

### **Quick Reference Guide**

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## **6.01 INTERNATIONAL TRAVEL AND HOSTING GUIDELINES**

### **a) OVERSEAS TOURS - TRAVELING**

The development of plans to carry out an overseas tour needs careful planning and requires a deliberate systematic approach in meeting all the requirements prior to the granting of a sanction by amateur hockey's governing bodies.

Tours involve member nations of the IIHF of which Canada (HC) is a member and therefore it is imperative that all tour activity is coordinated and approved by the appropriate governing bodies of all member countries.

Before our membership embarks on developing tour plans, a specific order of operations needs to occur. Primarily plans are broken into two main areas - that is:

- i) Prior to seeking HC / BC Hockey approval
- ii) Plan Developments after HC / BC Hockey approval

As a guide to planners, both BC Hockey and HC have established criteria that must be adhered to. The HC Constitution By-Laws and Regulations have a number of points under Regulation "D" Exhibition Games and Tours that are to be used as a starting point. As well, the BC Hockey Administrative Handbook provides further information and BC Hockey makes available a handout entitled International Travel & Hosting Guidelines. All sources need careful scrutiny so plans can develop properly.

#### **i) Prior To Seeking HC / BC Hockey Approval**

- 1) Prior to seeking approval, the group wishing to tour overseas must have a letter of invitation from the host country's association, league, or governing body indicating:
  - a) Dates of the tour
  - b) Participants age and category of hockey.

Note: HC Regulation D-20 prohibits international travel for teams below the Pee Wee division

  - c) Any other pertinent information outlining type and frequency of competition
- 2) Upon receipt of the letter of invitation, the BC Hockey member shall make available a fee to cover administration costs (Reference HC Regulation D-3). Associations may contact their District Director(s) for assistance in preparing the application information required.
- 3) Along with the letter of invitation and the administration fee, the member now makes application to BC Hockey through its league structure or minor hockey association for a sanction and subsequent HC permission to play against IIHF registered teams. This letter of application must come from the Minor Hockey Association or the League if above minor and be signed by the president or the president's designate. It is important that all dealings are between the local Minor Hockey Association or the League, BC Hockey and HC.
- 4) Upon BC Hockey receipt of the Association or League letter, BC Hockey will seek HC approval for the proposed tour on behalf of the applicant. The final date for consideration of an application for an International Tour shall be not less than

sixty (60) days prior to the tour departure date. This date deadline will be rigidly enforced. The BC Hockey Office will submit the request along with the administrative fee and the letter of invitation on the proper HC form.

With acceptance and approval, the minor hockey association or league and team involved can proceed with the more detailed items required in the planning process.

ii) Plan Developments After HC / BC Hockey Approval

Once governing body sanctions have been obtained, then more detailed criteria can be attended to.

The following includes important items along the development trail:

- 1) A BC Hockey / HC representative must be included at the team's expense. This person is to be appointed by the BC Hockey Officers as the tour leader. It is important that this person not be directly connected with the tour group. This individual will be required to interact with foreign hockey governing people (i.e., coaches, administrative leaders and other dignitaries). It is their responsibility to liaise all matters between the tour group and their hosts.

In order to be consistent on how these BC Hockey representatives are appointed / selected; the following procedure will be followed:

- a) Executive Committee to be polled as to who would be interested and available to go.
- b) Familiarity with the team and personnel has and can be an advantage for these tours.
- c) Interest and availability may conflict at times; anywhere this occurs the deciding factor will be availability.

When this selection / appointment takes place, the representative chosen will be a member of the Executive Committee of BC Hockey and appointed by the BC Hockey Officers.

- 2) Periodic updates are to be submitted to the BC Hockey Officer responsible for International travel in order that tour developments proceed in a logical sequential way. These details should include:
  - Financial arrangements / guarantees being used to finance the tour
  - A list of adults in charge and accompanying the tour group
  - A detailed day by day itinerary listing events, dates, times and places
- 3) It is the responsibility of the group to attend to the areas of passports / visas, medical coverage and insurance, custody of players in case of emergency, daily whereabouts when traveling, and all those other details that would allow people back home quick contact with tour group individuals should the need arise.
- 4) Prior to the departure date, the BC Hockey / HC representative must meet with the tour participants in order that expectations held by all participants are thoroughly discussed and reviewed. This is a most important function because those involved must be on a common footing in regards to conduct overseas.

- 5) It would be prudent and it is strongly suggested that the Minor Hockey Association, the above minor league and team involved, keep the hosting IIHF member informed of your plans as they develop particularly after HC sanctioning has been obtained. It reassures them in seeing that all details, major and minor, are progressing well.

