



Coach's Resource Manual  
for the  
2008 - 2009 season

## Table of Contents

1. Contact List .....	1-1
Elk Valley Minor Hockey Executive .....	1-1
Fernie Minor Hockey.....	1-1
Contact Procedures through BC Hockey.....	1-2
East Kootenay Contacts .....	1-3
BC Hockey .....	1-3
2. Team Management.....	2-1
Duties of the Coaching Staff .....	2-1
Manager.....	2-2
HCSP (Trainer) .....	2-3
Parents .....	2-4
Certification Requirements.....	2-5
3. Tiers in BC.....	3-1
4. Games .....	4-1
League Games .....	4-1
Game Sheets – East Kootenay .....	4-1
Game Sheets – High Country .....	4-1
Exhibition Games .....	4-1
Home Games.....	4-2
East Kootenay Reporting.....	4-2
Suspension Guidelines .....	4-2
5. Tournaments.....	5-1
6. Equipment.....	6-1
7. Risk Management .....	7-1
Special Event Sanctions.....	7-1
Out of Country Play.....	7-1
Injury Reports and Insurance .....	7-2
Incident Reporting .....	7-3

## 1. Contact List

### Elk Valley Minor Hockey Executive

Position	Name	Phone	Email
President	Kevin Atherton	250-865-2372	<a href="mailto:president@elkvalleyminorhockey.ca">president@elkvalleyminorhockey.ca</a>
Vice President	Neil Smithies	250-865-4533	<a href="mailto:vice-president@elkvalleyminorhockey.ca">vice-president@elkvalleyminorhockey.ca</a>
Secretary	Eloisa Wray	250-865-2922	<a href="mailto:rewray@telus.net">rewray@telus.net</a>
Treasurer	Laina White	250-865-7629	<a href="mailto:gpwhite@telus.net">gpwhite@telus.net</a>
Elkford Ice	Bob Klein	250-865-2495	<a href="mailto:elkfordice@elkvalleyminorhockey.ca">elkfordice@elkvalleyminorhockey.ca</a>
Sparwood Ice	Bonnie Willett	250-425-6506	<a href="mailto:sparwoodice@elkvalleyminorhockey.ca">sparwoodice@elkvalleyminorhockey.ca</a>
Referee Coordinator	Gerri Madsen	250-865-2374	<a href="mailto:referee@elkvalleyminorhockey.ca">referee@elkvalleyminorhockey.ca</a>
East Kootenay Rep	Kelvin Hughes	250-425-2876	<a href="mailto:kkhughes@telus.net">kkhughes@telus.net</a>
High Country Rep	Shelly Abbott	250-425-7870	<a href="mailto:rstabbott@cyberlink.bc.ca">rstabbott@cyberlink.bc.ca</a>
Risk Manager	Blaine Beranek	250-865-7430	<a href="mailto:3bucks2does@telus.net">3bucks2does@telus.net</a>
Equipment Manager	Neil Smithies	250-865-4533	<a href="mailto:smithies@telus.net">smithies@telus.net</a>
Registrar	Cindy Thummerer	250-425-7157	<a href="mailto:johncin@telus.net">johncin@telus.net</a>
Public Relations & Travel Requests	Deana Baher	250-423-4508	<a href="mailto:rdbaher1@telus.net">rdbaher1@telus.net</a>
Special Events	Lori Bouvier	250-425-0531	<a href="mailto:denis&amp;lori@telus.net">denis&amp;lori@telus.net</a>
Coach Coordinator	Ed Hofer	250-425-2544	<a href="mailto:hofer123@telus.net">hofer123@telus.net</a>
Fund Raising	Sharon Strom	250-425-1130	<a href="mailto:sharonlynnns@hotmail.com">sharonlynnns@hotmail.com</a>
Female Director	Mary Fleming	250-425-2173	<a href="mailto:mbsa@telus.net">mbsa@telus.net</a>
Director	Lorraine Haukaas	250-865-7640	<a href="mailto:haukaas@telus.net">haukaas@telus.net</a>
Director	Vaughn Willett	250-425-6506	<a href="mailto:vbwill@telus.net">vbwill@telus.net</a>
Director	Dawn Marchi	250-425-0658	<a href="mailto:dmmarchi@shaw.ca">dmmarchi@shaw.ca</a>
Director	Tara Plessis	250-425-2906	<a href="mailto:tpless@telus.net">tpless@telus.net</a>
Director	Dustin Ingham	250-865-7172	<a href="mailto:jmatsen@telus.net">jmatsen@telus.net</a>
Director	Mike Weir	250-865-7832	<a href="mailto:weir5@telus.net">weir5@telus.net</a>
Webmaster	Gerri Madsen	250-865-2374	<a href="mailto:madsengc@telus.net">madsengc@telus.net</a>

