

Quick Reference Guide

Title	Section
Alcohol & Tobacco Advertising	1.01
Association and League Screening Process	1.36
Cash Prizes	1.18
Co-ed Dressing Room Policy	1.06
Conflict of Interest Policy	1.37
Criminal Record Checks	1.04
Doping Control	1.02
Executive Committee	1.03
Females Participating in Hockey	1.05
Finances	1.07
Goaltender Replacement	1.34
Helmet Policy – Minor Hockey Practices/Events	1.23
Hockey Canada Sports School Registration	1.20
Injured Player Return to Play Policy	1.22
Insurance and Risk Management	1.08
Investigative Hearings	1.09
Joint Team Policy	1.24
Lapel Pins	1.10
Maximum Cellular and Telephone Expense Claim	1.38
Minor Hockey Association Spring Evaluation / Try Outs Policy	1.32
Minor Hockey Tier Designations	1.11
Minor Hockey Moves After January 10	1.28
Overage Players in House League / Recreational Programs	1.12



Oversize Team	1.35
Participation in Leagues outside of British Columbia	1.31
Participation of non-BC Hockey Member Teams in BC Hockey Leagues	1.39
Policy Manual	1.13
Recreational Tournament Teams	1.29
Request for Recreational Player Replacement/Relief	1.30
Residential Waivers	1.16
Registration of Players: Non Canadian Citizens	1.15
Registration of Players: Residential Qualifications	1.14
Spring Season	1.26
Spring Season Tournaments	1.27
Tournaments	1.17
Transferring of Goaltenders From Another Association For HC Carding	1.19
Trophy Return Policy	1.21
Upholding of Local Suspensions	1.33
Waitlist Policy	1.25

1.01 ALCOHOL & TOBACCO ADVERTISING

The display of alcohol or tobacco advertising in minor hockey programs shall be prohibited.

1.02 DOPING CONTROL

Hockey Canada and BC Hockey are unequivocally opposed to the use or application of any banned substance that contravenes the rules of the International Ice Hockey Federation or the International Olympic Committee for the purpose of enhancing an athlete's performance in any form of competition.

Any team official condoning the use of banned substances as described in the Hockey Canada Association Anti-Doping Policy, counseling, or advising others to use banned substances, securing, supplying or administering banned substances shall be severely dealt with.

BC Hockey adopts the Canadian Anti-doping Program as approved by Hockey Canada through the Canadian Center for Ethics in Sport (CCES). Information on the current CCES policy can be obtained through;

Canadian Centre for Ethics in Sport
2197 Riverside Drive, Suite 202
Ottawa, Ontario
K1H 7X3
1-800-672-7775

www.cces.ca

General information – info@cces.ca

Substance information – substanceinquiries@cces.ca

1.03 EXECUTIVE COMMITTEE

a) TRAVEL

Executive Committee travel shall have the prior approval of the President. Expenses will be as per BC Hockey By-Laws. A brief report on the trip is to accompany the expense account submitted.

b) CONFERENCE CALLS / MEETINGS

Conference Calls and Meetings shall have the prior approval of the President. A brief report on the meeting or calls to follow within 48 hours.

c) JACKETS

Each Executive Committee member shall be entitled to a BC Hockey jacket, the cost to be borne by BC Hockey. Executive members can request a second jacket as needed.

d) BUSINESS CARDS

Each Executive Committee member shall be issued 100 business cards annually.

e) GAME PASSES

Each Executive Committee member shall be issued an official BC Hockey game pass annually.

f) **NEW MEMBERS**
Newly elected Executive Committee members shall be reimbursed for their travel costs and per diem to the Annual General Meeting (as per BC Hockey By-Laws).

g) **NOMINATIONS**
A Nominating Committee shall be struck to accept nominations for positions of the Executive Committee.

All nominations must be in the hands of the Nominating Committee Chairperson no later than March 15 on the prescribed BC Hockey nomination form. Names of all nominees shall be mailed to the membership at least 14 days prior to the Annual General Meeting.

h) **ASSIGNMENT OF DUTIES**
In addition to the regular duties of the Officers, District Director(s) and Divisional Directors as outlined in the By-Laws and Regulations of the society, the President may assign the following duties annually:

- Risk Manager
- BC Hockey Annual Meeting Liaison
- Chairperson - Appeal Committee
- Chairperson - Resolutions Committee
- International Tour Liaison
- Match / Gross Misconduct procedures
- Chairperson - District Presidents Meeting
- Officer in charge of Minor, Senior Female, Junior & Senior Male Hockey in conjunction with application Divisional Director(s)
- Coordinate & supervise the selection of the Life Members / Volunteer Executive of the Year Award

i) **BC HOCKEY OFFICIAL PASS**
In addition to BC Hockey By-Laws, each President, upon completing their tenure of office, will receive a BC Hockey official pass.

j) **HOCKEY CANADA - BC HOCKEY SERIOUS INJURY REPORT PROCEDURE**
For all injuries, the BC Hockey member will complete a Hockey Canada Injury Report and forward it to the BC Hockey Office.

The BC Hockey will administrate all injury claims with Hockey Canada. Serious injuries resulting in Hockey Canada investigation will be reviewed with the appropriate Executive Members through the Staff Resource Person.

k) Enforcement of Policies The President shall be responsible for directing all BC Hockey Standing Committee Chairs with respect to the enforcement of policies.
--

1.04 CRIMINAL RECORD CHECKS**Purpose:**

The British Columbia Amateur Hockey Association (“BC Hockey”) is committed to providing a high standard of service to all of its members. Carrying out Criminal Record Checks (“CRC”) and Vulnerable Persons Checks (“VPC”) of potential employees and volunteers prevents the appointment of unsuitable candidates by our organization. CRCs and VPCs are also a part of a prudent and consistent approach to ensuring the safety of our current employees, volunteers, and players from those individuals with a history of workplace violence or other serious offences.

Policy

BC Hockey requires persons applying for certain employment or volunteer positions (“CRC-Designated Positions”) within our organization to complete a Consent for Criminal Record Search Form and a Vulnerable Persons Check. Failure to provide a CRC and VPC will prevent the individual from obtaining that position.

The application for the CRC and VPC is required upon initial appointment and maintaining the position is contingent upon the results of the checks coming back satisfactory to BC Hockey. A CRC and VPC must be renewed as follows:

- (a) every five (5) years thereafter in the case of current BC Hockey board members and permanent staff members; and
- (b) every three (3) years thereafter for all other positions

All BC Hockey employees and volunteers in CRC-Designated Positions are required to report charges or convictions of any new offence under the Criminal Code of Canada and / or the Controlled Drugs and Substances Act on an on-going basis to the BC Hockey Executive Director.

Policy Guidelines

A CRC and VPC consists of a criminal record name check performed by municipal police or local RCMP detachment.

Individuals applying for positions, other than permanent staff positions and board member positions, with BC Hockey shall pay for their own CRCs.

When filling out the Consent for Criminal Record Search Form and VPC, the applicant must authorize the municipal police or RCMP to disclose all information regarding his / her CRC and VPC to BC Hockey at 6671 Oldfield Road, Saanichton, British Columbia V8M 2A1 to the attention of the BC Hockey Executive Director.

The CRC and VPC will either indicate that the individual does not have a criminal record or that a criminal record may or may not exist. If the CRC or VPC indicates that the individual may or may not have a criminal record, the individual will be required to attend the police detachment and have fingerprints taken to satisfactorily complete their CRC or VPC requirements to determine that the CRC or VPC is for the correct individual or to confirm that no mistakes have been made.

One person who is not currently serving on any boards, committees, etc. (preferably a police or RCMP officer or a lawyer) will be appointed by the BC Hockey Executive Director to act as BC Hockey’s internal Backcheck Representative.

