

PORT COQUITLAM MINOR HOCKEY ASSOCIATION

2021-2022

TEAM HANDBOOK



www.pocominorhockey.com

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PRESIDENT'S MESSAGE

2021/2022 Hockey Season

Welcome to the Port Coquitlam Minor Hockey Association (PCMHA) home of the Pirates.

We are excited that hockey is back! It is super thrilling to see the spectator arena, Arena 1, was ready just in time for the start of our hockey season. Of course, with opening of the new parkade, parking nightmares should be a thing of the past. We are anticipating a somewhat normal hockey season relative to last season. PCMHA Executive team and other volunteers have worked hard throughout summer to bring hockey back while the COVID-19 as a communicable disease is still lingering in our communities.

The health and safety of our players, coaches, referees, volunteers, and parents are at forefront of our plan. Recognizing this is a fluid situation, the PCMHA Executives have planned for all contingencies with the goal of creating a safe yet fun environment for all our participants.

We will do our best to keep our membership informed with ever changing landscape of this uncharted territories. Please refer to our website for updates and changes.

We ask everyone to be patient and understanding as we get back to the game we all love. Let's all do our part as we are all in this together.

Sincerely,

Ramin Ahmed

President
Port Coquitlam Minor Hockey

PORT COQUITLAM MINOR HOCKEY
2021/2022 EXECUTIVE AND DIRECTORS

TITLE	NAME	EMAIL
President	Ramin Ahmed	president@pocominorhockey.com
Past President	Kim Egli	pastpresident@pocominorhockey.com
1st Vice President	Jay Miletich	1stvp@pocominorhockey.com
2nd Vice President	Rob Toor	2ndvp@pocominorhockey.com
3rd Vice Pres./Ice Scheduler/Allocator	Jason Ho	3rdvp@pocominorhockey.com
Secretary	Michelle Lahti	secretary@pocominorhockey.com
Registrar/Volunteer Coordinator	Shannon Gordon	registrar@pocominorhockey.com
Treasurer	Kristi Frick	treasurer@pocominorhockey.com
Coaching Coordinator	Greg Ross	coachingcoordinator@pocominorhockey.com
Asst. Coaching Coordinator	Amrit Gill	assistcoachcoordinator@pocominorhockey.com
Referee In-Chief	Brandon Borghardt	refereeinchief@pocominorhockey.com
Equipment Manager	Scott Yahemech	equipmentmanager@pocominorhockey.com
U21 Div. Mgr.	Matt Elliott	u21divmgr@pocominorhockey.com
U18 Div. Mgr.	Matt Elliott	u18divmgr@pocominorhockey.com
U15 Div. Mgr.	John Keighley	u15divmgr@pocominorhockey.com
U13 Div. Mgr.	Steph Wagner	u13divmgr@pocominorhockey.com
U11 Div. Mgr.	Jason Ho	u11divmgr@pocominorhockey.com
U8/U9 Div. Mgr.	Ali Afzali	u9divmgr@pocominorhockey.com
U6/U7 Div. Mgr.	Nicole Neufeld	u7divmgr@pocominorhockey.com
Public Relations Manager		publicrelations@pocominorhockey.com
Director at Large 1 - Tournaments & Special Events	Meghan Church	directoratlarge1@pocominorhockey.com
Director at Large 2 - Sponsorship & Fundraising	Kim Egli	directoratlarge2@pocominorhockey.com
Website	Matt Landin	webmaster@pocominorhockey.com

Director of Hockey Operations: Doneau Menard
directorofhockeyops@pocominorhockey.com

PORT COQUITLAM MINOR HOCKEY

IMPORTANT DATES AND DEADLINES

Criminal Record Checks Due	Upon Team Assignment
Respect in Sport completion (if applicable)	Upon Team Assignment
Concussion Awareness Tool Kit.....	Upon Team Assignment
Team Financial Submissions Due	October 31, 2021
Team Photo Day.....	October 23, 2021
Vancouver Giants Game.....	January 22, 2022
Coaches/Managers Appreciation Night.....	TBA
2021/2022 Annual General Meeting	May 15, 2022

Check the website for up-to-date information

www.pocominorhockey.com

NEW DIVISION NAMES

Year of Birth	Age on Dec. 31, 2020	Old Division Name	Age Division
2015 and earlier	6 or under	Initiation (H1/H2)	Under-7 (U7)
2014	7	Novice (H3/H4)	Under-9 (U9)
2013	8		
2012	9	Atom	Under-11 (U11)
2011	10		
2010	11	Peewee	Under-13 (U13)
2009	12		
2008	13	Bantam	Under-15 (U15)
2007	14		
2006	15	Midget	Under-18 (U18)
2005	16		
2004	17		
2001-2002-2003	18-19-20	Juvenile	Under-21 (U21)

PORT COQUITLAM MINOR HOCKEY ICE SCHEDULE

CAN NOW BE FOUND AT WWW.POCOMINORHOCKEY.COM

Ice Closures: 2021-2022 Season

Monday, October 11, 2021	Thanksgiving	POCO RINK CLOSED
Sunday, Oct 31, 2021	Halloween	NO ICE CLOSURES
Thursday, Nov 11, 2021	Remembrance Day	TBC
December 20, 2021 to January 2, 2022	Christmas Break	LAST DAY OF ICE DEC 19, FIRST DAY BACK JAN 3
December 27 - 31, 2021	U8, U9, U11 Xmas Tournament	
Saturday, February 19, 2022 and Sunday, February 20, 2022	PCMR Jamboree	TBC
Monday, Feb 21, 2022	Family Day	TBC
March 7 - 11, 2022	6am Practice ice	Available on request basis only
Friday, March 11 – Sunday March 13, 2022	Tri-City Female Hockey Tournament	TBC
Sunday, March 13, 2022	Last day of ice for 2021/2022 season	

