
**Policies & Procedures
of the
Vancouver Thunderbird
Minor Hockey Association**

P-2

GENERAL OPERATING PROCEDURES

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1. Introduction

1.1. This is a summary of the general operating procedures of the VTMHA.

2. Constitution, Bylaws and Policies

2.1. The VTMHA is governed by its constitution and bylaws and by the policies passed from time to time by the Board of Directors.

3. Team Roster

3.1. Subject to registration levels in any given year:

3.1.1. Each team at the H1 – H4 level shall generally have a maximum of 15 players, except that a team in the Intro to Hockey program may accept a greater number of players at the discretion of the Vice President H1-H4 in consultation with the Director of Hockey Operations;

3.1.2. Each Recreational (“C”) team shall have a minimum of 15 players, including two registered as goaltenders, and teams at the Atom level shall have a maximum of 15 skaters and 2 goalies;

3.1.3. Each Rep team shall have numbers of players as set out in policy P-8: *Rep Hockey Policies*.

3.2. Any coach who seeks an exemption from the requirement set out above must apply in writing, on or before September 15th, to the Board of Directors. The Board of Directors will grant an exemption only in exceptional circumstances.

3.3. The rules of the PCAHA require teams from member associations at the Recreational and H1-H4 levels to be in competitive balance where inter-association games are played. This will from time to time necessitate movement of players between VTMHA teams prior to final league balancing dates. Every effort is made to finalize this process as quickly as possible to minimize schedule disruptions and inconvenience.

3.4. All-star or Rep teams are not permitted at the H1 – H4 levels.

4. Team Selection

4.1. No player or other person is permitted on the ice unless and until that player or person is:

4.1.1. registered with the VTMHA, has paid the required fees and has been added to the Hockey Canada Registry, and

- 4.1.2. wearing the prescribed equipment.
- 4.2. No player is permitted to play for, or practice with, a team in an age category other than that player's chronological age division as set by the CHA and the BCAHA, except:
 - 4.2.1. If prior approval is received from the Player Movement Committee [see policy P11: *Player Movement Policy*],
 - 4.2.2. In accordance with the PCAHA Rules for Affiliate Players, or
 - 4.2.3. A player may be invited to practice with another team provided that the coach extending such invitation must first obtain the approval of the Director of Hockey Operations, the coach of the team the player is rostered with, and the Vice Presidents responsible for both teams.
- 4.3. Rep team player selection is governed by policy P9: *Rep Player Selection*.
- 4.4. Selection of recreational teams is governed by policy P-19: *Recreational Team Selection*.
- 4.5. Any registered player in the Atom through Midget age groups who does not try out for a Rep team or who is released from the rep program will be assigned to a recreational team.

5. Equipment

- 5.1. The Equipment Manager shall be responsible for allocating equipment to each team. Refer to policy P-5: *Jerseys and Equipment supplied by the VTMHA*.

6. Communication

- 6.1. If a player or parent has an enquiry or a complaint, the appropriate avenue of communication is as follows:
 - first, to the team manager and/or coach;
 - second, to the Division Manager (for Recreational or H1 – H4 teams);
 - third, to one or more of the appropriate Division Directors, the Director of Hockey Operations or the Executive Director;
 - fourth, to the Board of Directors through the President.
- 6.2. If a dispute cannot be resolved through the above avenues of communication, a player, parent or team official may reach a resolution of that dispute in accordance with policy P-18: *Dispute Resolution Policy*.

- 6.3. All communication with the PCAHA or the BCAHA in the form of game protests, appeals of suspensions, or protests with respect to refereeing must be made only by the Board of Directors. No coach, manager, team official, or parent is to contact the PCAHA or the BCAHA directly without first having obtained the consent of the appropriate Division Director.
- 6.4. All correspondence from the VTMHA must be signed by the President.
- 6.5. All queries or communication with the ice assignors or program conveners at the arenas used by the VTMHA are to be directed to the VTMHA Ice Coordinator or Executive Director. No coach and/or team official is to contact the ice assignor or program convener at the respective arenas without first having obtained the consent of the Ice Coordinator or Executive Director.
- 6.6. No fundraising activity (other than 50/50 draws at games) is to be undertaken by teams or groups within the VTMHA unless such team or group, in advance:
 - 6.6.1. Obtains the approval of the President; and
 - 6.6.2. Acquires a Special Event permission through the BCAHA in accordance with BCAHA guidelines.
- 6.7. No team shall run 50/50 draws or any other fundraising games without permission of the President, at which point the Secretary/Treasurer shall obtain any necessary permit or license from the Gaming Policy and Enforcement Branch of the Province of British Columbia. All funds raised through such fundraising shall be reported to the secretary/treasurer, who will prepare the necessary post-gaming reports for the Gaming Policy and Enforcement Branch of the Province of British Columbia.