The experience of participating in an overseas tour will rank as a highlight in one's life. It only makes good sense to plan it properly and execute it efficiently.

iii) Responsibilities of BC Hockey / HC Representative

Upon approval of the selection of the representative by the HC, this representative will:

Prior To Departure

- File with the BC Hockey office a list of players and other team officials / interested individuals participating with the tour
- File with BC Hockey an up to date itinerary for the tour
- Make sure all the members of the tour are aware of and acquainted with "Passport to National Pride" contained in the BC Hockey Guide for Hockey Administration

During The Tour

- Will collect all game sheets
- Will ensure only approved players participate in the games
- Will oversee the department of the team on and off the ice
- Will remind team members of the different style of hockey they may encounter and their need to adapt to different circumstances
- Will assist the team as needed

Following The Tour

- Will submit all game sheets to the BC Hockey office
- Will submit a written report thirty (30) days following return. The suggested method is a daily summary of activities. Use this as an opportunity to summarize the tour and advise of the good and bad aspects with recommendations for future touring teams.

iv) Helpful Hints

Jet Lag

- 3 days before takeoff - 3 full meals (high protein breakfast and lunch, high carbohydrate supper), tea or coffee only in the afternoon.
- 2 days before takeoff - 3 light low carbohydrate meals, tea or coffee only in the afternoon.
- 1 day before takeoff - 3 full meals as in days before takeoff.
- Day of flight - (traveling east) - fast or eat very little before flying. Once on plane drink plenty of liquids (no alcohol), omit the evening meal, try to sleep, eat a high protein breakfast (bring your own if necessary).
- Day of flight - (traveling west) - fast on the plane, drink lots of liquids in the morning but none in the afternoon, omit the lunchtime or evening meal.
- On arrival - whatever the time, eat a hardy meal in accordance with local mealtime. Stay active and go to bed reasonably early.

Note: As important as eating the proper foods prior to departing, it is just as important to be properly rested.

#### Currency Vouchers

- Although your travel agent may assure you that all costs have been paid there are some countries that require currency vouchers. You may be assessed an amount per day when you enter the country and this payment will be entered on your Visa.

#### Luggage

- Ensure that the players pack as little as possible. Porters and assistance are not always available and carrying, loading and unloading a hockey bag along with two or three suitcases can be wearing and time consuming.

#### Visas

- Certain Eastern European countries do not like group authorization listings for entry visas. If at all possible ensure that there is a separate authorization for individual's visas; i.e. all players should have their own passport.

#### Russian Hotels

- If traveling in Russia, do not stay at anything but the Four Star Hotels \*\*\*\*. Also, know in advance what hotels you will be staying at in case relatives have to contact the team.

#### Ice Time

- All players who have been involved in the fund raising and are part of the touring team should receive their fair share of ice time while on tour.

#### Exchange Rates

- Know exchange rates of the country(s) that you will be visiting ahead of time.

#### Exchange Packages

- Have exchange packages ready in advance for each venue and also gift packages for adult interpreters / guides.

#### Experience

- There is no substitute for experience. Have someone who has played in or visited the countries you wish to visit speak to your entire group before departure.

#### b) HOSTING AN EVENT- OVERSEAS TEAM EXHIBITION TOURS

In hosting guests that are members of the IIHF, the Canadian team bears an important responsibility in the initiation of developing tour plans.

An invitation must come from the host team, in this case the Canadian team, to the potential overseas guest prior to the beginning of the sanctioning process. This invitation should indicate the parties involved, age of competitors, type and frequency of competition and the proposed dates. All correspondence must come from the Minor Hockey Association or League, if above minor and be signed by the President or his designate.

Once the two parties have their initial contact and exchange of information, the host Association is to inform the BC Hockey office indicating that contact has been made and tentative plans, subject to sanctioning, are now under way. Specific reference is made to HC Regulation D Incoming and Outgoing International Tours. BC Hockey will then request HC extends an official invitation to the team through their International Federation. If the Tour will involve more than

one Branch all Branches must approve the tour. Branches may work together and submit one (1) proposal.

The HC Association making the application is responsible for all damages, unpaid debts or other liabilities arising out of the operation of the tour. The branch may, at their discretion, require a \$5,000.00 deposit (Letter of Credit, or other satisfactory security) toward any of the above-mentioned problems. It is also the responsibility of the hosting Association to have the team provide proof of liability insurance and proper medical coverage.

Once the preliminary exchange has occurred between the two participating groups and the governing bodies (BC Hockey and HC), the hosting team can begin its localized plans to receive their overseas guests.

Generally, a visitation should include a good blend of on-ice and off-ice activities in order to provide the guests with a balanced diet of events.

Each community throughout the Province has a variety of unique offerings peculiar to their locale in regards to geography, history, economy and recreation.

It is suggested that a flavor of each area is provided in order that the guests get exposed to a cross section of life in the local community and in the province.

