

SALMON ARM MINOR HOCKEY ASSOCIATION



CONSTITUTION, BY-LAWS, REGULATIONS and POLICIES

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SALMON ARM MINOR HOCKEY ASSOCIATION

MISSION STATEMENT

The mission of the Salmon Arm Minor Hockey Association (SAMHA) is to promote respect, sportsmanship and skill development in players of all levels. Through a shared responsibility with parents, we are committed to provide a positive hockey experience in a safe environment.

INTRODUCTION

The Salmon Arm Minor Hockey Association is a non-profit organization formed in 1961, and incorporated as a non-profit society in the Province of British Columbia on May 13, 1968.

The Association concerns itself with the interests and aspirations of young hockey players. The constitutional framework stems from the Society Act for the Province of B.C. The funding for its activities comes from player registration fees, fund-raising, sponsorships and donations. Members of the Association are the parents or legal guardians of boys/girls properly registered and in good standing in the Association.

The Association has interests in all issues dealing with the costs and standards in developing hockey players. The major roles of the Association include:

- Management of team structure and coaches.
- Volunteer orientation and continuing education (members, coaches, officials).
- Representation to the Regional/Provincial Association who have influence or jurisdiction regarding the setting of rules and regulations.
- Public Relations: Communication to members and the general public.

<p style="text-align: center;">CODE OF ETHICS FOR</p> <p style="text-align: center;">THE SALMON ARM MINOR HOCKEY ASSOCIATION</p>
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1. The game is a game for the "fun of it".
2. The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no one should try to evade or break.
3. Visiting teams and spectators are our honored guests.
4. No advantages, except those of superior skill, are to be sought over others.
5. Officials and opponents are to be regarded and treated as honest in intention.
6. Decisions of officials, no matter how unfair they may seem, are to be accepted.
7. To win is always desirable, but to win at any cost defeats the purpose of the game.
8. Losing can be a triumph when the best effort has been given.
9. The greatest good to the greatest number is the ideal.
10. The Golden Rule in sport is to **treat other persons, as you yourself would like to be treated.**

HONORARY LIFE MEMBERS

Bill Hucul (May 1, 2006)

John Pottie (May 1, 2006)

Wendy Pottie (May 1, 2006)

Roy Sakaki (May 1, 2006)

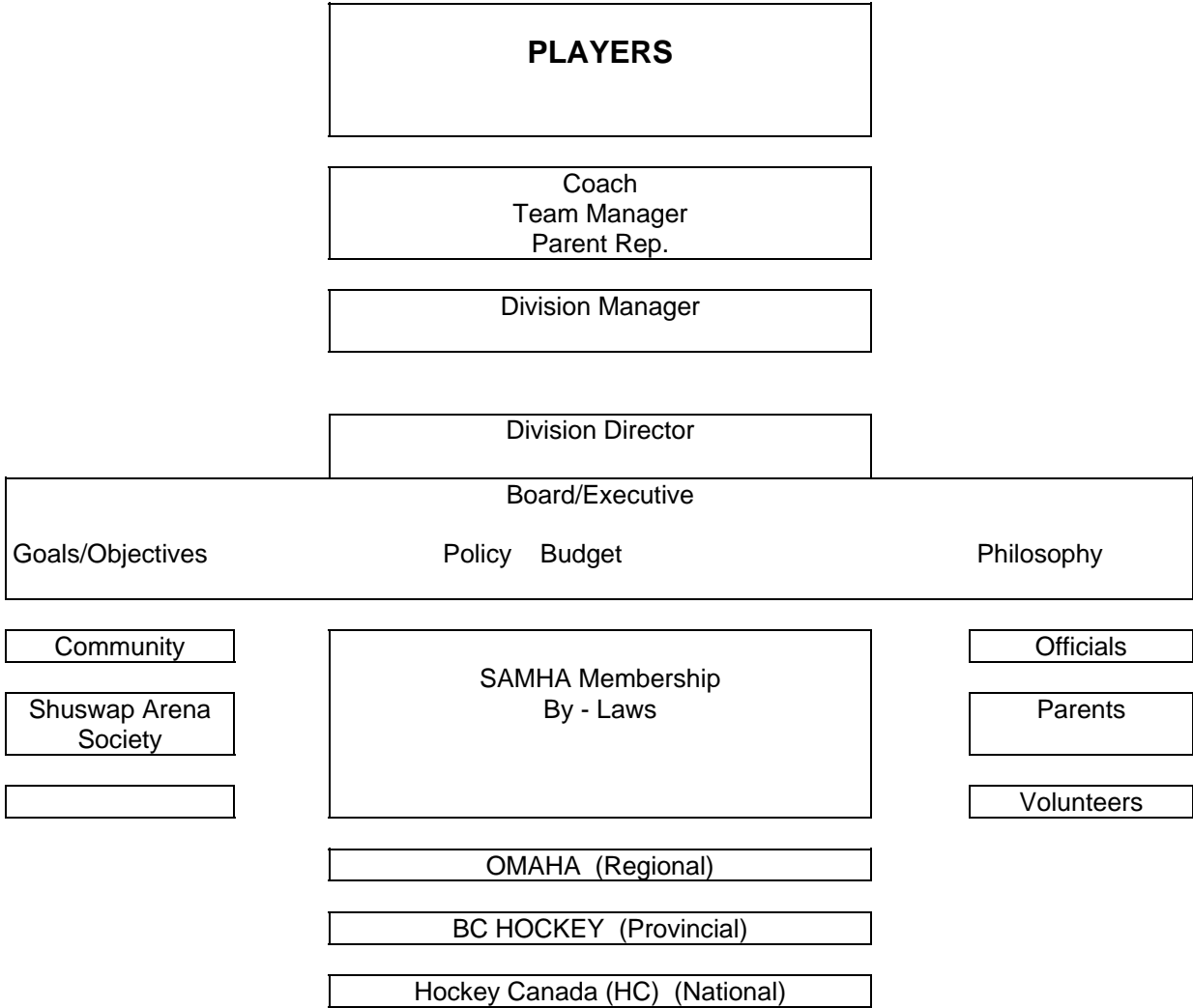
Lyle Parlour (May 7, 2007)

Tami Lund (May 2008)

Marty Vatkin (May 2008)

George Rithaler (May 2008)

ORGANIZATIONAL CHART



CONSTITUTION

ARTICLE 1

Name of the Society

The name of the Society is the Salmon Arm Minor Hockey Association, registered under the Society Act, Province of British Columbia.

ARTICLE 2

Purpose of the Society

To ensure that every player who desires, has a fair and reasonable opportunity to participate, at his/her capability in a hockey program designed to:

1. Promote fun and provide players with equal opportunity and maximum enjoyment from such participation.
2. Develop good character by team sportsmanship including fair play and self-discipline.
3. Develop to their optimum level of capability, consistent with desire and ability.
4. Develop and maintain strong community ties and fellowship.

The ultimate goal of the program will be to realize the value of participation without overemphasizing the importance of winning, and to develop and improve positive citizenship traits among the program's participants.

We believe that hockey exists for the players, individually and collectively, and that the volunteers whose efforts and dedication make hockey possible for the players are the foundation of the Salmon Arm Minor Hockey Association.

BY-LAWS

- 100 DEFINITION – Salmon Arm Minor Hockey Association for the purposes of these By-Laws shall be known and hereinafter referred to as “The Society.”

BY-LAW ONE ***Membership***

- 101 Any person of good character shall be eligible for membership in the Society. Persons under the age of twenty-one (21) years may be admitted as a member of the Society and/or appointed to any office and he/she will be liable for the payment of the membership fees and dues as if he/she were of full age. Corporations may be admitted to membership in the Society and may be represented by some person authorized on behalf of the Corporation.
- 102 The membership fees shall be one (\$1.00) dollar and the annual dues shall be determined by the Society at each Annual General Meeting, providing however, that parents or legal guardians of players properly registered and in good standing in this Association, shall be deemed to be paid up members of this Association, and further provided that all officials elected at a General Meeting or appointed by this Association, e.g. coaches, managers, referees, etc., and other game officials, shall also be deemed to be paid up members for the season in which they perform their duties.
- 103 All members in good standing shall have all the rights and privileges granted by the Society, provided that no member whose membership fee or fees are in arrears shall be considered to be in good standing.
- 104 Each member in good standing shall have one vote and shall be entitled to attend all general meetings and to hold office in the Society.
- 105 All members shall be entitled to attend all or any executive meeting with no voting privileges.
- 106 All members shall observe and abide by the Constitution and By-laws of the Association and all regulations lawfully made by the Executive.
- 107 Any member may be expelled by the Executive for failure to pay the annual membership dues within three months from the date they are set by the Annual General Meeting, if he does not qualify for membership under the provisions of By-law 2 above.
- 108 Any member may resign by written notice mailed or handed to the Secretary.
- 109 The Executive may ask for the resignation of any member who in their opinion is guilty of an unsportsmanlike or improper conduct at any of the activities of the Society or of other similar clubs, or is guilty of any other form of gross misconduct, in any

location, and if such member shall fail to resign within seven (7) days of such request he may be expelled by the Executive.

BY-LAW TWO

Jurisdiction

- 200 The Salmon Arm Minor Hockey Association shall conduct games held under its jurisdiction in accordance with Okanagan Mainline Amateur Hockey Association, British Columbia Amateur Hockey Association, and Canadian Hockey Association rules and regulations providing however, that this Association may pass additional rules and regulations to apply to contests held solely for the players registered in the Salmon Arm Minor Hockey Association.