### Fernie Minor Hockey

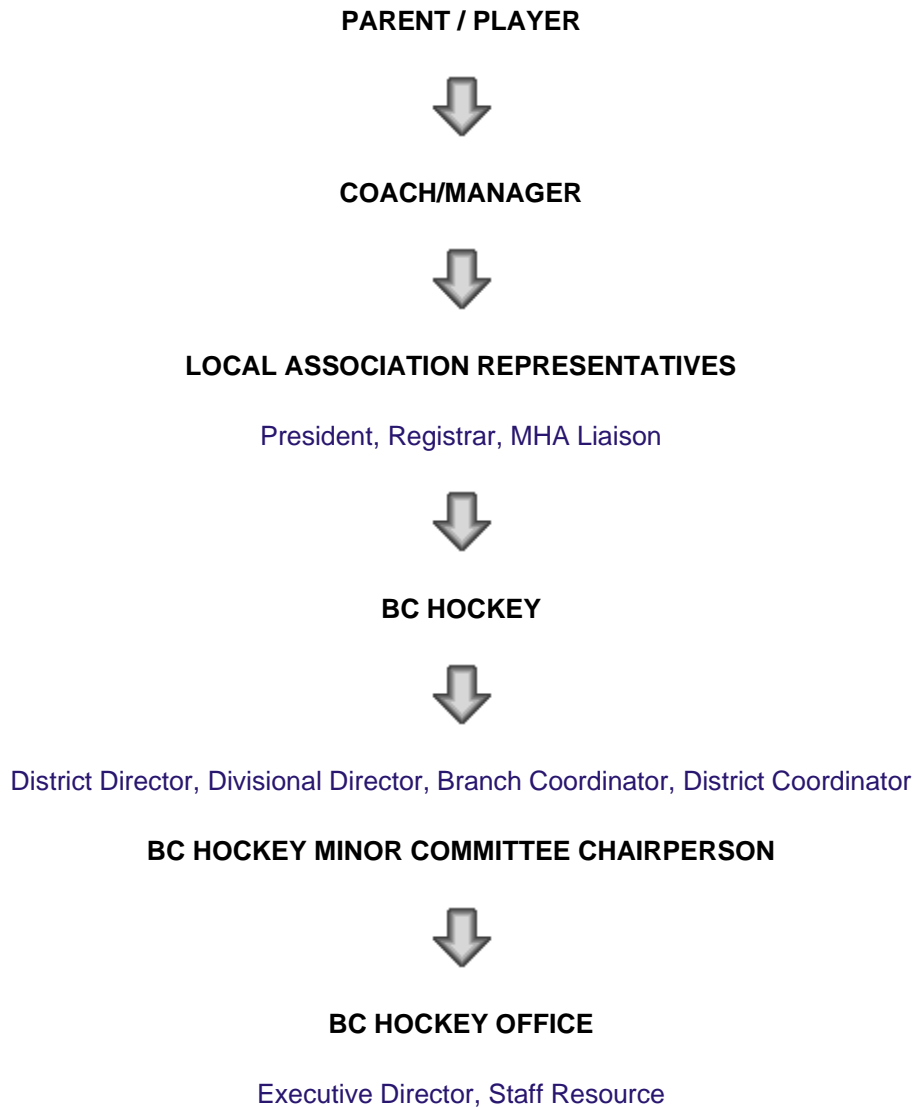
President	Tracey Kelly	250-425-6883	<a href="mailto:tracey.kelly@shaw.ca">tracey.kelly@shaw.ca</a>
Ice coordinator	Brendan Morgan	250-423-0700	

## Contact Procedures through BC Hockey

### Who should I contact ...

Below is a diagram explaining the proper communications

Lines to be used for this season...



## East Kootenay Contacts

<b>Eric Ausman</b> Email: <a href="mailto:ekso@bchockey.net"><u>ekso@bchockey.net</u></a> Phone: 250-426-7727 Fax:	<b>Title:</b> Speak Out Coordinator <b>District:</b> East Kootenay <b>City:</b> Cranbrook
<b>Chris Babakaiff</b> Email: <a href="mailto:ekrcm@bchockey.net"><u>ekrcm@bchockey.net</u></a> Phone: 250-428-0331 Fax:	<b>Title:</b> RCM - East Kootenay <b>District:</b> East Kootenay <b>City:</b> Creston
<b>Al Connah</b> Email: <a href="mailto:ekhcsp@bchockey.net"><u>ekhcsp@bchockey.net</u></a> Phone: 250-426-8385 Fax:	<b>Title:</b> HCSP Coordinator <b>District:</b> East Kootenay <b>City:</b> Cranbrook
<b>Robin Douville</b> Email: <a href="mailto:rdouville@bchockey.net"><u>rdouville@bchockey.net</u></a> Phone: 1-866-544-9834 Fax: 1-866-544-9834	<b>Title:</b> Officer at Large <b>District:</b> East Kootenay <b>City:</b> Creston
<b>John Gillen</b> Email: <a href="mailto:jgillen@bchockey.net"><u>jgillen@bchockey.net</u></a> Phone: 1-866-544-0768 Fax: 1-866-544-0768	<b>Title:</b> District Director - <b>District:</b> East Kootenay <b>City:</b> Golden
<b>Bill Soles</b> Email: <a href="mailto:ekdcc@bchockey.net"><u>ekdcc@bchockey.net</u></a> Phone: 250-344-2095 Fax:	<b>Title:</b> District Coordinator - District Coach Coordinator <b>District:</b> East Kootenay <b>City:</b> Golden

