Board of Directors and delegates that travel on official Association business outside of Abbotsford shall receive reimbursement for mileage according to the [CRA automobile allowance](#). The Association will also cover parking and toll expenses with a receipt. This does not apply to regular travel for games.
- b. AMHA Board of Directors who are required to conduct Association business during regular meal hours away from Abbotsford or in Abbotsford where that business interferes with the ability to obtain a meal may claim the expense based on the following per diem rates:
  1. Breakfast: \$13
  2. Lunch: \$16
  3. Dinner: \$27
  4. Incidentals: \$9 (overnight travel only)
- c. Directors are permitted to spend up to \$100 on discretionary AMHA expenses per season. Receipts must be submitted. Any additional expenses require prior approval from the AMHA Treasurer or President.

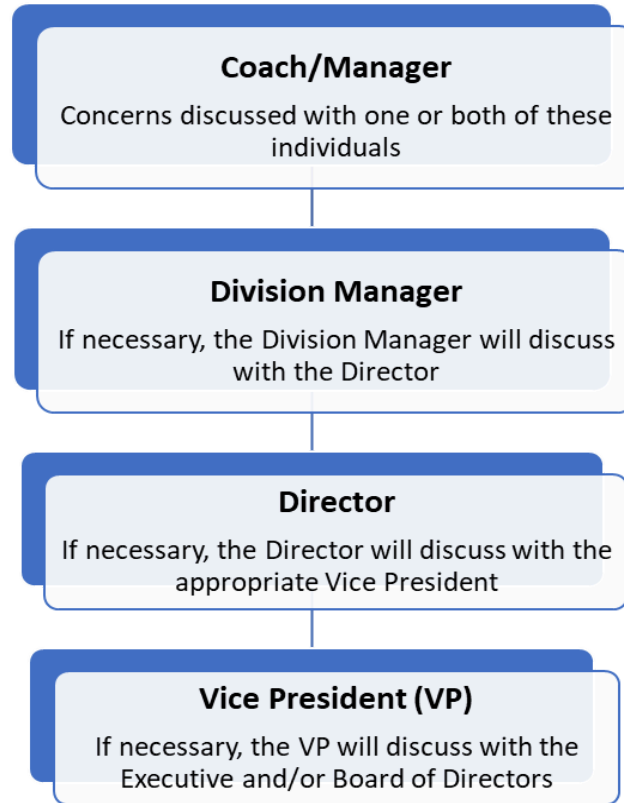
### 2.2.2 Member Refund Policy

- a. From time to time the AMHA through the efforts of its members may generate excess revenue through programming.
- b. This refund will be at the sole discretion of the AMHA Board of Directors, and the specific motion to approve such a refund must include all details related to who gets the refund, why they are getting it, and how much they are getting.

## 2.3 Communication within the AMHA

### 2.3.1 Process and Algorithm

- a. Should a parent/guardian, team Official, or player have a concern they would like to discuss or bring forward to the Board of Directors, the first line of communication is with the team Manager.
- b. The team Manager serves as a liaison between the Coach and players, parents/legal guardians. If following a conversation with the team Manager, the situation remains unresolved, the Manager will escalate the matter through the established chain of communication (Division Manager → Director → Vice President).
- c. Parents/legal guardians and players should follow this process.



## 2.4 Logo Usage Policy

### 2.4.1 Logo and Merchandise

- a. The scope of this document is to control the use and dissemination of the Abbotsford Minor Hockey Association's logo and to ensure a standardized product to the Association's teams, tournaments, and members.
- b. Abbotsford Minor Hockey Association's logo may not be used without the express written consent of the Abbotsford Minor Hockey Association. This includes the Abbotsford Minor Hockey Association name, acronym "AMHA", or any other reference to the Association.
- c. This Policy will be governed by the AMHA Board of Directors and adhere to the following limitations:
  - i. Teams, tournaments, and members are recommended to use a preferred supplier if the item being purchased is branded with the AMHA logo.
  - ii. Teams, tournaments, and members must use discretion in ordering apparel and must act accordingly to preserve the image of AMHA.
  - iii. Teams and tournaments are encouraged to purchase AMHA branded merchandise which proudly and prominently displays the AMHA logo.
  - iv. Representative teams wearing branded merchandise must display the AMHA logo in a manner that is most prominent.

- v. Tournament wear and tournament programs must display the AMHA logo. Any AMHA tournament wishing to use an additional “tournament logo” must have that logo pre-approved by the Board of Directors.
- vi. Any logo deemed inappropriate by the Board of Directors must be removed in a timely manner.
- d. AMHA preferred suppliers will be listed on the website.

#### 2.4.2 Breach of Merchandise

- a. Coaches/Team Officials
  - i. Violation of this Policy by a Coach or other Team Official may result in suspensions or a fine. Failure to pay the fine will result in the team’s forfeiture of their equipment deposit.
  - ii. Where a suspension is made, it shall be considered to be indefinite pending a review by the Discipline Committee.
- b. Tournaments
  - i. Violation of this Policy by a member of an AMHA Tournament Committee may result in a suspension and/or fine.
  - ii. Where a Tournament Committee fails to pay a fine then the sanction will be deducted equally from the AMHA teams who participated in the tournament.
- c. Association Members
  - i. Violation of this Policy involving a parent or other member of the Association will first be reviewed by the Director. Depending on the results of this review, the matter could be referred to the Disciplinary Committee.

#### 2.4.3 Approved AMHA Hawks Logo

The following logo is the approved logo, in its entirety, for use by teams, tournaments, Association members and approved suppliers. No other variations are considered acceptable without the express permission of the AMHA Board of Directors.



**Note 1** - ABBOTSFORD - Stitching will be in black when displayed on light colored merchandise and will be white when displayed on dark colored merchandise.

**Note 2** - Logo - as shown. Triangle will include a black outline when displayed on light colored merchandise and will include a white outline when displayed on dark colored merchandise.

**Note 3** - Hawks Stitching will be in red. It will include a black outline when displayed on light colored merchandise and will include a white outline when displayed on dark colored merchandise.

**Note 4** - Minor Hockey stitching will be black when displayed on light colored merchandise, and will be in white when displayed on dark colored merchandise.

## **2.5 Association Corporate Partner/Sponsorship/Fundraising Policy**

All Corporate partnership and/or sponsorship at the Association level will be conducted by the Sponsorship Coordinator with input and guidelines from the Board of Directors and overseen by the President.

## **2.6 U7/U9 Program Guidelines**

2.6.1 As the introductory stage to organized hockey, AMHA's U7-U9 Program emphasizes the three following areas:

1. Fun - The child must enjoy the activity and the process of learning new and challenging skills. By placing an emphasis on fun, it is AMHA's belief that the child will come into deeper appreciation for the sport of hockey.
2. Athletic and Skill Development - In a carefully structured and fun environment, AMHA will educate our beginners in the importance of athleticism and good sportsmanship. The emphasis at these levels will focus primarily on skating skills and development.
3. Positive Environment - Through a caring and personal approach, AMHA wishes to provide each player with a safe and positive environment. A positive environment will aid in achieving one of AMHA's ultimate goals, to foster good life skills.

2.6.2 U7-U9 is divided into 2 levels of age/skill. Approximate ages for each are:

- U7 - 6 and younger
- U9 - 8 and younger

Note: Players may be moved to a different level as the number of registrants and skill can be factored into a player placement. At no time will "lobbying to move up" be accepted.

2.6.3 U9 players (second year only) who desire to try out for U11 Rep must submit a written request to the Board of Directors prior to August 1st. If granted permission to tryout, the player must be evaluated as an "exceptional player." An "exceptional player" is defined as being placed in the A1 pool for Round Robin and therefore, be placed on a rep roster no lower than A2 level, as per PCAHA guidelines. If the player is not placed in the A1 pool for round robin, they will return to U9 for the season.

## 2.7 Recreational Program

- 2.7.1 Recreational Hockey is played by the majority of amateur players. It is hockey with the emphasis on fitness, recreation and fellowship.
- 2.7.2 We will strive to provide an atmosphere that is enjoyable, where players are encouraged and appreciated for their participation, to assist in an individual's physical development, create a positive social environment and allow an individual to participate freely in other sports and activities.
- 2.7.3 Coaches shall strive to distribute ice time as equally as possible among all dressed players. It is recognized that exact equality in every individual game may be difficult to achieve due to penalty situations or disciplinary requirements; however, the intent of this policy is to ensure equitable developmental opportunities for all participants throughout the season.
- 2.7.4 All discipline issues must be documented.
- 2.7.5 The use of designated specialty units is not allowed. To ensure equitable development, all players must be provided the opportunity to play on both the power play and penalty kill throughout the course of the season.
- 2.7.6 Where teams have two goalies, the coaching staff shall ensure that total playing time is equalized over the course of the season. While the specific goalie schedule is at the discretion of the coaches, the end goal is an even split of time in the net. In the event a goalie is absent for an extended period due to injury or other commitments, they will return to the regular rotation upon their arrival back to the team. Missed playing time resulting from an absence will not be made up.
- 2.7.7 The objectives are to promote a game to fit the needs of the participants that is open to all ages, U7-U21.
- 2.7.8 When teams have two rostered goalies, the goalies will not be allowed to play "out" in games when it is not their turn in goal.
- 2.7.9 All "new to hockey" players must meet a minimum requirement of hockey and skating skills and must not be a "risk player" to himself, or others as determined by the Director, and member of Development Team personnel.
- 2.7.10 All "new to hockey" players will be placed on teams and recommendations will be made in respect to additional programming to assist the player in catching up to more experienced players until they are no longer considered an at risk player.
- 2.7.11 This may include internal AMHA programs, and/or external third party programs at private rinks, skating clubs or other programs of the like. Failure to comply with these recommendations may result in a full or prorated membership refund.
- 2.7.12 Some U13 and above "new to hockey" players will be required to participate in a "skating and skills evaluation" session, prior to the start of evaluations run by the development team, failure to attend may result in a membership refund. The purpose of this session is to evaluate the players current abilities and make

recommendations to assist the player in catching up to more experienced players. This may include internal AMHA programs, and/or external third party programs at private rinks, skating clubs or other programs of the like. Failure to comply with these recommendations may result in a full or prorated membership refund.

## **2.8 Representative Program**

- 2.8.1 This program is designed for players who have the desire and ability to play at a more competitive level.
- 2.8.2 Participants must be willing to invest a reasonable amount of time on and off ice. Attendance is required for all team events that take place on and off the ice unless prior permission is given by the Head Coach. Failure to commit may result in disciplinary measures.
- 2.8.3 This type of hockey begins at the U11 level (competitive stream).
- 2.8.4 The objectives of the Representative Program are:
  - 1. To achieve a degree of excellence according to a player's interest and potential.
  - 2. To provide an opportunity for achievement in an enjoyable and self-fulfilling environment.
  - 3. To provide an opportunity to progress to a high level of competition.
  - 4. To stimulate development both from an individual and overall sport point of view.
- 2.8.5 There are additional costs to the player to play at this level.

