



***Tri Cities Female Ice Hockey Association***

## Association Policies

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# TRI CITIES FEMALE ICE HOCKEY ASSOCIATION

## POLICIES OF THE ASSOCIATION

### 1 INTRODUCTION

Participation in organized sports plays a significant role in the physical, psychological and social development and is the reason that Tri Cities Female Ice Hockey Association exists. It is this positive role that the association fills in our community that leads to the support received from our communities. The policies of this association are designed to ensure that we make a positive contribution to our community and the development of our members.

Participation in Tri Cities Female Ice Hockey Association is a privilege not a right. Adherence to the policies of the association is a condition of membership and participation in any association sponsored event or facility. Violation of these policies may result in temporary or permanent expulsion from the association and all events and facilities associated with the association.

The policies of the association apply to all players, team officials, executive members, on ice officials and spectators. Please read and ensure you, your family and your friends are familiar with these policies.

Tri Cities Female Ice Hockey association strictly follows all BC Hockey and PCAHA rules that we are governed by.

### 2 CODE OF CONDUCT

The association is a reflection of the membership. The code of conduct sets a minimum standard we expect all members to uphold.

#### 2.1 TEAM FIRST

Tri Cities Female Ice Hockey Association supports the “Team First” program designed to promote positive social values of “Fair Play”. The Team First program was developed by BCAHA with the support of Vancouver Canucks and the Recreational Facilities Association of BC. It is the responsibility of every member to become familiar with the Team First program.

#### 2.2 PARTICIPATION

Players and parents are expected to participate in association and team activities. Association or team fund raising programs are vital to the success of TCFIHA and the teams in the association. All parents are expected to participate in fund raising activities to ensure a successful season. All parents are also expected to assist with, running the time clock and acting as scorekeeper at home games.

## 2.3 CERTIFICATION

All team officials with any team in the TCFIHA must meet the requirements of PCAHA, BCAHA and CHA. It is the responsibility of the team official to arrange for, and participate in any required certification programs. TCFIHA will reimburse team officials for any registration costs associated with required certification programs upon completion of the course. The course is deemed to be completed when all post task assignments have been submitted and a passing mark is received.

## 2.4 ATTENDANCE

Hockey is a team sport; there is a reasonable expectation that all players will attend all practices and games. Missing games or practices affects not only the missing player but also, the entire team. Coaches prepare game and practice plans that include all players; missing players make these plans less effective. If a player cannot attend, or will be late for, a practice or game it is the responsibility of the player to inform the coach or designated team official, providing as much notice as possible.

If, for any reason, a team is not able to attend a practice, the ice coordinator must be notified at least 14 days prior to the ice time. There will be no obligation on the part of the association to provide an alternate ice time.

Attendance at games and practices:

- All players and coaches are expected be ready and on the ice when the designated ice time starts. The coaches may establish additional expectations.
- All players and coaches will arrive at all home and away games 30 minutes prior to game time. The coaches may establish additional expectations.

## 3 PLAYER EVALUATIONS

Every year the Tri-Cities Female Ice Hockey Association (TCFIHA) needs to assign players to teams in the following divisions:

- Tyke
- Novice
- Atom
- Peewee
- Bantam
- Midget
- Juvenile

Of these divisions, in Atom, Peewee, Bantam and Midget, players are assigned based on skill level. In order to determine the level of development of a player, the association runs Evaluations each year, and for Peewee, Bantam, and Midget, players are assigned to Tiered Teams (Tier 1 is the highest Tier). These Evaluations are comprised of one evaluation practice and two game play evaluations.

### 3.1 TEAM SELECTION METHODOLOGY

In Tiered Divisions (Peewee, Bantam, and Midget), TCFIHA's Policy for Tier 1 Evaluations is as follows:

Prior to the on-ice evaluation sessions each player must specify their preferred position (i.e. forward, defense, or goalie). This information will be used to place players in positions for the evaluation practice and the evaluation game play sessions, and to distinguish between skaters and goalies for the skills sessions.

In order to be considered for a Tier 1 team, each player must attend all evaluation sessions. If a player misses an evaluation session, that player will receive a score of zero for that session. If a player is unable to attend an evaluation session(s) due to sickness or injury your division coordinator will review with the Team Selection Committee. The Team Selection Committee will make a decision on that individual situation. If a player joins the association during the season prior to the cut-off date for carding and wishes to be considered for a Tier 1 team, they must apply to the TCFIHA Executive and decisions will be made on an individual basis.

Tier 1 Player Evaluations will be based on:

- Practice skills based on evaluations conducted during one practice
- Game skills based on evaluations conducted during scrimmages.
- After the evaluation procedure has been concluded each player who participated in the Tier 1 evaluation sessions will be ranked against all other players.
- The player's total evaluation score will be comprised of her score from the one practice evaluation and the Game skills evaluations done during the scrimmages.
- Goalies will participate in one "goalie only" practice session and two game scrimmages as defined by the Association
- Independent evaluators along with the Head Coach will be used to assess players during the practice evaluations and game play scrimmages; players will be identified to the evaluators by number only (i.e. no names used)

Based on the Association Team Size Policy:

- Based on their overall rankings after completion of the skill component of the Tier 1 Evaluations, a number of top ranked players will be confirmed and assigned to the Tier 1 teams, and a further number of players will be proposed to be assigned to the Tier 1 Team. The Tier 1 coach will have all confirmed and proposed players available to practice as a team and will try to arrange exhibition games in which these players will participate. On or before September 30 of each season, the coach will recommend a final roster by assessing the players proposed to the team. The coach will select which proposed skaters (other than players already confirmed to the team) that will be selected for the Tier 1 team. The players not selected will be assigned to be evaluated for the Tier 2 team. The coach will submit his recommended roster to the TCFIHA Team Selection Committee for approval.
- The number of confirmed, proposed, and coach selects depends on team size and is per the following table:

