

Addendum # 1 - Rep Hockey Regulations

Section A – Introduction

1. What is Rep Hockey?

- a. Rep hockey is the culmination of player skills, attitude and desire coupled with the coaching experience, training and dedication to form a Surrey team to play against the best players from other associations. The Rep teams play in a league which permits players to play against players of equal ability. It permits each player to improve his/her skills and character to play at the next higher individual and team skill level.
- b. Rep process is a year long activity which includes the coach and player selection process. We must remember that rep tryouts are a stressful time not only for the players and parents but for the coaches and volunteers who each year must co-ordinate this facet of our associations program. The policies and procedures that are specific to the Rep hockey system are outlined in this addendum and will be in addition to the regular policies and procedures. This will allow all participants to know in advance what they are entitled to and how all the facets of the Rep process are run.
- c. Rep hockey may be an expensive proposition to parents and players who must consider this before applying to play on a Rep team. There are additional expenses for travel, additional game and practice ice, tournaments and miscellaneous expenses such as team jackets, an additional pair of team socks as well as street dress clothes to satisfy the association dress code standards.
- d. Surrey Minor Hockey Association expects that all Rep coaches, team officials, players and parents will set a high standard of conduct and good sportsmanship towards referees, other players, team officials and parents. This not only applies to your own team but to all teams within our own association and other association with whom you have contact.
- e. In general, Surrey Minor Hockey Association will have two "A" teams in the Atom division, three "A" teams in the PeeWee, Bantam and Midget divisions along with one "A" Juvenile team. The categories and numbers of teams in any division may increase or decrease dependent on the availability of ice and players in any given season. ~~In general, Surrey Minor Hockey will have Four tiered A teams in the Atom division, two AAA teams and two "B" teams in the PeeWee and Bantam division. One AAA Midget team, two Midget "B" teams and one AAA Juvenile team. [The categories and numbers of teams in any division may increase or decrease dependent on the availability of ice and players in any given season.]~~

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Section B - Coaches Selection

1. The Rep hockey process begins in April of each year when Surrey Minor Hockey advertises in the local newspapers and other media for prospective coaches to apply by a selected date. The candidates for the Rep coaches' positions apply by completing the Rep coaches' application. When the application submission deadline is passed, the association Head Coach arranges for ½ hour interviews for each applicant with the selection committee.
2. The selection committee is composed of the Head Coach/Coach Co-ordinator and two other members approved by the Executive Council.

Current as of AGM 2015

3. Each candidate is asked the same preselected questions in order to permit an evaluation of the replies for each candidate.
 - a. **No appeal shall be accepted for non selection as a coach.**
4. **Criteria used in coaches selection:**
 - a. Applicants must have the appropriate coaching certification as determined by BC Hockey and Hockey Canada or be willing to take all necessary courses to obtain this certification.
 - b. Have taken or will take the Respect in Sport course prior to the start of league play.
 - c. Years of coaching experience.
 - d. First consideration will be given to applicants within Surrey Minor Hockey Association, however total qualifications/experience will be considered in the final selection.
 - e. A **Coaches** son/daughter does not automatically make the team because she/he is the Coach.
 - i. In the event a coach's son/daughter is a goaltender, separate goaltender evaluations may be conducted by an outside evaluation committee to determine a proper assessment of the player.
 - ii. A **Coaches** daughter/son who does not qualify for the team, as evaluated by a committee, will be removed from the team.
 1. Results of any separate evaluation of players shall be relayed only to the association evaluation committee and the President.
 2. The selected coach who has been advised that his/her daughter/son would not make the team has the option of remaining with the team or surrendering the team and leaving with his son/daughter.
 - f. Any coach once accepted who indicates that he/she would be willing to accept a team without her/his son /daughter on the team and when the child does not make the team resigns shall not be given another team in the current season.
 - g. Any subsequent applications in following years shall be under review of the Executive Council and may be terminated without an interview being allowed.
 - h. Each successful and unsuccessful Coach will be advised by mail **or email**.
 - i. No Coach, Assistant Coach or other team official, who fails to submit a criminal record check, will be appointed by the association or the team.

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Section C - Assistant Coaches and Team Officials

1. All assistant coaches must have the appropriate coaching certification as determined by BC Hockey and Hockey Canada or be willing to take all necessary courses to obtain this certification.
2. All assistant coaches and team officials must have taken or be willing to take Respect In Sport **prior** to the start of league play.
3. **When selecting assistant coaches or other team officials a Rep coach must bear in mind that the assistant/team officials son/daughter does not automatically make the team solely because her/his parent is a member of the team staff.**
 - a. The policy is the same as for the coach if an assistant coach/team officials son/daughter ability does not qualify them for the team, as evaluated by the committee, she/he shall be released.

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Section D - Rep Tryout Procedures

1. The Rep teams in Atom, PeeWee, Bantam, Midget and Juvenile will be comprised of the best available players. These teams shall be tiered, where applicable, from the strongest being the "A1" team through to the "B3A4" team. Age of players shall not be a factor in determining their placement on a team.
2. When making application for rep tryouts it is understood that the player is trying out for the A1 team. The player may stipulate that he/she only wishes to play "~~B~~a lower ranked team, and in those instances a written explanation must accompany the application. If approval is granted for the player to tryout for for a lower ranked team"~~B~~ he/she will be trying out for the "A2B4" team. A player may NOT request to play for the "A3" team or any subsequent "A" team in any division.

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- ~~— All Atom Rep teams are considered to be "A" teams and no requests will be considered to play for a particular team.~~
- ~~— A player may NOT request to play for the A2 team or any subsequent "A" team in any division.~~
- ~~— A player may NOT request to play for the B2 team or any subsequent "B" team in any division.~~

~~6-3.~~ Each application will be considered on its own merit by the Executive Council who may approve or deny the request. The decision of the Executive Council is final and there is no appeal of the decision.

~~7-4.~~ When the required documentation is received the players will be divided into groups and a unique identifier number will be issued which shall be used during the tryouts to identify the individual players.

~~8-5.~~ There may be instances where registered players wishing to tryout are unable to attend due to either holidays or sickness. In these cases the following procedure will be followed:

a. **Holidays**

- i. No position on a team shall be held for a player who is on holidays.
- ii. Upon the players return he/she must participate in a minimum of one "C" Division skates where she/he may make application to be evaluated by the rep coach.
- iii. It shall be the decision of the Division Manager and the Rep coach if an evaluation is done.
- iv. If the player is asked to participate at the rep level practice or game and as a result makes the Rep team then he/she must pay the rep tryout fees.

b. **Injured player**

- i. A Rep Coach may hold a position on his team if he is positive that the player as shown from his/her past history would make one of the top two (2) teams.
- ii. The other coaches in the age division must be in agreement that the player so selected could indeed make that team.
- iii. A player so selected shall remain a member of the selecting coaches team and shall not be released to the team below or to "C" without written approval to do so under section (iv).

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Current as of AGM 2015

iv. Should the coach apply to release this player to the lower team prior to the last date for Rep releases she/he must have the acceptance of the lower coach and written permission from the Executive Council.

v. If a position is held for an injured player then he/she must pay the rep tryout fees prior to playing with the team.

9-6. Players who are new registrants to the association and were not registered when Rep Tryouts took place, may, upon request, be given a tryout by the Rep Coach.

- a. The player if not selected may be sent directly back to "C" no matter what team he tried out for.
- b. No player shall be given a tryout that had the opportunity to attend Rep Tryouts and chose not to do so and has already been selected to a "C" team.

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Section E – Position Declaration

1. In Atom and Peewee, players that try out for rep hockey in Surrey Minor Hockey Association may be allowed to declare a position of choice. Each player trying out must declare as follows: forward, defense or both (Duel Role Player). This way a player can try out for a position they are skilled and want to play at. The other option is both. This way the best player of skill level is selected at the discretion of the coach, whether or not the player has played that position before. This way the coach has that option to adjust his roster to accommodate the best 15 players on skill, and not by position designation.
2. During tryouts, the Duel Role Players shall wear a different color jersey and be able to be moved positions at the request of the head coach of each team and this info must be communicated to the evaluators so they evaluate this player in the position that he/she has been moved to.

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Section F - Assumptions

1. Approximately 100 plus players trying out per division
2. Sixty-eight (68) players minimum, seventy-six (76) maximum required in the Atom to Bantam divisions, fifty-one (51) minimum, fifty-nine (59) maximum, in the Midget division and seventeen (17) minimum, twenty five (25) maximum in the Juvenile division Per Team.
3. Where possible there shall be no more than thirty (30) players per ice session.

Section G - Team Ssize

1. A Rep team in Surrey Minor Hockey shall consist of a minimum of seventeen (17) maximum of nineteen (19) players broken down as follows:
 - a. Nine (9) forwards (eleven if team roster 19)
 - b. six (6) defence men
 - c. two (2) goaltenders
2. A Rep coach must declare the number of players he/she shall carry for the season (17-18-19 players, two of which must be goaltenders) seven (7) days prior to the "C" Division draft.
 - a. A coach shall not be allowed to vary from his/her declared number during the season.
 - b. Exception: Players not registered prior to October 1.
 - c. A new player taken after October 1st must be an addition to the declared roster size.

Current as of AGM 2015

- d. Declared roster sizes exceeding the 17 player minimum must be approved by the Division Manager and the Vice President responsible for the division.
- e. There shall be no movement to Rep from "C" after the "C" division draft.

Section H - Evaluation

1. In preparation for the rep skates a players list for each age group Atom through Midget shall be prepared by the registrar. The Division Manager, and Vice President responsible for the division will divide the players into even groups.
2. Each group will consist of an equal number of forwards, defencemen and goaltenders with a even mixture of 1st & 2nd year players in each age group
3. Each group will consist of a balance of previous "A", "~~B~~" and "C" players based on the previous season's category. This will ensure that groups are equal for scrimmages and tryout exhibition games.
4. NO player will be allowed to switch groups without permission of the Division Manager or the Vice President responsible for the division.
 - a. Moves to other groups will be permitted only if it does not affect the competitive balance of the groupings.
5. Players will be notified by the Division Manager or his/her designate prior to the tryouts of their respective times and locations of their evaluation skates.

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Section I - Player ~~S~~selection ~~P~~rocess

1. Rep tryouts shall consist of on ice sessions which evaluate the individual ~~players~~player's skills and abilities. It is extremely important that Rep coaches during evaluations be neutral in their comments or in any gestures that may be incorrectly perceived by players or parents. It is strongly suggested that Rep coaches, during evaluations, refrain from, unless necessary, in speaking with either parents of or players being evaluated.
2. The on ice skill assessment sessions shall be based on:
 - a. skating
 - b. scoring
 - c. shooting
 - d. passing/receiving
 - e. puck control
 - f. positional play
 - g. checking
 - h. use of body/size/strength
 - i. toughness and aggressiveness
 - j. desire and work ethic
 - k. attitude
 - l. hockey sense
 - m. coachability
 - n. conduct on/off the ice
3. Rep coaches, shall not participate in the on ice drills during evaluations but will evaluate players from an off ice vantage point.
4. It is the responsibility of all of the selected rep coaches in each division to arrange for two or more skilled coaches to run the pre-determined on ice drills for their division. The Association Head Coach is to be advised who the on ice assistants are:
5. The first tryout session will be a selection of skating and skill evaluation drills. The two subsequent try out sessions will be scrimmages. The final session(s) will consist of full intra-squad games.
 - a. Coaches will NOT deviate from this program.

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Current as of AGM 2015

- b. Referees may be utilized for these final games and if they are a P.C.A.H.A. game number is to be obtained. The association will pick up the cost of the referee fees for the final game only.
 - i. Coaches should bear in mind that when referees are used in these tryout sessions any penalties called which result in suspensions will be enforced.
6. A list of all the players in the "First" and "Second" pool skates that were mutually agreed upon by all the rep coaches in their respective divisions, will be supplied to the Division Manager after the final evaluation skate. Separate lists shall be prepared for the "First" pool and "Second" pool skaters and shall be clearly identified.

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Section J - Team Selection

1. At the end of the evaluation skates players will be assigned as follows:
 - a. Atom, Peewee, Bantam "A" Pool, ~~"B" Pool~~ or "C" Division.
 - b. Midget "A" Pool, ~~"B" Pool~~, "C" Division
 - c. Juvenile "A" Pool, ~~"B" Pool~~, "C" Division or Released
2. All Rep coaches shall mutually agree to the placement of these players in their respective pools.
3. Any disagreements amongst the coaches regarding placement of players shall be settled by a committee consisting of the Vice President responsible for the division or his appointed designate, Division Manager and Head Coach/Coach Coordinator and their decision shall be final.
4. The below numbers are based on seventeen (17) players per team and may be adjusted depending on the declared team roster size. Up to two additional skaters may be added depending on the declared team size but no additional goaltenders.

a. **Initial releases:**

i. Four (4) "A" teams in a division

1) The "First" pool shall consist of no more than 35 skaters and 5 goaltenders.

2) The "Second" pool shall consist of no more than thirty (30) skaters and four (4) goaltenders.

ii. Three (3) "A" teams in a division

1) The "A1" team shall skate alone in the "First" pool and shall consist of no more than twenty (20) skaters and three (3) goaltenders.