## BC Hockey

### BC Hockey Office

6671 Oldfield Road  
Saanichton, BC  
V8M 2A1

[info@bchockey.net](mailto:info@bchockey.net)

Phone 250.652.2978

Fax 250.652.4536

## 2. Team Management

### Duties of the Coaching Staff

The EVMHA Executive requires a high standard of conduct from its coaching staff in dealing with players, coaches, referees, and officials, and in the image projected to participants and parents of the EVMHA. The coaching staff is an integral part of the Association and is expected to support the decisions of the Executive and abide by the EVMHA Policies. The following is a list of items this Association expects from coaches:

1. Coaching at all levels should consist of teaching and improving hockey skills of individual players and promoting teamwork and sportsmanship.
2. It is the philosophy of the EVMHA that all participants on house teams receive equal ice time. Ice time lost due to disciplinary action, injuries, and suspensions does not apply. To the greatest extent possible, equal ice time should be given to players on competitive (Rep) teams at the coach's discretion, encouraging development of all play.
3. The coach is to ensure that each of his/her players is properly protected and parents are advised of the necessity for players to wear properly fitting and approved equipment.
4. Team Captain and Alternates should shake hands with the opposing coaches and officials at the beginning of the game. Both teams shake hands at the end of the game.
5. The coaching staff must have a controlled attitude towards Officials. Lack of coaching self-control will not be accepted by the EVMHA and may initiate review and possible dismissal.
6. Ice times provided and paid for by the Association must be used or returned to the Ice Coordinator. Repeated failure to use allotted ice may result in a loss of that ice slot. Should coach's trade ice times, the Ice Coordinator must be notified to establish responsibility of ice usage.
7. Coaches are responsible for checking game sheets for suspensions and informing the players involved. Failure to do so could mean forfeiture of that game, future games, and further disciplinary action. Strict attention should be paid to pre-printed game sheets to ensure that a suspended player is recorded then crossed out with SUSP behind their name. This also includes injuries with INJ behind their name. All overage players must have O/A and all affiliate players must have AP on all game sheets. NOTE: No Suspended player can be on the bench with their team or any other team, nor can they act as an Official or Minor Official until the suspension as been served.
8. The maximum suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is one game. The President and Coach Coordinator must be advised of all such suspensions. Suspensions of more than one game must have the approval of the Discipline Committee.
9. Any coaching staff member who blatantly refuses to follow EVMHA Policies can be suspended from coaching indefinitely, upon review and recommendation from the Discipline Committee.
10. Coaches are responsible to ensure that a qualified HCSP (Hockey Canada Safety Person) is available.

11. The coach or team designate is responsible to ensure that dressing rooms are left clean and ready for the next team.
12. Coaches should ensure that they do not put themselves in compromising situations with a player. Follow all protocols of Speak Out.
13. All coaching staff must complete a criminal record check annually.
14. All coaching staff must complete the Speak Out Program offered by BC Hockey/Hockey Canada.
15. All coaching staff must have the appropriate coaching levels as required by Dec. 15 of the current season.
16. Coaches are required to provide the parents and players with written expectations of the team and their commitments, outlining the focus of the program set out for the season.
17. Coaches are responsible for their teams before and after the games. While on the road, players will be reminded of the team expectations and curfews. Parents and players will be responsible for all actions away from games and at the hotels. EVMHA does not expect coaches to “baby sit” players. The parent(s) or parent designate is responsible to ensure appropriate behaviour and adherence to team expectations.

## Manager

The team manager is appointed by the coach, approved by the Board, and is formally introduced at the first team parents’ meeting of the year. The manager works with the coach and assistant coaches to appoint parents to other positions such as team treasurer, head team parent, etc. The manager is the first line of communication with and for the parents with the team coach and the Association. The manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities.

The manager’s duties include, but are not limited to:

1. Preparation of a schedule and organizing game minor officials such as timekeeper, scorekeeper required for all game activities of the team. The team manager can designate another team member to be responsible for this job.  
To see that care is taken of uniforms and other team equipment before, after and between games, returning jerseys to the jersey bag after each game.
3. Assist the coach with arranging and scheduling games.
4. Ensure safekeeping of the team copy of all game reports, ensuring 1 copy has been sent to the EVMHA President and the Webmaster by Monday morning following the weekend’s games. If this has not been completed and major penalties or suspensions may have happened, the team will risk suspension.
5. Ensure that the game report has been properly completed by both teams and delivered to the game referee at least five minutes before each home game.
6. Ensure, with the coach, that players are informed of their suspensions and when they can return to team activities.
7. Ensure in the event that an injured player is transported to the hospital without his/her parent, that a responsible adult accompanies the player and that the necessary Medical Report form is available for completion by the attending physician. Also, ensure that the parent or guardian is

advised of the accident and the Hockey Canada Insurance form is promptly filed with the Registrar.