Assignments after Player Evaluations			
Team Size (# Skaters)	Confirmed to Team	Proposed to Team	Coach Selects
11	6	8	5
12	7	8	5
13	7	9	6
14	8	9	6
15	8	10	7
16	9	10	7
17	9	11	8

- If more than 4 preliminary try-out players (section 3.3) are attending the Tier 1 player evaluations the “proposed to team” number may be increased considering no more than 30% of the final players can be comprised of preliminary try-out players
- Note that if the number of players that have declared to attend the player evaluations is roughly equivalent to or less than the final team size, TCFIHA may invite other players that have not declared to attend evaluations, or allow the team to roster fewer players than allowed per the team size table.
- The TCFIHA endorses the practice of coaches having input into the selection of their team. This system balances a comprehensive, unbiased evaluation process with the necessary component of coach input.
- A coach may request permission from the TCFIHA Selection Committee to reassign a skater ranked among the top nine skaters or the highest ranked goaltender. Permission would only be granted if there is an irresolvable issue concerning the player’s commitment to the team or a proven behavior issue that would disrupt the team.
- Upon completion of the “Game Play” evaluation component, the players remaining in the Tier 1 process (confirmed and proposed) will have their names posted on the TCFIHA website. Players not on the website list are allocated to the Tier 2 team will then attend the Tier 2 practice evaluation and game play sessions.
- All decisions of the Team Selection Committee are final.

Tier 2 and 3 Evaluations will be based on:

- Practice skills based on evaluations conducted during one practice.
- Game Skills based on evaluations conducted during scrimmages.
- After the evaluation procedure has been concluded each player will be ranked.
- The player’s total evaluation score will be comprised of her score from the one practice evaluation and the Game skills evaluations done during the scrimmages.
- Goalies will participate in one “goalie only” practice session and two game scrimmages as defined by the Association

- Independent evaluators along with the Head Coach will be used to assess players during the practice evaluations and game play scrimmages; players will be identified to the evaluators by number only (i.e. no names used)

Based on the Association Team Size Policy:

- Based on their overall rankings after completion of the skill component of the Player Evaluations, a number of top ranked players will be confirmed and assigned to the Tier 2 teams, and a further number of players will be proposed to be assigned to the Tier 2 Teams. The Tier 2 coach will have all confirmed and proposed players available to practice as a team and will try to arrange exhibition games in which these players will participate. On or before September 30, of each season the coach will recommend a final roster by assessing the players proposed to the team. The coach will select which proposed skaters (other than players already confirmed to the team) that will be selected for the Tier 2 team. The players not selected will be assigned to the Tier 3 team. The coach will submit his recommended roster to the TCFIHA Team Selection Committee for approval.
- The number of confirmed, proposed, and coach selects depends on team size and is per the following table (Same as Tier 1):

Assignments after Player Evaluations			
Team Size (# Skaters)	Confirmed to Team	Proposed to Team	Coach Selects
12	7	8	5
13	7	9	6
14	8	9	6
15	8	10	7
16	9	10	7
17	9	11	8

- The TCFIHA endorses the practice of coaches having input into the selection of their team. This system balances a comprehensive, unbiased evaluation process with the necessary component of coach input.
- A coach may request permission from the TCFIHA Selection Committee to reassign a skater ranked among the top nine skaters or the highest ranked goaltender allocated to the Tier 2 Team. Permission would only be granted if there is an irresolvable issue concerning the player's commitment to the team or a proven behavior issue that would disrupt the team.
- Upon completion of the game play evaluation component, the players remaining in the Tier 2 process (confirmed and proposed) will have their name posted on the TCFIHA website. All others will move on to the Tier 3 team.

The Tier 2 Team:

- The next highest ranked players based on the evaluations up to the total team sizes determined by the Association's Team Size Policy. This team may include players released from the Tier 1 process.



The Tier 3 Team:

- Will be comprised of all players not assigned to the Tier 1 or 2 Teams up to total team sizes determined by the Association's Team Size Policy.

### **Atom Division**

Atom aged players can participate in the C1 evaluations by registering to try out. Atom 1 player evaluations will be based on:

- Practice skills based on evaluations conducted during one practice
- Game skills based on evaluations conducted during scrimmages
- After the evaluation procedure has been concluded each player who participated in the Tier 1 evaluation sessions will be ranked against all other players.
- The player's total evaluation score will be comprised of her score from the one practice evaluation and the Game skills evaluations done during the scrimmages.
- Goalies will participate in one "goalie only" practice session and two game scrimmages as defined by the Association
- Independent evaluators along with the Head Coach will be used to assess players during the practice evaluations and game play scrimmages; players will be identified to the evaluators by number only (i.e. no names used)

Team sizes will be as per the Association's Team Size Policy.

For Tyke and Novice, the Coach Coordinator and an independent evaluator will assign players to teams.