BY-LAW THREE

MEETINGS

- 300 The Annual General Meeting of the Society shall be held following the close of the hockey session and prior to the last Sunday in May.
- 301 This Association at any Annual, Special, General Meeting, may adopt, amend, revise or repeal By-laws of this Association, provided that thirty (30) days notice in writing has previously been given to the Secretary of the Association and communicated by him to the members of the Executive Committee at least fifteen (15) days prior to the holding of such meeting.
- 302 General meetings of the Society may be called by the President at any time and shall be called if requested by the Board of Directors at such time and place as determined by the Board of Directors and shall be called within ten (10) days after the receipt by the Secretary of the written request, stating the purpose of the General Meeting, signed by at least ten (10) members in good standing.
- 303 Whenever upon the provisions of these By-laws of the Society, notice is required to be given, such notice may be given either personally, or by depositing same in a post office in a post paid wrapper addressed to the member at his or their address as the same appears on the books of the Society, or by publication in a local newspaper circulating in the District of Salmon Arm and surrounding area. Such notice shall be deemed to have been sent at the time when the same was published and distributed by a local newspaper as aforesaid. All General Meetings of the Society shall be called by publishing notice of the time and place of such meetings in one edition of the local newspaper, provided that such notice shall be published and distributed not less than fourteen (14) days prior to the date of the meeting.
- 304 No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business and eight (8) members shall constitute a quorum. If a quorum is not present, the presiding officer may adjourn such meeting to a day or hour fixed by him.

- 305 No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place, and when a meeting is adjourned for ten (10) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting; the non-receipt of a notice of any meeting by any member shall not invalidate the proceedings at such meeting.
- 305 At all General Meetings of the Society voting shall be by show of hands, except for the election of officers, which shall be by ballot. Provided always that any member entitled to vote may demand a poll on any question in which case the vote shall be by ballot.

BY-LAW FOUR

Officers and Directors

- 400 The Officers of the Society, to be known as the "Executive", shall consist of a President, Immediate Past-President, Vice-President, Secretary, Treasurer, and such other Officers as the Board of Directors may determine from time to time. One person may hold more than one office except for the office of President and Vice-President.
- 401 The Board of Directors shall consist of the Officers of the Society and nine (9) other members to be elected by ballot from among the members in good standing at the Annual General Meeting of the Society.
- 402 All Directors and Executive members shall be elected for one (1) year terms.
- 403 A majority of the Board of Directors shall constitute a meeting of the Board.
- 404 A Director may resign his office at any time, and shall cease to be a Director if he is no longer a member of the Society or if he is removed from office by a resolution passed by a majority of three-fourths of members entitled to vote as are present.
- 405 An Officer or Director shall vacate his position if the Officer or Director:
- a) By notice in writing resigns his position;
 - b) is found to be a lunatic or becomes of unsound mind;
 - c) is absent from three (3) consecutive meetings of the Executive or Board of Directors, where appropriate, without the permission of the appropriate Chairman, and his seat is declared vacant by the Board of Directors.

BY-LAW FIVE

Officers - Duties and Powers

- 500 ***PRESIDENT:*** The President shall preside at all meetings of the Executive, Board of Directors and the Society at which he is present. He shall see that all By-laws, Rules and Regulations are enforced or observed, supervise all activities of the Society, and shall make a report thereon at the next Annual General Meeting of the Society. He shall be an ex-officio member of all committees.

- 501 **VICE-PRESIDENT:** The Vice-President shall in the absence or disability of the President, perform all the duties of the President. He shall assist the President in carrying out his duties in all ways.
- 502 **SECRETARY:** The Secretary shall keep minutes of the proceedings at all meetings of the Society, the Executive and Board of Directors, and shall attend to all correspondence. He shall be the custodian of the Society's records, subject to the provisions of the Society Act. In the absence of the Secretary, the Executive may appoint an Acting Secretary who shall be empowered to perform all the duties of the Secretary.
- 503 **TREASURER:** The Treasurer shall be the custodian of the Society's financial records. He shall receive all moneys payable to the Society and shall forthwith deposit them to the credit of the Society's bank account. He shall submit a financial statement each meeting of the Society and to the Executive or Board of Directors upon request of the Executive or Board of Directors. He shall generally conduct the business of the Society as directed by the Executive, Board of Directors or the proper officer.
- 504 All money of the Society shall be deposited in the branch of one of the Chartered Banks or Credit Unions to be designated by the Executive. All payments made by or on behalf of the Society shall be made by cheque drawn on the Society's bank account signed by not less than two (2) officers of the Society to be designated by the Society from time to time.
- 505 The Board of Directors shall have full power to carry on the affairs of the Society and shall have full discretion as to the payment of the funds of the Society but no money shall be expended except for such purposes as may be deemed necessary for the proper carrying on of the affairs of the Society, including but not restricting the generality of the foregoing, for the general operating expenses, repairs and expenses of a similar nature.
- 506 The books, records and financial statements of the Society may be inspected by any member in good standing upon consent of the Board of Directors, following the submission of a written application to the Secretary or the Treasurer.

BY-LAW SIX

Borrowing

- 600 The Society may borrow such sums of money that may be decided upon from time to time at any General Meeting of the Society for the purpose of carrying out its objects. The Society may secure the payment of moneys borrowed in such manner as it thinks fit, and in particular, but not restricting the generality of the foregoing, by the issue of bonds or debenture, but in no case shall bonds or debentures be issued without the sanction of an extraordinary resolution of the Society passed by a majority of not less than two-thirds of the members entitled to vote who are present in person at a General Meeting of which not less than seven (7) days notice specifying the intention to propose the resolution as an extraordinary resolution has been given.

- 601 Subject to the provisions contained in the immediately proceeding paragraph, the Board of Directors shall have the right of exercising all borrowing powers on behalf of the Association.

BY-LAW SEVEN ***Review of Accounts***

- 700 The accounts of the Society shall be reviewed annually by a qualified accountant to be appointed by the Society at its Annual General Meeting, or failing such appointment, to be appointed by the Executive.

BY-LAW EIGHT ***General***

- 800 The President, with the approval of the Executive, may appoint such committees as he may from time to time consider necessary or expedient for the proper functioning of the Society or the achievements of its objectives.
- 801 The Society may, by a vote of the majority of the members entitled to vote present at any General Meeting, due notice of which shall have been duly given specifying the intention to propose the resolution, become a member of and co-operate with any other Society or Association, whether incorporated or otherwise, whose objectives are in whole or in part similar to the objects of this Society.
- 802 The Society may receive grants, donations, gifts or contributions from any person or corporation and shall apply the same to the objects of the Society.

BY-LAW NINE ***Board of Directors***

- 900 ***MEETINGS.*** Meetings are to be held the third (3rd) Monday of each month or as advised by the President.
- 901 ***NOTICE OF MEETINGS.*** Notice of Meetings is to be sent to Board Members.
- 902 ***MINUTES OF MEETINGS.*** Minutes of Meetings are to be kept by the Secretary and adopted at the following meeting.
- 903 ***STRUCTURE.*** President, Vice-President, Secretary, Treasurer, Immediate Past-President, Coaching Coordinator, Equipment Manager, Ice Ambassador, Referee-in-Chief, Registrar, Risk Manager, Tournament Director, Division Directors, Directors at Large.

904 **ABSENTEEISM.** A Board Member will be deemed to have resigned if absent from three consecutive meetings of the Board of Directors, without prior notice to the President or Secretary.

905 **DUTIES AND RESPONSIBILITIES.**

906 **COACHING COORDINATOR.**

- a) To maintain an effective line of communication between the Association and the BC HOCKEY Development staff.
- b) To coordinate clinics held in Salmon Arm and to advise coaches of clinics being held elsewhere.
- c) To assist coaches with ice utilization and in developing skills programs for their divisions/teams.
- d) To act as a resource person within the Association for individuals interested in acquiring information that will lead to improved skill development for the players.
- e) To be a member of the Rep. Coaches Selection Committee.
- f) To assist the Division Directors in the evaluation and development of coaches.
- g) To assist Division Directors in selecting coaches for their divisions.
- h) Provide report at monthly board meeting.
- i) To help with the dissemination of Policy information from the SAMHA, BC HOCKEY and HC as they are identified by the Risk Manager.

907 **EQUIPMENT MANAGER.**

- a) Acquire competitive quotes and subsequently purchase all necessary equipment including jerseys, socks, goal equipment, pucks, first aid kits and score sheets. This process is guided by the budget approved by the Board, safety for our players, and the value our sponsors give us.
- b) Allow reasonable access to players and teams to receive, exchange and return necessary equipment.
- c) Ensure proper sponsor bars are attached to jerseys.
- d) Collect all equipment at year end, launder any jerseys returned unwashed, and have necessary repairs done to jerseys and other equipment.
- e) Dispose of or sell unnecessary surplus equipment as directed by the Board.
- f) Provide report at monthly board meeting.

908 **ICE AMBASSADOR.**

- a) To obtain ice time for the Salmon Arm Minor Hockey Association.
- b) To coordinate the scheduling, re-scheduling, exchange and cancellation of ice time.
- c) To approve ice time for SAMHA games in conjunction with the Division Manager prior to the scheduling of the game.
- d) To obtain ice time for tournaments or special events that SAMHA may have.
- e) To provide the Treasurer with a break down in ice for:
 - a. recreation teams
 - b. rep teams
 - c. tournaments and/or special events.
- f) To assist the Coaching Coordinator and Referee-in-Chief in obtaining ice time for clinics as required.
- g) To give copies of the schedule to Division Managers for Distribution to the individual team coaches in their division.
- h) Provide report at monthly board meeting.

- 909 **NB: The Ice Ambassador is the only person in SAMHA with the authority to book, allocate and/or cancel ice.**
- 910 **REFEREE-IN-CHIEF.**
- a) To maintain an effective line of communication between the officials, the Association and the Canadian Hockey Officials Program (CHOP).
 - b) To coordinate training programs for all officials.
 - c) To evaluate and assist all officials in the Association in order to improve their officiating skills.
 - d) To arrange assigning and paying of all officials in the Association.
 - e) Provide report at monthly board meeting.
- 911 **REGISTRAR.**
- a) Arrange for the printing of registration forms with current registration fees.
 - b) Distribute registration forms to previous season's players.
 - c) Advertise registration dates in news media and through radio and possibly TV.
 - d) Place registration forms in sports stores and other appropriate venues.
 - e) Assign Mutual Aid numbers to players and coaches as received from BC HOCKEY.
 - f) Distribute player lists to Division Managers.
 - g) Arrange for "carding" of Rep teams – players and coaching staff.
 - h) Provide report at monthly board meeting.
- 912 **RISK MANAGER.**
- a) To help identify potential risks to the Association and its players, coaches, spectators, and Board members.
 - b) To maintain an effective line of communication between the Association and the BC HOCKEY regarding risk management.
 - c) To provide Board members, Division Managers and coaches with updated bulletins from BC HOCKEY.
 - d) To arrange risk management clinics as presented by BC HOCKEY.
 - e) Provide report at monthly board meeting.
- 913 **TOURNAMENT DIRECTOR.**
- a) To distribute tournament information to Division Managers.
 - b) To process tournament sanction forms on a timely basis.
 - c) To meet with tournament coordinators for each division to review the SAMHA tournament policy.
 - d) To keep an accounting of each tournament regarding registration fees, officials, ice time, awards and sanction fees.
 - e) Provide report at monthly board meeting.
- 914 **DIVISION DIRECTOR.**
- a) To ensure **all** SAMHA policies are followed including team and player selection.
 - b) To aid in selecting coaches, teams and division managers.
 - c) To act as an informational resource to Division Manager.
 - d) To act as a conduit of information from the regulatory bodies (SAMHA, OMAHA, BC HOCKEY, HC) to the Division Manager.
 - e) To report any inconsistencies or exceptions to policy to the board.
 - f) Provide report at monthly board meeting.