The Backcheck Representative is responsible for reviewing CRCs and VPCs.

All employment and volunteer positions will be evaluated to determine whether a CRC and VPC will be required for individuals who occupy or wish to occupy the position. The Backcheck Representative will have the sole discretion in determining which positions fall into the category of CRC-Designated Positions that will require a CRC and a VPC.

When the Executive Director or a BC Hockey Staff Resource Person designated by the Executive Director of BC Hockey receives the CRC and VPC information from the municipal police or RCMP, it will be immediately stored in a secured and confidential electronic file and kept independent from all other files. The BC Hockey Executive Director shall protect the personal information contained in the confidential electronic file by making reasonable security arrangements against such risks as authorized access, collection, use, disclosure or disposal. The CRC information will be forwarded by the Executive Director to the Backcheck Representative, and will be treated with complete confidentiality. The Backcheck Representative and the Executive Director will be the only two persons who have access to the confidential electronic file containing the CRCs and VPCs.

If no further investigation regarding an individual CRC or VPC is required, the Criminal Record information will be kept in the secured, confidential electronic file. Applicants will only be contacted if their CRC or VPC is “flagged” as a potential risk to BC Hockey by the Backcheck Representative.

A satisfactory CRC or VPC is either:

- (a) confirmation from the police that no criminal records and / or charges exist; or
- (b) that any existing convictions and / or charges are not relevant to the position, as determined by the Backcheck Representative.

In determining whether any convictions and / or charges are relevant to the position, the Backcheck Representative will gather information which may include telephone or personal interview with the individual and / or other persons or agencies.

The Backcheck Representative, in making the final decision, will consider the following:

- (a) relationship of the offence(s) to the nature of the position;
- (b) number and nature of the charges and / or convictions;
- (c) relevant offences listed in Schedule 1 of Criminal Records Review Act, R.S.B.C. 1996, c.86;
- (d) when the offence(s) occurred; and
- (e) what the individual has done since the date of the offence.

If the Backcheck Representative determines that the individual poses a risk and is not an appropriate candidate for the position, the Backcheck Representative will immediately notify the individual and the Executive Director of BC Hockey in writing of the Backcheck Representative’s decision.

All notes, information and informal materials pertaining to an individual’s CRC and VPC will be kept in a separate file by the Backcheck Representative. They will not be contained in the individual’s BC Hockey file.

BC Hockey will not refuse a position to an individual because he or she has been charged with or convicted of an offence of a type which does not pose a risk to BC Hockey, considering the duties of the position the person is seeking to occupy.

NOTE:

1. In addition to the completion of a satisfactory Criminal Record Check and a Vulnerable Person Check, Minor Hockey Associations must ensure that all Volunteers (including On-Ice Officials i.e. Referees) obtain the required Certifications as set out in BC Hockey Regulations prior to participation in sanctioned games / events. Failure to ensure these requirements are met may jeopardize the event sanction and will result in disciplinary action against the Association.
2. Individuals with current CRCs on file with BC Hockey are not required to complete the VPC until the required renewal.

1.05 FEMALES PARTICIPATING IN HOCKEY

BC Hockey supports female participation on integrated teams, the formation of female teams and will allow dual carding. (i.e. female players of minor age may participate on both a minor female team and a minor integrated team if selected following tryouts and female players of minor age may participate on a Senior female team and a minor integrated team where no female minor team exists.) BC Hockey continues to promote the participation of females in the NCCP, HCOP, HCSP and Initiation programs.

1.06 CO-ED DRESSING ROOM POLICY

- a) 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:
 - i. Male players will not undress to less than a minimum of shorts while females are present.
 - ii. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
- b) 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).
- c) When separate facilities do not exist for both male and female participants:
 - i. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
 - ii. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
- d) It is the responsibility of the team to ensure that these guidelines are followed.

1.07 FINANCES**a) PURCHASE ORDER SYSTEM**

All purchases on behalf of BC Hockey shall have prior approval of the Executive Director and have a covering purchase order number. No company statement will be paid without an accompanying purchase order number.

b) EXPENSE ACCOUNTS

The following expenses shall be reimbursed by BC Hockey as follows:

- i. Transportation
 - Private automobile
 - Staff members shall be reimbursed as per the BC Hockey Employment Policy
 - Executive members and appointed personnel shall be reimbursed as per BC Hockey By-Laws
 - Airfare
 - The most economical airfare, or actual bus fare will be paid in accordance with BC Hockey By-Laws and must be supported by receipts
 - Parking Charges
 - Parking Charges will be paid at actual cost and must be supported by receipts
 - Automobile rentals
 - All use of automobile rentals must have the prior authorization of the President
 - The most economical rental will be obtained including basic collision and third-party liability coverage
- ii. Accommodation
 - Hotel rooms will be reimbursed at actual cost and must be supported by receipts
 - Should a spouse or other person accompany the BC Hockey representative, reimbursement for accommodation will be limited to the expense that would have been incurred if that person had traveled alone.
 - All personal expenses for meals and telephone, etc charged against the hotel account should be paid directly to the hotel before checking out, if the room is being paid directly by BC Hockey
 - Hotel room expenses for the evening following a BC Hockey meeting are not claimable unless the representative is unable to make reasonable arrangements home that evening
- iii. Meals
 - Staff members shall be reimbursed as per the BC Hockey Employment Policy
 - BC Hockey Executive and personnel shall be reimbursed as per BC Hockey By-Laws
- iv. Telephone / Fax Charges
 - All claims for long-distance calls / fax transmissions related to BC Hockey business must be supported by the original telephone company billing or hotel account and an itemized explanation of the calls
 - BC Hockey will assign cellular phones and email / fax service to all Executive Members

- v. Photocopying
 - The BC Hockey Office keeps all members regularly informed with pertinent Bulletins and it should not be necessary to duplicate these mailings
 - Executive Members shall be reimbursed photocopy costs for a monthly two-page newsletter to their constituent Associations, Leagues or Teams
- vi. Overdue / Interest Charges
 - BC Hockey shall not reimburse for overdue or interest charges incurred
- vii. Incidental Expenses
 - Staff members shall be allowed incidental expenses when traveling in accordance with the BC Hockey Employment Policy
 - BC Hockey Executive Committee Members shall be allowed incidental expenses when traveling in accordance with BC Hockey Policy
- viii. Expense Account Forms
 - All requests for reimbursement shall be on a BC Hockey form
 - Expense accounts are to be submitted monthly, accounts submitted more than one month late will be referred to the President

c) INVENTORY

BC Hockey Executive Committee members, Life Members and Staff are permitted to purchase inventory at cost price.

d) NSF CHEQUES

There shall be a charge of \$20.00 (Twenty Dollars) on all NSF cheques.

e) MAILING LIST

Upon request, society members only may purchase a mailing list of all members of the society at a cost of \$25.00 (Twenty-Five Dollars).

f) ADVERTISING AND FUND RAISING

Companies or individuals requesting BC Hockey consideration of their product or fund raising ideas will be advised that BC Hockey only endorses those promotions that are part of the HC Marketing program. However, BC Hockey is willing to make appropriate hockey related products and fund raising ideas known to its membership via an advertising package. This advertising package will not suggest BC Hockey endorsement of any materials enclosed in it.

Advertisers will furnish BC Hockey with copies of their flyer or brochure in sufficient numbers to service the targeted hockey Associations.

Advertisers provide for BC Hockey 175 copies of their flyer or brochure to be mailed to the BC Hockey member associations from the BC Hockey office in Victoria. Please note that any advertising mailing does not suggest BC Hockey endorsement of any company product or service.