Ice Conflict Resolution Procedure for Teams

Ice conflicts happen for a variety of reasons; conflicts on the schedule, coaches' availability, out of town tournaments, etc. Conflicts are most easily solved early – the more notice, the better. Please follow this procedure for all ice conflicts:

- A. **Check your game schedules as soon as you receive them.**
- B. Have a manager/coach meeting as soon as the schedule is received, and note all conflicts. Make sure there aren't games scheduled at the **same time** as another game or practice. A game and a practice, or two games on the same day with a reasonable amount of time between them is not considered a conflict. Reasonable means that you have enough time for the kids to change out of their gear, have a bite to eat, drive to the next game and get their gear back on. Please note that this season, over 50% of our ice falls on weekends.
- C. Please report ice conflicts to your Division Manager and cc 3rdvp@pocominorhockey.com by email – rather than by phone. This provides a record of the report.
- D. Please include your official team name in the subject line ex. U11 C1
- E. I will accept a phone call at home in the case of very short notice of conflict or cancellation. Jason @ 604-839-0749
- F. Most conflicts are solved by the team manager by either using one of your practice times to play the game or trading the conflicted time for another team's game or practice time. If you are able to trade the time with another team within your division, please let both your division manager know of the trade and cc me (Ice scheduler/allocator) as well. (3rdvp@pocominorhockey.com).
- G. Report conflicts you are unable to solve yourself to your division manager by email. Cc a copy of the email to me at (3rdvp@pocominorhockey.com) This protects you in cases of division manager error, and gives me an early "heads-up" in case I have ice that is available that could help solve your conflict.
- H. If your division manager is unable to resolve the conflict, they will report that back to your team and to the ice scheduler. This should be done in a timely manner, preferably within a week. If you don't hear back from your division manager, follow-up. Perhaps the email didn't make it, or was overlooked. You are responsible for your ice conflicts, so be pro-active and make sure they get resolved.
- I. If the conflict is still not resolved at this point, I will attempt to resolve the conflict. I may have to use one of your or another team's practice times. This is unfortunate, however, given the shortage of ice may be unavoidable.

- J. There may be times during the season where I need to use one of your practices to solve another team's conflicted game. Again – not ideal, but at times unavoidable. Please understand the difficulty we face with ice-shortages in the lower mainland. We appreciate your cooperation.
- K. Teams who turn back ice **to the ice scheduler** with less than 17 days notice will be charged \$50. Teams who don't show up for an ice (i.e. – don't use a scheduled ice, and don't report that they won't be using it) will be charged what the Association pays for that ice (\$110/hr + TAX). The arena will report all no-shows.

ALWAYS report when you are unable to use your ice

We always have teams looking for extra ice time.

- L. During the season, we will have occasions where ice will be available on short notice. I will send out an email to all the team contacts that I have when this happens. Ice times will be distributed on a first come first served basis.

Extra Ice Frequently Asked Questions

- 1. How much does my team have to pay for the extra ice?**
 - Ice is generally made available to teams free of charge. Should there be a cost associated with ice this will be noted in the email and will be charged out at the rate which we were charged for it.
- 2. How do I know if I have the ice?**
 - I will send you a confirmation email, letting you know that the ice is yours to use.
- 3. It is not enough notice for my team to use it – sometimes only a day or two. How can I get my team together to use this ice on such short notice?**
 - Use email and have one or two phone parents who call the players to let follow up. If you let your team know early in the season that you wish to be able to utilize the ice, they will expect late notice of available practices. Parents pay for their children to play hockey, and will (usually) appreciate the extra effort you are making to get their children additional practice time.
- 4. What do I do with the extra ice?**
 - Makeup or exhibition games or extra practice (having a practice plan ready really helps).
- 5. I'd like to trade my practice time for that extra ice. Is that OK?**
 - No. If we trade your early morning or late night practice for the more favorable extra ice, your practice time will likely sit empty. Teams that take extra ice and then turn in their practice time will be taken off the list for extra ice for the remainder of the season (unless your practice time is conflicted with a game)
- 6. I'd like to have a parent vs player game on the extra ice. Is this OK?**

- No, unfortunately, everyone on the ice must be insured as either a player or a coach with Port Coquitlam Minor Hockey Association.

7. Why does it seem like the same teams get the extra ice every time?

- Often it is the same teams that request the ice every time it is offered up. If a team has utilized extra ice frequently throughout the season, I will pass them by if I get another request for that ice. However, if they are the only team requesting the ice, I will let them have it. Keep in mind that not all teams want extra ice time. Not all teams can use the extra time due to their game or practice schedules. Often it is the same ice times that become available. That being said you will see that for any given ice time there will only be a limited number of teams that can or want to use it.

8. What's the big deal – so ice sits empty? If nobody wants to use it, why does it matter?

- Ice time is very expensive! Unused ice time drives up operating costs and eventually registration fees. The arenas keep track of used and unused ice. Not using ice time makes it difficult for us to buy that ice the following year.