915 **DIRECTORS AT LARGE.**

- a) To assist the other Directors as needed.

BY-LAW TEN
Life Membership

- 1000 As an honour, the highest that may be bestowed by the Society, the Society's Executive Committee at an Annual General Meeting of the Society may elect any current or past member of this Society as an Honorary Life Member.
- 1001 The member must have served this Society as an Executive Committee Member for at least five (5) full terms and rendered outstanding or meritorious service in accordance with Article 2 of the Society's Constitution.
- 1002 Nominations for Honorary Life Membership may be made by any member of the Society. Such nominations must be submitted in writing to the Society's Executive Director by at least four (4) weeks prior to the Society's Annual General Meeting detailing the service for which the honour is to be bestowed.
- 1003 Life Members shall act in an advisory capacity to the Society's Executive Committee, exercising all of the privileges of Executive Members (except where otherwise restricted by the Constitution, By-Laws and Regulations of the Society) but shall have voting privileges only at the Society's Annual and Special General Meetings.

BY-LAW ELEVEN
Administrator's Position

1100 **DESCRIPTION.**

- a) The SAMHA Administrator is a paid position for the purpose of handling the day-to-day administration of the Association's business.

1101 **REPORTING.**

- a) The Administrator will report directly to a committee consisting of the President, Treasurer, and one other Board member selected by the President at the beginning of each administrative season.
- b) As this position reports to the Executive Board, the position itself is not a Board position, and the person who fills this position cannot be a current member of the Board of Directors.

1102 **EMPLOYMENT TERMS.**

- a) The responsibility for management (hiring, monitoring performance and termination) of the Administrator's position will be that of the Committee described in 1101, a).
- b) Remuneration, hours of work, and additional benefits and/or employment terms will be determined by the Committee described in 1101, a), and approved by the entire Executive. A performance review by the Committee will be given to the Administrator at a minimum of at least one month prior to the Association's AGM, and before registration fees are set for the upcoming season, should a wage increase be appropriate and approved.
- c) The Treasurer will be responsible for administering the payroll and benefits for this position.

1103 **FUNDING.**

- a) Funding for this position will be provided by a combination of a component of the player registration fees, as well as a component of funding received from BC Lotteries Grants and/or other funding vehicles that the Executive approves from time-to-time.
- b) To ensure viability of this position, it will be the responsibility of the Administrator to successfully apply for any funding vehicles, as approved by the Board, on an annual basis. Should adequate funding not be secured for a specific year, the Administrator's position may be terminated, or temporarily laid-off, depending on a Board decision.

1104 **DUTIES AND RESPONSIBILITIES.**

- a) The Administrator's responsibility is to handle general, day-to-day Association administration duties including communication routing, general inquiry assistance, registration fee collection, document and form creation and maintenance, as well as other related duties as assigned by the Committee from time-to-time.
- b) The Administrator will be required to attend all Executive and General/Special meetings and to provide a report on the administrative activities as required for that meeting.
- c) The Administrator will also be specifically responsible for the duties as described in Sections 1105, 1106 and 1107.

1105 **PLAYER REGISTRATION.**

- a) Assist the President, Treasurer, and any other Members as determined by the President, in establishing the player registration fees for each season.
- b) Arrange for the publication of current registration fees and forms through appropriate methods approved by the Board.
- c) Distribute annual registration information to previous season's players.
- d) Advertise registration dates in local print and broadcast media as approved by the Board.
- e) Make registration forms available for pick-up and submission through approved locations and on the SAMHA web site.
- f) Collect registration fees from players and register players through SAMHA and BC HOCKEY.
- g) Assign Mutual Aid numbers to players, coaches and other volunteers as required through BC HOCKEY.
- h) Distribute player lists to Division Managers and/or Division Directors.
- i) Complete the "carding" process of Rep teams – players and team officials.
- j) Provide a registration report at monthly Executive board meetings.

1106 **ICE ADMINISTRATION.**

- a) Obtain adequate ice time for the Salmon Arm Minor Hockey Association.
- b) To coordinate the scheduling, re-scheduling, exchange and cancellation of ice time.
- c) To approve ice time for SAMHA games in conjunction with the Division Manager and/or Division Director prior to the scheduling of the game.
- d) To attend and coordinate appropriate ice allocation meetings for regional (Super League, OMAHA, BC HOCKEY) league requirements.
- e) To obtain ice time for tournaments or special events that SAMHA may have.
- f) To provide the Treasurer with a break down in ice time for:
 - i. Recreation teams
 - ii. Rep teams
 - iii. Tournaments and/or special events.
- g) To assist the Coaching Coordinator and Referee-In-Chief in obtaining ice time for clinics as required.

- h) To give copies of the schedules to Division Managers and/or Division Directors for distribution to the individual team coaches in their division.
 - i) To communicate specific team ice schedule allocation to the Sunwave Centre staff to be included in their publication of ice schedules.
 - j) Provide an ice administration report at monthly Executive board meetings.
- 1107 NB: The Administrator is the only person in SAMHA with the authority to book, allocate and/or cancel ice.**

REGULATIONS

REGULATION 1: COACHING

1.02 Coaches Minimum Requirements

- a) Initiation Coaches
 - i) Initiation Coach Certificate within first year for all coaches.
 - ii) Speak Out certificate.
 - iii) Police Check.

- b) Recreation Coaches
 - i) Coach Stream Certificate (formerly Coach Level) within first year as head coach.
 - ii) Speak Out certificate.
 - iii) Police Check.

- c) Rep Coaches
 - i) Coach Stream Certificate (formerly Coach Level) within first year as head coach.
 - ii) Intermediate level for subsequent years.
 - iii) Speak Out certificate.
 - iv) Police Check.

- d) Coaches of Female teams
 - i) Same requirements as in a), b) or c) above.
 - ii) Speak Out certificate.
 - iii) Police Check.
 - iv) At least one adult on the bench of female teams **must** be female.

1.02 Selection Of Coaches

- a) Initiation/Recreation Teams
 - i) Names of proposed coaches are to be forwarded to the Division Director by the Coaching Coordinator. **A committee must approve all coaching positions.**

- b) Female Teams
 - i) Selection to follow the same guidelines as recreation or rep depending on the status of the teams.

- c) Atom Development & Rep
 - i) Coaches are to be selected by June 30th. The selection committee will consist of five (5) people, one of whom must be the President or Vice President. The President will select the other four (4) members of the committee. Selection should be based on absence of conflict of interest, ability to interview and assess candidates, and ability to discuss strengths and weaknesses of the candidates with the rest of the selection committee. At least four (4) members of the committee must come from the Executive or Board of Directors. A different selection committee could be struck for each division, if deemed necessary.
 - ii) The Coaching Coordinator is responsible for preparing, or seeing that questions are prepared for the interviews. Whenever possible the questions are to be distributed to each member of the committee prior to the day of the interviews. All candidates will be interviewed on the same day/evening if possible.
 - iii) Each member of the committee has one vote by secret ballot. Voting results will be confidential and committee members are asked to refrain from discussion

of the details of the selection. Following the interviews and selection of the Coach, the President/Coaches' Coordinator will notify the successful candidate and other applicants. Feedback should be provided to all the applicants regarding the decision made.

- iv) The committee may short list the applicants and interview only those selected.

REGULATION 2: PROGRAM GUIDELINES

2.03 Three hockey Programs exist within our Association under which all minor hockey players are registered. These Programs are:

2.03 Initiation/Novice Program

- a) As the introductory stage to organized hockey, SAMHA's Initiation Program emphasizes the three following areas:
 - i) **Fun** – The child must enjoy the activity and the process of learning new and challenging skills. By placing an emphasis on fun, it is SAMHA's belief that the child will come into a deeper appreciation for the sport of hockey.
 - ii) **Athletic and Skill Development** – In a carefully structured and fun environment, SAMHA will educate our beginners in the importance of athleticism and good sportsmanship.
 - iii) **Positive Environment** – Through a caring and personal approach, SAMHA wishes to provide each player with a safe and positive environment. A positive environment will aid in achieving one of SAMHA's ultimate goals; to foster good life skills.
- b) The Initiation Program in SAMHA is divided into two levels of age/skill:
 - i) Initiation (Pre Novice)
 - ii) Novice

2.03 Recreation Program (formerly "House")

- a) This Program is the type played by the majority of amateur players. It is fun hockey with the emphasis on fitness, relaxation and fellowship. The objectives are to promote a game to fit the need of the participants, to be open to all ages, to allow players equal ice time, de-emphasize the importance of winning, allow enjoyable participation of the fun aspect, assist in an individual's physical development, create a social environment, allow an individual to participate freely in other sports and activities, and give alternative types of hockey.
- b) The Recreation Program in SAMHA is divided into six levels of age/skill:
 - i) Atom
 - (1) Atom Development – although Atom Development is in the Recreation Program, it is considered a preparatory level into the Rep Program, with emphasis on more competitive skill development and play.
 - ii) Pee Wee
 - iii) Bantam
 - iv) Midget
 - v) Juvenile

2.04 Representative Program ("Rep")

- a) This Program is designed for players who have the desire and ability to play at a more competitive level. Participants must be willing to invest a reasonable amount of time on and off the ice. The objectives are to achieve a degree of excellence according to a player's interest and potential, provide and opportunity of achievement

in an enjoyable competition and to stimulate development both from an individual and an overall sport point of view.