## **2.9 Officiating Program**

AMHA is committed to encouraging anyone who wishes to dedicate themselves to an officiating career. AMHA will strive to provide the most conscientious individuals to represent our Association. AMHA will assist individual referees in reaching higher skill levels. This will be accomplished by providing leadership and direction from the Referee-in-Chief and from the refereeing membership. We will provide opportunities to develop skills through practical training, on ice training sessions, as well as actual game situation training.

## **2.10 Coaching**

### **2.10.1 Coaching Applications**

All coaching applications must be submitted through the online application process.

### **2.10.2 Coach Selection (General)**

- a. The Association's goal is to select the most suitable coach available for each team.

- b. The appointment of Assistant Coaches, Manager, Treasurer, etc. shall be at the discretion of the Head Coach; however, final approval of all team Officials from the AMHA Board of Directors is required.
- c. Any member or nonmember of the AMHA is eligible for appointment as a team Official with the following guidelines:
  - 1. AMHA Directors (elected or appointed) may not hold the position of Head Coach or Team Manager, unless approved by the AMHA Board of Directors.
  - 2. Teams are restricted from having two family members as team officials where both have signing authority on the team account.
  - 3. Under special circumstances the Board of Directors may appoint any person to any position as a team official.

### **2.10.3 Coach Selection Committee**

- a. Coach selection will be overseen by the Coach Director and approved by the AMHA Board of Directors.
- b. The Coach Director will bring the results from the coach selection process to the AMHA Board of Directors for approval.

### **2.10.4 Coach Selection Process - Rep**

- a. The Rep coach selection process will evaluate the applicants in three areas:
  - 1. Application / Resume
  - 2. Interview (new applicants only)
  - 3. Suitability
- b. The Association will solicit applications/resumes from Head Coach applicants for its Rep teams. The application/resume will detail the applicant's coaching experience, training & certification, and playing experience.
- c. The Coach Selection Coordinator will oversee and interview all new applicants applying for a Rep team. Questions will be taken from the Hockey Canada Coach Development Guide and includes the following criteria:
  - 1. Suitability
  - 2. Approach to coaching philosophy
  - 3. Teaching and instruction
  - 4. Communication with players
  - 5. Communication with parents
- d. All new AMHA applicants will participate in an interview with the Coach Selection Committee.
- e. Returning coaches will be assessed on their previous history.
- f. Suitability is determined in part by the content of the parent-Coach evaluations and the applicant's discipline record.

### **2.10.5 Coach Selection Process - Recreational**

- a. The Association will solicit applications for Head Coach Candidates for its Recreation teams. Application will be accepted up to and including the first

- weekend of Recreation evaluations in September. The application will detail the candidates coaching experience, training & certification, and playing experience.
- b. Head Coach Applicants for the Recreation division teams will have their applications reviewed by the Coach Selection Committee, who will ensure that the applicants are suitable coaches. The Coach Selection Committee should seek the input of the Division Manager and Director prior to making the final selections.
  - c. In the event that there are more Recreation coach applicants than there are teams, the Coach Coordinator will review the applications and strike a list of the most suitable coaches.
  - d. The Coach Coordinator will endeavor to select coaches who are the most suitable taking into consideration their coaching experience, training & certification, and playing experience. It is understood that being the most qualified does not make the applicant the most suitable.

#### **2.10.6 Coaches and Team Officials**

- a. Team officials will consist of a Head Coach, Assistant Coach(es), Manager and an HCSP person. Up to eight (8) team officials may be rostered to a team. Additional team officials may be considered upon written request to the Association. Any additional expenses incurred will be the responsibility of the team.
- b. All team Officials must complete a criminal record check through the Ministry of Justice. Prior to stepping on the ice and/or any contact with the team, all team officials will be required to apply for their criminal record check. Team Officials will be required to have a criminal record check done at least every three (3) years and otherwise at the discretion of the AMHA Board of Directors. The Association will reimburse each team for up to five (5) criminal record checks annually. Additional criminal record checks will be paid for by the team.
- c. Completed forms showing “negative” results are to be returned to the AMHA Registrar.
- d. Completed forms showing “positive” results where a record of a conviction or charge does exist are to be forwarded directly to the AMHA President. The existence of a criminal record does not necessarily preclude an applicant from becoming a team Official unless the criminal conduct falls within the list of offenses provided in the B.C. Criminal Records Review Act. The President shall investigate further and endeavor to determine whether the applicant poses a risk to the members of the Association and/or jeopardizes the reputation of the Association.
- e. Criminal record checks done through another organization (e.g., minor baseball, soccer, Scouts Canada, etc.) within the previous three (3) years will be acceptable. A copy of that criminal record check must be submitted to the AMHA Registrar.
- f. All Head Coaches and Assistant Coaches must obtain their respective coaching certifications as stipulated in the PCAHA Rule Book by the corresponding date.

- g. All HCSP Team Officials must have current certification in order to be listed as a HCSP on a team roster or game sheet. HCSP certification does expire and must be renewed to remain current. Every team is required to have at least one (1) certified HCSP prior to any contact with a player.
- h. All Team Officials are required to have Respect in Sport and Concussion Awareness Training Tool (CATT) certification prior to team involvement.
- i. Coaches must accept responsibility for instructing the AMHA hockey program to their team.
- j. Prior to the commencement of league play, the Board of Directors will meet with the Coaches and Managers to review the Policy Manual and the expectations of team officials.

## **2.11 Team Official Reimbursement**

- 2.11.1 The Association will reimburse the team officials for certification clinics required by Hockey Canada, BC Hockey, PCAHA or AMHA once confirmation is received that all course requirements were successfully met.
- 2.11.2 Paid Head Coaches are responsible for obtaining their own certification as required by Hockey Canada, BC Hockey, PCAHA or AMHA. High Performance accreditation will be considered by the Board of Directors.

## **2.12 Coach Remuneration**

- 2.12.1 Any non-parent Head Coach in the rep program will be offered a remuneration package for their services based on their experience from the team parents. As well, the costs associated with any tournaments outside the lower mainland may be covered.
- 2.12.2 No remuneration will be paid to any parent coach.
- 2.12.3 Paid coaches will be issued a T4A for funds received from the Association.

## **2.13 Volunteerism within the AMHA**

- 2.13.1 The AMHA is a volunteer driven organization that relies heavily on its volunteers for delivery of its core programming with support from a small staff. As such volunteerism is a mandatory requirement of being part of the AMHA.
- 2.13.2 There are three types of volunteers required to allow the AMHA to operate.
  1. Team Officials - Team Officials are volunteers that hold significant time commitment positions within a team of the AMHA. These include Coaches, Manager/Treasurer, and the HCSP(s).
  2. Team Level Volunteers - Team level volunteers are volunteers that contribute to the operation of a team. Generally these roles are filled by parents/legal guardians and team level volunteering is expected by all

members of the AMHA. Examples of team-level duties that can be shared among parents include:

- Budget
  - Scheduling (league, tournaments, websites)
  - PCAHA responsibilities (Teamlink, scoresheets, game numbers, tournament permissions)
  - Communications
  - Timekeepers and scorekeepers
  - Officials (scheduling and payment)
  - Association level fundraising requirements (if applicable)
  - Tournaments and tournament committees (hosted within and outside the AMHA)
3. Association Level Volunteers - Association level volunteers are positions that are required for the organization to run under the governance structure of the Association. These roles are vital in the delivery and operations of core programming. Association level volunteer roles include:
- Board of Directors of the Society
  - Appointed Positions of the Society
    - Division Manager
    - Risk Manager
    - Referee-in-Chief
    - Equipment Manager
    - Tournament Coordinator

## SECTION 3 - COMMUNICATION

### 3.1 Publication and Media Policy

- 3.1.1 In order to protect the integrity of AMHA's youth program, its Officials, Coaches, players and parents/legal guardians, no individual or group may represent AMHA's Directors, Coaches, players or parents/legal guardians in any public medium without the expressed consent of the AMHA Board of Directors.
- 3.1.2 Additionally, no personal information of players, parents/legal guardians, or AMHA Officials will be made public without the written consent of the interested parties. This includes but is not limited to:
  1. Print: Newspapers, magazines, and periodicals
  2. Television
  3. Radio
- 3.1.3 All press releases shall be forwarded to the President for distribution. Teams will not submit press releases directly to the press.
- 3.1.4 AMHA is not responsible for any media, parent or team postings.

### 3.2 Team Communication Policy

- 3.2.1 This Policy has been developed to provide team Officials guidelines for communicating with your team in today's era of rapid mobile communications. No policy can cover all forms of communication and therefore provides recommended guidelines for Team Officials (both parent and non-parent) in respect to communication with their teams.
- 3.2.2 Team Officials are required to abide by Hockey Canada's **Rule of Two** for all communications, whereby at least two (2) rostered team Officials and/or a parent/guardian are included in communications.
- 3.2.3 All team communication that involves minors will be done through TeamSnap™. This includes communications about schedules, practices, changes of times, fundraising, social events, etc.
- 3.2.4 If communication is required to be a private conversation between a minor (player) and team Official, the email function in TeamSnap™ should be used and the player's parent/guardian must be included.

### 3.3 Specific Recommendations for HCSP

- 3.3.1 Due to the potentially sensitive personal information and material, the HCSP should never communicate directly with a player where follow up situations are required. Wherever possible they should communicate with parents/legal guardians, and/or abide by the Rule of Two at all times. At some ages inclusion of the player may be required, but only as long as the parent/guardian is included in the communication.

### 3.4 Personal and Contact Information

Team Officials are only permitted to share contact information within the team or for AMHA/league purposes. Team Officials are not permitted to share contact information with any source outside the AMHA. In some cases (i.e., Rep teams) personal contact information may be required for scouting purposes. This contact information may only be shared by the Head Coach or Manager and not without written consent of the parent/guardian.

### 3.5 Communication Guidelines for Parents/Legal Guardians/Supporters

Parents, legal guardians, and supporters are to follow the communication algorithm as listed in [Section 2.3 - Communication within the AMHA](#). For situations of team-level conflict, refer to [Section 11.5 - Managing Conflicts & Discipline Process](#).

Parents, legal guardians, and supporters are to abide by the following guidelines when sharing Association related information on public and private platforms.

#### 3.5.1 Social Media Best Practices:

- Think twice before posting.
- Be respectful and positive.
- Remember, many different audiences view your posts including other members, fans, alumni, kids, local authorities, parents, etc.
- The internet is permanent. Even if you delete something, it's still out there somewhere.
- Be in the right state of mind when you make a post.
- Do not post when your judgment is impaired.
- Coaches monitor social media.
- Use the privacy/security settings made available on these sites.

#### 3.5.2 Breach of Social Media

The AMHA has chosen to “embrace” social media rather than frown upon and/or ban it within our association. We embrace social media with the notion of respect and common sense. In the event that a social media policy has been breached members may be subject to the [AMHA SafeSport, Discipline and Dispute Resolution Policy](#).

## **SECTION 4 - REGISTRATION**

### **4.1 General Registration Information**

- 4.1.1 Players must be registered and in good standing to participate in association activities. A player is registered when a completed registration has been filed with the Registrar of the Association and registration fees have been paid in full.
- 4.1.2 Incomplete registration will be returned.
- 4.1.3 Each player must be properly registered and insured through the Association with Hockey Canada, BC Hockey and PCAHA.