- i. One mailing to membership \$ 300.00
- ii. Two mailings to membership \$ 500.00

Excluding applicable taxes

Notwithstanding the above policy, BC Hockey may institute specific promotional items to promote BC Hockey and raise funds for BC Hockey.

g) ADMINISTRATION CHARGE – PROGRAM REGISTRATION REFUNDS

- i. There shall be a fifty percent (50%) refund of Registration Fee to any participant who cancels their attendance more than fifteen (15) days prior to a BC Hockey Sanction Event and there shall be no refund for a Registration Fee for any cancellation less than fifteen (15) days prior to the BC Hockey Sanctioned Event.
- ii. There shall be an administrative fee charged to participants who register for a BC Hockey clinic and subsequently request to switch into another clinic.

Note: In individual cases the Officer responsible for the particular program may approve an additional refund due to extenuating, documented circumstances. All applications for noted refund must be made by way of appeal of above policy.

h) EXECUTIVE COMMITTEE PREPAID EXPENSES

BC Hockey Executive Committee prepaid expenses, shall be reviewed annually prior to April 30, by the Finance Committee.

i) DRILL MANUAL RESERVE FUND GUIDELINES

The Drill Fund is to be utilized as follows:

- i. To assist BC Hockey members selected to High Performance Programs when financial need has been established
- ii. To assist BC Hockey Award Scholarships from the Scholarship Reserve Fund when interest earned is not sufficient
- iii. To cover the related expenses for the presenter of the Ernie Gare Memorial Trophy at the BC Hockey AGM and to maintain the BC Hockey Ernie Gare Memorial Trophy
- iv. To assist BC Hockey members to pursue development opportunities
- v. No disbursements shall be made from the Drill Manual Reserve Fund without the majority vote of the society's Finance Committee

j) HIGH PERFORMANCE PROGRAM RESERVE FUND GUIDELINES

- i. In the event of a loss of, or a decrease of funding, the monies in the High Performance Program Fund would be available to maintain the existing program.
- ii. The fund may also be utilized for special initiatives within and for the High Performance Program.
- iii. No disbursements shall be made from the High Performance Program Reserve Fund without the majority vote of the society's Finance Committee.

1.08 INSURANCE AND RISK MANAGEMENT

BC Hockey is to be protected against accidental loss or losses that, in the aggregate during any financial period, would significantly affect members, property, the budget or the ability of BC Hockey to continue to fulfill its responsibility to its members. In no event shall any loss of life or major personal injury to its members or members of the public be acceptable.

BC Hockey will apply to risks of accidental loss the Risk Management process which includes a systematic and continuous identification of loss exposures, the analysis of these exposures in terms of frequency and severity probabilities, the application of sound risk control procedures and the financing of risk consistent with financial resources provided for during any fiscal year.

In recognition of its volunteer and financial resources and its physical assets, BC Hockey will accept retention of only those insured losses that are eligible through HC during any playing season.

1.09 INVESTIGATIVE HEARINGS

BC Hockey shall conduct investigative hearings in a manner that promotes procedural fairness. This will include the right to a hearing, the right to an unbiased decision maker, and the right to appeal the decision resulting from the investigation.

PROCEDURES

Where an individual has been indefinitely suspended as per the BC Hockey Match / Gross Misconduct Bulletin or an individual or incident is being investigated by the BC Hockey President as per BC Hockey By-Law Eight, the following procedures shall apply:

- a) The individual shall be notified, through their Association, League or Team President, on the appropriate BC Hockey notification form or letter.
- b) The notification form or letter shall indicate the individual or incident under investigation, the reason for the investigation, the procedures for a telephone or in-person hearing, and a time frame for the investigation and decision.
- c) The BC Hockey Executive Committee member conducting the investigation shall be excused if the BC Hockey President or the Executive member considers there to be a conflict of interest or a real / perceived bias in their conducting the investigation.
- d) The individual under investigation shall have the right to have both supporting documentation presented on their behalf and have a support person / parent present during the hearing.
- e) If the individual is to be shown any of the correspondence that resulted in the investigative hearing being established, then either a summary should be provided or anywhere where it could lead to the complainant being identified must be removed.
- f) Any hearings shall be conducted using the BC Hockey Guidelines for conducting investigative hearings.
- g) The Executive Member responsible shall maintain notes (not verbatim) of the investigative hearing and submit them to the BC Hockey President per BC Hockey By-Laws, or submit them to the BC Hockey Office along with their Match / Gross Misconduct decision.
- h) If an in-person interview takes place, a third person, preferably a representative of the local hockey Association / League, shall be present.
- i) The decision based on the investigative hearing shall be communicated to the individual(s), through the Association, League or Team President, in writing stating the length of any suspension, the reason for it and advising the individual of their appeal opportunities.
- j) Should the person under investigation fail to respond by the date outlined in the notification form or letter, the decision letter shall note this.
- k) Appeals shall be conducted in accordance with BC Hockey By-Laws.

1.10 LAPEL PINS

Each Executive Committee Member will be provided at no cost twelve (12) pins annually for their use.

BC Hockey will provide teams representing the Branch at Regionals and / or National Championships with lapel pins at no cost to present to competing teams.

BC Hockey will sell lapel pins to teams that are traveling outside the province upon request.

Lapel pins may be provided at no cost for special events as approved by the President and / or Officers.

1.11 MINOR HOCKEY TIER DESIGNATIONS

The registration numbers determining tier designation will be reviewed every third year. This review will be done by a Committee chaired by the BC Hockey Minor Hockey Chairperson.

1.12 OVERAGE PLAYERS IN HOUSE LEAGUE / RECREATIONAL PROGRAMS

Hockey Canada Carded Teams

Only those players eligible by age to participate on a Hockey Canada Carded Team as per Hockey Canada Regulations may play for that team. **OVERAGE PLAYERS ARE NOT ELIGIBLE TO PARTICIPATE IN ANY LEAGUE, EXHIBITION, PLAYOFF OR TOURNAMENT GAME.**

Recreational Teams

BC Hockey understands and appreciates the responsibility Local Associations have in providing opportunities for all players to enjoy the game. Nevertheless, our potential risk certainly increases under these circumstances and therefore BC Hockey recommends the following measures be taken to ensure that we can be seen as exercising good judgment.

Some considerations that could be taken into account prior to a Local Association approving an overage player to play at the lower level are:

- a) Atom to Initiation and Pee Wee to Atom
 - i. Very small
 - ii. Health reasons
 - iii. No skills appropriate for this level of hockey
 - iv. No team at proper category

- b) Bantam to Pee Wee
 - i. Extremely small and frail structure
 - ii. No skills or aptitude for the game of hockey (i.e. first year in country or first year of hockey)
 - iii. No team in category

- c) Midget to Bantam and Juvenile to Midget
 - i. Doctor approved medical reason
 - ii. Extremely small
 - iii. No team in category

Note: At the Midget and Juvenile levels, the over aged player is limited to a maximum of one year older than the upper age limit of the lower division. This process is to be monitored by the District Leagues.

When a player has been allowed to participate at the younger age level, a note should be attached to their registration form indicating both the placement and the reason.

The procedures used for assigning overage players within an Association must be written and communicated to the players/parents involved.

Associations must apply due diligence in allowing overage players to participate.

The participation of overage players must be brought to the attention of the Officials and opposing team management prior to each game and the Coach should indicate "OA" on the game sheet after the name of each overage player.

1.13 POLICY MANUAL

- a) The Executive Committee shall consider adjustments to the policy manual.
- b) The Executive Director shall be responsible for updating the policy manual.

