

**SALMON ARM MINOR HOCKEY  
ASSOCIATION  
POLICY MANUAL**



**Salmon Arm**  
**MINOR HOCKEY**

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# **SALMON ARM MINOR HOCKEY ASSOCIATION POLICY MANUAL**

## **OBJECTIVES**

It is the purpose of the Policy and Procedures Manual to provide assistance and direction to those who are responsible for the operation of the Salmon Arm Minor Hockey Association (hereinafter to be referred to as SAMHA). The goal of the Policies and Procedures Manual is to provide continuity in the delivery of programs to the membership and to assist the Board of Directors in making consistent and fair decisions that will positively affect the long-term growth of hockey and further strengthen the Association. This manual will also serve as a resource document for our athletes, coaches, volunteers, members and others in the community who have an interest in SAMHA.

SAMHA is a nonprofit society incorporated under the *British Columbia Society Act*. The purpose of the society can be found in the *SAMHA Constitution and Bylaws*. Any contradiction, dispute, or difference between the contents of this manual and the Association's *Constitution and Bylaws* shall be resolved only by reference to the *Constitution and Bylaws*.

SAMHA is a member of the Okanagan Mainline Amateur Hockey Association (OMAHA), BC Hockey, and Hockey Canada. These senior bodies provide the regulatory framework in which minor hockey is played. Where conflict or dispute arise, SAMHA By-Laws, Policies or Procedures shall be superseded by the By-Laws, Policies or Procedures of these governing bodies.

This Policy Manual is intended to be a living document and will be updated as necessary.

## **BOARD OF DIRECTORS**

In accordance with the *SAMHA Constitution and Bylaws*, the Board of Directors will be made up of the Executive Committee or Officers of the Society (President, Past President, Vice President, Secretary and Treasurer) and of at least 5 other elected Directors – referred to as the Directors of the Society. The appointment and all activities involving the Board of Directors can be found in Part 5 of the *SAMHA Constitution and Bylaws*.

The Board of Directors is made up of dedicated volunteers who strive to create a fun, safe and sound hockey program for SAMHA. The Board of Directors consists of the following members:

### **Executive Committee or Officers of the Society**

- President
- Past President
- Vice President(s)
- Secretary

- Treasurer

### **Directors of the Society**

- Risk Manager
- Equipment Manager
- Coach Coordinator
- Referee in Chief
- Initiation Director
- Novice Director
- Atom Director
- Pee Wee Director
- Bantam Director
- Midget Director
- Female Hockey Director

Provided all elected positions are occupied, SAMHA may also choose to elect up to three Directors at Large, to assist with the operations of the Board and the Association.

As per the *SAMHA Constitution and Bylaws* a single person may hold more than one office except for the offices of the President and the Vice President.

As per the *SAMHA Constitution and Bylaws* the Board of Directors may from time to time set the quorum necessary to conduct business, and unless so set, the quorum is a majority of the Executive/Directors then in office.

## **STAFF OF SAMHA**

Currently SAMHA employs two staffed positions:

- Administrator of Hockey Operations
- Coach Mentor

Both of these positions report to the Executive Committee.

Job descriptions for these positions are available by request from the Administrator of Hockey Operations.

## **CONFLICT OF INTEREST**

Conflict of Interest is defined as *the circumstance of a public officeholder, business executive, or the like, whose personal interests might benefit from his or her official actions or influence.*

SAMHA Board of Directors shall avoid any conflict of interest between their respective personal, professional or business interests and the interests of SAMHA. Should a SAMHA Board Member or employee find themselves in a conflict of interest, they are responsible to report this conflict to the President and abstain from any decision making or influence on the conflicting issue.

## REGISTRATION

- Registration forms for SAMHA are available on the website at <http://salmonarmminorhockey.com/> or at the SAMHA office.
- Players are only allowed to participate on one team per year, with the exception of female players who can register for a female only team and an integrated team (in accordance with SAMHA's Integrated Hockey Policy). Should a female player decide to play on two teams, they will be required to pay full registration fees for each respective team.
- Proof of residency within the registered boundaries of the Association may be requested. Residency is determined as the primary home of the primary parent(s). Falsification of registration documents could result in expulsion from the Association.
- Registration numbers (along with ice availability and coach availability) dictate team configuration.
- Team configurations will be determined by August 31<sup>st</sup> of any given year.
- Individuals registering after August 31<sup>st</sup> of any given year may be put on a wait list.
- The registration cutoff date is November 30<sup>th</sup> of any given year. Player registrations may not be accepted after this date.

### Registration Fees

- Registration fees and Rep tryout fees are to be set each year by the Board of Directors.
- Yearly fees will be set out in the SAMHA registration form which shall be posted on the SAMHA website on or around April 15<sup>th</sup> of each year.
- Rep and Atom Development players will be expected to pay an additional Rep fee once teams are selected. This fee will also be set each year by the Board of Directors and set out in the SAMHA registration form.
- There will be an administration fee for all NSF cheques to be set yearly by the Board of Directors.
- Pro-rated refunds are available up to December 31<sup>st</sup> of any given year – less an administrative fee set by the Board of Directors on a yearly basis.
- Rep fees and BC Hockey / Hockey Canada Fees will not be reimbursed
- No refunds will be provided to suspended players.

## PROGRAM OVERVIEWS

### Initiation/Novice Program

This program is designed for beginners ranging in age from five to eight years old. Four year old players may be considered depending on their level of maturity, development and skill. This will be evaluated on a case by case basis. The emphasis is on **enjoyment** and **player development**. The objectives at this level are:

- To have fun
- To stimulate an interest in hockey and a desire to continue to participate
- To develop basic hockey skills
- To obtain a sense of achievement
- To introduce players to the concepts of cooperation, fair play, sportsmanship, and team work



- To encourage initiative and prepare players for further participation in *SAMHA* programs

Hockey Canada views the initiation program as the foundation of its entire hockey structure. The Hockey Canada manual will serve as the primary program of instruction by which all coaches will ensure that basic skill development is taught and organized in a consistent manner.

Initiation and Novice divisions are intended to be non-competitive division in which emphasis is placed upon learning basic skills and having fun. **As per BC Hockey policy, tournaments shall be permitted in the Initiation and Novice divisions but such tournaments shall be conducted on a non-competitive basis (Jamboree style). The use of a knockout draw format, championship rounds or identification of winners is strictly prohibited. All teams in the tournament shall play an equal number of games and no standings of any kind are to be kept.**

Posting or sharing any type of player statistics in the Initiation and Novice Divisions would not be in keeping with the philosophies of SAMHA, BC Hockey or Hockey Canada and is forbidden.

### **Recreation (Rec) Program (Atom to Midget)**

Rec hockey is played by the majority of amateur players. It is fun hockey with an emphasis on participation, fitness, enjoyment and fellowship. The objectives are:

- To have fun
- To stimulate an interest in hockey and a desire to continue to participate
- To develop hockey skills
- To obtain a sense of achievement
- To promote physical fitness
- To introduce players to the concepts of cooperation, discipline, sportsmanship, and leadership
- To emphasize team work
- To promote a game that fits the needs of all participants
- To create a positive social environment
- To allow an individual to participate in other sports and activities
- Promote fair and equal ice time when at all possible

The Hockey Canada manual will serve as the primary program of instruction for all Recreation programs.

The Recreation Program is divided into:

- Atom
- Pee Wee
- Bantam
- Midget
- Female (if numbers support this)
- Juvenile (if numbers support this)

### **Atom Development**

Atom Development is an advanced level of Atom hockey which emphasizes player development and prepares players who may wish to play Rep Hockey in the future. There may be a higher

level of player commitment required and travel is to be expected. There is a tryout process in Atom Development and players must indicate on their registration form if they wish to try out.

### **Representative (Rep) Program**

The Rep Hockey Program is designed for players who have the desire and ability to play at a more competitive level. Participants must be willing to make a significant on and off ice commitment. There is also increased commitment for travel and cost. The objectives are to:

- To develop players to play competitive hockey at the highest level possible
- To strive to achieve excellence
- To develop skills and provide opportunity for advancement
- To stimulate development both from an individual and team point of view
- To develop concepts of cooperation, discipline, sportsmanship and leadership
- To create an environment that while competitive, is also fun

The Rep Program is divided into:

- Pee Wee
- Bantam
- Midget
- Midget Female (if numbers allow)

### **Female Program**

SAMHA will do its best to develop and accommodate a female hockey program. Should numbers allow, Female Hockey should be offered at all levels in both Rec and Rep. Should numbers become limited, the Board of Directors will be responsible for deciding on Female Hockey team formations. This is to be done on a yearly basis. **Decisions regarding team formation should be based on the long term development and sustainability of female hockey and the development of as many players as possible.**

### **Integrated Hockey**

All SAMHA teams are open to participation by female players. SAMHA has adopted the BC Hockey Integrated Hockey Policy which allows female players to dual-card to both a female only team and to an integrated team, if so desired. Players doing so will be required to pay the full registration fees and any additional carding fees for their registration on each team.