8. Ensure that each player/family, team officials, Referee Coordinator, President, Ice Coordinators and Webmaster receives a game and practice schedule. All changes to the team schedule must be made known to the above parties.
9. Ensure that all team players and officials are properly registered or "Carded" for insurance and provincial competition, through the Registrar which is done electronically.
10. Ensure that all the rules and policies of the Association are carried out and that any deviations from these are reported to the Coach Coordinator and EVMHA President.
11. Ensure through direct confirmation with the team coaching staff that all Association goaltender equipment, sticks, pucks, pylons and sweaters are returned to the Equipment Manager (locker) at the end of the playing season/game.
12. Ensure that the necessary "Parental Consent and Medical History" form is completed prior to October 15<sup>th</sup> or the first game played, for each player on the team, signed by the parent and kept handy for potential use with all team activities.
13. Submit East Kootenay reports that are required monthly to the EVMHA EK League Representative. EK meetings are held the 1<sup>st</sup> Monday of each month and reports must be given to the EK rep before they leave for this meeting, otherwise the burden and expense will be that of the manager or team.
14. We are working on a method for teams to enter in their own stats on the EVMHA website. Until then, the manager needs to submit the game sheet to the Webmaster (by hand, fax or e-mail), who will then update the stats. Teams can choose to have the team stats posted publicly or private for the team management.
15. All team managers will be subject to a criminal record check.
16. All team managers must complete the Speak Out Program offered by the BC Hockey/Hockey Canada.
17. Referee payment sheets need to be filled out after each game and passed on to the referee coordinator at the end of the season.

## HCSP (Trainer)

As the HCSP, your primary responsibility is to ensure that safety is the first priority at all times during all hockey-related activities, both on and off the ice. You must play a leadership role in enhancing the safety of players and all others involved with amateur hockey.

The following are some responsibilities that the HCSP should assume:

1. Implementing an effective risk management program with your team, striving to prevent injuries and accidents before they happen.
2. Take a proactive role in identifying and minimizing or eliminating risks during all activities and if ever in doubt, erring on the side of caution.
3. Promoting and reflecting the values of Fair Play and instilling these values in all participants and others involved in amateur hockey.



4. Conducting regular checks of facilities, players' equipment to ensure proper fit, protective quality and maintenance, and advising players and parents regarding the purchase of protective equipment. All equipment must be CSA/BNQ approved.
5. Promoting proper conditioning and warm-up techniques as effective methods of injury prevention.
6. Maintaining accurate medical history files on all players and bringing these to all games.
7. Receive basic First Aid Kit from Equipment Manager and make sure it is available for all team activities. Include Hockey Canada insurance Forms, found on [www.elkvalleyminorhockey.ca](http://www.elkvalleyminorhockey.ca), under EVMHA documents.
8. Player's medical card in the first aid kit must accompany the player when being transported to hospital.
9. Be aware of emergency procedures at the home and away arenas, keeping handy the phone numbers for ambulances and other emergency services.  
Receive a doctor's certificate from player stating that he/she is able to resume hockey activities after missed games due to severe illness or injury.
11. Implementing an effective Emergency Action Plan with your team and practicing it regularly to ensure all involved understand their roles.
12. Recognizing life-threatening and significant injuries. If the HCSP suspects injury requiring a player to leave the game or unable to play, the parent or parent designate must be notified. All incidents should be documented and if the player requires medical treatment or dental treatment, the Hockey Canada Injury report form must accompany the player to the doctor for their signatures.
13. Managing minor injuries according to basic injury management principles and referring players to medical professionals when necessary.
14. All HCSP must complete the Speak Out Program and the HCSP program offered by the
15. BC Hockey/Hockey Canada and complete a criminal Record Check.
16. EVMHA encourages all HCSP to obtain certification with a recognized first aid program.
17. It is recommended that the HCSP have a minimum basic level 1 first aid. REMINDER: All first aid to be done with the scope of the limits of your training.

## Parents

Parents should be encouraged to take on some of the responsibilities of making the team work through the year. You may wish to encourage some of the parents to take on some or all of the following responsibilities:

1. Arranging for, and collecting payment of Tournaments Fees.
2. Make arrangements for all team fund raising in accordance with guidelines provided by the Association.
3. Carry out all team obligations regarding Association tournaments, ticket sales, etc.
4. Telephoning players/parents as directed by the Coach or Manager.
5. Organizing extra team events such as pizza parties, sporting events, etc.

6. Team parents are encouraged to complete the Speak Out Program offered by the BC Hockey/Hockey Canada.
7. Jersey washing and collection.
8. Scheduling time keepers and scorekeepers for home games.
9. Hotel Bookings.
10. East Kootenay Reports.
11. Statistical input onto website.

It is also important to ensure that the parents recognize the principles of fair play, and always show respect for referees, other officials, and other players.

## **Certification Requirements**

BC Hockey sets out the qualification requirements for all team officials (coaches, trainers and managers). The following is from the 2008-2009 BC Hockey handbook.

### **Team Official Qualifications**

**2.25** Beginning in the 2008-2009 season all BC Hockey/Hockey Canada Carded Coaches must be qualified at the Developmental 1 Stream to coach Minor, Female and Junior Hockey by December 1st of the current season. Coaches will have until March 30th of the current season to complete the course requirements for Development Stream Certification.