### **4.2 Returning Registration**

- 4.2.1 A “Returning Player” is defined as a player who was registered with AMHA in the immediately preceding season. This includes players considered “return to home Association” by PCAHA, BC Hockey and Hockey Canada.
- 4.2.2 Online registration must be completed during the returning player registration period in order to receive priority as a returning player. Payment must be received by August 1st.
- 4.2.3 Returning players who do not register during the returning player registration period will no longer hold the status of a “returning player” and will be required to register as a new player at open registration, on a first come first served basis.

### **4.3 Sibling Registration**

- 4.3.1 Registration for siblings of existing AMHA members will be accepted during registration sessions as specified. The following will be required:
  - 1) Registration form.
  - 2) Player’s Birth Certificate and B.C. Care Card.
  - 3) Proof of residence (any two of: residential hydro, gas or cable bills dated within 30 days) Phone bills (solely) of any type will not be accepted.
  - 4) Payment must be received by August 1st or at the time of registration if after August 1st.

### **4.4 New Member Registration**

- 4.4.1 Registration for new players to the Association will be accepted during open registration.
- 4.4.2 Notice of open registration sessions will be posted on the AMHA website.
- 4.4.3 The following documents will be required for new player registration:
  - 1) Registration Form.
  - 2) Player’s Birth Certificate and B.C. Care Card.
  - 3) Proof of residence (any two of: residential hydro, gas or cable bills dated within 30 days). Phone bills (solely) of any type will not be accepted.

- 4) Payment must be received by August 1st, or at the time of registration if after August 1st.

- 4.4.4 Registration will not be accepted until the Association is provided with all of the above.
- 4.4.5 Additional proof of residence may be required at the discretion of the Association or at the request of PCAHA.
- 4.4.6 All new players must meet a minimum skating/ability requirement as determined by a committee to be eligible to play.

#### **4.5 New Members Transfer From Other Associations within B.C. and Canada**

- 4.5.1 Players are required to submit all documentation as required by PCAHA in addition to the application for player movement form.
- 4.5.2 A PCAHA player movement fee is required at time of registration; payable to AMHA.
- 4.5.3 All player movement must be approved by PCAHA before a player can go on the ice.
- 4.5.4 Players transferring in from other associations may try out for a Rep team provided their transfer is approved by PCAHA.

#### **4.6 Players Born Outside of Canada Registration (Permanent Residents, Work Visa and International Students)**

- 4.6.1 Players born outside of Canada must contact the AMHA Registrar to register.

#### **4.7 Late Registration**

- 4.7.1 Registration during September will not be prorated. Registration after October 1st will be prorated by the month for each division from the month in which registration takes place.
- 4.7.2 A late registrant who transfers in from outside of PCAHA because of a family residential move who wishes to be evaluated for Rep Hockey will be required to pay a late tryout fee.

#### **4.8 Waitlist**

- 4.8.1 Any player registering to a division that is full will be placed on a waiting list until such time as space becomes available.
- 4.8.2 Registration from the waitlist will take place as spots become available.
- 4.8.3 No names will be held for next season.

#### **4.9 Re-entry of Above Minor and/or Sport School Players**

- 4.9.1 For the purpose of this Policy the definitions include:

- **Above Minor** - Any player playing in the Canadian Hockey League, Junior A, B.C. Elite, etc., must be sanctioned under Hockey Canada
- **Sport School** - Also known as Academies. Must be sanctioned under Hockey Canada.

4.9.2 The AMHA endeavors to accommodate all players returning to the AMHA to maintain continuity in the minor hockey experience however when players choose to leave the AMHA for Above Minor and/or Sport School opportunities the AMHA must conduct business in the best interest of its current active members. As such this policy serves as a guideline for all returning players.

#### **4.10 Above Minor & Sport School Programs**

- 4.10.1 Returning players who will be attending Above Minor camps or sport school programs and/or activities and would like a spot held for them must register online as per regular registration procedures and state they request a hold.
- 4.10.2 Only those players who have requested a hold fee will have a spot reserved for them until September 14th at which time their hold fee will automatically be relinquished. The acceptance back into the AMHA will be subject to AMHA availability.
- 4.10.3 After September 15th and should space permit, the player would enter into the AMHA tryout procedure as per AMHA Tryout Guidelines.
- 4.10.4 Hold Fees are non-refundable.
- 4.10.5 Only those players who have requested a hold fee will have a spot on the roster reserved for them until January 10th.
- 4.10.6 Up to and including November 1st in any given year, players who have requested the hold, will be allowed to return to the Association, whether they have been released or decide not to continue with the alternate program and attend tryouts for their age level Rep team.
- 4.10.7 After November 1st up to and including January 10th, players who have requested the hold fee will be allowed to return to AMHA and play on their age level Rep team if they have been released from an Above Minor or Sports School Team.
- 4.10.8 Players who have requested a hold fee must pay the full pro-rated registration fee (7 months; September - March) plus the prorated Rep player fee for the balance of the season.
- 4.10.9 Released players are required to notify AMHA within 48 hours with their intent to return. Failing to do so, will result in forfeit of the hold fee.
- 4.10.10 Returning players who have not requested the hold by the start of Rep Tryouts will be placed in the Rec division if space permits and will be required to pay a pro-rated registration fee (7 months; September - March).
- 4.10.11 Players must contact the Registrar prior to going on ice.

#### 4.11 Payment of Registration Fees

- 4.11.1 The AMHA will accept payment for registration in the form of bank e-transfer. Payment must be received **by August 1st**.
- 4.11.2 Late payment fee: All payments received after August 1st will be subject to a \$50 late payment fee.

#### 4.12 Registration Refund

- 4.12.1 Members will be eligible for a full refund for the upcoming season if the request is made in writing to the Registrar before midnight July 31st.
- 4.12.2 Members will be eligible for a full refund, less insurance fee (\$50.00), for the upcoming season if the request is made in writing to the Registrar on or after August 1st but before the commencement of Rep tryouts. This does not include the Rep tryout fee add-on.
- 4.12.3 Members will be eligible for a partial refund for the upcoming season if the request is made in writing to the Registrar after Rep tryouts have commenced and up to midnight on September 14th (U11 and above) or September 30th (U7-9). Insurance is deducted plus the prorated monthly amount (7 months - September to March) for U18 Recreational division and below for the month of September.
- 4.12.4 No refunds of registration on or after September 15th (U11 and above) or October 1st (U7-U9) will be issued except for cases of injury or serious illness; and for U18/21 players rostered to Above Minor or Junior teams.
- 4.12.5 Refunds will NOT be pro-rated to less than one month.
- 4.12.6 The date that the request is made is the date from which the refunds will be adjusted. Times actually on the ice will not be considered.
- 4.12.7 All requests for registration refunds must be in writing and emailed to the Registrar.
- 4.12.8 Refund cheques will be made payable and issued to the payee.
- 4.12.9 Refunds for players that transfer to another Association because of a family move will be considered on a case by case basis. To be eligible for such a refund, the family must send a letter to the AMHA Board of Directors requesting the refund. Refunds will then be pro-rated (less insurance).
- 4.12.10 No player will be granted a release or transfer to another association if there are outstanding fees owed to their current team or the Association.

#### 4.13 Registration Refunds due to Injury or Serious Illness

- 4.13.1 Refunds due to injury or serious illness on or after October 1st that will not allow the player to continue playing hockey for the current season will be provided upon receipt by the Minor Hockey Office of a letter from the doctor noting the date of the injury. Refunds will then be pro-rated less insurance from the date of injury.

- 4.13.2 Refunds due to season-ending injury or serious illness will be provided upon receipt of a health care provider's note detailing the date of the injury. Refunds will be pro-rated by month (less the insurance fee) from the date of the injury. Note: Because September registration fees are non-refundable after the standard withdrawal dates (September 14th for U11+ and September 30th for U7-U9), refunds for injuries occurring in late September will be pro-rated starting October 1st.
- 4.13.3 A player who is unable to return for the remainder of the season due to injury or serious illness will maintain their "returning player" status with respect to registration for the following season.
- 4.13.4 If a player misses 50-75% of the calendar weeks consecutively in a season due to injury or serious illness and returns to finish the season then they are entitled to a 25% refund.
- 4.13.5 If a player misses more than 75% of the calendar weeks consecutively in a season due to injury or serious illness and returns to finish the season then they are entitled to a 50% refund.
- 4.13.6 A player is deemed to have returned from injury or serious illness as soon as they step on the ice regardless of whether it is for games or practices.
- 4.13.7 For the purposes of this section the calendar season commences on the first day of Rep tryouts or in the case of the Recreation program, on the first day of evaluations.
- 4.13.8 For the purposes of this section the season is concluded following playoffs as stipulated in the PCAHA League Schedule.
- 4.13.9 Refunds for players due to injury or serious illness will be considered on a case by case basis.

#### **4.14 Rep Tryout Refund**

Members will be eligible for a full refund of rep tryout fees if the request is made in writing to the Registrar ten (10) days prior to the start of tryouts.

#### **4.15 Financial Assistance**

- 4.15.1 Financial assistance for "basic registration fees" may be available through AMHA for families who are experiencing personal financial hardship. Members who are requesting financial aid to assist with the cost of basic registration fees must apply to the Treasurer or Registrar in writing. Applications must include sufficient detail of financial circumstances including household income, expenses and whether or not other avenues of assistance (i.e., KidSport, PuCKS) were pursued prior to applying to AMHA for assistance. All personal information will be kept confidential.
- 4.15.2 Families applying for financial assistance must first apply to KidSport, Canadian Tire Jumpstart Charities, PuCKS, or some other charitable community entity. Families may then apply for additional assistance from AMHA.

- 4.15.3 All requests will be considered on a case by case basis. Families approved for financial aid from AMHA are expected to volunteer.
- 4.15.4 Tax receipts will not be issued for the registration fees sponsored by AMHA or other outside assistance programs.

## SECTION 5 - TEAM OPERATION GUIDELINES

### 5.1 Parent Meetings

Effective relationships between parents and coaches require clear communication between parents and coaches. Communication at the start of the season must outline the responsibilities of the team and the delegation of tasks.

### 5.2 Meeting Schedule

Team meetings are encouraged at the start, middle, and end of the season (see [Appendix A for Sample Team Meeting Agenda](#)).

#### 5.2.1 Start of Season Meeting

1. Introduce coaching staff and outline qualifications, coaching philosophy, and responsibilities.
2. Provide an overview of the season and seek parent support to divide team duties (e.g., Team Manager, HCSP, tournaments).
3. Outline team rules and expectations for players, parents, and coaches.

#### 5.2.2 Mid-Season Meeting

1. Review key points from the first half and introduce ideas for the second half.
2. Discuss player development and seek parent involvement for specific projects (e.g., fundraising, team building).

#### 5.2.3 End of Season Meeting

1. Evaluate the season and provide coaches with feedback.
2. Discuss future development opportunities and plan a celebration event.