1.14 REGISTRATION OF PLAYERS: RESIDENTIAL QUALIFICATIONS

- a) All minor hockey players must declare their residential qualifications prior to registration with a Minor Hockey Association and/or team in accordance with BC Hockey and Hockey Canada Regulations.
- b) The BC Hockey Executive Director shall, as Branch Registrar, be responsible for the application of Hockey Canada and BC Hockey Regulations in the determination of a player's residential qualifications.
- c) In situations involving minor hockey players who, by way of a residential move with their parent, are registering with a different minor hockey association than the association they registered with in the previous season, an Inter Association Transfer (IAT) form must be submitted via the Hockey Canada Registry (HCR).
- d) In situations where players wish to be deemed by BC Hockey to be eligible to register for hockey programming in a place other than that where his/her parent is resident, BC Hockey will consider such application only under the following conditions:
 - i. If information is provided indicating reasons why the player's residence should be determined to be in a place other than that of his/her parent (as defined in Hockey Canada Regulation F). Note: a court order with respect to custody and/or guardianship is required (i.e. a parental declaration of residence or guardianship is not sufficient to determine hockey eligibility).
 - ii. If the player has chosen to live at a location other than where their parent resides and desires to be deemed eligible to participate in programming at the Recreational Category in the alternate location.

Such application shall be forwarded to the BC Hockey Executive Director and decision shall be final and binding.

- iii. Players of Juvenile age who are attending school or living apart from their parents may make declaration of their residence to the Executive Director. The Executive Director's determination of the player's residence in such situations shall be final and binding.

1.15 REGISTRATION OF PLAYERS: NON-CANADIAN CITIZENS

The following procedures apply for the registration of players who are not Canadian citizens.

The registration of minor hockey players in BC Hockey is pursuant to Hockey Canada's Residential Regulations. When applying these regulations to players who have moved into British Columbia from outside Canada, BC Hockey must determine the residence of the parent(s) of the player in question. In doing so, it must be determined that the parent(s) are more than temporary residents of BC if the player is to be deemed eligible to participate on a team which registers on Hockey Canada Registration Certificates.

- a) The player must reside with his/her parent.
- b) The parent(s) of the player must possess a minimum of one of the following:
 - i. Permanent Resident Status
 - parent must provide written proof
 - ii. Documentation that Permanent Resident Status has been applied for.
 - parent must provide a Permanent Resident Immigration file number
 - parent must indicate the consulate at which the application was filed
 - iii. Temporary Work Permit

This policy endeavors to analyze the commitment to Canada by the parent(s) of the player. The criteria are consistent with the hierarchy utilized by Immigration Canada in such situations and is intended to facilitate the administration of these applications.

1.16 RESIDENTIAL WAIVERS

- a) The procedure for transfers by way of this policy will be as follows:
 - i. Transfers of players to tiered teams shall be processed via the Hockey Canada Registry no later than Midnight, November 15.
 - ii. Transfers of players to Recreational Teams shall require the approval of a committee of the BC Hockey District Director(s), the District President and the BC Hockey Minor Chairperson. Should a waiver be granted for a player to register with a recreational team, such player may affiliate to a tiered team in the new association, but only if there is no tiered team registered in that Division by the player's residential home association.
- b) An adjacent association is defined as an association with residential boundaries that physically contact those of the player's home association. A list of all adjacent associations for each minor hockey association has been compiled by the BC Hockey Executive Committee and is attached. This list is also posted on the BC Hockey website.
- c) In situations where no playing opportunity exists in any of the associations adjacent to a player's home association, the player shall contact his / her District Director to determine the options available.
- d) Players have the choice of registering with any adjacent association.
- e) If a player registers with an adjacent association in accordance with this procedure:
 - i. it does not limit the choice of other players from the same home association (i.e. players from the same association may register with separate adjacent associations.)
 - ii. the player must complete the balance of the season in that association or return to their home Minor Hockey Association.
- f) Once a residential waiver is granted to a player, an association may not revoke the residential waiver.



- g) The transfer of an Overage Juvenile player (limited to a maximum of one year older than the upper age limit of the lower division in accordance with the BC Hockey Overage Policy) shall require the approval of a committee of the BC Hockey District Director(s), the District President and the BC Hockey Minor Chairperson.
- h) Upon registering a player to a team under this procedure, an association automatically assumes the registration numbers of the player's home association per BC Hockey regulations.
 - i. This does not apply to players participating at the Recreational level only
 - ii. This does not apply to players on a wait-list, who subsequently register with a tiered team.

Policy: Section One (1) 1.16 Residential Waivers

ASSOCIATION	ADJACENT ASSOCIATIONS	DISTRICT
Abbotsford	Abbotsford Female, Aldergrove, Chilliwack, Langley Girls, Meadow Ridge Female, Mission, Ridge Meadows	Lower Mainland
Abbotsford Female*	Abbotsford, Aldergrove, Chilliwack, Langley Girls, Meadow Ridge Female, Mission, Ridge Meadows	Lower Mainland
Alberni Valley	Oceanside	Vancouver Island
Aldergrove	Abbotsford, Abbotsford Female, Langley, Meadow Ridge Female, Ridge Meadows	Lower Mainland
Arbutus Club	North Shore Female, North Vancouver, Richmond Girls, Richmond, Seafair, Vancouver, West Vancouver	Lower Mainland Winter Club
Beaver Valley	Castlegar, Nelson, Rossland/Trail	West Kootenay
Boundary	Grand Forks, Kelowna, Penticton, South Okanagan	West Kootenay
Burnaby	Coquitlam, Killarney Girls, New Westminster, North Shore Female, North Vancouver, Port Moody, Richmond Girls, Richmond, Seafair, Tri Cities Female, Vancouver	Lower Mainland
Burnaby Winter Club	Coquitlam, Killarney Girls, New Westminster, North Shore Female, North Vancouver, Port Moody, Richmond Girls, Richmond, Seafair, Tri Cities Female, Vancouver	Lower Mainland Winter Club
Burns Lake	Houston, Fraser Lake	North West
Campbell River	Comox, Gold River, Tri-Port	Vancouver Island
Canal Flats	Kimberley, Windermere Valley	East Kootenay
Castlegar	Beaver Valley, Grand Forks, Nakusp, Nelson, Rossland/Trail	West Kootenay
Chase	Salmon Arm, Vernon, Kamloops, Clearwater, Valemount	Okanagan Mainline
Chetwynd	Hudson Hope, Dawson Creek, Tumbler Ridge, Mackenzie	North East/Yukon
Chilliwack	Abbotsford, Abbotsford Female, Hope & District, Mission	Lower Mainland
Clearview	Fort St John, Taylor, Dawson Creek	North East/Yukon
Clearwater	Chase, Kamloops, Hundred Mile House, Valemount, Williams Lake, Quesnel, Salmon Arm	Okanagan Mainline
Cloverdale	Langley Girls, Langley, Meadow Ridge Female, Ridge Meadows, Semiahmoo, Surrey	Lower Mainland
Comox Valley	Campbell River, Oceanside, Powell River	Vancouver Island
Coquitlam	Burnaby, Meadow Ridge Female, New Westminster, Port Coquitlam, Port Moody, Ridge Meadows, Surrey Female, Surrey	Lower Mainland
Cowichan Valley	Kerry Park, Lake Cowichan, Nanaimo	Vancouver Island
Cranbrook	Creston, Kimberley, Fernie	East Kootenay
Creston	Cranbrook	East Kootenay
Dawson Creek	Chetwynd, Taylor, Clearview, Tumbler Ridge	North East/Yukon
Elk Valley	Fernie	East Kootenay
Fernie	Cranbrook, Elk Valley	East Kootenay
Fort Nelson	Fort St John	North East/Yukon
Fort St James	Vanderhoof, Fraser Lake	North West
Fort St. John	Taylor, Clearview, Hudson Hope, Fort Nelson	North East/Yukon
Fraser Lake	Burns Lake, Vanderhoof, Fort St James	North West
Gold River	Campbell River, Tri-Port	Vancouver Island
Golden	Windermere Valley, Revelstoke	East Kootenay
Grand Forks	Boundary, Castlegar, Nakusp, Rossland/Trail, Penticton, South Okanagan	West Kootenay
Greater Vernon	North Okanagan, Winfield, Lumby, Merritt, Kamloops, Chase, Westside, Salmon Arm	Okanagan Mainline
Hazelton	Stewart, Terrace, Smithers	North West
Hollyburn Country Club	Killarney Girls, North Vancouver, Squamish, Vancouver Thunderbirds	Lower Mainland Winter Club
Hope & District	Chilliwack, Lillooet, Merritt, Mission, Princeton, Thompson-Cariboo	Lower Mainland
Houston	Smithers, Burns Lake, Stewart	North West
Hudson Hope	Chetwynd, Fort St John	North East/Yukon
Hundred Mile House	Williams Lake, Thompson Cariboo, Clearwater, Kamloops, Lillooet	North Central
Juan de Fuca	Kerry Park, Sooke, Saanich, Victoria	Vancouver Island