**2.26** Beginning in the 2008-2009 season all BC Hockey Minor Hockey Associations and non-Hockey Canada Carded Female Teams are to ensure that all coaches are Coach Stream Qualified by December 1st of the current season. Coaches will have until March 30th of the current season to complete the course requirements for Coach Stream Certification.

**2.27** All BC Hockey Minor Hockey Associations are to ensure that all on-ice personnel in leadership positions in the Novice and below division successfully complete the Introduction to Coach Instructors Program.

**2.28** All BC Hockey team officials (excluding those on Senior Male Teams) must be qualified in the Speak Out Program.

Also,

**2.19** Each team intending to participate in BC Hockey Championships must include an official qualified in the Hockey Canada Safety Program and at least one (1) coach qualified at the Developmental Stream. They must be signed to a Hockey Canada Officials Certificate and must register with the BC Hockey Executive Director on or before December 1st of the current season.

### 3. Tiers in BC

The rules for tiers are as follows: (from BC Hockey)

- a) *BC Hockey Registrations of Male Midget, Bantam and Pee Wee players from the previous three (3) seasons will determine an association's tier according to the following schedule:*

<b>Average Registration of Male Midget, Bantam and Pee Wee Players</b>	<b>MHA Designation</b>
300 and greater	Tier 1
Less than 300, greater than or equal to 175	Tier 2
Less than 175, greater than or equal to 80	Tier 3
Less than 80	Tier 4

<b>EAST KOOTENAY</b>			
<b><i>Tier 1</i></b>	<b><i>Tier 2</i></b>	<b><i>Tier 3</i></b>	<b><i>Tier 4</i></b>
	<i>Cranbrook</i>	<i>Creston Valley Elk Valley Windermere</i>	<i>Canal Flats Ferne Golden Kimberley</i>

## 4. Games

Here is a check list of what to do before and after games

### League Games

League games are scheduled at the High Country or East Kootenay scheduling meeting. At this meeting, ice availability is confirmed, and the home and away game schedules are passed on to the referee coordinator. The away schedule is important because many of your players are also referees.

### Game Sheets – East Kootenay

- a) Out of Province Games (Home or Away) – A copy of the game sheet needs to be submitted immediately after the game to the East Kootenay Director. Contact details are on the Travel Request form. This includes all tournaments.
- b) League Games - A copy of all home game sheets must be submitted monthly to the East Kootenay rep, along with the monthly game report. The information must be submitted within the first five days of the month.
- c) Other exhibition or tournament games – include them in your package for the East Kootenay rep.

A copy of all game sheets should also be immediately submitted to the Webmaster for posting on the web page.

### Game Sheets – High Country

Submit game sheets to the high country rep at the end of the month.

A copy of all game sheets should also be immediately submitted to the Webmaster for posting on the web page.

### Exhibition Games

All out of province games, either home or away, require submission and approval of a travel request. Travel requests are to be submitted to the Elk Valley travel request coordinator, who will pass it on to the East Kootenay district. Travel requests must be submitted one week in advance, and **game sheets must be submitted immediately after the game, by faxing or e-mailing to the East Kootenay District Director. Details are on the Travel Request Sheet.**

When scheduling a home game, you must arrange ice time through the ice coordinator, and arrange for referees through the referee coordinator.

## **Home Games**

For all home games, you will need to provide volunteers to run the 50/50 draw, to fill in the game sheet, and to run the time clock.

## **East Kootenay Reporting**

The East Kootenay District has monthly reporting requirements: the monthly game report and the monthly penalty report.

The game report is for league games only; the white copy of the game sheet – for your home games – accompanies the game report.

The penalty report covers all games, and must be filled out even if there are no penalties. If there are any penalties to be reported, a copy of the game sheet must accompany the penalty report.

## **Suspension Guidelines**

BC Hockey gives us the following suspension guidelines:

<p style="text-align: center;"><b>BC Hockey Policy – Suspension Procedures, Guidelines and Policies</b></p>
---

1. **GROSS MISCONDUCTS – Hockey Canada Rules 1.13 (c) and 9.2**
  - a) All Gross Misconduct penalties will receive a minimum suspension of three (3) league games or fifteen (15) days during league play, or fifteen (15) days prior to league play or after the conclusion of league and/or playoff games.
  - b) Gross Misconducts for racial slurs and obscene gestures in Minor Hockey will receive a minimum suspension of 6 games or 30 days.
  - c) All Gross Misconducts will be reviewed and further disciplinary action may be taken on gross misconducts for obscene gestures and abuse of officials.

There shall be no appeal of any suspension imposed that is automatic under the rules set forth in this section.

NOTE: There will be NO NOTIFICATION on the above suspension from BC Hockey. It is the responsibility of the local Association, League or Team to ensure that the suspension is served.

2. **REFUSING TO START PLAY**

Team officials penalized under Hockey Canada Rule 10.14 (a, b and c), Refusing to Start Play, including withdrawing a team from play, shall be subject to an indefinite suspension pending an investigation.
3. **DRESSING ROOMS – Hockey Canada Rule 1.13 (c)**

Team Officials penalized under Hockey Canada Rule 1.13 (c) shall be subject to indefinite suspension pending an investigation.
4. **TOURNAMENT GAMES**

Tournament games sanctioned by BC Hockey will be considered league games for the purpose of this bulletin.