### 5.3 Team Rules and Expectations

Team Rules are required by all teams in AMHA (see [Appendix B for Sample Team Rules and Expectations](#)).

#### 5.3.1 Creation and submission

1. Team rules must be created at the beginning of the season and communicated to players and parents at the first opportunity.
2. Rules must be signed by every player and one parent/guardian prior to the first game of the season.
3. Rules should include progressive approaches to discipline.
4. For U7 and U9: A copy of the signed rules must be submitted to the Division Manager prior to October 31st.
5. For U11 and above: A copy of the signed rules must be submitted to the Division Manager prior to October 15th.

6. Failure to submit signed rules within the time frame may result in the cancellation of practice times until received.

### **5.3.2 Philosophy and Guidelines**

1. The emphasis of any rule should be to create a sense of responsibility, commitment, and a safe environment.
2. Rules must be fluid, age-appropriate, and aligned with AMHA Policies.
3. Any changes to rules or disciplinary processes added throughout the season must be communicated to the team and the Director immediately.

### **5.3.3 Enforcement and Limitations**

1. All discipline must be documented and made available to the Director upon request.
2. "Corporal punishment" and physical discipline is strictly prohibited.
3. Players are not to be disciplined for school-related events or commitments to other activities (family/cultural) if communicated to the Head Coach in advance.
4. See [Section 11.5.6 Team-Level Discipline](#) for additional information

## **5.4 Dressing Room Policy**

AMHA follows the dressing room policy outlined by [Hockey Canada](#).

### **5.4.1 Rule of Two**

1. The Rule of Two is required for all dressing rooms when more than two participants are present.
2. Two trained, screened adults must be present in the dressing room or immediately outside with the door propped open to monitor the environment.
3. The Rule of Two remains in effect when showers are in use.

### **5.4.2 Prohibited Conduct**

1. No violent conduct (including locker room boxing), bullying, or hazing is permitted.
2. No videos, still photos, or voice recordings are permitted in the dressing room. Cell phones may only be used for controlling music.

## **5.5 Team Budget and Finances**

### **5.5.1 Creating a Team Budget**

1. The Team Manager/Treasurer works with the Head Coach to create a team budget that reflects requirements and options for the team's specific division.
2. Parents should expect to pay team fees at the start of the season (separate from registration fees). Team fees may include, but are not limited to equipment/jersey deposits, Rep player fee, etc.
3. Seed money

- This is money collected early to help pay for initial team costs such as apparel, deposits, etc.
  - It is the discretion of each team to determine if they would like to collect seed money at the start of the season.
  - Ensure that any player who is moved from the team during the evaluation process has their seed money returned.
  - Budgets will vary depending on the division (i.e., U9 versus U15), the program (i.e., Rec versus Rep) and player/parent input (i.e. number of tournaments, purchase of team apparel).
  - Tournament costs will vary so your budget may need to be estimated until costs are confirmed.
4. See [Appendix C](#) for a Sample Team Budget

### 5.5.2 Budget Approval

1. A copy must be submitted to the Division Manager for review prior to obtaining parent's/guardian's signatures.
2. Budgets must be discussed and reviewed at the team meeting.
3. Signing the budget indicates they have reviewed it and had the opportunity to provide input.
4. Budgets are deemed approved once voted upon by the Team, with two-thirds ( $\frac{2}{3}$ ) of the team in favor.
5. Following the meeting, a copy initialled by one parent/guardian per player must be submitted to the Division Manager.
6. For U7 and U9: A copy of the signed budget must be submitted to the Division Manager prior to October 31st.
7. For U11 and above: A copy of the signed budget must be submitted to the Division Manager prior to October 15th.

### 5.5.3 Banking and Expenditures

1. Accounts will be facilitated by the AMHA Treasurer. A minimum of two (2) signers are required (one must be the Head Coach, unless the coach is paid).
2. Teams with paid Head Coaches must have a Manager and Treasurer as signers. Signatories must not be related.
3. All cash transactions must be evidenced by a receipt. The Association Treasurer may review team finances at any time with 24-hour notice.
4. Players who are dismissed or choose to leave the Association are not eligible for a team refund. Team fees for season-ending injuries are discussed with the Team Manager/Treasurer on a case-by-case basis.
5. All team fee refunds must be collected by the end of the season. Any unclaimed balances after this date will be considered forfeited.

### 5.5.4 Reporting

1. Financial Reports must be submitted to the Association Treasurer by March 31st.

2. A copy of the final report must be provided to each family at the end of the season.
3. Failure to submit reports or return equipment may result in the withholding of deposits, referee funds, or tournament refunds.

## 5.6 Jersey and Equipment Deposits

Teams will receive a “Letter of Direction” from the AMHA Treasurer outlining deposits that will be withdrawn from their team bank account.

Equipment and jersey deposits vary between divisions. Equipment deposits cover items such as first aid kits, pucks, cones, etc.

Division	Team Equipment & Jersey Deposits	Letter of Direction due
U7 & U9	\$500	November 1st
U11 to U18	\$500	October 15th

Deposits are refunded at the end of the season upon the return of ALL jerseys/equipment in good condition and the submission of financial reports.

## 5.7 Fundraising Guidelines

### 5.7.1 General Principles

1. All fundraising programs must be well supervised and controlled.
2. It is the responsibility of the team to determine if [Special Event Sanctioning](#) permission from BC Hockey is required.
3. Fundraising should be carried out mainly within Association boundaries.
4. Teams must project a positive image; conduct and appearance must be appropriate.

### 5.7.2 Licensing and Regulations

1. All 50/50 draws, raffles, and similar events require a Class B Gaming License from [B.C. Gaming](#).
2. Applications must be made in the team's name (not AMHA).
3. Teams are responsible for submitting reports to B.C. Gaming within 90 days of the event.
4. Teams are not permitted to use AMHA's gaming license.

### 5.7.3 Donations and Sponsors

1. Donations exceeding \$2,500 from a single entity require Board notification.
2. Team donations are not eligible for AMHA tax receipts.
3. Fundraising must be respectful of major Association sponsors (e.g., Timbits)

## **5.8 Picture Day**

- 5.8.1 Players must wear the same coloured AMHA supplied team jerseys.
- 5.8.2 Teams must coordinate a consistent appearance. All players must arrive in the designated attire selected by the Head Coach (e.g., full game uniform, team tracksuits, or formal wear).
- 5.8.3 AMHA is not responsible for picture quality or financial transactions between the purchaser and supplier.

## **5.9 Ice Scheduling**

- 5.9.1 Rep Managers, Rep Coaches, and Division Managers are provided with ice schedules.
- 5.9.2 A minimum of 7 days' notice to the Registrar is required to return municipal or private ice.
- 5.9.3 Teams failing to return ice with sufficient notice may be charged the cost of the ice.
- 5.9.4 Report conflicts or changes to the ice scheduler immediately.

## **SECTION 6 - EQUIPMENT**

### **6.1 AMHA Equipment Purchases**

All purchases of equipment and/or Association merchandise that exceeds \$3,000 will require a minimum of 3 quotes to ensure best value and competitive pricing. The price quotes will be brought to the AMHA Board of Directors for final approval.

### **6.2 Player Equipment**

- 6.2.1 All players are required to wear equipment as required by Hockey Canada rules.
- 6.2.2 Players are not to wear pant shells from other associations, teams, or spring programs. If players are wearing pant shells, only AMHA pant shells are allowed.
- 6.2.3 No game jerseys shall be worn in practice or development ice times.

### **6.3 Goalie Equipment**

- 6.3.1 AMHA will make goaltender equipment available for U9 and younger divisions. The Equipment Manager will allow equipment to be signed out to the team.
- 6.3.2 Misuse or abuse of any AMHA equipment shall result in the team, team official or player being responsible for the cost of repair or replacement.

### **6.4 Uniforms**

- 6.4.1 Teams will receive AMHA-supplied jerseys and socks.
- 6.4.2 The colours of AMHA are red, white and black, in the Chicago Blackhawks scheme.
- 6.4.3 Jerseys supplied by AMHA will be supplied in this colour scheme and will prominently display the AMHA logo on the front.
- 6.4.4 Sponsor name bars are not permitted.
- 6.4.5 Sponsored Jerseys – Jerseys sponsored by an individual or an organization must conform to the colour and design scheme of the AMHA, with the exception of the U7/U9 divisions.
- 6.4.6 Name bars must be sewn on and removed professionally. Under no circumstances is the Stop Sign to be moved or removed.
- 6.4.7 Washing of jerseys must be done with care, avoiding high heat, particularly when drying. Excessive heat will permanently shrink all or parts of the jerseys, rendering them unusable.

## **SECTION 7 - REPRESENTATIVE (REP) HOCKEY PROGRAM**

### **7.1 Program Scope**

The Representative (Rep) hockey program in the AMHA encompasses players in U11 (Development), U13, U15, and U18 divisions. The AMHA adheres to the [Hockey Canada Long Term Player Development \(LTPD\) model](#) with specific adaptations to suit Association and league requirements.

### **7.2 Representative (Rep) Hockey**

Representative hockey is the highest calibre of hockey within AMHA. Rep hockey players demonstrate a high level of skills and talent within their age group. Rep hockey is fast, competitive, and requires significant commitment (Hockey Canada, 2025). In addition, Rep hockey requires a higher level of financial investment and expectations around how players conduct themselves on and off the ice.

#### **7.2.1 Financial Responsibility & Commitment**

- a. By accepting a position on a Rep team, players and their families commit to the full financial obligations of the season. This includes, but is not limited to, paid coach fees, Rep player fee, tournament entries, and additional team-specific costs (apparel, development, travel expenses, etc.)
- b. All fees must be paid according to the schedule set by the Association and the Team Manager. Failure to remain in "good standing" may result in the suspension of player eligibility until the balance is cleared.

#### **7.2.2 Ambassadors of the Association**

- a. Being a Rep player is a privilege. When wearing Association colors, you are a representative of Abbotsford Minor Hockey and our community.
- b. Rep players are expected to demonstrate elite sportsmanship and respect at all times, in all locations.

### **7.3 Number of Rep Teams**

- 7.3.1 Each season, the AMHA Board of Directors will determine the number of Rep teams in each division based on recommendations from the Rep Tryout Facilitator with input from the Registrar, and with consideration to the number of players that will be released to a lower level Rep or Rec team.
- 7.3.2 After the first phase of Rep tryouts, the Rep Tryout Facilitator may recommend adding or eliminating a Rep team in any division based on the observed skill level of the players. This decision is subject to Board approval.

- 7.3.3 Recommendations may be made at any time but must be submitted no later than **September 13th** to coincide with the PCAHA Team Declaration deadline.

## 7.4 Rep Tryout Procedure

- 7.4.1 AMHA will release an updated "Rep Tryout Guidelines" document annually prior to the start of tryouts. This document will be posted on the AMHA website.
- 7.4.2 Re-evaluation requests or lobbying directed toward a Coach, evaluator, staff member, or Director will not be accepted.