## **3.2 TIER 1 EVALUATIONS**

There will be a non-refundable fee for all Tier 1 Player Evaluations and Atom 1 evaluations. The fees will be set prior to the tryouts and will be structured to recover costs incurred during the evaluation process. Once a player is evaluated and placed on a Tier 1 team, there will be an additional fee for extra ice and carding costs. In addition to the additional cost for the evaluations there are other expectations of players on Tier 1 teams. Before signing up for Tier 1 evaluations consider these additional expectations:

- Additional practices are normal for Tier 1 teams, the extra ice time is paid for by the team not the association
- An expectation of all team members to make hockey the first priority
- Attendance at all practices and games except in extenuating circumstances
- Participation in a number of out-of-town tournaments
- Commitment to strive for, and participate in, Provincial Championships

Along with these additional expectations there are additional costs which must be made up by the parents, either through contributions or fund raising. It is expected that all players or parents will contribute equally to meet the extra costs associated with playing Tier 1 hockey. Finally, players will be expected to sign a letter to acknowledge and agree to the level of commitment required.

### 3.3 TRANSFER TRYOUTS

For the purpose of promoting the growth and development of female hockey, PCAHA Rules permit female players who reside outside the boundaries of an association to move into that association on a season by season basis.

Tyke, Novice, Atom and Juvenile aged players may move to a neighbouring association if their residential association does not offer a Female team in their division. Peewee, Bantam and Midget players may move for the same reasons, or if there is no Hockey Canada Carded Female team – an “A” team – in the player’s residential association.

In the case of Peewee, Bantam and Midget “A” when an Association offers a Female team in their division but no Hockey Canada Carded Female team – an “A” team – a Preliminary Try-out Approval Form must be completed. Once approved that player/goalie becomes a *preliminary try-out player/goalie*.

To ensure opportunities are provided to our membership a:

- Peewee and Bantam “A” TCFIHA Hockey Canada Carded Female Team can be comprised of no more than 30% of *preliminary try-out players*
- Midget “A” TCFIHA Hockey Canada Carded Female Team can be comprised of no more than 50% of *preliminary try-out players*

For the case where a non-*preliminary try-out player* and a *preliminary try-out player* are deemed to be equally skilled, preference will be given to the non-*preliminary try-out player*.

Contrary to section 3.1 “Team Selection Methodology - players confirmed to a team” is not applicable to ***preliminary try-out players***.

In the case of goalies if 2 or more non-*preliminary try-out goalies* are deemed “Rep” goaltender(s) by an independent goalie evaluator, one or two of these goalies will secure the goalie spot(s).

If there is 1 non-*preliminary try-out goalie* deemed a “Rep” goaltender by an independent goalie evaluator, a *preliminary try-out goalie* will be considered to be added to carry a second goaltender. This decision will be made by the assigned Coach with discussion with the independent goalie evaluator and to be approved by the TCFIHA Executive.

If there are no non-*preliminary try-out goalies* trying out or deemed a “Rep” goaltender by an independent goalie evaluator, a *preliminary try-out goalie(s)* will be considered for the team. Approval from the TCFIHA Executive is required.

Team Size	Preliminary Try-Out Players Maximum (Peewee, Bantam)	Preliminary Try-Out Players Maximum (Midget)
13	3	6
14	4	7
15	4	7

### 3.4 UNDER AGE PLAYERS

The TCFIHA fields teams in all age groups sanctioned by the Pacific Coast Amateur Hockey Association (PCAHA) and supports players playing at their age level. Players are required to play in the Division appropriate for their age group except for the following:

- The player's skills and stage of development are similar to that of players in a higher Tier 1 Division. In order to qualify, a player must attend Tier 1 evaluations for their age group and must be ranked as one of the top two players based on their total score. The player may then request to play in exhibition games for a Tier 1 Division Team in the next higher age group, and may be granted permission on approval of the TCFIHA Executive. The coach of the team in the higher Tier 1 Division must then determine if the player is one of the top five in the higher age group based on Exhibition Game Play. If the player does not meet these criteria, then she must play in the Division for her age group. This policy is for non-goaltenders only and is subject to team sizes and space availability.
- Team sizes dictate player movement. If there is an imbalance in the number of players in Divisions (i.e. too many in Tier 2 and Tier 3 in a lower Division; not enough in a higher Division) to form adequate team sizes, then the TCFIHA Executive may invite Tier 2 or Tier 3 players to play in a higher Division.

### 3.5 AFFILIATE PLAYER RULES

TCFIHA supports the concept of the affiliate player. An affiliate player is defined as a registered player who is temporarily included on the playing roster of a team in a higher division or category with the association. Affiliate players must give first priority to games, practices and team events of their regularly rostered team.

Rep teams (HC-Carded teams (integrated or female), Peewee and above) are governed by PCAHA rule C(29), and female C teams (Non-HC Carded Female Teams) are governed by PCAHA rule C(31).

Prior to a player being placed on an affiliate list or requesting permission from the league manager, the coach of the requesting team must contact the coach of the team the player is to be drawn from indicating their intent to affiliate the player. Players being affiliated to a carded team may appear on only one list, first request is to be given to the more senior or higher level team.

To use affiliate players, coaches (of the affiliate team) must first have written permission for each game (email is acceptable) from the coach of the team the player is rostered with. An affiliate player may play no more than 10 league and playoff games (exhibition and/or tournament games are excluded) with any other team. To ensure that a player does not

play more than 10 games away from their rostered team both coaches are encouraged to track the usage of players.

Before inviting an affiliate player to a practice the coach must have verbal permission from the coach of the team the player is rostered with, each time the player is invited.

Failure to follow the affiliate process may result in disciplinary action, which may include suspension of the coach.

Anytime a team uses an affiliate player that team must not remove an existing player from their roster. All players must receive fair playing time as per TCFIHA and PCAHA policies.