IMPORTANT WEBSITES

Port Coquitlam Minor Hockey Association
www.pocominorhockey.com

Pacific Coast Amateur Hockey Association
www.pcaha.ca

BC Hockey
www.bchockey.net

Hockey Canada
www.hockeycanada.ca

TEAM BANKING AND FINANCIAL INFORMATION

1. All team accounts will be with Van City Savings – Shaughnessy Street Branch
2. All team accounts must be co-signatory accounts (2 signatures). The rostered team manager must be the 1st signor on the team bank account. The 2nd team signor must be the Head Coach.
3. Confirmation of account numbers and signatories must be provided to the 2nd Vice President of the PCMHA by October 31st of the current hockey year. Failure to submit financial information will result in the said team not receiving reimbursement of referee fees for the second half of the season.
4. Team managers (in conjunction with coaches) must conduct a budget meeting with parents and submit the budget to the Division Manager prior to November 1st each year.
5. Team manager (in conjunction with coaches) will estimate the total cost per PLAYER to coincide with the approved budget and conduct a parent meeting to determine how the funds will be collected and/or raised.
6. Teams may collect from parents, fundraising or donation/sponsorship a maximum of \$600.00 per player without Executive approval. Any expenditures or travel plans outside of the \$600.00 must first be approved by a team vote (silent vote via ballot) conducted by the Division Manager. The budget must then be set out in a detailed plan and submitted to the Division Manager for Executive approval.
7. A parent meeting must be held with the Division Manager for all tournaments planned outside of the province. A silent ballot vote will be conducted by the Division Manager to ensure 75% of families are in favor. As well, a revised budget must be submitted and approved by the Executive to include the details of all costs to parents prior to the team confirming a place in the tournament. This must be conducted by an Executive member who does not have a player on the team.
8. The Team Manager must provide the Association 2nd Vice President and team parents with an interim financial statement setting out the current team financial information by January 1st in each season and a year-end financial statement to both the team parents and the Association 2nd Vice President by April 1st in each season. Email to 2nd Vice President, 2ndvp@pocominorhockey.com
9. All fundraising monies not spent by individual teams during the season and all unused referee monies must be returned to the Association by March 31 of the current season.
10. All team bank accounts will be closed by April 1 of the current season and remaining monies will not be accessible to teams.

11. The Association has a program in place to assist families during times of hardship. Team managers must advise the 2nd Vice President of any families that have not yet met their team financial obligations by December 1st. Hardship cases are reviewed on an individual basis and if provided are to be used only for registration fees. Hardship assistance is not provided for payment of team fees nor is it provided for registration or otherwise for rep level players.

****Once your team has an approved Head Coach and Manager, you will receive an email from Ramin Ahmed, notifying you that you may go to the branch below to sign for your account. You will need two pieces of ID (one must be picture).**

Team Managers must provide the Association 2nd Vice President (Rob Toor) and team parents with an interim financial statement setting out the current team financial information by January 1st in each season and a year-end financial statement to both the team parents and the Association 2nd Vice President by April 1st in each season. Email to 2nd Vice President, 2ndvp@pocominorhockey.com

Team Bank Account

Bank: Vancity Saving and Credit Union

Branch: 7100 – 2850 Shaughnessy Street, Port Coquitlam BC V3C 6K5

Account #:

Signing Officers:

1st

2nd

- Two signatures are required.
- The rostered team manager must be the 1st signor on the team bank account. The 2nd team signor must be the Head Coach of the team.

SAMPLE FINANCIAL STATEMENT

****Below is an example of a team financial statement, please use it as a guide in establishing your team's financials. Should you have any questions/concerns please contact 2nd VP – Rob Toor at 2ndvp@pocominorhockey.com.**

U15 C5

Income

Parental contributions (17 players x \$220 each)	\$ 3,740.00
Ref Fees (Exhibition, Placement, League, Playoffs)	2,920.00
Total Income:	\$ 6,660.00

Expenses

Ref Fees (Exhibition, Placement, League, Playoffs)	2920.00
Teamsnap	50.00
Equipment (second set of socks \$10 per player and letters \$40)	210.00
Christmas Tournament Basket	100.00
Christmas Tournament (Richmond)	1,200.00
Remembrance Day Tournament (Kelowna)	1,200.00
Team Windup (approximately \$25.00 per player)	450.00
Gifts for coaching staff	225.00
Safety Person HCSP Course (if applicable)**	27.00
Team Official(s) RIS Course (if applicable)**	31.50

Total Expenses **\$ 6,413.50**

6,660 – 6,413.50 = 246.50

Return of unused team fees 14.50 x 17 players	\$246.50
Return unused referee fees to Association	\$ 0.00

Balance **\$0.00 (return to association)**

Port Coquitlam Minor Hockey Association
Officials Game Sign-In & Record of Payment

Division: _____ Team # _____ Manager: _____ Phone: _____

Balance of PCMHA Official's Fees: \$ _____

	PCAHA Game #	Game Date	Game Time		Sign-In Time	Official's Signature	Fee Amount	Amount Paid
				1				
				2				
				3				
				1				
				2				
				3				
				1				
				2				
				3				
				1				
				2				
				3				
				1				
				2				
				3				
				1				
				2				
				3				
				1				
				2				
				3				
				1				
				2				
				3				

****SCAN AND EMAIL TO TREASURER AT CHRSITMAS BREAK AND END OF SEASON****

Port Coquitlam Minor Hockey Association
Officials Game Sign-In & Record of Payment

Division: _____ Team # _____ Manager: _____ Phone: _____

Balance of PCMHA Official's Fees: \$ _____

	PCAHA Game #	Game Date	Game Time		Sign-In Time	Official's Signature	Fee Amount	Amount Paid
				1				
				2				
				3				
				1				
				2				
				3				
				1				
				2				
				3				
				1				
				2				
				3				
				1				
				2				
				3				
				1				
				2				
				3				
				1				
				2				
				3				

REFEREE ASSIGNING

U15 A AND ABOVE:

- Completed through the PCAHA assigning center.
- Requires 72 hours' notice prior to game.
- Request for officials generated by league manager when request for game number is made by team.
- **Once you receive your list of games from your division manager, please send a list of your games (include game number, date, time, place and team names) to the Referee Assignor (Robyn Doig - c.d@telus.net), and update when there is a change.**

U15 C AND BELOW:

- Done by local assignors
- Requires 72 hours' notice prior to commencement of game for scheduling.
- **Once you receive your list of games from your division manager, please send a list of your games (include game number, date, time, place and team names) to the Referee Assignor (Robyn Doig - c.d@telus.net), and update when there is a change.**
- If a regular game ice is not going to be used for a game, it is the requirement of the team to notify the assignor. Failure to do so will result in the team being invoiced for the officials' expenses.