2) The "Second" pool shall consist of no more than thirty (30) skaters and four (4) goaltenders.

iii. Two (2) "A" teams in a division

1) The "A1" team shall skate alone in the "First" pool and shall consist of no more than twenty (20) skaters and three (3) goaltenders.

2) The "A2" team shall skate alone in the "Second" pool and shall consist of no more than twenty (20) skaters and three (3) goaltenders.

iv. Those players not selected for the "First" or "Second" pool shall be assigned to the "C" division.

~~i. The "A" pool shall consist of no more than 35 skaters and 5 goaltenders if there are two (2) "A" teams in a division.~~

~~ii. The same numbers shall apply if there is only one "A" team but three (3) "B" teams in a division in which case the "B1" team shall skate with the "A" pool.~~

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- iii. If there is only one "A" team and two "B" teams in a division the "A" team shall skate alone in the "A" pool and shall consist of no more than twenty (20) skaters and three (3) goaltenders.
- iv. The "B" pool shall consist of no more than 30 skaters and 4 goaltenders if there are two (2) "B" teams remaining in a Division or twenty (20) skaters and three (3) goaltenders if there is only one (1) "B" team.
- v. Those players not selected for the "A" or "B" pool shall be assigned to the "C" division.

g.b. **Secondary releases:**

- i. The "First" and "Second" pools shall skate as a group for a minimum additional three (3) skates. After that minimum number of skates, releases may happen at any time in any numbers up to and including the final releases.
- ii. Four (4) "A" teams in a division
 - 1) From the "First" Pool, the "A1" coach may select up to a maximum of twenty (20) skaters and three (3) goaltenders. The balance of the pool members will skate as the "A2" team with the intent that five (5) skaters and one (1) goaltender will be coming from the "A1" team.
 - 2) From the "Second" Pool, the "A3" coach may select up to a maximum of fifteen (15) skaters and two (2) goaltenders with the intent that ten (10) skaters and one (1) goaltender will be coming from the "A2" team. The balance of the pool members will skate as the "A4" team with the intent that ten (10) skaters and one (1) goaltender will be coming from the "A3" team.
- iii. Three (3) "A" teams in a division
 - 1) The "First" pool consisted of the initial selections for the "A1" team.
 - 2) From the "Second" Pool, the "A2" coach may select up to a maximum of twenty (20) skaters and two (2) goaltenders with the intent that five (5) skaters and one (1) goaltender will be coming from the "A1" team. The balance of the pool members will skate as the "A3" team with the intent that ten (10) skaters and one (1) goaltender will be coming from the "A2" team.
- iv. Two (2) "A" teams in a division
 - 1) The "First" pool consisted of the initial selections for the "A1" team.
 - 2) The "Second" pool consisted of the initial selections for the "A2" team.
- v. The coaches from the teams in the "Second" pool will assign the remaining players to the "C" division.
- i. The "A" and "B" pools shall skate as a group for a minimum additional three (3) skates.
- ii. From the "A" Pool the A1 coach may select up to a maximum of twenty (20) skaters and three (3) goaltenders.
- iii. From the "A" Pool the A2 coach may select up to a maximum of twenty (20) skaters and two (2) goaltenders. Five (5) skaters and one (1) goaltender will be coming from the "A1" team.
- iv. From the "B" Pool the B1 coach may select up to a maximum of fifteen (15) skaters and two (2) goaltenders. Ten (10) skaters and one (1) goaltender will be coming from the "A2" team.

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Current as of AGM 2015

- v. From the "B" Pool the B2 coach may select up to a maximum of fifteen (15) skaters and two (2) goaltenders. Ten (10) skaters and one (1) goaltender will be coming from the "A2" Pool and the B1 team.
- vi. "B" coaches will assign the remaining players to the "C" division.

i.c. Final releases:

- i. Rep teams, Atom to Midget shall be down to their declared roster size two (2) days prior to the "C" Division draft.
- ii. Players will be released to.

1) "A1" releases will be assigned to the "A2" team.

2) If there are three (3) "A" teams, "A2" releases will be assigned to the "A3" team.

3) If there are four (4) "A" teams, "A3" releases will be assigned to the "A4" team.

4) Releases from the last "A" team will be assigned to the "C" Division.

iii. "A1" releases will be assigned to the "A2" team

iv. "A2" releases will be assigned to the "B1" team

v. "B1" releases will be assigned to the "B2" team

vi. "B2" releases will be assigned to "C" Division.

h.d. Juvenile teams whether "A" or "C" will be down to their declared roster size by their first tiering game.

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Section K - Release procedures

1. The release of players not selected for the higher team is a very traumatic experience for young players. A coach must handle this with tact, care and caution. She/he must be very thoughtful and careful in his/her selection of words. An improperly chosen word could injure the self esteem of the young player.
2. All releases shall be made in the following manner.
 - a. Upon the completion of the first round of evaluations players will be divided into pools. The results will be available for review on the Surrey Minor Hockey Association Website. All Rep coaches will participate in the initial release interview after the final Rep tryout session and thereafter each coach will follow the same interview process with his/her team.
 - b. After the secondary and final evaluations players will change and assemble to the specified available space under the supervision of an adult. After the final tryout session players will change and remain in their dressing room (s) under the supervision of an adult.
 - c. All players will be called individually to another dressing room or room where they will be spoken to by one of the Rep coaches.

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- i. Those players assigned to "C" will be contacted by the Division Manager and will be given the date and time of their "C" skate.
 - ii. Player profile forms are not required for the initial rep tryout releases but are **MANDATORY** for the secondary and final releases.
 - d. Players will leave the interview room by a pre-selected route in which they do not have to pass those players remaining to be interviewed.
3. **This procedure is to be followed without exception for the initial, secondary and final releases.** Under NO circumstances are players to be interviewed where they are visible to other players, parents or the general public (for example, in hallways, on the ice surface, bench area, public areas or parking lots). Any coach found disobeying this rule shall be disciplined.
4. No players will be released by telephone. All players to be released must be interviewed in person and with the exception of those players released in the initial release will be given a player profile report.
5. No player may be released below one team without having skated at least once with the team they are being released to and only then with the permission of the Division Manager and applicable Vice President.
6. ~~Any player who did not participate in rep tryouts may be brought up for an evaluation only after paying the Rep Tryout Fee and receiving approval from the Rep Coaches, VP of the Division and the Coach Coordinator. Any player who did not participate in Rep Tryouts may be brought up for evaluation and may then be released directly back to "C" should he/she not make one of the Rep Teams.~~

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Section L - Appeal Procedure

1. A player may appeal his/her release within forty-eight (48) hours starting from the time of her/his notification.
 - a. ~~An appeal will ONLY be accepted from a player who is released from any "A" team to the "C" division. An appeal will ONLY be accepted from a player who is either:~~
 - ~~i. released from any "A" team to any "B" team, or,~~
 - ~~ii. released from any "B" team to the "C" division.~~
 - ~~d.b. _____~~ An appeal will NOT be accepted from a player released from one "A" team to another "A" team ~~or from one "B" team to another "B" team.~~
2. The notice of appeal must be in writing and directed to the Rep tryout Appeal Committee which consists of:
 - a. Vice President responsible for the division or his/her designate
 - b. Division Manager
 - c. Head coach/Coach Coordinator
3. This committee shall determine if there are grounds for appeal and advise the Executive Council of their decision. The decision of the Appeal Committee shall be final.
- ~~3.4. _____~~ ~~Having your appeal upheld means that the appellant will be re-evaluated amongst the players by the appeals committee or their designate(s). The appeal being upheld will not mean you have automatically won a spot on the roster of the team.~~

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Section M- Tryout Regulations

1. No player may skate at any more than his/her assigned session.
2. Players missing their assigned session will not be allowed to make up the missed sessions.
3. No releases shall be allowed until after the final session of tryouts.
4. There may be additional evaluation sessions for defence men and goaltenders depending on availability of ice.
5. Players must wear all equipment including a Hockey Canada approved neck guard.
 - a. Any player found not to be wearing all required protective equipment shall be sent from the ice and shall not be allowed to return until he/she has put on the missing approved equipment.
 - b. Any second occurrence shall result in the suspension of the player from any further participation in Rep tryouts.

Section N - Regular Season Policies

1. Surrey Minor Hockey Association teams for "A" division shall be known as Thunder.
 - a. "A" teams may choose a nickname for their teams; eg. Thunderbolts, Thunderhawks, etc.
 - b. No Surrey Minor Hockey Association team shall compose or use a nickname that is derogatory, contains vulgar language, belittles, maligns or in any way manner offends another player, association, or team.
2. Dress Code:

Teams and players represent Surrey Minor Hockey Association. It is paramount to create a good first impression through appropriate attire.

 - a. Each rep team should establish a dress code in their respective team rules and according to the norm for their respective division; e.g., Atom and PeeWee Rep teams may not opt for suits and dress shoes but rather choose track suits.
 - b. Team jackets or track suits should be in association colours with the association logo.
3. On-Ice Dress Code:

All players must wear navy blue helmets and gloves.
4. Ice Time:
 - a. Extended shifts do not help your team, creates unfair ice advantage and tires out the players.
 - b. Short shifts of 45-60 seconds should be the rule and not the exception.
 - c. Under no circumstances do coaches put together or use speciality lines. All players must have the opportunity to experience situations such as power plays or penalty kills. Coaches breaking this rule will be disciplined.

Commented [VS23]: This did not appear in 2002 or 2003 but somehow appeared 2004 and onward – no motion

Section O- Returning Junior Players

1. Players returning from Junior teams up to Midnight January 10th may be accepted if there is a vacancy on the roster of the Rep team and the Coach of the team is willing to accept an additional player.

Current as of AGM 2015

2. A Bantam aged player returning from Junior where no vacancy is available in the Bantam Division may be moved to the Midget Division if there is a vacancy with the permission of the Executive Council.
3. A Midget aged player returning from Junior where no vacancy is available in the Midget Division may be moved to the Juvenile Division if there is a vacancy with permission of the Executive Council.
4. No player may be released to accommodate the returning Junior Player.

Section P - Use of Casual/ Affiliate Players

1. A coach/team official shall not contact an affiliate player directly without first contacting the Division Manager and coach of the player's team.
 - a. No player may be used if the team to which he/she is registered is playing a game at that time.
2. No affiliate player may be brought up to play without first contacting the coach of the Lower team and advising both P.C.A.H.A. league manager and the Division Manager.
3. No casual player may be brought up to play without being signed to a casual card and placed on the roster by the registrar. The player's coach and the Division Manager must be notified prior to each use of the casual player.
4. Usage limits for casual/affiliate players must be in accordance with P.C.A.H.A. rules.
 - a. Any player exceeding the allowed number of games as a casual or affiliate without the permission of the Executive Council will have her/his registration suspended for the current season.
 - b. Registration fees shall not be refunded.
 - c. Coaches, team officials, parents and players must be extremely careful in the number of games played to avoid this occurring.
5. Coaches shall only bring players up to practices that are on their team's casual cards or affiliate list. Player's fees do not allow increasing the amount of ice time to players without an extension of their fees therefore the player being called up is only to attend the practice immediately prior to the game or tournament for which they are being utilized
6. A coach/team official shall not allow any person who is not a registered player/coach/team official of his/her team to go on the ice.
 - a. Except in the case of a qualified medical person in the event of an injury to a player.
7. A coach/team official shall not allow his/her child to go on the ice during a practice unless she/he is a registered member of his/her team with the exception of the affiliate player.

Commented [VS24]: For Pee wee through Midget, you don't have to notify PCAHA about A affiliates. These affiliates are on the team roster.

Commented [VS25]: This has been repeated 3 times already.

Commented [VS26]: PCAHA and Hockey Canada rules

Section Q - Player Movement

1. There shall be **NO** movement of players between "C" and Rep after the "C" division draft without the consent of the Executive Council. This does not apply to players carded as casual for Atom A teams and placed on affiliate lists for other **HC** carded teams, after October 1st, and utilized on a temporary basis.
2. Movement shall be permitted within the rep system until picture day or October 31st whichever comes first. Any player released under this scenario still must be given a completed player profile form. Any movement of rep players after association picture day will only be allowed under unusual circumstances and only with the written approval of the Executive Council.

Commented [VS27]: This has nothing to do with affiliates! These are regular season policies

Commented [VS28]: Term should be "A", not HC carded

Commented [VS29]: This section was changed in 2011 but no motion in minutes.