- b) The Representative Program in SAMHA is divided into three levels of age/skill:
 - i) Pee Wee
 - ii) Bantam
 - iii) Midget

2.05 Divisions

- a) Integrated Teams
 - i) Initiation Divisions
 - (1) Pre Novice (formerly Initiation A) Ages 5 & 6
 - (2) Novice (formerly Initiation B & C) Ages 7 & 8
 - ii) Atom Divisions
 - (1) Atom Ages 9 & 10
 - (2) Atom Development Ages 9 & 10 (from Atom registrants)
 - iii) Pee Wee Division Ages 11 & 12
 - iv) Bantam Division Ages 13 & 14
 - v) Midget Division Ages 15, 16 & 17
 - vi) Juvenile Division Ages 18, 19 & 20
- b) Female Teams
 - i) Female Divisions
 - (1) Pee Wee Ages 9 – 12
 - (2) Bantam Ages 13 – 14
 - (3) Midget Ages 15 – 17
- c) The player's age is determined for the current playing season by the player's age at December 31 of the current season.
- d) Note: Within the Pre Novice/Novice Divisions, players may be moved to a different level as numbers and skill will all be factored into a player's placement. At no time will "lobbying to move up" be accepted. Should a parent disagree with their child's placement, a formal request may be made in writing to the Initiation Division Manager, copied to the Initiation Division Director, to have their child re-evaluated, or for an explanation of the player's placement.

2.06 Integrated Hockey Policy:

- a) The integrated hockey policy shall be that adopted by the British Columbia Amateur Hockey Association, which allows female players to dual-card to both a female-only team and to an integrated team, if so desired. Players doing so will be required to pay the full registration fees for their registration on each team.

REGULATION 3: SELECTION OF TEAMS

3.01 Players are only allowed to participate on one team, with the exception of the adherence to the Integrated Hockey Policy.

3.02 Pre Novice

- a) Players in this age group are known to have different learning curves with some progressing at a faster pace than others and thus it is difficult to have teams of equal strength all through the season. Therefore, when the teams are chosen, social connections should be given as much consideration as skill. To achieve a high participation rate, the number of players on a team should not exceed 14 whenever possible. The assignment of players to the teams has to involve all the head coaches

under the supervision of the Division Director. The necessary ice time has to be allowed for the coaches to get an understanding of the players' personalities and skill levels before the teams are set.

3.03 Novice, Atom, and Recreation

- a) Experience has shown that reasonable judgment can become influenced or hindered by overly competitive thinking. The team selection in these groups has to be done as follows:
 - i) A minimum of two and a maximum of four ice times should be allocated to allow for a reasonable evaluation of all the players by all the coaches within each division.
 - ii) After the evaluation, every player including goaltenders will receive a grade of 1 to 5, with 5 indicating the player to be in the strongest 20% of the division, and 1 indicating the player to be in the weakest 20% of the division.
 - iii) After the evaluation there will be a player draft. Each coach can bring a maximum of one helper into the draft. Their children will be set on their respective teams. Evaluation totals from those players will dictate the draft order for selecting the goaltenders in the first round. The selection process continues in a manner by which the coach with the lowest total points (total of his player's grades) has the right for the next choice until all the players within that division are assigned to a team.
- b) The number of players per team should not exceed 14, but is often dictated by the registration totals for that division. This process has proven to be an effective in establishing an even and competitive recreation league. It has to be done with the participation of all the coaches and under the supervision of the respective Division Director. Only after the teams are in place should the division manager be selected.

3.04 Atom Development

- a) The purpose of the Atom Development Program (formerly Senior Atom Program) is to develop players and coaches and provide for an intermediate step into the Pee Wee Rep Program. Atom Development is not Rep hockey and players are not carded. Ultimately direction from OMAHA and BC HOCKEY will determine the format for Atom Development.
- b) Based on registration numbers on the day after the registration deadline (as set by SAMHA), the following policies will be used to determine the number of Atom Development and Atom (formerly Initiation D) teams:
 - i) SAMHA, if intending to field at least one Atom Development team, will take their entire Atom ("D") registration and pull out 1/3 of the numbers for the Atom Development team(s). Depending on the actual numbers derived based on this 1/3 formula, there may be more than one team. If this is the case, all Atom Development teams must be created at equal strength.
 - ii) An Atom Development team is to have a minimum of 17 players (15 skaters and 2 goaltenders).
 - (1) For example, if 60 players were registered in Atom ("D") then 33% would be 20. Therefore only one Atom Development team would form. For clarity, it would take at least 103 registrants in Atom to field 2 equal-strength Atom Development teams.
- c) For player selection, coaches are to follow the same guidelines as Rep teams.

3.05 Rep Teams

- a) The purpose of this policy is to serve as a guideline for the Coaches of Rep Teams in selecting their players. The policy's purpose is to provide an efficient process for selection as well as a consistent and fair system.
 - i) A group of three (3) or four (4) evaluators will be used, along with the Coach to select a Rep Team. The Coaches' Coordinator will develop a resource of suitable evaluators to be used. The Coach will select from this list, in consultation with the Coaches' Coordinator, the evaluators to be used for his team.
 - ii) The Coach will have the final decision in choosing the team roster, the expectation being that he uses the feedback gained from the evaluators, along with his observations to make these important decisions.
 - iii) The method for "re-assigning" players should be sensitive and honest. The Coach or Assistant Coach should contact the player personally, preferably face to face, telling why he will not be on the team, and focusing on some positive aspect of the evaluation.
 - iv) The number of players on Rep Teams will be 15 skaters and 2 goalies minimum, unless there is a B team in which case it will be 13 skaters and two goalies minimum.

3.06 B Teams

- a) B Teams will be considered for the Pee Wee, Bantam and Midget Divisions only if there are enough registered players in each division to allow for four teams (two Recreation teams, a AA Rep team and a B Rep team). Based on registration numbers after the SAMHA critical registration deadline and up to the third Friday in August, the following criteria will be used to determine the viability of Rep B Teams in the Pee Wee, Bantam and Midget Divisions:
 - i) There will be a minimum of two Recreation teams with a minimum of 14 players (13 skaters and one goaltender) per team. If numbers warrant, three teams may be formed with a minimum of 13 players (12 skaters and one goaltender) per team.
 - ii) There will be one AA Rep team with a minimum of 17 players (15 skaters and two goaltenders).
 - iii) There will be one B Rep team with a minimum of 14 players (13 skaters and one goaltender).
- b) As a result of late registrations, the overall number requirement of registered players for a B-team to be initiated in each division is 55. It is anticipated that the numbers will increase to the minimum 59 by the start of the season. Some flexibility between divisions may help in meeting the minimum numbers for teams.
- c) Registration numbers and not anticipated successes or difficulties will be the only consideration of our Association when deciding whether or not to have a B team.
- d) The principles of a B Rep program are the same as for Atom Development. It is an intermediate step before the AA Rep program. The main focus is in developing coaches and players.
- e) B team player selection will take place together with the AA Rep team player selection. All registered players in each division are eligible to try out in their designated division. Together, the two coaches, along with the respective selection committee, will pick a minimum of 28 skaters and 3 goaltenders. These players will then be split into an AA Rep team and a B Rep team.

REGULATION 4: RECREATION LEAGUE: CASUAL PLAYER CRITERIA

- 4.01 Any player movement must have approval of both coaches concerned, prior to player notification. Any House player who plays as a casual player has their first loyalty to their rostered team. Consequently, the following steps must be taken:
- a) First have approval of the coach of the player's rostered team prior to playing for the other team;
 - b) The Division Manager of the player's rostered team must be informed;
 - c) The appropriate approval must be obtained from the Division Manager of the team the player intends to play on. This is the responsibility of the Coach of the proposed team.
- 4.02 At no time can a player from a higher division be recruited.
- 4.03 If a team is short of players for a tournament, either local or out-of-town, a "casual" player may be recruited. In addition to the guidelines above:
- a) First priority must be given to players in the same Division.
 - b) The same "casual" player should not be used repeatedly; more than one player should be offered the chance for extra play.

REGULATION 5: PLAYER MOVEMENT

- 5.01 Player movement is to be in compliance with Hockey Canada regulations as administered by the British Columbia Amateur Hockey Association. Any approved player movement is valid only for the current season, and must be applied for and approved each subsequent season, if required.
- 5.02 Pre Novice/Novice
- a) Players are to be placed into the different divisions according to their age first, but the player's skill level may also be given consideration. First year players may be initially placed in a lower age category for skill evaluation and risk assessment. Written requests received by the Division Manager from a player, parent, or guardian to change divisions will be given consideration on an individual basis. As well, the current-season coach may initiate a request for player movement after evaluation, and with the approval of the parent or guardian. All players must remain in their age appropriate division until the request has been approved.
 - b) Player movement approval will be based on the following guidelines:
 - i) The subject player must be evaluated by the current-season coach for appropriate skill level to:
 - (1) Move up a division; the player must be in the top 10% skill level of the current division, or to
 - (2) Move down a division; the player must be in the bottom 10% skill level of the current division.
 - ii) Player movement up or down will be by one division only, to a maximum of the Atom Recreation Division. Movement to Atom Development, or Pee Wee and higher Divisions, will only be considered by the Executive on exceptional basis.
 - iii) The Division Manager reserves the right to select the team that the player will join.
 - iv) The Division Manager will coordinate with the coaches of the two divisions affected to make the approval. If the movement is approved, the Division Manager will advise the player, parents or guardian of the approval.

- v) If there is any disagreement of the “request for movement”, the President of SAMHA will have the final ruling.
- vi) If the movement is approved, the Division Manager will advise the Registrar of the details immediately.
- vii) Failure to follow these guidelines may result in disciplinary action.