IN-HOUSE ASSIGNOR (Bantam C and below):

- Robyn Doig
Cell: 604-787-7457
Email: c.d@telus.net

“NO SHOW” REPORTING and Complaints

Should fewer than the required number of on-ice officials be in attendance at any game, the Home Team Manager and the senior on-ice official present are asked to report the incident to the Referee-in-Chief, Brandon Borghardt:

refereeinchief@pocominorhockey.com or call

It is very important no-show incidences are reported. We want all games to have a consistent number of officials depending on the level, and officials need to be held accountable when a no-show incident occurs. However, if the Referee-in-Chief is not notified, the incident will not be addressed.

Similarly, with complaints regarding officiating, it is very important all complaints are sent to the Referee-in-Chief. All complaints must come from the team manager

AFTER a period of 24 hours has expired from the completion of the game in question. If complaints are sent to anyone else, they may not be adequately addressed. Furthermore, if they do not come from the team manager, and are within the 24 hour period, the complaint may not be addressed.

Referees

- The referee assignor requires 72 hours' notice for exhibition games
- Need to ensure there is a game number and referees for each exhibition game
- Be sure to forward your game schedule (include game numbers, date, time, venue, teams) to referee assignor as soon as it is received and ALWAYS notify of any changes.
- Sign in and pay the referee and linesmen, **at the score/time keeper booth**, prior to the start of each game. Exact change/amounts is required for payment, please ensure you are aware of the correct amount required to pay the officials at your level. ** **“Officials Game Sign-In & Record of Payment” form at end of this section****
- Game numbers and referees are pre-assigned for regular season and playoff games

VOLUNTEER OPPORTUNITIES

Parent volunteer opportunities will become available once the season begins; team managers will receive an email and are asked to check their email and forward these opportunities as they become will be emailed by Division Managers.

New this year is an opportunity to help contribute towards developing the PCMHA's Sponsorship Strategy. As a not-for-profit organization sponsorship funding is critical to the success and long-term sustainability of the Club. If you have knowledge, experience or interest in helping shape our strategy, please email our Director of Sponsorship at sponsorship@pocominorhockey.com

APPENDIX 1

TEAM RULES AND REGULATIONS (also available at www.pocominorhockey.com)

***Amended July, 2011 NOTE: These Rules and Regulations are subject to any additions and/or deletions as may be necessary and the Executive Committee of the PCMHA reserves the right to amend the contents thereof at any time without prior notice to the membership*

Section A	General
Section B	Player Registration
Section C	Rep Teams
Section D	Team Conduct
Section E	Discipline and Suspensions
Section F	Complaints, Protests and Appeals
Section G	Coaching Requirements
Section H	Injuries
Section I	Ice
Section J	Tournaments/Exhibition
Section K	Team Travel into the USA
Section L	Equipment
Section M	Financial
Section N	Fundraising
Section O	Team Apparel
Section P	Team Duties
Section Q	Minor Officials

SECTION A - GENERAL

1. Interpretation:

(a) In these Rules and Regulations, unless the context otherwise requires:

- “PCMHA” refers to the Port Coquitlam Minor Hockey Association;
- “PCAHA” refers to the Pacific Coast Amateur Hockey Association;
- “BC Hockey” refers to British Columbia Hockey;

- “CHA” refers to the Canadian Hockey Association; and
- “Executive Committee” refers to the current directors and officers of the PCMHA as elected pursuant to the By-Laws of the PCMHA.

(b) Words importing the singular include the plural and vice-versa; and words importing a male person include a female person.

2. All PCMHA players, team officials, parents and referees shall be governed by the Constitution, By-Laws, Rules and Regulations of the PCMHA, the PCAHA, BC Hockey and the CHA.

SECTION B - PLAYER REGISTRATION

1. No player shall be permitted on the ice unless he has been first registered with PCMHA, entered in the Hockey Canada Registration system by the Registrar and has no outstanding fees and/or waivers due to the association. Further, players may be removed from the ice if parents/legal guardian has not completed Sportsmanship Starts in the Stands (PCMHA will communicate dates, times and venues for this presentation).
2. Final registration of all players shall be at the discretion of the PCMHA Executive Committee.
3. Application must be made to the Executive Committee for additional registrations after the registration close-off date.
4. Each team manager/coach shall email the Registrar of the PCMHA with a copy of the team roster and jersey numbers allocated to the players immediately after the teams have been chosen.
5. No player may be placed on a team roster, either “A1 or A2 or C”, after the start of league play unless application is made in writing to the Division Manager who will make recommendations to the Executive Committee.
6. Refund of registration requests received before August 15th, will be granted a full refund less a \$100 administration fee, after September 30th the refund will be less 50% of base registration, after October 15th no REFUND will be granted. Exceptional circumstances may be reviewed by the Executive Directors. It is the responsibility of the player/family to fill out the Refund Policy Form found on the website www.pocominorhockey.com.
7. PCMHA believes all players should play hockey with their same age peers. Only under special circumstances may a player be moved into a higher or lower division. The player must first register in their own age division. An appropriate request must be submitted to their Division Manager. Players applying to move down a division will be assessed and after approval by PCAHA Fraser Valley North will be approved

if there is room in the lower division. If there is room in the higher division, players applying to move up a division will be assessed by an independent evaluator who shall first be approved by the Executive Committee. If the player is assessed to be in the **top 5** of the higher age group in the REP level, the assessment will be brought forward and reviewed by the President. If a “move up” is approved by the President a motion will be made and voted on approving the move for the one season. Then this move must be approved by PCAHA managing director. The player may play in the higher division at the REP level for that particular season only if there is room (i.e. no waitlist).