ASSOCIATION	ADJACENT ASSOCIATIONS	DISTRICT
Kamloops	Clearwater, Chase, Vernon, Logan Lake, Merritt, Thompson Cariboo, Hundred Mile House, Salmon Arm	Okanagan Mainline
Kaslo	Nakusp, Nelson	West Kootenay
Kelowna	Winfield, Nakusp, Westside, Boundary/Midway, Penticton	Okanagan Mainline
Kerry Park	Cowichan Valley, Juan de Fuca	Vancouver Island
Killarney Girls*	Burnaby, North Shore Female, North Vancouver, Richmond Girls, Richmond, Seafair, West Vancouver	Lower Mainland
Kimberley	Canal Flats, Cranbrook	East Kootenay
Kitimat	Terrace, Prince Rupert, Smithers	North West
Lake Cowichan	Cowichan Valley	Vancouver Island
Langley	Aldergrove, Cloverdale, Meadow Ridge Female, Ridge Meadows, Semiahmoo, Surrey Female	Lower Mainland
Langley Girls*	Abbotsford, Abbotsford Female, Cloverdale, Meadow Ridge Female, Ridge Meadows, Semiahmoo, Surrey Female	Lower Mainland
Lillooet	Hundred Mile House, Thompson Cariboo, Whistler, Merritt, Hope	Okanagan Mainline
Logan Lake	Thompson Cariboo, Merritt, Kamloops	Okanagan Mainline
Lumby	Revelstoke, Vernon, Sicamous, Nakusp, Winfield, North Okanagan	Okanagan Mainline
Mackenzie	Prince George, Chetwynd	North Central
McBride	Prince George, Valemount	North Central
Meadow Ridge Female*	Abbotsford, Abbotsford Female, Aldergrove, Cloverdale, Coquitlam, Langley Girls, Langley, Mission, Port Coquitlam, Surrey Female, Tri Cities Female	Lower Mainland
Merritt	Kamloops, Vernon, Logan Lake, Westside, Princeton, Hope, Thompson Cariboo, Lillooet, Summerland	Okanagan Mainline
Mission	Abbotsford, Chilliwack, Hope & District, Meadow Ridge Female, Ridge Meadows	Lower Mainland
Nakusp	Castlegar, Grand Forks, Kaslo, Winfield, Revelstoke, Kelowna, Lumby, Nelson	West Kootenay
Nanaimo	Oceanside, Cowichan Valley	Vancouver Island
Nelson	Beaver Valley, Castlegar, Kaslo, Nakusp	West Kootenay
New Westminster	Burnaby, Coquitlam, North Delta, Richmond Girls, Richmond, Seafair, Surrey Female, Surrey, Tri Cities Female	Lower Mainland
North Delta	New Westminster, Richmond Girls, Richmond, Seafair, South Delta, Surrey Female, Surrey	Lower Mainland
North Okanagan	Sicamous, Salmon Arm, Vernon, Lumby, Revelstoke	Okanagan Mainline
North Shore Female*	Burnaby, Killarney Girls, Port Moody, Squamish, Tri Cities Female, Vancouver, Vancouver Thunderbirds	Lower Mainland
North Shore Winter Club	Burnaby, Killarney Girls, Port Moody, Tri Cities Female, Vancouver, Vancouver Thunderbirds, West Vancouver	Lower Mainland Winter Club
North Vancouver	Burnaby, Killarney Girls, Port Moody, Tri Cities Female, Vancouver, Vancouver Thunderbirds, West Vancouver	Lower Mainland
Oceanside	Nanaimo, Alberni Valley, Comox Valley	Vancouver Island
Peninsula	Saanich, Victoria Racquet Club	Vancouver Island
Penticton	Summerland, Kelowna, South Okanagan, Princeton, Boundary/Midway, Grandforks	Okanagan Mainline
Port Coquitlam	Coquitlam, Meadow Ridge Female, Ridge Meadows, Surrey Female, Surrey	Lower Mainland
Port Moody	Burnaby, Coquitlam, North Shore Female, North Vancouver	Lower Mainland
Powell River	Comox Valley, Sunshine Coast	Vancouver Island
Prince George	Vanderhoof, Mackenzie, McBride, Quesnel	North Central
Prince Rupert	Terrace, Kitimat	North West
Princeton	Merritt, Penticton, South Okanagan, Westside, Summerland, Hope	Okanagan Mainline
Quesnel	Prince George, Williams Lake, Clearwater	North Central
Revelstoke	Sicamous, Lumby, Golden, Nakusp, Salmon Arm, North Okanagan	Okanagan Mainline
Richmond	Burnaby, Killarney Girls, New Westminster, North Delta, South Delta, Vancouver, Vancouver Thunderbirds	Lower Mainland
Richmond Girls*	Burnaby, Killarney Girls, New Westminster, North Delta, South Delta, Vancouver, Vancouver Thunderbirds	Lower Mainland