5.03 Recreation (formerly “House”)

- a) Players are to be placed into the different divisions according to their age first. Written requests received by the Division Manager from a player, parent, or guardian to change divisions will be given consideration on an individual basis. As well, the current-season coach may initiate a request for player movement after evaluation, and with the approval of the parent or guardian. All players must remain in their age appropriate division until the request has been approved.
- b) Player movement approval will be based on the following guidelines:
 - i) The subject player must be evaluated by the current-season coach for the appropriate skill level to
 - (1) Move up a division; the player must be in the top 10% skill level of the current division, or to
 - (2) Move down a division; the player must be in the bottom 10% skill level of the current division.
 - ii) Consideration will be given to our parent organizations’ policies, which do not advocate or encourage player movement to higher divisions when sufficient numbers of age-eligible players are present.
 - iii) Player movement up or down will be by one division only.
 - iv) Player movement up or down will be to a Recreation division. Movement to a higher division for the purpose of trying out for a rep team will only be considered by the Executive on exceptional basis.
 - v) Any player approved to move down an age Division must be listed on all Recreation team game sheets as an Overage Player (OA).
 - vi) No player in the age group shall be displaced by a player moving from another age group.
 - vii) The Division Manager reserves the right to select the team that the player will join. It is understood that players should not be moved to any teams whose rosters are full (as per policy), and therefore if all teams’ rosters are full, the movement request may be rejected.
 - viii) The Division Manager will coordinate with the coaches of the two divisions affected to make the approval. If the movement is approved, the Division Manager will advise the player, parent or guardian of the approval.
 - ix) If there is any disagreement of the “request for movement”, the President of SAMHA will have the final ruling.
 - x) If the movement is approved, the Division Manager will advise the Registrar of the details immediately.
 - xi) Failure to follow these guidelines may result in disciplinary action.

5.04 Rep

- a) From time to time it may be necessary to request players from the Recreation Division to move to the Rep teams, and/or players from the Rep teams to move to the Recreation Division. Although it may seem to be in the best interest of the player to move to the Rep team, it may cause negative ramifications to the Recreation team affected, and also the Recreation Division as a whole. Coaches and the Division Manager must be sensitive to this.

- b) Any player movements, from any team, must follow these procedures:
- i) First communication must be between the head coaches of the affected teams.
 - ii) No coach shall contact either directly, or indirectly, any parent or player involved in a possible move prior to a resolution.
 - iii) All team head coaches must be in agreement to any player movement.
 - iv) The head coach of the Rep team must notify the Division Manager for approval.
 - v) The coach losing the player must then contact and communicate the possible player movement to the parent(s) or guardian.
 - vi) If the coaches and parent(s) or guardian agree with the player movement, the player can then be notified by his/her coach and must be in agreement with any move.
 - vii) If the transfer does occur, the Rep coach will contact the Division Manager and agree on the effective date of the transfer.
 - viii) The Rep Coach MUST notify the Registrar of any such decisions on the date that they are finalized. A player involved in such a move is only permitted to attend games or practices with his/her original team until the Registrar has completed the paperwork to finalize the movement, according to OMAHA, BC HOCKEY and HC requirements (as the case may be).
 - ix) These procedures must also be followed if Recreation Division players are requested by the rep coach to practice with the Rep team (follow steps i through viii).
 - x) Any player carding with a Rep team is ineligible for any further Recreation League Competition. You cannot play both.
 - xi) If there is any disagreement of the "request for movement", the President of SAMHA will have the final ruling.
 - xii) Failure to follow these guidelines may result in disciplinary action.

SAMHA POLICIES – COACHING PHILOSOPHY

The Salmon Arm Minor Hockey Association believes that a hockey program should conform to meet the needs of all players who demonstrate an interest in participating, regardless of their individual abilities.

It is expected that the Coach's philosophy should offer the player the opportunities to develop fellowship and good will; to promote self-realization; all around growth, and to encourage learning the qualities of good citizenship. Special interest, such as developing a youngster for professional hockey, should not encroach on these fundamental ideas and has no place in any minor hockey program. Special attention/treatment in many instances can be detrimental to the player's overall development, in addition to being detrimental to a team.

Young people learn a great deal from their participation in athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of coaching a team. Athletics plays an important part in helping the individual develop a healthy self-concept as well as a healthy body. Competition adds to community spirit and helps spectator as well as participants develop pride in their community.

Leadership, by you as a coach, should be of the highest quality and is not measured in terms of winning or losing. While the SAMHA takes great pride in winning, we do not condone "winning at any cost" and discourage any and all pressures that might tend to neglect good sportsmanship and good mental health.

The SAMHA acknowledges that the contributions made by individual coaches may differ in style from each other; however, you should govern your team considering the Association's guidelines. If you have any concerns regarding the rules, please discuss them with the Coaching Coordinator.

SAMHA POLICIES – THE DUTIES OF A COACH

Since coaches are the guardians of the ethics of the game, it is their responsibility to see that hockey keeps its rightful place as a truly great sport.

How the coach reacts to the team's wins and losses will definitely affect his relationship with his players. It is only human nature to like winning and hate losing. A coach commands real loyalty if he gives the credit to his players when they win, and shares their disappointment when they lose. The important thing about losing is to look forward to the next game with some constructive thinking, rather than to brood over the loss while looking for a scapegoat.

No coach knows enough about the game of hockey. By reading, by discussions with others, and by observing good teams play, new techniques and tactics can always be learned. There is no better way to improve one's knowledge of skills and methods of coaching than by attending clinics where a free interchange of ideas and instructional demonstrations take place.

The coach of beginning players has a special challenge and the SAMHA has adopted the BC Hockey Pre Novice/Novice Program, in an effort to improve the structure in the 5 - 8 year old groups.

Criminal Record Check

Coaches must complete a criminal record check annually.

Insurance

All coaches, and those who assist on the ice or the bench during games, must be registered with Mutual Aid through the SAMHA Registrar.

Assistant Coaches

It is the policy of SAMHA to approve all assistant coaches in addition to head coaches. In keeping with this, the head coach must submit a list of assistant coaches for approval to a board committee as selected by the President and Coaching Coordinator. The list must be presented after team selection but prior to the start of the regular season.

Parents as Coaches

It is recognized that, in most instances, the coach is the parent of one of the players on a team. Occasionally, problems can arise because of this relationship. Resentment can build toward the coach's child because of favoritism, regardless of whether this accusation is true or not. The opposite situation may also occur, where the parent trying to be fair as a coach, relegates his/her child to a secondary position, which may or may not damage the parent-child relationship. The parent must familiarize themselves with the problems that can occur and govern themselves accordingly.

Training/Clinics & Educational Resources

The SAMHA recognizes the value of continuous training of volunteers and offers to help fund the registration fee for any individual attending sanctioned Coaching Clinics.

SAMHA POLICIES – COACHES' CHECKLIST

1. To be at the Arena at least 30 minutes prior to game and practice times in order to have lockers open and goal equipment etc. out.
2. Where necessary, to assist players with skates, equipment etc.
3. To keep players under control until ice time.
4. To have team ready to take ice, ON TIME.
5. To adhere to game and practice times as scheduled.
6. To have players leave ice surface as scheduled.
7. To keep order and discipline in the dressing room.
8. To return sweaters and goal equipment to the locker in good condition.
9. To teach the meaning of "Good Sportsmanship" by word and by example.
10. To give equal attention and opportunity to each player.
11. To act in the best interests of Minor Hockey at all times.

12. To report any player, official or coaching problems to your Division Manager.
13. To encourage equal participation, effort and development of skills above "winning".
14. Be familiar with rules and regulations governing the game; 4 levels; SAMHA, OMAHA, BC HOCKEY, & HC.
15. Ensure that a parent representative is chosen for the team.
16. Be aware of any medical problems with players.
17. Be familiar with location of First Aid Kit at arena.
18. Ensure that the BC HOCKEY Policy on Zero Tolerance is adhered to and deal with infractions of this policy accordingly.
19. Coaches/Managers must fill out a SAMHA fundraising form for **ALL** fundraising done by the Division or Team. The completed form is to be given to the Division Director who will seek the President's written approval before fundraising begins.

SAMHA POLICIES – RISK MANAGEMENT

It may appear that there are a great many risks involved in being a volunteer. Actually, volunteers are rarely sued, and being aware of the legal responsibilities and ways to minimize the risk of liability can greatly reduce the chance of being held personally liable if an accident does occur.

- Avoid revealing any private or confidential information that you may have learned through coaching activities.
- Coaches must complete criminal record checks annually.
- Check equipment and area for any potential risks before starting practices and games. For example, check compulsory compliance equipment like; a helmet and facemask with CSA label; BNQ stamped throat protectors; and goalie gear.
- Avoid using any force on children you are supervising. If you are having difficulty controlling them, ask that they be removed from the activity or that you be given assistance in supervising them. Physical or mental abuse of any player will not be tolerated by SAMHA.
- Keep a detailed personal record of any incidents that may result in loss or injury to players or to the organization. Keep notes about the incident; who was present and witnessed the incident, etc.
- Familiarize yourself with the type of insurance that the Association carries and how it covers volunteers.

- Familiarize yourself and coaches on your team with the Policies of the SAMHA, BC HOCKEY and HC, including the BC HOCKEY Zero Tolerance Policy. Alcohol is Not appropriate:
 - In dressing rooms or in public, non-licensed areas.
 - In team settings with minors in attendance.
 - In situations where minors are left unsupervised while adults attend “hospitality” type settings or where alcohol is not controlled by a server.
 - Consumption in buses or cars when traveling to and from an event.
 - By adults of a minor team when parents are not present.
 - Consumed by anyone at minor team parties hosted by other players, parents or team officials.
 - If forced on another person.
 - If used for “chugging” contests or as a form of hazing or initiation for rookies.

Injury Reporting

Coaches or team managers must complete an accident report form for any accident occurring during the course of a practice or game (forms available from the Registrar). Injury claim forms must be submitted to the Registrar within 90 days from date of injury.

Coaches Initial Duty

Volunteers who have accepted the position of coach at any level in the British Columbia Amateur Hockey Association have also accepted those duties to supervise and instruct their players with reasonable foresight and care. It is important therefore, that all coaches remind their players at the first opportunity and parents at the first team meeting or individual conference of the following:

- That there are some inherent risks of injury for the players - just as there is a chance to win the Lotto 6/49. When one participates there is the remote possibility of an accidental catastrophic injury for hockey participants.
- If there is any question of a neck or back injury to a teammate or any player they must not be moved.
- If you, as a player, are hurt and your back or neck are painful, and you feel any buzzing or tingling in your neck, back, arms, or legs then do not move.
- That potential serious injury may occur as a result of a check from behind and, just as you would not like to be hit from behind in this cowardly fashion, this type of check will not be tolerated.