SECTION C - REP TEAMS

1. All players shall be encouraged to play at the level of hockey they are capable of, within their own age division (see section B, #7 above).
2. All registered players applying for a rep tryout shall be given an equal opportunity to try out for the “A1” or “A2” teams in their respective division.
3. Should a player voluntarily/request to withdraw from “A1” team tryouts, they will not then be placed/nor will they qualify for the “A2” team pool but will immediately be placed into the “C” team pool. In circumstances when no “A2” team exists the player will be placed immediately into the “C” team pool.
4. Every reasonable effort shall be made to ensure that all players requesting a rep tryout receive a minimum of 3 tryout sessions.
5. Players that are injured must be available for at least 1 tryout to be considered for a rep team. Exceptions to this policy may be considered by the President upon review of the players prior two seasons, the level played and length of injury. This applies to players that for extenuating circumstances cannot make the REP evaluations times as well. All requests must come to the President in writing.
6. No fundraising events or team functions shall be undertaken prior to the finalizing of team rosters.
7. All rep teams U13 and above shall card a minimum of 15 skaters, not including goaltenders. However, at the recommendation of the respective Division Managers and at the discretion of the Executive Committee, team rosters may be decreased or increased due to special circumstances.
8. Each rep team shall carry a maximum of two goaltenders (availability permitting).
9. No releases may be made after the commencement of league play without Executive Committee approval.

10. No player may play for more than one team on a “casual” basis without prior approval of the Division Manager. For example, a U13 C player affiliated to the U13 A2 team cannot play up for U15 C.

SECTION D - TEAM CONDUCT

1. The team Coach and/or Manager shall be responsible for the actions and conduct of the team players, team parents and team officials at all times that the team is under jurisdiction of the PCMHA.
2. Team mates, home and opposing team officials and parents, game officials and arena staff shall be treated courteously and with respect at all times.
3. All players shall confine themselves to their assigned dressing rooms 20 minutes before game time and must be supervised by **two** team officials during that time and until all players have left the dressing room after the game.
4. The team officials will implement appropriate dress code for their team.
5. PoCo Minor Hockey sanctions the use of a video camera at games and practices only the purposes of team training. If your team wishes to video tape a game or practice, the team manager should obtain permission from the Division Manager and provide the date, time and location of the game/practice to be videotaped. Individuals videotaping for any other purpose (i.e. taping for the purpose of timing the minutes players are on the ice) will be subject to our disciplinary process. A record/log must be kept by the manager (and with them at all games and practices) documenting all video sessions for the season.

SECTION E - DISCIPLINE AND SUSPENSIONS

Port Coquitlam Minor Hockey Association Disciplinary Process

Introduction

The PCMHA Executive has implemented a formal code of conduct and disciplinary process for players, team officials, parents and spectators. The code of conduct is based on the Fair Play Code of Conduct as developed by BC Hockey and Hockey Canada. The disciplinary process is designed to create a fair, unbiased and objective process for disciplining behavior that violates our code of conduct.

Disciplinary Process

All players, team officials, parents and regular spectators must sign the appropriate Code of Conduct. It is team manager's responsibility to collect all code of conduct and hold onto them for the season. It is within our guidelines that no player or team officials will be involved in a team function on or off the ice if the signed code of conduct has not been returned to the respective team managers.

PCMHA reserves the right to discipline players, team officials or parents in addition to, and regardless of, any discipline that may have occurred through Pacific Coast or BC Hockey.

Disciplinary Guidelines

1. Parents and Spectators

Parents and spectators are responsible for their own conduct. They may cause themselves to be ejected if they act in a manner that an on-ice officials or team manager views as unacceptable. Parents must attend the “Sportsmanship Starts in the Stands” educational presentation held by the PCMHA annually. Under no circumstances should any parent be disciplining another child, the 24-hour rule **MUST** be observed and then ALL concerns/inquiries should be directed to the team manager first.

2. Team Officials

Team officials are responsible for supervising and controlling the conduct of their players before, during and after the practice or game. Failure by team officials to control the conduct of their team may result in suspensions or other disciplinary action as deemed necessary. All team officials **MUST** complete and/or hold a current Criminal Record Check/Vulnerable Person Check, Concussion Awareness Tool Kit, and Respect in Sport certification ***prior to first scheduled ice time.***

Respect in Sport (RIS) Guidelines are as follows:

- The minimum age of participants is 16 years old as of December 31 of the current season
- RIS certification expires after four (4) years
- **Mandatory** for all coaches, managers and HCSP persons
- Officials on teams intending to participate in BC Hockey Championships must be qualified in RIS of the current season, failure to do so will result in non-participation of the above stated and/or removal from official Hockey Canada Team roster and removal from team.
- Respect in Sport can be found at this link:

<https://bch.respectgroupinc.com>

2. Players

The best way to avoid disciplinary action is through the application of positive reinforcement. PCMHA disciplinary committee has set up 3 different levels of offences:

- First level offence:

This should be dealt with at the individual team level unless the Coach deems it necessary to elevate to Executive level.

This may include:

- unexcused absences
- lack of dressing room etiquette
- swearing
- horseplay
- other similar actions

- Second level offence:

This requires a review of the incident by the Executive and Disciplinary Committee.

This may include:

- Fighting
- Bullying
- Cyber-bullying
- Insubordination to coaching staff
- Harassment or abuse of anyone while at hockey activity
- Intimidation

- Second level offence:

This requires a review of the incident by the Executive and Disciplinary Committee.

This may include:

- Fighting
- Bullying
- Cyber-bullying
- Insubordination to coaching staff
- Harassment or abuse of anyone while at hockey activity
- Intimidation
- Other similar actions

- Third level offence:

- Any player found with drugs and or alcohol in their possession, or any player suspected to be under influence of drugs or alcohol while participating in a PCMHA activity, will be suspended immediately from further practices and games until the investigation is completed. The Hockey Canada policy currently defines hazing as “an initiation practice that may humiliate, demean, degrade, or disgrace a person regardless of location or consent of the participant(s)”.
- Regulation O4 reads as follows:
- A player, team official, executive member, team, club, association, or any other Hockey Canada Registered Participant found, by an investigative process, to have condoned, initiated or, to the detriment of another, participated in hazing actions or behaviors shall be subject to discipline up to and including expulsion from Hockey Canada registered programs.
- If the behavioral problems persist, despite the intervention of a neutral third party (disciplinary committee), the final outcome may result in a registration

refund, on a prorated basis, and suspension from the association for the remainder of the current hockey season.