ASSOCIATION	ADJACENT ASSOCIATIONS	DISTRICT
Ridge Meadows	Abbotsford, Abbotsford Female ,Aldergrove, Cloverdale, Coquitlam, Langley Girls, Langley, Mission, Port Coquitlam, Surrey Female, Tri Cities Female	Lower Mainland
Rossland/Trail	Beaver Valley, Castlegar, Grand Forks	West Kootenay
Saanich	Juan de Fuca, Peninsula, Victoria, Victoria Racquet Club	Vancouver Island
Salmon Arm	Sicamous, Chase, North Okanagan, Vernon, Valemount, Revelstoke, Clearwater, Kamloops	Okanagan Mainline
Seafair	Burnaby, Killarney Girls, New Westminster, North Delta, South Delta, Vancouver, Vancouver Thunderbirds	Lower Mainland
Semiahmoo	Cloverdale, Langley Girls, Langley, Surrey	Lower Mainland
Sicamous	Revelstoke, North Okanagan, Salmon Arm, Lumby	Okanagan Mainline
Smithers	Hazelton, Houston, Kitimat	North West
Sooke	Juan de Fuca	Vancouver Island
South Delta	North Delta, Richmond Girls, Richmond, Seafair	Lower Mainland
South Okanagan	Princeton, Penticton, Boundary/Midway, Grand Forks	Okanagan Mainline
Squamish	North Shore Female, West Vancouver, Whistler	Lower Mainland
Stewart	Terrace, Houston, Hazelton	North West
Summerland	Penticton, Westside, Princeton, Merritt	Okanagan Mainline
Sunshine Coast	Powell River	Lower Mainland
Surrey Female*	Coquitlam, Langley Girls, Langley, Meadow Ridge Female, New Westminster, North Delta, Port Coquitlam, Ridge Meadows, Tri Cities Female	Lower Mainland
Surrey	Cloverdale, Coquitlam, New Westminster, North Delta, Port Coquitlam, Semiahmoo, Tri Cities Female	Lower Mainland
Tumbler Ridge	Chetwynd, Dawson Creek	North East/Yukon
Taylor	Fort St John, Clearview, Dawson Creek	North East/Yukon
Terrace	Kitimat, Prince Rupert, Stewart, Hazelton	North West
Thompson Cariboo	Merritt, Logan Lake, Lillooet, Kamloops, Hope, 100 Mile House	Okanagan Mainline
Tri Cities Female*	Burnaby, Meadow Ridge Female, New Westminster, North Shore Female, North Vancouver, Ridge Meadows, Surrey Female, Surrey	Lower Mainland
Tri-Port	Campbell River, Gold River	Vancouver Island
Valemount	McBride, Clearwater, Chase, Salmon Arm	North Central
Vancouver	Burnaby, North Shore Female, North Vancouver, Richmond Girls, Richmond, Seafair, Vancouver Thunderbirds	Lower Mainland
Vancouver Thunderbirds	North Shore Female, North Vancouver, Richmond Girls, Richmond, Seafair, Vancouver, West Vancouver	Lower Mainland
Vanderhoof	Fort St James, Fraser Lake, Prince George	North West
Victoria	Juan de Fuca, Saanich, Victoria Racquet Club	Vancouver Island
Victoria Racquet Club	Victoria, Saanich, Peninsula	Vancouver Island
West Vancouver	Killarney Girls, North Vancouver, Squamish, Vancouver Thunderbirds	Lower Mainland
Westside	Kelowna, Summerland, Merritt, Princeton, Vernon	Okanagan Mainline
Whistler	Lillooet, Squamish	Lower Mainland
Whitehorse	Yukon	North East/Yukon
Williams Lake	Quesnel, Hundred Mile House, Clearwater	North Central
Windermere Valley	Golden, Canal Flats	East Kootenay
Winfield	Vernon, Kelowna, Lumby, Nakusp	Okanagan Mainline

Note: The adjacent Associations for the Winter Clubs would only apply to those players who reside within the Winter Clubs defined residential area.

1.17 TOURNAMENTS

The playing of All Star Games in conjunction with sanctioned tournaments shall be prohibited.

BC Hockey shall not encourage the awarding of Most Valuable Player Awards in sanctioned tournaments.

1.18 CASH PRIZES

The awarding of cash prizes at minor hockey tournaments shall be prohibited.

1.19 TRANSFERRING OF GOALTENDERS FROM ANOTHER ASSOCIATION FOR REGISTRATION ON CARDED TEAMS

Where an Association, for whatever reason, does not have a Goaltender or a Second Goaltender; then that association can apply to their District Director(s) to register another Goaltender or Goaltenders from the next nearest association in their District. The District Director(s) will then canvas to obtain a Goaltender or Goaltenders. Once this is done the following approvals must be obtained:

- a) Written request from the Association asking permission to pick up a Goaltender or Goaltenders and the reason why. They should also name the Goaltender(s) they wish to transfer and from which Association.
- b) Letter from the Association the named Goaltender(s) are coming from giving permission for this move.
- c) Letter from Parents of the named Goaltender(s) giving their permission for this move.
- d) Letter of support / non-support from the District President.
- e) Letter of support / non-support from their District Director(s).

The above shall be sent to the BC Hockey Office. The BC Hockey Minor Hockey Chairperson will then poll the BC Hockey Executive Committee for their approval / disapproval. The decision of the Executive Committee will be confirmed to the requesting Minor Hockey Association by the BC Hockey Minor Hockey Chairperson.

** The intent of this policy is not to penalize teams who wish to card but are unable to because of no Goaltender. It should also be understood that the Goaltender being picked up not be necessarily the best available Goaltender in their District and does not allow an Association to ignore an eligible Goaltender from their own Association because of questionable assumptions.

1.20 HOCKEY CANADA SPORT SCHOOL REGISTRATION

The following will apply to all Hockey Canada Sport School (HCSS) registrations within the BC Hockey membership:

- a) Clarifications with respect to Hockey Canada Regulations
For regulations governing the registration of HCSS teams refer to Hockey Canada Regulation F.

NOTE:

- i. Reference to “Recognized Educational Institution” in the Hockey Canada Regulations shall be defined, for the purposes of this policy, as an institution or school (public or private) accredited by the Ministry of Education to offer programs within the K to 12 graduation curriculum.
- ii. All players registered with a HCSS program must be enrolled at an accredited grade within the Recognized Educational Institution.

- b) BC Hockey Requirements

Minor Hockey Associations (MHAs) that wish to register a HCSS program shall forward a request to BC Hockey indicating their proposal to offer programming in conjunction with an academy. Due to the fact that sport school teams are different from all other teams within our membership, such programming will only be considered by the BC Hockey Executive Committee in accordance with the following criteria:

- i. APPLICATION DEADLINES:
 - All applications for a new HCSS/MHA partnership must be received prior to midnight on December 1 in order to be considered for operation in the following season.
 - All renewal applications for HCSS/MHA partnerships shall require the approval of the BC Hockey Executive Committee. Such approval may only be granted for one season and therefore must be submitted for consideration annually no later than midnight April 1 in order to be considered for operation in the following season.
- ii. Players participating on HCSS teams shall register with a Minor Hockey Association.
- iii. Players participating on HCSS teams who are BC residents will be eligible to participate in BC Hockey High Performance programming in the District in which the player’s parent(s) resides.
- iv. The HCSS teams shall register at the S Category. In situations where the Sport School has more than 1 team in a division, those teams may be categorized as tier 1, 2, and so on, and may participate in games with teams in those categories.
- v. Blanket permission may be granted by the Executive Committee for exhibition games with teams within a District/League. All play with teams outside the home District/League by the HCSS teams shall require the approval of the BC Hockey District Director or Minor Hockey Chair as required.
- vi. The matter of the inclusion of HCSS player registration numbers in the BC Hockey “Category Formula” for the MHA shall be addressed by the BC Hockey Executive Committee and the MHA annually.
- vii. Teams and team officials shall be subject to all regulations regarding discipline.
- viii. The MHA shall oversee the registering players with BC Hockey on behalf of the HCSS.
- ix. Player movement between HCSS teams shall be permitted in accordance with Hockey Canada affiliation regulations. HCSS registered Players whose residence (in accordance with BC Hockey/Hockey Canada Regulations) is located within the geographic subdivision of BC Hockey shall be eligible to

affiliate to a Junior team. Affiliation is not permitted between HCSS teams and teams registered with a minor hockey association.

- x. The MHA may apply to host BC Hockey-sanctioned tournaments on behalf of the HCSS.
- xi. Players shall be subject to all paperwork required by IIHF/Hockey Canada transfer regulations. Transfer approvals will be governed by Hockey Canada and all correspondence regarding these approvals is to be forwarded directly to BC Hockey by the MHA.
- xii. Player registration and team assignment of such players will be administered by BC Hockey via the HCR.
- xiii. The receipt of required registration documentation by BC Hockey (i.e. confirmation of registration with the HCSS as well as all transfer documents) will constitute approval of the players to participate with HCSS teams.
- xiv. As per normal procedure, BC Hockey will deal with Hockey Canada on all other registration paper work as required.
- xv. Players over the age of seventeen (17) who are registered in the academic programs of a HCSS may register with that HCSS and participate in games played with teams from another HCSS, provided the player was registered with the HCSS program in the previous season.

c) District / League Items

The MHA will forward a request to their District/League should they wish to be granted blanket approval to participate in games within a District/League. Should the District/League endorse this request, the following parameters will apply:

- i. Written permission from the District/League must be filed with the appropriate District Director(s) and Executive Director.
- ii. The HCSS teams shall be subject to all District/League governance relative to games played with District/League teams.
- iii. The District/League may utilize the HCR to determine the eligibility of HCSS players.
- iv. Only those players approved by BC Hockey by way of the HCR will be eligible to participate in District/League games.

d) Fees

All teams registered with BC Hockey by way of this policy will be assessed a fee of \$1000 per team each season.