~~2. Movement shall be permitted within the Rep system until picture day or October 31st whichever comes first.~~

~~— Each player released must be given a completed player profile form.~~

~~4.3. Any Rep player who wishes to leave a Rep team after September 30th and during the course of the current season must apply in writing to the Executive Council stating her/his reasons.~~

~~a. If the move is granted and the player made the "A1" or "A2" team is carded "A" he/she will be moved to a "C" team of the next higher division (age group) and then only if there is a vacancy. If no vacancy exists the player will be released and her/his prorated fees will be refunded.~~

~~b. If the move is granted and the player has made the "A3" or subsequent "A" team she/he may be moved to a "C" team in the same age group. "A" team and has not yet been carded a junior player (those who are in their first year of a division) may be moved to a "B" team or to a "C" team in the player's same age group. All other players shall be moved to the next higher age group.~~

~~c. If there is no vacancy the player will be released and her/his prorated registration fees will be refunded. If the move is granted, a "B" player may move to a "C" team in the player's same age group.~~

Commented [VS30]: All these changes without a motion

~~4. Requests to leave a Rep team~~

~~— Any player who requests to leave a Rep Team to which he/she had been selected after October 1st of each year she/he must apply in writing to the Executive Council outlining his/her reasons.~~

~~i. There shall be no movement of Rep Players after Association Picture Day except under unusual circumstances and only with the written approval of the Executive Council.~~

~~— If the move is granted and the player made the "A1" or "A2" team she/he will be moved to a "C" team of the next higher division (age group) if there is a vacancy.~~

~~— If the move is granted and the player made the "B1" or subsequent "B" team she/he may be moved to a "C" team in the same age group.~~

~~i. If there is only one (1) "A" team in a Division then the "B1" team shall be treated in a similar fashion as the "A2" team as noted in paragraph "b"~~

~~— If there is no vacancy the player will be released and her/his prorated registration fees will be refunded.~~

~~4.4. Parents or players who may wish to move up a age group/division must apply in writing to the Executive Council. Moves will only be considered for Rep teams and there shall be no movement upwards by a "C" Player except as a disciplinary measure. Moving up an age group~~

~~a. Player may attend the older age groups tryouts but must be assessed in the upper half of the "A1" team. No moves will be considered to the "A2" or to subsequent "A" teams. Parents or players who may wish to move up a age group/division must apply in writing to the Executive Council. Moves will only be considered for Rep teams and there shall be no movement upwards by a "C" Player except as a disciplinary measure.~~

Commented [VS31]: These were the original "request to leave" rules. "B" teams no longer exist.

Current as of AGM 2015

~~b. The Coach of the "A1" team must be willing to accept an additional player over the required minimum seventeen (17) for a Rep team.~~

~~c. No player in the age group shall be displaced by a player from the lower group.~~

~~a.—~~

~~i. Player may attend the older age groups tryouts but must be assessed in the upper half of the "A1" team.~~

~~1. No moves will be considered to "A2" or to "B" Teams.~~

~~ii. The Coach of the "A1" team must be willing to accept an additional player over the required minimum seventeen (17) for a Rep team.~~

~~d.b. No player in the age group shall be displaced by a player from the lower group.~~

Commented [VS32]: Section reorganized and updated with no motion

Section R - Carding

1. No player may be carded without the written consent of the Executive Council after picture day or October 31st whichever comes first, with the exception of returning Junior players.

~~— Casual players~~

~~— Returning juniors~~

~~4-2.~~ Once carded, no player, may be released without the written consent of the Executive Council.

~~5-3.~~ There shall also be no de-carding of Rep players from any team without the written approval of the Executive Council.

Commented [VS33]: Added in 2011; No motion

Section S - Team Rosters

1. It is recommended that all Surrey Minor Hockey "BA" teams have a full affiliate player list of nineteen (19) by the affiliation deadline (two of which must be goaltenders).
2. Coaches should familiarize themselves with the policy and ramifications of affiliating players from the lower team to the higher team in "A" ~~and "B"~~.

Section T - Team Movement

1. ~~No team shall move from one grouping to another in Atom through Juvenile divisions without the written consent of the Executive Council. No team shall move from "B" to AAA in PeeWee through Midget divisions without the written consent of the Executive Council.~~
2. ~~No team official shall request or agree to a move up or down a grouping without the written approval of the Executive Council. Any coach or team official making such enquiries without first gaining permission from the Executive Council shall be disciplined.~~ No team official shall request or agree to a move up a tier without the written approval of the Executive Council.
 - a. Any Coach or team official making such enquiries without first gaining permission from the Executive Council shall be disciplined.

Commented [VS34]: This section updated but no motion. "B" teams no longer exist.

Section U - Games

1. Surrey Minor Hockey Association Rep teams shall NOT play each other unless they are in the same tier and games are scheduled by P.C.A.H.A. as part of league or playoff competition.
2. ~~No intra-association or inter-association exhibition games will be played between Rep "A" and "B" teams.~~
3. ~~No intra-association or inter-association exhibition games will be played between Rep "A" and "C" teams of any division.~~
- 4.3. ~~No intra-association or inter-association exhibition games will be played between Rep "B" teams and "C" teams of any division.~~
5.

Commented [VS35]: This bullet should be removed. No more B teams. Intra association is treated in first bullet. "Inter-association" means between associations, which is permitted for A teams

Commented [VS36]: Removed in 2011 – no B teams

Addendum # 2 - "C" Hockey Regulations

Section A - Introduction

1. The "C" hockey program begins in September of each year at the culmination of the Rep try out sessions. The "C" hockey program is a recreational program for those players who have chosen not to compete at the Rep level. The largest number of players are at the "C" level and it is important that a large amount of emphasis is placed on this area of hockey within our association.
2. Surrey Minor Hockey Association expects that all "C" coaches, team officials, players and parents will set a high standard of conduct and good sportsmanship towards referees, other players, team officials and parents. This not only applies to your own team but to all teams within our own association and other associations with whom you have contact.
3. It is important that the Coach and other team officials keep not only their players but especially their parents informed of all the policies and decisions made throughout the season. The hockey season is a long one and it becomes even longer if team officials do not keep a good communication line open with parents and players.
4. Parents and players have the right to know all the information supplied to the coach and other team officials. Any matters relating to the operation of the team, ie: team funds should be available upon request to any member of the team or the executive committee. The team is a group of people working together for a common purpose not just one or two individuals.
5. This communication holds true with the Division Manager and the Executive Committee. You as a coach should keep abreast of and supply any information needed or requested by the executive and they should in turn keep you advised of pertinent information.
6. Surrey Minor Hockey exists with the help of you and other volunteers and by working within our group for the best interests of the association all participants will have an enjoyable season.

Section B - Coaches Selection

1. Persons interested in being a head coach for a "C" team must submit a coaching application.
2. The completed applications will be forwarded to the Division Manager and Vice President responsible for that division.
3. The final selections shall be made by the Vice President responsible for that division, the Head Coach and the Division Manager. No appeal shall be accepted as a result of not being selected as a coach.
4. The applicant must have the appropriate coaching certification as determined by BC Hockey and Hockey Canada or be willing to take all necessary courses to obtain this certification.
5. Considerations for selection as a coach:
 - a. Years of coaching experience.
 - b. First consideration will be given to applicants within Surrey Minor Hockey Association, however, total qualifications/experience will be the determining factor in the final selection.
 - c. It is recommended that a coach or his/her assistant should have a minimum St John's emergency first aid and CPR certificate or equivalent in the event of emergencies.

Current as of AGM 2015

- d. Any other criteria that the respective Division Manager or Vice President responsible for that division have deemed applicable.

Commented [VS37]: When was this bullet added?

Section C - Assistant Coaches/Team officials

1. All assistant coaches must have the appropriate coaching certification as determined by BC Hockey and Hockey Canada or be willing to take all necessary courses to obtain this certification.

Section D - Assumptions

1. 150 plus players per division
2. The number and size of sessions will be dependent on the availability of ice and the number of players.

Section E - Team Size

1. A "C" team in Surrey Minor Hockey shall consist of a minimum of fourteen(14) to comply with the City of Surrey ice users policy. If sufficient players are available, each association "C" team will try for a minimum of sixteen (16) players and a maximum of nineteen (19) players broken down as follows.
 - a. Nine (9) forwards (eleven if team roster 19)
 - b. six (6) defence men
 - c. One (1) goaltenders (two if available)

Section F - Evaluations

1. In preparation for the "C" evaluation skates, a list of players for each age group, Initiation through Midget, shall be prepared by the registrar. The Division Manager(s) and Vice President responsible for that division will divide the players into even groups in the following manner.
2. Each group will consist of an equal number of forwards, defencemen and goaltenders as follows:
 - a. 1st and 2nd year previous Rep players
 - b. 1st and 2nd year C players.
3. Each group will be subdivided into two equal groups of forwards, defence men and goaltenders.

Group 1

1st & 2nd year previous Rep
1st & 2nd year C

Group 2

1st & 2nd year previous Rep
1st & 2nd year C

4. This will ensure that groups are equal for scrimmages.
5. **NO** player will be allowed to switch groups without the permission of the Division Manager(s).

6. Players will be notified by a Surrey Minor Hockey Association representative, prior to the first session of the respective times and locations of their evaluation skates.
7. At their first session, the players will be assigned a numbered jersey (unique identifier number), which must be used during each of their evaluation sessions. These numbered jerseys are used to identify the individual players. At the end of the final session, all of the numbered jerseys must be returned.
8. The bib with unique number must be returned by each player after the last evaluation skate.
9. Evaluation skates are mandatory and all "C" players must attend. Any player refusing to attend evaluation skates without a valid reason shall have his/her registration refunded and a player from the waiting list shall assume her/his position.
 - a. The Division Manager and Vice President responsible for the division shall make the final decision as to the validity of the refusal.

Commented [VS38]: We are talking about numbered jerseys and bibs. The last sentence and next bullet are redundant.

Section G - Player Selection Process

1. "C" skates consist of on ice sessions which progressively evaluate the individual players skills and abilities. During evaluations, it is recommended that "C" coaches refrain from speaking with either, the parents of, or the players being evaluated, unless necessary.
2. The on ice skill assessment sessions shall be based on (appendix 5):
 - a. skating
 - b. scoring
 - c. shooting
 - d. passing/receiving
 - e. puck control
 - f. positional play
 - g. checking
 - h. use of body/size/strength
 - i. toughness and aggressiveness
 - j. desire and work ethic
 - k. attitude
 - l. hockey sense
 - m. coachability
 - n. conduct on/off the ice
3. "C" coaches, unless necessary should not participate in the on ice drills during evaluations. "C" coaches should evaluate players from an off ice vantage point.
4. It is the responsibility of the Division Manager in each division to arrange for two or more skilled coaches to run the pre determined on ice drills (Appendix 6-7).
5. All sessions will be run in the format outlined in appendix 6 & 7. Coaches will not deviate from this program.
6. Intra squad scrimmages will be allowed, time permitting, during the evaluation skates. The final session(s) may consist of a full intra-squad game.

Commented [VS39]: Where is this?? Should it be #4 Assessed Skills? When was this x-reference added? When were the appendices renamed to Addendums?

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Commented [VS40]: Where is this? There are no appendices that reference predetermined drills.

Commented [VS41]: Where are these on ice drills? They are not in any Appendix?

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Section H - Draft Procedures

1. All coaches shall rank each player participating in the evaluation skates from 1 to n (where "n" equals the total number of players).
2. A player still participating in rep tryouts and due to that, is unavailable for any of the evaluation sessions shall be rated at the highest ranking automatically.
- 3.2. If a player is unable to attend any of the evaluation skates a ranking may be settled by those coaches and Division Managers who are familiar with the player.
- 4.3. After the final evaluation skate, all evaluation sheets shall be submitted, on or before, the date, time and place specified to the Division Manager(s).

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Section I - Average Rankings

1. ~~The Division Manager will transfer each of the rankings for each player on to a master sheet. will turn the completed rating sheets over to the designated data entry person who or when there is no designated data entry person, they will transfer each of the ratings for each player into the system on the association web site used for processing the ratings. The Division Manager will transfer each of the rankings for each player on to a master sheet.~~
 2. ~~The highest and lowest rankings of each player will be ignored.~~
 3. The average ranking of each player will be computed.
 4. ~~The player list will be sorted by the average ratings. The player list will be sorted by the average ranking.~~
 5. Each player will be assigned an overall ranking from 1 to n (where n= the total number of players).
 6. A player still participating in rep tryouts and due to that is unavailable for any of the evaluation sessions shall be rated at the highest ranking automatically.
 - 5-7. ~~If a player is unable to attend any of the evaluation skates a ranking may be settled by those coaches and Division Managers who are familiar with the player.~~
 8. The final ranked list shall be produced and subsequently approved by the Division Manager and Vice President ~~and Division Manager~~ responsible for that division.
 - a. ~~Any disagreements amongst the coaches regarding rating of players shall be settled by a committee consisting of the Division Manager, Head Coach and the Vice President responsible for that division.~~
 - i. ~~The Committee may move the player up or down on the list.~~
 - ii. ~~The Committee's decision shall be final.~~
- 5-
e-9. ~~b. Any disagreements amongst the Coaches regarding rating of players shall be settled by a committee consisting of the Division Manager, Head Coach and the Vice President responsible for that division. The Committee may move the player up or down on the list and the Committee's decision shall be final.~~
 - i. ~~The Committee may move the player up or down on the list.~~
 - ii. ~~The Committees' decision shall be final.~~

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Section J - Protections

1. Each team will be allowed to protect up to three (3) players. These protections must be the children of either the coach, assistant coach or team official.
2. Once a child of a coach/assistant coach/team official has been drafted, any other sibling of this drafted player becomes a protected player and shall be an automatic selection in the round in which she/he is ranked.