## **COACH/BENCH STAFF SELECTION**

Being a Head Coach comes with a great deal of responsibility and accountability. You are the person most directly responsible for ensuring that the hockey experience for players is a positive one.

Prior to the start of the season each Head Coach is required to become familiar with the policies and procedures of the Association. Additionally, they are required to sign off on and abide by a Coach's Code of Conduct.

## **Rep Hockey / Atom Development Head Coach**

- Those wishing to be the Head Coach of an Atom Development or Rep team must submit an application to the Administrator of Hockey Operations.
- Applications for the Rep / Atom Development Head Coach come available in June of each year and can be found on the SAMHA website.
- A competitive process will be held to determine the best candidate for a coaching position.
- All applicants for Rep / Atom Development Head Coach positions must complete their Respect in Sport prior to their interview, unless they have a current Respect in Sport certificate.
- All applicants for Rep / Atom Development Head Coach must complete an online Criminal Record Check prior to their interview, unless they have done one for SAMHA within the previous 3 years.
- All Rep/ Atom Development Head Coaches must have the required Coach Certification or acquire the required certification within the time frame set by BC Hockey.
- If any Rep / Atom Development Head Coach steps down from their position, the Executive Committee will decide if a new competitive process is necessary to hire a replacement or whether the position will be filled by appointment .
- Should an appropriate candidate not be selected after a competitive process, the Executive Committee reserves the right to re-post the position or appoint an appropriate candidate.

## **Rec Hockey Head Coach**

- The Division Director in conjunction with the Coach Coordinator is responsible for recruiting and assessing suitability for coaching staff within the Recreation Divisions.
- If there are multiple candidates for a Rec Head Coach position, a competitive process may occur.
- All Rec Head Coach positions need to be approved by the Executive Committee prior to appointment.
- Division Directors are responsible for getting the names of potential Rec Head Coaches to the Administrator of Hockey Operations.
- All Rec Head Coaches must complete their Respect in Sport within one week of being appointed, unless they have a current Respect in Sport certificate.
- All Rec Coaches must complete a Criminal Record Check within one week of being appointed, unless they have done one for SAMHA within the previous 3 years.
- All Rec Coaches must have the required Coach Certification or acquire the required certification within the time frame set by BC Hockey.
- SAMHA reserves the right to distribute the coaching expertise equally throughout the divisions to ensure quality of coaching for all teams.

## **Appointing Bench Staff / Team Officials**

It is the responsibility of the Head Coach to choose their bench staff. As per BC Hockey and SAMHA policy, each team within the Association will be required to roster the following team staff members:

- Head Coach
- Assistant Coaches (Maximum of 3)
- Safety Person

➤ Manager

All bench staff must be approved by the Executive Committee prior to finalizing their appointment to the team. It is the responsibility of the Head Coach to get the names of potential bench staff to the Division Director for necessary approval.

All bench staff also must have the necessary credentials / clearance to be on the Hockey Canada roster.

**Assistant Coach(s)**

- Respect in Sport within one week of being appointed, unless they have a current Respect in Sport certificate
- Criminal Record Check within one week of being appointed, unless they have done one for SAMHA within the previous 3 years.
- Required Coach Certification or acquire the required certification within the time frame set by BC Hockey

**Managers:**

- Respect in Sport within one week of being appointed, unless they have a current Respect in Sport certificate
- Criminal Record Check within one week of being appointed, unless they have done one for SAMHA within the previous 3 years.

**Safety Person**

- Respect in Sport within one week of being appointed, unless they have a current Respect in Sport certificate
- Criminal Record Check within one week of being appointed, unless they have done one for SAMHA within the previous 3 years.
- Required Hockey Canada Safety Person training. This must be acquired prior to being on the bench

**Other Head Coach responsibilities include:**

- To have a strategy with regards to communication with parents and players. Effective and clear communication with your players and parents is essential to a successful season and can make the difference between a positive year and a challenging year.
- Appoint a bench staff that accentuate your strengths and can be relied on to assist with organization, planning and the operations of the team.
- Appoint parent volunteers to delegate coordination of jobs such as fundraising, score and time keeping, jersey collection, etc.
- Come to the arena prepared, whether it is a game or a practice. Have practice plans, line-ups, referees, etc. organized and prepared ahead of time.
- Players are under your care and control when they are in the room. Supervise them and assist them accordingly - ensuring ongoing supervision (remembering the two deep rule).
- Adhere to game and practice times as scheduled
- Ensure jerseys are collected after each game (or have a delegate responsible for this)
- Teach the meaning of 'Good Sportsmanship' by word and by example
- Give equal attention and opportunity to each player

- If your own son or daughter is on the team, be aware of perceptions around favoritism and act accordingly
- Report any player, official or coaching problems of a serious nature to your Division Director.
- Be familiar with rules and regulations governing the game: SAMHA, OMAHA, BC HOCKEY, & HOCKEY CANADA.
- Remember you and your team are ambassadors of SAMHA
- Work with the Coach Mentor as appropriate

## **REP AND ATOM DEVELOPMENT TEAM FORMATIONS**

### **Definitions of 'A' and 'B' Teams within SAMHA**

- 'A' level Rep Teams will play at the highest tiering level available to SAMHA (i.e. Tier 2). Tiering is based on overall registration numbers.
- 'B' level Rep Teams will play at the next highest tiering level available to SAMHA or at the most appropriate level depending on overall registration numbers (i.e. Tier 3 or Tier 4).

The principles of a 'B' Rep Program are the same as the Atom Development Program. It is considered an intermediate step before the 'A' Rep Program with the main focus being the development of players and coaches.

A 'B' Rep Team will be considered for the Pee Wee through Midget Divisions only if there are enough players registered in each division to firstly allow for:

- A minimum of one recreation team
- One 'A' rep team

A second Atom Development team will be considered only if there are enough players registered to allow for:

- A minimum of two recreation teams
- One Atom Development team

Based on registration numbers after the SAMHA final registration deadline of August 31<sup>st</sup>, consideration of the following criteria will determine the viability of forming a second Atom Development team or a "B" Rep team in the Pee Wee, Bantam and Midget Divisions:

- A minimum of one Recreation team in each Division (two for Atom Development)
- Overall registration numbers
- Number of players trying out in each respective Division
- Coach availability
- Goalie availability
- Ice availability

### **Criteria for Rep Team formation will be as follows:**

- The following are guidelines for team formation. Team formation may be dependent on overall tryout numbers and / or overall registration numbers. The Executive Committee will have the final say on team formation in any given year.

- Atom Development A, Pee Wee A, Bantam A, and Midget A - Minimum of 15 skaters and 2 goalies
- Atom Development B, Pee Wee B, Bantam B, and Midget B - Minimum of 13 skaters and 1 goalie

### **'B' Rep Teams**

There must be a qualified 'B' Team Rep Coach in place prior to the first 'B' Team tryout.

SAMHA Board reserves the right to cancel any 'B' Rep teams if:

- There is no qualified Head Coach in place
- There are an insufficient number of players wishing to try out for the team when 'B' Team tryouts begin.
- There is not an available goalie
- If ice availability is an issue

Please note, if ice availability becomes an issue, 'B' Teams and second Atom Development teams may have to practice in morning slots and/or travel to neighboring arenas (i.e. Sicamous or Enderby).

## **REP AND ATOM DEVELOPMENT PLAYER SELECTION POLICY**

### **General Information**

The rep player selection process, by its nature, dictates that not all players will be selected. This may be a stressful time, not only for the players and their parents, but also for the coaches and other volunteers. The goal of this policy is to promote fairness and consistency and to educate all participants on the process.

Players wanting to attend the rep tryouts must indicate this on their registration form.

Before participating in the rep tryout sessions, players must be fully registered with the SAMHA, have paid all required fees and have met all requirements of OMAHA, BC Hockey, and Hockey Canada.

A schedule for Rep tryout sessions will be prepared by late August of each year and will be posted on the SAMHA website.

### **Player selection**

There will be a minimum of 3 tryout sessions per Rep Team. All players choosing to play Rep Hockey must attend the Rep A tryout. Independent Evaluators (appointed by SAMHA Board) will evaluate all players and will:

- Provide the selected 'A' Team Rep Coach with a maximum short list of 25 skaters and 3 goalies. In the case of ties (players with the same overall score) the short list number of 25 may be increased.
- The 'A' Team Rep Coach will then, through further evaluation, choose a minimum of 15 skaters and 2 goalie. Any remaining players from the original 25 will be released to try out for the 'B' Rep Team.
- Those originally selected for the top 25 are not guaranteed a spot on the 'B' Team. They will have to attend 'B' tryouts.
- The 'A' Team selection process must be completed within the time frame specified by the Board of Directors and in accordance with the schedule provided by the Administrator of Hockey Operations
- The 'B' Team tryouts will commence after the 'A' Team has been selected. The 'B' Team Coach will select a minimum of 13 skaters and 1 goalie. This selection process must be completed within the time frame specified by the Board of Directors and in accordance with the schedule provided by the Administrator of Hockey Operations.
- All players not selected for the 'B' Team will be assigned to the Rec Division.