## 7.5 Player Eligibility and Requirements

### 7.5.1 General Eligibility

To participate in Rep tryouts:

1. Players must be registered with AMHA and in good standing.
2. Registration and Rep tryout fees must be paid in full prior to stepping on the ice.
3. Parents/legal guardians must sign the Parent/Supporter Code of Conduct.
4. A minimum of one (1) parent must attend the Rep Parent Meeting prior to the player participating in tryouts.

### 7.5.2 Special Circumstances (Absence)

Applications for special consideration regarding absence during tryouts may be submitted to the Board of Directors prior to **August 1st**. The application must document the situation and propose mitigation strategies. Acceptable guidelines include:

- **Immediate Family Wedding:** 1 day (local) or 3 days (out of town).
- **Bereavement:** 5 days (immediate family) or 2 days (extended family).

### 7.5.3 Earned Advancement Exception

Mandatory tryouts may be waived for players who have earned selection to provincials or higher competition under a recognized governing body during the tryout period. Invitational or optional events are not eligible.

### 7.5.4 New Players (Post-Release)

New players moving into the AMHA after Rep releases have occurred may apply to the Board to play Rep hockey.

## 7.6 Dress Code (Rep Players & Coaches)

The dress code reflects the player's respect and pride toward the association, teammates, and coaches.

- **Off Ice:** Dress pants, dress shirt, tie, and dress shoes (no runners).
  - *Note:* Team tracksuits are not approved dress attire for Rep Hockey Teams.
- **On Ice:** All Rep teams are required to wear white helmets and standardized AMHA pant shells.

## 7.7 Player Movement and Team Composition

### 7.7.1 Refusal of Assignment

If a carded player refuses to play for their assigned Rep team, they will not be reassigned to a lower Rep team or a Rec team in their current division. Instead, they will be assigned to the Rec level of the division above (e.g., a U13 player moves to U15 Rec), unless otherwise decided upon by the Board.

### 7.7.2 Injury Replacements

If a player suffers a season-ending injury, the team must notify the Director. The player may be removed from the roster, and permission to replace the player may be granted by the Board. No replacement player may participate until the Registrar has finalized all approvals with PCAHA and BC Hockey.

## 7.8 Affiliate Player (AP) Policy

### 7.8.1 Purpose

The AP Policy allows teams to compete at the highest level possible while dealing with player absences.

### 7.8.2 Affiliation Structure

- U11 Division: A1 affiliates from A2; A2 affiliates from A3; A3 (or lowest Rep team) affiliates from Recreational.
- U13 - U18: Standard affiliation rules apply.

### 7.8.3 Selection Timeline

Affiliate selection occurs approximately **14 days** after Rep tryouts conclude. The Division Manager oversees the process based on the following schedule:

- a) Days 1-3: A1 Team selection.
- b) Days 4-6: A2 Team selection.
- c) Days 7-9: A3 Team selection.

### 7.8.4 Limits

- Bottom Rep team: Max twelve (12) affiliates.
- All other teams: Max ten (10) affiliates.

### 7.8.5 Selection Procedure

1. The Head Coach applies to the Division Manager for affiliates.
2. The Division Manager provides data (Rec player recommendations, lower Rep rosters).
3. The Division Manager contacts families to confirm commitment. Players have the right to decline.
4. If accepted, the player and parent must sign the Affiliate Player Commitment Agreement ([Appendix D](#)).
  - *Note:* For A3/lowest Rep teams calling up from Rec, safety considerations must also be weighed.

### 7.8.6 U13 to U15 Safety (Body-checking)

Due to the introduction of body checking at U15, any U13 player affiliated to a U15 team must complete a "Checking and Contact Confidence Clinic" and receive Division Manager approval before being offered an AP position.

## 7.9 Operational Use of Affiliate Players

### 7.9.1 Priority

- a. An affiliate player's primary commitment is to their registered (regular) team.
- b. An AP cannot miss their regular team's game to play for the affiliate team without express permission from the Division Manager.
- c. However, if the AP has a practice with their regular team, the regular coach cannot prevent them from attending a game with the affiliate team (barring disciplinary reasons).

### 7.9.2 Conflict Resolution

Coaches are expected to exercise common sense. If a conflict arises that coaches cannot resolve, the Director (with input from VP2) will make the final decision.

### 7.9.3 Call-Up Procedure

1. **Selection:** The higher-level Coach selects the player(s) they would like to affiliate.
2. **Initiation:** The higher-level Coach may contact the parent/guardian directly to confirm interest and availability.
3. **Notification:** Once confirmed, the higher-level Coach must notify the lower-level Coach and Division Manager prior to the start of the event.
4. **Priority:** Lower-level games always take priority over higher-level practices or games. The lower-level Coach may only decline a call-up if it conflicts with a scheduled team game or if the player is serving a suspension.

#### 7.9.4 Playing Time

- a. Coaches calling up an AP are expected to provide reasonable ice time.
- b. Families must understand that AP playing time may differ from what they experience on their regular team.
- c. Goaltenders: Due to the nature of the position, affiliate goalies may not receive ice time in a game they are called up for.

### 7.10 Special Circumstances & Rules

#### 7.10.1 Goalies

If a team does not have a goalie, they may call up an affiliate goalie regardless of the goalie's status with their regular team. Notice should be provided to the regular team as early as possible.

#### 7.10.2 Game Limits

- a. **Skaters:** Limited to league/playoff games as an affiliate per season in strict accordance with current PCAHA and BC Hockey game limit regulations.
- b. **Goalies:** Exempt from the 10-game limit (per PCAHA rules).

#### 7.10.3 Director Intervention

The Director reserves the right to permit or direct the use of an Affiliate Player if deemed beneficial to the Association.

## **SECTION 8 - RECREATIONAL (REC) HOCKEY PROGRAM**

### **8.1 Introduction**

- 8.1.1 The Recreational hockey program in the AMHA encompasses players in U11 (9 -10 years old), U13 (11 - 12 years old), U15 (13 -14 years old), U18 (15 -17 years old), U21 (18 - 20 years old).
- 8.1.2 Abbotsford Minor Hockey participates in the Fraser Valley East league within PCAHA.

### **8.2 Team Selection Process**

- 8.2.1 The team selection process will be coordinated by AMHA with help from Directors and Division Managers.
- 8.2.2 Balancing the teams will be based on previous seasons' player assessments, current assessments, scrimmages and game play.

### **8.3 Balancing Requirements**

- 8.3.1 Pacific Coast Amateur Hockey Association (PCAHA) requires associations to have balanced teams within their recreational divisions and has authority to mandate player moves where deemed necessary. For more information on this PCAHA rule, see the PCAHA Rule Book.

### **8.4 Expectations**

- 8.4.1 Player movement is to be expected throughout the balancing process. Please be patient with the process and be open to the possibility that your child may be asked to move from one group to another or even from one team to another. While we will make every effort to minimize player movement, moves are sometimes necessary in order to achieve balance.
- 8.4.2 Attendance is by far the biggest factor in balancing. It is impossible to balance teams where players are absent. Parents can help the balancing process immensely by ensuring their players attend all of the balancing games and PCAHA placement games.
- 8.4.3 The Division Manager or Director will email parents if their son or daughter is being asked to move from one group to another. If parents receive this email, the Association requests that they be as understanding as possible that the move is being made with as much care and consideration as possible. Once a decision has been made to move a player, it is not possible to reverse this decision. AMHA will endeavor not to move the same player twice .

## **SECTION 9 - U7/U9 HOCKEY PROGRAM**

### **9.1 Introduction**

- 9.1.1 The U7/U9 program encompasses players in U7 (5-6 years old) and U9 (7-8 years old). The AMHA follows the Hockey Canada, BC Hockey and PCAHA U7/U9 program models as closely as possible with a few alterations for delivery and implementation to take into account the nuances of our Association and league requirements.

### **9.2 Team Selection Process**

- 9.2.1 The team selection process will be coordinated by AMHA with help from the Division Manager or Director.
- 9.2.2 Balancing the teams will be based on previous seasons' player assessments (if applicable), current assessments, and scrimmages.

### **9.3 Major/Minor**

- 9.3.1 AMHA will determine its teams based on the direction of PCAHA.

### **9.4 Player Movement Between Teams**

- 9.4.1 If and when balancing moves are required the Division Manager or Director will initiate those moves.

## SECTION 10 - TOURNAMENTS

### 10.1 AMHA Hosting Tournament Guidelines

#### 10.1.1 Organization & Responsibility

All AMHA tournaments are the responsibility of the Association and are key components of the current AMHA operating budget. The organization of these tournaments is structured as follows:

- **Tournament Director:** Appointed by the President, the Director acts as the liaison to the Board of Directors and is responsible for all AMHA tournaments.
- **Tournament Coordinator:** Works directly with the Tournament Director and each Tournament Chair/Committee to facilitate operations.
- **Tournament Chair(s):** Appointed at the Association level (where multiple AMHA teams participate). They are responsible to the AMHA team(s) for tournament planning and operations.
- **Tournament Committee:** Each tournament committee will be composed of at least two parents from each team participating in the tournament. To ensure effective succession planning, it is recommended that each team select one first-year parent and one second-year parent.

#### 10.1.2 Participation & Objectives

AMHA tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills in a competitive environment that prioritizes fair play and fun. It is mandatory for all AMHA teams to participate in and support tournaments hosted at home.

#### 10.1.3 Competitive Balance

The Tournament Director will make every effort to admit teams from other Associations to ensure a competitive atmosphere for all participating teams.

#### 10.1.4 Planning

- a. Tournament Committees are required to participate in a "kick-off" meeting with the Tournament Coordinator.
- b. The Tournament Chair should follow the Tournament Chair Checklist (see [Appendix E](#)).

#### 10.1.5 Financials & Fees

- a. Tournament fees for each tournament must be approved by the Board of Directors.
- b. Fees collected from teams cover ice costs, on-ice officials, sanctioning fees, and trophy costs.

- c. Any additional expenses are the responsibility of the Tournament Committee unless otherwise approved by the Tournament Director.
- d. All teams (including AMHA teams) must pay registration fees payable to the Association prior to the tournament start date.

### **10.1.6 Budgeting**

AMHA will establish a tournament budget annually to facilitate operations. This budget must be completed each year and included in the overall AMHA budget presented at the Annual General Meeting (AGM).

### **10.1.7 Volunteer Requirements**

Families of the hosting teams are responsible for the tournament's organization, and parental volunteer hours are mandatory to ensure success.

- a. The Tournament Committee reserves the right to charge a fee to individual families if their scheduled volunteers fail to attend their shifts
- b. A fine of \$100 per hour will be enforced to cover the cost of hiring individuals to fill missed shifts.

## **10.2 Away Tournament Guidelines**

### **10.2.1 General Compliance**

- a. All tournament arrangements must be in accordance with all Hockey Canada, BC Hockey, PCAHA, and AMHA rules and regulations.
- b. Tournament entry fees are to be paid through team budgeting and fundraising.
- c. Teams may only enter officially sanctioned tournaments.