It is the responsibility of the hosting Association / team to keep the BC Hockey informed on the localized plans for this visit and, as a matter of courtesy, will include BC Hockey as part of the welcoming / opening ceremonies. As the governing body, BC Hockey would only be involved from a protocol standpoint, provided that all HC / BC Hockey policies are adhered to. BC Hockey would be available to offer any assistance where requested.

All BC Hockey members are strongly urged to acquaint themselves fully with HC Regulation D, Incoming and Outgoing Tours, paragraphs 1-21. This Regulation contains vital information for BC Hockey members embarking on a tour overseas as well as BC Hockey members hosting teams coming from overseas Federations.

Approvals for touring and hosting will be based entirely on the compliance with this regulation. Familiarity with it is paramount.

c) **INTERNATIONAL TOURNAMENTS**

All International Tournaments must be sanctioned by HC via the Branch. The same procedure as inviting a team for an exhibition tour will be followed. The exception is there is no requirement for the \$5,000.00 Letter of credit. The hosting association is still responsible for all damage, unpaid debts or other liabilities of the visiting team. It is the responsibility of the Hosting association to obtain documented proof of insurance and medical coverage from the team.

BC Hockey members that conduct sanctioned International Tournaments are advised that HC Regulation Q, Hockey Tournament Regulations, paragraph 1 - 18, apply in all respects. Please note the sanctioning for these tournaments is 90 days in advance of the tournament as per BC Hockey Regulation 3, paragraph 2226. Exhibition games planned before and/or after an International Tournament require BC Hockey approval through your District Director(s).

## **6.02 BC WINTER GAMES REPRESENTATIVES JOB DESCRIPTIONS**

- a) **PROVINCIAL SPORT ADVISOR:**
- As per BC Winter Games Handbook
  - Advise Associations as to Rules for Competition
  - Appoint Zone Sport representatives with approval of the Officers
  - Recommend Zone Sport Chairperson to the Officers for approval
  - Approve officials on recommendation by the Referee-In-Chief for BC Hockey
  - Submit officials list to BC Winter Games
  - Chair pre-competition meeting with coaches and managers
  - Approve officials for the medal games in conjunction with the Referee-In-Chief
  - Chair Sport Jury
  - Interpret rules and regulations for the competition
- b) **ASSISTANT PROVINCIAL SPORT ADVISOR (MALE COMPETITION)**
- Check player cards against official roster
  - Check gamesheet prior to games
  - Serve on Sport Jury
  - Conduct coin toss for home team
  - Serve as liaison for teams to Provincial Sport Advisor
  - Supervise games
  - Prepare written report following the conclusion of the competition and submit to the BC Hockey Officers
- c) **ASSISTANT PROVINCIAL SPORT ADVISOR (FEMALE COMPETITION)**
- Check player cards against official roster
  - Check gamesheet prior to game
  - Conduct coin toss for home team
  - Serve as liaison for teams to Provincial Sport Advisor
  - Supervise games
  - Prepare a written report following the conclusion of the competition and submit to the BC Hockey Officers
- d) **REFEREE-IN-CHIEF**
- Coordinate selection of officials on recommendation by Referees Committee Members
  - Schedule officials for the preliminary games
  - Chair pre-competition meeting with officials
  - Evaluate officials during preliminary games
  - Recommend officials for medal games
  - Evaluate officials during medal games
  - Serve on Sport Jury
  - Recommend and supervise referee evaluators for the games, funds permitting
- e) **ZONE SPORT REPRESENTATIVES**
- As per BC Winter Games Handbook
  - As per BC Hockey Winter Games Regulations Bulletin

- f) **SPORT CHAIRPERSON**
  - As per BC Winter Games Handbook
  - Serve on Sport Jury
  
- g) **ASSISTANT SPORT CHAIRPERSON**
  - As per BC Winter Games Handbook

### **6.03 BC HOCKEY MINOR HOCKEY CHAMPIONSHIPS**

- a) **GUIDELINES FOR SELECTION OF HOST SITES**

Refer to the BC Hockey Handbook to determine the division / category which your District will be hosting.

Communicate with only those Associations that card the division / category of hockey that the District has been designated to host.

Select the host site based on application and input from the District Association.

A consideration for host site selection will be the number of qualified officials available. If sufficient number is not available the host site must be willing to finance bringing in officials.

The BC Hockey Chair of Minor Hockey is to be advised by the District Director(s) prior to March 15 of the current season as to the site selected for announcement at the BC Hockey Annual General Meeting.

In the event that a District cannot host the division / category designated, the Chair of Minor Hockey must be advised prior to March 15 of the current season.

An alternate site will be selected based on the following criteria:

- There will be no trading of sites arranged by Districts
- A District not hosting will be given first priority
- A District hosting one division / category will be given second priority
- The alternate site will be recommended by the Chair of Minor Hockey and approved by the Executive Committee of BC Hockey at the Annual General Meeting. If the site is chosen following the meeting, the Officers of BC Hockey will approve it.