### **Evaluation Criteria**

The goal of the Rep Selection Policy is to fairly and consistently evaluate players for the purpose of team selection. Players shall be assessed based on their performance in the rep tryout sessions, based on (in no particular order):

- Skating
- Passing / Receiving
- Puck Control
- Positional Play
- Shooting
- Checking
- Teamwork
- Competitiveness
- Hockey Sense
- Attitude
- Desire and Work Ethic
- Coachability
- Conduct on/off the ice
- Sportsmanship
- Fitness

### **Tryout Attendance**

It is expected that all players wanting to play Rep or Atom Development Hockey attend tryout sessions.

Under the following circumstances, a Rep Coach or Atom Development Coach may hold a position on a team for a player who has shown from his/her past history, they would make that team:

- Injury or Illness (player must provide a Doctor's note which indicates that the player will be likely return to play within a reasonable timeframe)
- Exceptional personal circumstances (player must request this in writing from the President prior to the tryouts)

- Major Midget / Junior Team tryouts (Midget aged players may miss tryouts which conflict with Major Midget or junior team tryouts)

Prior to making the decision, the Coach Coordinator must be consulted

### **Assignments**

Assigning players to the most appropriate team is a difficult and sometimes stressful task for all involved. The process must be handled with tact and sensitivity. When choosing the best assignment strategy, the age and development of the player must be considered. Coaches must be sure to use language the player can understand and they must be clear in their message so there are no misunderstandings. It is of the utmost importance that coaches do not make promises to players during assignments (this includes promises about becoming an affiliated player). These types of discussions are best left to a later date.

- The top 25 players selected by independent evaluators will be notified of their assignment via a posted list on the SAMHA website. Given the Coach has no input in the selection of these players, they cannot be expected to provide meaningful and constructive feedback during this initial part of the process. Those players wishing feedback can request this in writing to the Administrator of Hockey Operations. A meeting will be arranged to go over the feedback from the independent evaluators.
- After the top 25 have been evaluated, further assignments are the responsibility of the Head Coach.
- At the Atom Development level, parents/players will be given the choice to have their assignment done by telephone or in person. This will allow parents (who know their children best) to determine the most developmentally appropriate and comfortable method for notification. Parents should be given the option of being present during the assignment process if it is being done in person. If parents choose to be present, they must understand ahead of time that they are there in a supportive role only and that any questions would need to be addressed at a later time.
- In Pee Wee, Bantam and Midget Divisions assignments should be completed in person. Coaches must be strategic and sensitive during this process and put thought and planning into where, how and when this is going to happen. There may be times the Coach would like the player's parent to be a part of the assignment and this can be requested on a case by case basis (i.e. child with special needs, situation where a particular issue needs to be addressed, etc.).

### **Feedback Requests Regarding Atom Development and Rep Team Selections**

- The purpose of a feedback meeting is to provide the player with information which may assist them in their future development as a player. Specifically, this entails feedback on how the player did during their tryout and what the selection committee and/or Head Coach considered during the process. **This is not the venue to discuss historical issues, other player's performance, coaching issues, fairness of the process, perceived biases or any other issues.**
- All requests for feedback should be put in writing to the Administrator of Hockey Operations.



- SAMHA representation at feedback sessions may include the Coach Coordinator, Head Coach, Coach Mentor, Independent Evaluator or any other Board member deemed appropriate.
- The feedback meeting should occur in a timely manner.
- Players are welcome to have their parent's join them in this feedback meeting, although the feedback and discussion will be directly with the player.

### **Appeal Procedure**

- Appeals regarding player selection must be put in writing to the SAMHA President
- Appeals must clearly outline the reason and rationale for appeal
- Appeals will **only** be granted under the following circumstances:
  - The decision was influenced by bias
  - Irregularities in the process leading up to the original decision are such that an unjust result may have occurred
  - The decision was patently unreasonable
- The President will decide if an appeal meets the criteria above. If criteria are not met, there will be no further action on the matter.
- If there are grounds for an appeal, the President will appoint three Board Members to constitute a review panel (The Panel). Persons appointed to The Panel should have no significant relationship with the appellant, should not have been involved in the decision being reviewed and should be free from conflict and bias.
- The Panel will, through thorough investigation, determine if grounds for appeal have been satisfactorily met. If grounds for appeal have been met, The Panel will recommend what an appropriate remedy might be.
- The Panel's will advise the Executive Committee of their recommendations
- The Executive Committee's decision will be final.

## **RECREATION TEAM SELECTION**

The purpose of the recreational team selection process is to ensure that all teams within a division are balanced and that all players regardless of ability have the opportunity to play on a team that is competitive.

SAMHA has mandated that recreational teams within a division must be balanced. A fair selection process is an important step in achieving this goal.

Recreation player evaluations will begin immediately after rep tryouts have been completed. This ensures players released from the rep tryout process can participate in the Rec evaluation skates.

Players are only allowed to participate on one team, with the exception of female players (see the Integrated Hockey Policy).

### **Rec Team Selection Process**

- It is the responsibility of the Division Director to organize the Rec Team selection process.
- There will be a minimum of two evaluation ice times.
- Each player will participate in the evaluation

- Evaluators will include the Coach Coordinator and/or anyone else appointed by the Board (this may include independent evaluators).
- Players will be identified by number on their jersey and rated on a scale of 1 (low) to 5 (high)
- The Vice President(s) or someone appointed by the Vice President(s) will oversee the draft process
- Players will be assigned to teams based on their draft number, keeping the teams even throughout the process
- Upon completion of the draft, teams will be assigned to Head Coaches
- Trades can then be made to allow a team Head Coach to trade for his/her own son(s)/daughter(s) and those of up to 2 other rostered staff (i.e. assistant coaches, managers, and safety people). These trades will be made involving players of equal rankings only.
- No other trades will be made without the consent of the Division Director and Vice President
- Balancing games may occur to ensure all teams within the Association are close in skill level
- Players, parents and coaches should be aware that should teams not be balanced, further player movement may occur to ensure evenly skilled teams.
- For the purpose of female development, accommodations may be made to place female players all on one team.

## **PLAYER MOVEMENT**

Player movement is to be in compliance with OMAHA and BC Hockey regulations. Any approved player movement is valid only for the current season and must be applied for and approved each subsequent season.

Player movement may occur:

- To allow an elite/exceptional Rep player the opportunity to play in a higher division which better suits their skill level
- To allow for optimal team formations and sizes depending on registration numbers
- To allow a Rec player the opportunity to play down a division if that is deemed in the best interest of the player and the division.
- To allow flexibility in goaltender movement in order to maximize goaltender development and meet the Association's needs regarding team configurations

### **Rep Hockey Player Movement**

Player movement from a lower division to a higher division Rep A team is approved only in rare situations to allow an exceptional or elite player the opportunity to play in an environment which is best suited to their ability. It is not something that will be considered on a regular basis and is carefully assessed and evaluated given the ongoing ramifications it can have on individuals, teams and divisions. Placement in a higher division will be based on factors including, but not limited to:

- hockey skills

- age
- physical and mental maturity

Given the philosophy that player movement is only for rare occasions with exceptional or elite players, requests for player movement will only be considered when a player is requesting to move from a lower division team to the Rep A team in the higher division. Player movement will not be considered for movement from a lower division team to a higher division B team. This type of player would be expected to try out for the Rep A or B team in their own division.

All requests for player movement must be put in writing to the Administrator of Hockey Operations and must include an impartial letter of support from the player's former Coach and/or Division Director. These requests will be assessed by the Coach Coordinator or any other individual(s) appointed by the Executive Committee. The Executive Committee will have the final say on Rep player movement.