Disciplinary Committee

The committee consists of 1st Vice President of PCMHA, and 2 life time members.

SECTION F - COMPLAINTS, PROTESTS AND APPEALS

1. All grievances must be submitted in writing within 48 hours to the President. The President will appoint three Executive members to a Grievance Committee. This Committee will interview the complainant and investigate the grievance, referring their decision to the Executive Committee at the next Executive meeting. The Executive Committee will rule on the grievance and make their decision known to the complainant within 24 hours of the Executive meeting.
2. Any decision of the Grievance Committee may be personally appealed to the Executive Committee within 72 hours of being notified of the decision. Notice of any such appeal shall be submitted in writing to any member of the Executive Committee. If a player appeals, he must be accompanied by his parent or guardian.

SECTION G - COACHING REQUIREMENTS

- All PCMHA Coaches shall acquire coaching certification as required under PCAHA and BC Hockey Rules and Regulations.
2. Failure to meet these requirements shall result in suspension until the required certification is obtained.
 3. PCMHA does not pay for repeat clinics, i.e. If a coach fails to complete the post-task and is required to redo the clinic – we will not pay for it the second time.
 4. Coach Certification Reimbursement (Coach 2, Development, High Performance)
 - a. Coaches will receive 50% reimbursement upon the completion of the required clinic. This includes all the required posttask modules etc. as indicated by the Coaching Association of Canada, Hockey Canada, and BC Hockey
 - b. This 50% reimbursement will not be paid out to the Coach until their Hockey Canada Registry

(HCR) status indicates that they are “Certified” for the corresponding certification.

- c. All certified coaches will receive the remaining 50% payout once they have been active for three (3) seasons.
- d. PCMHA is not responsible for inaccurate records. It is the responsibility of the coach to ensure records are up to date.

5. Maintenance Course Reimbursement

- a. Only active Coaches will be reimbursed for Maintenance courses. Effective January 2014, Coaches are required to accumulate Maintenance points in order to retain their “certified” status at a specific certification level. Maintenance points are accumulated by actively coaching and by attending “Professional Development” courses.

6. Exceptions

Coaches may challenge this policy in writing to the President and Coach Coordinator

- 2. The exceptions will be reviewed by the Executive Committee

SECTION H - INJURIES

- 1. In the event of an injury, the team Manager/Coach shall be responsible to see that all necessary action is taken. If considered necessary, arrangements for transportation and emergency treatment of the player must be made. The team manager must log the nature of the injury on the INJURY LOG SHEET (available on line at www.pocominorhockey.com). This must be provided to the parents of the injured player and completed as soon as possible (available on line at www.pocominorhockey.com). The parent is responsible for submitting the form to BC Hockey within 90 days as well as providing a completed copy to the team manager to keep on file for the duration of the season.
- 2. All teams must carry an up-to-date first aid kit. Team manager is responsible for replenishing the stock and can do so by contacting our equipment manager at equipmentmanager@pocominorhockey.com.

RETURN TO PLAY

Hockey Canada recommends that all players returning to play after injury must get the physician to fill out the form. It is the parents’ responsibility to inform the physician if player is involved in full contact hockey, Bantam A, Midget A and Juvenile A. Due to nature of the injury, the physician will have the better understanding of the injury and the return time will vary. This form can be found at: (available on line at www.pocominorhockey.com)

SECTION J - TOURNAMENTS/EXHIBITION

1. No team shall play outside the PCAHA jurisdiction until PCMHA and PCAHA approval has been given. Requests must be presented to the Division Manager who will then conduct a silent vote. Approval requires a 2/3 majority support of the team parents.
2. Any team wishing to play an exhibition game shall first obtain permission from its League Manager by way of an exhibition game number.
3. In addition, permission must be obtained from the BC Hockey District Director for any exhibition games versus USA Hockey teams, whether at home or away, and permission must be obtained from BC Hockey for any exhibition games versus Canadian teams from other provinces, whether at home or away.
4. A team wishing to participate in any tournament or jamboree must first obtain a tournament permission number from its League Manager. Also a Letter of Permission from the President must be obtained if requested by the Tournament Host.
5. Failure to acquire proper permission as set out within this section may result in suspension or other disciplinary action against the team official(s) responsible.

SECTION K – TEAM TRAVEL INTO THE U.S.A. GUIDELINES BORDER CROSSING PROCEDURES – CANADA TO U.S.A.

The following is an overview of procedures and processes at U.S. Border crossings. It is our intention that this will assist and expedite PCAHA team travel into Washington State.

If you require further details, please contact U.S. Customs & Immigration in Blaine, Washington.

Manifest

- Each team should be prepared to provide to the inspector a list of all traveling on the bus, including citizenship

Canadian and US Citizens

- All those crossing the border must have photo identification to confirm citizenship and residency - driver's license (if applicable) and birth certificate
- A passport is required. Also accepted is Enhanced Driver's License (EDL), Trusted Traveler Card (NEXUS, SENTRI or FAST), or Secure Certificate of Indian Status. For additional information please visit:
http://www.cbp.gov/xp/cgov/travel/id_visa/legally_admitted_to_the_u_s.xml
- All identification and documents must be originals. Photocopies will not be accepted

Non-Canadian and Non-U.S. Citizens

- Must have a valid passport and Visa to enter the U.S. (effective March 17, 2003)
- Effective December 31st, 2004, all those requiring a Visa to enter into the U.S. will have to be fingerprinted prior to receiving a Visa

Minors

- Players under the age of 18 must have a letter from their legal guardian permitting entry into the U.S. under the guidance of a coach or parent of a player on the team
- A "Consent to Treat" is also advisable if an injury requires treatment at a U.S. hospital

Items NOT to have in possession while crossing the border

- Pornographic movies or materials
- Alcohol, if traveling by bus
- Fresh fruit, vegetables, plants, flowers
- Please note: on occasion, popular food items such as Subway sandwiches have been destroyed due to vegetable and meat content.