## 5. MATCH PENALTY MINIMUM SUSPENSIONS

- a) The following automatic suspensions will apply:

Description of Penalty	HC Rule #	Automatic Minimum Suspension if no injury Results	Minimum Suspension if injury results
		(NOTE 1 Below)	(NOTE 2)
Deliberate attempt to injure or to inflict punishment	6.1 (a)	3 games or 10 days	6 games or 21 days
Wearing a ring, tape or other material on hands and using on an opponent to gain an advantage to inflict punishment	6.7 (a) #4	3 games or 10 days	6 games or 21 days
Head Butting	6.1 (b)	3 games or 10 days	6 games or 21 days
Kicking	6.1 (c)	3 games or 10 days	6 games or 21 days
Hair pulling of an opponent or grabbing facial protector, helmet, chin strap or throat protector of opponent and uses this as an advantage to inflict punishment	6.1 (d)	3 games or 10 days	6 games or 21 days
Use of facial protector as a weapon	6.1 (e)	3 games or 10 days	6 games or 21 days
Butt – ending	6.1 (f)	3 games or 10 days	6 games or 21 days
Spearing High Stick, Slash, or Cross Check	6.1 (g) 6.1 (h)	3 games or 10 days	6 games or 21 days

There shall be no appeal of any suspension imposed that is automatic (3 games or 10 days) under the policies set forth in this section.

**Note 1:** Where an automatic minimum suspension is appropriate, there will be NO NOTIFICATION from BC Hockey. The local Association, League or Team is to ensure that the suspension is served.

- Note 2: Where such a suspension is appropriate, BC Hockey Division/District Director WILL NOTIFY the local Association, League or Team responsible for ensuring the suspension is served.
- Note 3: Match Penalties that result in a suspension to be served after the conclusion of league and/or playoff game(s) it will be served at the start of the next season.
- Note 4: For suspensions in effect prior to the Christmas Break, the days between the last scheduled league or tournament game prior to the Christmas Break and the first scheduled league or tournament game shall not be included in determining the number of days served.
- Note 5: Any of the above penalties may be subject to indefinite suspension pending an investigation by Divisional/District Director.

6. ZERO TOLERANCE – DRUG/ALCOHOL

BC Hockey adopted a zero tolerance Drug/Alcohol awareness policy. That policy prohibits the use of drugs/alcohol during activities sanctioned by a minor hockey association or with BC Hockey. All incidents must be investigated and dealt with on an individual basis. The recommended minimum suspension for violations is 30 days from all participation within the association. (This includes practices). Associations and teams have the responsibility to investigate all situations, if there are questions or concerns, please contact the President or District/Divisional Director.

7. SERVING OF SUSPENSIONS

A) Players

A Player receiving a suspension as a result of a Match, Gross Misconduct or any other penalty outlined in this bulletin shall be prohibited from playing in games as well as from acting as an Official or in any other official capacity with a Team, League



or Association within BC Hockey. The Player may practice with their team.

**B) Team Officials**

A Team Official receiving a suspension as a result of a Match, Gross Misconduct or any other penalty outlined in this bulletin shall be prohibited from participating with the Team from one hour prior to any games until one hour after the conclusion of any games and from acting as an Official and in any other official capacity with a Team, League or Association within BC Hockey. The Team Official may participate in their Team's practices.

**C) BC Hockey Regulation 7.18, 7.19 and 7.20**

An Official receiving a suspension under the above BC Hockey Regulations shall be prohibited from officiating until the expiration of the suspension plus playing in any games and acting in any other official capacity with a Team, League or Association within BC Hockey.

**D) Hockey Canada Rule 4.6 (b) and (c) (Misconducts)**

A Player receiving a suspension as a result of Hockey Canada Rule 4.6 (b) and (c) or a Local/District Association suspension for accumulated penalties shall be prohibited from playing in game situations until the expiration of the suspension. The Player may practice with their team.

**E) Other Suspensions**

A Player suspended by BC Hockey or under a suspension imposed by a Team, League or Association that has been honored by BC Hockey shall be prohibited from playing in any games, acting as an official and from acting in any other capacity with a Team, League or Association within BC Hockey. The Player may practice within their team.

BC Hockey personnel or an Official of a Team, League or Association, when suspended by BC Hockey or under a suspension imposed by a Team, League or Association that has been honored by BC Hockey, shall be prohibited from playing in any games, acting as an Official and acting in any other capacity with a Team, League or Association within BC Hockey.

**8. REPORTING OF PENALTIES**

Penalties incurred during BC Hockey games shall be reported as follows:

**GAME MISCONDUCTS AND MISCONDUCTS IN THE LAST TEN MINUTES:**

In games played under the jurisdiction of a League, District or Local Associations, the referee must report, in writing, Misconduct penalties in the last ten (10) minutes of a game and all Game Misconducts to the President of the League, District Association or Local Association. Those failing to abide by this ruling will be subject to suspension.