### **Process for Rep player movement**

- Players are to be placed into the various divisions according to their age first. This is in keeping with BC Hockey and Hockey Canada practices.
- Written requests received by the Administrator of Hockey Operations from a parent or guardian requesting their child change divisions will be given consideration on an individual basis.
- **All players must remain in their age appropriate division until the request has been approved.**
- Player movement will be based on the following guidelines:
  - The request will be assessed by the Coach Coordinator and/or any other appointed person or persons. This evaluation may include information and assessments from the previous year.
  - A request to move up a Division will only be considered if the player is in the top 10% of their current Division (i.e. if there are 40 players in a Division the requesting player would have to be assessed as one of the top 4). The player's level of maturity, size and other factors may also be taken into consideration before this decision is approved. The Executive Committee's decision on this is final.
  - If the player has been assessed in the top 10% of their current Division and their maturity, size and other factors are such that it is believed they would be suitable to move up, they may then be granted permission to try out for the A Rep team in the higher Division.
  - As noted earlier, an underage player must be considered exceptional and elite. Given this, underage players must place in the top 20% of the top 25 players selected in the first round of try outs. This means that the player must be one of the top 5 players selected out of the top 25.
  - Player movement will be by one division only.
  - It is the Division Directors' responsibility to ensure the Registrar is aware of the player movement from one team to another
  - Any disagreement regarding player movement can be appealed (see **REP AND ATOM DEVELOPMENT TEAM FORMATIONS** section of this policy under the heading **Appeals**)
  - Failure to follow these guidelines may result in sanctions or disciplinary action

## **Rec Hockey Player Movement**

- It is expected that all Rec Players will play in their age appropriate division.
- There may be occasions when it is necessary for a player to move up a division or down a division due to SAMHA registration numbers and team configurations. Player size, skill, maturity and development will be considered in this process.
- Parents and players would be consulted prior to any movement occurring.
- SAMHA also acknowledges that there may be times a Rec player is better suited playing in a lower division (due to size, maturity, skill, special need or other factors). Requests for a player to move down a division are approved by OMAHA. Process is as follows:
  - Put request in writing to the Administrator of Hockey Operations.
  - The request will be assessed by the Coach Coordinator and/or any other appointed person or persons. This assessment may include information and assessments from the previous year.
  - Player size, skill, maturity, development and any other special needs will be considered when assessing the request.
  - The Executive Committee will have the final say on Rec player movement to a lower division.
  - **All players must remain in their age appropriate division until the request has been approved**
  - Any player approved to move down a Division must be listed on Recreation team game sheets as an Overage Player 'OA' Player.

## **Player Movement from Novice to Atom Development**

Player movement from Novice to Atom has some inherent differences from player movement in other divisions. In Atom, Pee Wee, and Bantam, there are Development or Rep teams for skilled players to play on. Those elite players who do not fit the criteria to move up a division still have a place to play competitive hockey in their own divisions.

In Novice there are no Development or Rep teams, so when elite players do not fit the criteria to move up to Atom Development, they have no options in their own division for a more competitive environment that better suits their needs.

Keeping in mind the developmental needs of elite players as well as the needs of the Novice division as a whole, the following process will be applied to requests for player movement from Novice to Atom Development:

- At the end of each season, Novice coaches and the Novice Division Director will be asked to put forth the names of the top 10% of the Novice players for the year. This top 10% list will be used to determine if movement requests the following year will be approved or not
- Should players new to the community request to move up, they will be assessed on a case by case basis. This assessment may include discussions with their former Association and/or an on ice assessment
- A request to move from Novice to Atom Development will only be considered if the player is in the top 10% of the Novice Division. The player's level of maturity,

size and other factors may also be taken into consideration before this decision is approved. The Executive Committee's decision on this is final.

- If the player has been assessed in the top 10% of the Novice Division and their maturity, size and other factors are such that it is believed they would be suitable to move up, they may then be granted permission to try out for Atom Development
- Once permission is granted to tryout, the Novice player will compete in tryouts as if they are an Atom player. Unlike the Rep Player Movement Policy, the Novice player does not need to make a top 5 ranking out of the top 25. If the Novice player makes the top 25, they will be evaluated as an Atom player and will have the same chance of making the team as all the other players.
- Those Novice players that do not make the A team will have the opportunity to try out for the B team. If they don't make the B team they will be re-assigned to Novice.
- Player movement will be by one division only.
- It is the Division Directors' responsibility to ensure the Registrar is aware of the player movement from one team to another
- Any disagreement regarding player movement can be appealed (see **REP AND ATOM DEVELOPMENT TEAM FORMATIONS** section of this policy under the heading **Appeals**)
- Failure to follow these guidelines may result in sanctions or disciplinary action

### **Movement of Goalies**

It is expected that all goalies will play in their age appropriate Division.

There may be occasions when it is necessary for a goalie to move up a division or down a division due to SAMHA registration numbers and team configurations. Player size, skill, maturity and development will be considered in this process.

There may also be times that a goalie requests to move up a division to play Rep hockey. Permission to try out for a higher division Rep team may be considered if the goalie fits the 'elite or exceptional' player profile. These goalies will be assessed by the Coach Coordinator and/or any other appointed person or persons prior to the tryout process. Overall goalie registration numbers in each division may be a factor in whether permission to tryout is granted or not.

Goalies who are permitted to try-out for a higher division Rep team will be rated on the same basis as all other goalies in the tryout process.

The Executive Committee will have the final say on goalie movement.

### **Affiliate Players**

Affiliating players allows opportunity for lower level players to experience hockey at a higher level. This may assist with their skill development and knowledge of the game. It also allows higher category teams to complement their rosters when there are absences due to injury, health or other reasons.

A higher category team may affiliate nineteen (19) players, 2 of which must be goalies, from lower category teams. A player is only permitted to participate as an affiliate player with one team of a higher category during a playing season.

Affiliation requests for Rep players to move to a higher Rep division, (example: Pee Wee Rep to Bantam Rep) are not recommended and will require approval from the Executive Committee. Affiliation within Recreation teams will be limited to allow for a fair distribution of affiliate players.

An initial affiliation list must be filed with the Registrar by December 15 of each season. Players can be added (up to the 19 maximum) until January 15 of each season.

As per BC Hockey policy, affiliate players are limited to a maximum of 10 games over the course of a season. The purpose of this limitation is to prevent the use of "permanent affiliates". Affiliate players may not play an eleventh game until their carded team has completed their season. Any affiliate player who does participate in more than 10 games will be deemed to be an ineligible player. If a player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times. There are exceptions to this BC Hockey policy for goaltenders.

## **AP Process**

**Prior to participation as an affiliate player, the players name must appear on the team's Official HC Team Roster as an affiliate.** The following steps must be taken by the Coach of the higher category team:

- Before speaking with the player or the parent, the higher category coach must request and receive approval from the lower category coach to affiliate the player(s) in question.
- Parental consent must be obtained before affiliating a player
- In an email, submit a request to affiliate the player(s) in question to the Administrator of Hockey Operations. Copy this to the Division Director and the coach from the lower category team. The Administrator will have the affiliation approved by the Coach Coordinator and will have the appropriate roster adjustments made on the players behalf.
- Affiliate players shall be designated on the Official Game Report by the use of "AP" after their name on the team's roster.
- Appearance of an affiliate players name on the official game report of a game shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only will be considered as taking part in the game, and such participation will be specially noted on the official game report.
- The coach from the higher division team must notify the coach from the lower division team prior to using the affiliate player for practices or games. There should be consensus among the two coaches as to whether the player can play up or not. This decision should take into consideration:
  - The development of the player
  - The needs and circumstances of the lower division team
  - The needs and circumstances of the higher division team
- **Under no circumstances should the coach from the higher division team speak with the prospective AP or their parents prior to receiving approval from the lower division coach.**
- Where consensus cannot be reached, the Division Director shall become involved to assist with reaching a resolution. Should the Division Director not be able to resolve the issue, the Coach Coordinator should be advised and his decision shall stand.

- Failure to adhere to the AP policy may result in sanctions and/or disciplinary action.

## **RISK MANAGEMENT**

### **Criminal Record Check**

SAMHA is a registered society that operates with the needs of children and youth at the forefront. Given this, it is essential all reasonable steps are taken to ensure the safety of the children and youth involved in our Association.

All volunteers ages 18 and older must have a Criminal Record Check completed for SAMHA prior to volunteering with the children/youth involved in our Association. This is essential to protect the players and to ensure the Association is free of liability. These volunteers include but are not limited to:

- Coaches / Assistant Coaches
- Managers
- Safety People
- Board Members
- Employees
- On ice parent volunteers
- Any other volunteer positions as decided by the Board of Directors

The Criminal Record Check (CRC) process has been streamlined and is now available online through the Criminal Records Review Program (CRRP). Volunteers can access the CRRP at the following website: <https://justice.gov.bc.ca/eCCRC/> . An access code will be required to complete the process. This is available from the Administrator of Hockey Operations.

Once appointed to a volunteer position, that person has **one week** in which to apply for their Criminal Record Check.

The Association reserves the right to restrict or limit volunteers during the CRC waiting period.

Authority for review of the results of a criminal records search rests with the Risk Manager and the President. SAMHA reserves the right to decline volunteers who may not be deemed suitable for contact or work with children and youth.