### **10.2.2 Required Arrangements**

Well in advance of departure, the following must be arranged:

- a. Reschedule any games conflicting with the away period.
- b. See the [Pacific Coast Amateur Hockey Association \(PCAHA\) website "Attend a Tournament"](https://pcaha.ca/tournaments/attend-a-tournament) (<https://pcaha.ca/tournaments/attend-a-tournament>) for the process and applicable forms to obtain tournament/travel permission.
- c. Failure to obtain tournament permission means the team is not sanctioned to participate and is therefore not covered by insurance. Failure to obtain permission in advance will negate the team's ability to participate and may result in discipline and/or a fine.
- d. If necessary, teams should obtain travel insurance and extended medical coverage suitable for the situation.

### **10.2.3 Air Travel Policy**

In the event a tournament requires air travel, a team vote is required. If two-thirds ( $\frac{2}{3}$ ) of families agree to attend the tournament, permission will be granted from AMHA.

## 10.3 Non-Parent Paid Coaches at Tournaments

### 10.3.1 Expense Guidelines

The following guidelines shall be used by teams for the purpose of budgeting expenses for non-parent paid Head coaches.

Expense Category	Guideline
Hotel Allowance	<ul style="list-style-type: none"> <li>• Applicable room rate as negotiated by the team (paid coaches are exempt from the decision process).</li> <li>• Head Coach's accommodations will be paid for.</li> </ul>
Meals	<ul style="list-style-type: none"> <li>• Subject to the standard AMHA Per Diem rates outlined in Section 2.2.1 up to a <b>maximum of \$56 per day</b>. Applicable only when a hotel stay is required.</li> <li>• No alcohol may be billed.</li> <li>• Team meals included in the team budget will be covered by the team.</li> </ul>
Mileage	<ul style="list-style-type: none"> <li>• Applicable for distances greater than 50 km one way.</li> <li>• Mileage to be billed at the current <a href="#">CRA Kilometric Rates</a>.</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>• Lowest possible method of travel as per the team-approved mode of transportation.</li> <li>• Coaching staff are to travel by the same means as the majority of the team.</li> <li>• Carpooling is recommended among the coaching staff.</li> </ul>
Car Rental	<ul style="list-style-type: none"> <li>• <b>\$45 maximum per day</b> (unless otherwise approved) when flight travel is required.</li> <li>• Rental must be shared between the coaching staff.</li> </ul>
Ferry & Tolls	<ul style="list-style-type: none"> <li>• Reservation fees and tolls will be covered at the paid rate.</li> <li>• Receipts are required.</li> </ul>

## SECTION 11 - SAFE SPORT, DISCIPLINE AND DISPUTE RESOLUTION

### 11.1 Introduction & Purpose

#### 11.1.1 Commitment to Safety

The Abbotsford Minor Hockey Association (AMHA) is committed to providing a safe, inclusive, and welcoming environment free from all forms of Maltreatment, Bullying, and Harassment. This policy applies to all participants, including players, parents, volunteers, Team Officials, on-ice Officials, employees, and Directors.

#### 11.1.2 Alignment with Governing Bodies

AMHA members are expected to abide by the conduct policies of our governing bodies, including BC Hockey and Hockey Canada. In the event of a discrepancy between this policy and the [BC Hockey Safe Sport Policies \(2025\)](https://www.B.C.hockey.net/member-info/regulations/B.C.-hockeypolicy-manual) (<https://www.B.C.hockey.net/member-info/regulations/B.C.-hockeypolicy-manual>), the BC Hockey standards shall prevail.

#### 11.1.3 Scope and Application

- a. This policy applies to all AMHA members and parents, regardless of the capacity in which they are attending a sanctioned event (e.g., as a spectator, volunteer, or Official's Parent).
- b. The policy applies in the following circumstances:
  - During all AMHA-sanctioned activities and events, including games, practices, and travel.
  - At all facilities used for these activities, explicitly extending to locker rooms, spectator areas, and parking lots.
  - To any conduct outside the hockey environment (including social media and online platforms) if the conduct is related to AMHA activities and negatively impacts the safety, well-being, or reputation of the AMHA or its members.

### 11.2 Definitions

#### 11.2.1 Maltreatment, Bullying & Harassment

AMHA adopts the definitions provided by BC Hockey and the Government of British Columbia (B.C.):

- **Maltreatment:** Volitional acts or omissions that result in harm or the potential for physical or psychological harm. This includes physical, psychological, and sexual maltreatment.
- **Bullying:** Characterized by acts of intentional harm, repeated over time. The combined use of negative aggression and power, occurring when individuals direct verbal, physical, social aggression, or electronic (cyberbullying) toward another individual.

- **Harassment:** A course of unwanted comments or behaviors known or ought reasonably to be known to be unwelcome that creates an intimidating, humiliating, hostile, or offensive environment, including sexual harassment and abuse of power. Harassment includes discriminatory comments that are prohibited by human rights legislation (e.g., racism, slurs, gossip, disabilities, and cultural identity).

### 11.2.2 Key Roles

- **Complainant:** A Participant or observer who makes a report of an incident.
- **Respondent:** An individual alleged to have engaged in a violation of this Policy.
- **Safe Sport Officer:** The person(s) designated by the President to handle reports of Abuse and Harassment.

## 11.3 Codes of Conduct

11.3.1 The main purposes of the Code of Conduct policy are to promote and encourage good sportsmanship among members of the AMHA as well as member Associations within PCAHA, BC Hockey, Hockey Canada, and other governing bodies of hockey.

11.3.2 In addition to its other objectives, the AMHA Code of Conduct emphasizes that participation as a player, Coach, team Official, volunteer, employee, or parent is a privilege. Accordingly, all participants shall:

- a. Adhere to these policies in order to participate.
- b. Conduct themselves at all times in a manner consistent with the values of the Association, which include fairness, integrity and mutual respect.
- c. Refrain from comments or behaviours, which are disrespectful, offensive, profane or abusive. In particular, behaviour, which constitutes harassment, will not be tolerated and will be dealt with under these policies.

11.3.3 All members must adhere to the applicable AMHA General Code of Conduct and the [BC Hockey Code of Conduct](#) (<https://www.B.C.hockey.net/member-info/regulations/B.C.-hockeypolicy-manual>).

- Code of Conduct – General
- Code of Conduct – Players
- Code of Conduct – Parents & Supporters
- Code of Conduct – Team Officials

11.3.4 Anyone found to be in violation of their respective Codes of Conduct may be subject to the [Section 11 - AMHA Discipline or Abuse and Harassment](#), including suspension or expulsion.

11.3.5 Codes of Conducts are located in [Appendix F - Codes of Conduct](#)

## 11.4 Reporting & Duty to Report

### 11.4.1 Reporting Child Abuse

- a. Any Participant who has reasonable grounds to suspect that a Minor is suffering or may have suffered from child abuse must immediately report the suspicion to the Ministry of Child and Family Development (MCFD) [Reporting child abuse in B.C. – 1-800-663-9122 - Province of British Columbia](https://www2.gov.bc.ca/gov/content/safety/public-safety/protecting-children/reporting-child-abuse) (<https://www2.gov.bc.ca/gov/content/safety/public-safety/protecting-children/reporting-child-abuse>) and/or the local police in cases of immediate danger.
- b. Participants should not investigate or attempt to validate the allegation before reporting.
- c. After reporting to authorities, advise the Safe Sport Officer that a report has been made.

### 11.4.2 Reporting Policy Violations

For non-criminal violations (Bullying, Harassment, Code of Conduct):

- a. All Participants have a duty to report Maltreatment, Bullying, or Harassment as soon as practical.
- b. Incidents should be reported to the Director or the Safe Sport Officer.

## 11.5 Managing Conflicts & Discipline Process (Informal & Team Level)

### 11.5.1 Informal Resolution

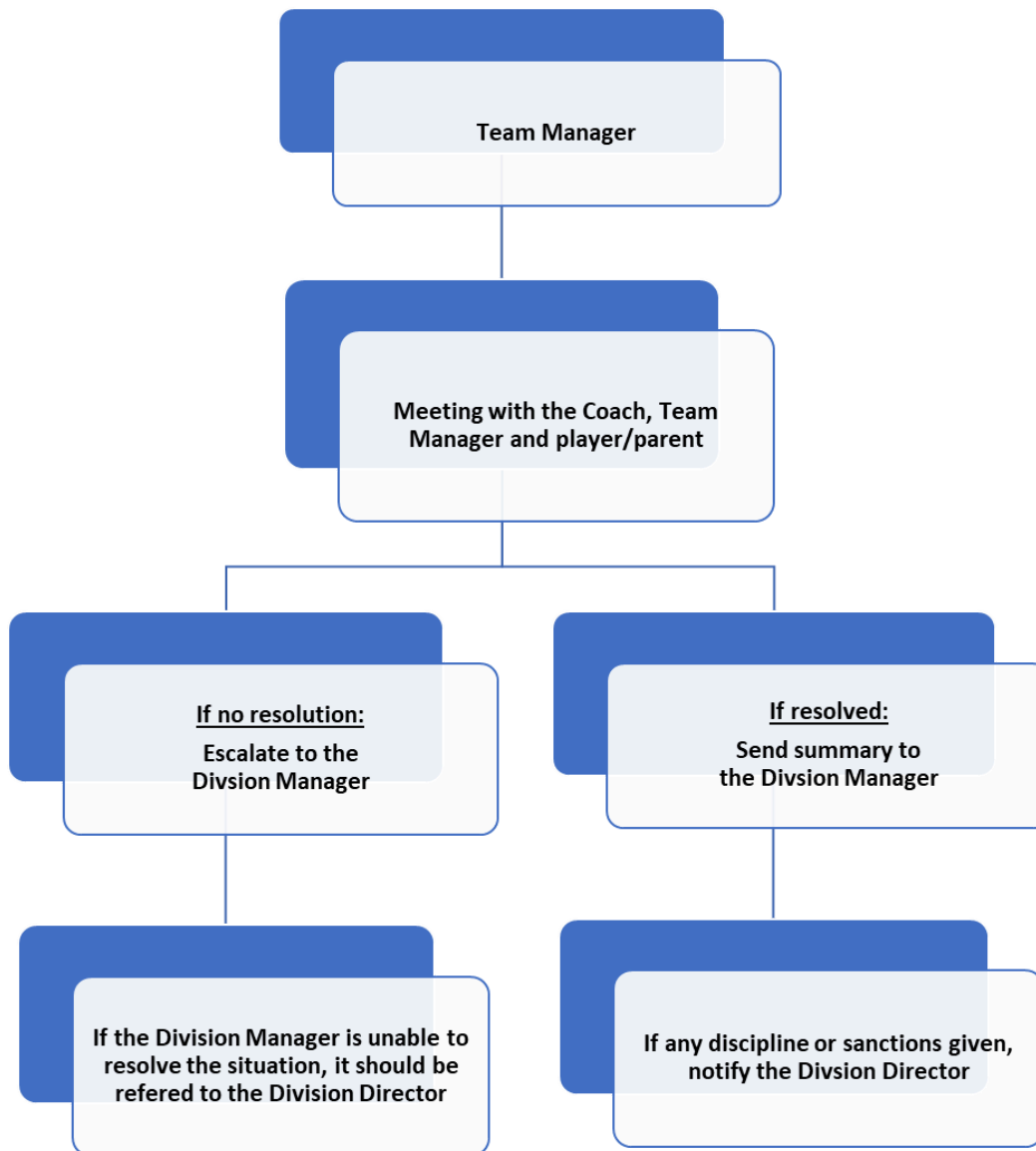
To provide a positive and productive line of communication, AMHA encourages members to resolve conflicts informally where appropriate (e.g., disagreements, minor interpersonal conflicts).