Section K - Parent/Player Requests

1. **Parent Requests:**
 - a. All parent requests are to be read into the record prior to the start of the draft for the information of all coaches.
 - b. These requests should be honoured whenever possible.
2. **Player Requests:**
 - a. If a majority decision is made prior to the start of the draft to accommodate special player requests then when one (1) of the players is drafted the other player becomes a protection in the round in which he would be available for the draft.
3. **Only one request per team.**

Section L - Draft

1. Protected players will be automatically selected in the draft round in which they are ranked (i.e.: if there are ten (10) teams then players ranked from 1-10 will be drafted in round one; players 11-20 in round two; 21-30 in round three and so on)
 - a. The coaches/team official's sibling(s) will automatically be drafted in the round in which they are rated.
 - b. Two (2) first round draft picks cannot be drafted on the same team regardless if they are the selected coach and his/her selected assistant or team official's child.
2. The draft order, in the first round, shall be determined by averaging the rankings of the team's protections. The team with the highest average of the protected players' rankings will pick first. The team with the next highest average of the protected players' rankings will pick second, etc.
3. The draft order after the first round is determined by each team's total score at the end of the previous round (ties will be broken by random draw).
4. Round four of the draft shall be designated as the goaltender round in the Atom to Midget divisions.
 - a. The first selection of available goaltenders shall go to the team with the highest sum of the rankings of players in the first three rounds. The second selection of available goaltenders goes to the team with the next highest sum of the rankings of the players in the first three rounds, and etc.
 - b. If there are insufficient goaltenders for one per team, the rule in sub-paragraph (a) will apply until the numbers are exhausted.
 - c. If two goaltenders are available per team the reverse order of sub paragraph (b) will be followed for the second round of the goaltender selections.
 - ~~e.d.~~ If there are insufficient goaltenders for an equal number per team, the unselected goalies will be added to the end of the draft list in the order they appear in the goalie draft list. They will be assigned the next sequentially higher ranking of the highest ranked player. These goalies will be selected in rotation as if they were non goalies.
 - ~~e.~~ If there are insufficient goaltenders for two per team, the reverse order will begin:
 - ~~i.~~ Number of goaltenders available for second round pick
 - ~~ii.~~ The reverse will begin at i.e.: if five goaltenders are available
 - ~~iii.~~ The team with the fifth pick during goaltender round will pick first and the order follows until all goaltenders are picked.

Current as of AGM 2015

~~i.—If more than two goaltenders per team are available, they will be drafted as noted in sub paragraph (a) until all the available goaltender selections are exhausted.~~

~~j.e.~~ Goaltenders are not designated as goaltenders within P.C.A.H.A. competition and those teams drafting three goaltenders may have the second or third goaltender play out during the game in which he/she is not in the back up role.

5. The goaltenders draft round will not alter the teams total score, therefore the drafting order in rounds four (4) and five (5) will be the same except when not all teams were able to select a goaltender. In this event, the teams will enter round five of the player's draft, starting with the team that would have had the next selection in the goaltender round. This will continue until all teams that do not have a goaltender have selected. At this point, all teams with goaltenders will select players in the reverse of the sequence in which they selected goaltenders. The players selected due to this provision will have their rankings added into the team's total.
6. Each team will be allowed to select one (1) player in each round.
7. In the first four (4) rounds of the player draft each team will be able to select from any of the highest ranked available players down to the number of teams in the division (ie: if there are 10 teams, then the first team to draft in round one may select from players ranked 1-10; the second team may select down to the player ranked 11th; the third team may select down to the player ranked 12th; etc.).
8. In the fifth and subsequent rounds of the player draft each team will be able to select from any of the highest ranked available players down to double the number of teams in the division (i.e. if there are 10 teams, then the first team to draft in round five may select from players ranked 1-20; the second team may select down to the player ranked 21; the third team may select down to the player ranked 22nd; etc.).
9. When a player is selected the ranking of the player is added to the team's total score.
10. Teams will be allowed one (1) trade at the end of the draft with the agreement of the Division Manager and the unanimous consent of all the Coaches present.
 - a. This trade must be completed while all coaches are still present.
 - b. Players should be of equal ability, subject to approval of the division manager
 - c. No trading of players between teams shall be allowed once the draft meeting is adjourned.

Section M- Team Jerseys

1. The selection of team jerseys shall be made by random draw amongst the coaches.
2. Trading of jerseys may be made, with the permission of the Division Manager, amongst the coaches.
 - a. NO trading of jerseys shall be allowed once the meeting has adjourned.

Section N - Evaluation Regulations

1. No player may skate at any more that his/her assigned session.
2. Players missing their assigned session normally will not be allowed to make up the missed sessions. However, in certain evaluation circumstances, players may be permitted to skate at another session.
3. There may be additional evaluation sessions for defensemen and goaltenders depending on availability of ice.

Current as of AGM 2015

4. Players must wear all equipment including a Hockey Canada (formerly C.H.A.) approved neck guard. Any player found not to be wearing all required protective equipment shall be sent from the ice and shall not be allowed to return until he/she has put on the missing approved equipment.
5. Any players who tried out for Rep but who did not attend any of the "C" skates will automatically be placed in the first draft round.

Section O - Regular Season Policies

1. All Surrey Minor Hockey Association teams for "C" Division shall be known as Thunder.
 - a. "C" teams may choose a nickname for their teams; eg. Thunderbolts, Thunderhawks, etc.
 - b. No Surrey Minor Hockey Association team shall compose or use a nickname that is derogatory, contains vulgar language, belittles, maligns or in any way manner offends another player, association, or team.
2. Dress Code:
 - a. There is no specific dress code for "C" teams.
 - b. It is recommended that players and coaches adopt the Rep team standards.
3. On-Ice Dress Code:
 - a. Players on C teams are encouraged to wear navy blue helmets and gloves.

Section P - Initiation Program

1. Hockey 1 - 4 will follow the Hockey Canada Initiation program.
2. All players in the Initiation program shall be given the equal opportunity to play any on ice position.
 - a. All team members will be rotated through the various positions throughout the season so that they will be given the equal opportunity to learn all the positions and be able to choose the one specific to them when they get older..
3. Equal ice time shall be followed as strictly as possible. NO double shifting of players is allowed.

Section Q - Use of Affiliate Players

1. A "C" coach shall not contact an affiliate player directly without first contacting his/her Division Manager.
2. The Division Manager of the higher team will contact the Division Manager of the lower team as to availability of the player.
3. No player may be used if the team to which he/she is registered is playing a game at that time.
4. No affiliate player may be brought up to play without first contacting the coach of the Lower team and advising both the P.C.A.H.A. League Manager and the Division Manager.
5. Any player exceeding the five games (3 for Initiation and 5 for Atom to Midget) as an affiliate will have her/his registration revoked and refunded on a prorated basis, so be **EXTREMELY** careful in the number of games the affiliate is allowed to play.
6. "C" teams shall not be allowed to bring up more than three (3) affiliates per game and then only to reach a maximum complement of fourteen (14) skaters and one (1) goaltender.

Commented [VS48]: incorrect

Commented [VS49]: Why? We should be following PCAHA guidelines.

Current as of AGM 2015

7. Coaches shall not bring affiliate players up to their practices. Player's fees do not allow increasing the amount of ice time to players without an extension of their fees. The only exception to this where an Atom player may be brought up to a Peewee "C" team practice if the Peewee team is attending an out of district tournament in which body checking is allowed. The Atom player may only attend the Peewee practice where a body checking clinic is being held.
8. A coach/team official shall not allow any person who is not a registered player/coach/team official of his/her team to go on the ice surface except in the case of a qualified medical person in the event of an injury to a player.
9. A coach/team official shall not allow his/her sibling to go onto the ice surface during a practice unless he/she is a registered member of her/his team with the exception of the affiliate rule noted above.

Commented [VS50]: This should be updated as body checking has been removed from C

Commented [VS51]: The coach's other child? This has nothing to do with affiliates.

Commented [VS52]: These are regular season policies.

Section R - Player Movement

- ~~2.~~ There shall be **NO** movement of players between "C" and Rep after the "C" division draft. ~~This does not apply to players carded as casual, on a "B" card, after October 1st on a temporary basis, without the written consent of the executive council.~~
- ~~3.~~ The "C" division coach shall monitor requests from the B team coach to utilize any players carded as casual.
- ~~4.~~ i. It is the coach's decision to allow the casual B carded player to attend games and practices of the B team. The players responsibility is to his/her team first.
- ~~5.~~ ii. "C" division coach shall report to the division manager any breaches of this rule to the Division Manager.

Commented [VS53]: This was removed between 2002 and 2003 but no motion

- ~~6-2.~~ The Division Manager may move players between teams in order to balance the teams.
- ~~7-3.~~ Requests to move down an age group/division will be considered by the Executive Council and if approved an application will be forwarded on to the Managing Director responsible for the applicable division within the Fraser Valley West League for approval. Overage player requests will be accepted as long as no player belonging in that age group is displaced.

Commented [VS54]: This should be addressed in registration, not in player movement!

- ~~8-4.~~ **No Movement Shall Be Permitted After Picture Day.**

Section S - Team Roster

1. All Surrey Minor Hockey "C" teams will maintain a full player roster of sixteen (16) players including goaltender(s).
2. Should a player leave the team during the season the coach will immediately advise the Division Manager and the registrar who will fill the vacancy from the waiting list for that division.
3. No changes can be made to team rosters after December 31st.

Commented [VS55]: What if there's no waiting list?

Commented [VS56]: Rosters don't freeze until February.

Section T - Team Movement

1. No team shall move from "C" to "A" in Atom ~~or from "C" to "B" in PeeWee~~ through Midget divisions without the written approval of the Executive Council.
2. No team shall request or approve a move up a tier without the written approval of the Executive Council.

Section U - Ice Time

1. "C" hockey is a recreational league in which players should concentrate more on the fun of the game rather than the competitiveness of Rep hockey. A "C" player this season may become a Rep player the following season. The only manner in which he/she can develop is by playing the game and not warming the bench.
2. All players in "C" hockey will get as close as possible to equal ice time throughout the season and during individual games. The only exception to this is the last five minutes of each game which shall be at the Coaches discretion.
 - a. Playing the best player all the time is not acceptable.
 - b. Any repeated violations will be dealt with by the Division Manager and the applicable Vice President if not corrected.
3. Extended shifts does not help your team, creates unfair ice advantage and tires out the players.
 - a. Short shifts of 45-60 seconds should be the rule and not the exception.

Commented [VS57]: Teams are declared before season start. PCAHA controls the groupings, not individual associations. We should follow PCAHA guidelines.

Addendum #3 - Surrey In House Playoffs

Atom "C" - Midget "C"

1. At the end of each season on the conclusion of F.V.W. League and playoff competition Surrey Minor Hockey Association will host an in-house playoff for Atom through Midget "C" teams.
2. The format for the playoffs shall be a Round-Robin format as determined each year by the Division Managers and their respective Vice-Presidents.

~~Playing rules:~~ Playing Rules

Commented [VS58]: Reformatted over the years

1. Games for Atom "C" and PeeWee "C" will be one hour and fifteen minutes (1-1/4 hours).
2. Games for Bantam "C" and Midget "C" will be one hour and thirty minutes (1-1/2 hours).
3. Games will be played as follows:
 - a. Five (5) minute warm-up,
 - b. First and second periods will be fifteen (15) minute stop time.
 - c. Third period will be stop time using half of the time remaining in the allotted game time.
4. **No overtime will be played in round robin competition. Games may end in a tie.**
5. A mercy rule will be in force. If the goal spread between the competing teams reaches five (5), running time commences until such time as the spread is reduced to four (4), at which time, stop time will once again commence.
6. Minor penalties under running time shall be three (3) minutes and major penalties seven (7) minutes.
7. For sportsmanship point calculations, the minor penalty will be considered as two (2) minutes and the major penalty will be considered as five (5) minutes. Penalties will start on the dropping of the puck by the on ice official.
8. During running time, the clock will only be stopped in the event of an injury.
9. During round robin play points will be awarded as follows:
 - a. Win 2 points
 - b. Tie 1 point
 - c. Loss 0 points
 - d. Sportsmanship Point as per P.C.A.H.A. sportsmanship point rule
10. Standings in round robin play will be determined as follows:
 - a. Team with the most points
 - b. If two or more teams are tied for any position, standings will be determined by:
 - i. Team with the most wins,
 - ii. Team with the least losses,
 - iii. Team with the least goals against,
 - iv. Team with the least penalty minutes,
 - v. ~~Team with the best winning percentage,~~
 - vi. Team with the most goals
 - vii. Team with most sportsmanship points,
 - viii. Team who wins the coin toss.

Commented [VS59]: Removed sometime between 2002 and 2004

Current as of AGM 2015

11. At the end of round robin play in the Atom "C" through Midget "C" Divisions, the top teams from each division with the higher standings will enter the final series game (s).
12. Overtime will be played in any final series game(s) and in the event of a tie, the winner will be determined by using the following criteria, in sequence.