### **Respect in Sport**

As per BC Hockey Policy, all volunteers working directly with children/youth must take the online Respect in Sport Course. This includes:

- Coaches / Assistant Coaches
- Managers
- Safety People
- Board Members
- Employees
- On ice parent volunteers

- Dressing room parent volunteers
- Any other volunteer positions as decided by the Board of Directors

Once appointed to a volunteer position, the volunteer will have **one week** to complete Respect in Course and will have to provide proof of completion to the Administrator of Hockey Operations.

### **Injury Reporting**

Coaches, Managers or HCSP reps must complete a *BC Hockey Injury Report* form for any accident occurring during the course of a practice or game (forms available on the BC Hockey and SAMHA websites). Injury claim forms must be submitted to the Registrar within 90 days from date of injury.

### **Emergency Situations and First Aid Kits**

Coaches, Managers and HCSP should be aware of the first aid facilities available in the arena and where to find them.

Each team will be provided with a HCSP Bag which includes a first aid kit. These bags are to be returned to SAMHA at the end of the season. Teams that do not return their HCSP Bag may have funds from their contra accounts held to cover the cost of replacing the bag.

Should you need to replenish items from your first aid kit throughout the season, please speak with the Risk Manager.

Should you need additional ice packs during the season, please speak with the Risk Manager and/or the Equipment Manager.

### **Player Driving Policy**

Midget aged players that are of driving age and are licensed to drive are not permitted to drive themselves to out of town games, even if that game is in close proximity to their home.

### **BC Hockey Protocol – Incidents of Non-Compliance to Zero Tolerance**

BC Hockey realizes that the severity of incidents of non-compliance to Zero Tolerance will encompass an entire spectrum and may have far-reaching affects over and above the participants in the actual event. It is the duty of member associations to report to the BC Hockey risk manager if:

- The incident involves international, inter-Branch or inter-District play
- The situation may bring embarrassment or public attention to BC Hockey and/or its members
- The incident is such that it may affect the well-being of other members of BC Hockey
- The incident is precedent setting in some fashion
- The incident may require action by the BC Hockey or higher authority

Included in Zero Tolerance are: Alcohol/Drugs/Tobacco; Adult Alcohol Guidelines; Social Media; and Hazing. This list is not inclusive. Zero Tolerance issues will be dealt with through either the Complaints Policy or the Harassment and Abuse Policy (whatever one is most appropriate).



### **a) Alcohol/Drugs/Tobacco**

SAMHA expects athletes to strictly adhere to all laws governing the use of alcohol, drugs & tobacco (including chewing tobacco). Should an athlete break the law and participate in the use of any alcohol, illegal or performance enhancing drug, or tobacco product during a SAMHA event (i.e. practice, league game, exhibition game, tournament game or another other team function) he or she is subject to BC Hockey's non-compliance/zero tolerance policy regarding these items. Coach's/Parents are to be advised of the following protocols:

- The Coach has the authority to remove a player from team activities including on and off ice activities
- The Coach informs the parent of the incident and if the parent is not present, arranges for the parent or a delegate named by the parent to resume care and conduct of the player
- The Coach arranges for supervision of the player until the parent or the parent's delegate resumes care and conduct of the player

### **b) Adult Alcohol Guidelines**

SAMHA has adopted the Zero Tolerance guidelines as laid out by BC Hockey. SAMHA realizes there are certain situations when the responsible use of alcohol by adults is acceptable and believes adults have the right to make those decisions using reasonable judgement and discretion. When involved in a SAMHA event (game, tournament weekend, practice, team party, etc.) alcohol is not considered appropriate:

- In dressing rooms or in public, non-licensed areas
- In team settings with minors in attendance
- In situations where minors are left unsupervised while adults attend "hospitality" type settings or where alcohol is not controlled by a server
- Consumption in buses or cars when traveling to and from an event
- By adults of a minor team when parents are not present
- Consumed by anyone at minor team parties hosted by other players, parents or team officials
- If forced on another person
- If used for drinking contests / games or as a form of hazing or initiation for rookies

### **c) Social Media**

SAMHA is cognizant of the many social media outlets that are used by players/parents/coaches. Any use of social media which is derogatory or negative in nature to another player, an opponent, a coach, an official, another Association or your own Association will not be tolerated. Offenders can expect to be disciplined accordingly.

### **d) Hazing**

Hockey Canada policy currently defines hazing as ***"an initiation practice that may humiliate, demean, degrade, or disgrace a person regardless of location or consent of the participant(s)"***. Pursuant to Hockey Canada regulations, those involved in or complicit in any incidents of hazing will face discipline, including possible expulsion from all Hockey Canada programs.

## **HARRASSEMENT AND ABUSE**

SAMHA is committed to providing an environment in which players and other participants are free of harassment and abuse. This policy applies to all persons participating in activities of SAMHA including:

- Players
- Parents
- Volunteers
- Coaches and other team officials
- Referees
- Employees
- Board of Directors
- Other volunteers of SAMHA

### **Legal Context for Harassment and Abuse**

- The most serious forms of abuse (physical abuse, sexual abuse and severe physical neglect) are subject to criminal sanction under the *Criminal Code of Canada*. Normally offences under this Act are reported to and investigated by the Police.
- In British Columbia, minors (that is, persons under the age of nineteen years) who are “in need of protection” from abuse or neglect by their care provider are subject to the provisions of the *Child, Family and Community Service Act*. Normally an incident involving abuse or neglect of a minor falls under the jurisdiction of the Ministry for Children and Family Development. At times the Ministry for Children and Family Development will work jointly with the police to investigate situations of child abuse or neglect.
- Some forms of discriminatory behavior may be the subject of an investigation under the *Human Rights Code* of British Columbia and some forms of harm, such as injury resulting from negligence, may be dealt with under the civil law.
- For the purpose of SAMHA, situations of harassment and abuse that fall under other legal jurisdictions will be reported to the appropriate authorities. For all other incidents, SAMHA will deal with the harassment or abuse within the framework of this Harassment and Abuse Policy.
- Any doubt with where jurisdiction for an incident of abuse or harassment lies will be referred to the Risk Manager and/or the President.

### **Abuse**

Child abuse is any form of verbal, physical, emotional and/or sexual mistreatment or lack of care which causes physical or emotional harm to a child. A common characteristic of all forms of abuse against children and youths is an abuse of power or authority and/or a breach of trust. Within British Columbia a person is considered a child up to the age of nineteen years of age.

Child abuse can include:

- Emotional Abuse
- Physical abuse
- Sexual Abuse
- Exposure to Family Violence

- Neglect

### **Duty to Report Abuse or Neglect**

The Province of British Columbia has mandatory reporting laws regarding the abuse and neglect of children and youth. Consequently it is the policy of SAMHA that any SAMHA member, director, volunteer, team official, on ice official, parent, etc. must immediately report any information regarding the abuse or neglect or the suspected abuse or neglect of a child to the local Ministry for Children and Family Development office (250 832-1719) or their After Hours office (310-1234).

If you believe a child/youth to be in immediate danger, call 911 and ask the Police to respond (i.e. intoxicated parent driving away from the arena with children in the vehicle).

Failure to report suspected child abuse is an offence under the Child, Family and Community Service Act.

SAMHA shall take no further action until such time as the authority has completed its investigation, unless at the request of and in consultation with such authority. The matter shall then, if necessary, be dealt with as a disciplinary matter pursuant to this policy.

### **Harassment**

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sport activities. Any of the different forms of harassment may be based on the grounds prohibited in human rights legislation, such as race, ethnicity, sex, sexual orientation and religion. Harassment may occur between peers (i.e. player to player, coach to coach, parent to parent, etc.) or between someone in a position of power or authority and person in a subordinate position (i.e. coach to player).

The following is a non-exhaustive list of examples of harassment:

- Unwelcome jokes, innuendo or teasing about a person's body, looks, race, sexual orientation, etc.
- Condescending, patronizing, threatening or punishing actions which undermine self esteem
- Practical jokes that cause awkwardness or embarrassment or may endanger a person's safety
- Any form of hazing
- Unwanted or unnecessary physical contact including touching, patting, pinching
- Unwanted conduct, comments, gestures or invitations of a sexual nature which are likely to cause offence or humiliation, or which might, on reasonable grounds, be perceived as placing a condition of a sexual nature on opportunity for training or advancement
- Sexual assault or physical assault

It is important to note that some forms of harassment also constitute abuse under child protection legislation or a crime under the Criminal Code of Canada. In such cases, the appropriate authority (or both) should be contacted.

It is the policy of SAMHA that harassment in all its forms will not be tolerated during the course of any SAMHA activity or program.

SAMHA recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum of behaviors and the response to harassment must be equally broad in range, appropriate to the behavior in question.