Emergency Situations

A coach should be aware of the first aid facilities available in the arena, and these are some questions that should be answered.

1. Where are the first aid supplies located?
2. Where is the stretcher?
3. Where is the closest phone? Is it available all hours?

4. How to contact doctor or hospital?
5. What ambulance facilities are available?

Responsibilities to Your Players

It is essential in today's litigious society for the Hockey Coach to exercise reasonable care over his players to prevent reasonably foreseeable risks. Hockey coaches at every level have an important responsibility to their players. They must take all possible precautions to prevent injuries and when injuries do occur, the best procedures must be followed in attending to them.

Our real purpose in providing this information is not to avoid litigation but to afford the safest possible environment for our players. It is hoped that the following checklist may be helpful; it cannot possibly cover every situation, with some areas becoming the focus of future bulletins.

Coaches have you checked to:

1. Ensure that all necessary precautions have been taken to provide safe transportation. Vehicles should be properly insured and inspected. Qualified and properly licensed drivers are utilized. Road conditions are checked with the local highway department or R.C.M.P. detachment before departing. Seat belt regulations are complied with.
2. Ensure that a person qualified to give emergency care is immediately available at all games. Be prepared and qualified to give first aid if required as the coach is obligated by his relationship to the player to act in place of the parents (loco parentis) to the best of his ability.
3. Ensure for those games when professional help is not available, that clear emergency procedures for getting an injured player quickly and safely to the hospital and for notifying parents are established before the puck is dropped.
4. Ensure that medical approval has been secured before allowing players to return to play following an illness or a serious injury.
5. Ensure that your players are aware of the normal risks inherent in the game of hockey and that on the very rare occasion an accidental catastrophic injury does occur.
6. Ensure that players are aware of the fact that any player or team member found to be involved in "Hazing" practices or "Initiation" rites shall be suspended for a minimum of one (1) year as per BC HOCKEY Regulation 6.08.
7. Ensure that trainers are prudent about the kind of medical aid or advice offered the players.

8. **Ensure that your players are never left unsupervised on the ice or in the dressing room.** If you must leave your players, make sure an assistant is qualified and/or mature enough to deal with the players' skill level.

N.B.

- a) Effective December 31, 2001 the BC HOCKEY requires all teams (Initiation/Novice, Recreation and Rep) to have a person who has completed the CHSP (Canadian Hockey Safety Person) course. The purpose of this course is to provide volunteers with the knowledge required to help with risk management. It is a good opportunity for others to become involved so that the coach has some help in this area. Please note that at this time there is not a First Aid component to the course.
- b) Refer to BC HOCKEY relative policy manual on abuse and harassment.

SAMHA POLICIES – DIVISION MANAGERS

The Division Manager is accountable to the Board of Directors of SAMHA. To assist in the process, a Division Director (from the Board) will be assigned to each Manager.

Duties and Responsibilities

1. Prepare a list of players, coaches, team managers, and parent representatives for all teams and forward to the Registrar as soon as possible so that they may be assigned a Mutual Aid number.
2. Prepare and distribute practice and game schedules for all teams within their division, equitably, by amount of time and hour scheduled.
3. Submit a schedule of games to the SAMHA Referee-in-Chief for the scheduling of referees if applicable.
4. Distribute SAMHA Board/Division handouts, rulebooks, Policy and Procedure Manuals and Coaching Manuals as required.
5. Establish, with the coaches, procedures for tracking league standings, playoffs, tournament attendance, and selection of year-end awards.
6. Establish lines of communication with all coaches, team managers and parent representatives for dissemination of information such as rule changes, schedule changes, etc.
7. Coordinate through the coaches the distribution of sweaters (collection of sweater deposits) to all teams in their Division and collection of them at end of season (return of deposits).
8. If the Division hosts an annual tournament, act as Coordinator or select a Coordinator.
9. Ensure that all injuries within their Divisions are properly documented and appropriate Mutual Aid forms are completed and returned to the SAMHA Registrar.

10. [Deleted]
11. Coordinate "Coach Evaluations" to be done by parents at the end of the season.
12. If appropriate, open a bank account for fund raising purposes and submit financial statements to the Treasurer by April 15.
13. Coaches/Managers must fill out a SAMHA fundraising form for **ALL** fundraising done by the Division or Team. The completed form is to be given to the Division Director who will seek the President's written approval before fundraising begins.

SAMHA POLICIES – PARENT REPRESENTATIVE

The Parent Representative makes a valuable contribution to the operation of a team.

It is the ***Coaches responsibility to recruit a volunteer Parent Representative*** for the team.

Duties of Parent Representative

1. Be aware of SAMHA and BC HOCKEY policies and procedures, including problem resolution process and BC HOCKEY Zero Tolerance Policy.
2. Promote good public relations for the team and team sponsor, (ensure that sweaters have appropriate/correct sponsor name).
3. Prepare a schedule of parent volunteers for score keeping and time keeping at each game.
4. Act as a source to provide parent feedback to Coach/Manager.
5. Distribute and collect questionnaires and coaching evaluation forms as required during the year.
6. Distribute newsletters to parents/guardians.
7. Distribute sweaters -- collect post dated cheques and pass on to Division Managers -- return cheques when sweaters are returned at the end of the season.
8. Call players regarding practice/games, as directed by the coach.
9. Coordinate parents/guardians to assist with tournaments.

SAMHA POLICIES PROCESS FOR PROBLEM RESOLUTION

The Salmon Arm Minor Hockey Association ("SAMHA") recognizes that issues and differences can arise prior, during and following the Season. As communication is often a

primary issue in these differences, the Executive has approved the following procedures for issues that may arise.

All concerns or complaints must be presented to the appropriate parties in writing to allow for accuracy in discussion, and for proper record keeping. When applying to each party in the hierarchies listed below, a period of up to 48 hours must be allowed per level for the specific party to provide a response.

- 1) If an issue or concern arises concerning the operation of a team, the process or hierarchy to address those issues shall be as follows:
 - a) firstly, the Manager; then
 - b) the Coach; then
 - c) the Division Manager; then
 - d) the Division Director; then
 - e) the President; then
 - f) the Discipline Committee; and finally
 - g) the Executive as a whole.

- 2) For issues arising concerning non-team issues, the process to address those issues shall be as follows:
 - (1) firstly, the President; then
 - (2) the Discipline Committee; and finally
 - (3) the Executive as a whole.

SAMHA POLICIES PENALTIES, SUSPENSIONS AND DISCIPLINARY POLICY
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All minor hockey falls within the jurisdiction of Hockey Canada (“HC”) and the British Columbia Amateur Hockey Association (“BC HOCKEY”) and as such these, our parent organizations, lay out penalties for rule infractions in a game. Additionally, SAMHA is a member of the Okanagan Mainline Amateur Hockey Association (“OMAHA”). We participate within this Association under the umbrella of the HC / BC HOCKEY rule structure. OMAHA has some further rules to augment their operation, and SAMHA is subject to these regulations as well. A player registered with SAMHA then is subject to the rules and penalties as called for by the organizations that we are affiliated with.

When a referee penalizes a player or a team official in a game, he/she does so with the full authority of the BC HOCKEY / OMAHA behind him/her. Our Association is bound by the rules and regulations of the senior organizations as interpreted by the game officials.

SAMHA does have the authority to add on further penalty assessments if a game situation calls for it. For example, in repeated suspension penalties, we can add more time if it is felt appropriate.

Furthermore, every member of the SAMHA, including parents and guardians, are expected to show respect for the game of hockey, their opponents, the Officials, Arena employees and the spectators. Those displaying any form of unruly or un-sportsman like conduct, or causing damage or altercations before, during or after games or practices in or near any arena, will not be tolerated and may result in disciplinary action.

Incidents brought to the attention of the SAMHA must be formally presented in writing and will be addressed in an expeditious, sensitive, responsible and confidential manner with no reprisals to the concerned individuals. The names of the concerned individuals or the circumstances related to the complaint will not be disclosed to any person unless disclosure is necessary for the purposes of investigating the complaint or taking disciplinary measures.

Disciplinary sanctions against any SAMHA member will be levied for violations of this Policy based on, but not exclusively, the current BC HOCKEY Suspension Procedures, Guideline and Policies (particularly the sections on Gross Misconducts and Match Penalty Minimum Suspensions) as appropriate up to and including expulsion from membership in the SAMHA and restriction from participating in any SAMHA sanctioned practice, game or event. Any disciplinary action or suspension may include a term of probation with or without conditions, including monetary settlement.

Individuals who make allegations, which are clearly unfounded, false, vexatious, and frivolous or who make allegations for any collateral or otherwise improper motive will be subject to potential discipline.

APPEAL PROCESS

Only the individual(s) to whom the discipline decision has been sanctioned can appeal the decision. Any appeal shall be in writing and in compliance with the Constitution or Bylaws and submitted to the President, Vice-President or the Secretary within seven days of the decision being handed down.

In the event of an appeal, the President will review the circumstances of the appeal, and if warranted, the President may bring the appeal to the remaining members of the Executive (the Appeals Committee) who are not involved in the Discipline Committee, and who are not involved in the subject matter of the appeal.

Any Appeals Committee has the authority to either 1) uphold the Discipline Committee's decision, or 2) uphold the Appeal. In either case, the Appeal Committee cannot dismiss the decision handed down by the Discipline Committee completely, however they may modify the disciplinary sanction to their discretion.

DISCIPLINE COMMITTEE

The Discipline Committee shall consist of three directors in addition to the President or Vice President. The President shall appoint the committee members.

SAMHA POLICIES – EQUIPMENT

The SAMHA endeavours to maintain an adequate supply of good quality athletic equipment. Division Managers are to contact the Equipment Manager directly once the number of teams in the Division has been determined. Division Managers are responsible for having Parent

Reps collect post-dated cheques and returning them to the Equipment Manager by October 31st of each year. The following equipment is supplied to teams:

1. Uniforms (sweaters to Initiation/Novice Program and Recreation Teams; sweaters and socks to Rep Teams and Atom Development Teams).
2. Complete sets of goal equipment (as required in each division).
3. Goal sticks for Initiation/Novice.
4. Pucks.
5. Assignment of locker and keys for each Division's locker.
6. Score sheets.
7. First Aid Kit to traveling teams.