**MATCH, GROSS MISCONDUCT, REFUSING TO START PLAY PENALTIES:**

In all instances in which Match Penalties or Gross Misconduct Penalties are assessed, the Referee shall take the original copy of the Game Report and shall forward it, together with a written report of the circumstances, immediately upon completion of the game.

**Abuse of Officials, Refusing to Start Play, Dressing Rooms, Spitting at Officials**

All game reports involving Hockey Canada Rule 9.6 (a, b & c), Abuse of Officials; Rule 10.14 (a, b & c), Refusing to Start Play; Rule 1.13 (c), Dressing Rooms; and Rule 9.7, Spitting at Officials, are to be FAXED AND/OR SENT IMMEDIATELY BY SPECIAL DELIVERY.

All game reports showing a match penalty or gross misconduct must be forwarded to the appropriate District/Divisional Director.

**THE ORIGINAL GAME SHEET AND WRITE UP SHEETS MUST BE FORWARDED BY MAIL WITHIN THE ALLOTTED TIME PERIOD.**

**PLEASE ENSURE EVERY MEMBER OF YOUR TEAM, LEAGUE OR ASSOCIATION IS MADE AWARE OF THIS BULLETIN.**

## 5. Tournaments

### Pre-Tournament

- Coordinate dates and times with ice coordinator(s). Consider two or three town tournaments.
- Obtain your sanction through the BC Hockey website
- Inform the referee coordinator of the upcoming tournament
- Inform the webmaster for posting on the web page
- Send out invitations to any contacts you may have

### Organization

- Have a tournament coordinator to set up the tournament activities and arrange other volunteer help
  - Raffle table – contact your Executive member for “seed money” for the raffle table. The seed money will be reimbursed to EVMHA. EVMHA has adopted the policy that raffle table prizes are bought – not solicited. Unsolicited prizes may be gratefully accepted. Parents may also be solicited for “seed money”, on the understanding that it will be returned after the tournament. **You must acquire a separate gaming licence for your tournament.** The seed money can be obtained by the EVMHA treasurer, by using the cheque request form from the website.
  - Timekeepers and scorekeepers
  - Music
  - Goodie bags for younger groups
  - Program with rosters and schedule
  - Posters
    - Schedule and results
    - Dressing room schedule
    - 50/50 winners
    - Raffle winners
    - Thank yous
    - Emergency information
    - Local skate sharpening
  - Game schedule
    - Submitted to ice coordinators (including flood schedule)
    - Submitted to webmaster
    - Submitted to referee coordinator
    - Submitted to EVMHA President and Vice-President
    - Submitted to concession operators if available
    - Dressing room schedule – make sure you accommodate a separate girl’s room
  - Advertising
    - Especially for younger players, try to encourage their friends to attend
    - Approach Rec departments for posting on marquees

- Channel 10

#### Start of Tournament

- Put up posters
- Get keys for dressing rooms – return at end of day
- Request tables and chairs from rink attendant
- Set up music and PA systems

#### Revenues and Expenses

Half of the proceeds for tournaments are kept by the team; half goes to Elk Valley Minor Hockey. Please use the expense/revenue worksheet posted on our website to plan and track expenses and revenues. It is located in the EVMHA documents section.

## 6. Equipment

Pucks are issued at the start of the season. Each team has been issued 100 pucks. No more pucks will be supplied during the season. At the end of the season, each team must return at least 80 pucks, with any shortages being charged to the team.

EVMHA will provide goaltender gear for all teams up to and including Atoms. At the PeeWee level and above, EVMHA will reimburse registration fees for goaltenders who have supplied their own equipment, and played the entire season. The player's parent needs to make the request to the EVMHA executive.

Teams socks are purchased through the EVMHA Equipment Manager. EVMHA will have the away socks for purchase. Any team wanting home socks can purchase them providing all players will be purchasing them and the shipping and handling costs will apply.

Jerseys are the responsibility of the team management. Players are not to keep their own jerseys; they are to be collected after each game. They are not to be put in hockey bags.

Jersey washing instructions are posted on the Elk Valley Minor Hockey web page, in the EVMHA documents section.

## 7. Risk Management

Risk management is a key component of our organization, from Hockey Canada, through BC Hockey, through Elk Valley Minor Hockey, and your team.

A lot of the procedural issues that we deal with are directly related to risk management – from Speak Out to Out of Province travel requests. We need to ensure that we are following the procedures laid out, so that we and our players are protected.

### Special Event Sanctions

1. Please ensure that only the current form is used. It can be found on the forms page BC Hockey website, [www.bchockey.net/Administration/Forms.aspx](http://www.bchockey.net/Administration/Forms.aspx).
2. Completed forms should be sent to the BC Hockey office for review.
3. Once a form has been reviewed by BC Hockey, it will be emailed to the MHA President, Junior or Senior Team President, or Major Midget League Team Manager for review and appropriate distribution.

Please remember that Special Events are events that fall outside of “regular hockey programming.” For each of these events, teams must submit a **Special Event Sanction Request Form** to the **BC Hockey office at least 7 to 10 days prior to the start of the event** in order to request to have Hockey Canada Insurance Program coverage extended to the event.

A separate Special Event Sanction Request Form should be submitted for each different activity. However, if the same activity will occur multiple times, such as dryland training, one request can be submitted for all the dates that activity will occur.