Most incidents of harassment, (i.e. inappropriate jokes) should be corrected promptly and informally (i.e. by the Coach), taking a constructive approach with the aim of bringing about a change in negative attitudes and behavior. More serious incidents (i.e. a course of repeated taunting or hazing) may require a more formal approach involving those outside of the team staff.

Complaints should be handled in a timely, sensitive, responsible and confidential manner.

Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous will be subject to discipline.

**Harassment and Abuse ; differences and similarities**

Types	<b>Abuse</b>	<b>Harassment</b>
	Emotional, physical, sexual, lack of care	Emotional, physical, sexual,; may be motivated by racial or other forms of prejudice
Victim	Any person under the age of majority as determined by the Provincial Child Protection Acts, may be male or female	Person of any age; may be male or female
Offender	Any person who has power or authority over victim and/or breeches trust; may be male or female	May be peer or person with power or authority over adult victim; may be male or female
Investigation	External to the organization, referred to child welfare or police who may in some instances refer back to organization	Most often internal unless referred to police in cases of suspected physical or sexual assault or criminal harassment (stalking)

Follow-up Actions	Determined by Provincial Child Protection Acts and Criminal Code; civil suits may also occur	Determined by organizational harassment policies, Criminal Code, labour tribunals, civil action and/or Provincial Human Rights Tribunals; may be used concurrently or alone
Philosophy	The victim is not to blame; offenders are responsible for their behavior	The victim is not to blame; offenders are responsible for their behavior

**Process for dealing with Abuse or Harassment**

- A person who has experienced harassment, any person who witnesses harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behavior is contrary to this policy.
- For more minor forms of harassment, team officials shall attempt to investigate and resolve the matter informally through team meetings, discussions with parents and players, etc. The Division Director should be made aware of the situation and may be involved at this stage if deemed helpful.
- Should the matter not be resolved at this informal stage, the Coach/Division Director may decide to bring in a member of the Executive Committee - to act as a neutral party and further explore if the matter can be resolved on an informal basis.
- If an informal response is not feasible or if the harassment is more serious, the matter should be reported to the President to determine if a formal investigation is required.
- Reports to the President must be in writing.
- After receiving the report, the President has the option to:
  - Make a ruling to solve the matter immediately, wherein his/her decision will stand
  - To investigate the matter further himself/herself or
  - To appoint an Executive Committee member or another individual to investigate the matter further.
- If upon further investigation, it is felt that a formal response is necessary a three person committee (referred to as The Panel) will be formed to oversee a formal hearing. All sides will be given opportunity to have their opinions and perspectives heard.
- At the end of the hearing, The Panel will decide if disciplinary action is necessary and will recommend disciplinary sanctions and/or restorative actions.
- If the President is of the opinion that the alleged harassment or abuse is sufficiently serious, he/she may immediately suspend the respondent from SAMHA while the complaint is being reviewed.

**Disciplinary and / or Restorative Action**

In the event that harassment or abuse is found to have occurred, the appropriate disciplinary action should take into consideration aggravating or mitigating circumstances. These include:

- The nature and severity of the harassment or abuse
- Whether the harassment or abuse involved any physical contact and/or was sexual in nature
- Whether the harassment or abuse was an isolated incident or part of an ongoing pattern of behavior
- The nature of the relationship between the complainant and respondent and if there was a marked difference in power and authority between them
- The age of the complainant and where relevant, the difference in age between the complainant and respondent
- Whether the respondent had been involved in previous harassment incidents
- Whether the respondent admitted responsibility and expressed a willingness to change
- Whether the respondent retaliated against the complainant

In recommending disciplinary action, The Panel may consider any of the following options, (but are not limited to the options listed here):

- Verbal apology
- Written apology
- Letter of reprimand from SAMHA
- Probationary period
- Suspension or removal of privileges
- Suspension or removal from office or position
- Expulsion from membership
- Recommendation for counseling
- Such other actions as the Panel deems appropriate.

In recommending a disciplinary action, The Panel should endeavour to select a sanction commensurate with previous sanctions for similar circumstances. Additionally, the Panel should ensure sanctions are appropriate in severity to the severity of the infraction and where possible, have some sort of restorative component.

### **Appeal of Panel's Decision**

Both the complainant and the respondent have the right to appeal the decision of The Panel. Permissible grounds of appeal are as follows:

- The Panel did not follow the procedures set out in this policy
- Members of the Panel were biased or were influenced by irrelevant considerations, or
- The Panel reached a decision which could not be supported by the evidence or which was otherwise unreasonable.

Appeals must be in writing and must be received by the President within 7 days of the initial ruling. The appeal will be reviewed by three Executive Committee members appointed by the President (which may include the President). This committee will not include any of the former Panel members and is referred to as the Appeals Committee. The Appeals Committee shall have the authority to uphold or reverse the decision of the Panel and/or to modify any of the Panel's recommendations.

**The decision of the Appeals Committee shall be final and binding.**

## **PROCESS FOR DISPUTE RESOLUTION AND COMPLAINTS**

SAMHA recognizes that issues and differences can arise within the hockey environment. Communication (or lack of) is often a primary issue in these differences. It is the goal of SAMHA to limit problem situations through the promotion of clear and respectful communication.

It is expected that most problems or complaints will be resolved on an informal basis at the team/division level.

The following steps will be followed in the resolution of problems or complaints:

### **Informal Process**

- Discuss the issue with the person or persons with whom the issue regards. For instance, if you have an issue with another parent, it is your responsibility to speak with this person to try to resolve the difference.
- If this does not result in resolution of the issue, you should then go to a team official – such as the Coach or the Manger.
- If this does not result in resolution of the issue, you should then go to your Division Director. The Division Director may decide to bring in a member of the Executive Committee - to act as a neutral party and further explore if the matter can be resolved on an informal basis.
- If the matter is still not resolved, you will then need to move on to a more formal process

### **Formal Process**

- All formal complaints must be put in writing to the President.
- The complainant must show that they have attempted to solve the problem through the informal process before the President will hear the complaint. If they have not followed the informal process or have not provided an acceptable rationale for bypassing the informal process, the complaint will not progress and the complainant will be required to go back to the informal process.
- After accepting the complaint, the President has the option to:
  - Make a ruling to solve the matter immediately, wherein his/her decision will stand
  - To investigate the matter further himself/herself
  - To appoint an Executive Committee member or another individual to investigate the matter further.
- If upon further investigation, it is felt that a formal response is necessary a three person committee (referred to as The Panel) will be appointed by the President to oversee a formal hearing. All sides will be given opportunity to have their opinions and perspectives heard.
- At the end of the hearing, The Panel will make a decision regarding the complaint and recommend solutions, sanctions or discipline as necessary.

## **Appeal of Panel's Decision**

Both the complainant and the respondent have the right to appeal the decision of The Panel. Permissible grounds of appeal are as follows:

- The Panel did not follow the procedures set out in this policy
- Members of the Panel were biased or were influenced by irrelevant considerations, or
- The Panel reached a decision which could not be supported by the evidence or which was otherwise unreasonable.

Appeals must be in writing and must be received by the President within 7 days of the initial ruling. The appeal will be reviewed by three Executive Committee members appointed by the President (which may include the President). This committee will not include any of the former Panel members and is referred to as the Appeals Committee. The Appeals Committee shall have the authority to uphold or reverse the decision of the Panel and/or to modify any of the Panel's recommendations.

**The decision of the Appeal's Committee shall be final and binding.**

## **SAMHA APPAREL POLICY**

It is important that players, teams and team officials appropriately represent SAMHA whenever they are engaged in a hockey related activity. It is the Association's expectation that teams look respectful, tidy and uniform. In order to accomplish this with so many players and team staff, the following standards must be followed:

### **Team Jackets**

- Team jackets throughout the Association must be uniform. While the brand of jacket may be different, all jackets must be black. The only accent colors permissible on the jacket are white, silver and/or orange. All accent colors must be used for accent only and cannot be the base color of the jacket.
- Every SAMHA jacket must have the **official** SAMHA logo embroidered on the front left chest no larger than 3 inches x 3 inches.
- For Rep Teams the **official** SAMHA Silvertips logo must be embroidered on the back-upper-center of the jacket and be not larger than 4 inches by 4 inches.
- For Atom Development the official SA Silverbacks logo must be embroidered on the back-upper-center of the jacket and be not larger than 4 inches by 4 inches.
- Names are permissible on jackets but the location and size of the name must be approved by the Apparel Committee. Names must be embroidered on jackets.
- A sample of an acceptable team jacket will be available in the office of the Administrator of Hockey Operations.
- Nothing else (other than what is listed above) is permitted on the SAMHA team jacket.  
**ANY TYPE OF SPONSORSHIP IS STRICTLY PROHIBITED FROM ALL SAMHA TEAM APPAREL.**
- It is the responsibility of the Coach and Manager of each team to ensure they are familiar with the Association's expectations regarding team jackets. Failure to follow this policy could result in sanctions or discipline.