## 4 TEAM OFFICIALS

The association cannot exist without the support of qualified volunteers to fill the coaching and manager roles required for all teams. The association considers the placement of team officials as one of the most critical components of a successful season. The team officials set the standard of conduct for the team, Failure to uphold the rules or policies of TCFIHA, or any of the governing bodies, will result in suspension or expulsion.

A team must have a head coach and a manager to be recognized as a team. The team manager must be appointed by the scheduled date of the coach/manager meeting for the current season. If, through suspension or by other reason, a team does not have at least one coach and a manager, the team will be suspended from all TCFIHA activities until the minimum team official requirements are met.

### 4.1 APPLICATION

Applications for team official positions will be taken any time at or after the Annual General Meeting. Anyone applying for a team official position must commit to meeting the requirements of the position as defined by TCFIHA or its governing bodies. In addition to the qualification required, all applicants will be subject to a criminal records check with the results reported to the associations Risk Manager. Interviews are to be conducted for all coaching positions.

### 4.2 SELECTION

Where possible, a committee will be formed to review all applications for coaching positions. Any committee member applying for a coaching position will abstain from review of his or her own application or any other application within the same division. It is the policy of the organization that, for all carded teams, preference will be given to applicants that do not have daughters on that team. To reduce conflicts preference for head coaching position will go to those not coaching in another association.

Placement of coaches may not be finalized until after the player selection process is completed. It is the policy of the organization that, where possible, Rep team head coach positions will be identified in July to allow coaches to prepare for the coming season. The head coach will be responsible for selection of managers and trainers.

The association executive must ratify all team official selections. An accepted list of assistant coaches will be provided to the head coaches for them to choose the additional coaching staff members.

### 4.3 COACHES

It is the role of the head coach to prepare practice plans, develop game strategies and to create a team environment conducive to the development of the players. The function of the assistance coaches is to support the head coach as required.

The coaching staff may use minor hockey players to assist with practices. It is the responsibility of the head coach to ensure proper insurance of the players assisting the team. All minor hockey players must wear full playing gear when participating in on-ice activities. This includes players who are also carded coaching officials under the age of 16.

#### Coaching Requirements

- All rep level coaching officials must have, or be working towards, “Development 1” BC Hockey coaching certification.
- All “house” level coaches must have, or be working towards “Coach Stream or Hybrid Level” BC Hockey coaching certification.
- All head coaches must complete “Instructional Stream – Checking” prior to December 1 of the year in which the season began
- All coaching staff must complete the “Respect in Sport” program prior to Oct 31 of the year in which the season began.
- All coaching staff must have completed a Criminal Record Check (CRC) prior to conducting any practices and/or games.
- All coaching staff must have completed the Concussion Awareness Training Tool (CATT) prior to conducting any practices and/or games
- All coaches will adhere to the equipment guidelines specified by the governing bodies (PCAHA, BC Hockey and CHA).

\* Note: all coaching certifications must be completed by December 1st of the year in which the season begins. Failure to meet this requirement will result in suspension until such certification has been obtained.

### 4.4 MANAGERS

A team manager is responsible for all off-ice activities. These activities may include but are not limited to:

- Interaction and coordination of activities with players and parents
- Coordinate fund raising for the team
- Act as team treasurer
- Promote team social activities including year-end windup
- Arrange tournament registration as required
- Interact with, and support, Coaching staff as required
- Filing game reports with league manager
- Ensuring home game officials are paid prior to beginning of a game

All managers are required to have completed a “Respect in Sport” program by December 31st of the year in which the season begins. A Criminal Records check must be submitted to the Risk Manager prior to October 31st.

The team manager, as acting treasurer, will be responsible for the handling and reporting of all team funds. The parents of the players control the use of team funds; a majority approval is required for use of all funds.

The use of all funds from the association must be reported back to the association and all funds not used for the purpose specified by the association must be returned at the end of the season.

#### 4.5 TEAM MOMS

TCFIHA mandates, in accordance with BC Hockey's "Two Deep Method" (see section 8.2), having two team officials in the dressing room with the girls at all times. Team moms will fulfill the role of team official while the girls are dressing, once in full gear, male team officials may perform the two deep requirement.

Dressing room moms must complete the Respect in Sport program along with a criminal records check. Each team (Atom through Juvenile) should submit a list of team moms to the Risk Manager by Oct 31<sup>st</sup> of each season.

The role of a team mom is not to quell the dressing room chatter, or to change the flow of the room, but to ensure safety for all players at all times. Once the girls are dressed any two team officials in the room are expected to do the same.

If there are safety issues being observed, the team officials are encouraged to address those issues in addition to bringing them to the attention of the head coach.

#### 4.6 TRAINERS (HCSP)

The team trainer will be the official risk management for the team. A coach or the manager of the team may hold this position. The trainer must have a current HCSP certification on or before December 1st of the year the season begins. Failure to have a trainer position designated will result in suspension of the team.

### 5 TEAM EXPECTATIONS

For each TCFIHA team, there are expectations regarding the conduct of coaches, players, and parents. This is to ensure the best possible environment and positive experience for all involved.