### 11.5.2 The 24-Hour Cooling Off Period

Parents, legal guardians, and team officials must observe a 24-hour "cooling off" period before submitting a grievance or addressing a highly emotional issue with a coach or official. Individuals in violation of this rule may be brought before the Disciplinary Committee.

### 11.5.3 Lines of Communication for Parents/Members

Members of the association who wish to have an issue resolved must proceed through the following steps:



**Step 1:** Member-to-member direct communication. If unresolved or not feasible, proceed to Step 2.

**Step 2:** Discuss with the Team Manager or Head Coach as a neutral third party.

**Step 3:** Discuss with the Division Manager.

- **Safe Sport Officer Support:** A Team Official may contact the Safe Sport Officer for guidance on informal resolution.

#### 11.5.4 Lines of Communication for Teams/Team Officials

Where a team or team official has an issue requiring resolution:

1. Recreational Teams:
  - a. Head Coach/Manager discusses with Division Manager;
  - b. Directed to the Director in writing;
  - c. Forwarded to AMHA Executive in writing;
  - d. Forwarded to AMHA Board of Directors for final resolution.
2. Rep Teams:
  - a. Head Coach/Manager discusses with the Division Manager;
  - b. Forwarded to AMHA Executive in writing;
  - c. Forwarded to AMHA Board of Directors for final resolution.

Note: Any decision by the Board of Directors on an informal grievance will be made with regard to AMHA, PCAHA, BC Hockey, and Hockey Canada policies. Such general grievance decisions made by the Board are considered final.

### 11.5.5 Complaints Regarding On-Ice Officials

1. Any concerns or complaints about on-ice Officials must observe the 24-hour "cooling off" period.
2. All complaints regarding the safety of players or the professionalism of officials must be directed to the Team Manager of the team involved. The Team Manager will then submit a formal report to the respective Director. The Director will review the submission and determine whether to escalate the matter to the Referee-in-Chief for further review and resolution.
3. Any disrespectful or abusive behaviour towards on-ice Officials may result in disciplinary action under this Policy.

### 11.5.6 Team-Level Discipline

Coaches are responsible for maintaining team discipline.

- a. **One-Game Suspension:** A coach may suspend a player for one (1) game for disciplinary reasons. When a second suspension is required, follow the multi-game suspension process. This decision is **not** subject to formal appeal under the [Dispute Resolution](#) section.
- b. **Multi-Game Suspension:** If a coach wishes to suspend a player for more than one game:
  1. The coach must inform the Director immediately.
  2. The Director shall determine the further suspension in consultation with the Executive Committee.
  3. Two (2) team Officials must meet with the player and parent to advise of the decision.

## 11.6 Formal Discipline & Investigation Process

If informal resolution is not possible, or the incident is serious, the Formal Resolution Process is initiated.

### 11.6.1 Intake & Investigation

1. A formal complaint is submitted to the Safe Sport Officer.
2. The Safe Sport Officer or a designated investigator will gather facts by interviewing the Complainant, Respondent, and witnesses.
3. For serious harassment complaints, the President may retain an outside investigator.

### 11.6.2 Disciplinary Committee / Panel

1. The President will appoint a panel of three (3) impartial persons (the "Panel") to evaluate the evidence regarding the complaint.
2. The Panel may review documents or convene a hearing where parties can present evidence.
3. The Panel shall endeavor to deliver a written decision within five (5) days of concluding the hearing.

### 11.6.3 Immediate Suspension

In serious cases, the Executive Committee may impose an immediate, temporary suspension pending the outcome of the investigation.

## 11.7 Sanctions & Remedies

### 11.7.1 Progressive Discipline

AMHA employs progressive discipline but reserves the right to impose significant sanctions for a single serious offense.

### 11.7.2 Types of Sanctions

The Panel may impose:

- a. **Warning/Apology:** Issuance of a verbal or written warning, and/or a requirement for a formal apology.
- b. **Education:** Requirement to undertake remedial courses.
- c. **Probation:** A set period where further violations result in immediate loss of privileges.
- d. **Suspension:** Suspension from participation for a set time or number of games.
- e. **Expulsion:** Recommendation to the Directors that a Member (or Participant) be expelled from AMHA.

### 11.7.3 Factors for Sanctioning

Sanctions will be determined based on:

- Severity of the maltreatment/harassment.
- Power imbalances (e.g., Coach-player relationship).

- Age of individuals involved.
- Prior history of offenses.

## **11.8 Dispute Resolution & Appeals**

### **11.8.1 Appeal Request**

Any member or Participant affected by a formal Board or Committee disciplinary decision (e.g., a suspension >1 game) may request a review, with the exception of Rep Tryout evaluations.

- a. The request must be submitted within 48 hours of the decision.
- b. The application must be accompanied by a \$25 fee. If the appeal is successful, the fee will be refunded.
- c. A review will only be granted for specific grounds, such as lack of authority, failure to follow procedure, bias, or a patently unreasonable decision.

### **11.8.2 Appeal Process**

1. The President will appoint an Appeals Committee of three (3) individuals not previously involved.
2. The Appeals Committee may uphold, vary, or set aside the original decision.
3. The decision of the Appeals Committee is final and binding.

### **11.8.3 False/Vindictive Complaints**

Any Complainant found to have made a complaint in a knowingly false or vindictive manner will be subject to disciplinary action.

## Appendix A - Sample Team Meeting Agenda

(also located in the Coach and Manager Manuals)

1. **Introductions** - Coaches, Manager, Treasurer (if applicable), HCSP(s)
2. **Coaching Philosophy & General Expectations**
3. **Team Rules and Codes of Conduct**
4. **Dressing Room:** Hockey Canada Policy (minimum attire rule, Rule of Two, behaviour in the dressing rooms, cell phones).
5. **Communication** - 24-hour rule, chain of communication (in Coach and Manager manuals), all communication between players, parents, and coaches through TeamSnap, marking availability in TeamSnap for planning.
6. **Safe Sport Discussion** - maltreatment, bullying, and harassment
7. **Equipment** - On-Ice equipment, off-Ice attire, jersey care, CSA helmet stickers mandatory
8. **Medical Information** - all players are required to complete a Medical Information form to be kept by HCSP.
9. **Budgets & Finances** (Reviewing budget, get feedback, signatures)
10. **Fundraising** - team level
11. **Sponsorship (optional)** - advertising, team apparel, etc. Can email out a Sponsorship letter (see [Appendix E in the Manager/Treasurer Manual for an example](#)) to the team.
12. **Delegation of Responsibilities:**
  - Team Manager, Treasurer, Safety Person (HCSP)
  - Jersey washing, scorekeeping, timekeeping, tournament reps, fundraising committee
13. **Tournaments** - home tournament, away/travel tournaments, required volunteerism
  - \*Note for U7/U9 Divisions: **U7 Teams:** Permitted a maximum of one (1) additional local tournament (no away/travel matches permitted). **U9 Teams:** Permitted a maximum of two (2) additional tournaments, only one (1) of which may require travel/away sanctioning."
14. **Extra-Curriculars** (development, dryland, team building)
15. **Q&A**

## Appendix B - Sample Team Rules and Expectations

*These are rules and expectations that should be incorporated into all team rules and expectations, teams may add to this list.*

### Sample Team Expectations:

**Attend practices and games.** Coaches design practice plans based on expected attendance. Unannounced absences disrupt development and drill execution. Proper notification via TeamSnap™ is mandatory.

**Spectator behaviour:** It is expected that parents/legal guardians do not coach their child or any other players from the stands. Yelling at the on-ice officials is strictly prohibited and may result in removal from the arena or suspension from hockey events.

**TeamSnap™ Availability.** Please ensure TeamSnap™ is updated to reflect your attendance. This allows the coaches to play practices/games accordingly.

**Listen.** Pay attention to the direction given by the coaching staff and on ice officials.

**Volunteerism.** Team level volunteering is expected by all members of the AMHA. There are no exceptions.

**Being on time.** Being late is letting down yourself and your teammates.

**Be respectful.** Zero tolerance for bullying, harassment or threatening behavior toward teammates, on-ice officials, arena staff or volunteers (including team officials).

**Be responsible.** Do not use tobacco (including chew and vaping), drugs or alcohol. Profane, abusive, or vulgar language is strictly prohibited.

### Sample Team Rules:

**Arrive on time and be ready to play/practice.** Players are to be ready to go on the ice 15 minutes prior to practice/game time. Late players may miss a shift or a period in the next game.

**Attend all team events (practices, games, etc.).** Absence from a team event (game, practice, or other designated team event) may result in the player missing play time in the next game.

**Ensure you have all your equipment.** Players missing any required gear may be asked to pick up pucks for future ice times.

**Abide by the team and/or association dress code.** Players who are not dressed for games in accordance with the dress code will miss a shift in the game (usually their first shift).

**Use of Cell Phones.** "To respect the privacy of participants, no videos, still photos, or voice recordings of any kind may be taken using any device with recording capabilities in a dressing

room or dressing environment. Cell phones are only permitted to be used in a dressing room or dressing environment for the purposes of controlling music played in those spaces” (Hockey Canada, 2023). Cell phones may be collected at the coaches discretion.

**Communicating Concerns:** Bring any concerns to the attention of your parents/legal guardians or Team Officials. Parents and players will follow the '24-hour rule' when voicing concerns. Contact the team Manager to arrange a meeting with the coach.

**Player and one parent/guardian are required to initial these rules indicating they have read, understand, and agree to follow the team rules as outlined**

Additional Notes:

\*\* Consequences for absences may be waived if there is prior communication with the Head Coach a reasonable amount of time prior to the event. It is understood that certain school and family commitments will take priority.

\*\*\* The AMHA's disciplinary process is designed to be “progressive”. This means that discipline at both the Team and/or Association level can be progressive in nature. For example, the consequences for breaking a team rule may be missing a shift the first time but may be increased to missing more than one shift, or a period as discipline increases. These types of progressive discipline cases must be determined by the team at the beginning of the year.

The intention of these sample expectations and rules are meant to provide ideas for Team Officials and parents/legal guardians to develop their own expectations and rules.