If a form is submitted incomplete or lacks appropriate descriptive detail, it will be returned for completion before any approval or denial can be made.

Please note that not all activities are eligible for sanctioning. Please visit the Special Events page of the BC Hockey website, [www.bchockey.net/RiskManagement/SpecialEvents.aspx](http://www.bchockey.net/RiskManagement/SpecialEvents.aspx), for additional information regarding Special Event Sanctioning.

If you have any questions regarding the above process, please contact your District / Divisional Director.

### Out of Country Play

In that BC Hockey teams travel out of country from time to time for league or exhibition play, please note the following insurance coverage issues:

1. All players, coaches etc. traveling to the USA should be advised that the coverage provided under the Hockey Canada Insurance program is a secondary provider.
2. This means that individuals must ensure that they have a primary travel insurance plan in place (ie, Blue Cross, etc.). Failure to do so could result in a situation where no coverage is in place. **HOCKEY CANADA INSURANCE WILL NOT RESPOND UNLESS PRIMARY COVERAGE IS IN PLACE.**
3. Teams should investigate acquiring their own team coverage. Many insurance providers offer a group sports plan that may offer a discount over individual plans.

4. Common providers include banks and insurance brokers.
5. Canadian Life and Health Insurance Association, [www.clhia.ca](http://www.clhia.ca), provides resources that can help determine if a travel insurance policy is right for a team's needs.
6. Association and Leagues with teams traveling out of Canada should also have a team official be responsible for carrying a copy of each player's provincial health card.
7. In addition to acquiring additional insurance coverage for travel to the USA, teams should also complete and submit to their District or Divisional Director an **Interdistrict & USA Hockey Tournament Travel / Exhibition Game Sanction Request Form**.

## Injury Reports and Insurance

1. All Claims must be submitted to the BC Hockey office within 90 days of the injury on a **Hockey Canada Injury Report Form**. If this form is not received, the claim will NOT be processed.
2. Please note invoices and / or receipts can follow the original claim later – payment on the claim may be affected if the claim is received after the above mentioned 90-day period. Receipts can be submitted up to 52 weeks after the date of the injury.
3. Coverage is not in effect for services or treatments that are insured services (BC Medical Services Plan, Extended Benefits, Dental Plans, etc.).
4. Hockey Canada is a secondary insurer. As such, if a member has Extended Benefits or other insurance, request for payment must be filed with the Extended Benefits or other insurance **prior** to any reimbursement being made from Hockey Canada. However, the injury claim form must still be submitted to the BC Hockey office within 90 days of the injury. Any coverage statements from the member's Extended Benefits or other insurance should be forwarded to the BC Hockey office along with the invoices and / or receipts.
5. If the family does not have Extended Benefits or other insurance coverage, and the member is a resident of Canada with provincial coverage, then coverage is in place for services such as ambulance transportation, prescriptions, crutches, knee braces, collars, and physiotherapy treatments after the provincial medical have paid their maximum. Out of country players must purchase a separate primary insurance coverage plan in order for the Hockey Canada Insurance Program to be in effect.
6. As with other insurance carriers, the Hockey Canada Insurance Programs has coverage limits. For further information regarding coverage limits, please refer to the **Safety Requires Teamwork** booklet.
7. Regardless of the seriousness of injury, an Injury Report Form must be submitted. This applies to all situations, including those where no corresponding monetary claim will be submitted.
8. Please note that the form can also be downloaded from the forms page of the BC Hockey website, **www.bchockey.net**.
9. Please keep copies of all documentation you forward to BC Hockey.
10. Forms **MUST** be completed **in full** with the following information. Incomplete forms will NOT be processed. They will be sent back for additional information only if documentation is received seeking payment. Some of the information that will be collected includes:



- Name and address including postal code and telephone number
- Date of birth
- Date of injury
- Type of injury and nature of condition
- Whether the injury took place at a Hockey Canada sanctioned activity
- Name of Association and team
- Description of accident
- Signature of team official
- Signature of parent / guardian (if under 18 years of age), signature of member (if over 18)
- Insurance information

11. Please attach additional physician's and / or dentist's statement and / or letter to the form if more space is required, or more details of the injury need to be provided.

12. All invoices and / or receipts attached or following the original claim must be itemized, so please check invoices and receipts carefully before sending them to the BC Hockey office. Please also make sure the injured individual's name is on all correspondence.

If you have any questions or require assistance completing this form, please contact the BC Hockey office.

## Incident Reporting

EVMHA has an incident reporting system that can be used with any other type of incident that may occur. Incidents with players, parents, other teams, officials – can all be dealt with through the incident reporting system.

An incident is anything that happens that should not have happened, in a setting that is connected in any way with Minor Hockey. Incidents worth reporting are: abusive behaviour by another team in another arena; abusive behaviour by a parent to a team official or a game official (even a phone call); objectionable behaviour by a player; improper behaviour by another team official.

Any incident that is reported will be investigated by EVMHA. The investigation and its outcome will have as its main objective to ensure that similar incidents do not occur again. Where appropriate, disciplinary measures will be undertaken.