- a. One five (5) minute running time sudden victory period with 4 players (not counting the goaltenders) on each side.
- b. ~~If a goal is not scored in sudden victory period, a one five (5) minute running time sudden victory period with three (3) players (excluding goaltender) on each side.~~
- a-c. ~~If a goal is not scored in the second sudden victory period, repeat the above step until a winner is determined.~~

Commented [VS60]: Changed in 2005

~~ii. If a goal is not scored in sudden victory period, a three (3) shot shoot off will be held:~~

- ~~1. Each coach will select three (3) players from their respective teams to shoot on the opposing goalie. Penalty shot rules will be used and enforced.~~
- ~~2. Shooters will alternate shots (ie: Team A player shoots on Team B goalie, then Team B player shoots on Team A goalie).~~
- ~~3. If one player should score and the player from the opposing team not score, the shoot out shall end and the scoring team will be declared the winner.~~
- ~~4. If all six players have shot and no winner has been determined, three (3) different players from each team will be selected to shoot.~~

Commented [VS61]: Removed between 2002 and 2004

~~48-13.~~ Any team failing to appear for a playoff game shall forfeit the game and the points shall be awarded to the opposing team including the sportsmanship point.

Protests

1. All protests must be in writing and must be filed with the Division Manager within twenty-four (24) hours from the completion of the game being protested.
2. The Division Manager and Vice-President responsible for the division will rule on the protest and a decision will be rendered as soon as reasonably possible. They may make a ruling to either:
 - i. ~~They may make a ruling to either;~~
 - ~~b-a. 1. Deny the appeal;~~
 - ~~c-b. 2. Uphold the appeal.~~
3. If the appeal is upheld, the Division Manager and Vice-President responsible for the division may:
 - a. ~~i. Order the portion of the game under protest to be replayed.~~
 - b. ~~ii. Order the game under protest to be forfeited.~~

Current as of AGM 2015

- c. ~~iii.~~ If a round robin game under protest, award the points.
 - d. ~~iv.~~ Order the game replayed.
4. The decision of the Division Manager and Vice-President responsible for the division shall be final and there shall be no further appeal accepted.

Commented [VS62]: How is this even possible given scarcity of ice??

Addendum # 4 - Assessed Skills

1. The following are the skills which are evaluated for player selections as well as what part of each skill that is being assessed:
2. Skating
 1. Acceleration
 2. Balance
 3. Power
 4. Recovery
 5. Speed
 6. Stability
 7. Mobility
 8. Pivot
 9. Drive
 10. Glide
 11. Stride
 12. Turn
 13. Dekes
 14. Change of pace
 15. Full extension
 16. Wide tracking
 17. Narrow tracking
 18. Quick feet
 19. Lateral mobility
 20. Edge control
 21. Weight transfer
 22. Body lean
 23. Basic Stance
 24. Stops and starts
 25. Quick stop, delay
 26. Evasive skating
 27. Break to openings
 28. Accelerate out of turns
 29. Face on the attack
 30. Turn away from play
 31. Knows when to skate
 32. Skating with purpose
 33. Pivot without losing speed
 34. Stick control while skating
 35. Accelerate past defender
 36. Fades in and out of play
 37. Head and body fakes
 38. Drive to net
3. Scoring
 1. Quick hands
 2. Quick head
 3. Reads play
 4. Readies himself
 5. Shot selection
 6. Timing
 7. Anticipation
 8. Net awareness
 9. Follows play knows where to be
 10. Can score several ways
 11. Accuracy
 12. Concentration
 13. Determination
 14. Confident
 15. Use of screens
4. Shooting
 1. Quick hands release
 2. Quick head
 3. Powerful
 4. Accurate
 5. Variety of shots
 6. Shot selection
 7. Knows when to shoot
 8. Gets free for shots
 9. Use of low / deflection shots
 10. Shots not blocked
 11. Can shoot off stick handle
 12. Can shoot "in stride"
 13. Can "one time" shots
 14. Has backhand
5. Passing/Receiving
 1. Soft hands
 2. Gives target, stick on ice
 3. Receives and gives on
 4. Ability to "one touch" pass
 12. Makes eye contact
 13. Defence - uses partner well
 14. Makes himself available for a pass
 15. Use of feet to receive pass

Current as of AGM 2015

5. Receives and gives flip pass
 6. Varies passing speeds
 7. Passes at the right time
 8. Uses board passes
 9. Does not telegraph pass
 10. Frees himself after pass
 11. Calls for the puck
6. Puck Control
1. Soft hands
 2. Quick hands
 3. Use of dekes, fakes can be done with speed
 4. Can control puck in traffic, under pressure
 5. Is confident with puck
 6. Protects puck
7. Positional Play
1. Understands concepts: width, depth, attack lanes, triangulation, delay 1-2-3 principle, cycling
 2. Supports other players
 3. Communicates with team mates
 4. Follows game plan
 5. Is player up and down or flow player
 6. Quick transition, offense to defence, visa versa knows when to go on offense
 7. Reads play
 8. Uses individual skills to advantage in positional play
 9. Remains in control of positional play while under pressure
 10. Read 1 on 1
 11. Support
 12. Communicate
 13. Breakout
8. Checking
1. Angulation
 2. Inside - out technique checking
 3. Use of stick
 4. Use of body position runs around
 5. Checks within the rules to make check
 6. Aggressive checker check
 7. Does not lose 1 on 1's
 8. Gap control being checked
 9. Knows when to check
 10. Plays net side, checks from
9. Use of Body Strength
1. Gives and takes body checks
 2. Protects puck centre
 3. Screens
 4. Uses body to free his stick
 5. Net side concept
16. Reads, spots open man
 17. Can pass/receive at high speed
 18. Can pass/receive in traffic, under pressure
 19. Moves puck quickly
 20. High risk passer
 21. Throws blind passes
7. Can control puck with feet
 8. Controls puck along boards in corner
 9. Can maintain speed while controlling puck
 10. Has "head up", has team awareness while controlling puck
 11. Smooth, quiet stick handler
14. Triangulation
 15. Width, depth
 16. Lanes
 17. 1-2-3 principle
 18. Drives
 19. Delays
 20. Hit the wall
 21. Cycling
 22. Quiet zone
 23. transition
 24. Gap
 25. Pinch
 26. Make stand
11. Maintains body position play on opponents
 12. High risk checker Checked
 13. Remains in control while
 14. Over aggressive, loses
 15. Recognizes who to check
 16. Takes check well, difficult to check
 17. Remains under control while
 18. Gets back into play net side quickly after check
 19. Takes a check to make the play
 20. Does not retaliate after being checked
6. Does not lose 1 on 1's
 7. When necessary stabilizes himself (wide tracks, lowers of gravity etc)
 8. Strength, stamina, determination
 9. Clears area for himself/herself
 10. Blocks shots

Current as of AGM 2015

10. Tough and Aggressive

1. Wants to be first to the puck into the corner, etc
2. Clears traffic
3. Sacrifices self to make play
4. Physical stamina
5. Blocks shots

11. Desire/Work ethic

1. Constant want to excel
2. Works hard in all situations
3. Sticks to game plan, stands up to tough situations
4. Is a "first on - last off" practice player
5. Prepares himself/herself well

12. Attitude

1. Unselfish
2. Respects self, coach, peers
3. Work ethic
4. Listens and tries to best ability
5. Team player

13. Hockey Senses

1. Understands, adapts to play
2. Knows where to be
3. Is one step ahead of the play
4. Awareness of overall play developments
5. Understands options and chooses correctly

14. Coachability

1. Listens to instruction
2. Accepts his/her role on team
3. Tries to execute coaches
4. Respects coaching decisions
5. Asks for individual help
6. Responds constructively

6. Desire to play physical within rules

7. Creates threats
8. Game plan not effected by the score, referees, etc.
9. Changes tempo of game
10. Causes havoc

6. Physical conditioning
7. Does not look for easy way out
8. Works on weaknesses
9. Wants information to make him better

6. Sportsmanship
7. Leadership abilities
8. Leads by example
9. Willing to help
10. Is positive, friendly

6. Awareness of team mates
7. Plays within his abilities
8. Uses his skills to a maximum
9. Is creative
10. Is willing to take a risk

7. Follows direction, off ice, on ice
8. Helps team mates understand instruction
9. Is first in line to try something new
10. Is positive
11. Leader when asked.

Addendum # 5 - Hearing Guidelines

1. When conducting and attending Appeal or disciplinary hearings it is important that the process be fair. Those Committee members who preside at hearings must be open minded and polite no matter what the provocation. Remember at the end of the hearing it is important that both sides feel they have been given a fair and honest hearing.
2. Read the rules which apply to the particular case before you and ensure you bring all pertinent rule books or associated papers with you.
3. Ensure you have paper and pen with you to take notes. A member, but preferably a non committee member, should be delegated to record the minutes of the hearing.
4. Before the hearing begins, review all material which has been filed and note any questions that you may wish to ask.
5. Arrive well before the meeting in order to discuss the procedures to be followed with fellow committee members.
6. Before the hearing starts, do not talk to the parties who will appear before you, unless it is to say simply "hello" or to advise someone where the washroom is. Nothing is more disconcerting to the other side than to see a member of the tribunal in conversation with the other side, even if it only relates to pleasantries.
7. Make sure that the room where the hearing is to take place is properly set up before the hearing starts. If the furniture needs to be rearranged, do this before the scheduled time for the commencement of the hearing.
8. Call the hearing to order, describe the procedure to be followed. Introduce the committee members. It is not a good idea to have both parties in the room at the same time as this may lead to outbursts and could intensify antagonism between the two parties. It is suggested that you listen to and question each party separately.
9. Make sure both parties understand the procedure to be used. Whoever has the onus of establishing the facts is heard first.
10. All committee members should have pencil and paper ready to make notes of pertinent facts and questions stemming from the presentations.
11. The members of the tribunal once having heard the evidence presented should remain in the room after hearing both parties to consider their decision. The parties involved in the hearing should be sent home with advise that the chairperson will be contact the two parties by phone once a decision is agreed upon.
12. Once a decision is reached write it out promptly giving the reasons for the decision. All members of the committee should agree to its content before it is sent out. The letter should be set up as follows:
 - a. Describe the issue
 - b. Set forth the relevant facts
 - c. Summarize in brief form each sides argument
 - d. State the committee findings
 - e. State clearly the committees decision
13. The reasons do not need to be long but they must be clear and deal with the issues raised.
14. The committee chairperson should contact the parties advising them of the decision as soon as possible after the decision. The written decision should be mailed to the individual(s) facing the disciplinary action. The letter should also state the procedure available to them within Surrey Minor Hockey to appeal the committee decision.

Current as of AGM 2015

15. Once the hearing is terminated leave the area immediately and do not talk to the parties involved if they are in the area.
16. Aggrieved parties
 - a. Come to the meeting prepared to discuss the issues at hand.
 - b. Ensure that you fully research the issue at hand and bring all pertinent material with you. You should include a pen and paper to write notes.
 - c. It is recommended that you have your appeal written out and organized prior to coming to the hearing to ensure that all points are covered.
 - d. Do not engage the other parties or the committee members in conversation that could lead to further disciplinary action against you. Once you have completed your presentation leave the area immediately as you will be contacted by phone of the decision.

Addendum # 6 - Disciplinary Hearing Guidelines

1. It is unfortunate but from time to time it becomes necessary to discipline persons who do not operate in a fair manner in accordance with the rules and regulations of our association. The process for conducting a disciplinary hearing within this association is set out below. It is important that the process be seen as fair and all those persons presiding over a hearing must have an open mind.
2. Chair Person and Committee Members:
 - a. Read over the rules which apply in the particular case before you.
 - b. Bring the rule book, as well as a pen, pencil and paper to take notes.
 - c. Bring all relevant materials which have been filed for the appeal and ensure you make note of any relevant questions you may need answered.
 - d. Arrive in good time for the hearing
 - e. Do "NOT" talk to the parties who will appear before you prior to the hearing.
 - f. Make sure that the room where the hearing is to take place is properly set up and furniture rearranged as required prior to the start of the meeting. Any materials required should also be set out before the hearing starts.
 - g. Make notes when something strikes you as important.
3. Call the meeting to order. Have parties from either side come in to the hearing room separately. Do not allow both sides in the room at the same time as this may lead to outbursts and intensify the antagonism between the parties. Each side is to be listened to and questioned separately. Describe the procedure to be followed to each party in turn and introduce the members of the committee.
4. Whoever has the onus of establishing the facts should be heard first.
5. At the end of each side's presentation, if you have a question, ask it. Do not interrupt the presentation unless absolutely necessary for the purpose of clarification.
6. Vulgarly as well as loud and abusive behaviour will not be tolerated from any of the parties and should this happen the hearing will be adjourned to allow parties to calm down. If this does not occur the chairperson may suspend the hearing to another date.
7. Upon the completion of testimony from the involved parties they should be asked to leave the premises to avoid any conflicts outside the hearing room. The Committee members upon the completion of the hearing should retire for their deliberations.
8. The decision of the Committee members should be written out promptly giving reasons set out in the following manner.
 - a. Describe the issue
 - b. Set forth the relevant facts
 - c. Summarize in brief form each sides argument
 - d. State your findings
 - e. State your decision
9. The reasons need not be long but they should be clear and concise and deal with the issues raised.
10. The written decision should be mailed to the individual (s) facing disciplinary action and the appeal procedures should be outlined to them.
11. At the end of the hearing, after deliberations, leave the area and go home. Under no circumstances should the Committee members talk to the parties involved prior to the decision being delivered by the Chairperson.