#### 5.1 PLAYER EXPECTATIONS

TCFIHA has expectations for the conduct of all players. TCFIHA hockey players will:

- play hockey because they want to
- show proper respect towards other players, coaches, and referees
- attend all team events – i.e. practices, games, and dryland training
- work to improve their hockey skills
- display good sportsmanship on and off the ice
- act as ambassadors for TCFIHA when travelling

## 5.2 COACH EXPECTATIONS

Aside from required Coach Credentials, and the fundamentals outlined in Hockey Canada's Respect in Sport Program, TCFIHA expects its coaches to:

- be reasonable when scheduling games and practices, remembering that players have other interests and obligations
- ask players to arrive at the arena no more than 1 hour before any game or practice
- teach players to play fairly and to respect the rules, officials and other players
- ensure that all players get equal instruction, support and playing time
- not ridicule or yell at players for making mistakes or for performing poorly
- remember that players play to have fun and must be encouraged to have confidence in themselves
- make sure that equipment and facilities are safe and match the players' ages and abilities
- remember that participants need a coach they can respect
- be generous with praise and set a good example
- obtain proper training and continue to upgrade coaching skills
- work in cooperation with officials for the benefit of the game
- communicate and get concurrence from parents as soon as possible for any tournament that the team plans to attend.

## 5.3 PARENT EXPECTATIONS

TCFIHA expects parents of players will:

- not force their children to participate in hockey
- remember that their children play hockey for their own enjoyment (not the parent's)
- encourage their children to play by the rules and to resolve conflicts without resorting to hostility or violence
- teach their children that doing one's best is as important as winning, so that their children will never feel defeated by the outcome of a game
- make their children feel like winners every time by offering praise for competing fairly and trying hard
- never ridicule or yell at their children for making a mistake or losing a game
- remember that children learn best by example
- applaud good plays/performances by both their children's team and their opponents
- never question the official's judgment or honesty in public
- support all efforts to remove verbal and physical abuse from children's hockey games
- respect and show appreciation for the volunteer coaches who give their time to coach hockey for the child
- notify coaches as soon as possible if their children are not able to attend a team event

## 6 REFEREE PROGRAMS

TCFIHA is committed to the game of hockey. In order to meet that commitment we support the development and training of on-ice officials.

## 6.1 PHILOSOPHY

TCFIHA is committed to the development of referees from within our association. In addition to providing training we encourage a supportive environment for our referees to develop. This environment will be free of abuse and open to ongoing input. Abuse of on-ice officials will not be tolerated. Any spectator, player, or team official engaging in unsportsmanlike conduct, verbal abuse, taunting, slurs or derogatory behavior may be asked to leave the arena by the referee. If necessary the referee shall suspend the game until the individual(s) involved have been removed from the rink. A report of any such activity to the association may result in temporary or permanent suspension from all TCFIHA events.

## 6.2 TRAINING/CLINICS

All on-ice officials must hold a valid Canadian Hockey Officiating Program (CHOP) card issued by BCAHA in order to officiate any game in which TCFIHA participates. The association will make all reasonable effort to hold a referee clinic that includes both theory and on-ice sessions at the beginning of each season. The clinic will be open to both new and returning referees from within the association, and where space permits, from outside the association. The required CHOP certification may be done at any clinic sanctioned by BCAHA.

## 6.3 REFEREE ALLOCATION

The association is responsible for assignment of all referees for Peewee, Atom and Novice games. The assignments will be made based on the skill and ability of the referees with every reasonable attempt to ensure equity in the assignment of referees. Bantam through Juvenile, the Manager of the Referee Assigning Centre shall be responsible for assigning all on-ice officials, including league, playoff, and exhibition games.

## 6.4 REFEREE ELIGIBILITY

Referees must be at least 12 years of age and hold a valid CHOP card. A referee is only qualified to ref divisions below their playing eligibility for which they are certified. All referees assigned by TCFIHA must pass a criminal records check.

## 6.5 REFEREE POLICY

The focus of TCFIHA is the development of female referees from within the association. Assignment priority will go to the qualified TCFIHA players. In addition, the following guidelines will be followed:

- Priority will be given to reliable referees.
- The referee assigner will consider the number and reasons for turning down games.
- Referees will provide 48 hours' notice to the referee assigner in the event they cannot referee the game (except in extenuating circumstances).
- The referee's team activities (i.e. games, practices) take priority over referee assignments.
- Assignments will avoid having referees officiate siblings.



- Less experienced officials will be paired with older more experienced players where possible.
- Referees will avoid interaction with the coaches during a game except as an official act pursuant to the rules of the game.

The association is open to feedback from team officials regarding the performance of referees. The feedback will be used as input for the development of the referee.

## 6.6 REFEREE FEES

The fees for referees are determined by PCAHA. Rates are based on the division and number of officials as outlined in the PCAHA handbook. The home team is responsible for paying the officials before each game.

## 6.7 CODE OF CONDUCT

As a game official, all referees are expected to adhere to the code of conduct. On-ice officials assigned by TCFIHA are a reflection of the association and are expected to conduct themselves accordingly. In addition, all referees will:

- Arrive 15 minutes or more prior to the game time and be ready to step on the ice at the game start time
- Check the rink for safety hazards prior to players being allowed on the ice
- Treat players and team officials with respect

Any referees that are a “No Show” will be subject to disciplinary review before any additional games will be assigned to them.

## 7 EQUIPMENT

The equipment specifications provided are a minimum for players. All players must have proper equipment in accordance with the regulations of the governing bodies. All equipment will be inspected at the start of the season to make ensure proper fit and to make sure it is safe. Teams may do additional equipment checks throughout the season. Additional equipment, safety requirements or regulations specified by PCAHA, BCAHA or CHA must be adhered to.

### 7.1 MANDATORY EQUIPMENT:

- CSA approved helmet with complete face mask, with side clips
- BNQ approved neck guard
- Shoulder pads
- Elbow pads
- Hockey Gloves
- Shin/Knee pads
- Hockey Pants
- Pelvic Protector (“Jill”)
- Garter Belt or Velcro shorts
- Skates
- Stick

## 7.2 PURCHASE OF EQUIPMENT

The association does not provide player equipment. Purchase of new or used equipment is the responsibility of the players and parents. The purchase of new or used equipment is the choice of the player's parents; many local sports stores do provide good quality used equipment. You may also find retailers offering exchange programs on new equipment purchases. When purchasing equipment be sure the merchant is aware that it is for ice hockey, street hockey equipment does not meet the safety requirements.