Drugs

- Please note: If any player or adult has been in contact with drugs within 48 hours prior to crossing the border, residue may be detected by drug sniffing dogs and detection equipment. The consequences are severe.

Bussing

- While typically more convenient and comfortable for team travel to the U.S., please allocate enough time for inspection, as all traveling on the bus will have to get off the bus to clear U.S. Customs and Immigration. On average, this takes 15 to 20 minutes.

SECTION L – EQUIPMENT

1. All property of PCMHA issued to teams within the Association shall be issued to, and therefore become, the sole responsibility of the Coach of the team or his designate, as indicated in writing by the Coach, at the beginning of the year.
2. All property belonging to PCMHA shall be returned to the Equipment Manager in good shape, other than reasonable wear and tear, by no later than April 30th of the current hockey season.
3. Registration privileges for players or reappointment of team officials not returning registered issued equipment may be withheld for the succeeding season until the equipment or replacement cost is rendered to the Association.

4. On return of all jerseys at the end of the season, the uncashed jersey deposit cheques will be returned to the team official or destroyed as requested. If a jersey is missing, the jersey deposit cheque for that player will be cashed as compensation for the loss of the jersey.

SECTION M - TEAM APPAREL

1. The Association crest that can be used is the PCMHA Pirates logo.
2. PCMHA requires its teams to wear Association jerseys at all games including exhibition, league, playoff and tournament. Teams are NOT permitted to affix name bars and/or additionally “cresting” to jerseys with the exception of Association issued “Cs” and “As”.

APPENDIX 2

PORT COQUITLAM MINOR HOCKEY ASSOCIATION **("PCMHA")**

HARASSMENT AND ABUSE POLICY (also available at **www.pocominorhockey.com)**

1. Introduction
2. Definitions
3. Legal Context
4. Incidents of Abuse
5. Informal Resolution of Harassment Complaint
6. Formal Resolution of Harassment Complaint
7. Reviewing the Report on the Complaint
8. Procedure in the Event of Abuse
9. Disciplinary Action
10. Immediate Suspension
11. Appeal of Panel's Decision
12. General

1. Introduction

1.1 The PCMHA is committed to providing an environment in which players and other participants in activities are free of harassment and abuse. This policy applies to all persons participating in activities of the PCMHA including players, parents, volunteers, coaches and other team officials, referees and the directors, officers, committee members and other representatives of the PCMHA.

2. Definitions

2.1 For the purposes of this policy, harassment and abuse are related concepts. They are defined as encompassing conduct which is insulting, intimidating, humiliating, offensive or physically harmful. Examples of behaviors which constitute harassment or abuse include, but are not limited to:

- unwelcome jokes, innuendo or teasing about a person's appearance, attire, age, race, religion, sex or sexual orientation
- condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance

- practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance
- unwanted or unnecessary physical contact including touching, patting or pinching
- unwelcome flirtation or sexual advances
- any form of hazing
- any form of physical assault
- behaviors such as those described above which, while they may not be directed towards individuals or groups, have the effect of creating a negative or hostile environment

2.2 In this policy, "Officer" shall refer to the Harassment Officer of the PCMHA or such other person as the President of the PCMHA may from time to time appoint to deal with a particular complaint.

3. Legal Context

3.1 The most serious forms of abuse are subject to criminal sanction under the *Criminal Code* of Canada. Normally offences under this Act are reported to, and investigated by, the police.

3.2 In British Columbia, minors (that is, persons under the age of nineteen years) who are "in need of protection" are the subject of the provisions of the *Child, Family and Community Service Act*. Normally an incident involving a minor who is thought to fall under this Act is reported to, and investigated by, a representative of the Ministry of Children and Families.

3.3 Some forms of discriminatory behavior may be the subject of an investigation under the *Human Rights Code* of British Columbia and some forms of harm, such as injury resulting from negligence, may be dealt with under the civil law.

3.4 However, the majority of instances in which harassment or abuse are thought to have occurred will be dealt with at the PCMHA level, within the framework of this Harassment and Abuse Policy.

4. Incidents of Abuse

4.1 When any person has a reasonable belief that a minor is being abused or is otherwise in need of protection, he/she shall report this belief to the appropriate authority (the police or a representative of the Ministry of Children and Families) and he shall advise the Officer (or some other senior officer of the PCMHA that he/she has so reported).

4.2 The PCMHA shall take no further action until such time as the authority has completed its investigation.

4.3 The matter shall then be dealt with as a disciplinary matter pursuant to this policy and the report of the investigation carried out by the authority may be used as evidence in these proceedings.

5. Informal Resolution of Harassment Complaint

5.1 A person who has experienced harassment, any person who witnesses harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behavior is contrary to this policy.

5.2 If confronting the harasser is not feasible, or if after confronting the harasser the behavior continues, the person who has experienced the harassment has witnessed the harassment, or who believes that harassment has occurred should report the matter to the Officer (or some other senior officer of the PCMHA).

5.3 Once an incident has been reported, the role of the Officer is to receive the report of the incident, advise the parents or guardians of the incident (if the person who has experienced the harassment is a minor), and assist in the informal resolution of the complaint, where this is appropriate. At this stage the Officer acts as a neutral mediator.

6. Formal Investigation of Harassment Complaint

6.1 If informal resolution of the harassment complaint is not appropriate or possible, and if the person, who has experienced the harassment, has witnessed the harassment, or who believes that harassment has occurred decides to pursue a formal complaint, the Officer shall receive the complaint and provide a copy to the President.