Current as of AGM 2015

12. Remember: It is important that both sides feel they have had a fair hearing.

Addendum # 7 - A.G.M. Guidelines

1. Finding your way around the A.G.M.
 - a. Association Annual General Meetings are very important. It is at the general association meetings that the most significant decisions are made about the direction the association will take and the issues that will receive attention. Any member in good standing who wishes to have a say in the affairs of the association must attend and participate in association meetings.
 - b. Association meetings are conducted according to the rules of parliamentary procedure. The rules of parliamentary procedure have been developed over decades of parliamentary experience in order to ensure that meetings are run efficiently and democratically. Minor Hockey Associations have adapted these rules to give structure to important association meetings from executive meetings to Annual and Semi Annual meetings. Although some members find parliamentary procedure to be formal and strange at first, after a while it becomes clear to all members that association business could not be properly conducted without procedural rules. Association meetings would not run smoothly if all members could speak at the same time, if debates were not focused by formal motions and if decisions were not reached by majority vote.
 - c. It is not necessary to be an expert in the rules of parliamentary procedure in order to participate in an association meeting. An appreciation of the basic elements is usually enough to allow any member to orient her or his self to the democratic process.
2. Some of the common elements of a typical association meeting are:
 - a. Quorum
 - i. There is usually a minimum number of members in good standing who must be present in order for a general meeting to take place. In Surrey Minor Hockey a quorum at a general meeting of the association is thirty (30) members plus a majority of the elected Executive Council (four (4) or more)
 - ii. A quorum at Executive Committee meetings is four (4) or more members of the Executive Council
 - b. Chairperson
 - i. The President of the association usually acts as the Chair person of the meeting. The Chairperson is responsible for ensuring that democratic procedures are respected during the meeting. This means that the chairperson makes decision on how the meeting will be conducted. These decisions, however, can be challenged and overturned by a majority vote.
 - ii. In Surrey Minor Hockey the Chairman can propose motions
 - c. Agenda
 - i. The agenda is the list which sets out the issues that will be discussed at a particular meeting and the order in which the issues will be discussed. The agenda helps to give form to the meeting by alerting those in attendance to what is coming up next.
 - ii. The agenda may be changed in order to meet the needs and expectations of those attending the meeting.
 - d. Reports
 - i. Much of the time at any association meeting is taken up with the business of bringing members up to date on what the Executive and various committees

Current as of AGM 2015

have been doing since the last meeting. This information is usually presented in the form of a report, sometimes oral and sometimes written or both.

- ii. Reports are usually given by the Officer most directly involved with the matter.
- iii. The Treasurers report is usually given a special position on the agenda since the financial position of the association often has a bearing on many of the discussions that take place on other matters.
- iv. Reports usually end with a motion to "Accept" the report. This motion is taken as a formal approval of the report, in short the membership is satisfied that the report is accurate, complete, and that the members understand its content. This does not necessarily mean that the membership accepts the situation described in the report. For example, the association may vote to accept the report of the treasurer that the association is deeply in debt. This doesn't mean that the members accept that the association will continue in debt, only that the members "accept" the accuracy of the report.
- v. Reports may also include recommendations for action. For example, the Treasurer may recommend that in order to get out of financial difficulties the association should increase registration fees. This recommendation would take the form of a motion.

e. Motions

- i. Motions are used to focus the discussion of the association to ensure that matters are dealt with in a logical way and that the meeting stays on track. The member presenting the motion begins with the words " I move that..." and then states her/his motion.
- ii. Before debate can begin the motion must be 'seconded'. Someone who agrees with the motion, or at least agrees that the motion should be debated, can second the motion by saying "I second the motion". Once it has been duly seconded, the motion can be debated.
- iii. Motions must be presented in writing and received by the Secretary not later than 30 days prior to the A.G.M. NO motions are accepted from the floor.
- iv. It is possible for a member to propose that a motion be changed before it is voted on. This is known as "a motion to amend". The motion to amend will not be acceptable if it contradicts the original motion. For example if the motion is to increase association fees by 10%, a motion to amend that the association fees be raised by 0% would not be acceptable, because it only contradicts the original motion.
- v. It is a good idea to prepare the motion before the meeting by putting it in writing and providing copies for other members in attendance. This assists in the debate and helps to avoid confusion over the meaning. If the motion is not in writing, then the Secretary should write out the motion as proposed.

f. Debate

- i. After a motion has been seconded it is open to debate. If there are a number of members who wish to speak, the chair should keep a speakers list, and all those who wish to speak should have a chance before anyone is allowed to speak twice.

Current as of AGM 2015

- ii. The chair allows only one member to speak at a time. Other members cannot interrupt the speaker. The speaker must talk only about the motion that is being debated.
 - iii. If a lengthy debate is expected on a given issue, the Chair might suggest a time limit for each speaker, for example three minutes. Such time limits should be enforced in the same manner for every speaker.
 - iv. If the debate is lengthy the motion should be read out loud once just before it is voted on.
- g. Voting
- i. The chair may make a judgment call to end debate if it appears that the issue has been thoroughly discussed and that members are ready to vote. Members may also try to have the matter voted upon by calling out "QUESTION" which indicates to the Chairperson that he or she should 'call the question', ie: hold the vote. After hearing the call for the question, the chairperson may decide to 'test the floor', ie: ask for a show of hands as to whether the vote should be held.
 - ii. The motion is voted upon after debate is concluded. The vote is now held and if dealing with the constitution or bylaws requires a 75% majority to pass. All other motions require a simply majority to pass.
 - iii. The vote may be by a show of hands or by secret ballot depending on the importance of the motion. Any member may make the motion that the vote be taken by secret ballot.
- h. New Business
- i. At one point in the meeting the chairperson will ask if there is any new business. This part of the meeting is important for members who wish to bring their concerns to the attention of the rest of the members of the association. New business provides individual members with an opportunity to present a motion calling for the association to taken action on an issue or to adopt a specific policy.
- i. Adjournment
- i. The motion to adjourn is a special motion to bring the meeting to an end. Such a motion is not subject to debate. Usually the chairperson will ask for a motion to adjourn once the meeting has dealt with all of the points on the agenda.
 - ii. For additional information refer to Roberts Rules of Order.

Addendum # 8 - Atom A Tournament

Note: The "A1" team shall be the only Surrey Minor Hockey Association team allowed to compete in this tournament. Permission may be granted for other teams to apply by the Executive Council but only under unusual circumstances.

1. All games are played in accordance with Hockey Canada, BC Hockey, P.C.A.H.A. and Surrey Minor Hockey Association rules and regulations. All teams must be in good standing with the above Associations or, in the event of teams attending from outside of the country, their home associations.
2. All teams are guaranteed four (4) games.
3. Applications must include the team roster as filed with your appropriate Association. The team roster shall include player's full name (no initials), jersey number, age, coaches' and manager's name, address and telephone numbers. Only those players whose names are supplied to the tournament committee upon application are eligible to play. Additions require approval of the tournament directors before the tournament begins.
4. All teams must consist of a minimum of ten (10) players and one (1) goaltender. The minimum rule may be waived on application to the tournament committee.
5. Team officials must report to the tournament office thirty (30) minutes before scheduled game times and are responsible to verify game times and rosters on the games sheets before each game as to accuracy. The only players eligible to play in the tournament are those listed on the roster supplied to the tournament committee upon application to the tournament with the exception of affiliates. No additions will be allowed without prior approval of the Tournament Chairman.
6. Team officials will be held responsible for the conduct of their players and parents on and off the ice which includes the arena facilities as well as the parking lot area. Any damage incurred by players, team officials, or parents will be billed to the team and/or association responsible.
7. Team officials will ensure their assigned dressing room is left clean after their game.
8. Teams will be responsible for the security of their dressing rooms and a padlock should be brought to secure the door.
9. Any team failing to play or dress for their assigned game time will forfeit the game. The two points for the win and the sportsmanship point will go to the second team. No games will be rescheduled from the assigned times.
10. If there is a jersey colour conflict, the team designated as the home team will be responsible to change their jerseys.

Playing Rules

1. Games will be one hour fifteen minutes (1-1/4 hours).
2. All teams will play a round robin format with participating teams with the most points at the end of round robin play advancing to the final rounds of the tournament.
3. Games will be played as follows:
 - a. Five (5) minute warm-up,
 - b. First and second periods will be fifteen (15) minute stop time,
 - c. Third period will be stop time using half of the time remaining in the allotted game time.

NOTE: No overtime will be played in round robin competition. Games may end in a tie.

4. A mercy rule will be in force. If the goal spread between the competing teams reaches five (5), running time commences until such time as the spread is reduced to four (4), at which time, stop time will once again commence. Minor penalties under running time shall be three (3) minutes and major penalties seven (7) minutes. For sportsmanship point calculations, the minor penalty will be considered as two (2) minutes and the major penalty will be considered as five (5) minutes. Penalties will start on the dropping of the puck by the on ice official.
 - a. During running time, the clock will only be stopped in the event of an injury.
5. During round robin play points will be awarded as follows:
 - a. Win 2 points
 - b. Tie 1 point
 - c. Loss 0 points
 - d. Sportsmanship Point as per P.C.A.H.A. sportsmanship point rule
6. Standings in round robin play will be determined as follows:
 - a. Team with the most points,
 - b. If two or more teams are tied for any position, standings will be determined by:
 - i. Team with the most wins,
 - ii. Team with the least losses,
 - iii. Team with the least goals against,
 - iv. Team with the least penalty minutes,
 - v. Team with the most goals,
 - vi. Team with most sportsmanship points,
 - vii. Team who wins the coin toss.
7. At the end of round robin play, the top teams with the higher standings will enter the final series game(s).
8. Overtime will be played in any final series game(s) and in the event of a tie, the winner will be determined by using the following criteria, in sequence.
 - a. One five (5) minute running time sudden victory period with 4 players (not counting the goaltenders) on each side.
 - b. If a goal is not scored in sudden victory period, a one five (5) minute running time sudden victory period with 3 players (not counting the goaltenders) on each side.
 - c. If a goal is not scored in the second sudden victory period, repeat the above step until a winner is determined.

Awards

1. A Most Valuable Player award will be presented each game to one player from each team. No player may be awarded more than one MVP during the round robin games. Any player may be awarded a game MVP in the final series.

Protests

All protests must be in writing, signed by either the coach or manager, and must be filed with the Tournament Committee within one (1) hour after the completion of the game being protested. The protest MUST be accompanied by a \$50.00 cash deposit. If the protest is allowed, the deposit will be

Current as of AGM 2015

refunded. The Tournament Committee will rule on the protest and a decision will be rendered as soon as reasonably possible. The Tournament Committee's decision shall be final.

Summary

1. All tournament games will be played out of the following arenas:

North Surrey Rec Centre 10275 135 Street Surrey, B.C. (604) 502-6300	Newton Arena 7120 136B Street Surrey, B.C. (604) 501-5044	Fleetwood Arena 16555 Fraser Hwy Surrey, B.C. (604) 501-5875
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2. The applicable tournament entry fee is payable only by money order or certified cheque. No other forms of payment will be accepted.
3. The cheque or money order should accompany the completed application form as well as a team picture and should be made payable to:

**Surrey Minor Hockey Association
Atom A Tournament
PO Box 171
Surrey, BC
V3T 4W8**

Deadline for receiving applications will be September 15. Participants will be accepted on a first come basis using the post mark as a guide or determined by receipt of the entry fee.

4. Enquiries for the tournament should be directed to the Tournament Director.

Addendum # 9 - Christmas Tournament

1. The tournament will run from December 27th through December 31st.
2. All teams are guaranteed four (4) games.
3. The teams will play in a round robin format with participating teams with most points at the end of the round robin play advancing to the final rounds of the tournament. Teams are guaranteed a minimum of four (4) games with a possible six (6) games to those teams reaching the final.
3. Initiation "C" & "D" teams will play in a jamboree format. Atom/Peewee/Bantam/Midget teams will play in a round robin format with participating teams equally divided between two divisions. Teams are guaranteed a minimum of four (4) games with a possible six (6) games to those teams reaching the final.
4. All games are played in accordance with Hockey Canada, BC Hockey, P.C.A.H.A. and Surrey Minor Hockey Association rules and regulations.
5. All teams must be in good standing with the above associations.
6. "C" teams only are allowed to enter; carded players will not be allowed with the exception of those players carded as casual "B" and who are registered regular members of the participating "C" team.
7. Associations are not allowed to form ALL STAR teams within the "C" house team ranks. To verify this, all teams must supply the official score sheets for their last three (3) regular season games prior to the tournament and bring these sheets to the tournament office ½ hour before their first tournament game. Only players on these game sheets are allowed to play. A team may only use a maximum of three (3) affiliate players from a lower division (eq: Midget may use three (3) Bantam; Bantam may use three (3) Peewee, etc.).
8. Any changes to a submitted roster must be reported ½ hour minimum before game times.
9. All teams must consist of a minimum of ten (10) players and one (1) goaltender and a maximum of sixteen (16) players and two goaltenders. The minimum/maximum rule may be waived on application to the tournament committee.
10. Team officials are to report to the tournament office thirty (30) minutes before scheduled game times and are responsible to verify game times and game sheets before each game as to accuracy. The only players eligible to play in the tournament are those listed on the roster supplied to the tournament committee upon application to the tournament with the exception of affiliates. No additions will be allowed without prior approval of the Tournament Chairman.
11. Team officials will be held responsible for the conduct of their players and parents on and off the ice which includes the arena facilities as well as the parking lot area. Any damage incurred by players, team officials, or parents will be billed to the team and/or association responsible.
12. Team officials will ensure their assigned dressing room is left clean after their game. This will be taken into consideration when determining a most sportsmanlike team.
13. Teams are responsible for the security of their dressing rooms and a padlock should be brought to secure the door.
14. Any team failing to play or dress for their assigned game time will forfeit the game. The two points for the win and the sportsmanship point will go to the second team. No games will be rescheduled from the assigned times.
15. Any player assessed a match penalty or two (2) misconduct penalties will be denied further participation in the tournament.
16. Any player or team official receiving a Gross or two (2) Game Misconduct penalties will be denied further participation in the tournament.