## 7.3 TEAM UNIFORMS

The association supplies jerseys with stop patches to all players, the players are required to have matching socks. Jerseys must be washed and hung to dry after each game to ensure bacteria is removed. Game jerseys are not to be worn at practices.

You will be required to provide a cheque to your Team Manager prior to the distribution of team jerseys. Jersey Deposit of \$100 postdated for April 1 of the following year.

**Note; a Player will not receive a jersey should a Jersey Deposit not be provided.**

**THERE WILL BE NO EXCEPTIONS.**

## 7.4 MOUTHGUARD

Though not required at this time the association strongly recommends the use of a mouth guard. Many studies have been conducted all pointing to the reduced risk of concussion when using a proper mouthguard.

## 7.5 GOALIES

If necessary the association will provide goal pads, trapper, blocker and chest/arm equipment for goaltenders. It is the recommendation that players that have decided to play goalie full time look to purchase their own equipment. The association does provide a discount to full time, committed, fully equipped goaltenders.

# 8 RISK MANAGEMENT

TCFIHA is committed to a proactive approach to risk management under the guidelines provided by the Canadian Hockey Association (CHA).

## 8.1 TEAM SAFETY COORDINATOR (TRAINER)

Every team, regardless of level, will have at least one Hockey Canada Safety Program ("HCSP") certified team official (Team Safety Coordinator) registered with the team by not later than December 1st". It is preferable to have two in the event one cannot make a game.

Along with your Safety Person, develop an emergency action plan (EAP) so that in case of an emergency each person knows which role to play. Always keep player injury prevention in mind (from injury prevention through to knowing when to let a player return to the ice).

In addition, it is prudent for all members to be aware of unsafe situations that may be encountered from time to time and report them promptly to the HCSP official or Team Management.

All players who have incurred an injury or serious illness must obtain a doctor's note indicating that she is fit and able to return to practice or games. The Team Safety Coordinator to the Association's Risk Manager must submit a copy of the letter. Rule is that players returning from an injury must practice before they are allowed into a game situation.

You must register all your on-ice help with the Registrar. This is for insurance purposes and to ensure that all teams are registered properly with the league. Only persons registered on your team roster will be allowed on the bench and ice during games and practices. This is for safety and insurance purposes!

Also as a reminder, when on ice for practice and games, please make sure all bench doors are kept closed. Check the ice and the boards for hazards. Ensure all players are wearing adequate and properly sized equipment. Coaches must wear a CSA approved helmet on the ice at all times during practice.

## 8.2 TWO DEEP METHOD

Throughout the hockey season appropriate player supervision should be a priority for all minor hockey associations (MHAs) and BC Hockey member teams. As such, BC Hockey endorses the use of the "Two Deep Method" of supervision that is mentioned throughout Hockey Canada HCSP material and Hockey Canada coaching materials. This list describes the "Two Deep Method". It is recommended that these guidelines are followed by all MHAs.

### **Supervisory Responsibilities**

#### **Dressing Room**

Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together; which is called the "Two Deep Method" of supervision.

#### **Injury Treatment**

The safety person should avoid treating injuries out of sight of others. Use the "Two Deep Method" (two adults) supervision system.

#### **Road Trips**

Ideally, personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the "Two Deep Method" rule is observed at all times. If only one player and one personnel are alone in the room for a brief period of time, the outer door must be left open.

#### **Physical Contact**

Team personnel should avoid touching a player out of sight of others. Use the "Two Deep Method" (two personnel, or two players) supervision system

#### **Isolated Spaces**

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).

#### **Sport and Training Facilities**

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the Two Deep Method).

### 8.3 MEDICAL INFORMATION

All players will be asked to complete a medical information form at the beginning of the season. The Team Safety Coordinator will hold the forms. Discuss with your Team Safety Coordinator any medical conditions, which may require special attention by Team Management in a crisis situation (i.e. history of concussion, diabetes, asthma, allergies, etc.).

The Board would like to remind all parents that Team Officials are unqualified in dispensing medication. No team official shall dispense medication to a player. If an injury or illness occurs, the player indicating that she is fit and able to return to practice or play in games must provide a medical certificate. A copy of the letter must be submitted by the Team Safety Coordinator to the Association's Risk Manager.

All teams will have a comprehensive First Aid Kit to be available at the bench during practice and games.

### 8.4 INSURANCE

All players and coaches are insured against injury during all approved on-ice activities. This is mandatory for all players, coaches and their assistants. No person shall be permitted on the ice surface or at the bench until the insurance is in place, meaning registered with BC Hockey.

The insurance coverage is void if the players are on the ice without the Coach being present.

The Team Manager must always confirm insurance coverage for any off-ice events before allowing the team to participate. A special event sanction needs to be submitted to BC Hockey for such events and approval given before event is to take place. Denied events may be granted from the Executive board, on a case by case basis.

Insurance is meant to cover items not covered by your own B.C. Medical or extended medical plan. The maximum payable is determined by BCAHA annually. Any accident or injury should be reported as soon as possible to your Team Safety Coordinator who will have the appropriate team forms.