## **Other Team Apparel or Merchandise**

- It is acknowledged that teams may want to personalize other team apparel or merchandise (i.e. dry-land shirts / shorts, hoodies, water bottles, etc.).
- All other team apparel must be in keeping with SAMHA colors – black, orange, silver (grey) or white.
- All other team apparel must be pre-approved by the Apparel Committee. Approval may take up to 5 days.
- **ANY TYPE OF SPONSORSHIP IS STRICTLY PROHIBITED FROM ALL SAMHA TEAM APPAREL OR MERCHANDISE.**
- It is the responsibility of the Coach and Manager of each team to ensure they are familiar with the Association's expectations regarding other team apparel or merchandise. Failure to follow this policy could result in sanctions or discipline.

It is the recommendation of SAMHA that teams shop locally for their team jackets, apparel and other merchandise.

## **SAMHA EQUIPMENT AND JERSEY POLICY**

### **Equipment**

Each SAMHA team will be provided the following items:

- Pucks
- Puck Bag
- Cones
- Jersey bag(s)

All items must be returned to the appropriate SAMHA locker at the end of the season.

Initiation, Novice and Atom teams will also be supplied with goaltender equipment for use during the season. This equipment also needs to be returned to the appropriate SAMHA locker at the end of the season.

Goalies in Pee Wee, Bantam and Midget are expected to provide their own equipment. To offset this extra cost, SAMHA will provide a subsidy on the registration fee of Goalies in these Divisions (subsidy amount to be set yearly by the Board of Directors). This subsidy is only available to those players who play goal for the entire season. This subsidy is also subject to change at the discretion of the Board of Directors.

Any players borrowing SAMHA goalie equipment will be required to provide a deposit (cheque) which will be held until the equipment is returned. The amount of the deposit will be set by the Executive Committee on a yearly basis.

### **Jerseys**

All SAMHA Rec teams will be provided with one set of SAMHA jerseys. Rep teams will receive two sets of jerseys; one home and one away.

Jerseys are a significant investment for the Association and it is imperative that they are properly cared for. To ensure the maintenance and care of jerseys the following rules must be followed:

- Under no circumstances are players permitted to carry their own jersey. Teams are expected to keep all SAMHA jerseys in the Jersey Bag's provided.
- It is recommended that teams appoint a Jersey Manager to launder and maintain the jerseys.
- Jerseys are to be washed in cold water and hung to dry.
- Name bars are not permitted on the jerseys and letters for Captains and Assistants are to be sewn not glued to the jersey.
- With the exception of Initiation and Novice, SAMHA Jerseys are not to be worn for practice. Teams and/or individual players will be responsible for arranging/purchasing their own practice jerseys.
- SAMHA jerseys are only to be worn for sanctioned SAMHA events (i.e. games, fundraising, public appearances, etc.).

At the close of each season **ALL** jerseys are to be returned to the appropriate locker in the bag provided, on hangars and freshly washed.

Teams that do not return SAMHA equipment and/or jerseys may have funds from their contra accounts held to cover the cost of replacing the item(s).

## **SAMHA DRESSING ROOM AND 'TWO DEEP' SUPERVISION POLICIES**

SAMHA has adopted all dressing room and 'two deep' supervision policies directly from BC Hockey and Hockey Canada as follows:

- **Dressing Room**  
Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together; which is called the "Two Deep Method" of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision. Please refer to the SAMHA / BC Hockey Co-ed Dressing Room Policy below.
- **Injury Treatment** The safety person should avoid treating injuries out of sight of others. Use the "Two Deep Method" (two adults) supervision system.
- **Female Teams**  
It is recommend that when using the "Two-Deep Method" with female hockey teams, there shall be 2 female supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor. The male supervisor however, would not enter the dressing room but would be within hearing

distance to protect supervisors or players. Please refer to the SAMHA/BC Hockey Co-ed Dressing Room Policy for dressing room dress codes on Co-ed teams.

- **Road Trips**

Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the "Two Deep Method" rule is observed at all times.

- **Physical Contact**

Team personnel should avoid touching a player. Use the "Two Deep Method" (two personnel, or two players) supervision system. The comfort level and dignity of the player should always be the priority. Limit touching to "safe areas" such as hand to shoulder.

- **Isolated Spaces**

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).

- **Sport and Training Facilities**

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the Two Deep Method).

- **Parents in Locker Rooms**

Except for players at the younger age groups (Initiation and Novice) we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room. In general, parents should not enter the dressing room if the players undress to less than shorts and t shirts.

- **Co-Ed Dressing Room Policy**

In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:

- Male players will not undress to less than a minimum of shorts while females are present.
- Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.

- When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room). Appropriate female supervision must be provided to players in the female dressing room.
- When separate facilities do not exist for both male and female participants, players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
- Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
- Dressing room arrangements for players identifying as a different gender (i.e. females who identify as male or males who identify as females) will be dealt with on a case by case basis, following the lead of any policies or procedures of BC Hockey and/or Hockey Canada.
- The Shaw Center, home arena to SAMHA, has a designated dressing room for female players on integrated teams (Dressing Room #1). This dressing room is to be reserved solely for female players on integrated teams and for female referees.
- It is the responsibility of SAMHA team officials or the team's Tournament Coordinator to ensure that any visiting teams who have females on integrated teams are made aware of this policy.
- There will be a key for the designated female dressing room located in each of the regular dressing rooms. It will be the responsibility of *SAMHA* team officials to communicate the key procedure to all visiting teams with integrated female players. When a female player is finished dressing and either joining their team or leaving the arena, they must lock the room and return the key to the change room it came from. There may be multiple female players using the Integrated Female Dressing Room at any given time. It is essential that the door is locked after each player leaves the room and that players are not leaving valuables in the room.
- It is the responsibility of the team to ensure that these guidelines are followed.

All Female Referee Officials in SAMHA have the option of using the Integrated Female Dressing Room if Referee room number one and Referee room number two are both occupied. A key for the Integrated Female Dressing Room will be located in Referee Room #1. It will be the responsibility of the Referee in Chief to ensure that all female referees are aware of this policy and the location of the Integrated Female Dressing Room Key.

- **Smart Phones and Other Mobile Recording Devices**

Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

## **SPONSORSHIP**

It is only with the valued support of our sponsors that SAMHA is able to effectively operate and provide the best hockey program possible. We greatly appreciate the generosity of our official sponsors and the varied contributions they make (i.e. corporate sponsorship, team sponsorship, program sponsorship, sponsorship of families in need, etc.).

The Board will determine the cost of being an official sponsor on a yearly basis. The payment of sponsorships is to be made to SAMHA and not individual teams.

Teams will be assigned an official sponsor and the sponsor's name will appear on the team's jerseys. Additionally, the team will refer to the sponsor in their team name.

Where teams may acquire other donations to assist with team costs, these donations are not considered official and the team will not be able to use the name of the donating sponsor for any purpose.

Teams may not advertise any sponsorship on team clothing or merchandise.

## **SPECIAL EVENT SANCTIONING AND FINANCE POLICY**

### **Fundraising**

It is acknowledged by SAMHA that team fundraising can be helpful in assisting with the costs incurred during the hockey season. It is important that fundraising is reasonable in scope and does not exceed the financial need of the team.

All fundraising must be in accordance with BC Hockey's Special Event Sanctioning Guidelines (found on the BC Hockey website). This requires the completion of an online Special Events Sanction Form which can be found on the BC Hockey website.

As per BC Hockey policy, the purpose of sanctioning a special event is to extend Hockey Canada Insurance Program coverage such as Major Medical / Dental Coverage to activities that do not fall under regular hockey programming. Special Event Sanctions are used for events such as dry land training, exhibition games (outside of OMAHA), fundraising and tournaments. Requests must be sent into BC Hockey **at least 7-10 business days** prior to the start of the planned event

### **SAMHA Fundraising Approval Process**

- Fundraising events must be approved by SAMHA prior to the Sanctioning Form being completed. This is to ensure the appropriateness of the request and that it is in keeping with the team's financial plan for the year. This initial approval is also in place to ensure coordination and organization of all fundraising plans throughout the year (i.e. ensuring fundraising of similar types does not fall on the same day).
- Requests can be submitted to the Administrator of Hockey Operations
- Once SAMHA has approved the fundraising plan, the Administrator of Hockey Operations will submit a Special Events Sanction Request to BC Hockey

See the Special Events Sanctioning Guidelines on the BC Hockey website for additional information regarding possible coverage eligibility of specific events.

It is the responsibility of each individual team to apply for Gaming Licenses for any fundraising which requires such (i.e. 50/50 raffles, raffle tables, etc.). The Gaming Guidelines booklet can assist with this process and should be closely adhered to. This document can be found on the SAMHA website. Any questions regarding gaming and/or gaming licenses can be directed to the SAMHA Treasurer.