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Current as of AGM 2015

17. Teams will line up on their respective blue lines at the end of the game and after the handshake for awards. Helmets and gloves will **NOT** be removed by the players.
18. Conflict jerseys will be available at the tournament office.
19. Applications must include the team roster as filed with your affiliated branch, entry fee in the form of a money order or certified cheque payable to **Surrey Minor Hockey Association**. The team roster shall include players full name (no initials), uniform number, age, coaches' and manager's names, addresses and telephone numbers. We also request a 5 x 7 team picture (preferably black and white) for the Tournament program.
20. There is no arena entry charge.
21. The teams that withdraw from the tournament after being accepted, the following policy of the refund of the tournament fees will apply:

Withdrawal date	Refund Amount
Prior to December 1	100%
December 1 - December 14	50%
After December 14	0%

Playing Rules

- ~~1. Games for Initiation "C" & "D" will be one (1) hour in duration. No overtime will be played and no point totals kept.~~
- ~~2.1.~~ Games for Atom and PeeWee will be one hour fifteen minutes (1-1/4 hours).
- ~~3.2.~~ Games for Bantam and Midget will be one hour thirty minutes (1-1/2 hours).
- ~~4.3.~~ All teams will play a round robin format with participating teams with most points at the end of round robin play advancing to the final rounds of the tournament.
- ~~5.4.~~ Games will be played as follows:
 - a. Five (5) minute warm-up,
 - b. First and second periods will be fifteen (15) minute stop time.
 - c. Third period will be stop time using half of the time remaining in the allotted game time.

NOTE: No overtime will be played in round robin competition. Games may end in a tie.

5. A mercy rule will be in force. If the goal spread between the competing teams reaches five (5), running time commences until such time as the spread is reduced to four (4), at which time, stop time will once again commence. Minor penalties under running time shall be three (3) minutes and major penalties seven (7) minutes. For sportsmanship point calculations, the minor penalty will be considered as two (2) minutes and the major penalty will be considered as five (5) minutes. Penalties will start on the dropping of the puck by the on ice official.
 - a. During running time, the clock will only be stopped in the event of an injury.
6. During round robin play points will be awarded as follows:
 - i. Win 2 points
 - ii. Tie 1 point
 - iii. Loss 0 points
 - iv. Sportsmanship Point as per P.C.A.H.A. sportsmanship point rule

Current as of AGM 2015

7. Standings in round robin play will be determined as follows:
 - a. Team with the most points
 - b. If two or more teams are tied for any position, standings will be determined by:
 - i. Team with the most wins,
 - ii. Team with the least losses,
 - iii. Team with the least goals against,
 - iv. Team with the least penalty minutes,
 - v. Team with the best winning percentage,
 - vi. Team with the most goals
 - vii. Team with most sportsmanship points,
 - viii. Team who wins the coin toss.
8. At the end of round robin play, the top teams with the higher standings will enter the final series game(s).
9. Overtime will be played in any final series game(s) and in the event of a tie, the winner will be determined by using the following criteria, in sequence.
 - a. One five (5) minute running time sudden victory period with 4 players (not counting the goaltenders) on each side.
 - b. If a goal is not scored in sudden victory period, a one five (5) minute running time sudden victory period with 3 players (not counting the goaltenders) on each side.
 - c. If a goal is not scored in the second sudden victory period, repeat the above step until a winner is determined. ~~a three (3) shot shoot off will be held:~~
 - i. ~~Each coach will select three (3) players from their respective teams to shoot on the opposing goalie. Penalty shot rules will be used and enforced.~~
 - ii. ~~Shooters will alternate shots (ie: Team A player shoots on Team B goalie, then Team B player shoots on Team A goalie).~~
 - iii. ~~If one player should score and the player from the opposing team not score, he shoot out shall end and the scoring team will be declared the winner.~~
 - iv. ~~If all six players have shot and no winner has been determined, three (3) different players from each team will be selected to shoot.~~

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Protests

All protests must be in writing, signed by either the coach or manager, and must be filed with the Tournament Committee within one (1) hour after the completion of the game being protested. The Tournament Committee will rule on the protest and a decision will be rendered as soon as reasonably possible. The committee's decision shall be final.

Awards

1. All players ~~in the Novice Division and those players~~ not proceeding to the championship round will receive a token of our appreciation for their participation in the Christmas Tournament.
2. A Most Valuable Player award will be presented each game to one player from each team; ~~except in Initiation "C" & "D" Division.~~
3. Team and individual trophies will be awarded in the Atom through Midget Divisions for the champions and runners up.

Current as of AGM 2015

4. A Most Sportsmanlike team trophy will be awarded to one team in each division Atom through Midget. The winner shall be determined by:
 - a. Conduct of players, team officials and parents during the tournament both on and off the ice.
 - b. Penalty minutes.
 - c. Cleanliness of dressing rooms left by team after their game.

Summary

1. All tournament games will be played out of the following arenas:

North Surrey Rec Centre	Newton Arena	Fleetwood Arena
10275 135 street	7120 136B Street	16555 Fraser Hwy
Surrey, B.C.	Surrey, B.C.	Surrey, BC
(604) 502-6300	(604) 501-5044	(604) 501-5875
2. The applicable tournament entry fee is payable only by money order or certified cheque. No other forms of payment will be accepted. ~~(NB: American teams shall pay the applicable fee in American funds which covers the extra costs associated to their entry).~~
3. The cheque or money order should accompany the completed application form as well as a team picture and should be made payable to:

**SURREY MINOR HOCKEY ASSOCIATION
CHRISTMAS TOURNAMENT
P.O. BOX 171
SURREY, B.C.
V3T 4W8**

 - a. Deadline for receiving applications will be November 15. Participants will be accepted on a first come basis using the post mark as a guide or determined by receipt of the entry fee.
4. Enquiries for the tournament should be directed to the Tournament Director.

Addendum # 10 - Spring Tournament

1. All games are played in accordance with Hockey Canada, BC Hockey, P.C.A.H.A. and Surrey Minor Hockey Association rules and regulations.
2. The tournament shall be a maximum of thirty-two (32) teams in a round robin format with all teams guaranteed four (4) games.
3. Upon application all teams must provide a team roster approved by their league as well as their association President. P.C.A.H.A. teams must show their permission slip. Teams from outside the lower mainland district must provide a letter from their association President granting them permission to be in the tournament.
4. Coaches and Managers are to report to the tournament office upon arriving at the arena.
5. Games will be one (1) hour in length which will include a five (5) minute warm-up followed by a forty-four (44) minute game. Two (2) minute stop time will be in effect and will only stop for line changes and injuries.
6. All team must consist of a minimum of eleven (11) players and a maximum of sixteen (16) players. Any team entering with a roster over the maximum will be subject to an additional \$20.00 per player over the maximum.
7. Any changes to a submitted roster must be reported two weeks prior to the tournament and approved by the Tournament Committee.
8. Associations are not allowed to form "ALL STAR" teams to participate in this tournament. This will be verified by supporting your registration form with your P.C.A.H.A. approved team roster.
9. A maximum of five (5) skaters and a goalie from each team will be allowed on the ice at one time.
10. Game sheets will be prepared in advance by the Tournament Committee. For this and other reasons please print clearly or type your application.
11. Team officials will be held responsible for the conduct of their players and parents both on and off the ice while in the arena facilities.
12. Team officials will ensure their assigned dressing room is left clean after each game.
13. Teams are responsible for the security of their dressing rooms and a padlock should be brought to lock the door.
14. At the conclusion of your final game, each team will line up on its blue line after the handshake for the awards ceremony. Helmets are not to be removed while on the ice.
15. Conflict jersey's will be available from the Tournament Committee, if necessary.
16. Equal ice time is to be given to each player regardless of playing ability.
17. Off sides and obvious stick infractions will be called.
18. The "Wayne Gretzky Rule" will apply in the tournament. Once a player has scored three (3) goals he/she cannot score anymore goals in that game. They may score in the next game. This rule is installed to encourage passing and discourage blowouts.
19. There is no admission charge for the tournament but we do ask you to support our 50/50 draws.
20. Each player will receive various gifts and prizes.

Summary

1. All tournament games will be played out of the following arenas:
North Surrey Rec Centre Newton Arena Fleetwood Arena

Current as of AGM 2015

10275 135 street
Surrey, B.C.
(604) 502-6300

7120 136B Street
Surrey, B.C.
(604) 501-5044

16555 Fraser Hwy
Surrey, BC
(604) 501-5875

2. The applicable tournament entry fee is payable only by money order or certified cheque. No other forms of payment will be accepted.
3. The cheque or money order should accompany the completed application form as well as a team picture and should be made payable to:

Surrey Minor Hockey Association
Initiation Tournament
PO Box 171
Surrey, BC
V3T 4W8

- Deadline for receiving applications will be February 15. Participants will be accepted on a first come basis using the post mark as a guide or determined by receipt of the entry fee.
4. Enquiries for the tournament should be directed to the Tournament Director.

Addendum # 11 - Risk Management Guidelines

1. Introduction

- a. Accidents can happen anywhere, anytime to anyone. The risk of accidents is heightened in sports which involve physical contact, like hockey. Where physical contact is involved, there is always the potential for serious injuries, such as serious spinal injuries, which inflict hardship on victims and their families for a lifetime. Serious injuries also carry the risk of litigation, where people and organizations are sued for negligence.
- b. Risk management is pro-active approach to safety which helps to identify and eliminate or minimize risks and prevent injuries and accidents before they happen. Risk management is any organization's best defence against accidents and injuries.

2. What is it.

- a. Risk management is the process by which an organization identifies, assesses, controls and eliminates or minimizes the risk of bodily injury or financial loss arising from activities.
- b. Risk management is the process by which an association or team reviews its activities, programs and operating procedures (including buildings, staff and volunteers) to identify, understand and eliminate or minimize the everyday risks confronted in operating an organized hockey program.
- c. Risk management consists of four (4) basic steps, performed in a logical sequence:
 - i. Identifying the risks connected with an activity (eg: game, practice, dressing room, parking lot, travel plans, fundraisers, dryland training).
 - ii. Assessing the relative significance of all on-ice and off-ice risks.
 - iii. Eliminating or minimizing identified risks.
 - iv. Funding or providing insurance as protection against unavoidable risks.

3. The First Line of Defence:

- a. The first three steps must be carried out effectively, or no insurance or other funds that may be set aside will be adequate for the purpose or insuring against unavoidable risks: no funds would be able to contain the claims costs that would arise from a risk exposure that is uncontrolled and unmanaged. A pro-active risk management program is our first line of defence and insurance is our last line of defence, the last resort when all risk management efforts have failed.

4. Safety Requires Teamwork:

- a. While step two, assessing the significance of risks, and step 4, providing insurance or other funding, require advanced training and expertise, we must all play a role in steps 1 and 3: the identification, and minimization or elimination of avoidable risks. Everybody involved in hockey in Surrey is a member of the Association Risk management Team: player, coach, administrator, parent, on-ice official, off-ice official, other volunteer (manager, trainer, statistician), spectator, arena management and employee.
- b. Remember risk management is an ongoing process, not a one-time activity: like electricity, it is present for as long as we are prepared to generate it. The best approach is always a common sense approach: be aware of all the risks involved in a hockey-related activity, and if you are ever in doubt, err on the side of caution.