### 8.5 DEFINITION OF HARASSMENT

Harassment is a behavior by one person towards another, which is insulting, intimidating, humiliating, malicious, degrading or offensive. It creates negative uncomfortable feelings for the person, or group of persons, to whom it is directed. Such a person may feel anything from discomfort or embarrassment in the presence of the person or group of people displaying such behavior, to a feeling of terror or even fear of their safety.

- *Harassment and Abuse in Sport, Findlay and Corbett, 2002*

### 8.6 HARASSMENT POLICY

TCFIHA is committed to providing a nurturing and enjoyable environment for all members. In this spirit and to uphold the outstanding reputation TCFIHA, parents, players and coaches have established in regard to behavior at TCFIHA sanctioned events. The TCFIHA executive wishes to emphasize its zero tolerance policy with respect to abuse and harassment. The consequences for violating abuse and harassment policies include:

1. The filing of an incident report
2. A hearing with the TCFIHA Disciplinary Committee
3. Possible temporary suspension from the team or Association
4. Possible permanent expulsion from the team or Association

The following are all reviewed with zero tolerance by the TCFIHA executive and apply to all parents/spectators, players, coaches and officials at all TCFIHA sanctioned events, home and away and all locations of TCFIHA sanctioned activities (e.g. rinks, hotels, restaurants, fundraising locations, etc.):

- Cyber bullying (the act of harassment, in the forms of threats, name calling, racial slurs, ridicule and intimidation through online sources. Via the internet through online social networks, web sites and emails)
- Sexual abuse / harassment
- Emotional abuse / harassment (in the form of name calling, threatening, ridiculing, isolating, hazing, or ignoring)
- Physical abuse / harassment (injuring or threatening to injure)
- Neglect (improper attention to injuries, inadequate or unsafe equipment, or improper road trip supervision)
- Obscene language directed to any person at any time
- Racial slurs
- Taunting of players, coaches, officials, or other spectators (by means of baiting, ridiculing, threats of physical violence or actual physical violence)
- Retaliation and / or intimidation against any individual who has filed a complaint

All TCFIHA members are reminded that alcohol or drugs have no place in youth sports. Any player caught under the influence (or in possession) of alcohol or drugs will be immediately suspended pending a hearing of the Disciplinary Committee. Under no circumstances should coaches interact with players if under the influence of alcohol, and coaches should not engage in any alcohol consumption around players including at hotels during tournament travel.

Violations or complaints about a coach or team official, parent or spectator, must be reported to: 1) Manager, 2) Division Coordinator 3) Risk Manager 4) Discipline Committee.

For players, game violations are subject to PCAHA and BCAHA rules and regulations. A coach may suspend, for discipline, a player for up to one game. The Disciplinary Committee must approve suspensions of more than one game.

Parents and coaches should note that the proper channel for game complaints about referees and linesmen is in writing through the TCFIHA Referee-In-Chief. It should also be noted that actions directed toward officials after a game may be perceived as threatening or intimidating and may, thus, constitute harassment.

## 8.7 DISCIPLINARY COMMITTEE

In the event that during the season you or your daughter encounters a concern, problem or have a complaint, it is requested that you endeavor to resolve the issue through the Team Manager. It is the Team Manager's responsibility to arrange, as appropriate, a meeting between the coach, players and parents. If the meeting does not adequately resolve the issue, it is urged that you

forward a letter to the Division Coordinator, who will bring issues, if unresolved, to the Executive Committee.

On issues involving harassment, abuse and inappropriate conduct, written letters of complaint may be submitted to the Risk Manager:

The three-member Disciplinary Committee will deal with this issue. This Committee is chaired by the Risk Manager and includes a Vice-President and one board member to be appointed by the President, or 3 members of the association who are felt to be unbiased and impartial.

## 9 REGISTRATION POLICIES

TCFIHA believes in a fair and equitable Registration Policy. Following are the details.

### 9.1 REGISTRATION

In order to register with the TCFIHA;

**A Player new to the TCFIHA Organization must:**

Complete the most current Player Registration Form as approved by the Association Executive, click here to download the [2017-2018 Registration Form](#). Submit the Registration Form by scanning and emailing to the TCFIHA Registrar. The email address for the registrar is available at [www.tricitiesfemaleicehockey.ca](http://www.tricitiesfemaleicehockey.ca)

1. Submit satisfactory proof of:
  1. Player's Age (Birth Certificate)
  2. Residency per the requirements of the Pacific Coast Amateur Hockey Association (PCAHA) or the BC Amateur Hockey Association (BCAHA). (Acceptable proof of Residency is a recent Electric or Gas Utility Bill.) If a player does not satisfy Residency requirements please refer to the section below titled A New/Existing Player (outside the catchment)
  3. Once the TCFIHA Registrar has created a Hockey Canada #, the New Registrant can complete the Online Registration Process (see registration of an existing player).

**All Existing Players within the catchment (Coquitlam, Port Coquitlam, Anmore, Belcarra and Port Moody) must:**

1. Complete the Online Registration Process posted on the association website; ([www.tricitiesfemaleicehockey.ca](http://www.tricitiesfemaleicehockey.ca))
  1. On the Online Registration Form you must attest that you do reside within the catchment. Satisfactory proof of Residency per the requirements of the Pacific Coast Amateur Hockey Association (PCAHA) or the BC Amateur Hockey Association (BCAHA) may be requested during the year. If requested, Members are obligated to provide it. Acceptable proof of Residency is a recent Electric or Gas Utility Bill.
  2. Returning Players who have not registered by June 30 will be considered New Players and will be added to the New Player Waitlist.
  3. Any Player that wishes to attend the Association's Tryouts for a Tier 1 Team must notify the Association Registrar by August 15
  4. For financial and equipment assistance for families in need, we can help them get in touch with Kids Sport.