## Appendix C - Sample Team Budget (Recreation)

*Note: This is only an example based on 17 players. [See 5.5.1 Creating a team budget](#) and [5.6 Jersey and Equipment Deposits](#) for additional information.*

<b>Revenue</b>	<b>Cost</b>	<b>Notes</b>
Sponsorship	\$0	
Fundraising	\$1,500	Team level fundraising (e.g., bottle drives, berry sales)
Team jersey & equipment deposits	\$500	
<b>Revenue Total:</b>	<b>\$2,000</b>	
<b>Expenses</b>	<b>Cost</b>	<b>Notes</b>
Tournament #1	\$1,500	Out of town tournament *cost estimated
Tournament #2	\$1,250	Home tournament *cost estimated
Team jersey & equipment deposit	\$500	Team deposit
Home tournament raffle basket	\$250	*cost estimated
Team event #1	\$250	Team dinner *optional
Team event #2	\$250	Team event at away tournament *optional
Year end appreciation	\$250	Awards/gifts/thank you *optional
Contingency	\$200	
Team apparel	\$0	
Additional ice packs for first aid kit	\$25	
Team cheques/banking fees	\$25	



## Appendix D – Affiliate Player (AP) Commitment Agreement

**AMHA Affiliate Player Philosophy** AMHA is committed to providing players with the opportunity to compete at the highest level possible. To support this, AMHA has established an internal Affiliate Player (AP) procedure.

**Agreement Terms** All players and families considering an AP position are required to review **Section 7.0 Representative Hockey Program**

1. **Commitment:** The higher-level team relies on the AP. By accepting, the player agrees to make every reasonable effort to attend practices and games when called upon.
2. **Availability:** While conflicts with personal or regular team commitments are understood, the Head Coach of the higher-level team accepts that the AP may occasionally be unavailable.
3. **Risk:** Families acknowledge that playing time may differ on the affiliate team and assume the risks associated with playing at a higher level.

Being selected as an Affiliate Player is an honour and recognition of a player's dedication, skill, and potential.

**Confirmation** By signing below, the player and family confirm they have read Policy 7 and acknowledge the commitment to the affiliate team.

**PLAYER NAME / SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PARENT / LEGAL GUARDIAN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Please return this signed form to the Division Manager.

## Appendix E - Tournament Chair Checklist

- Create a Google Doc to track sponsorship and basket information
- Find volunteers to complete the following tasks:

<p>Basket descriptions and photos</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide frames</li> <li><input type="checkbox"/> Print descriptions and photos</li> <li><input type="checkbox"/> Match the number of frames and baskets together with the same number of the fish bowl or bags</li> </ul>	<p>Volunteer responsible:</p> <p>_____</p>
<p>Sponsor boards and 50/50 boards</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Print sponsor logos and tape on the Sponsorship board</li> <li><input type="checkbox"/> Place the 50/50 QR code instructions on the big board</li> <li><input type="checkbox"/> Adjust the date of the basket draw</li> </ul>	<p>Volunteer responsible:</p> <p>_____</p>
<p>Swag organizer</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine what you will put the player swag into (i.e. bag)</li> <li><input type="checkbox"/> What else are you purchasing?</li> <li><input type="checkbox"/> Where are you getting the funds/sponsorship from?</li> </ul>	<p>Volunteer responsible:</p> <p>_____</p>
<p>Scorekeeper/timekeeper envelopes</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase or reuse big envelopes</li> <li><input type="checkbox"/> Print game number, date, time, arena on envelopes</li> <li><input type="checkbox"/> Print Home and Visitor team on the envelopes</li> <li><input type="checkbox"/> Include Home team ID on a separate sheet of paper for the scorekeeper box</li> </ul>	<p>Volunteer responsible:</p> <p>_____</p>
<p>Raffle tickets</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make new batches of raffle tickets</li> <li><input type="checkbox"/> Staple and highlight the raffle tickets (first and last number) of each batch</li> </ul>	<p>Volunteer responsible:</p> <p>_____</p>

- Communicate regularly on the WhatsApp chat about progress and updates
- Meet one or two times before the tournament
- Consider printing Referee schedule (3 or 4) and volunteer schedule (3 or 4) to put in the binders
- Complete the basket winner forms depending on how many baskets you have

- Make a contact sheet for the back of the binders (3 or 4)
- Collect binders, referee money, and medals from the tournament coordinator
- Plan the “fill the swag bags” party the night prior to the start of the tournament
- Deliver the baskets to M.S.A. Arena

## **Appendix F - Codes of Conduct**

### **Code of Conduct General**

The AMHA codes of conduct apply to all members of the AMHA, as well as supporters (e.g., friends, family).

1. By agreeing to the AMHA Code of Conduct you as the member and/or volunteer understand that breach of this Policy may result in disciplinary action under the AMHA Discipline Policy.
2. Recognize that at a hockey rink, a player's development is in the hands of volunteers who are giving their time and energy for the sake of all participants.
3. Adhering to the Hockey Canada Dressing Room Policy; practices for supervising/monitoring locker rooms and changing areas (Rule of Two). Prohibited Conduct including all forms of abuse and misconduct prohibited by AMHA and BC Hockey.
4. Respect the decisions of the Coaches, whether at practice, special events, or during a game.
5. Conduct yourself in a manner by being positive and encouraging to all players at all times; maintain a sportsmanlike and educational atmosphere before, during and after all AMHA sanctioned events.
6. Encourage all members to play by the rules and to resolve conflicts without resorting to hostility, profanity, verbal or physical violence.
7. Never verbally abuse a member or participant. Remember that they have difficult jobs and will not undermine them by contradicting, interfering, or questioning their character, motivation, or judgment in public. Do not engage in or encourage gossip and take concerns to the proper Association officials.
8. Understand and accept that violation of these policies may result in disciplinary action of some kind up to and including revoking of membership and all rights associated with membership.
9. Understand that parents/legal guardians are responsible for all supporters.
10. I will show respect for the volunteer coaches, team officials, players, on ice officials, minor officials, members of the Hockey Administration Committee and Board of Directors.

### **Code of Conduct Players**

As a player I shall:

1. Abide by the rules of hockey, the policies of the AMHA and principles of good sportsmanship.
2. Respect my teammates, coaches, team officials, referees, volunteers, opponents, opposing coaches, opposing teams officials and other participants in games, practices and Association activities.

3. Not make any derogatory comments as to another individual's race, ethnic origin, color, religion, gender and/or sexual orientation.
4. Not put anyone down, or say or do anything that could hurt someone physically or emotionally.
5. Work hard to improve my skills both as an individual and as a team player.
6. Act in a safe and responsible manner at games, practices, and all AMHA activities.
7. Support my teammates including those who are less skillful both on and off the ice.
8. Attend all practices and games and in the event that I have a legitimate reason for not being able to attend a practice, game, or team function, I will provide my coach with as much notice as possible of my anticipated absence.
9. Be on time and prepared to commence a game or practice in keeping with the schedule established by the coach.
10. Play whatever position I am assigned by my coach to the best of my ability.
11. Not lose my temper at games, practice or other team activities.
12. Not behave in a manner or engage in any activity that would cause embarrassment or disrespect to my team, or the AMHA including smoking (including chewing and vaping nicotine products), drinking alcohol, or using drugs.
13. As a Player I will follow recommended social media policies listed in the Section 3 (Communication Policies) of the AMHA Policy manual.

### **Code of Conduct Parents/Supporters**

As a parent/guardian of an AMHA Player, you have the responsibility to:

1. Ensure to the best of your ability that your child abides by the rules of hockey, the policies of the AMHA and the principles of good sportsmanship.
2. Ensure to the best of your ability that your child respects his/her teammates, coaches, team officials, referees, opponent, opposing coaches, opposing team officials and other participants in games, practices and other Association activities.
3. Ensure to the best of your ability that your child conducts himself/herself in a manner that minimizes the risk of injury, both physically and psychologically, to himself/herself and others which includes refraining absolutely from making derogatory comments as to another individual's race, ethnic origin, color, religion, gender and/or sexual orientation.
4. Ensure you and all supporters of your child refrain from criticism of coaches, team officials, referees, teammates, opponents, opposing coaches, opposing team officials and other participants in AMHA games and other association activities and, when you feel that criticism is warranted, you shall offer it in a manner that is fully respectful, through proper channels and away from the hockey rink in any event and abide by the 24-hour rule.
5. Ensure you and all supporters of your child refrain from directing comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to players, team officials, referees and association volunteers including but not restricted to Division Manager, Board Members, Staff and Volunteers. If you feel that criticism of any such person is warranted, you shall offer it in a manner that is fully respectful, through proper channels and away from the hockey rink in any event.

6. Ensure you and all supporters of your child refrain from discussing the weaknesses of other team officials and/or coaching staff with your child.
7. Familiarize yourself with, and abide by the policies and procedures of the AMHA.
8. As a Parent/Guardian I will follow recommended social media policies listed in the Section 3 (Communication Policies) of the AMHA Policy manual.

### **Code of Conduct Team Officials**

As a Coach and/or Team Official you have the responsibility to:

1. Adhere to the Locker Room Policy; practices for supervising/monitoring locker rooms and changing areas (Rule of Two). Prohibited Conduct including all forms of abuse and misconduct prohibited by AMHA and BC Hockey.
2. Create an environment that is safe and healthy, both physically and emotionally, to the end that the growth and development of all participants, particularly players is enhanced.
3. Treat all persons fairly, with respect and without discrimination, making appropriate allowances for anyone who is at a disadvantage, and regardless of gender, place or origin, race, color, sexual orientation, religion, belief or economic status.
4. Create opportunities for players to take responsibility, develop leadership skills, and acquire self-esteem.
5. Recognize individual objectives, needs and differences in designing and implementing programs or activities.
6. Develop and communicate rules which are reasonable and which are fairly and consistently applied.
7. Ensure that winning takes a second place to fair play and good sportsmanship, both in one's own conduct and that of others, particularly players.
8. Not take advantage of another person's error or oversight and accede to any reasonable request that does not prejudice one's own team.
9. Consistently display high personal standards, modeling behaviour that is expected of others, and projecting a favourable image of the sport of hockey, and in particular;
  - a. Show respect for the rules of the game, and showing respect for and refraining from criticism of officials, other coaches and other teams' players;
  - b. With respect to one's own players, offer comment or criticism in a constructive manner;
  - c. Abstain from the use of tobacco products or while in the presence of children;
  - d. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the performance of duties,
10. Regularly engage in activities designed to acquire skills and knowledge appropriate to one's responsibilities then implement that skill and knowledge.
11. Evaluate the effectiveness and appropriateness of the programs and activities and be willing and able to make changes when the evaluation so indicates.
12. Seek out criticism and be able to accept and benefit from such criticism.
13. Subordinate one's own objectives and needs to those of the players.
14. Apart from disciplinary considerations, ensure that all Recreational players receive equal ice time. In Rep, U13 and above, coaches should do their best to ensure opportunities

for all players. In competitive situations, coaches may adjust the lineups for the last 5 minutes of the game.

15. Communicate effectively with others and, when dealing with a minor, his/her parents/legal guardians.
16. Initiate remedial or disciplinary action when appropriate, and participate co-operatively in disciplinary proceedings when underway.
17. As a Team Official I will follow recommended social media policies listed in the Section 3 (Communication Policies) of the AMHA Policy manual.

## Appendix G - Policy Amendments

The Policy and Guideline Manual is a living document that requires regular review to reflect the evolving needs of the Association and its membership. The Board of Directors reserve the right to revise, amend, or rescind any section of this manual. Such changes must be approved by a simple majority vote during any officially scheduled meeting.

Revision Date	Section	Description of Change	Approved by	Version
May 2026	All	Policy updates and merge	Board of Directors	1.0