### **Sandbag Fundraiser**

The Sandbag Fundraiser is a yearly fundraising activity which benefits the community and the Association. In addition to providing teams with extra funds, this fundraiser provides ongoing funding to SAMHA's Provincial Sandbag Fund. The Provincial Sandbag Fund provides essential funding to teams who qualify for Provincial Tournaments.

All Rep teams (A and B) teams will be responsible for filling, storing and delivering a minimum of 1000 sand bags during any given season. Each Rep team will receive a stipend (to be set yearly by the Board of Directors) for filling and delivering their sandbags. This money will be paid out by January 15<sup>th</sup>. All additional revenue from the sale of sandbags will go to the SAMHA Provincial Fund.

If any Rep team goes to the Provincials, their Sandbag funds will be in addition to their allotted travel allowance.

This fundraiser is mandatory. All Rep Teams must appoint a Sandbag Coordinator. This person will be responsible for overseeing the process of filling and delivering the sandbags.

The Equipment Manager or their delegate is in charge of the Sandbag Fundraiser. The Team Sandbag Coordinator must contact the Equipment Manager at the beginning of the season to arrange for the team's sandbagging.

### **Financial Reporting**

Financial accountability for SAMHA is of the utmost importance. All levels of the Association must be able to provide a clear accounting of any and all financial dealings.

- All teams must submit a yearly budget using the 'Team Budget/Fundraising Request Worksheet' (found on the SAMHA website). This form is to be submitted to the Administrator of Hockey Operations at least 7 days prior to the first fundraising event.
- All teams must appoint a volunteer to act as the team's Finance Manager. The Finance Manager cannot be the Head Coach.
- Teams may open bank accounts for the season. All accounts must be opened in the team name and no less than two authorized signatures must control all banking activity.
- Team banking statements or other information must be made available to the SAMHA Treasurer within 7 days if requested.
- Teams must submit an interim Financial Report by December 15<sup>th</sup> of any given season.
- Teams must submit a final Financial Report by March 31<sup>st</sup> of any given season.

- All financial reporting must clearly indicate any revenue earned and any expenditures paid out. Receipts or copies of receipts for all expenditures must be included.
- Residual funds at the end of the year should be used first and foremost to repay parents for any prior contributions. Parents can only be paid up to the amount they initially provided (i.e. if parents were asked to provide \$100 towards the yearly expenses, they cannot be reimbursed any amount exceeding the initial \$100 they provided).
- The use of team funds for the arbitrary distribution to individuals or the payment of a player's family expenses is strictly prohibited.
- Compensation to coaches is permissible with the approval of the Executive Committee.

Failure to follow this Financial Reporting Policy may result in sanctions or discipline.

## **TOURNAMENTS**

### **Away Tournaments**

SAMHA Rec and Rep teams are permitted to participate in a maximum of 4 tournaments per year, one being their home tournament/jamboree.

Teams may request an additional tournament if the following criteria have been met:

- The tournament does not interfere with their league play
- The majority of parents support the tournament being applied for
- The specifics of the tournament are considered to be reasonable and appropriate to the age and development of the players

Teams are not permitted to make any travel plans during the playoff rounds.

### **Home Tournaments**

All SAMHA home tournaments must follow the guidelines outlined in the Tournament Handbook and the Gaming Guidelines Booklet, which both can be found on the SAMHA website. The SAMHA Tournament Coordinator is available for guidance and support in running a home tournament. Any questions or concerns can be directed to the Tournament Coordinator.

All tournament registration fees are set by SAMHA. Visiting teams are to make their cheques payable to **Salmon Arm Minor Hockey.**

For the purpose of running a home tournament, SAMHA covers the cost of:

- Sanction fees
- Ice rental
- Scoreboards

It is the responsibility of the Team to cover all other tournament costs. Teams must pay officials and schedule games according to the Tournament Booklet. Additionally, tournaments must be run following a standard set of rules found in the booklet.

### **Early Season Tournament Bookings**

SAMHA will lend funds to any team wishing to register for early season tournaments. SAMHA is to be reimbursed by the teams by October 31 of said season.

## **PROVINCIALS**

It is the expectation of SAMHA that teams who qualify for Provincial Tournaments attend the tournament regardless of the location.

Grants to subsidize travel expenses for Rep teams going to Provincials will be paid out of the Provincial Sandbag Fund. Grant amounts are determined by the distance the team has to travel; the further the travel the more the grant (see table below).

Teams receiving grant money from the Provincial Sandbag Fund will be expected to submit a financial accounting of how the funds were used (receipts may be requested). If there is money left over at the conclusion of the Provincials, it is expected that grant money would be returned to SAMHA. Funds are to be utilized to subsidize the cost of travel and accommodations only. They are not to be utilized for meals, events, team clothing, parties or other team expenditures.

The total amount of monies paid out of the Provincial Sandbag Fund during any season cannot exceed the total amount of money available within the Fund. If there are not sufficient monies available in the Provincial Sandbag Fund, then funding will be prorated based on the table below. The maximum amount in the Provincial Sandbag Fund should not exceed the amount of \$24,000.00, with any excess going into general revenue of SAMHA.

To maintain the Provincial Sandbagging Fund, all Rep teams will be responsible for filling, storing and delivering a minimum of 1000 sand bags during any given season (see Sandbag Policy above).

In order to maintain the Provincial (Sandbag) Fund, all Rep teams are required to participate in the Sandbagging Fundraiser, as laid out in the Sandbag Policy.

**This fundraiser is not optional – all Rep Teams are required to participate.**

### **Provincial Tournament Grant Amounts**

<b>Hosting District</b>	<b>Grant Amount</b>
Okanagan Mainline	\$2000
East Kootenay	\$4000
West Kootenay	\$4000
North Central	\$4000
Lower Mainland	\$5000
North Western	\$6000
North East/Yukon	\$6000
Vancouver Island	\$6000

When SAMHA hosts a Provincial Tournament \$1000 will be provided to the hosting team to assist with expenses.



## **OUTSIDE ICE RENTALS**

Under no circumstances are individual teams permitted to access ice rentals or ice time outside of the SAMHA allocation without SAMHA approval. It is the intention of SAMHA to control costs for parents and ensure hockey programming is developmentally appropriate (as per evidence based research). Any coach accessing outside ice times must report these ice times to the Administrator of Hockey Operations who will track ice times and report to the Executive Committee.

## **SPRING HOCKEY**

SAMHA does not participate in any Spring Hockey Programs. It is the belief of SAMHA that Spring Hockey should only commence after the SAMHA season is over. It is the expectation of SAMHA that players, coaches and other team officials prioritize their SAMHA schedules and commitments over any Spring Hockey schedules or commitments.

## **CODES OF CONDUCT**

Conduct by all individuals involved with SAMHA is expected to be respectful and uphold the principles of good sportsmanship. To ensure this standard is met, all Team Officials (coaches, HCSP, managers,), parents and players will be required to sign off on a code of conduct.

Parent and Player codes of conduct will be collected at the time of registration. These must be completed before a player will be permitted to attend tryouts or attend their first ice time. It is the responsibility of the Division Director to ensure codes of conduct are completed by parents and players in their Division. Once all forms are collected the Division Director will provide these to the Administrator of Hockey Operations.

Coach and other team officials will complete Codes of Conduct when they are appointed their respective positions. It is the responsibility of the Division Director to collect all completed Team Official Codes of Conduct and pass them on to the Administrator of Hockey Operations.

The Board of Directors will sign off on a Code of Conduct and the first official meeting of the Board in any given season. These will be collected by the President and submitted to the Administrator of Hockey Operations.

The following Codes of Conduct can be found on the SAMHA Website:

- Coach / Team Official Code of Conduct
- Parent Code of Conduct
- Player Code of Conduct
- Board of Directors Code of Conduct

## **ARENA CODE OF CONDUCT**

SAMHA is obliged to follow a specific code of conduct when using the Shaw Center. Players/Parents & Coaches are reminded of the following expectations:

- Dressing rooms are to be left clean with all garbage placed in the containers provided.
- Use of balls, sticks, pucks etc. is strictly prohibited in hallways, dressing rooms, and common areas.
- Coaches are not permitted to use board glass as an instructional tool – coach boards are required
- Any damages incurred inside The Shaw Center by a player/team are the responsibility of said individual(s)
- When SAMHA teams are in other Associations facilities they are reminded that they are representing not only themselves and their team but they are also representing SAMHA and the City of Salmon Arm. They should conduct themselves accordingly
- SAMHA expects all players/parents/coaches to respect their opponent and their opponents fans at all times. This is a child's game and any abuse of fans, officials, players or coaches is strictly prohibited. SAMHA reserves the right to suspend any participant who engages in abusive conduct (see Abuse and Harassment Policy).