1.21 TROPHY RETURN POLICY

- a) A team which chooses to retain the trophy after presentation must post a bond or certified cheque for the amount of \$1000.00 per trophy payable to BC Hockey.
- b) A team which chooses to retain the trophy immediately becomes responsible for ensuring that the trophy is properly maintained while in their possession and security of same guaranteed. Loss or damage while in possession of the trophy will result in necessary replacement or repair costs being deducted from the \$1000.00 team deposit.
- c) A team retaining the trophy must ensure that the trophy is properly packaged and returned to their branch office on or before June 15 of the same year in which the championship was held.

Upon receipt of the trophy and inspection of same, if in proper condition, the \$1000.00 deposit will be returned immediately to the team concerned.

- d) If the trophy is not received by the Branch office by June 30, any necessary expenses incurred, as a result of action required to retrieve same will be deducted from the appropriate team's deposit payment.
- e) A team not wishing to retain the trophy must return the trophy to the Branch Representative immediately following presentation at the Championship game. Failure to do so will result in disciplinary action deemed necessary by the representative in attendance.
- f) The Host Branch Representative in attendance will be responsible for informing all participating teams of this trophy policy prior to the commencement of the championship.

1.22 INJURED PLAYER RETURN TO PLAY POLICY

Coaches and Association Officials are well aware of the variety of injuries that occur to players and they know that despite all attempts to remove risk, injuries can happen.

Team Officials should not force a player to play after they are injured or play a player without a medical certificate following illness or injury.

When an injury that prevents a player from participating in regularly scheduled practices or games occurs, it is essential that a medical certificate from a Physician authorizing the player's return to active participation be presented to a Team or Association Official.

Team officials should not allow an injured player to be on the players bench during a game or practice without Hockey Canada / BC Hockey required protective equipment.

1.23 HELMET POLICY – MINOR HOCKEY PRACTICES/EVENTS

- a) All Minor Hockey Coaches are to wear a CSA approved helmet during BC Hockey on-ice sanctioned events. The chin strap of the helmet shall be securely fastened under the chin in accordance to Hockey Canada Official Playing Rules with respect to Protective Equipment.

The failure to wear a helmet by a minor hockey coach in a BC Hockey sanctioned activity will result in the pulling of BC Hockey's sanction of the event. Unsanctioned events are not covered by the association's insurance policy.

- b) Exemption to this policy may be requested on the basis that the wearing of a helmet would interfere with the observance of a religious custom, as follows:
 - i. Application for such exemption must be made in writing to the BC Hockey Executive Director.
 - ii. Granting of such exemption will require the applicant to provide a signed BC Hockey Helmet Policy Waiver Form to the Executive Director prior to participation in any sanctioned activity.

1.24 JOINT TEAM POLICY

Any two or more associations that register less than eight (8) recreational players in any division may combine with another Association to form a recreational team in that division for the purposes of participation in sanctioned recreational tournaments and exhibition games. Approval for such will be considered annually by the Executive Committee.

1.25 WAIT LIST POLICY

- a) Minor Hockey Associations must register all participants who have been placed on a wait list via the HCR.
- b) Registration openings are to be made available to wait-listed players on a chronological criteria (i.e. when an open spot becomes available, it shall be offered to the wait-listed player who registered earliest).
- c) Minor Hockey Associations who have players currently registered on a wait-list may not accept a player by way of residential waiver.

1.26 SPRING SEASON

Spring Season activities are considered to encompass the time frame from the conclusion of the March School break (Spring Break) to July 31 of the calendar year.

- a) Spring Season Registration:
 - i. Applications for teams participating in the Spring Season shall be submitted via the BC Hockey Website.
 - ii. Spring Hockey teams, players, coaches, managers and other officials must be registered on the Hockey Canada Registry (HCR) prior to participation in any Spring Season practice, game or tournament.
 - iii. All Spring Season team officials require SpeakOut/Respect in Sport and either Coach Stream or Developmental 1 Stream qualification.
- b) Spring Season Registration Fees:
 - i. The Spring Season participants fee will be \$10.00 per player, which is in addition to all other fees charged for Hockey Canada Insurance and Branch Fees.
 - ii. The Spring Season team registration fee will be \$50.00 per team.

1.27 SPRING SEASON TOURNAMENTS

Teams or Associations hosting spring season tournaments may request sanctioning from BC Hockey in accordance to the following:

NOTE: Tournament sanctioning from BC Hockey is not mandatory, however access to BC Hockey / Hockey Canada insurance will only be in place by BC Hockey sanctioned tournaments.

- a) A Spring Season Tournament shall be defined as an event consisting of games between more than two (2) Spring Season Teams in which registered players of a team in one division compete against registered players of a team in the same division for the purpose of determining an overall winner from within BC Hockey or from other Hockey Canada Branches or from outside Canada.

- b) All applications for Tournaments must be made on the BC Hockey Tournament application request form and all Tournaments must be sanctioned by BC Hockey through its Executive Director. Such sanction is granted subject to payment of the appropriate sanctioning fee and compliance with this regulation and Hockey Canada Regulation M.
- c) Tournaments shall be classified categorized as follows:
 - i. Branch – all teams from within BC Hockey
 - ii. Inter Branch – teams from BC Hockey plus other Branches of Hockey Canada, per Hockey Canada Regulations
 - iii. International – includes teams from outside Canada, per Hockey Canada Regulations
- d) Sanction Fees shall be:
 - i. Branch – seventy five dollars (\$75.00) plus GST
 - ii. Inter Branch – one hundred and twenty five dollars (\$125.00) plus ten dollars (\$10.00) for each team outside BC Hockey plus GST
 - iii. International – one hundred and seventy five dollars (\$175.00) plus ten dollars (\$10.00) for each team outside BC Hockey and fifty dollars (\$50.00) for each team outside Canada plus GST

1.28 MINOR HOCKEY MOVES AFTER JANUARY 10

A player of minor hockey age who changes residence after January 10 may transfer to a new association for the balance of the season. A player so registering shall be eligible for league, tournament or exhibition play but shall not be eligible to participate in league or District playoffs which lead to BC Hockey Championships.

1.29 RECREATIONAL TOURNAMENT TEAMS

Minor Hockey Associations may make application to register their Atom and above recreational players from the same division to a Tournament Team for a maximum of three (3) tournaments per season.

- a) Such a Tournament Team would be permitted to register in recreational tournaments only
- b) The formation of the team shall not conflict with regular season games.
- c) Application for such Tournament team must:
 - i. Be forwarded to the District Director 21 days prior to the Tournament for consideration by a committee of the Minor Hockey Association President(s), District President, District Director and Chair of Minor.
 - ii. Include the name and date of the tournament the team wishes to make application to.
 - iii. This tournament will be contacted by BC Hockey to notify of the status of the Tournament Team application

1.30 REQUEST FOR RECREATIONAL PLAYER REPLACEMENT/RELIEF

The rationale for this Policy is to ensure that a Recreation (House/"C") team wishing to attend a recreation tournament during the official BC Hockey season that finds itself without sufficient players is able to participate. Prior to relief being granted under this Policy, the team must avail itself of its registered Hockey Canada affiliates.