5. As a member of Surrey Minor Hockey Association you have a role to play in the identification and minimization or elimination of risks related to your event. The following are some guidelines to help you implement an effective risk management program with your event.

a. **On-ice Safety**

- i. Before and during your event, it is the organizing committee's responsibility to monitor the playing area for any potential safety hazards. All involved with the on-ice portion of your event should identify, and minimize or eliminate all risks and strive to make the playing area as safe as possible. The following are some guidelines to help you to monitor on-ice safety hazards with your event.
1. Before each ice session, carefully check the playing area to ensure that:
 2. Ensure there is no debris, dangerous ruts, bumps or bare spots on the ice surface.
 3. There are no protrusions from the boards, glass or screen.
 4. Supporting struts for glass or wire screen, or upright posts are padded.
 5. There is no garbage on the floor of the players' bench area that may become stuck on the blades of the players' skates (eg: tape) or other matter that may damage skate blades.
 6. The entire arena lighting system is turned on and functioning: always practice in lighting conditions similar to those which exist for games.
 7. All gates are securely and properly closed.
 8. The arena management staff has been monitoring air quality in the arena for dangerous gases.
 9. Ensure that players are wearing proper full protective equipment, including CSA approved helmet, face mask and throat protector, for all games and practices.
 10. It is strongly recommended that all coaches wear helmets when running on-ice practice sessions, and that coaches are fully aware and careful when participating on the ice.
 11. Players should prepare for practices and games with proper stretching and warm up routines, and encourage players to stretch following on-ice sessions.
 12. Never allow players, coaches and other personnel to go onto the ice until the ice resurfacing machine is completely off the ice surface and its rink gates are securely closed.
 13. During ice sessions, ensure that all activities are appropriate for the age and skill level of the players participating, and utilize proper teaching progressions, especially when teaching potentially dangerous skills like body checking.
 14. A strong message must be delivered to all participants that checking from behind will not be tolerated, and that players should never bump, push or check another player from behind, especially one who is in the danger zone, the 3-4 metre area in front of the boards.
 15. During ice sessions, ensure that coaches and assistants have 100% control over all activities at all times, and that players are supervised at all times: there should be at least one coach on the ice at all times with the players.

16. During practices, enforce all rules that apply during games and establish consistent team rules for dangerous behaviour like stick work and checking from behind.
17. During practices, ensure that periodic rest periods are included where players drink sufficient amounts of cold water: tired, dehydrated players are more susceptible to injury.
18. During games, encourage officials to strictly and consistently enforce all rules regardless of the score and time of game, and work with coaches, officials and administrators in our association to ensure all rules are enforced consistently.
19. Be aware of all special illnesses (eg: asthma, allergies, diabetes) of participants and previous injuries, and never take a chance with any potential illnesses or injuries.
20. During games, remind players, coaches and other team personnel in the bench area to always be aware of the action on the ice, following the play in order to be prepared for the puck or other objects that may suddenly enter the bench area.
21. During on-ice sessions or games, anyone going onto the ice surface in street shoes to attend to an injured player should walk carefully, exercise caution and use a player or official for support where possible.
22. During Opening, Closing or any on-ice ceremonies, ensure that a proper "T" carpet is in position for dignitaries or other participants to walk on the ice surface: the carpet must have a proper rubber backing which grips the ice, must reach completely from the ice surface entrance to centre ice, and must rest flat on the ice, free from bumps and debris. All players on the ice during ceremonies must be wearing full protective equipment including helmets and face masks.
23. Emphasize that anybody entering the ice surface, including dignitaries, singers and photographers, must exercise caution and walk only on the carpet provided: no one should ever walk on the bare ice surface in street shoes. Guides should be provided for any dignitaries or others requiring assistance.
24. During Opening and Closing Ceremonies, ensure that all participating teams, bands or members of special skating displays are aware of risks such as carpets, tables and other participants on the ice surface, and that no-one enters the ice surface until the ice resurfacing machine is completely off the ice
25. Before Opening, Closing or any on-ice ceremonies, ensure that the ice surface is free from bumps, ruts, bare spots or debris, proper lighting is in use at all times and that arena staff have been monitoring air quality for any dangerous toxins.
26. Ensure that no-one, who is under the influence of drugs, or alcohol, participates in any, on or off-ice, activities.
27. All team pictures should be taken off of the ice surface, and photographers should never go onto the ice surface in street shoes to take pictures unless a proper rubber backed carpet is in place.

28. If teams have practice time during your event, insist that all players wear full protective equipment and that all risks in the playing area are identified and minimized or eliminated.

b. Off-ice Safety

i. As a member of this association many of your responsibilities are off-ice activities. Here are some guidelines to help you implement an effective risk management program to enhance off-ice safety:

1. Do not sign any rink rental agreement or other contract until it is reviewed by the National Insurance Program Director.
2. Work closely with arena management and staff to ensure that:
 - a. Dressing rooms are free from debris, cleaned regularly, properly lit and checked for any electrical or fire hazard.
 - b. All teams and officials know the location of Fire Exits and First Aid Kits within the arena facility, and that all Fire Exits are accessible.
 - c. The bench and penalty box areas are free from tape or other debris that may become fastened to or damage skate blades.
 - d. Solid rubber padding or other non-slip surface is available for participants and officials to walk on from the dressing room area to the ice surface, which is free from debris and ruts or bumps and that hallways are properly lit and free from electrical and fire hazards.
 - e. Concessions, if run by the Association, are free from electrical and fire hazards, and that any volunteers are trained in the operation of all appliances and equipment, and are aware of all hazards within the concession area.
 - f. Walkways and parking lots leading to arena entrances are free from snow, ice, water or debris and any hazards are clearly marked.
 - g. Any banners are securely and safely fastened and that all safety precautions are taken in the hanging of any banners or signs.
 - h. All wet floors and spills are attended to quickly to help make sure no-one slips on any wet surfaces.
3. Players must be supervised at all times, including in the dressing room and while proceeding to the ice surface.
4. Ensure that only qualified personnel work with television equipment and that cables and wires are positioned so they do not pose a danger to anybody.
5. Ensure that all press areas are free from hangers such as fire hazards or wet floors, and if there is a suspended press box in the arena facility, caution media members and others using it about the dangers of dropping debris onto the crowd below.
6. When organizing banquets, team meals or other events where food and beverages will be served, ensure that you utilize a reliable, responsible catering company that all food is prepared properly, and all health standards have been observed. Also, be aware of special diets and food allergies of any of the participants.

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7. —Ensure that all potential billets are carefully screened and that only responsible, reliable billets, who meet the standards outlined by Hockey Canada, are chosen. Inform billets of any special needs of the players they will be billeting, including illnesses, medication and dosage guidelines and any special dietary requirements.
8. —Monitor weather and road conditions during all events and keep all drivers informed: do not take any chances with unsafe road conditions. Those involved with transporting teams, organizers, officials and other participants must never consume alcohol before operating a motor vehicle, and no-one involved in the tournament should ever have alcohol in their possession while travelling in a motor vehicle. Select only reliable, responsible adults to transport participants during the event and to drive any courtesy vehicles.
9. —Recruit only reliable, responsible adults to work as arena security personnel and ensure that fan and gate control are part of security personnel responsibilities. Security personnel should make spectator safety their first priority at all times.
10. Make every effort to ensure that off-ice officials make safety the first priority at all times and that penalty box attendants exercise caution when dealing with players.
11. Recruit only reliable, responsible adults to act as team hosts and liaisons, and insist that hosts and liaisons make safety the first priority in all activities with visiting teams.
12. For additional guidelines regarding risks within the arena facility, both on and off the ice, please refer to Arena Safety Checklist, Appendix "H".

c. Fair Play and Respect

- i. When hockey participants embrace the values and philosophy of Fair Play, it leads to attitudes and behaviour which make the game safer for all. Fair Play and respect should be a component of all Association events.
- ii. Host committee members play an important role in emphasizing the importance of Fair Play to all participants and others involved with an event. Here are some guidelines to help you deliver the Fair Play message:
 1. Ensure that on and off-ice officials, coaches and captains are aware of the Fair Play Initiative and Announcement which should take place before every game if a announcement system is being utilized. The Initiative and Announcement are outlined on page one of the Hockey Canada Rule Book, and require only 15 seconds to complete.
 2. When meeting with participating teams, emphasize the importance of Fair Play to players, coaches and other team officials, and insist that the principles of Fair Play govern their behaviour during all activities. This message can also be delivered to officials and parents. Fair Play Codes for athletes, coaches, officials, parents, spectators and association officials are included at the front of this guidebook and it is strongly recommended that you ensure that these are visibly posted for all participants by the beginning of your event.

d. Emergency Planning and First Aid

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i. It is important that all people involved with your event to do everything possible to prevent accidents and injuries before they happen. However, while everyone must play a proactive role to identify and eliminate or minimize risks, everybody must also be prepared to react in the event of a serious injury. The following are some guidelines to help you implement effective Emergency Planning and First Aid at your event.

1. Recruit only reliable, responsible doctors, dentists, physiotherapists, St John's ambulance attendants or other medical professionals such as a certified athletic therapist as medical support staff for your event.
2. Ensure that each team has an Emergency Action Plan (EAP) in place and that someone familiar with your arena and community assists the Call Person and Control Person on each team with directing emergency personnel to the arena and ice surface. Review the enclosed outline of the Emergency Action Plan and ensure that medical support staff, who will be at the arena at all times, review each teams' Emergency Action Plan with team personnel. If your event does not involve individual teams, you should implement an EAP for your event.
3. Ensure that every team knows the location of telephones, First Aid kits and stations, stretchers, and fire Exits within the arena facility.
4. Provide each team with an emergency telephone directory including numbers for the doctor and dentist on call, the physiotherapist or certified athletic therapist, any emergency numbers (911 if applicable), including ambulance service, police, fire department and any other important numbers.

e. Emergency Action Plan

- i. With your involvement in various physical activities, whether as a coach, trainer or participant, an encounter with a potential serious injury is a possibility. Recognizing this, it is essential to establish a plan for emergency procedures.
- ii. Time, becomes of critical importance with a severe injury. An emergency plan should be established to deal with it in an organized and efficient manner. By pre-planning to handle an emergency and designating support duties to others, time will be utilized effectively.
- iii. During a game or practice players at any level of hockey may become injured and require attention.
- iv. Team and rink personnel should prepare for any emergency situation. It is recommended that these people receive as much First Aid training as possible.
- v. Ideally, teams should have a qualified trainer or someone on the bench qualified in First Aid procedures. It is recommended that medically trained personnel be available to assist in the proper care of an injured player especially in the older age groups where injuries may be more common.
- vi. Whether an injured player will recover completely and properly, depends not only on the nature of the injury, but the emergency care and treatment the player receives.
- vii. The action plan must be pre-determined. Discuss who will be responsible for each part of the plan before the season and before each game.
- viii. The Emergency Action Plan includes three main areas of concentration:

1. **Person in Charge**
 - a. Where possible, the person in charge should be an individual with specialized training in injury care.
 - b. The duties of the person in charge include all of the following:
 - c. Initially, when coming in contact with the injured player, **take control** and assess the situation.
 - d. **Instruct** any bystanders to leave the player alone.
 - e. Do not move the player, leave any equipment in place.
 - f. **Evaluate the injury**. This may include anything from an unconscious athlete to a sprained finger. Once you have assessed the severity of the injury, decide whether or not an ambulance is required.
 - g. If you are certain that an ambulance is not needed, then **decide what action** is to be taken to remove the athlete from the playing surface.
 - h. **If an ambulance is required**, then notify your call person, give a brief explanation of the injury and tell them to make the call for the ambulance.
 - i. Once the call has been placed, **observe the athlete carefully** for any change in condition and try to calm and reassure the injured player until professional help arrives.
 - j. **STAY CALM** - keep an even tone in your voice.
 - k. **Make note of the time** when the injury occurred and keep track, of all events until medical assistance arrives.
2. **Call Person**
 - a. If it is necessary or advisable to summon emergency medical services and transportation, a call person should be preassigned to call for emergency services.
 - A. Know the location of all emergency telephones.
 - B. Have a list of all emergency numbers in the city or town in which the athletic event(s) is taking place (ie: in the trainers kit).
 - C. These numbers should be written on a wallet size card and carried at all times.
Example: ambulance, hospital, fire department, police
 - D. If possible, telephone numbers should be permanently placed by the emergency telephone.
 - E. Display specific directions of the best route to the arena.
 - F. Quarters should be carried at all times if the emergency telephone is a pay phone. If quarters are not available call the operator or 911.
 - G. Don't rely on numbers being placed by the telephone.
 - H. Don't rely on the operator to transfer the call or messages. Stay on the line until you are sure that the message has been given.
 - I. **STAY CALM** when giving information.

Current as of AGM 2015

- b. Information the Call Person must give the Dispatcher.
 - A. State that it is a medical emergency.
 - B. Give the location - clearly and calmly
 - C. State what the emergency is. Is the athlete conscious? Breathing normally? Bleeding, etc.
 - D. Give the telephone number from which you are placing the call. This is in case they have to phone back for more information. Have someone stay by the phone if possible.
 - E. Give the dispatcher the best route into the arena.
 - F. Ask for the estimated time of arrival of the ambulance to the arena.
 - G. Report back to person in charge and confirm that you have made the call and give the estimated time of arrival.
- 3. **Control Person**
 - a. For the Emergency Action Plan to be effective, someone must be assigned for crowd control.
 - A. Discuss the plan with other people involved.
 - B. Ensure that teammates and spectators are not in the way of the Person in Charge.
 - C. Ensure that the route for the ambulance crew is clear and available.
 - D. If the person in charge feels it is a serious injury, inquire if there is highly trained medical personnel available (ie: Doctor, Nurse) in the arena by using the loud speaker or intercom system.