It is imperative that coaches and athletes are aware of the procedure for borrowing and caring for equipment. Either the coach, manager or parent rep must be the last person out of the dressing room after practices and games to check that no equipment belonging to the team is left behind. All minor hockey equipment should be put back into the respective locker unless other arrangements have been made.

Coaches should discuss equipment needs or concerns with their Division Managers who will forward the request/information to the Equipment Manager.

Hockey Sweaters

A team sponsor's name is on each set of sweaters and the team will be known by this name for the duration of the season. If teams wish to adopt a "sport" name, this is allowed, but the sponsor's name **MUST** be used to describe the team for publicity purposes and on any documentation required by the Association, e.g. score sheets.

Salmon Arm will be printed diagonally across the front of all new jerseys; the crest will be on the shoulder, and the sponsor bar on the back above the number. **Personal name bars are not permitted.**

Hockey sweaters are to be worn **ONLY** for SAMHA-sanctioned activities.

For players in Atom Development and up, game jerseys supplied by SAMHA are not to be worn for practices. Teams and/or individual players will be responsible for arranging/purchasing their own practice jerseys. For players on these teams, SAMHA supplied game jerseys are to be handed out prior to each game or sanctioned event by a designated team volunteer, and collected immediately after the event and kept by same. The designated team volunteer is responsible for cleaning the jerseys while in their care, and notifying the Equipment Manager as soon as possible of any repairs that need to be made.

For players in Atom Recreation and below, game jerseys are supplied by SAMHA and loaned to each player for the current season for SAMHA sanctioned events only. A \$50.00 cheque, post-dated for March 31, of the following year (i.e. end of current hockey season) is to be collected from players prior to issuing of their sweater. This cheque will be retained and cashed by the Association if the sweater is not returned at the end of season. Players are responsible for regular cleaning and care of their SAMHA jerseys during the hockey season. Practice jerseys for these players are optional, and at the discretion of the coaches and parents.

Coaches are responsible to ensure that a complete set of sweaters is returned to the Equipment Manager by the designated date at the end of the year.

Off Season Equipment Use

SAMHA does not lend out any equipment or jerseys/clothing for hockey events, teams or individuals that are not part of SAMHA (ie: spring leagues). The exception to this guideline is goalie equipment, which can be rented out with a deposit in the amount of \$500. The Equipment Manager is responsible for collecting deposits and ensuring the proper sign-out and return of goalie gear.

SAMHA POLICIES – SPONSORS

1. Each team will be allowed only one official sponsor. The team jerseys will bear the sponsor bar of their official sponsor and the sponsor bar must be sewn onto the jersey prior to the end of October.
2. The Board will determine the cost of being an official sponsor on a yearly basis. The payment of sponsorships is to be made to the SAMHA and not to the team itself. Although the Association cannot guarantee a sponsor the team of its choosing, every effort will be made to accommodate the sponsor in this respect. The Executive will look to such criteria as whether the sponsor is a local business, has previously sponsored the same team, has a friend or relative playing for the team and such other matters as it deems appropriate in its discretion.
3. In the case of sponsor bars on Rep Teams, they will be sewn on both home and away jerseys.
4. In addition to sponsoring a team, an official sponsor can make separate donations should it wish to do so.

SAMHA POLICIES – TOURNAMENTS

SAMHA Tournaments

1. Finances
 - a. All tournament registration fees are set by SAMHA. Teams attending the tournaments are to make their cheques payable to Salmon Arm Minor Hockey and these cheques are to be forwarded to the Treasurer. SAMHA will pay for the following:
 - i. Sanction fees
 - ii. Ice rental
 - iii. Officials
 - iv. Pre approved amount for awards
 - b. All net proceeds after payment of the above belong to SAMHA.
2. Responsibilities
 - a. The Division Manager is responsible for acting as “Tournament Coordinator” or selecting one if they choose not to do it.

- b. The Tournament Coordinator is responsible for:
 - i. Confirming tournament dates with the Ice Ambassador.
 - ii. [Deleted]
 - iii. Tournament Sanction - All tournaments must be sanctioned by B.C.A.H.A. Forms are available and will be processed by the SAMHA Tournament Director. **The sanction must be completed a minimum of 30 days prior to the tournament date.**
 - iv. Recruiting a Tournament Committee to:
 - 1. Prepare tournament format/playing schedule.
 - 2. Design invitations (Entry forms are available from SAMHA.)
 - 3. Determine any special tournament rules.
 - 4. Arrange booking of referees; sufficient qualified refs must be available.
 - 5. Booking of timekeepers – paid or volunteer.
 - 6. Booking of volunteers to prepare score sheets in advance of games.
 - 7. Determine fund-raisers.
 - a. All raffle and 50/50 ticket sales will be set by SAMHA and will follow the guidelines of the BC Gaming Commission.
 - 8. Area for selling programs; displaying prizes, posters, master draw/score sheet.
 - 9. Dressing Rooms
 - a. team name cards for dressing room doors.
 - b. supervision of hallway.
 - 10. Team name banners to be mounted in arena.
 - 11. Publicity; game results to newspaper.
3. Tournament Team Limits
 - a. Tournament team limits will be imposed as follows:
 - i. 12 teams maximum (including SAMHA teams) for Atom Development and up.
 - ii. 8 teams maximum (including SAMHA teams) for Atom Recreation and below.
 - b. Tournaments are optional. If ice time availability becomes an issue, tournament priority will be given firstly to Atom Development and up, and then secondly to Atom Recreation and below.

Out-of-town Tournaments

The Tournament Director forwards invitations to out-of-town tournaments to Division Directors. The Division Directors distribute to the appropriate team and arrange with coaches, to "match" teams with tournaments. All registration fees for out-of-town tournaments will be paid directly by the Association. The teams must pay from their own team fund and Sue Renaud (bookkeeper) in turn will issue a Minor Hockey cheque to pay for the tournament entry fee. The Division Director will contact Sue Renaud at Lakeside Printing (phone # 250-832-4431 or email printing@sumwave.net) and inform her of the request for funds.

The Division Director will arrange with Sue regarding pick-up information. Minor Hockey will advance funds to any team prior to the start of the season but monies must be paid back to S.A.M.H.A. by October 15th.

SAMHA POLICIES – FUND RAISING

All fund raising initiatives require pre-approval from the SAMHA board.

The SAMHA has a responsibility to monitor and control all fund raising activities carried out in the name of "Minor Hockey".

The Association does not conduct general fund raising but may initiate a project for special purpose, as decided by the Board.

The Association will sanction Division/Team fund raising in accordance with the following guidelines:

1. Division Managers are responsible to establish a fund raising plan (official form available through SAMHA), to be submitted to the President or delegate of the Association.
2. The President or delegate will review and submit to Board for approval. Considerations will be:
 - a. activities/projects appropriate
 - b. duplication of projects
 - c. community/business solicitation level
 - d. proposed use of funds appropriate
3. The President will advise Division Manager of Board decision.
4. Bank Accounts: Individual Divisions/Teams may open a bank account for fund raising purposes. No less than two authorized signatures must control cheque signing and withdrawal.
5. Division Managers are responsible to **submit a financial statement to the Treasurer by April 15, with original receipts for all disbursements attached.**
6. Excess funds remaining in a Division/Team account at March 31st becomes the property of the Association and must be transferred to the general operating fund.
7. The Board reserves the right to request a review of the Division/Team finances at any time.
8. SAMHA name may not be used directly or implied for any activity unless prior approval is obtained.

Examples of Minor Hockey Fund Raising Projects

- Sale of Sandbags
- 50/50 draws at games
- Raffles/Pool
- Bottle Drives
- Car Washes
- Winter Dance/Family Dance

Use of Funds

1. Acceptable
 - a. Additional Ice Time
 - b. Awards Presentations
 - c. Subsidize Rep Fees
 - d. Tournament Fees and Expenses (for players/coaches only)

- e. Hockey jackets, socks, special equipment
 - f. Provincial competitions (expenses for players/coaches only)
2. Unacceptable
- a. Team "parties"
 - b. Arbitrary distribution to individuals
 - c. Player's family's expenses

SAMHA POLICIES – HOCKEY AWARDS

Hockey awards are presented at the end of the season prior to the annual general meeting to both Recreational and Rep divisions.

SAMHA POLICIES REIMBURSABLE EXPENSES FOR COACHES AND MANAGERS

Coaches and managers will be reimbursed for personal expenses from funds collected by the division.

SAMHA POLICIES – TEAM PICTURES

The price of photos is included with registration. Each player will receive a team photo and an individual picture.

SAMHA POLICIES – PROVINCIALS

Grants to subsidize travel expenses for rep-carded teams going to Provincials will be paid out of the Provincial Fund only. The maximum amount of financial help to such teams is determined by which district is hosting the provincial tournament. See table below.

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

The total amount of monies paid out of the Provincial Sandbagging Fund during any season cannot exceed the total amount of money available within the Fund. If there are not sufficient monies available in the Provincial Sandbagging Fund, then funding will be prorated based on the table below.

The maximum amount in the Provincial Sandbagging Fund should at no time exceed the amount of \$24,000.00, with any excess going into general revenue of SAMHA.

HOSTING DISTRICT	GRANT AMOUNT
East Kootenay	\$ 4,000.
West Kootenay	\$ 4,000.
Okanagan Mainline	\$ 2,000.
North East/Yukon	\$ 6,000.
North Central	\$ 4,000.
North Western	\$ 6,000.
Lower Mainland	\$ 5,000.
Vancouver Island	\$ 6,000.

To maintain the Provincial Sandbagging Fund, all Rep (carded) teams will be responsible for filling, storing and delivering a minimum of 1000 sand bags during any given season. Each Rep team will receive \$500 for filling and delivering their sandbags. This money will be paid out by January 15th. All additional revenue from the sale of sandbags will go to the SAMHA provincial Sandbagging Fund. If any Rep team goes to the Provincials, their \$500 will be included in their allotted travel allowance, based on the table above.