7. Responsibilities of Parents/Guardians

- 7.1. By completing a registration form a player and his or her parent or guardian acknowledges the authority of the CHA, BCAHA, PCAHA and VTMHA and agrees to abide by the bylaws, rules and policies of these associations.
- 7.2. Each player and his or her parent or guardian must accept the Code of Conduct – Player’s Statement. See policy P-14: *Code of Conduct – Player’s Statement*.
- 7.3. Each parent or guardian is expected to volunteer in support of the activities of the team and/or the VTMHA. Examples of volunteer activities include:
 - acting as a coach or assistant coach
 - acting as a team manager
 - acting as an off-ice official (scorekeeping and timekeeping)

- assisting with tournaments, fundraising or other activities or programs designed to further the goals of the VTMHA.

8. Criminal Records Search

8.1. The following volunteers must undergo a satisfactory criminal records search:

- directors
- persons appointed by the Board of Directors
- division managers
- coaches (head and assistant)
- team managers
- HCSP
- on-ice officials registered with the VTMHA who are 19 years or older
- any other volunteer positions as decided by the Board of Directors

8.2. Team officials must request their criminal records checks prior to taking up their duties.

8.3. Authority for review of the results of a criminal records search rests with the Harassment Officer, the President and Executive Director.

9. Registration of Team Officials

9.1. Any team official who will be acting in the capacity of coach, assistant coach, HCSP / safety person or manager shall be registered with the VTMHA and included on the roster of the team.

9.2. Every team must have, at minimum, one coach, one trainer / safety person and one manager rostered with the team. BCAHA rules provide that a team may roster a maximum of one person as manager.

9.3. Every team official must have:

9.3.1. Completed the Respect in Sport program prior to being rostered with the team, and

9.3.2. obtained any other necessary coaching or HCSP qualifications in accordance with PCAHA rules of the year in which they are rostered.

9.4. The VTMHA does not provide a maximum number of team officials that may be rostered with a team in any given year, within reason. Teams are asked to keep in mind that extra insurance costs are incurred by the VTMHA in the event that more than five officials are rostered. Each team is also required to ensure not more than

five officials are on the bench at any game, and that any team official who is on the bench at a game is named on the official game sheet.

10. Privacy policy

- 10.1. The VTMHA believes in respecting everyone's right to confidentiality.
- 10.2. The VTMHA collects personal information from prospective members, members, coaches, referees, managers, and volunteers for the purpose of conducting hockey programming. The information will be shared for registration purposes with Hockey Canada, BC Hockey, and Pacific Coast AHA, and will be entered into the Hockey Canada Registry Database – such information once shared will be treated by each of those organizations in accordance with their own respective privacy policies.
- 10.3. Information specific to a play such as player's name, address and date of birth are collected to determine that the player's geographical, division of play and level of play information are consistent with Hockey Canada/Branch regulations as well as for internal communications within the association. Team rosters are required to be posted on the VTMHA website for rostering and league purposes.
- 10.4. At no time are lists sold.
- 10.5. Board, Staff and Team Officials must comply with the VTMHA Privacy Policy. Team lists and phone numbers are not to be shared with organizations outside of the VTMHA (excluding Hockey Canada, BC Hockey and Pacific Coast AHA) and specifically may not be distributed to outside agencies, companies, associations or individuals. Team officials, appointed positions, board and staff are only to use information for VTMHA purposes. In the case of "Scouts" and "Above Minor Teams" contact information must be provided through the team manager and only after consent by the parent/guardian.
- 10.6. No member is permitted to use images of any member without express written consent of the parent/guardian of those in the image.
- 10.7. All other facets of this policy will be in accordance with the Personal Information Protection and Electronic Document Act (PIPEDA).