6.2 Once the complaint has been provided to the President, the Officer shall then gather the facts surrounding the incident by interviewing the complainant, the person against whom the complaint was made (the "respondent"), and any other persons with personal knowledge of relevant facts.

6.3 In addition to providing information to the Officer, the respondent may make a written submission and may refer the Officer to other persons who may have relevant knowledge.

6.4 The results of the fact gathering shall be summarized by the Officer in a written report and this report shall be provided to the complainant, the respondent and the President.

7. Reviewing the Report on the Complaint

7.1 Within not more than seven days of receiving the report, the Executive (that is, for purposes of this policy, the President and two Vice-Presidents) shall decide if the complaint shall be dealt with informally, in which case the President shall direct the appropriate response and the matter shall be treated as concluded.

7.2 In the event the Executive determines that a complaint should be dealt with formally, the President shall appoint three persons to serve as a tribunal (the “Panel”) to hear the complaint.

7.3 Having regard to the nature and seriousness of the complaint, the Executive shall decide which of the following procedures shall be used by the Panel to deal with the complaint:

- The Panel shall review the statements of the complainant and the respondent and the report of the Officer and shall then render a decision.
- The President shall retain an outside investigator who shall conduct a formal investigation of the incident and shall provide a written report to the Panel. The Panel shall consider this report as well as the statements of the complainant and respondent and the report of the Officer and shall then render a decision.
- The President shall retain an outside investigator who shall conduct a formal investigation of the incident and shall provide a written report to the Panel. The Panel shall then convene a hearing and review the report with the complainant and respondent present, permitting the complainant and respondent to ask questions of one another. Following the hearing the Panel shall render a decision.
- The Panel shall convene a hearing involving the complainant, respondent and witnesses. The parties and the witnesses shall have an opportunity to present evidence and to cross-examine one another and the witnesses. Following the hearing the Panel shall render a decision.

7.4 In the event there is a hearing, the Panel shall adopt such procedures as it may decide.

7.5 If at any point in the proceedings the complainant becomes reluctant to continue, the Executive shall decide whether or not to continue the review of the complaint in accordance with this policy.

7.6 The written decision of the Panel shall be delivered to the complainant, the respondent and the President. The decision shall contain:

- a summary of the relevant facts
- a determination as to whether the behavior complained of constituted harassment under this policy
- if the acts constituted harassment, the recommended disciplinary action to be taken
- recommended measures, where appropriate, to remedy or mitigate the loss or harm caused by the harassment
- general recommendations, where appropriate, to make less likely the occurrence of similar harassing behavior in the future

7.8 The Executive shall make the final decision on the disciplinary action to be taken but, unless it has compelling reasons to do so, it should not vary the action recommended by the Panel.

8. Procedure in the Event of Abuse

8.1 In the event of an allegation of abuse which does not warrant a report to the police or a representative of the Ministry of Children and Families, or in which the involvement of those outside agencies has been concluded, the procedure to be followed by the PCMHA is the same as that set out, above, for a harassment complaint.

9. Disciplinary Action

9.1 The appropriate disciplinary action in the event that harassment or abuse is found to have occurred should take into consideration aggravating or mitigating circumstances. These include:

- the nature and severity of the harassment or abuse
- whether the harassment or abuse involved any physical contact and, in particular, whether the contact was sexual in nature
- whether the harassment or abuse was an isolated incident or part of an ongoing pattern of behavior
- the nature of the relationship between the complainant and respondent and, in particular, whether there was a marked difference of power and authority between them
- the age of the complainant and, a related concern, the difference in age between the complainant and the respondent
- whether the respondent had been involved in previous harassment incidents
- whether the respondent admitted responsibility and expressed a willingness to change
- whether the respondent retaliated against the complainant

9.2 In recommending disciplinary action, the Panel may consider the following options, singly or in combination:

- verbal apology
- written apology
- letter of reprimand from the PCMHA
- referral to counseling
- suspension or removal of privileges
- suspension or removal from office or position
- expulsion from membership
- publication of the details of the disciplinary action
- such other actions as the Panel deems appropriate

9.3 In recommending a disciplinary action, the Panel should endeavor to select a penalty commensurate with the penalty handed down in similar circumstances, if any.

10. Immediate Suspension

10.1 If the Executive is of the opinion that the alleged harassment or abuse is sufficiently serious, it may suspend the respondent from the PCMHA pending the conclusion of the review of the complaint.

11. Appeal of Panel's Decision

11.1 Both the complainant and respondent have the right to appeal the decision of the Panel by filing with the President a written notice of appeal setting out with full particulars and argument the grounds of appeal. The permissible grounds of appeal are as follows:

- the Panel did not follow the procedures set out in this policy
- members of the Panel were biased or were influenced by irrelevant considerations
- the Panel reached a decision which could not be supported by the evidence or which was otherwise unreasonable

11.2 The notice of appeal must be delivered to the President not later than ten days (including holidays) following receipt by the person appealing the Panel's decision.

11.3 The appeal shall be heard by the Executive who shall base its decision on a review of the documentation surrounding the complaint, including the statements of the complainant and the respondent, the report of the Official, the report of the outside investigator, if any, the decision of the Panel and the notice of appeal.

11.4 In deciding the appeal, the Executive shall have the authority to uphold or reverse the decision of the Panel and/or to modify any of the Panel's recommendations.

11.5 The decision of the Executive shall be final and binding.

12. General

12.1 In extraordinary circumstances, and in its sole discretion, the Executive may abridge or extend the timelines in this policy.

12.2 The PCMHA recognizes the potentially sensitive and serious nature of harassment and abuse complaints and will strive to keep matters relating to a complaint confidential. However, if required by law to disclose information, the PCMHA will do so. It is also the policy of the PCMHA to allow the publication of the decision of the Panel where the acts complained of constitute harassment or abuse and such finding is upheld on appeal, if any.