2. Any Player wishing to register to play for a TCFIHA Team in the upcoming season must:
  1. Complete the Credit Card Payment portion in the Online Registration System.
  2. If you are unable to complete the Credit Card Payment portion in the Online Registration System you are required to contact the Association Registrar.
  3. Prior to receiving your team jerseys each player must provide their Team Manager with a cheque for Jersey Deposit for \$100, payable to TCFIHA, post dated for April 1 of the following year. Note; all cheques are shredded upon return of jerseys.
  4. All cheques to be presented in person to your Team Manager.
  5. Make payment in full of the Player Registration Fee and other associated fees as established on an annual basis by the Association Executive.
  6. Make payment of the Player Evaluation fee as established annually by the Association Executive if the Player indicates that they will try out for a Tier 1 Team in their Division. This fee is non-refundable.
  7. Pay any applicable Late Registration Fees as established by the Association Executive.
  8. Make payment of any outstanding fees from the previous season. Payment of any past due amounts should be paid in full by certified cheque, bank draft or money order. Cheques or money orders need to be mailed to: 34A-2755 Lougheed Hwy., #609, Port Coquitlam, B.C., V3B 5Y9. **No Player will be allowed on the ice until past due payments are paid in full.**
  9. Return any TCFIHA property (Jerseys, Equipment) on loan to the player from the previous season.

Registrations will always be accepted, but after June 30th you will be placed on a waiting list. New registrations should be emailed to the Association Registrar.

**A New/Existing Player (outside the catchment area) must:**

1. Complete a PCAHA Application for Player Movement Form if residing in a neighbouring catchment without a female team. The link to the player movement form is posted on the TC Preds website.
  1. Players who live outside of the TCFIHA Catchment area (even though they may be Returning Players) will be considered New Players and will be added to the New Player Waitlist.
  2. Any Player that wishes to attend the Association's Tryouts for a Tier 1 Team must notify the Association Registrar by August 15.
  3. Once PCAHA approves the transfer, you will be contacted by the Association Registrar and will then be able to proceed with the Online Registration above (see registration of an Existing Player)

**A Player transferring from another organization within the catchment (Coquitlam, Port Coquitlam, Anmore, Belcarra, and Port Moody) must:**

1. Complete a PCAHA Application for Player Movement Form if previously registered with another Association.
  1. Players previously registered with another Association will be considered New Players and will be added to the New Player Waitlist.
  2. Any Player that wishes to attend the Association's Tryouts for a Tier 1 Team must notify the Association Registrar by August 15.

3. Once PCAHA approves the transfer, you will be contacted by the Association Registrar and will then be able to proceed with the Online Registration above (see registration of an Existing Player)

## 9.2 LATE REGISTRATION

A \$100 late fee applies to all Players not abiding by the following; Have completed their Online Registration Form by July 31st. Note; this does not apply to a Player outside the catchment awaiting approval of a PCAHA Application for Player Movement Form or a Player within the catchment awaiting approval of a PCAHA Application for Player Movement Form.

### **GET YOUR REGISTRATION IN BEFORE AUGUST 1<sup>st</sup> AND AVOID LATE FEES!**

If a Player wished to register after November 1, they must first get approval from the Association Executive. If accepted, their registration fee will be pro-rated over the length of the season.

## 9.3 NEW PLAYER WAIT LIST

For New Players, once the Registration is received the Player is placed on a waiting list which is prioritized per the following:

1. Formerly Returning Players who could not register the previous season due to substantiated medical reasons;
2. Siblings of currently Registered Players;
3. Residency in the TCFIHA Catchment Area (Coquitlam, Port Coquitlam, Port Moody, Anmore or Belcarra);
4. Date and time that the Registration Form is received by TCFIHA.

The Association Registrar will distribute Wait Lists to the Association Executive and to all Division Coordinators. The Association Executive must approve all New Registrants; if a Player's registration is accepted after the start of Tryouts, she may be placed in the Tryout Process at the Executive's discretion. Any changes to the Wait List must be approved by the TCFIHA Executive.

Players will be notified of the registration status by August 15. Note; any registrations taken after August 15<sup>th</sup> may be put on a waitlist until it is determined that room for the Player exists on a team.

## 9.4 CANCELLATION OF REGISTRATION

Players wishing to cancel their Registration should notify the TCFIHA Registrar and President in writing. Refunds of Fees are per the following:

1. Before August 15 – 100%
2. August 16 – Sept 30 – 75%
3. October 1 – December 31 – 50%

All of the above are less the \$60.00 non-refundable Administration and Insurance Fee.

Players who are accepted on a Major Midget Team after registering with TCFIHA will receive a full refund. Withdrawal from the Association due to medical issues will be reviewed by the Association Executive on a case by case basis. Please contact the Association Registrar for more information.



## 9.5 NSF CHEQUES

Should the Association receive a NSF cheque, the following procedure will apply:

1. Upon notification in writing by the Association, the Member has two weeks from the date noted on the letter to rectify the situation.
2. All NSF cheques must be cleared by mailing a certified cheque, bank draft or money order to the TCFIHA Registrar within two weeks of the date of the written notice.
3. After this date, the President (on advice from the Association Treasurer) will notify the Member that the Player is ineligible to attend any games or practices until the situation is rectified.
4. The President will inform the Member once the Player is again eligible to play (i.e. full payment has been received)
5. All NSF cheques are subject to a \$30 administration fee

**The Tri Cities Female Ice Hockey Association reserves the right to consider extenuating circumstances in applying the registration policies and procedures**