Should the team then find itself without sufficient numbers, it may apply to BC Hockey for relief for a maximum of three (3) tournaments per season as follows:

- a) Relief granted only if the team finds itself with 12 or fewer skaters or no goaltender.
- b) Written request for relief must be submitted by the MHA President stating the reasons, name(s) of relief player(s), and the date and location of the tournament.
- c) Relief players must be recreational players registered with the same association and division or lower.
- d) Written consent from the parent(s) of the relief player(s).
- e) Permission will be in effect for the approved Tournament only.
- f) A request for a replacement player will be made to the District Director 7 days prior to the Tournament for consideration by a committee of the District President, District Director and Chair of Minor.

A Replacement Player will act under such terms and conditions as determined by the District Director.

Note: In situations where there is less than 7 days prior to the tournament, the District Director and Minor Chair shall approve.

1.31 PARTICIPATION IN LEAGUES OUTSIDE OF BRITISH COLUMBIA

Teams above Minor, including Midget AAA may seek permission to participate in Leagues that operate outside BC Hockey. If such permission is granted the team will require the approval of the Executive Committee to participate in a BC Hockey Championship.

1.32 MINOR HOCKEY ASSOCIATION SPRING EVALUATION / TRY OUTS POLICY

Minor Hockey Associations may apply to hold spring try out / evaluation camps for the purpose of player evaluation and team selection prior to the upcoming season under the following guidelines:

- a) Applications must be submitted to the District Director 45 days prior to the camp for consideration by a committee of the District President, District Director and Chair of Minor.
- b) Participants of the camp must be pre-registered with the hosting Association.
- c) Players from adjacent associations must obtain permission from the outgoing association by way of residential waiver.

1.33 UPHOLDING OF LOCAL SUSPENSIONS

BC Hockey members may make application to have a suspension issued by a member league or association upheld by BC Hockey. Such applications are to be forwarded to the Executive Director and must include the following information in order to be considered:

- a) A formal written letter outlining the request.
- b) Supporting copies of all relevant notices, investigative materials and committee or hearing decisions.

Note: All investigative, disciplinary and appeal avenues set out in member By Laws or Regulations must be exhausted prior to submission to BC Hockey.

Applications meeting the above criteria will be forwarded to the President for consideration in accordance with BC Hockey By-Laws.

1.34 GOALTENDER REPLACEMENT

The rationale for this policy is to ensure that no team gets to the point where there is no Goaltender available to their team. Prior to relief being granted under this policy, it is expected that teams will avail themselves of their Hockey Canada Registered Goaltenders and affiliate team's registered Goaltenders. Should the team then find itself without a Goaltender, it may apply to BC Hockey for relief under the policy.

Teams that require assistance under this policy shall:

1. Via letter, signed by the team's Signing Officers, advise the District or Divisional Director of the circumstances that lead to the need for relief and a letter from the Goaltender's doctor indicating the nature of the injury and when the Goaltender should be able to resume play.
2. The team shall indicate the name of the replacement Goaltender they propose to use and provide a letter, signed by his/her team's signing Officers, indicating approval. If permission is granted for the Replacement Goaltender, it shall include an understanding that the Replacement Goaltender will act under such terms and conditions as determined by BC Hockey Divisional or District Director; unless the Starting Goaltender becomes injured. This permission will have a timed duration.

Note: In situations where there is less than 24 hours between games and the District/Divisional Director or the President cannot be contacted; then the respective BC Hockey Representative would give the required permission to the team. This permission would only be given provided that all the required conditions as per 1 & 2 above are met. The Divisional/District Director or President would still be notified, but in this case notification would be after the fact. The District/Divisional Director will provide all documentation to the President following approval being granted.

1.35 OVERSIZE TEAM

Minor Hockey Associations may register Recreational Minor Hockey Teams as follows:

- Divisions Bantam and below maximum of 23 players
- Midget maximum of 25 players

NOTE: Recreational Teams that roster in excess of 19 players shall not roster overage participants.

1.36 ASSOCIATION AND LEAGUE SCREENING PROCESS

BC Hockey requires that all Minor Hockey Associations, Teams and Leagues have a documented screening process.

1.37 CONFLICT OF INTEREST POLICY

In addition to the prohibitions contained in BC Hockey By-Laws, the BC Hockey conflict of interest policy shall be as follows:

- a) Any person elected or appointed to a position on a Standing Committee within BC Hockey shall provide the Executive Director, by August 1, a disclosure form indicating their involvement, their spouse's involvement and their resident children's involvement with BC Hockey Leagues, Teams or Associations. This involvement could be as an executive member, coach, manager, player or official.

NOTE: Should the information on the disclosure change at any time after August 1 a further update shall be immediately provided to the Executive Director.

- b) Any person elected or appointed to a position on a standing Committee within BC Hockey who:
- Is a member of an amateur Hockey Team, League or Association.
 - Receives remuneration of any amount for any position on another amateur Hockey Team, League or Association
 - Holds any position with another amateur Hockey Team, League or Association; and is called upon to decide an issue that directly or indirectly affects the interests of such amateur Hockey Team, League or Association

Shall be deemed to be in conflict and shall therefore:

- Not hold any BC Hockey Executive Committee Position
- Not hold any BC Hockey appointed position
- Resign, if after being appointed or elected to a position by BC Hockey and subsequently accepts a position with another amateur hockey team, league or association.

- c) Exemptions from the policy:

- i. BC Hockey Divisional Directors are exempt from section b.) of this policy.
- ii. Members of the following Standing Committees may serve as a Team Official on a Member Team, however this exemption does not extend to any other limitation under this policy.
 - Junior Committee
 - Male Senior/Recreational Committee
 - Female Senior/Recreational Committee
 - Referee Committee
 - Hockey Development Committee
 - Female Hockey Development Committee
 - Coaching Committee
 - High Performance Committee, Evaluators and District Coordinators
 - Safety and Risk Management Committee

- School Programming Committee

NOTE: When a person serving in one of the above noted positions are deemed in conflict with respect to a particular issue (as set out above) they shall:

- Immediately notify the Chair of the Committee
- Withdraw from discussions when any conflict of interest exists relative to a topic that is being discussed by the Executive or any of its Committees

1.38 Maximum Cellular and Telephone Expense Claim

The below BC Hockey Personnel will be limited to a maximum expense claim of \$75.00 per month for cell / telephone plans or electronic device usage (ie cell phones or mobile / email devices such as Blackberry, iPhone, etc.) for the purposes of conducting BC Hockey program business.

- Referee Committee
- Coaching Committee
- Safety and Risk Management Committee
- Hockey Development Committee
- Female Hockey Development Committee
- High Performance Committee
- Female High Performance Coordinators
- Male District Evaluators

Additionally, the following procedure outlines the steps to be followed in the submission of receipts under this new policy:

1. Receipts must be submitted from the phone provider and accounting staff is to ensure that every claim is reviewed for accuracy.
2. Any expenses that exceed the maximum expense will require a summary and an explanation of the overage. Staff will bring this information forward to the appropriate program Chairperson for consideration.

1.39 Participation of non-BC Hockey Member Teams in BC Hockey Leagues

All applications for teams from outside the BC Hockey membership to participate in a BC Hockey sanctioned league must contain the following to be considered:

1. Certified cheque in payment of the \$50 non-refundable application fee.
2. Name of city, town, village or municipality where teams are located.
3. Written report from the Society's District or Divisional Director(s) with respect to the position of other Society members (where the applicant proposes to participate).
4. Written documentation as to acceptance into a League in good standing, which is affiliated with the Society.
5. Written documentation stating permission from the Team's Branch / Federation.

NOTES:

- All applications must be forwarded to the BC Hockey Executive Director no later than **April 15**.
- Consideration of applications received after April 15 will be at the discretion of the BC Hockey President.