In order to keep the Sandbagging Fundraiser going, every Rep team will be responsible for providing three contact names to the Sandbag Coordinator by October 1st of any given season. These contacts will be responsible for meeting with the Sandbag Coordinator to set up a schedule to get their sandbags filled and delivered throughout the season.

Sandbagging is not optional for Rep Teams– everyone is expected to participate.

SAMHA POLICIES – CODE OF ETHICS FOR COACHES

- I will treat each player, opposing Coach, Official, Parent and Administrator with respect and dignity.
- I will do my best to learn the fundamental skills, teaching and evaluation techniques, and strategies of my sport.
- I will become thoroughly familiar with the rules of my sport.
- I will become familiar with the objectives of the youth sports program with which I am affiliated. I will strive to achieve these objectives and communicate them to my players and their parents.
- I will uphold the authority of officials who are assigned to the contest in which I coach, and I will assist them in every way to conduct fair and impartial competitive contests.
- I will learn the strengths and weaknesses of my players so that I might place them into situations where they have a maximum opportunity to achieve success.
- I will conduct my practices and games so that all players have an opportunity to improve their skill level through active participation.
- I will communicate to my players and their parents the rights and responsibilities of individuals on our team.

- I will cooperate with the administrator of our organization in the enforcement of rules and regulations, and I will report any irregularities that violate sound, competitive practices.
- I will protect the health and safety of my players by insisting that all of the activities under my control are conducted for their psychological and physiological welfare, rather than for the vicarious interests of adults.

<h2 style="margin: 0;">SAMHA POLICIES</h2> <h3 style="margin: 0;">PHILOSOPHY OF THE HOCKEY PLAYER</h3>
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The SAMHA is dedicated to minor sport and strives to promote the qualities of personal development and good citizenship through participation in hockey. Some young people will not be familiar with the requirements involved in committing to a team. It is important that the following player expectations be emphasized.

1. Be enthusiastic, industrious, dependable, loyal and cooperative.
2. Be in the best possible condition, physically and mentally.
3. Keep emotions under control without losing assertiveness.
4. Work constantly to improve your skills.
5. Never criticize or razz teammates.
6. Be unselfish; remember hockey is a "team" sport.
7. Make good use of time. Be efficient and punctual.
8. Respect team players, coaches and officials at all times.
9. Take excellent care of your uniform and equipment and keep your dressing room neat and orderly. Respect all arena rules.
10. Adhere to all hockey rules.

PLAYER CODE OF CONDUCT

1. Attendance
 - a. Athletes are expected to attend practices and games.
 - b. Athletes must not miss school to play hockey, unless coaches, parents and school authorities have made mutual arrangements.
 - c. Athletes must be punctual for practices and games, arriving at least 1/2 hour prior to ice time, or as instructed by the Coach.
2. Deportment
 - a. Smoking, drugs, alcohol and inappropriate language will not be tolerated.
 - b. All athletes will display good sportsmanship at all times when dealing with teammates, coaches, opponents, officials and spectators.
 - c. Dress appropriately for home and out of town games.
3. Commitment
 - a. Once a commitment to a hockey team has been made, a player must follow through with this commitment. It is unfair to teammates and coaches to leave a team in mid-season, with the exception of extenuating circumstances.

SAMHA POLICIES PARENTS'/GUARDIAN'S RESPONSIBILITIES

- Ensure that your child has adequate equipment.
- Ensure that your child arrives early for practices and games; allow time to get dressed; skates tied.
- Inform coach by phone if your child will not be at a practice or game.
- Supply children with their own water bottle.
- Be prepared to volunteer some time to the team (e.g. timekeeping, scorekeeping, 50/50).

Parents'/Guardians' Code of Conduct

1. Do not force an unwilling child to participate in sports.
2. Remember children are involved in organized sports for their enjoyment -- NOT YOURS!
3. Encourage your child always to play by the rules.
4. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
5. Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
6. Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
7. Do not publicly question the officials' judgment and never their honesty.
8. Support all efforts to remove verbal and physical abuse from children's sporting activities.
9. Recognize the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your child.

SAMHA POLICIES – REP TRYOUT FEE

A Rep tryout fee, as set by the Board, is to be paid to SAMHA by all players wishing to tryout for a rep team, with no money going to the resultant rep team.

The intent is to cover the costs of ice and tryout expenses only (e.g.: officials), and not to be a fundraiser for any team.

SAMHA POLICIES EARLY SEASON AWAY-TOURNAMENT REGISTRATION

SAMHA will lend funds for early season tournaments (registration and payment due prior to teams being selected) for all SAMHA teams. SAMHA is to be reimbursed by the teams by October 15th of said season.

SAMHA recognizes the need for registration and payment to be sent to hosting Associations for early tournaments before our teams have actually been formed. This is primarily used for the rep teams, as they are usually the only teams to have known team officials in place (head coach) early enough to plan for these tournaments before the players are selected. However this policy can also be used for recreation teams, should they meet the criteria.

There is a reimbursement cut-off date identified to ensure that there is enough time for the players' money to be collected after the teams are formed.

SAMHA POLICIES – DRESSING ROOM FOR FEMALES REGISTERED IN INTEGRATED HOCKEY PROGRAMS

Preamble: S.A.M.H.A. will follow the B.C. Hockey dressing room guidelines for females registered in integrated hockey programs. All members of the SAMHA (including directors, players, parents/guardians, coaching staff and other team officials) will be notified of this policy at the start of each hockey season.

BC Hockey Co-ed Dressing Room Policy:

1.06 CO-ED DRESSING ROOM POLICY

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

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

2. *When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room).*

3. *When separate facilities do not exist for both male and female participants:*

- a) *Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.*
- b) *Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.*

4. *It is the responsibility of the team to ensure that these guidelines are followed.*

SAMHA Integrated Female Dressing Room Policy:

1. The Sunwave Center, home arena to SAMHA, has a designated dressing room for female players on integrated teams (dressing room number 1). This dressing room is to be reserved solely for female players on integrated teams and for female referees.
2. Female players on integrated teams in Pre-Novice, Novice and Atom may opt to not use the designated female dressing room. If this is the case, a team official must ensure strict adherence to the BC Hockey Co-ed Dressing Room Policy.
3. If a Female player from Pre-Novice, Novice or Atom chooses not to use the designated dressing room, a female parent or female team official must be in the team dressing room while the player is getting dressed and undressed.
4. Should the female player decide to dress in the Team's designated room, the BC Hockey Co-ed Dressing Room Policy must be followed.
5. Female players using the designated female dressing room (Sunwave Center Dressing Room #1) must have a parent/guardian or team official ensure the safety and well-being of the player while in the room. This is the responsibility of the team officials and/or players parent/guardian.
6. Team officials must ensure that parents/guardians are aware of this policy. Team officials are also responsible to ensure that this Integrated Female Dressing Room Policy is followed and respected by all members of their team.
7. It is the responsibility of a SAMHA team official or a Team's Tournament Coordinator to ensure that any visiting teams who have females on integrated teams are made aware of this policy prior games.

8. Procedures and Security of females using the designated Female Change Room (Room 1 at Sunwave Centre):**Procedures:**

- a) Proper signage on the door to Dressing Room #1 must include:
 - Clear and bold lettering which identifies the room as the designated female dressing room for integrated female players.
 - Information on the Key Procedures for the room.
 - For the purpose of safety and security, information advising Team Officials and Parents of their responsibility to provide supervision of their player while using the room.
- b) Information on Change Room key procedure
 - There will be a key for the designated female dressing room located in each of the regular dressing rooms.
 - The key will be clearly tagged and kept with the regular dressing room key.
 - It will be the responsibility of SAMHA team officials to communicate the key procedure to all visiting teams with integrated female players.
 - The key procedure will also be posted on the door of Dressing Room #1, as stated above in (8)(a).
 - When a female player is finished dressing and either joining their team or leaving the arena, they must lock the room and give the key to one of their team officials. It will be the

responsibility of the team official to ensure that the key is returned to the regular change room it came from.

- There may be multiple female players using the Integrated Female Dressing Room at any given time. It is essential that the door is locked after each player leaves the room and that players are not leaving valuables in the room.

Security:

- The supervision of the female player while in the designated female dressing room is that of their team officials and the player's parent/guardian. Given there are multiple keys to this room, it is essential that there is a team official or a parent/guardian ensuring the safety of the player while changing.
- Female players should be dead bolting the door when they are getting changed to prohibit others from coming in.

9. Tournaments

During all SAMHA tournaments at the Sunwave Centre, a member of the Tournament Committee must be designated to oversee the use of the Integrated Female Dressing Room and, if necessary, must be available or have appointed someone to be available if there are any concerns. This person could be an official at the raffle table. This information must be included in the Tournament Information Package and available to all teams prior to the Tournament

10. Female Referees

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

SAMHA POLICIES – AUTHORIZED SAMHA CLOTHING

Team clothing representing SAMHA must be approved by the Executive and must conform to the approved colours and styles as set out from time to time by the Executive. Also, only the official SAMHA logos and cresting may be used.

Any style or brand of clothing article may be chosen, but only the official colours of our Association are to be used. The emphasis is on displaying a recognizable colour and logo scheme that easily and proudly identifies the player with the SAMHA organization.

Team names, player names and Jersey numbers may be added to the clothing as appropriate, however the official SAMHA logo must be included on all clothing articles. Examples of clothing articles that may be approved are, but not limited to; jackets, hoodies, caps, toques, warm-up pants and T-shirts.

Approved clothing designs can be tendered out to clothing supply companies each year for cost efficiencies by buying in volume for one or more teams, and SAMHA recommends to purchase from local suppliers whenever possible. Individuals are responsible for the costs of the clothing that they purchase, although teams may decide to coordinate their purchases

through a team representative, and may also be permitted to use approved fund raising to subsidize the costs of their purchases.

Details:

- Official Colours: Black, White, Orange, Silver Piping
- Official SAMHA Logo: 2005 Colourized Version only. **No larger than 3” x 3” with clear space all around the logo.**
 - Location for jackets, shirts, sweaters, hoodies, etc: on upper-left chest area
- Official SAMHA Silvertips Logo: 2005 Colourized Version only. **No larger than 4” x 4” with clear space all around the logo.**
 - Location for jackets, etc: on upper-center back of jacket